

Operations - Mail Preparation

Our mail preparation and production capabilities cover the complete range of formats – from postcards to complex mailing forms, folds and special affixing.

We produce a wide range of mail formats, bindery and affixing options to accommodate new creative formats and well-established response mechanisms. Our inserting equipment utilizes controls to assure the accuracy of each mailing – number of component as well as number of pieces.

Bindery

Access Direct Systems bindery can accommodate the full range of inline and offline production, which includes standard folds and trims, as well as highly specialized folds and trims and complicated creative formats – slit and nest, gatefolds, right angle booklet folds. Forms are trimmed down in either single or double fold formats.

Affixing

Affixing occurs inline or offline at three stages in the process – imaging, bindery and inserting. Access equipment can affix stickers, cards, pre-cancelled stamps as well as seal or meter envelopes.

- Labelaire/Wafer – Labeling and sticker affixing inline with lasering or offline.
- Card Affix – Attach plastic card to additional component, such as a form or insert, with fugitive glue.
- Glue Affix – Glue affixing to seal envelope with fugitive glue.
- Stamp Affix – Affix pre-cancelled stamp.
- Metering – Print meter postage directly onto envelope.

Inserting Accuracy

Inserting is the final stage for envelope mail where all components come together and final Q.C. takes place before envelopes are sealed and mail is put on pallets. Access equipment can insert standard and jumbo formats, and have both friction and stream feeders. Roll-fed forms are folded inline and ready for insertion. Sheet-fed forms are folded offline and controls are in place to fold single or multiple page documents accurately and quickly.

- *Palletization*
The system allows for inserted mail now to be weighed, to ensure all mail packages are produced.
- *Barcoded Intelligent Inserting*
Mailing packages for multiple page address documents are verified via barcode to ensure each page of the imaging exists and is in proper sequence. This technology can also report back to the production system to ensure 100% of the mailings are completed.