



## Print Post

Swift, sure and secure:  
the complete data,  
print, and mailing service.

Linking you effortlessly  
with your customers

## Print Post

PrintPost is the specialist in the secure printing and enveloping of critical personalised documents, including invoices, statements, billing, payslips and direct mail.

A wholly owned subsidiary of An Post, PrintPost has the technical capability and experience to manage all stages of document production - from data processing and high speed printing, to secure enveloping, speedy dispatch and stationery management.



OUR SERVICES INCLUDE:

**Document Production** Client data is processed through the latest PrintPost software, which then securely and accurately prints, envelopes and posts documents on their behalf. These documents fall into two categories:

- **Financial Documents** - such as bills, invoices, and statements.
- **Direct Mail** - such as mail shots, personalised letters and insertion of marketing materials.

**Secure Enveloping** OMR (optical mark recognition) codes control the automatic mailing machines, thus guaranteeing the integrity and accuracy of the overall process.

**Selective Inserting** Multiple inserts - such as brochures, flyers and reply envelopes - can be enclosed with each document through the OMR code.

**Accurate Reconciliation** unique page numbering make it possible for us to reprint any individual documents that may have become damaged. It is also used as an important reconciliation tool.

**Print Management** PrintPost provides a total print management service. This includes the purchase and supply of materials, stock reports and quality control. On and off-site storage is also available.

**Postal Administration** The An Post postal deposit account of every client is managed by PrintPost. Dockets are completed and sent to An Post with every mailing, and a copy supplied to each client. Postal discounts are available for most mail processed by PrintPost.

**Disaster Recovery** A full disaster recovery service is offered by PrintPost, from its two sites in Dublin and Portlaoise. Both sites are equipped to deal with each stage of the document production process, which means that each site can back up the services of the other.



## DATA PROCESSING

1. **Receipt of data** - Data can be received from the customer on magnetic media or via a telecomms link. PrintPost can handle the following media CD, DVD, FTP, Leased Line, ISDN, modem or e-mail

**Data formats** - PrintPost can accept data in a wide variety of formats. Acceptable formats include:

- Postscript
- PCL
- PDF
- AFP
- Xerox Metacode
- Various ASCII and EBCDIC formats
- Various database formats

## AUDIT REPORT

The Audit Report is the key control document for each job. It is produced at an early stage - as soon as the job is processed by PrintPost IT specialists - and acts as a critical check before printing begins. The invaluable document stays with the job at each stage, ensuring accurate handling and insertion, and enhancing customer confidence in the secure and efficient execution of even the most complex mailings.

THE AUDIT REPORT CONTAINS THE FOLLOWING PIECES OF INFORMATION AS STANDARD:

- Number of records read
- Number of pages read
- Number of packages that will be produced
- Number of bulky packages that will need hand enveloping
- Listing of customers who will receive bulky packages
- The number of envelopes containing 1 sheet, 2 sheets, 3 sheets, etc.
- Mailsort Listing
- Exception file listing
- Bad address listing
- Invoices with Zero or negative values
- Postage details
- Total quantities contained in specific data fields, e.g. total amount documented
- Other management information as requested by our clients.

It is a unique report that contains a comprehensive detailed analysis of data received. You will find that no other organisation can provide a report of this nature.





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## CUSTOMER FOCUS

1. PrintPost's highly experienced team of dedicated Account Managers and Customer Support staff makes dealing with PrintPost simple and easy. They are on hand to deal with all customer queries, to provide advice on printing and enveloping issues, and to issue job progress and management reports.

## PRINTING

Documents are printed on high speed, high quality laser printers.

2. Various paper types eg. invoices, credit notes and statements are loaded into the printing machines.
3. During printing different documents are printed on separate paper types and merged together in sequence ready for enveloping into the same envelope.
4. PrintPost software can produce barcodes on giro's for over-the-counter payments at both post offices and banks, helping customers avail of all methods of payment.
5. OMR codes are printed on the documents, which will control the enveloping process.



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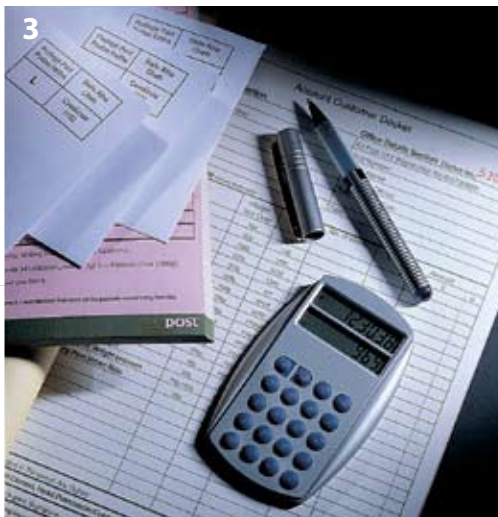
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#### ENVELOPING

