



[Mailroom software.](#)

Effortlessly manage your organisation's outbound mail and parcels with first-class **Mailroom Software**

SOFTWARE THAT DELIVERS



Mailroom software.

Simplify your facility's outbound deliveries, saving time & delighting customers.

Compare services and **book the best-priced** option
with our all-in-one system to simplify your **external
deliveries** and **save time**.

- ✓ **Speed up queries** with accurate audit trails.
- ✓ Meet SLAs with **transparent reporting**.
- ✓ Reducing processing time by 50%.
- ✓ Eliminate **double entry** and errors.



Trusted by over 150 companies globally with 30+ integrations.



We are **Metafour**.

Motivated by a relentless pursuit to help **private and public sector deliver better.**

What we offer our customers is **great software** supported by people who **care** about helping transform their businesses.



Industry-leading Innovation

Established in 1980, our four decades of relentless re-investment in our product has ensured that we are the go-to company for all types of courier and logistics companies; not only locally, but nationally and globally, across both private and public sectors.

World Class Personal Support

We pride ourselves on providing unrivalled service from your initial enquiry to the implementation of your project, and beyond.

Modular and Cost-effective

Scale up as you grow with our modular, sliding-scale pricing.

Service Offering

MetaMail Outbound Mailroom services

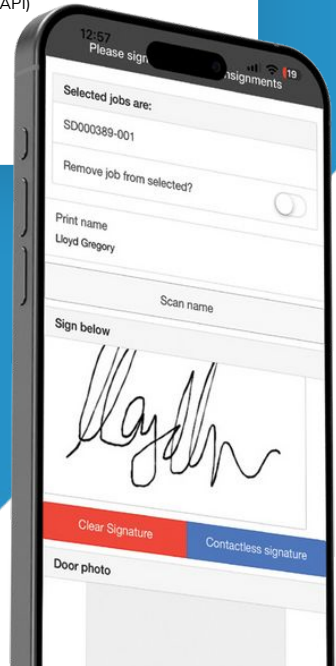
Only pay a flat monthly fee for the core system with unlimited users. Handheld messenger app is charged per device if used in that month.

What is included:

- ✓ Regular reviews
- ✓ Dedicated account management
- ✓ Dedicated bespoke advanced hosting
- ✓ Dedicated consultancy
- ✓ Regular bespoke reporting
- ✓ Support SLA
- ✓ Regular service reviews
- ✓ Extensive training programs
- ✓ Access to enterprise infosec
- ✓ 24/7 support options available
- ✓ And more.

Modules available

- ✓ Quickship
- ✓ Datasense Premium & advanced reporting
- ✓ Compliance Suite
 - System Audit Chain Log
 - Data Retention
 - Audit data export (CSV or API)
- ✓ Single Sign On (SSO)
- ✓ Smart Lockers
- ✓ Global Link connectivity



Courier Connections

Connect **directly** with a wide range of **third-party** couriers.

Our system offers effortless access to global, regional, and local delivery companies, with:

- ✓ Rate-shopping.
- ✓ Read-time bookings.
- ✓ Full track and trace capabilities
- ✓ Internal or third-party label printing.



Select Courier

citySprint

courier.co.uk
National Network

UKMail

[Rate Shopping](#)

Reduce your courier spend with our **comprehensive pricing algorithms**.

Allow your users to **compare rates** across all of your couriers and choose the **best service**, or **centralise bookings** in the mailroom to help your margins. Mailroom staff can also amend orders booked by your clients to a more appropriate choice.

- ✓ Easily connect to your **preferred** delivery partners.
- ✓ **Data and package** is secure to give you peace of mind.

The screenshot displays the EXPRESS software interface. At the top, there's a navigation bar with 'EXPRESS' logo, a search bar, and dropdown menus for 'Book : Domestic LG', 'MMI LG', and 'All Book'. Below this is a dark navigation bar with tabs: 'Booking', 'Show user defined fields', 'Addresses', 'Consignment', 'Dimensions & Weight', and 'Services'. The main form area is titled 'Dimensions & Weight' and includes fields for 'Total weight: 1.00 KG', 'Chargeable weight: 1.00 KG', 'Total number of items: 1', 'Length (cm): 1.00', 'Width (cm): 1.00', 'Height (cm): 1.00', 'Items' total weight (kg): 1.00', and 'Calculated weight: 5.00'. A 'Show available' button is on the right. Below the form is a 'Services' section with a table of shipping options.

