



Bureau Service

Secure Print



The TALL Group of Companies

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About the TALL Group

The TALL Group of Companies comprises of TALL Security Print Limited based in Runcorn, Cheshire and Checkprint Limited, based in Hinckley, Leicestershire.

The TALL Group is a UK leader in the provision of secure paper and electronic payments. It holds a unique position as a trusted partner of the UK's major banks, retailers and print management companies. Operating from two secure and accredited production facilities, it uses all of its knowledge and experience to provide bespoke and innovative solutions.

The TALL Group enjoys a substantial reputation amongst the largest financial services companies in the UK and provides secure documents to Barclays Bank, Lloyds Banking Group, The Royal Bank of Scotland Group, Santander Group, HSBC Bank, and Nationwide Building Society.

Whether your requirement is for producing documents in-house or outsourced, The TALL Group has secure, cost effective and flexible solutions available to you.

All of our cheques and credits comply with the prevailing C&CCC guidelines for security.

A security brochure is available for further information.



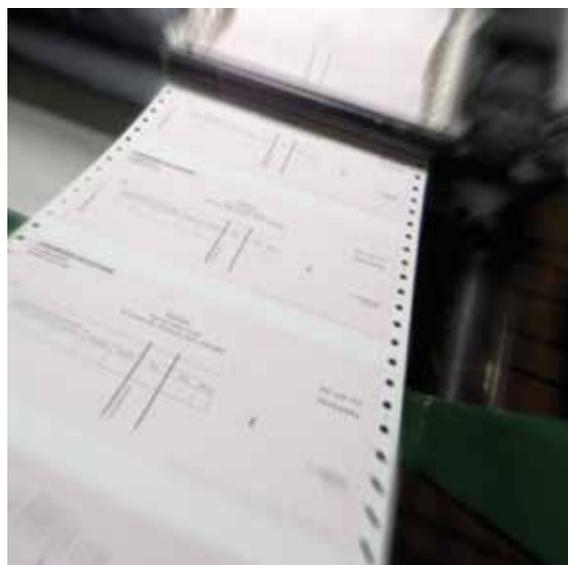
Cheque and Credit Clearing
Company Limited Accredited
Security Printers 9523 & 9538



About the service

From design and print through to fulfilment and mailing, the Bureau Service is a complete outsourced solution for your document requirements. Production of various documents e.g. remittance advices, letter cheques, invoices or statements can be outsourced entirely to The TALL Group. This provides you with a cost effective way of printing, personalising, encoding and mailing your documents on a daily, weekly, monthly, annual, or ad hoc basis. In certain cases The TALL Group can print the whole document digitally therefore negating the need to print and hold base stocks.

Procedures can be set up for data files to be sent securely to The TALL Group and the document printed and mailed that same day.



Benefits of the Bureau Service to your business

Timesaving - The service can dramatically reduce the time taken to infill and send secure documents allowing you to focus on the other areas of your business.

Peace of mind - Our ISO27001 accreditation ensures your data is secure. Cheques and other documents are printed in secure C&CCC accredited facilities. Because the whole process is carried out by one company we can ensure that the job is monitored throughout the process.

Free up storage space - You will no longer need secure storage space as we can print and store all of your secure documents.

Cost saving - The service allows you to order cheque stock in bulk, which is more cost effective than ordering smaller quantities. Additionally, you will also save costs associated with the time it takes to infill and mail cheques.



The Process

1

Consultancy

One of the first steps will be for a free consultation to take place to determine your requirements and explore the options available.

With knowledge accumulated from years of experience The TALL Group has experts on hand to advise you of the best solution for your secure document requirements.

As fully accredited C&CCC printers you can be confident that all aspects of security, secure print, encoding and delivery are in safe hands.

Experts in providing secure documents

The TALL Group has experience in providing secure documents to over 25,000 companies including major financial institutions and their customers.

C&CCC accreditation

TALL Security Print and Checkprint hold full C&CCC accreditation ensuring professionally printed and bank approved documents as well as secure storage, distribution and data management.

2

Document design & artwork

In-house design and artwork

The TALL Group has multiple in-house design departments working with the latest technology. A team of skilled people provide the expertise to assist you with the design process whether for a brand new design or updating an existing one.

The team are fully trained in the latest bank and C&CCC guidelines and will be able to advise you on designing documents that adhere to these strict requirements and, if providing cheques, also advise on the most effective security features to be included.



3

Data processing

We support a range of methods for secure data transfer. Our in-house experts will advise you on the most suitable option.

Typical file transfer methods include: FTP and secure FTP, email, file encryption, and secure web file upload.

Secure contingency procedures are facilitated by dual-site capability with “mirror” equipment available at both sites.

File formats for data input

Most file formats can be supported and include XLS, TXT and CSV. Our in-house experts are available to discuss file format options.



