



Consult • Develop a solution • Implement

GREENS

Introduction to



Greens provide industry leading document workflow solutions. Our Software solutions are written by experts who understand the challenges that all businesses face.

The landscape of information management is changing. Now, more than ever, it is vital for each business to implement correct policies, procedures and processes.

Changes to regulation and legislation places responsibility on businesses to be supported by appropriate infrastructure to ensure that crucial information is protected and processed in the correct way.

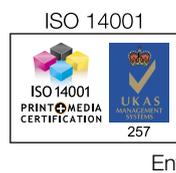
At **Greens**, we understand this fully.

We have developed a range of bespoke document management solutions, that help support our customers with their document management challenges.

Our solutions incorporate innovative technology and industry leading manufacturing processes coupled with a passionate and experienced team.

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Consultancy

Our solutions are as different as our customer requirements.

That's why we have developed a unique approach to understanding our customer's needs. Our team of specialist document management architects have years of experience in building a range of bespoke solutions.

Whether you require an integrated technology workflow solution, with complex administrative and rules based architecture, or a data print and mail document composition solution –

our team of experts can solve your business problems.

We offer a full review of your existing document management processes, and will offer advice and assistance on areas of potential process efficiency, cost savings or risk.

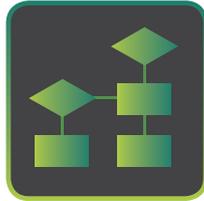
Our consultants understand that complying with legislation is not just about introducing correct policy and procedure. Often the greatest challenge is integrating the change management and embedding it within the company

culture. Your employees have to live and breathe the policies that they are employed to uphold.

At **Greens**, we understand this challenge fully.

That is why we offer a bespoke system roll out plan to all our customers, that will incorporate end user training, learning sessions, online support and other materials to assist you in supporting your team.





Document Process Management

Information management is our business. More and more, we are seeing the need for complex workflow management tools that will assist customers with their document management processes. Pressure from internal audits, regulatory authorities and other agencies, mean that businesses are more susceptible to information mis-management than ever before.

In order to ensure that internal and external compliance is met, we at **Greens** have developed a number of tools to help customers with their own individual workflow solutions.

Our team of document management consultants will work collaboratively with you to identify areas of process improvement. Our ability to offer a full suite of solutions, that will manage your documents through their entire lifecycle, will ensure the consistency

and integrity of your internal and external communication.

Our well established processes will also ensure that your brand identity is automatically policed and controlled.

Greens will work collaboratively with your marketing teams to evaluate, create and manage your brand assets. Our approach to Brand Value Management, has been developed over years of extensive experience, supporting our customers.



To us, our customers are everything. Our legacy process meant that our important investment reports were not being produced to a high enough standard, and we had no clear visibility of how the data was being processed and produced. This meant that our customers, were sometimes receiving poor standards of documentation, or worse still the incorrect documents. By working collaboratively with Greens, we now have a fully automated process that is securely tracked and controlled. This has given us confidence that our customers are receiving high quality output and the correct information.

A large UK based Wealth Management Company





Technology Solutions

The technology landscape changes dramatically. It is often difficult to know which software and hardware infrastructure will best suit your requirements and provide the process efficiencies that you are looking for. In truth, the 'one size fits all' approach to off

the shelf prescriptive packages will not provide all the answers to your problems.

That's where we differ at **Greens**, our proprietary technology – **GreensVista**, is a fully customizable, modular software – that allows our customers the flexibility to build a solution to fit the exact problem.

Our dedicated in-house team of experts will work collaboratively with you, designing, implementing and managing the workflow process – freeing up your time and energy to concentrate on core activities.