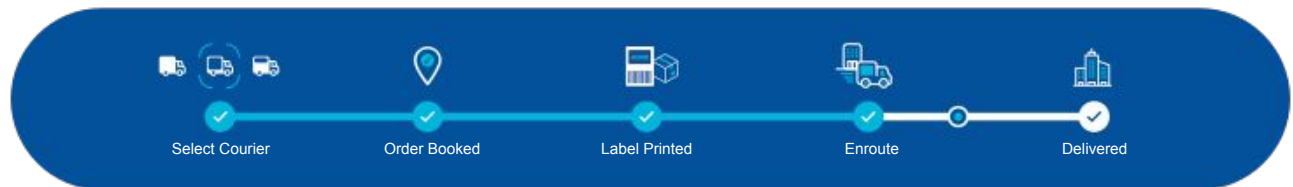
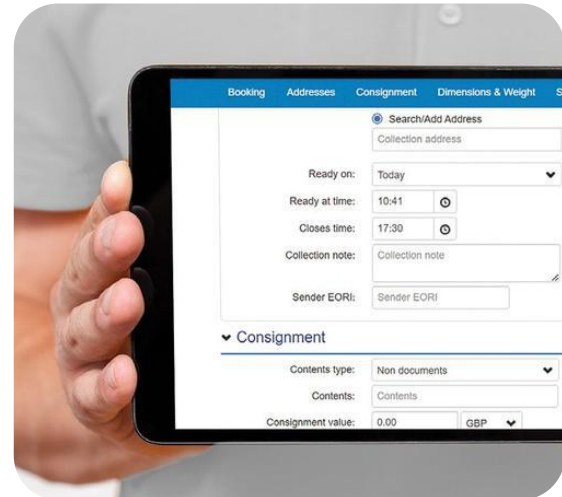
Service	Collect by	Deliver on	Price	Action
Amazon - Amazon Courier Route	Tue, 27-Jun by 13:00	Wed, 28-Jun	contact for pricing Chargeable weight 1.00KG	Select service
UPS - UPS Saver - UPS Live Rates	Wed, 28-Jun by 12:30	Wed, 28-Jun	GBP 1.32 Chargeable weight 1.00KG	Select service
FEDEX - International Economy - FedEx Live	Wed, 28-Jun by 12:30	Wed, 28-Jun	GBP 13.32 Chargeable weight 1.00KG	Select service
FEDEX - Fedex International Priority Express	Wed, 28-Jun by 12:30	Wed, 28-Jun	GBP 13.84 Chargeable weight 1.00KG	Select service
UPS - UPS Saver - UPS Live Rates	Wed, 28-Jun by 12:30	Wed, 28-Jun	GBP 1.32 Chargeable weight 1.00KG	Select service
FEDEX - International Economy - FedEx Live	Wed, 28-Jun by 12:30	Wed, 28-Jun	GBP 13.32	Select service



[Booking Portal](#)

Your customers can book and track deliveries directly through our **easy-to-use, white-labelled booking portal.**

- ✓ Our **user-friendly** booking system can be **branded as your own.**
- ✓ Link directly from your website to the booking portal.
- ✓ Customers can get quotes, schedule pick-up requests, check their invoices and print their carrier labels.
- ✓ Your customers have full delivery cycle **tracking.**
- ✓ Cut down on customer service calls.



Tracking

Deliveries tracked at every step.

Create a **full chain of custody** from delivery to desk and back.

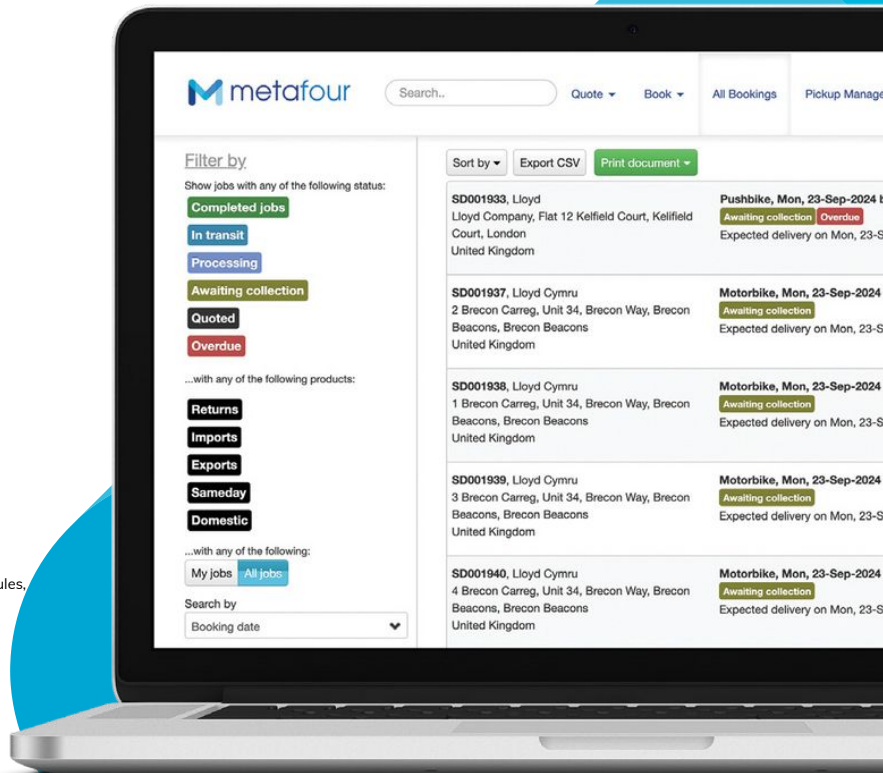
Metafour's MetaMail Outbound mailroom tracking software, features full track and trace to establish seamless **accountability throughout the entire delivery journey.**

