



# Inserting Capabilities and Material Preparation

MAILWORKS uses state of the art folder/inserters. They are capable of folding, collating, inserting, and sealing from three feeders at once. It is possible to feed more than three sheets into an envelope in each pass, but to do so the material must be collated prior to insertion.

Sending in material:

- Letter and legal size paper should be delivered to us flat. We will fold and collate the pieces here.
- Card stock and similar materials should be delivered folded to the finished sizes.

Envelopes:

- The largest envelope we can handle automatically is 6 3/8" high and 9 3/4" wide.
- The smallest envelope we can handle automatically is 3 1/2" high.
- Envelopes must be of good quality. The envelopes sold at discount office supply centers can be a real problem. We will reject envelopes that have high rates of failing to seal or arriving stuck shut.
- Extra long flaps can be a problem.
- Make sure that the envelopes have sufficient clearance to accept the contents. If you have a hard time getting the piece in by hand we will probably not be able to insert it by machine.

Paper Size:

- Minimum - 3 9/16" length
- Maximum - 14" length

Folding

We can perform the following folds:

- Single
- Letter Fold (C-Fold)
- Zigzag
- Double parallel (Decreases size of a document to fit a short envelope)

11/1/2006

Page1 of 1