

## INKJET & MAILING

### MAILING

#### ABOUT

Business mailing solutions can be complicated with today's ever-changing postal regulations. With our knowledgeable staff and up-to-date mailing equipment we can assure our customers will have accurate mailing lists that can save money on postage costs.

This process includes taking the project's printed materials, inserting, addressing and sealing them for shipment. Items available for mailing include inserted envelopes, postcards, flats, catalogs, newsletters, etc.

We accept your furnished mailing list or we can purchase lists for you and prepare all of the required postal processing.

#### CAPABILITIES

- Data Processing
- Cass Certification
- NCOA – National Change of Address
- Merge/Purge Duplicate Elimination
- Postal Presorting
- Static Copy
- Variable data (personalized message)
- Envelope Inserting
- Inkjetting
- Permits and Metering
- Applying precanceled stamps
- In-Line Tabbing
- Filling out postal forms
- Bagging/traying and delivering to Post Office

#### SPECS

Inserting letters, forms, cards or newsletters into envelopes will be done efficiently with our 6 station inserter – 2,000 to 8,000 per hour and up to an envelope size of 6 x 9.

- 1 – Videojet Inkjet Print System with HP Heads & Dryer
- 1 – 6-Station Phillipsburg Inserter – inserts up to 6 x 9 envelopes and seals
- 1 – Kirk Rudy 527 Wafer Sealer – for non-insert mailings that Post Office regulations demand sealing
- 1 – Table Top Wafer Sealer

No minimum quantity restrictions on mail services; we are happy to handle all of your mailing needs.



Mail Trays



Videojet Inkjet Print System

## INKJET & MAILING (CONT.)

### FULFILLMENT

#### SHIPPING

Order fulfillment is complete when the project is delivered to the client's satisfaction. In this process, the project may pass through:

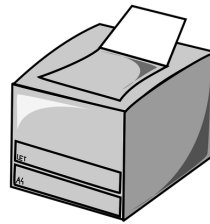
- Pallet wrapping
- Skid packing with corners and banding for securely transporting freight
- Freight scales for proper billing
- etc.

For our free local delivery service (50 mile radius with some restrictions), we utilize a few different vehicles:

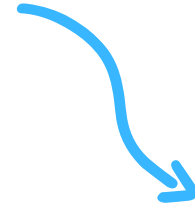
- 26' Peterbuilt Box Truck - 12 skid capacity
- Chevy Express Delivery Van

For the projects we don't hand deliver, we utilize the following services to transport the project safely into your hands.

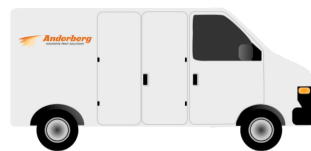
- UPS
- USPS
- FedEx
- Spee-Dee Delivery



After the approval of the job estimate and proofs, production begins



Once complete, the product is placed into boxes for shipping, or pallet-wrapped for safe transportation



The product is then available for customer pick-up, or shipped for delivery