

## Capabilities - Transactional Mail

### Package

We can produce and process mail packages of various sizes and levels of complexity.

- Postcards (list sizes or only 6"x9")
- Mail packages (#9, #10)
- Multiple-page documents (statements, invoices)
- Jumbo Packages
- Standard double or triple window envelopes

### Data Receipt & Conversion

Our accurate list conversion results in standard records that can be cleansed, appended, segmented and processed for accuracy and maximum postal discounts and highly personalized document creation.

- Standardizing content
  1. Convert source materials to digitized format
  2. Receive multiple digitized format files – flat, spreadsheet, ASCII – and convert them to a standard format.
- Content management
  1. Create tables for content management
  2. Store content in tables for easy retrieval
  3. Deliver variable content to document
- Address hygiene
  1. Address Standardization
  2. Zip and Zip +4
  3. NCOA

### Document Creation – Digital Format

We can make any number of text files and formats variable to a specific document.

- Fonts
  1. Left/center/right justification (font)
  2. Bold/underline/italicize
  3. Change case (upper, lower)
  4. Foreign language character/symbols
  5. Digital signatures
- Barcodes
  1. CASS™ coding
  2. POSTNET
  3. Scan Lines

### **Affixing Inline or Offline**

Affixing occurs inline or offline at three stages in the process – imaging, bindery and inserting.

- Labelaire/Wafer
- Card Affix
- Glue Affix
- Stamp Affix
- Metering

### **Bindery**

Our bindery accommodates the full range of inline and offline production, including standard and highly specialized folds and trims and complicated creative formats.

- Inline or offline – forms are trimmed down in either single or double fold formats
- Specialized folds and trims – slit and nest, gatefolds, right angle booklet folds

### **Inserting**

Access equipment can insert standard and jumbo formats, and has both friction and stream feeders.

- 6-station inserters
- Intelligent barcode reading – Ensures multiple-page documents are in sequence.
- Weight-checking to make sure all documents are inserted
- Counts reported online to ensure 100% volume inserting

### **Mail Commingling**

Inserted mailing formats from multiple mailers are commingled to achieve greater postal discounts.

- 1st class – inserted mail is picked up or received from mailers and along with Access mail is commingled and delivered to onsite Post Office.
- Standard – inserted mail is picked up or received from mailers and along with Access mail is commingled and trucked to the appropriate BMC through our Logistics technology.

### **Post Office Substations**

For verification and mailing.

- MERLIN mail piece verification equipment is located on-site to verify accuracy
- Mailing functions verify counts for postal payments.

### **Controls**

Our fully automated operations facilitate online proofing, project tracking at a secured web site and quality controls at every step of the process – from data receipt through package delivery at our Post Office or BMC.

- Layout
  1. Duplex printing
  2. Wrap variable text if length exceeds margins
  3. Multiple variable fields in body of letter
  4. Roll to back or second page if exceeds length of page
  5. Reverse block printing
  6. Use of frames and boxes
  
- Graphics
  1. Logos
  2. Imaged signatures
  3. Shading and colors
  4. Variable images
  5. Graphs
  6. Barcharts

### **Postal Presorting**

Prior to imaging mail is segmented into streams to facilitate production requirements, and sorted within those streams to meet postal requirements – First Class or Standard – to achieve maximum discounts.

- First Class Presort – We segment data to presort levels for postage savings for delivery to our Post Office.
- Standard Presort – We segment data to presort levels for postage savings. Files are segmented to presort levels to achieve maximum discounts and fastest delivery times.

### **Graphics**

Our commitment to quality and state-of-the-art equipment, technology and software delivers accurate, high-speed and high-quality printing.

- Roll-fed presses
- Up to 12 colors
- Inline bindery options (sheeting)
- High-quality continuous form printing
- High-quality component printing

### **Imaging**

High-speed imaging can be laser or inkjet.

- Up to 4 spot colors
- Simplex or duplex
- Roll-fed
- Sheet-fed
- MICR printing