

FORMAX[®]

Paper Processing Solutions

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Successful Mailings Equal A Successful Business...

Invoices and marketing pieces, are a critical part of all businesses and need a professional look and in a timely manner. Formax paper processing equipment gives you the look you need and completing mailings in no time. Formax offers a complete line of equipment, Inserters, Folders and other complementary mailing equipment to meet your mailing needs.



Solution Provider...

Formax offers a complete line of high-quality solutions to automate your post-printing processes.

Options range from AutoSeal® for processing one-piece pressure sensitive mailers to inserters for folding and inserting up to 8 1/2" x 14" sheets of paper into an envelope. Multiple options allow us to tailor a solution to your particular application.



Three Core Solutions

Automated mailing solutions that save time and money...

- AutoSeal® Pressure Sensitive One-Piece Mailing Equipment - No envelopes required.
- Inserting Equipment - Automates folding and inserting documents into envelopes.
- Document Folders - Streamlines the task of hand folding documents.



Complementary Products

Allow you to automate virtually any paper processing task...

- Letter Openers
- Bursters
- Check Signers
- Cut Sheet Bursters & Cutters
- Decollators
- Joggers

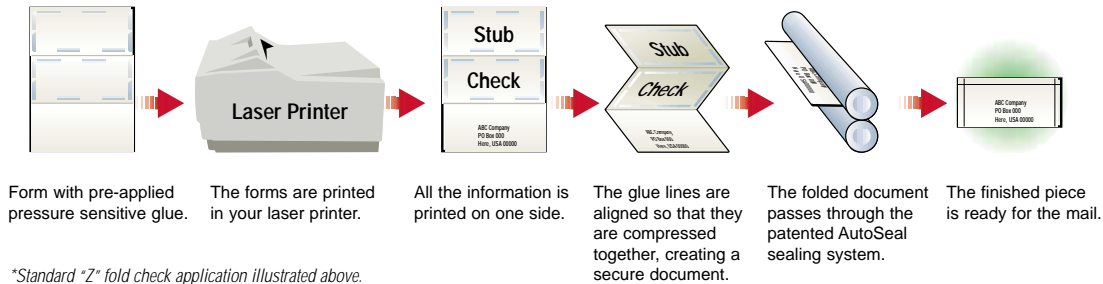


AutoSeal® – Decrease Processing Time and Eliminate Envelopes...

When one piece of paper is all you need...

The AutoSeal solution is ideal for processing any document that can be printed on one sheet of paper. The process involves two steps to prepare your documents for the mail. 1. Forms with pressure sensitive glue are printed in your laser printer. 2. The printed forms are then placed in the Formax AutoSeal to be folded and sealed creating a one piece mailer.

Here's how it works:



What is a Pressure Seal One-Piece Mailer?

A pressure seal one-piece mailer is one sheet of paper with pressure sensitive glue and perforations along the edges. The document folds onto itself creating an outgoing piece of mail without using an envelope. To open the document simply tear off the perforated edges.

Why Pressure Seal?

Simply put, pressure seal is a fast, reliable and secure way to process documents.

- Processing time is decreased, increasing productivity.
- No more envelopes to order or store.
- No messy glue, water, heat or envelopes needed.
- Postal service friendly: meets postage guidelines and specifications.
- Superior print quality over continuous impact one-piece mailers.

AutoSeal Options:

From payroll and invoicing in a small office environment to processing documents in a full-fledged mail house, the AutoSeal folder/sealer line is available in tabletop and industrial size units to accommodate just about any size business. Processing your forms using a tabletop AutoSeal allows you to process documents in a third of the time it takes to process forms using a comparable tabletop inserter. Tabletop AutoSeal units can process forms at speeds of up to 11,000 forms per hour, whereas a similar size inserter processes forms at a rate of up to 3,300 forms per hour. AutoSeal saves valuable time and eliminates the extra storage and expense of envelopes.

AutoSeal Applications

- Checks
- Invoices
- Two way mailers (outgoing document with a built in return envelope)
- Tax forms
- Utility bills
- Grade reports
- Student schedules
- Pin numbers
- Marketing pieces
- Shipping labels



Inserters = Flexibility, Flexibility, Flexibility...

When one piece of paper just isn't enough...

Formax inserters offer the flexibility to automate the tedious task of folding and inserting single or multiple documents into an envelope. In one pass documents are collated together, folded, inserted into an envelope and sealed with a clean and professional look. All Formax inserters are capable of storing up to nine jobs in memory. This feature allows a variety of jobs within a department or office to be processed by one central machine. Payroll can program job 1 to process their checks while Accounts Payable programs job 2 for processing invoices. Once the jobs are set they never have to be changed again.



Two 8 1/2" x 11" documents and a return envelope are folded and inserted into a #10 windowed envelope. This job can be processed in one pass through a Formax inserter.



Why Inserters?

- Flexibility to process multiple pages
- Works with plain paper and envelopes
- Reduces processing time and increases productivity

Inserter Options

Formax desktop inserters process at speeds of up to 3,500 per hour and handle a monthly volume of up to 70,000 pieces. All inserters utilize a drop-in feed system for easy loading and processing of documents. Higher volume Formax inserters showcase a state-of-the-art folding system and the unique AutoSet feature for one-touch set up. Up to six stations are available with the flexibility to process 8 1/2" x 11" and 8 1/2" x 14" documents plus Business Reply Envelopes (BRE's) and inserts all in one pass. Optional Optical Mark Reading (OMR) gives these inserters the intelligence to process multiple page sets with varying numbers of pages.



