



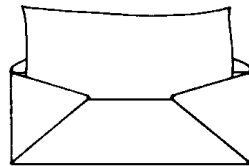
RTC Direct Mailing Inc.

STOCK SPECIFICATIONS

Standard specifications are an integral part of any job quotation. Deviation from these specifications may adversely affect pricing. Doublefolded, nested, curled, stuck or otherwise mismanufactured stock means poor production which can delay your job and increase costs for both of us.

Component Clearances

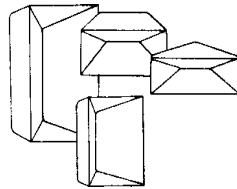
- Machine tolerance requires a minimum of 1/2" clearance side to side and 1/4" top to bottom (on up to 6" x 9" outer envelope) with **all** components inserted.



On envelopes over 6" x 9", side clearance must be increased to 3/4".

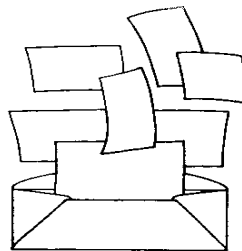
Envelopes

- Whether you are using poly or paper envelopes, the opening must be on the long dimension.
- Envelopes using postage stamps need to have the glue removed from the flap behind the stamp area plus 1/2" to prevent flap from sticking.



Insert Items

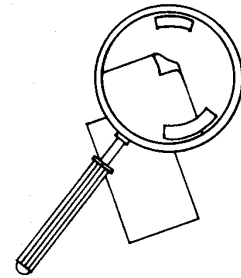
- All components must be neatly trimmed with square edges. Each individual form must be consistent in size.
- Die cuts, patches, etc. must be clean edged and secure in order to avoid catching on one another.
- The addressed document (in conjunction with a window envelope) should be equal in size to the largest component.



- Components must not be "Z", "S", or "accordian" folded.
- Components are always inserted into the envelope folded edge first.
- Components over 1/8" thick demand special pricing.
- All components **MUST** be identified with a form number or code unique to each separate item. Copy or color changes to existing components require a new form number. This number should be printed on the exterior of every component to insure easy visibility and identification.

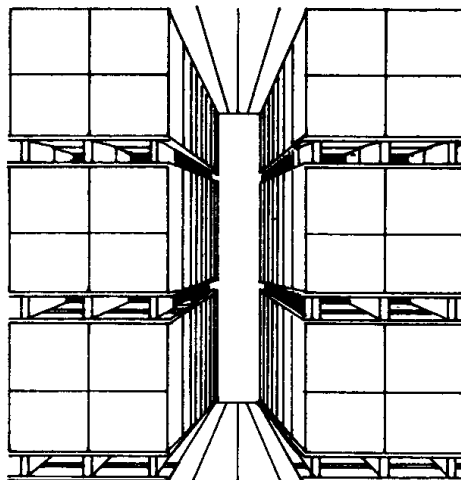
Quality Control

- Poorly manufactured or packaged components can result in equipment slow-down, additional handling and possible delays in scheduling. In such cases, we reserve the right to decline processing of the job and /or, if the additional production time is available, to charge for extra costs which are incurred.
- Material receipt is verified only to the number of master shipping units-bulk packs or cartons. Routine weight checks are made on all incoming shipments, however, we cannot accept liability for shortages based on suppliers' stated quantities.
- Every effort is made to minimize material spoilage. However, a nominal amount of material will be consumed in the machine set-up and processing of any job. The amount of such spoilage will vary with the total quantity of the job; the number of operations involved; the number of machines on which the job is being processed; the type of component; etc. Under typical conditions, provisions should be made for a spoilage allowance of approximately 2 %- depending



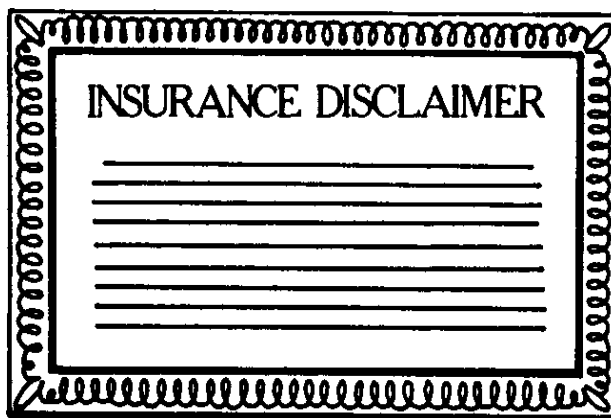
Warehouse Storage of Customer Material

- ◆ Due to the large amount of space required to warehouse materials, we have set up these guidelines for material storage:
- ◆ We will provide storage space for up to 30 days in advance of scheduled production start up.
- ◆ Upon completion of your mailing, you will have 30 days to notify us on how to handle any extra material. After 60 days have expired, RTC will no longer be responsible for your inventory.
- ◆ After this 30 day period, storage charges will be incurred at \$25.00 per skid.
- ◆ We hope these guidelines will help us to keep enough space available for your future mailings.

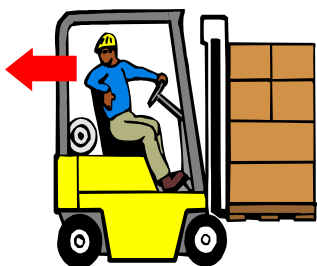


Special Note

- ◆ Like most lettershops, RTC **does not** provide insurance, nor accept liability on customers' materials while in our possession. We provide adequate protection against fire, vandalism and the natural elements. If you would like your materials to be covered by your insurance carrier, we will be more than happy to provide them with information about, or allow inspection of, the precautionary measures in force.



If you need additional copies of this flyer for your supplies, we will be more than happy to supply them upon your request.



