



Seattle Mailing Bureau

Direct Mail Services to Meet Your Every Need

Our team of 40 employees works two shifts, five days a week, providing a broad range of high-quality direct mail services and the fastest turnaround in town. Services include:

- Database Management and Processing Service • Addressing and Label Affixing • Machine Inserting, Folding and Tabbing
- Personalized Laser Printing • Variable Digital Color Printing • Hand-Assembly • Warehousing/Fulfillment • Postal Relations

Database Management and Processing Services

The most perfect direct mail piece in the world won't be effective unless it reaches the right person. Our computer and database experts perform a host of services to help you build your mailing list and ensure that it is cleaned, stored and properly prepared for your mailing:

- Cleansing and Standardization of Addresses • Removal of Duplicates • CASS (Coding Accuracy Support System) Certification
- Data Entry and List Creation • DPV (Delivery Point Verification) • Merging of Multiple Mail Files • Statement Printing
- Presorting Services with Report Creation • NCOA (National Change of Address) Update Services • Name Removal of the Deceased
- Appending of Telephone Numbers • Preparation of Mailing Labels • Labeling of Printer Files • Variable Data Laser Printing
- Capture of Mailing Data in Non-Database Formats

Addressing and Label Affixing

Whether you have a low- or high-volume job, we offer a variety of high-speed addressing solutions, including printing directly on your mail piece, on envelopes or on pressure-sensitive labels:

Ink-Jet Addressing – A specialty with us, our 300 dpi ink-jet printing gives you great readability without increased cost.

Cheshire Labeling – If your mail piece doesn't have a designated area for an ink-jet address, or it's printed on colored stock, we have the solution—lasered Cheshire labels (sorted the way you want or for the best postal discounts) that we'll affix to your piece.

Machine Inserting/Folding/Tabbing

With our state-of-the-art Bell and Howell inserter we can accommodate all shapes and sizes of envelopes and can handle up to 10,000 pieces per hour. Up to six individual components can be inserted in a single envelope on one pass. Your only limitation on the number of insertions is the size of your envelope!

Personalized Laser Printing

Our high-quality laser printing, uses state-of-the-art software to personalize letters and other mailing pieces. We can even meet your marketing goals and more complex mailing needs with multiple levels of personalization.

Variable Digital Color Printing

Variable digital color printing is the latest in printing technology. Using our digital printing presses, we can combine personalization and variable data to create unique, targeted marketing messages. We'll help you to enhance the effectiveness of your marketing pieces with variable copy, images or graphics targeted to each individual, whether you need just a few copies or thousands.

Hand-Assembly

Most of our services, such as tabbing and inserting, are automated, but when you have a job that requires extra special handling, our experts know the most efficient and cost-effective ways to get the job done... fast and on time.

Warehousing/Fulfillment

Whenever you have printed pieces—such as brochures and forms—that must be replenished on a regular basis, it's more economical to print larger quantities, and have us store the overstock, than it is to reset the presses for several smaller printings. Our warehousing and fulfillment services not only save you money, but also time and space. Using our Web-based, state-of-the-art warehouse system, we can efficiently manage your inventory, process your orders, pull and distribute your pieces, and alert you that it's time to reprint when your inventory reaches a pre-designated level.

Postal Relations

We attend the postal conventions and keep up with the latest rules and software, so you don't have to stay up nights reading the "U.S. Postal Service Book of Regulations." Our experts can help your marketers, designer and printer to create a mailing piece that flows smoothly through the postal system and saves you money.