Inserter Applications

- Checks
- Multiple page invoices
- Tax forms
- Utility bills
- Grade reports
- Student schedules
- Marketing pieces
- Phone bills

Optical Mark Reading (OMR)

OMR intelligence enables inserters to identify, pull and insert documents with varying numbers of pages, saving hours of manual labor. OMR is ideal for any application in which the number of pages varies from recipient to recipient. For example, when printing invoices Customer "A" receives a one-page invoice and Customer "B" a three-page invoice. Once the printing is finished, the operator proceeds to load the documents in the feeder and begins operation. The inserter will read the marks printed on the paper to determine how many pieces to insert for each customer. Additional security features and selective feeding are also available to ensure that your recipients receive the correct pages and selection of personalized inserts.

Document Folders - Fold Documents Easier And Faster...

Formax folders process forms quickly and efficiently in any size business or organization, making more time for other important tasks. Folding that took hours to process by hand can be accomplished in minutes with three simple steps: load your forms, set your fold and press start. Your documents will be folded in no time with a crisp professional look.

Folder Options

Formax tabletop folders process forms at speeds of up to 11,000 forms per hour and can accommodate paper sizes up to 11" x 17". All tabletop folders have a drop-in feed system for added ease of operation. Automatic features are available to enable operators to set folds quickly. Six standard folds are pre-programmed into the folders memory for one-touch set up. Larger processing volumes are easily handled with our high volume air-feed document folder. Forms are crisply and accurately folded at speeds of up to 35,000 per hour. All Formax folders are built with heavy duty steel side frames giving them the durability to last.



Why Automate Your Folding?

- Streamlines your office
- Economical solution for folding documents
- Reduces processing time and increases productivity

Churches /Schools /Non-Profit Organizations:

Streamline the process of folding bulletins, letters, brochures or virtually any single page document. A job that took five or six people to accomplish can be managed by one person in less than half the time.



Small Businesses:

Folders are an economical alternative to using an inserter and can offer more flexibility.

When sending out invoices, folding time is reduced dramatically. Automated folding cuts your completion time and adds valuable time back to your day.

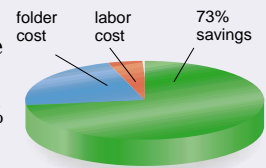


Print Shops/Mail Houses (high-volume processing):

The Formax high-volume air-feed folder offers the speed and dependability required in a high volume environment. Maintenance free bearings and heavy-duty steel fold plates are just two features that make this folder an ideal choice. Our high-volume folders can be joined together for tandem folding, allowing you to cross fold or create three or four folds in one pass. Perforating and scoring can also be accomplished by this high volume unit with the addition of the optional perf/score attachment.

Processing 10,000 forms per month: By hand vs. a Formax folder

By automating your paper folding, labor time is cut by 95% adding up to a total savings of 73% monthly. Automation cuts both cost and labor time.



	Hand	Automated:
Labor Cost per month	\$285.71	\$14.55
Machine Cost per month	N/A	\$64.00
Total per month	\$285.71	\$78.55
Savings per Month:		\$285.70
		-\$ 78.55
		\$207.15 savings per month

* Machine cost based on a 36 month fair market value lease, rates vary
 ** Labor cost based on number of hours to letter fold 10,000 11" forms at a \$12 hourly wage.
 *** Labor time is based on 420 finished pieces per hour by hand and 8,250 (75% of max speed) finished pieces per hour using a Formax tabletop folder.

Complementary Products

A complete line of complementary paper processing products are available to further streamline your office. Automate time consuming tasks including opening incoming mail, separating continuous forms and signing checks.

Incoming Mail?

Eliminate the manual task of opening incoming mail by hand—automate it! Formax envelope openers provide quick and easy access to what's inside. Ideal for incoming Business Reply Envelopes.



Need to Separate Continuous Forms?

A complete line of bursters with a long list of options to choose from are available to separate your continuous forms into cut-sheets. Ideal for continuous form invoices, labels, oil tags and one piece mailers. Fold and insert or fold your bursted documents using a Formax inserter or document folder.



Static Electricity?

Remove static electricity and square forms with a Formax jogger. Jogging forms ensures proper feeding of documents when they are processed through the AutoSeal, inserters or any other cut-sheet piece of Formax equipment.



Decollators

Separate two, three, four, five or six part continuous forms with a Formax Decollator. Tabletop and industrial floor models are available to handle just about any form separating task. Make continuous documents ready for bursting in no time.



Need to Cut or Burst Cut-Sheet Forms?

The Formax cut-sheet cutter or cut-sheet burster enables you to automate the process of separating multiple checks, tags or tickets on perforated or non-perforated cut-sheets. Ideal for banks running lock box applications or payroll departments that print three checks on one page.



Signing Checks by Hand?

Sign or endorse checks, invoices or notices automatically with a Formax Document Signer. Continuous form and cut-sheet form models are available to accommodate your process.

