

Mailing Services

Printing & Mailing Services offer professional expertise and services to ensure your mailing project receives the best postage discounts and ensures highest level of delivery accuracy. Some of the services we offer:

- Inkjet Addressing
- Fixed Message Lines
- Address Labels
- Folding
- Perfing/Scoring
- Inserting - Manual and Machine
- Stamp Affixing
- Tabbing
- Hand and Machine Collating
- Variable Data Printing
- Black & White Copies
- Color Copies
- Envelopes
- Envelope Sealing - Manual and Machine
- Glue Dots
- Mail list processing (CASS certify, Dedupe, NCOA, Remove non-deliverables)
- Presort First Class Mail, Standard and Nonprofit Rate Mail, Flat Size Mail

Turnaround Time

Mail List Processing

1-3 business days, this includes any mail merging and variable data setup.

Postcards

1-2 business days after mail list processing and proof approval. This includes the printing, cutting, sorting, and mailing.

Letters & Flats

2-5 business days after mail list processing and proof approval. This includes the printing for envelopes and letters, folding, stuffing, sealing, sorting, and mailing.

Note: times may vary for detailed mailers requiring hand stuffing.