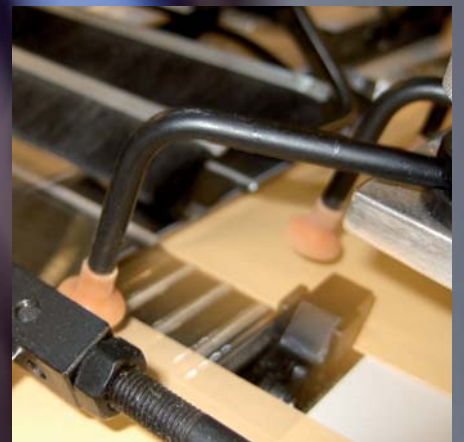




# DOCUMENT & PRINT SOLUTIONS

for the parking and  
debt recovery industries





## Have you considered outsourcing the production of your enforcement notices?

Liberty Services, a leader in parking enforcement products and services, has managed the printing and distribution of personalised enforcement stationery for over 15 years.

*"We have been using the Liberty mailing service for NTOs and CCs since we decriminalised in June 2004 and find it an efficient and prompt method of sending recovery correspondence. The Liberty staff are always quick to answer any queries or rectify any issues that may occur."*

Sue Richardson, Admin Manager  
Guildford Borough Council

### Outsourcing means:

- No start up or ongoing investment
- Fixed budget
- No holidays or sickness to cover
- Guaranteed service levels
- Timely accurate despatch
- Release of your staff to do their existing jobs

Liberty works in partnership with many police forces and local authorities, all the major parking contractors, NHS trusts and hospitals, universities, housing associations and over 400 private sector companies and debt recovery agencies.

### Partnering with Liberty gives access to:

- Fastest and most accurate IT systems
- Fastest and highest quality printers
- Unique accurate and auditable checking systems
- ISO 9001 quality registered systems
- ISO 14001 environmental management systems

The result - timely accurate despatch every time with multi level audit.

### Liberty provides the full service:

- Design and form change management
- Storage
- Print personalisation
- Folding and inserting
- Despatch







## Currently managing and printing:

- Over 8 million enforcement documents per annum including CCTV generated PCNs

## Liberty provide:

- Bespoke design and printing of the Penalty Charge Notice, Notice to Owner, Enforcement Notice, Charge Certificate, TE3 and TE9
- Print management and storage of the appropriate forms
- Individual personalisation of all data
- Incorporation of colour/mono digital photographs of the offences where required
- Inserting and enveloping of all documentation
- Distribution management
- Up to date knowledge of RTAs, TMAs, traffic orders and CCTV and moving offences

## Liberty technology includes:

- Networked IT system (PC and Mac)
- Planet Press
- Encryption system
- ADSL and Fibre
- Gazelle 4, 5 colour press
- 2 duplex colour and 6 duplex black and white Ricoh, Canon and Xerox high speed presses for digital print, data personalisation and photograph insertion
- Various folding and finishing machines
- 1 A4 and 4 C5 mailing machines for envelope and document insertion - OMR capability and camera recording equipment included to achieve the highest levels of accurate dispatch verification
- 2 Matica ID card printing stations
- Security holographic foiling

*"Liberty offers a dedicated service for the parking and debt recovery industries. From conception to fulfilment, accuracy and quality are the key components of our service.*

*We partner with the leading enforcement contractors, software houses and collection companies to provide a seamless service."*

Gavin Reddin, Sales Director,  
Liberty Services

At Liberty Services we operate a full Data Integrity Policy and are registered with the ICO, this means we are able to maintain an effective information management system, ensuring data security at all times. We also hold full ISO 9001 quality registration.

We operate a fully checkable data processing, printing and mailing service, with checking procedures in place at all stages of the process. Staff are trained in an ongoing manner on all aspects of the process/procedures with job rotation to allow for sickness and holiday cover. All equipment is duplicated and fully covered with maintenance contracts with a two hour call out.

Our IT programmes interface directly with the client's data. Our main software is Planet Press, however we are able to use Filemaker in event of software problems. We operate two servers and have in place a rigorous back up and disaster recovery procedure.



For more information contact the team:

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Liberty manufactures and supplies all of its products under ISO 9001 and 14001 quality management systems.

We are committed to reducing our carbon footprint and take an intelligent approach towards reducing our impact on the environment.

