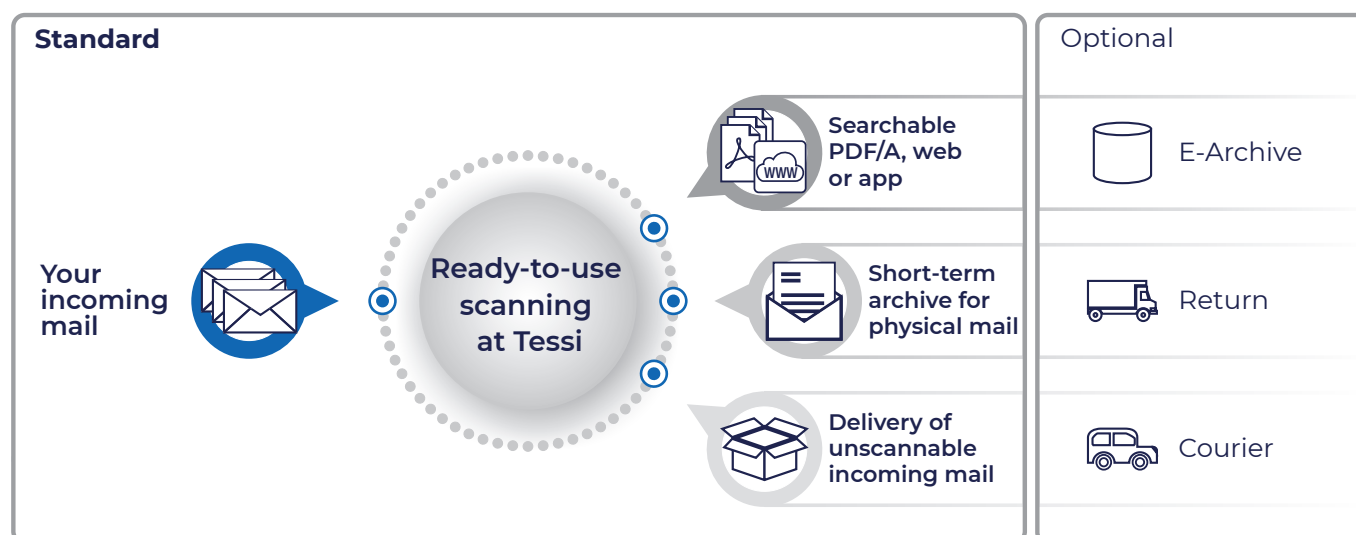


Digital Mailbox

One step closer to the paperless office.
– The choice is yours!

Digital documents facilitate process optimization; only system-based processes can run at the rates required by your business partners today. Search and response times are also significantly reduced.

Digitization begins with your incoming mail - our “Digital Mailbox” service makes your incoming mail available to you digitally every day. Your goal, the “Digital Company”, has made an important step forward. The benefits are immediate and measurable.



IF YOU RECEIVE AS FEW AS 500 INCOMING DOCUMENTS PER MONTH, YOU WILL FIND THE “DIGITAL MAILBOX” ATTRACTIVE.

- We scan your incoming mail daily in one of our service centers, and convert it to searchable PDF/A documents at 300 dpi.
- These digital documents are delivered to defined users in electronic mailboxes within a web application.
- We store the scanned documents in a short-term archive for 20 days. During this period you can request the physical originals, after which the documents will be appropriately disposed of.

WWW.DIGITALER-BRIEFKASTEN.CH

A SERVICE OF TESSI DOCUMENT SOLUTIONS
(SWITZERLAND) GMBH

We would be glad to provide you with a quote or help you learn more about our incoming mail scanning for SMEs!

Your contact person for incoming mail scanning:

Ingrid Koch

Assistant Sales & Marketing
+41 44 735 33 25 • Info@Digitaler-Briefkasten.ch

ADVANTAGES AND BENEFITS OF SCANNING INCOMING MAIL

- Digital documents are available anytime, anywhere.
- Digital documents can be forwarded directly to system-based processes for subsequent processing.
- The “Digital Mailbox” changes processes that are already in place.

AVAILABLE IN TWO PERFORMANCE LEVELS

BASIC | “POSTMASTER” MAILBOX

All documents are provided for the “Postmaster” in the central “Digital Mailbox”. From there, the Postmaster manages and distributes the documents to individuals or entire departments.

ADDITIONAL | PERSONAL MAILBOXES

In addition to the basic version of the “Digital Mailbox”, we read the address and the recipient. The digitalized incoming mail is automatically provided to your employees in their personal in-tray within the “Digital Mailbox”. Your “Postmaster” only needs to forward mail to unknown recipients.

PRICES FOR THE “DIGITAL MAILBOX”			
Setup Including project management, programming, initialization of mail redirection, setup of scan job, setup of max. 5 users, testing	CHF	350.-	
Mail redirection			Mail products
Digitization ¹⁾ Including consideration of the exception list, letter opening, preparing content for scanning, scanning, data acquisition and provision of the app, storing documents in the short-term archive, destroying documents after short-term archiving			
BASIC “POSTMASTER” MAILBOX			
Up to 500 documents:	CHF 450.- month	501 up to 999 documents:	plus CHF 0.80 document
Up to 1,000 documents:	CHF 800.- month	1,001 up to 1,999 documents:	plus CHF 0.70 document
Up to 2,000 documents ²⁾ :	CHF 1'300.- month	More than 2,001 documents:	plus CHF 0.65 document
ADDITIONAL PERSONAL MAILBOXES ³⁾			
Up to 10 users:	plus CHF 0.10 document	and	plus CHF 7.00 user and month
11 to 1,000 users:	plus CHF 0.10 document	and	plus CHF 5.00 user and month
1,001 users and above:	plus CHF 0.10 document	and	plus CHF 3.00 user and month
Delivery of original documents One delivery of requested documents per week ^{4) 5)}			Including

1) 1 document = maximum 12 pages | One document will be charged for each 12 pages or part thereof.

2) Please inquire about our custom offers for more than 2,000 incoming letters per month.

3) Additional monthly costs per document and user.

4) The order of physical originals is included in the monthly costs, provided that the documents can be sent with the delivery of the agreed remaining mail.

5) For express orders of individual documents by Swiss A Mail, we charge CHF 20 per document with delivery the following day. Additional deliveries can be agreed, and also cost CHF 20 per delivery.

- You save the costs for space, infrastructure and human resources for physical mail distribution.
- Delivery disruptions are eliminated and the information received can be fed into subsequent digital, system-based processes.
- Access to digital information is as easy as it is convenient, thanks to searchable full-text PDF/A documents.
- We can also provide you with legally compliant electronic archiving for your digital documents.