



Printing Services recently replaced our Envelope Inserter.

There is no charge for this service, but there are piece minimums, restrictions, etc. (see below).

Minimum of 50 envelopes per request

Machine can C-Fold, Z-Fold, or Half-Fold up to 5 sheets of 20# bond paper and insert into #10, #10 window, & 6x9 envelopes

IMPORTANT:

Submitted materials must be consistent sheet counts. The machine is programmed by # of sheets to pull, fold, and insert from the stack feeder. We cannot hand feed the machine for inconsistent sheet counts.

There **can not** be mixed page counts in your file and/or printed stack of letters (i.e. John Doe's letter is 1 sheet, but Jane Doe's letter is 2 sheets). You will need to prepare separate files and/or printed stacks to ensure consistency in sheet counts.

There is no Address Integrity technology with this machine. Meaning if you are printing the address on the envelope, the machine can not ensure that the address on the envelope matches the addressee of the inserted sheets. It is best to use #10 window envelopes for this purpose.

Print 2-sided when possible, so you can get more pages in your envelope - remember there is a 5-sheet maximum.

Submit orders via the Printing Services website if you're having us print the letters and/or envelopes (remember do not send us mixed-sheet-count files)

Submit printed stacks and/or envelopes through the interoffice mail using a BV-900 form. Be sure to clearly label your stack(s) with the sheet count so we can program the machine properly.