



Quality Assurance

Processing and delivering above expectation

Quality Assurance

The main goal of Melbourne Mail Management's QA is to ensure that our service and products fulfill and exceed our client's expectations.

Melbourne Mail Management understands that clients require their direct mail campaigns are sent out just the way they intended.

It includes the quality regulation of:

- raw materials
- assemblies
- products and components
- services related to production
- management
- production
- inspection processes

Company Quality

Our motivated personnel are all highly competent and knowledgeable in all aspects of direct mail. Many years of experience and relevant qualifications, ensure that our clients

feel confident that their experience with Melbourne Mail Management leaves them with a feeling of partaking in a quality relationship.

Approval

In order to avoid any job "stuff ups," Melbourne Mail Management has introduced a six step process that ensures your campaign is sent when and how you requested.

Our experienced campaign managers assist you through the processing stage so all campaign details and any amendments to artwork are fully reconcilable.

6 Step Plan

01

Placing an Order

Request a quote. Then simply accept the quote by signing the order form on the back.

02

Send us your stuff

Send us your database, materials or artwork. See our website for spec: www.mmailm.com.au

03

Approve your artwork

We can send you a digital or hard copy a proof by fax, email, express post or even courier, depending on your needs.

04

Approve your sample

See what your job will look like when it goes out to your clients. Receive it by express post, fax or courier.

05

Schedule date

We keep you in the loop with a quick email to let you know when your job will be processed.

06

All done!

When your job is lodged with Australia Post we will send an email to let you know!

