

Four Things to Ask Before You Outsource Your Mailroom



Mailrooms aren't sexy. They're just vital.

They also happen to consume a lot of resources. In particular, they devour the time of the people you hire to run them. And they can cause a great deal of angst for those who must troubleshoot equipment and manage hiccups in the mail process.

The solution for many companies is outsourcing. But before you choose a partner to run your mailroom operation, it's important to take a big step back and ask some questions.



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.

The experts at EG Workforce Solutions are ready to share more ideas, feedback, and support for outsourcing your mailroom services. To get the conversation started, contact us at info@egnow.com.

