



## Change that brings productivity

Reengineers your mailroom business processes that improve business efficiency

Nalex<sup>®</sup> Mailroom Management Services (MMS) enables companies and government institutions to better focus on their core business by outsourcing operation.

## The best technology and the best trained people

With Nalex have the capabilities and resources to manage all aspect of office mail and distribution. Our solutions deliver measurable cost savings and improved productivity by you with incoming mail, internal and outgoing mail (including air express and local delivery), shipping and receiving, presorting and bar coding.

## Enhance visibility, insight and decision making

With Nalex state-of-art technology solution MRM InfnitT<sup>®</sup> you can track all your mail activity from your desktop. By connecting operation with business, you have complete insight of your operation that provides one version of business information for improved decision making.

## Reduce Cost

In today's world where organizations are struggling to maintain their growth, process, procedures and technology are critical for efficient operation. Nalex provides you industry best business practices with proven technology and helps companies to cut their mail, courier and third party courier cost and improves corporate productivity.

## Delivering value

Other than increasing productivity and reducing your mailing cost, other benefits of our services are

- Enables Employees and Companies to focus on things they do best, like running your business.
- Provides visibility of mail in transit through system tracking and allow you to view expected mail information.
- Minimize chances of delay or loss of internal / external mail with audited process.
- Maximize overall performance of your mail operation.

## Industry Specific Services

With our experience in different sectors, we customize our solutions and provides customer specific services that helps them to achieve their business goals

- Monthly Invoice Mail Processing for Telecommunication Companies

- Credit Card Address Validation and Deliveries for Banks
- University's Campus and Township Post Office and Internal Mail Management

## Value added Services

We are committed to integrate as much of services as possible to maximize the mailroom potential. Some of our value added services includes customized mail processes to fit your needs. Our experts will analyze your existing processes, capabilities and technology as input. After assessment of your situation, we demonstrate you the advantages to be gained and illustrate the overall impact of solution.

## About Nalex Mailroom Services

Nalex® is a subsidiary of SMSA Express Transportation Company. We are pioneers of integrated mailroom management solution software in Middle East offers automated solution to our clients. Nalex® provides fully automated and integrated Mailroom Management Service that provides complete delivery solution such as processing of incoming mail or express courier items, distribution of internal mail within organization, interoffice regular courier trips, processing of ordinary and express mail for both local and international destination.