

# Scantron Genuine Forms Printing



## About Us

For more than three decades, Scantron has helped education and commercial organizations measure and improve effectiveness with assessment and survey solutions. The company provides tools for the rapid, accurate and reliable capture of data with innovative software and survey solutions that leverage the company's expertise in world-class forms printing and scanner manufacturing. Today, nearly 80% of schools in the United States use Scantron products.

## Printing Expertise

Scantron is a bonded printer of all types of forms, specializing in OMR (Optical Mark Read) and scannable imaging forms. At our print facility in Irvine, Calif. more than 480 million forms per year are processed. Scantron utilizes state-of-the-art digital printing, graphics, order processing and bindery technologies.



## Print Solutions

From forms design to precision printing and on-time delivery, Scantron offers world-class print solutions for our customers. Scantron Genuine Forms Printing is a full-service approach that means your print job will be handled by expert print professionals who understand the importance of delivering forms you can TRUST.



## Printed Products

Customers may choose from Scantron's selection of stock forms or work with Scantron to design a custom form specific to their needs.

Primary printed product offerings include:

- Test, survey and other data collection forms
- Multi-page test booklets
- Cut sheets
- Computer continuous forms (Multi-part or Single-part)
- Snap sets
- Self-mailers

## Print Services

### Order Processing

- Knowledgeable printing project coordinators oversee all aspects of every print job, working closely with the customer, sales representative and graphics department to get the form designed, printed and delivered in a timely manner.

### Form Design

- Scantron's forms designers specialize in creating forms compatible with Scantron scanners, for ultimate efficiency and accuracy of results, and with other compatible hardware and software applications.
- Scantron's printing experts use colors, logos, illustrations and other artwork to ensure the form is as attractive as it is functional.

- The most current desktop publishing tools are used to create high-quality graphics and composition in form design. Scantron uses the latest in digital workflow technology, including computerized imposition, 'computer-to-plate' making and proofing.

### Printing/Collating

- Scantron's printing department is a state-of-the-art climate controlled facility staffed by highly trained press operators.
- Scantron forms have a 99.95% accuracy rate for scannability. Forms are printed within a tolerance of .005" using specially manufactured scanner paper and premium grade, soy-based inks to ensure data accuracy.
- Various paper weights, sizes and colors are available.
- Scantron has five web presses and two sheet-fed presses that enable printing forms in quantities of low thousands to millions; with widths of 4.25" up to 26"; and in cut-off lengths of 8.5", 11", 12", 14", 17", 22" and 24".
- Also available: small and large run variable laser printing, in black; and in-house four-color process variable page-to-page digital printing.
- Forms can be numbered in arabic, binary (litho code) and bar code.
- Short to long volume collators (roll or sheet) complete with signature verification.

### Binding/Packing

Scantron's bindery department offers a variety of convenient services such as:

- Folding (straight, right angle and fan)
- Cutting (corner and die)
- Perforating (horizontal and vertical)
- Stitching and drilling
- Punching and tipping
- Line holes and file holes
- Shrink-wrapping
- Additional printing capabilities include up to 80-page booklet multi-binding, and glue strip, kleenstick and wafer seal applications



### Shipping/Mailing/Fulfillment

- Scantron's mail shop services can meet all fulfillment services needs. Capabilities include custom labeling and packaging, individualized mailing, barcode tracking, bulk shipping and palletizing.
- Shipping options for all print orders include standard, express, overnight or drop-ship.
- Scantron's mail inserting machines include material piece verification.

### Guarantee

- Scantron's quality control department is involved in each step of the process. They ensure all specifications have been met, from the time the order enters the design phase until it is shipped out to the customer.
- Scantron's verification system assures the integrity of mail and bind projects by improving product quality. The process involves printing a control code on each component of the mailing, or booklet, and enabling cameras and system intelligence on the inserting and binding equipment to verify that components are accurately matched and/or collated during the binding and mailing processes.

- Scantron takes pride in producing world-class printed forms. In the unlikely event there is a problem with a form, Scantron will either replace any unscannable documents or provide an alternate method of data capture, up to a mutually agreed upon dollar amount.





## TRUST Scantron For Your Forms

### **T** ECHNOLOGY

State-of-the-art equipment, which includes a sophisticated computer-to-plate printing system, ensures that Scantron meets the exacting registration requirements of scannable forms. Plus, Scantron's advanced online proofing process provides greater accuracy while decreasing turnaround time.

### **R** EPUTATION

With more than 35 years experience printing scannable documents, Scantron has set the standard for quality. Around-the-clock inspectors and extensive scanning tests ensure finished forms meet rigorous scanning specifications, while Scantron's 100% quality guarantee ensures accuracy in data collection. In the unlikely event there is a problem with our forms, Scantron will either replace any unscannable documents or provide an alternate method of data capture.

### **U** NMATCHED QUALITY

In addition to scanning-compatible soy-based inks, Scantron uses specialized paper manufactured to exacting weight, stiffness, finish and erasability standards that guarantee accurate scanning. Plus, Scantron's certified press operators print within a tolerance of .005 inch in a climate-controlled facility.

### **S** AVINGS

Scantron forms not only save you time and money, but the value of Scantron forms is readily apparent in the reduction of misfeeds, rejects and downtime.

### **T** OTAL SOLUTION

As a single-source provider, Scantron offers a turnkey solution of software, hardware and forms to help manage all of your testing projects. Training and support ensure that you make the best use of your Scantron system, while highly trained customer service staff is available to design and manage your custom forms projects.

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

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