



## Print Services: Deliver

*Strategic approach to delivery and fulfillment.*

Many large assessment and survey projects often demand the coordination of several vendors in order to develop and distribute the project on time. At Scantron, we centralize this effort, and we take great pride in our delivery services. We provide a wide array of custom fulfillment and delivery solutions—everything from special packaging to personalized individual mailings to palletized bulk shipments.

### A Sample of Our Offerings

- Shrink-wrapping / Unique packaging
- Collation / Slip sheeting
- Folding & Inserting
- Individual mailings
- Custom order fulfillment
- Special palletizing and bulk shipments
- Report generation
- Program management

We believe in building long-lasting relationships by understanding our client's needs. To assist in this process, we provide a dedicated customer service representative to assist you with every facet of your project—from the initial concept through design, production, and delivery

### For Example

## Surveying for Better Schools

An educational consortium uses Scantron to administer a principal, teacher, and student surveys for grades 6-12.

The information collected is used to inform and assess policy and practices within the district. Every two years, Scantron designs, produces and delivers the following items:

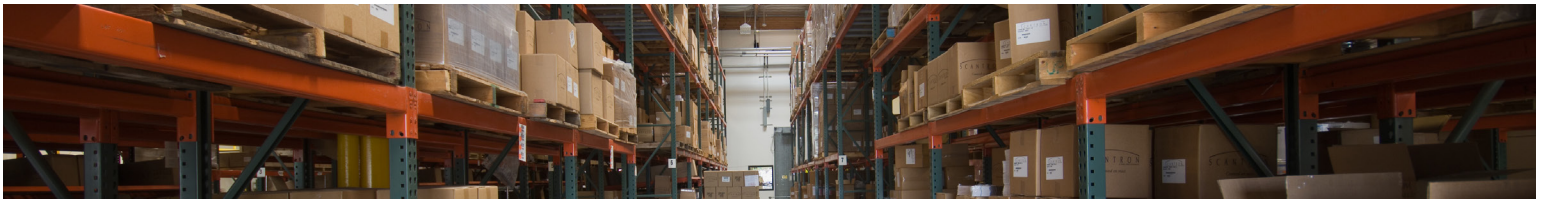
- Student and/or teacher booklets
- Parent letter
- Teacher instructions
- Teacher flyer
- Elementary transmittal form
- High school transmittal form
- Coordinator instructions
- Packing list
- Colored labels

The student surveys are variably intelligent printed (VIP) with a barcode, student ID and unit ID. The teacher surveys are variably intelligent printed with the unit ID.

Scantron simplifies the final distribution of student surveys and teacher surveys by inserting slip sheets between each grade and classroom. The other non-scannable collateral materials are added to the package and separated by a colored slip-sheet.

Each school is boxed separately and then palletized according to mail runs and distributed. The pallets are shipped to the District's office main transportation center for easy distribution to the buildings.





## Speed

We take great pride in our delivery and fulfillment services. Scantron routinely provides large-volume printing and fulfillment services within very short turnaround times. We manage printing and mailing operations that produce millions of forms year. In addition, we have the staffing abilities to amp up and undertake seasonal production requirements.

## Quality

Scantron meets stringent quality standards in our print operations. We have incorporated quality control checkpoints and we use established procedures for auditing and collecting data from process checkpoints. Our Independent Quality Control unit provides various quality-related services, including random sampling, quality inspection, and quality analysis and reporting.

## For Example Helping Reduce Healthcare Costs

Healthcare costs have skyrocketed for employers. Reducing these costs can be a monumental task.

One highly reputable consulting firm that advises employers on healthcare cost reduction uses Scantron Print Services to produce their integrated health risk appraisal materials. The project required a five phase mailing approach:

**Phase I:** Scantron designed, printed, and distributed the prenotification cover letter notifying participants they were about to receive a survey.

**Phase II:** Two weeks after the cover letter was sent, the survey instruments were printed and mailed to the participants.

**Phase III:** One week after the survey instrument was mailed, a postcard was sent to the participants reminding them to complete and return the survey.

**Phase IV:** A second mailing of the survey instrument was sent to participants that did not return a survey form.

**Phase V:** After the returned surveys were processed, the client provided Scantron with individualized reports in PDF format. The report outlined changes people can make to live healthier lives and reduce overall medical expenses. Scantron printed and bound the 8-12 page reports, collated them with a cover letter, and individually mailed to over 3,000 respondents.

The client chose Scantron because we have the resources and capacity to quickly ramp up and meet their fluctuating volume demands. They also needed a diverse set of materials such as scannable booklets, letters and postcards to be delivered accurately and on time.



**GET THE RESULTS YOU NEED  
TO MAKE INFORMED BUSINESS  
DECISIONS TODAY!**

For a free consultation to meet your organization's goals, call **800.722.6876** or visit us at **[www.scantron.com](http://www.scantron.com)** to learn more.

## About Us

Scantron® provides technology to help you collect data you can use. We offer solutions and services delivered with the quality you expect from decades of experience. Whether you need to work on paper, online, or anywhere in between, Scantron can meet you where you are and help you get to where you want to be.