4

Personalisation

Secure personalisation

Using the latest laser technology, the secure data file can be used to personalise your documents whether letters, cheques, credits, invoices, statements or remittances.

The TALL Group utilises both high and low volume technology to ensure that the widest range of options are available to you.

In-house experts and capability

All of our software solutions have been developed by our in-house team. This provides the flexibility to adjust the software for any special documents and layouts you may require and also ensures that your precise needs can be understood and met.

5

Enclosing and Mailing

Once your documents are printed and personalised The TALL Group can enclose and mail using our standard envelopes, or envelopes supplied by you. Additionally, we can also print envelopes especially for you.

Alternatively the print run can be shipped to one address for onward distribution.

Additional inserts can also be enclosed with the documents printed by The TALL Group.

Case Studies



Since 2004, The TALL Group has been providing the Bureau Service to Your Move, one of the UK's largest estate agencies.

The Group produces Your Move's cheque, credit and invoice stationery, infilling them with data provided by the agency and then sending the documents to surveyors and customers.

"Your Move send us a data file on a daily basis," explains Emma Thornton, Business Development Director at Checkprint, a member of The TALL Group of Companies. "This then gets processed, infilled, put into envelopes and posted out."

Checkprint issue on average 2,500 infilled documents for Your Move each month. These orders are printed, securely enclosed and mailed direct to the customer - all within the service level agreement of one working day.

"Checkprint has tailored the Bureau Service to perfectly match our needs," says Rachel Thomas, Financial Controller at Your Move.

"The company prints cheques, credits and invoice stationery for Your Move and our mortgage valuation specialist e.surv. The system is secure, efficient and cost-effective, and the after sales training and support has been second to none."

Epiq Systems is a leading provider of technology products and services for the legal profession, dealing with claims administration for class action cases.

Problem

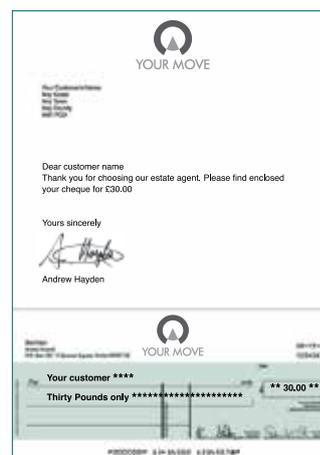
A class action lawsuit resulted in two British airlines agreeing to provide a partial refund of the fuel surcharge paid by their long-haul customers. As part of the administration of the case, Epiq issued a refund cheque to each of the customers involved on behalf of the airlines.

In order to do this, Epiq needed to print and mail cheques that complied with Cheque and Credit Clearing regulations to thousands of addresses in the UK and internationally.

Epiq Systems sent a secure data file into The TALL Group which was then used to personalise the cheques before printing. Once printed, the documents were enclosed into Epiq's return address envelopes and mailed.

Outcome

An initial file of over 100,000 cheques was submitted to The TALL Group, and the team worked around the clock in order to meet the 72 hour deadline for the mailing of the cheques. From receipt of the file, The TALL Group printed and mailed the entire 100,000+ cheques to addresses across the world in three days.



Other Products and Services



SECURE PRINT

Specially Printed Cheques

Securely printed business cheques, in any format, can be personalised with company colours, typestyles, and logos.

Specially Printed Credits - To aid reconciliation process

Streamlining the clearing of payments with credit vouchers specially printed to suit customer requirements and the needs of banks.

Internal Banking Documents

Forms that are used internally within financial institutions and throughout the clearing system.

Bespoke Numbered Forms

Specially printed numbered forms and stationery tailored to the needs of individual organisations.

Vouchers

Securely printed vouchers with security features to protect against fraud.

Certificates

Personalised certificates designed and produced in-house to customer specifications.

STOCK MANAGEMENT

Auto replenishment

A unique automatic multi-location cheque document or credit stock control system, managed electronically to reduce stock levels, release space and minimise costs.

PAYMENT SOLUTIONS

CheckPrint Solution

A secure and user friendly document and credit printing system incorporating software and hardware, which allows all cheques, credits and remittances to be infilled from customers' accounting systems.

Banking Assistant

A cheque imaging and tracking system that automatically captures the codeline and amounts on cheques to be deposited. Complies with the latest legislation, keeping a record of all items deposited.

e-Remittance

Works with Checkprint Bacstel-IP Solution, and other payment systems to fully automate the production and reconciliation of remittance advices, reducing the time, cost and risk involved in producing remittance advices and notifications for Bacs Direct Credits, Direct Debits and Faster Payments.



PAYMENTS BUREAU

Our Payments Bureau allows you to outsource regular and one off payments.

The Bureau Service can be used for the following:

Bacs

Paper Payments & Collections

Faster Payments

Cheques

Direct Debit

Payment Advices (Remittances)

International Payments

Statements

The TALL Group of Companies

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