

# Printing And Letter Shop Services

SCANTRON®

## Survey Services

SCANTRON PRINTS MORE THAN 500 MILLION SHEETS PER YEAR. OUR STATE-OF-THE-ART FACILITIES HAVE A TOTAL OF 120,000 SQUARE FEET OF SPACE AND HOUSE HIGH-SPEED PRINTING SYSTEMS, AUTOMATED FOLDING AND INSERTING EQUIPMENT, AND 100,000 SQUARE FEET OF CLIMATE-CONTROLLED WAREHOUSE SPACE.

Many data collection projects include requirements for large-scale printing and/or fulfillment services. Survey documents, system-generated letters and reports, and other documents must be accurately printed and/or mailed - often in extremely large volumes and within short timeframes.

### High Quality

We meet stringent quality standards in our printing and mailing operations, and we take great pride in our quality services. We have incorporated quality control checkpoints into our processing systems, and we use established procedures for auditing, collecting data from process checkpoints, and reporting results to our customers.

Our independent quality control unit provides various quality-related services, including random sampling, quality inspection, and quality analysis and reporting. We conduct a formal test-run for each printing project, which helps ensure the project will run smoothly when it is put in production. Automated equipment, such as printer-mounted cameras, automatic counters, and thickness detectors, are also used to help ensure quality. Our engineering and production processes for data collection and documents have been ISO 9001 certified since 1994.



## Full Letter Shop Services

We have equipment available to handle a full spectrum of direct mail inserted into a variety of envelope sizes. You can choose from meter imprints or postage indicia to mail your pieces first class, first class presort, bulk rate, carrier route, nonprofit or standard.

Our experienced programming staff can create a customized letter program to meet any distribution requirement, and our letter shop staff has an average of 14 years experience.

We apply the latest in technology, plus well-proven project management proficiency to provide the highest quality service possible. We closely follow a formal project management methodology to ensure proper planning and management. Our success is measured by consistently on-time and accurate results for our customers.

## Value-Added Services

We offer a variety of data capture and management services that include:

### Application Design and Question Validation

Expert research consultants will develop your data collection instrument based upon

information gathered from needs analysis and focus groups. Our consultants draw on experience with psychometrics, psychology, item design and industry experience.

## Forms Design Analysis

Analysis of the copy and layout of your scannable paper and Web-based forms with a written report detailing recommendations.

## Foreign Language Translation

Print forms in multiple versions and over 40 languages.

## Scannable Forms Printing and Print Personalization

State-of-the-art printing techniques and information from your database are used to personalize scannable forms, cover letters, inserts and envelopes. Personalization may also help increase the response rate.

## Scanning Services

Scan, key enter and validate your data. We also provide flat file data for import into legacy report generation systems.

## Report Generation

Reports can be delivered online, via CD or by paper.

## Web Services

Web-based data capture tools.

## Full Letter Shop Services

### Inserting

We offer both mechanical and manual insertion options.

### Folding

Our folding equipment can fold a variety of stock sizes and weights to prepare documents for insertion and mailing.

### Shrink Wrapping

Our shrink-wrapping service provides an efficient and cost effective solution for professional presentation of brochures, surveys, and kits.

### Envelope Supply

We can provide envelopes to your specifications, printed 1 to 4 colors on plain or recycled stock in all size variations.

### Programming

We offer database coordination, coding and clean up. Using email and ftp technology, we can accept your lists in any format, any time. CASS certification and national change of address services are also available.

### Security

Scantron is dedicated to delivering quality. Our ability to meet or exceed customer quality requirements is backed by a company ethic of customer service and continuous improvement.



For more information, visit us at [www.scantron.com](http://www.scantron.com) or contact your Scantron representative at 1-800-722-6876 or email [info@scantron.com](mailto:info@scantron.com).

© 2009 Scantron Corporation. All rights reserved. Scantron and the Scantron logo are registered trademarks, and Achievement Series and Performance Series are service marks of Scantron Corporation. P/N 277-236-006

SCANTRON®