



Driving down the cost of business communications and reducing your carbon footprint

Unity offers a simple, cost effective solution to consolidate traditional mail from any desktop application.

Unity acts as a printer driver, allowing companies to send their post via the Internet directly to the Unity production facility in Leicester, where the mail is digitally printed, folded, enclosed into envelopes and then sorted, before being transported 'down stream' to Royal Mail. Documents are enclosed in a C5 Envelope with up to eight A4 full colour duplex pages.

Unity is as simple to use as any standard desktop application, allowing businesses to print a letter head, the letter text, fold the document and insert it into a personalised envelope in one seamless transaction.

The service is suitable for letters, mailshots, invoices and statements. Unity will consolidate print output into a single mailing across networks, locations and geographies, benefiting organisations with several branches and/or sites.

Product Features

- Carbon Neutral Product
- Data Security - Data encrypted at point of despatch
- Compatible with any desktop programme - MAC or PC based
- Suitable for mail merge applications
- Full visibility of documents with our online track and trace reporting system
- Maintains brand integrity
- 70% reduction in production and mailing costs
- Individual cost centre reporting enables transparency and control of mailing costs
- Increased employee productivity
- Free archive and retrieval
- Communication can be despatched through multiple media channels such as e-mail, SMS, physical mail, fax or PURL
- No up-front costs and instant integration
- Minimal training
- Unique personalised message on the envelope
- Ability to recall documents up until point of enclosure
- Suite of data hygiene checks available including profanities and mps
- Dedicated account manager controlling end-to-end production



➔ Turn the page to see how Unity works

info@unityhybridmail.com
0116 259 4466
www.unityhybridmail.com

Working with **Unity** hybrid mail



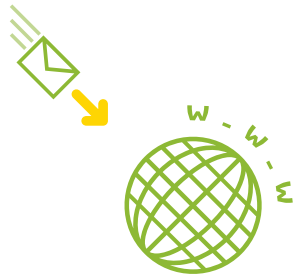
- Safe, simple installation of the Unity driver onto your desktop



- Letter composed in native application (Microsoft Word, Excel etc)
- Single address or multiple addresses
- Consolidation of letters and mailing list
- Send to print with one click
- PC or MAC



- Easy retrieval
- Efficient account management
- Management reports
- Online track-and-trace



Fast, safe efficient delivery via the internet to secure centralised production facilities

- Secure encryption
- APACS standard



Secure archive



Unity server



Fast full colour digital print



Automated enclosing

- Trimmed
- Folded
- Enclosed
- Read and Print technology for added security



Collection from the production facility by Royal Mail

- Introduction into mail stream
- Optimised for maximum postal discounts
- First Class Mail



Unity letter features

1. Print in full colour on both sides of your letter
2. Graphics and logos in full colour
3. Personalisation in full colour
4. Add sales and marketing messages in full colour



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Global Business Park
Leicester LE3 7KZ

www.generic-pi.com

Mr A B Sample
38 Sample Road
Sample City
Sample County
SA1 2MP 10302

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Dear Mr Sample

Important changes to the terms and conditions of your Generic Pensions & Investments policy

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Yours sincerely

Andrew Newman
Customer Relationship Manager

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To find out more about hybrid mail and how Unity can benefit you contact -

info@unityhybridmail.com
0116 259 4466
www.unityhybridmail.com

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Unity mail pack features

1. Pre-printed indicia
2. 2D Barcode for secure selective enclosing
3. Add a return address on the reverse of the envelope

