**MAILING CAPABILITIES**

**Inserting:**
- Minimum size envelope: A8 - 5 1/2" x 8 1/8"
- Maximum size envelope: 10" x 13"
- Minimum size insert: 3" x 5 1/2"
- Maximum size insert: 8 1/2" x 11 1/2"
- Thickness of insert: up to 1/4"
  - Up to 6 inserts (pockets on inserter)
  - Coupon type single sheet inserts can be inserted in quantities of more than six providing that proper hole placement and pre-collation has been performed prior to the inserting process.
  - Production speeds vary depending on size, number of inserts, and stock types but range between 1,500 and 9,500 per hour on a single piece insert.
  - The capability exists for in line ink jetting, metering, and affixing paper stamps.
  - Match inserting of up to two matching inserts into a window envelope or ink jetting the corresponding address onto the envelope can also be performed.
  - The limitations are that we must control the print and be able to incorporate a small 2D (Data Matrix) bar code on the insert pieces.

**Ink Jetting:**
- Minimum size: 3" x 5"
- Maximum size: 17" x 16"
- Minimum thickness: card stock .007"
- Maximum thickness: 5/8"
  - Production speeds vary from 1,500 to 30,000 per hour depending on size, thickness, stock type, and coating of stock.
  - Our capabilities range from address imprint, up to and including indicia and multi-colored graphics, such as maps or logos, and and personalized teasers.
  - Three inches of simultaneous print allow us to print the address, indicia, and graphics in one pass.
  - Other capabilities include many different font types from which to choose, and in line heat to assist the drying of ink on coated stock.
  - There are 21 “off the shelf” ink colors available, along with custom mixing of any PMS for a reasonable surcharge.
  - We have the capability of ink jetting in line with the inserting process, and tabbing in line with the ink jetting process.
Folding:
Minimum size: 5" x 5"
Maximum size: 20" x 32"
- Types of folds: half fold, letter fold, Z-fold, right angle fold.
- Our capabilities include in line folding with the inserting process with nesting capabilities.

Saddle Stitching:
Minimum sheet size: 4 3/4" x 7"
Maximum sheet size: 13 1/2" x 19 1/2"
Minimum finished size: 3 1/2" x 4 3/4"
Maximum finished size: 9 3/4" x 13 1/2"
- Up to 10 signatures (flat sheets) collated, stitched, folded, and trimmed in one pass of machine. The number of signatures can increase by pre-collating and hand feeding to approximately 20 depending on stock type.
- Production speeds can vary from 1,000 to 3,500 per hour depending on the number of signatures and stock type.

Collating:
Minimum size: 6" x 6"
Maximum size: 13 1/2" x 19 1/2"
- Up to 10 signatures (flat sheets) collated with or without stapling in one pass of machine. The number can increase by pre-collating and hand feeding to approximately 20 signatures.
- Production speeds can vary from 1,000 to 3500 per hour depending on the number of signatures and stock type.
- Collates up to 10

Tabbing:
Minimum size: 3" x 5"
Maximum size: 11" x 14"
Thickness: Single sheet up to .18"
Minimum tab size: .75" round
Maximum tab size: 2.0" round

Type of tab:
Opaque or plain paper - No perf tabs
- Production speeds vary depending on size and condition of stock and if run in-line with other equipment, but can reach up to 30,000 per hour.
- Machine can also apply pressure sensitive stamps and labels.

Maximum speed:
8 1/2" x 11" flat sheets — 8,000 per hour.
11" x 17" flat sheets — 5,000 per hour.

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