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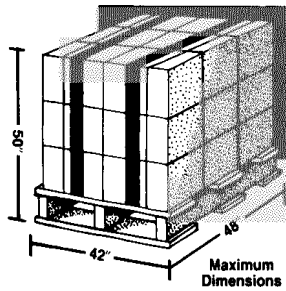
SHIPPING and PACKING GUIDELINES

The following specifications will help maintain your material in good condition for high-speed processing and handling during lettershop operation. This information should be passed on to all your suppliers as it is **essential** that these specifications be followed.

Any deviation from these guidelines (without prior approval) could cause material to become unusable for high-speed production. This could result in additional charges and/ or loss of scheduled production time necessary to meet **your** mailing schedule.

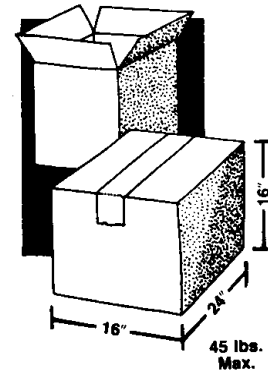
Pallets/Skids

- ◆ All material must be received on pallets or skids (pallets preferred).
- ◆ The maximum size of loaded pallets is not to exceed 42" wide by 48" long by 50" high.
- ◆ Maximum pallet size is 42" wide by 44" long.
- ◆ The maximum weight of a loaded pallet is 2,000 pounds.
- ◆ Pallets containing only one component are preferred, however, if mixed components are necessary, each must be clearly identified on both cartons and packing slip.
- ◆ Pallets must be packed as a solid block - with no gaps within the unit. The outer edge of the cartons must match, or be within the outer edge of the pallet.
- ◆ Pallets must be secured by either shrink wrap, corrugated skid sleeve or banded with wood tops. At least two metal, plastic or fiber bands should be used to secure the cartons to the pallet. If shrink wrap or corrugated sleeves are not utilized, all exposed edges, both sides and tops, must be protected with heavy corrugated material. **NOTE:** Single sheet enamel stock tends to shift in transit and requires **extra** banding.
- ◆ Pallets **must not** be loaded onto trailers sideways.
- ◆ Bill of lading for material packed on edge (envelopes, BRE's, etc.) must state. - "Do Not Top Load".



Cartons

- ◆ The maximum size of corrugated cartons is not to exceed 16" wide by 24" long by 16" high.
- ◆ The maximum weight of a loaded carton is not to exceed 45 pounds.
- ◆ Corrugated cartons should be at least 275 pound test, C flute.
- ◆ Cartons must be sized to a "glove fit" for the components which they will contain and must be packed solidly to prevent shifting or curling of the components.
- ◆ Cartons which contain multiple layers or material must have each layer separated by a solid sheet of either chipboard or corrugated.

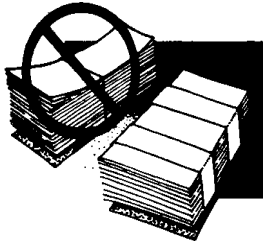


Bulk Packs

- ◆ Bulk packing is acceptable for receipt of bulky material, like catalogs, where the maximum quantity contained therein is 10,000 pieces or less.
- ◆ Material to be addressed, such as order forms, may also be bulk packed if it is layered every 12" by chipboard or corrugated stock.
- ◆ All bulk packed pallets **MUST** be protected with corrugated skid cartons.
- ◆ All other materials must be shipped in cartons.

Bundling & Banding

- ◆ For all practical purposes, material should be faced in the same direction.
- ◆ Material which is to be paper banded must be in bundles of at least six inches but not more than eight inches thick. If the material must be turned to compensate for non-uniformed thickness, there must be no more than one such turn per bundle.
- ◆ Rubber banding or string tying (in lieu of paper banding) material which is to be inserted is **strongly discouraged**.
- ◆ Envelopes should be packed on edge in their cartons, as opposed to flat packed, in order to avoid compression on the gummed flaps.
- ◆ Cartoned envelopes should not be banded in any manner. Bulk packed envelopes are **not** acceptable.



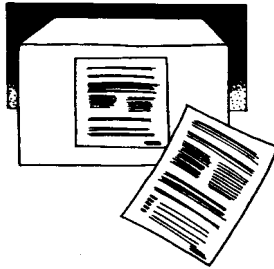
Receiving Information

- ◆ Receiving hours are from 7:00 A.M. to 4:00 P.M. Monday through Friday
- ◆ All deliveries should be sent to: 56 Seip Lane Shoemakersville, PA 19555
- ◆ All materials must be delivered prepaid.
- ◆ C.O.D. shipments can be accepted only by prior arrangements and will include an additional 15% handling charge.
- ◆ Materials receipt is verified only to the number of master shipping units - bulk packs or cartons. Routine weight checks are made on all incoming shipments, however, we cannot accept liability for shortages based on suppliers' stated quantities.



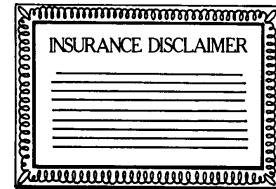
Packing Identification

- ◆ A packing slip must accompany each shipment listing the following information:
 - 1 Number of master units (pallets and/ or loose cartons) in shipment.
 - 2 The number of cartons per pallet.
 - 3 The unit quantity per carton (or bulk pack).
 - 4 A gross summary of the shipment - total number of pallets, cartons and piece quantity.
- ◆ Each carton must be clearly marked with the following information:
 - 1 Customer name.
 - 2 Description of material - "outer envelope", "BRE", "letter", etc.
 - 3 Form number.
 - 4 Quantity of material contained in the individual shipping unit (pallet or carton).
- ◆ One sample of the material contained on each carton must be affixed to the outside of that carton.



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