



July 2009

Hello and welcome to your July newsletter from the Docmail team,

It's been a really busy month for Docmail with hundreds of new users signing up and saving money.

See our "Docmail Developments" section for the exciting new things that are happening and read about how YOU can help plant trees in the UK - simply by using Docmail.

Our "Out and About" section gives you details of where the team have been and our monthly case study shows how other users are saving time and money through Docmail.



It's been a busy month outside of the Docmail factory too, with Bruce Springsteen headlining at Glastonbury festival, which is just 10 miles away!

docmail developments

Address correction facility

As part of our ongoing quest to provide outstanding customer service, we will soon be able to offer docmail users the ability to correct addresses that do not meet the requirements for the best postage rates.

When you upload your addresses to docmail, our software will interrogate Royal Mail databases and will offer you the chance to correct any addresses which do not adhere to the correct postal format. This will not only reduce your costs even further but will also mean you can update your data with the correct postal address for future use.

This exciting new facility will be available during September.

Need to keep a copy of your letters?

Many of our customers have indicated they would like to be able to retrieve copies of letters they have sent out through docmail. Well, soon you will be able to!

For a small additional charge per mailing, docmail will be able to store an electronic copy of your letters. These can then be accessed via the docmail website.

Watch out for more information on this service within the next few weeks.

docmail out & about

Making an exhibition of ourselves

May and June have proved industrious months on the CFH exhibition calendar.

Manchester was the venue for BIBA's (British Insurance Brokers Association) annual conference and exhibition. With attendance up 54% on the previous year it was a busy show and included presentations from both Ruby Wax and Erin Brockovich.



Following this the team travelled to Business Start Up at London Excel. With many different business sector types at the show, it proved the versatility of docmail and it's suitability across the board.

Finally the beautiful town of Harrogate was the setting for the CIH (Charter Institute Housing) exhibition. As usual our tree giveaway was extremely popular! www.toptree.com

With over 250 new Docmail users the take up from these exhibitions has been good and the team are looking forward to the next show in Wiltshire.

docmail and the environment

Docmail joins up with Toptree!

Docmail has now linked with Toptree to allow YOU to plant trees in the UK. If you just include a small Toptree image on your mailing, then Toptree will plant twice as many trees as were used to make the paper in the first place (n.b. all Docmail paper comes from sustainably managed forests).



THIS LETTER PLANTS TREES!
To plant your trees, visit www.toptree.com and enter the following code:
DM101

Including this or one of the other Toptree images available not only qualifies your mailing for the Toptree scheme, but also lets people know that the paper used was sustainably produced and supports active woodland regeneration in the UK.

The imprints are available [here](#). Find out more about Toptree at www.toptree.com

docmail in the news

Swine Flu

There are now more than 7,000 confirmed cases of swine flu in the UK. If the number of cases continues to grow at the current pace, it is estimated that the UK could have 100,000 new cases every day by the end of August.

Are your staff, patients or customers aware of the implications of any pandemic outbreak? Do you need to communicate with them regularly with advice on how your products and services will remain unaffected?

Docmail could help you to do this at only 25p per letter, which includes the printing, envelopes and postage.

All we need from you is the letter template and the list of addresses and we can be printing the same day for you, saving your staff the time of printing all of the letters, hand stuffing the envelopes, sticking on the stamps and rushing to the post office.



Big Ted's day out

CFH have been working with the Forever Friends Appeal for the Newborn Intensive Care Unit at Bath's Royal United Hospital.

Victoria Coates, Business Development Manager at CFH says "This is such a fantastic local cause, used by my family when my daughter was born and a lot of our employees children have also benefited from this amazing facility. We are really pleased to be able to help them in any way."

[Big Ted's Day Out](#)



docmail case study

Network for Practices

Network for Practices is dedicated to providing support to Medical Practice Management. They provide Administration Training, Nursing Training, IT Services, Purchasing Services and Management Support to Practice Managers and Managers in Primary Care Medical Practices.

GP Surgeries have been using Docmail for patient recall since July 2008 realising the cost saving and time saving benefits that Docmail delivers from an early stage. Patient recall can be time consuming for practice managers and their teams and the volumes printed do not allow practices to take advantage of postal discounts. With this in mind docmail started to work with Network for Practices in October 2008, Docmail's cost saving and time saving benefits fit ideally with NFP's drive to deliver savings and new technology to practices. To date 20% of NFP's members have used Docmail and more continue to register.

As part of the partnership Docmail and NFP have worked together to create a set of templates for all patient recall letters that are added to members accounts when they register at no cost, this has helped to minimise the amount of time the user has to spend setting up the account. Docmail continues to work closely with NFP to ensure that cost savings and new developments are communicated to members and with Practices preparing for larger Flu Recall Mailings this August we expect to see a further increase in the number of surgeries using Docmail.

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Hints & Tips

Become an Associate

Docmail provides a fantastic new service to businesses and organisations that need to send post. Now you have the chance to get in at the beginning of this new growth market. You can actively sell Docmail to an existing customer base - or just simply include a link on your website - in either case, you have a growing income in a brand new marketplace.

You can earn from 0.5p to 2p for every envelope that a Docmail customer introduced by you sends out. Every time one of your referrals sends an order, you get an email telling you how much you have earned, and what your current balance is. Docmail pays out once a month (if you have over £50 in your account).

[Find out more...](#)

Referral scheme

Docmail offers a referral system that lets you benefit if you refer other people.

All you do is tell other people about Docmail and ask them to enter your customer number as the referrer.

When someone that you referred sends a letter we credit your account with 0.5p. If they refer someone else, you get 0.5p each time that 'second level' referral sends a letter.

Refer 10 people, and if they also refer 10 people and each send just 100 letters per month, your account gains £55 credit each month!

[Find out more...](#)

Online manual

Need some reference? Download our online manual [here...](#)

Online video

Watch our online video [here...](#) and see how easy Docmail is to use!

Not a Docmail user?

To start saving £££s on your post TODAY, sign up [here...](#)

Want to talk to someone?

All our contact details, including direct phone numbers and email addresses may be found [here...](#)



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