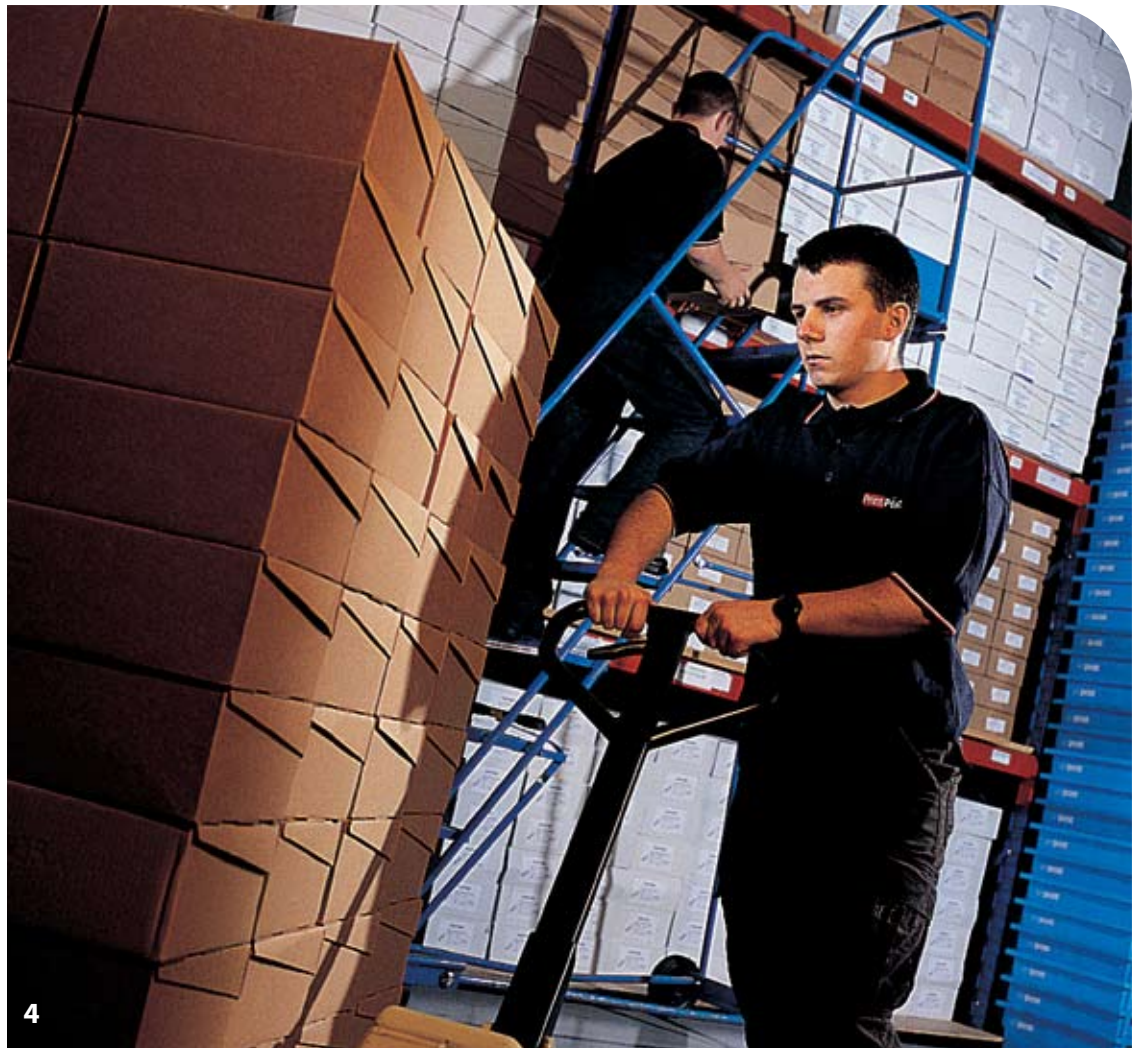
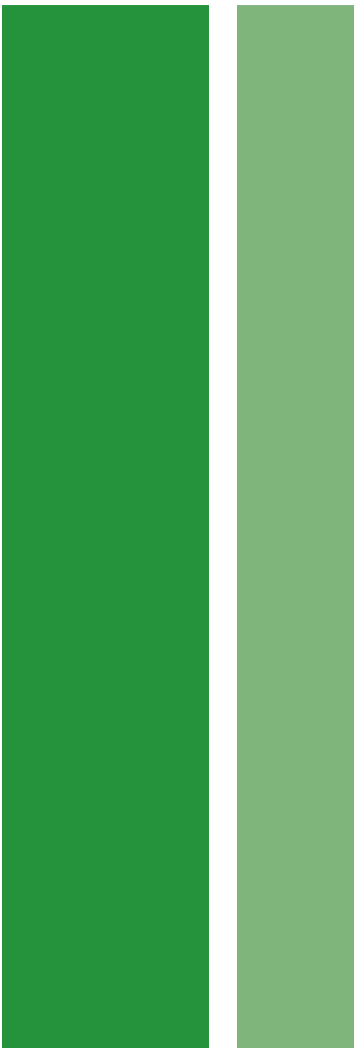
1. State of the art enveloping equipment means that personalised documents - along with brochures, reply envelopes and marketing materials - are securely inserted at this stage. The OMR controls the accuracy of the number of pages and the number of inserts that are placed in each envelope. The envelope count is then reconciled against the **audit report**.
2. Sealed envelopes are taken from the conveyor belt and placed in mailing trays ready for the next collection by An Post.

#### POSTAL ACCOUNTS

3. PrintPost manages the An Post postal deposit account of every client. Postage is calculated with the aid of the **audit report**, and postal discounts are applied at this stage. Dockets are completed and sent to An Post with the customer's mailing. Copies of the docket may then be returned to the customer if required.

#### PRINT MANAGEMENT

4. PrintPost is happy to source paper and envelopes for its customers. Proofs are provided and approved by clients before any orders are made on their behalf. The company takes complete responsibility for stock and quality control - providing clients with stock reports and ensuring on-time deliveries.





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