



# Fulfillment Services

Do you want to conduct more than one mailing of your product over time? Panaprint's fulfillment services can do the job for you!



You may have numerous locations that use the same printed item. We print those items in large quantities, store them, and ship them to their locations as directed. Each location enjoys the lower unit cost of mass production, and you save time and money.

### **Order Entry**

Orders are placed in the usual way. Jobs are then printed and sent to our warehouse.

### **Point of Delivery**

Jobs are considered "Delivered to Customer" when they reach our warehouse.

### **Finished Goods Inventory**

Our computer system tracks finished goods. We simply add to or subtract from the inventory quantity as products are produced or shipped.

### **Shipments**

Simply fax or email instructions for shipping items from our Fulfillment Center. Available inventory will be verified and a shipping ticket will be prepared. Upon receiving the ticket, our shipping department will pull and ship the merchandise. The delivery ticket will be marked "Shipped" and will be filed. These shipped items will then be subtracted from the Finished Goods inventory.

### **Freight Charges**

In order for us to provide Fulfillment Services, you must provide us with a UPS account number, or other information, to allow direct billing to the customer's account. We cannot handle freight charges, nor be responsible for them.

### **Reports**

Your sales representative will have the ability to print out Finished Goods inventory reports for your account. They will use this information to determine when reorders are needed or to share a copy with you.

### **Inventory Verification**

Inventory accounts are verified monthly.

*Please contact your Panaprint customer service representative for more information.*