



# United Fulfillment

*Uniting Communication and Distribution*



United Fulfillment offers a full spectrum of design, printing, mailing, web-based fulfillment and web-based design and production services.

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We take complete responsibility and pride in delivering a quality product in a timely manner — and at a competitive price.



## DESIGN

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We have the ability to take your project from start to finish. Our graphic design team can provide both design and file preparation to make sure you get a quality product off the press.

Eye-catching marketing materials can be very influential. Our creatives specialize in producing work that successfully favors your company's image, product, and purpose. We are able to meet many of your design needs, including brochures, letterheads, booklets, business forms, sell sheets, newsletters, posters, and banners.

Having an effective website can also be a very important tool for your business. Our web designers are able to transform your company's identity into a professionally designed website. Your website can be used as a tool to sell products, keep inventory, or simply provide information to the general public.



## MAILING

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United Fulfillment offers CASS certification and move update services to maximize your postal discounts and make sure your mailing list meets postal requirements. We can help you eliminate wasteful undeliverable addressed mail through this process. We are able to guarantee efficiency by having a postal representative on site. Our personalization department can customize your letters, envelopes, dues statements or renewal forms, including applications that require programming to allow variability with data, logos or other images.

You can also enhance your mailings with Track N Trace. This service gives you the predictability to pinpoint delivery dates for tightly coordinated marketing efforts. It allows you to keep tabs on postal performance as you track your mail through the postal system.

Other mailing capabilities include:

- Inkjet imaging in both black and colored ink
- Machine inserting
- Wafer sealing
- Presorting
- Hand assembly
- Delivery to post office

# COMMERCIAL PRINTING



United Fulfillment also offers both conventional and digital printing in any size production run. From simple 1-color to complicated full-color jobs with personalization, we not only print but help manage your project as well. We can produce letterheads, envelopes, brochures, post-it notes, folders, multi-part forms, posters, banners and much more. We can also help you generate personalized promotional items for a greater impact with your customers.

Our full-service bindery can help complete your project. We offer scoring, folding, trimming, perforating, stitching, punching, and padding. For special projects we can also die cut, kiss cut, foil stamp, engrave or emboss.



# WEB-BASED DESIGN AND PRODUCTION



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We can create custom made web-to-print solutions for our clients that address four areas of publishing: creativity, productivity, management, and automation. This empowers clients to take advantage of our technology to focus their talent on creating multipurpose digital communications. Files can be amended to a specific set of rules that enable non-technical professionals the ability to finish the design and production process with no additional skills beyond using a web browser. Templates can be stored, managed, and automated to fit into almost any workflow scenario, with a particular specialty dovetailing online orders with United Fulfillment nationwide distribution and fulfillment.

Clients have separate, secure areas containing "intelligent" templates. We'll take your ideas or digital documents (made in InDesign, Quark, etc.) and create a custom template. Users can edit the template, but only within certain parameters that adhere to your pre-defined standards. We can include built-in permissions to create an approval workflow sending designated approvers an email request. With a button click, they can view and approve the submitted file. Finished files can be generated into almost any digital production format.





## WEB-BASED FULFILLMENT

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United Fulfillment offers a wide range of fulfillment options to best fit your needs. We can accept your manual orders via fax or email, or you may use our web-based ordering tool, accessed directly through your web browser, 24 hours a day. We can customize our system to fit your individual needs, and we can save you money without compromising service and quality.

Our capabilities include:

- Receipt and storage of materials
- Inventory reports with notifications for low stock or reorder points
- Stock usage reports
- Backorder processing and reports
- Picking, packing and shipping of your multiple-item orders
- Kit assembly
- Tracking of packages
- Shrink wrapping
- Electronic billing

Our experienced staff will work with you to identify the best way to ship your packages. Our midwest facility is centrally located to minimize your national shipping costs.



*Uniting Communication and Distribution*

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A full spectrum of design, printing, mailing, web-based fulfillment, and web-based design and production services. We take complete responsibility and pride in delivering a quality product in a timely manner—and at a competitive price.

#### CREATIVE SERVICES

- Concept Development
- Design for Print
- Design for Web

#### DIGITAL PREPRESS

- Scanning
- Digital Proofing

#### OFFSET PRINTING

- Brochures
- Catalogs
- Product Sheets
- Advertising Literature
- Sales Materials
- Newsletters
- Bulletins
- Instruction Sheets
- Package Inserts
- Envelopes
- Letterhead
- Memo Pads
- Multi-Part Forms
- Labels

#### DIGITAL PRINTING

- Short-run 4-color work
- Addressing at the time of printing
- Personalization of images or body copy

#### LASER PERSONALIZATION

- Letters with Signatures
- Envelopes
- Dues Statements

#### BINDERY

- Scoring
- Folding
- Stitching
- Trimming
- Punching
- Perforating
- Padding

#### SPECIAL FINISHING

- Hand Assembly
- Die Cutting
- Kiss Cutting
- Embossing
- Foil Stamping
- Shrink Wrapping

#### MAILING LIST SERVICES

- List Preparation and Management
- NCOA
- CASS Certification (USPS Reports)
- Delivery Point Barcoding
- Sorting for Postal Discounts
- Presorted/Automation Mailing

#### MAILING

- Inkjet Imaging
- Automated and Smart Inserting
- Sealing and Metering
- ZIP Code Sorting
- Wafer Sealing
- Kit Assembly
- Custom Hand Work
- Drop Shipments

#### WEB-BASED DESIGN AND PRODUCTION

- Create multipurpose digital communications
- Give non-technical professionals the ability to design using a web browser
- Store and manage document templates

#### WEB-BASED FULFILLMENT

- Receipt and storage of materials
- Inventory reports with notifications for low stock or reorder points
- Stock usage reports
- Backorder processing and reports
- Picking, packing and shipping of your multiple-item orders
- Tracking of packages
- Electronic billing

#### CUSTOM SERVICES FOR SPECIAL REQUIREMENTS

- If it is not on the list, tell us what you need.