# 4 Things to Ask Before You Outsource Your Mailroom

## 1. What Kind Of Services Do I Need?

Take a look at how your current mailroom operates. Make a list of the services it performs. Make another list of what it doesn't do and where it may be lacking. Have your current mailroom staff assess the equipment. Ask what's breaking down? What's new? What are you going to need soon?

## 2. What Do Other Mailrooms Use?

Step outside your operation and get some perspective. Find out how similar companies handle the mail. Get all the information you can on the services you need.

## 3. What Should This Cost?

Do some benchmarking. Evaluate how many people it takes to manage mailrooms today and long term. Look at equipment, too. And costs. See where your expectations meet realities.

## 4. What Partners Are Out There?

Spend some time researching the companies that offer mailroom services in your area. Chat with business contacts for recommendations. Make a list of the outsourcing partners that best suit the way you work, your budget, and your goals.

Mailrooms aren't glamourous, but they are vital to your organization's daily operations. However, they also happen to consume a lot of resources. In particular, they devour the time of the people you hire to run them. Is it time to outsource your mailroom?

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