

Is OCR Right for Your Mailroom?

A quick check to see if automated label reading would help your mailroom.

Instructions: Answer these 10 questions based on your current workflow. Check the box for each "yes" answer.

- ☐ Do you process 50 or more packages daily?
- ☐ Do packages arrive from multiple carriers (FedEx, UPS, USPS, DHL, etc.?)
- ☐ Does your team manually type recipient names & tracking numbers into a system?
- ☐ Do you receive complaints about missing or misrouted packages?
- ☐ Do staff get interrupted frequently with "where's my package?" questions?
- ☐ Do you struggle to provide accurate package reports when leadership asks?
- ☐ Does it take new staff more than a few days to learn your receiving process?
- ☐ Do you experience regular staff turnover in your mailroom?
- ☐ Are package volumes increasing without additional staff budget?
- ☐ Do you need better chain of custody records or audit trails for packages?



Your Score
Answers:

_____/10

7-10 Points: Strong Fit

OCR will eliminate hours of manual work weekly and improve accuracy. Time and cost savings are immediate. [Next Steps: Schedule a pilot test.](#)

4-6 Points: Could Deliver Value

OCR would address your pain points. Decide if automation or process improvements should come first. [Next Steps: Document time spent on manual entry, then pilot.](#)

1-3 Points: May Be Premature

Your volume may not justify automation yet. [Next Steps: Optimize processes first, revisit as volumes grow.](#)

0 Points: Not a Priority

Your operation is small or well-optimized. Manual receiving works fine.