

Speedy Mailer for Direct Deposit Statement

PRODUCT BULLETIN

CS 096

Product Name:

Speedy Mailer - a stock continuous peel-back mailer for an impact (dot-matrix) printer.

Product Number: CS096**Product Specifications:**

Size: 9½"W x 5½"D.

This form has an outside file copy and a sealed self-contained envelope that will carry a Statement of Earnings printed on the inside. The sides of the envelope are protected on two surfaces by our Total Security TM lining.

Peel-back mailers are manufactured using a continuous web with line holes. Glue lines that run parallel to the line holes fasten the two sides of the envelope, while spot glue placed across the web fastens the top and bottom. Perforations parallel to the web allow a recipient to tear off one end and peel back the face of the envelope to expose the message inside.

Application:

Mailer is the fastest, most efficient way to send out what you need. Mailer eliminates the need for envelopes and time-consuming assembly of the mail content, while increasing the security of a document.

Mailer can be used for multiple applications in the same or subdivision offices: accounts payable, payroll checks, statements and promotions. When a mailer takes care of more than one business function in your office, it becomes cost-justified, by far reducing your processing and storage costs.

Who are mailer clients? - municipalities. medical institutions. schools. colleges and universities. marketing firms, associations, construction and project management companies, to mention just some.

The application is the most important variable when deciding if you can benefit from mailers. If you're sending out 2.000 or 3.000 mails a month - you can justify a mailer. With 10.000 mailings a month - it's a must.

Hot Applications

Direct Deposit Statements
Payroll Checks
Past Due Notices
Report Cards
Renewal Notices
Library/Video Overdue Notices
Subscriptions Notices
Membership/ID Card Carriers

Viceroy International Forms

416-588-0077

www.viceroyforms.com

cs@viceroyforms.com

Advantages:

Many business mailings require several components, including letters, notices or invoices, outgoing envelopes and return envelopes. Mailers eliminate the need for separate pieces by incorporating them into a single product ready for personalization and mailing.

Mailers speed up the assembly process and eliminate costly folding and inserting during mail preparation. In addition, the embarrassment and expense of an incorrectly stuffed package is avoided: All parts of a mailer are registered on a collator and personalized simultaneously by a printer.

Benefits:

How to get the most of your mailer:

- **Add value:** Consider incorporating bar codes or security features. For example, a non-profit organization sending information about a fund-raiser may bar code return slips to track responses. And any companies mailing payroll checks or valuable coupons should include multiple security features.
- **Design with simplicity in mind:** Mailers may run more smoothly through printers and mail sorting equipment if they have fewer parts. In addition, keep text on the outgoing envelope to a minimum. You may want to use the outside of mailers as a promotional tool, but beware of adding too much. Mailers heavy on text, graphics or screens may have to be hand sorted at the post office.
- **Consider shelf-life of adhesives:** Most of the mailers that we sell has 24-month shelf life: some mailer products only have 6 to 12-month shelf life.

People want efficiency

and mailer applications such as statements, notices, mass mailings and cheques are increasing

- **To keep the cost down order multifunctional mailers:** Preprinted with your company's name, address and logo, you can personalize them later further for various functions. Often, stock mailers are the best option.

For instance, a colleague may use the same mailer to send students class registration information at the beginning of the semester and report cards at the end.

- **The complete package:** If you require a one-part mailer and mail large quantities, consider buying the folder/sealers to process them on.

Viceroy International Forms

416-588-0077

www.viceroyforms.com

cs@viceroyforms.com

Viceroy SPEEDY MAILER CS-096
Decollated Printed Report

Magic Mirrors & Crystal Balls
1527 Sample Drive Unit 33
Sample Town ON L6H 3K5

Employee Code: 1 Name: Mason Martha Department: DEPT1
Cheque No. : 000618 Date: 22/07/03 Pay Period: Date - 22/07/03
Regular Hrs : 70.00 Regular Pay : 2052.50 Tax (Fed/PQ) : 410.25 .00
Overtime Hrs : .00 Overtime Pay : .00 CPP/QPP : 97.46 .00
Vacation Pay : .00 EI : 43.96

Regular Benefits
RRSP 41.05 LIFE 10.00

Regular Deductions
RRSP 100.00 LIFE 26.70

GROSS PAY : 2052.50 Total Deductns: 678.37 NET PAY : 1374.13

YEAR-TO-DATE SECTION

Gross Pay	: 18472.50	Regular Hrs	: 630.00	Overtime Hrs	: .00
Net Pay	: 12367.17	Federal Tax	: 3692.25	CPP	: 877.14
Vacation Owed	: 5508.60	Quebec Tax	: .00	QPP	: .00
Reg. Benefits	: 459.45	EI Premiums	: 395.64	EI Earnings	: 18841.95
				QHSF	: .00

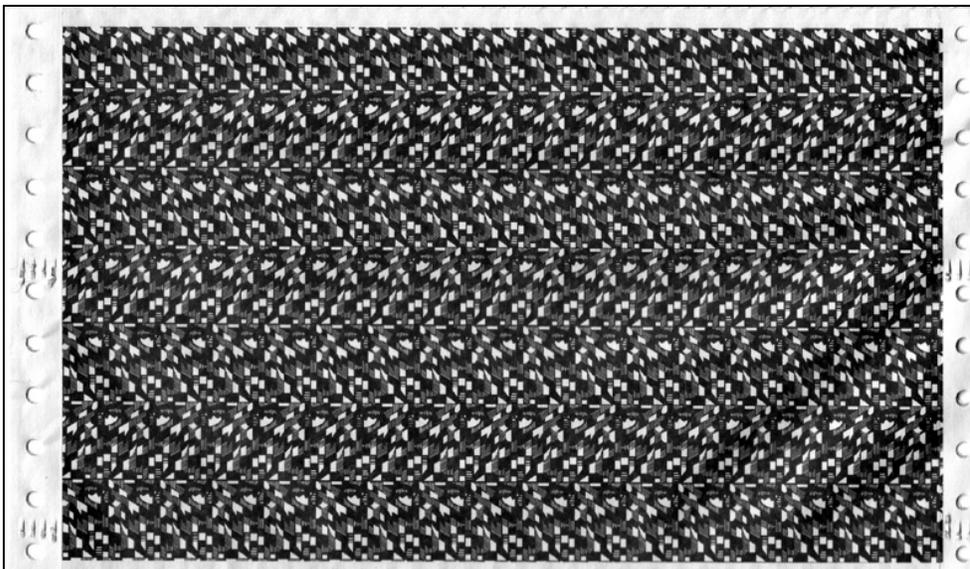
Mason Martha
1212 West Side Street
Unit 12
Toronto ON M6M 3K6

