

Reference Number: FOI202122354
From: Commercial
Date: 17 November 2021
Subject: Mailroom Service

Q1 Is the Trust's mailroom service; managed in-house or outsourced?

A1 [In-house](#)

Q2 If in-house how many people work in the Trust's mailroom(s)?

A2 [Two](#)

Q3 What is the quantity of mail that is managed per week?

A3 [1888 items per week](#)

Q4 Is any of the mail franked and if so what percentage?

A4 [100%](#)

Q5 If the mailroom is outsourced, which company manages it and when is the contract due for renewal please?

A5 [Not applicable as per A1](#)