

# continuity



# Through its centralised shared document services centre, the Document Production Unit (DPU), SCC has extensive experience in delivering document management solutions for a wide range of customers.

Specialising in off-site Inbound Digital Post, Hybrid Outbound Mail, bulk Scanning, and Reprographics, the DPU can either support all document requirements fully through its secure and well invested off-site location, or act as an overflow to existing document operations within customer offices.

In the short-term, we help to keep businesses running. In the long-term, we can set you on a digital path to free you up from paper-based processes.

## Digital Inbound Post

The SCC DPU can receive your post, scan and index it, then deliver it to you digitally through a Document or Post Management System, or via email. Managing inbound post in this way opens up opportunities to link to Artificial Intelligence (AI) or Robotic Process Automation (RPA) systems, speeding up processes and saving you money.

## Outbound Hybrid Post

An Outbound Hybrid Post solution removes the need to print, frank and post physical letters, which can often be time consuming. By setting up a dedicated and secure online portal, an off-site outbound postal solution enables the upload of correspondence, which can then be printed and dispatched from the SCC DPU. This supports home and remote working, facilitates business continuity, significantly shortens the process of dispatching important communications

to your customers via post and assists with regulatory compliance.

## Scanning and Archiving

SCC Document Services considers all of your requirements to digitise your legacy physical documents, and this can be delivered either off-site in one of our secure DPUs, or on-site in your office. All of our staff are thoroughly vetted and trained, employ the latest eDiscovery techniques, and ensure that you receive the most appropriate database or archive to meet your needs. Our scanning and archiving solutions also reduce data entry, by implementing software that can convert scanned images into editable text, and also distribute digital documents to electronic workflow systems and Robotic Process Automation (RPA) systems.

## Offsite Reprographics

The SCC DPU produces a range of printed materials to help businesses achieve

real standout in their communications. If you have a requirement to manage printing frequently, our Web2Print portal allows you to manage this remotely, and directly with our experienced DPU team.

## Why use the SCC Document Production Unit?

- **Continuity:** Off-premise solutions to build business resilience
- **Flexibility:** 'Pay-as-you-go' commercial agreements, avoiding fixed costs
- **Mobilisation:** Fast implementation, saving you time
- **Scalable:** Can be right-sized to meet demand
- **Future-proofed:** Supports digital workflows
- **Peace of mind:** Improved security and regulatory compliance