

Did you know...

Derby City Council provide a range of document management services via our secure Document Management Centre including scanning, reprographics, outgoing mail, and a courier service?

Outgoing mail

We can print and mail out your letters and correspondence via Royal Mail daily. We offer big discounts over franking costs and standard Royal Mail prices via our secure mailroom and provide a secure online Click and Drop Service for guaranteed items such as special/recorded delivery. All you need to do is email us through your document before 2pm and we can print and post it the same day.

Scanning

We provide a complete scanning service for all your hard copy documents up to and including A3, both single page and double-sided and convert these into an electronic PDF format. We can rename documents for you and index them directly into OpenText or other business systems. All documents are processed within a secure area and confidentially and securely destroyed once scanned.

Printing and reprographics

We provide a wide range of printing and reprographic services including:

- Day to day printing from A6 to A0
- Specialist printing, for example security printing and NCR pads
- Printing of business cards and compliment slips
- Wire or comb binding service
- Laminating from A6 to A0
- Booklets, brochures and magazines
- Personal printing including photographs, certificates, invitations and dissertations.

Courier service

We provide a daily courier service around the Derby area for the collection and distribution of mail, parcels and packages of small items of equipment and furniture, for example, monitors, laptops and office chairs.

Our courier service can also be used to collect documents for scanning and deliver requested printed items.

We would welcome any visits to view our operation

For further enquiries please contact:

Document Management Centre

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