Data Processing

The image a business projects in the markets they serve can work for or against them. Therefore, it’s essential that they present their company in the most positive light possible. One way to do that is through the documents they generate and distribute in their day-to-day business. Leveraging the latest in computer equipment, FOS offers unique, often customized output solutions, and our experienced technical staff has expertise in diverse languages across a variety of operating platforms.

Using our own state-of-the-art FOS CSF Designer® document processing software, we preprocess data and compose documents before printing, saving clients valuable time. Development services include statement re-design, graphic design, white space management, electronic “pageserts” and transpromo targeted selective messaging. CSF DesignerWeb™ provides clients with browser-based content management control of the document statement message areas.

High-Speed Document Printing

Statements, invoices and other documents can be customized to meet a client’s specific needs. Our data processing specialists are experts in the creation, management and delivery of documents that help clients operate their business. We can handle any large-scale print application with high-speed color printers that produce thousands of pages per hour.

Print options include:
- Continuous-roll and cut-sheet paper
- Variable full-color and standard black print
- Pressure-seal no envelope mailers, including double postcard mailers, which offer more than 35 percent postage savings
No matter the industry, we can provide cost effective solutions for handling all of a client’s business-critical documents, including:

- Financial – deposit (truncated and check image) and loan statements, credit card statements (Visa® and MasterCard®), account analysis statements, private banking and wealth management statements, trust statements, brokerage statements, year-end tax statements, loan coupon books and new account enrollment kits
- Letters and notices – collection letters, customized form letters, daily deposit and loan notices (overdraft, CD renewal, etc.), and privacy notices
- Insurance, utilities, healthcare, retail, industrial – invoices, statements, collection notice and fulfillment

Automated Mailing Services
Improve cash flow and boost customer satisfaction by speeding documents through the postal system with our totally automated mailing services. We will identify, fold and insert multiple-page documents, with every page monitored to ensure that each sheet is in proper sequence and inserted in the envelope. We support diverse bar code verifications and our intelligent insertion technology can handle up to six inserts. With the help of CASS, PAVE, NCOALink®, FASTforward®, DPV and LACS postal-certified software, all customer documents are mailed at the lowest qualified first-class rates.

Our automated mailing services include:

- Intelligent inserting equipment accommodates #10, 6” x 9 1/2” and catalog-size envelope insertion
- Selective inserting
- FASTforward and NCOALink change-of-address mail forwarding service
- Supports 2 of 5, 3 of 9 and data matrix/2-D barcode verifications
- Centers of Excellence regional sites: Boston, MA; Tampa, FL; San Antonio, TX
- Secure SSAE 16 SOC2/PCI 3.0 compliant facilities
- Automated pull requests
- Preview documents before release to production

Record Archiving and Retrieval
Our eVue™ document archival service is browser-based, so deployment requires no installation at the desktop. eVue™ integrates with our CSF Designer software to provide clients instant access to view the document PDFs after document composition occurs. Clients’ employees, at both central and remote locations, can have access to the document archive, thus enabling them to serve their customers faster. If clients choose to utilize a third-party archive, document PDFs can be provided electronically.

Electronic Statement Presentment
The eDelivery application features convenient, single sign-on capabilities and embedded hyperlinks that offer your institution’s customers quick and easy access to their monthly statements, check images, notices and more. Clients using eDelivery can also increase customer loyalty and cost savings by leveraging the use of more targeted and dynamic marketing message opportunities.

Panorama Client Website
Panorama is a web-based .NET application built from the ground up by developers at FOS that allows our clients to track, control and interact with the documents being processed for them. Panorama is PCI compliant. Access is protected by multi-factor authentication.

Contact Information
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Why Outsource with FOS? Ask yourself these questions:

- Does your company have an in-house print and mail operation or do you outsource? If you outsource, when does your contract renew?
- Are you currently paying full rate, first class postage on your mailings?
- Are your print volumes decreasing? Is this increasing your cost per document including document processing, printing and mailing?
- Is your organization considering the purchase of new printers or mail automation equipment?
- Are you interested in new statement designs, possibly incorporating full color, charts/graphs, targeted messaging and white space management?
- Are you currently warehousing your forms to get deeper discounts? If so, do you want to eliminate paying for warehousing and release fees?
- Do you want to reduce your reject/re-entry and/or capture errors?