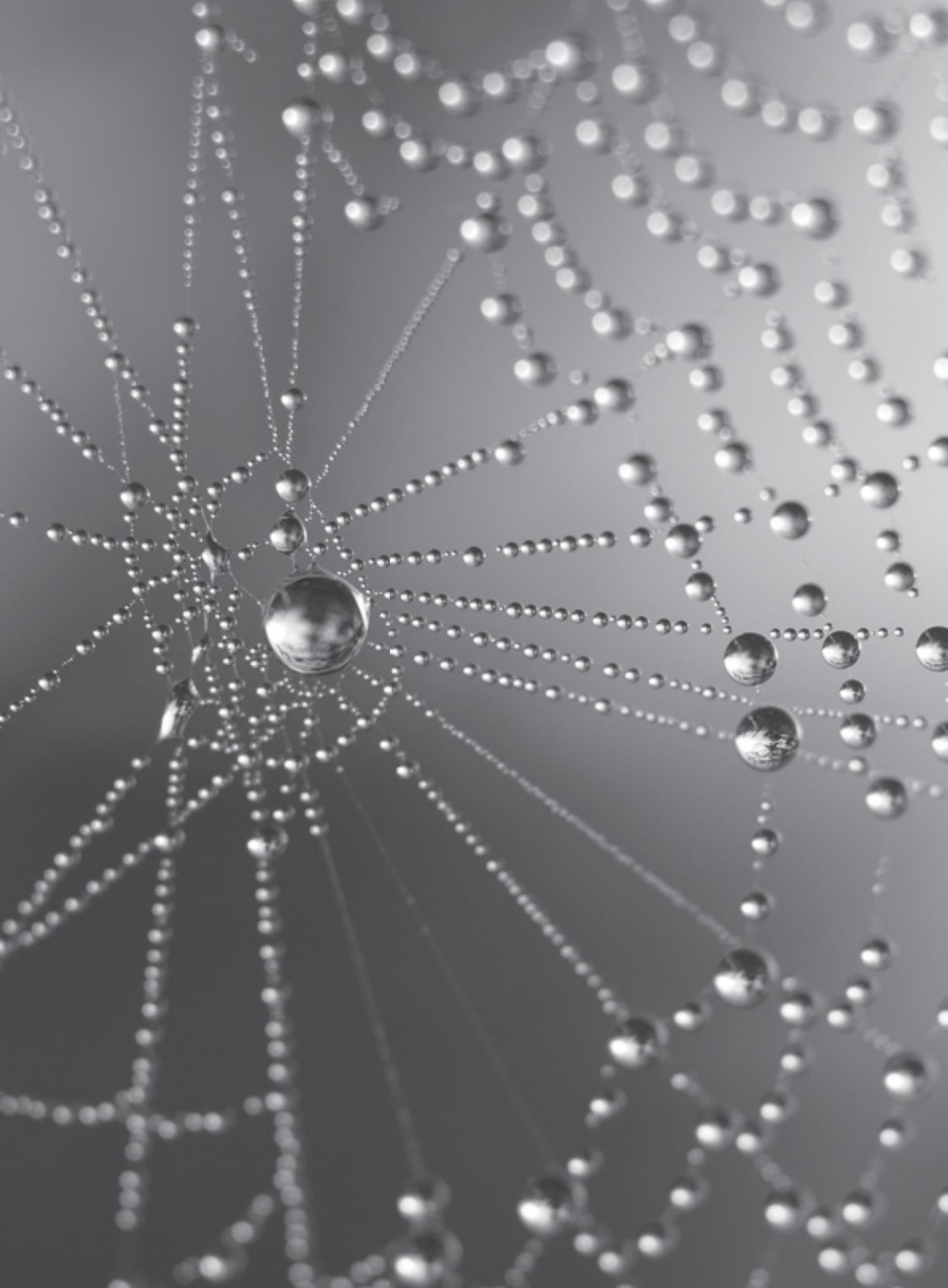


Greens provide active support related to changes and advances in mail services and print technology. They endeavour to anticipate our needs in terms of changes to process and implementing new processes. This is invaluable in supporting our offering to clients. The website provides an effective, transparent monitoring system for our work from sample receipt to dispatch, this helps us work more efficiently.

A large financial services Data Processing House









Implementation and Risk Mitigation



I can only speak highly of the service level provided and the product produced from Greens, from a UK, European and Global perspective. The team managed each specific country requirement and the project implementation was a huge success.

