

# Internal Information Management Services

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TSO's solutions for internal information management improve the efficiency of your internal communications.

We can capture, manage and store your information to ensure it is easily accessible, manage your internal print requirements to reduce cost and wastage, and improve processes to efficiently distribute documents and information throughout your organisation.

## The challenge

All public sector organisations are under pressure to reduce costs and improve efficiency to meet Comprehensive Spending Review targets. Whilst the effective management of information is central to improving business performance, for most organisations it is not one of their core activities. By outsourcing to TSO, organisations can focus on their core objectives to achieve performance improvement.

At TSO, we apply our proven information management methods and experience to deliver improved efficiency and reduced cost. We will re-engineer the creation and flow of your documentation and information between internal departments and locations to improve quality, consistency and efficiency.

## TSO's Internal Communications Solutions

### Reduce the cost of internal print

We can manage the print output for all of your employees in order to deliver a more efficient, cost effective and often more environmentally sound solution.

### Create communications with impact and brand consistency

Our emphasis is always on high quality, consistent brand communications, delivered swiftly and cost-effectively using the latest design technology whether for internal communications collateral, presentations or intranets.

### Reduce the cost and improve the efficiency of internal distribution

Our mailroom, messenger and courier management solutions deliver the service you need at a competitive rate. Our warehousing, stock management and logistics services enable accurate tracking and stock management for improved efficiency.

## Enable faster, more accurate and more efficient processing of data

We can improve scanning, indexing and data capturing processes for fast, efficient future retrieval. Our content management solutions can be structured to your needs and save time and reduce costly errors.

### Store and preserve data

We provide highly professional records and information management services for convenient storage and fast access in line with your compliance requirements. We remove both risk and the physical burden of information storage.

### Services for internal information management

- Central reprographics
- Design services
- Mailroom and messenger management
- Courier management
- Warehousing and stock management, distribution and fulfilment
- Scanning, indexing and data capture
- Content and digital asset management
- Records and information management.

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