



Shipping & Mailing

Parcel Management Solutions

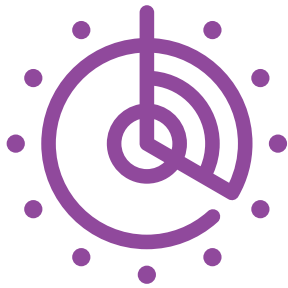
Automating how law firms track and deliver

Discover a new level of efficiency.





The market for legal services is changing fast. You need to capitalise on every opportunity to control costs.



Say goodbye to lost or misplaced documents.

Office workers spend between one to one-and-a-half hours per week looking for documents or files.

Don't settle.

Firms face intense competition from non-traditional providers. Flat revenues and growing customer demands call for greater efficiency, predictability and cost-effectiveness.

How you handle simple day-to-day tasks can impact your bottom-line profits. This is especially true in parcel and mail management, where firms waste valuable time without seeing results. Why overspend? Smart solutions from Pitney Bowes make it easy to automate workflow, and satisfy clients.

- Eliminate time-consuming manual processes
- Expedite delivery
- Maintain chain of custody
- Free up time to spend on more value added activity

Take control.

Manage parcels and document delivery more efficiently with our suite of integrated solutions designed for firms of all sizes.

- **SendSuite® Tracking:** On-premise inbound parcel/asset tracking and delivery
- **SendSuite® Tracking Online:** Cloud-based inbound parcel/asset tracking and delivery

Put an end to the paper chase. Get incoming deliveries into the right hands the first time, every time.

Information is power.

Your practice depends on precision. Critical documents must be filed on time. Sensitive files must reach the right person. The chain of custody must be documented. Confidentiality can't be compromised.

SendSuite Tracking Solutions pick up where carriers leave off, automating and managing the flow of documents through the entire life cycle of a pending matter. By combining barcode technology and handheld devices, it tracks the physical location of every file. It records each time a file changes hands, to whom it was delivered, and when and where they signed for it.

SendSuite Tracking Solutions reduce errors due to manual processes. It automatically notifies the addressee that the package is en route, and provides real-time visibility so you can respond quickly and accurately to any inquiries. Electronic logging at every step documents chain-of-custody compliance, and ensures that the package always gets to the right recipient.

Maximise efficiency.

- Speed delivery of critical documents to the right recipient.
- Promptly respond to lawyers' urgent need for files.
- Facilitate sharing of case files, even across multiple locations.

Improve accountability.

- Quickly locate accountable parcels and documents.
- Document the complete chain of custody electronically.
- Verify correct delivery with electronic signatures.
- Ensure confidentiality of highly sensitive documents.

Increase visibility.

- Accurately track parcels and documents in real time.
- Quickly resolve delivery errors and delays.
- Maintain an audit trail.
- View the complete chain of custody.

Track anything you can barcode.

Use SendSuite Tracking Solutions to catalogue and protect expensive moveable assets, like laptops, peripherals, communications equipment and even client files. Because it's designed for multi-location deployment, you can consolidate and standardise records from every site.

- Know the exact location and status of valuable firm assets and case files.
- Identify the current user, when and where the file/asset was signed out or delivered.
- Enforce timely return of assets.
- Eliminate disruptions due to unavailability.
- Spend less on replacing missing assets.
- Quickly generate reports for managing assets and their associated costs.

SendSuite Tracking
Solutions are
available on-premise
and in the cloud.



Discover a new level of efficiency.

Cut costs. Meet expectations. Reduce risk.

Pitney Bowes powers billions of transactions across the world of commerce. Over one million businesses, including many of the top law firms, rely on us for the accuracy and precision needed to drive meaningful impact.

This level of precision shows in how you manage outbound and inbound parcels and documents. Clients notice. Your staff sees it. And partners will appreciate the difference.

A single platform with one-of-a-kind capabilities.

- Configure business rules around your specific needs for compliance and records automation.
- Gain the in-depth analysis needed to optimise workflows and maximise savings.
- Increase the productivity of your staff and partners.

Make the case for more efficient document management.

SendSuite® technology saves time and effort at every step.

Take steps to sharpen your firm's competitive edge. Contact us today to learn more.

“Now more than ever, legal clients are demanding better ‘efficiency, predictability and cost effectiveness’ in the services they receive.”

– State of the Legal Market Report,
Georgetown University Law Center





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