✓ Easy Schedule Setup:

Set up agreements with customers for regular collections and deliveries, specifying details such as pickup locations, drop-off destinations, frequency, and preferred time slots.

✓ Automated Booking Process:

Automatically generates bookings based on the specified schedules, eliminating manual data entry and reducing the risk of errors.



Reporting

Transform your data into world-class service with powerful reporting.

Harness insights from our software to **drive strategic decisions** and drive **continuous improvement** in your mailroom operations.

- ✓ Real-time reporting for **up-to-the-minute insights.**
- ✓ **Identify trends and patterns** in performance to make informed decisions that maximise service.



Leverage your Data:

Our integrated reporting tools allows you to create in-depth reports on all aspects of your business to aid you with your decision making. Monitoring and analysing your business performance can offer you real, bottom-line value.

Share Information:

Run reports across over 200 data sets at the click of a button. Create and save your own reports, or make use of a range of preset reports. Save reports to your own dashboard or make reports available for staff and customers online.

Make Reporting Easy:

Create visual reports for presentations, or save and schedule large data exports. Our powerful exporter lets you create and save reports to run latter at the click of a button. Reports can also be scheduled to run automatically and sent to an email address directly from our system.

Compliance & Security

Secure, certified cloud-based platform to give your customers peace of mind.

As a trusted software provider with **40+ years of expertise** serving the courier, banking and corporate mailroom sectors, we ensure your **data's safety and confidentiality** allowing you to confidently pitch to new clients.

- ✓ **ISO27001, ISO22301 and Cyber Essentials** certifications demonstrate our adherence to international standards for information security management systems.



Pass on the Value to your Customers:

This gives you and your customers confidence that your system is operated to an information security level that is externally audited to meet an internationally recognised standard.

Peace of Mind:

We understand that speed and reliability are of utmost importance to your business, and we are confident that our secure, fully-hosted system can offer you complete peace of mind.

Secure and Certified:

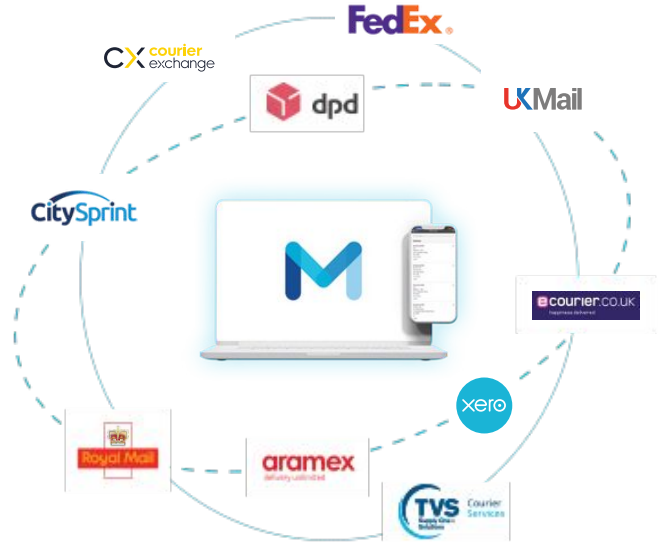
Our ISO27001, ISO22301 and Cyber Essentials certifications demonstrate that your data security is our priority.

Carrier Integrations

Integrate and automate seamlessly with over 30 carriers.

Seamlessly connect with over 30 global, regional and local carriers, automating booking & tracking, **dramatically reducing manual double entry and errors.**

Our portfolio of carrier integrations includes all major international carriers like FedEx, DHL, UPS & TNT, as well as a range of domestic networks.



