

Through intelligent digitalization solutions, you have information about your customers and your suppliers in whichever format is best integrated into your business processes.

Swiss Post Box: Your Postal Mail Online

Swiss Post Box lets your employees easily handle physical mail correspondence as email.

With just the click of a mouse, letters and documents can be:

- ▶ Securely transferred internally
- ▶ Downloaded and worked on
- ▶ Archived



How Businesses Use Swiss Post Box

1. The "Multi-Facility Model"

Organizations with employees located in several different buildings (e.g. corporations, law firms, universities) benefit by using Swiss Post Box for their business mail, in particular for internal mail.

Advantage: Considerable cost savings. The "transfer" button securely forwards documents to other people or departments within the organization.

2. The "Multi-Office Model"

Managers often work out of different locations, travel between field offices and/or are onsite with their customers. As a result, documents often get left behind or have to be forwarded on at great expense (e.g. if they need to be signed). Quite often, however, the forwarded mail reaches the recipient too late. In such cases the manager would benefit from using Swiss Post Box in combination with a SwissStick (www.SwissSign.com), which stores their electronic signature.

Advantage: No physical delivery costs, efficient document flow, faster decision-making by managers.

3. The "Fringe Benefit Model"

For organizations with employees working overseas (e.g. banks) or in remote locations (e.g. Medicine sans Frontiers, The Red Cross), Swiss Post Box is an attractive "fringe benefit" for employees. The company can offer its employees a Swiss Post Box for their personal letters.

Advantage: The company simplifies life for its employees and improves employee morale. The employees no longer need to worry about how to deal with their postal mail while away from home.

Security

Swiss Post Box is as secure as your online banking.

Swiss Post maintains the highest standards in data privacy. Data traffic is encrypted with the most up-to-date methods and is therefore totally secure.

How Swiss Post Box works

Very simply, when a letter arrives, we scan the envelope without opening it. Then we send you an email with an image of that envelope.

Next you tell us what to do with each unopened piece of mail:

- ▶ Open and scan the contents confidentially and under the strictest security measures so that you can read the contents online.
- ▶ Send the unopened letter(s) to an address of your choice.
- ▶ Recycle your letter.
- ▶ Shred and dispose of your letter.
- ▶ Archive the contents as for as long as you want or as long as the law requires.

You decide who sends letters to your Swiss Post Box address.

You decide what happens to postal mail that arrives for you.

Swiss Post Solutions, Inc.
10 East 40th Street
9th Floor
New York, NY 10016

Mid-Atlantic Region:
1875 I Street, NW
Suite 500
Washington, DC 20006

Midwest Region:
203 North LaSalle Street
Suite 2100
Chicago, IL 60601

West Coast:
515 South Flower Street
36th Floor
Los Angeles, CA 90071

1-877-ASK FOR SPS
1-877-275-3677
www.swisspostsolutions.com