



## MAILROOM PROCESSING / PRE-SORTING

### Why use Coleman for your Mailroom Services?

To Expedite Document Processing: Our staff is trained to perform highly focused, repetitive mailroom tasks to execute the most effective mailroom services at the lowest cost. Efficient mailroom services accelerate the payment and documentation process, allowing you to improve your business practices and customer service capabilities.

Reduce Personnel Expenses: Outsourcing your mail processing needs to our specialized staff ensures the greatest possible efficiency and eliminates labor expenses for in-house mail sorting.

Experience: Coleman Data Solutions has extensive experience processing billing, lockbox, medical, governmental, school and other assorted documents and mail/marketing media. Coleman can also provide pre-sorting operations of many types of media. All work is done in our secure facility, with included pickup and drop-off done by bonded drivers in company vehicles.



### What to Expect

- Efficient and quick processing.
- Dedicated staff trained in repetitive tasks.
- Project modeling to minimize movements.
- Secure environment for mail safety.
- Inactive address identification available.
- Government and medical document processing experience and expertise.
- 3D Mail assembly available.
- Workflow tracking to ensure accountability.

### Why Coleman?

Coleman Data Solutions is a non-profit organization with over 25 years of experience handling all types and sizes of documents, including sensitive government and medical information with high requirements for confidentiality.

Data Solutions is a social enterprise of Coleman Professional Services, a nationally recognized provider of award-winning behavioral health and rehabilitation programs in Northern Ohio.

### Contact

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