

## SBCSC FOLDER/STUFFER/SEALER

### PRINT SHOP MACHINE

The South Bend Community School Corporation Print Shop has purchased a new Folder/Stuffer/Sealer machine. The purchase of this equipment will eliminate the need to contract an outside source to perform folding of letters, stuffing & sealing of envelopes. All folding, stuffing & sealing of envelopes will be done in house only. Please review the following information to help in your process of getting important information to all parents/students:

The process is very simple: Submit print job to the SBCSC Print Shop – materials will be folded & stuffed into an envelope – addressed envelopes will be given to the SBCSC Mailroom to have materials mailed to the parents/students – unaddressed envelopes will be given back to the department/school.

\*The machine will fold (3) three different sheets of 8.5 x 11 paper – stuff into an envelope – seal envelope (envelope can be left unsealed if you prefer)

\*Envelopes can be addressed by department/school prior to being stuffed or after being stuffed. The SBCSC Print Shop is unable to address the envelopes.

\*Window envelopes can also be used if you have a personalized letter you are sending to a parent/student, however please make sure that the address is located in the top portion of the letter (report card template works perfectly)

\*All jobs that consist of under 100 envelopes can be done at the department/school level, however the SBCSC Print Shop can fold your materials for you to make stuffing the envelope a lot easier

\*Envelopes issued by SBCSC will only be allowed to be used with this Folder/Stuffer/Sealer. The necessary regular and window envelopes can be ordered through the Stores/Warehouse Department

\*Materials will only be accepted if the materials are printed by the SBCSC Print Shop. Outside printing (desktop printers) will not be accepted.

\*Envelopes must be sent to the SBCSC Print Shop as soon as the job is submitted. Having all the materials available at the same time will speed up the process of folding, stuffing, and mailing.

\*(3) three day notification will be needed prior to materials needing to be in the mail to all parents/students.

\*Printing Requisitions & Mailing Requisitions will still be required

\*Please contact the SBCSC Print Shop for exact pricing on any/all jobs needing to be preformed.

\*If you have any further questions, please feel free to contact the SBCSC Print Shop at 283-8177 or via email at [printshop@sbcsc.k12.in.us](mailto:printshop@sbcsc.k12.in.us)