Benefits of our 3rd Party Integrations:

- ✓ Eliminate double entry and errors.
- ✓ Reduce processing time by over 50%.
- ✓ Grow your footprint.
- ✓ Maximise your margin.

Cutting Costs and Increasing Efficiencies:

- ✓ Least-cost route deliveries between multiple third party carrier accounts.
- ✓ Ensure maximum profitability on each and every shipment.
- ✓ Prioritise carrier selection by time, cost, or best fit based on your clients needs.

Maximise Additional Revenue Streams:

- ✓ Grow your delivery footprint
- ✓ Become a broker of third party services
- ✓ Get the best delivery option every time.

MetaMail Outbound Integrations:

With a growing and ever-evolving portfolio of global, regional, and local connections, we ensure that you always have the right tools to meet your shipping needs.

Other Partnerships:

We partner with industry innovators to enhance MetaMail Outbound's efficiency, helping reduce time, costs, environmental impact and improve overall delivery precision.

Tracking and Delivery App

Utilise the **core** of outbound efficiency.

Super charge your **delivery speed and precision** with our **messenger App**.

As the cornerstone of our MetaMail Outbound module, it empowers you to effortlessly capture and upload tracking events and proofs of delivery using compatible rugged handhelds or smartphones.

- ✓ **Easy to use interface** and management.
- ✓ **Accurate** recording of event chronology.
- ✓ Easy to **manage multiple packages** coming in and out.

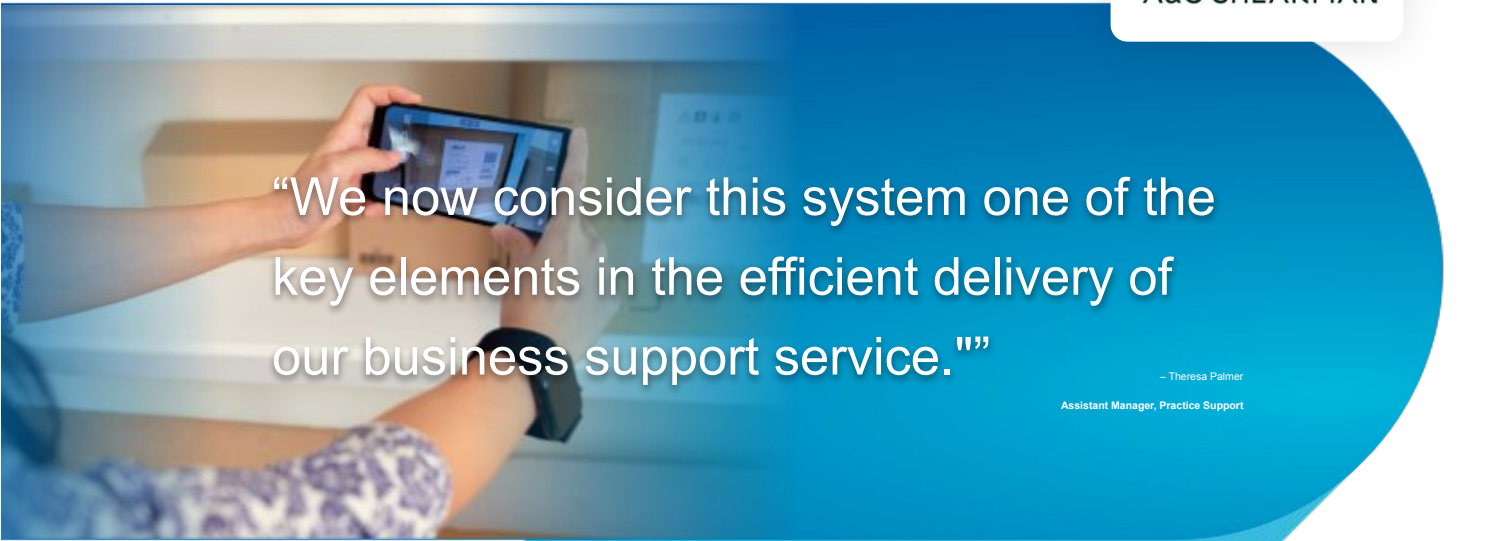




See how we've helped buildings manage outbound deliveries **better.**

Our corporate mailroom software is trusted by 100's of **large corporate offices** and **facilities** in the UK & around the globe to manage their mailroom with ease.

A&O SHEARMAN



"We now consider this system one of the key elements in the efficient delivery of our business support service."

— Theresa Palmer

Assistant Manager, Practice Support

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