A large multi-national organisation



The greatest challenge you face, when selecting a new partner to support your document and information management processes, is the associated risk to change.

New partners won't have a clear understanding of your business and the intricacies of each particular workflow. Each business is totally different, and it is therefore critical that your partner understands your process and desired outcomes of the initiative.

That's why at **Greens**, we have a dedicated implementation process that follows Prince 2 project management methodology. We are also ISO 9001 and ISO 27001 accredited, that means

you can be confident in our approach to quality, and confident in us as your chosen partner.

Throughout the implementation process, we will support the collaborative process with regular meetings and calls to ensure that all key deliverables are supported.

We have years of experience in implementing and supporting complex and secure projects in key regulated industries. Our customers trust in us to support their brand and key customer communication and to ensure that they have a partner in place that understands their business and the importance of their data.

ISO 9001



Quality



Security and Confidentiality

Your business has worked hard to develop your brand and ensure customer confidence. It is critical to protect the integrity of your brand and message.

At **Greens** we understand just how important this is. There is nothing we take more seriously than our commitment to the integrity and confidentiality of our data. After all, by selecting **Greens** as your partner – we will be responsible for the development and circulation of your brand.

Fully audited through ISO 27001, our security processes have become our company culture. Our passion and integrity is known throughout the industry and our systems and production environments are robust. We are happy to undertake specialist client audits, along with signing up to contracted SLA's around secure delivery of content.

Our customers will regularly perform audits on our facilities, software and production environment. Indeed, we actively encourage our customers to do this.

Investment in IT infra-structure is at an all time high. It is therefore more important than ever to ensure your chosen partner protects your information with complete security and integrity.

Our dedicated team are experienced within the financial services industry to enable them to identify CVE's (Common Vulnerabilities and Exposures), and ensure security compliance is achieved.

Greens customers choose us as their partner, as a result of our capacity to offer a fully secure and scalable document workflow solution.

“
Thank you to the Greens team for their attention to detail and incredible customer service. I felt reassured throughout that you'd take great care of our important information requirements, and when the times comes again when we need more materials for events in the future, that we can hopefully look to you.
A large multinational retail organisation
”

ISO 27001



Security





Customer Support

Our industry leading technology is only matched by our industry leading team! We believe that by investing in our people, we have developed the finest customer support and account management teams in the industry.

The key to offering the best possible solution to our customers is a proactive approach to how we support each individual account. The flexibility

of our solutions mean that we don't have a prescriptive approach to how each solution is managed, we will work collaboratively with you to agree on the most effective way of supporting your solution.

Our dedicated team, are supported by 'best in class' innovative online tools, live track and trace reporting and centralised customer information – meaning that

even if you don't reach your dedicated Account Manager – then one of our team will be able to support you!

It's our people that really give us the competitive edge – each one of our team has a dedicated training and development plan, which means that they are consistently learning new things and developing new skills, in order to better support our customers.



The Greens team are incredibly helpful – and no task is too big or small. Their attention to detail and dedication to see the job through is a credit to the business! I only wish more of my suppliers offered the same level of customer care.

A UK training company









Ethical Supplier

At **Greens**, we believe that protecting the environment is as important as protecting your data. That is why we are fully committed to supporting the environment and the wider community.

Our ISO14001 accreditation demonstrates how crucial we believe this to be, and we understand the responsibility and duty of care that we all have. Our team are focused and dedicated to our physical and social environment, as we believe that

becoming an ethical business starts with our people.

We are members of the Carbon Trust and only source materials through the FSC and PEFC programme. We have been working with and support local 4C businesses and the community network for Corporate Social Responsibility initiatives.

By selecting **Greens** as your partner, you can be confident that our dedication to CSR matches yours.

“
Friendly and personable staff made enquiries and the ordering process quick and seamless. I needed the order fast and Greens were able to accommodate my needs and delivered the finished printed stock incredibly quickly.
A UK based University
”



Environment





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Video