

# The E-mail Optimisation Toolkit

By Dr Thomas Jackson

In four phases and nine stages this uniquely practical report will guide you through a proven solution that will deliver long lasting e-mail optimisation within your organisation.

**By following the steps included in this report one organisation saved £4.7 million a year in lost time from just 100 employees.**

This invaluable report from Ark Group covers three areas that if addressed will provide substantial savings, improve efficiency and job satisfaction and address vital legislative and risk management issues:

- Employees: Improving their e-mail efficiency and effectiveness;
- Employer: Meeting e-mail regulation, retention and legislation requirements; and,
- Infrastructure: Disaster recovery, outsourcing, software, space management and more.

The report contains an e-mail optimisation toolkit that ensures each of the four phases is a success including:

- + a comprehensive e-mail policy structure to aid writing and testing existing e-mail policies;
- + a tried and tested questionnaire for the assessment of the e-mail landscape within the organisation;
- + a structure for an e-mail infrastructure audit;
- + a diagnostic tool for quick and easy analysis of the results;
- + a strategy matrix to determine how each e-mail issue will be addressed;
- + a feature analysis matrix to assess existing and new applications / hardware;
- + a proven e-mail training programme; and,
- + a formulae that provides the cost of e-mail communication.

*The E-mail Optimisation Toolkit can save you significant amounts of money and lost productivity while protecting you against the growing legislative and regulatory threats.*

**Order your copy today and claim an exclusive \$100 discount, making it just \$395 plus \$15 p&p (usually \$495)**

Simply send your completed order form to us by fax or mail quoting code AF-EO2 to place your order.

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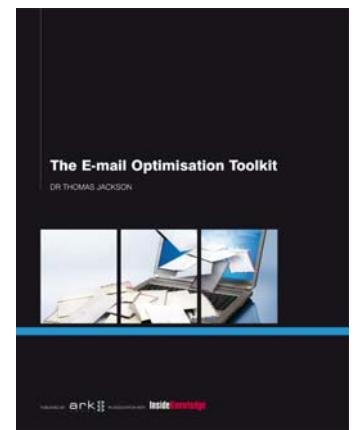
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