



On Time Delivery

Fast and Streamlined Service!

We pride ourselves on meeting promised due dates. As a publication printer, this is very important. Here are the secrets to it.

The goals of scheduling are to achieve high utilization of equipment and on time deliveries. It is not only about trying to keep our presses busy, but the bindery and mailing departments, too.

Before scheduling press time, there are several conditions that need to be met.

- All pages complete and proofs approved.
- If the job mails, the mailing list confirmation form must be approved and postage check in hand. Most of our mailing is done inline on binding machines. That means mailing lists must have been processed and approved before the job goes on press, otherwise the job is held up when it reaches the bindery.
- Shipping information complete. Packaging and labeling are usually done at the end of the binder. If shipping information is not complete, a delay and additional handling may occur.

If just one page of copy or a mailing list (if your order

mails) are missing, it's almost impossible to schedule a job. The scheduler needs to keep the presses, binder and mailing departments busy. Theoretically, he could go ahead and print a part of the job. But that would leave his binder and mailing departments with nothing to do until the last page came in and was printed. That could cause bottlenecking and delays on several jobs. So, until every detail of a job is in hand, it cannot be a priority.

You can help us meet your schedule and keep cost down, if you –

- Give us a heads-up a couple weeks ahead so we can plan to meet your needs.
- Give us your mailing list, if required, two or three days before the job gets uploaded. That allows time to process and verify your list, send you a copy of the postal statement and make any postal deposits.
- Be as thorough as you can during the file preparation and proofing stages. Copy changes are expensive and may cause delayed delivery.

Thank you for the opportunity to serve your printing needs.

