Print to Mail ™

Applications *for CREDIT UNIONS*

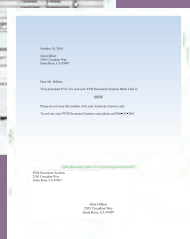**Member Notices**

W-2, 1099 Tax Forms
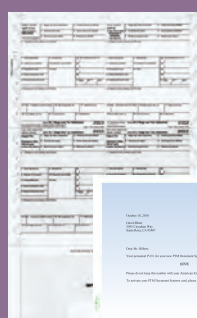
Payroll &A/P Checks

P.I.N. Notices

Credit unions across the country rely on Print to Mail™ to simplify the once tedious and expensive task of manually folding member notices, inserting, addressing, and labeling envelopes.

Print to Mail™ Systems

Our experienced Sales Consultants will help you match the **Print to Mail™ System** to your operational and budget requirements.

- Our flagship **Print to Mail™** Accessory connects directly to a Hewlett Packard 4000 series laser printer and allows for a one step print, fold/seal process.
- The table top **Print to Mail™ 2** takes documents printed from ANY laser printer and folds and seals at a rate of up to 3,000 documents per hour.
- Other stand alone options are available with added speed (5,000 to 15,000 documents per hour) and functionality.

Compatibility

PTM Document Systems has installations with the most popular and innovative core credit union software companies that provides direct printing to our Print to Mail™ System. Our PrintChef software helps with formatting print data from the application software to meet the requirements of our Print to Mail™ document.
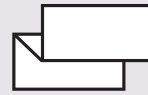
Simple · Cost Effective · Smart

Learn how Print to Mail™ can benefit your credit union

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ptm document systems™   *2305 Circadian Way   Santa Rosa, CA 95407   (866) 667-2861   www.print-2-mail.com*

Print Solutions

PTM Document Systems produces millions of documents a year for our Print to Mail™ systems with one thought in mind "supply a document that is 100% guaranteed to fold and seal with our systems". From form design to precision printing and on-time delivery, PTM Document Systems offers world class print solutions for our customers. Certified Print to Mail™ printing is a full service approach which means your print job will be handled by expert print professionals who understand the importance of delivering forms you can trust.

Printed Products

Print to Mail™ users can choose from PTM Document Systems' wide selection of stock documents and checks or work with our professionals to create a document that meets your specific needs.

Print Services

Order Processing

Friendly and knowledgeable printing project coordinators oversee all aspects of every print job, working closely with the customer, sales representative, and our graphics department to get the document designed, printed, and delivered in a timely manner exactly to the customer's expectation.

Form Design

PTM Document Systems' document design experts specialize in creating documents fully compatible with our Print to Mail™ Systems, for ultimate efficiency and peace of mind.

PTM Document Systems' design experts match your color requirements, logos, and illustrations to ensure the document is as attractive as it is functional. Create a Print to Mail™ document your recipient will instantly know is an official document from your institution.
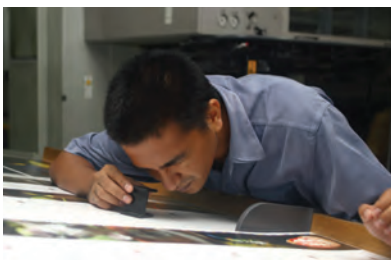
The most current desktop publishing tools are used to create high quality graphics and composition in document design.

Printing

Our printing plant is a state of the art, climate controlled facility staffed by highly trained and experienced press operators and managers. We have 11" and 14" web presses that print the most common fold types including "Z", "EZ", "V" and "C" folds.

Checks can be Arabic and MICR numbered and include, as standard, void pantograph, micro printing, warning border, and watermark. Additional security features are available including, thermo chromatic inks, prismatic void, invisible fluorescent fibers, chemical reactive paper, and toner grip.

Packing

Documents are shrink wrapped in lots of 500 with two shrink wrapped packages in each carton. Having carton quantities of just 1,000 (instead of larger, heavier carton quantities) ensures that all operators and office personnel can easily handle the cartons.

Each carton contains a re-sealable poly bag for storing opened but unused Print to Mail™ documents. These specially designed and produced bags guarantee that the Print to Mail™ documents stay fresh and ready to be printed, folded, and sealed perfectly on your next run.

We label the carton with a "best used by date". This date is one year from the date of manufacture and is instrumental in helping with the rotation of your stock.

Shipping/Warehouse/Fulfillment

Shipping options on all documents include standard, express, overnight, drop ship, palletizing, and bulk shipping.

Warehousing, fulfillment, and min/max program (guaranteeing a minimum and maximum of your stock warehoused) for your Print to Mail™ documents, ready for shipment within 24 hours.

Guarantee

Our quality control department is involved in each step of the process from the time the order is entered to shipment. Our goal for every Print to Mail™ document is a perfect fold and seal each and every time. Our business is Print to Mail™, this is what we do, **Guaranteed!**

ptm
document systems™