TOP COPY (FILE COPY)
Front of Page 1
And
INSIDE OF ENVELOPE'S BACK
Front of Page 4

Employee Code: 1 Name: Mason Martha Department: DEPT1

Mason Martha
1212 West Side Street
Unit 12
Toronto ON M6M 3K6

FRONT FACE OF ENVELOPE
Front of Page 3



TOTAL SECURITY
Artlined Pattern
Backs of Pages 3 and 4

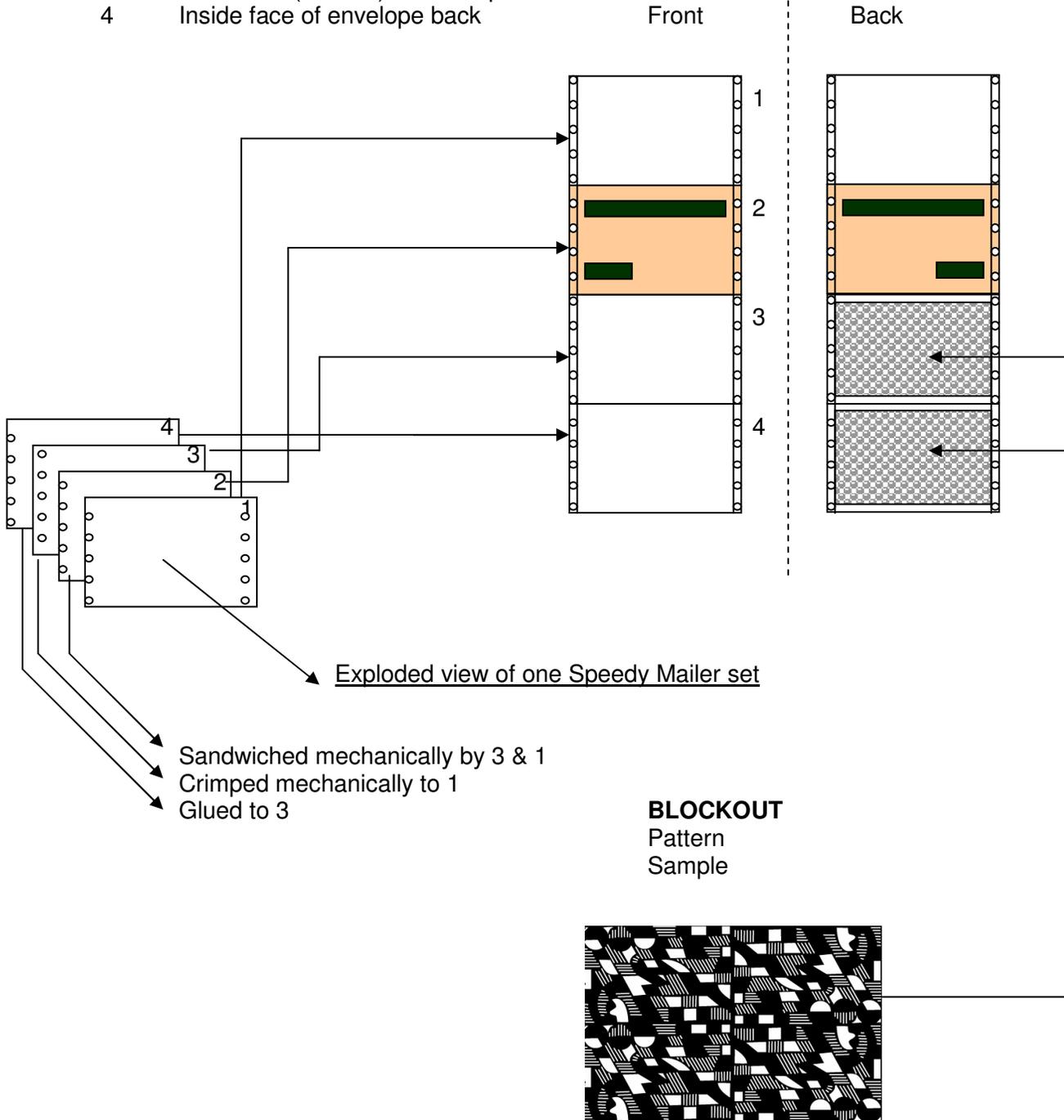
Viceroy SPEEDY MAILER CS-096

3 Part – 9 1/2"W x 5 1/2"D (attached)

– 8 1/2"W x 5 1/2"D (detached)

- 1 Top copy (file copy)
- 2 Spot carbon tissue
- 3 Front face (outside) of envelope
- 4 Inside face of envelope back

Axis of rotation



Viceroy International Forms

266 Roncesvalles Ave. Toronto, ON M6R 2M1 Canada

416-588-0077 fax: 416-538-0747 cs@viceroyforms.com www.viceroyforms.com