

Examples of Fulfillment Projects

Mailing Services

NAME: *Custom Printed Golf Tee Mailing*
DESCRIPTION: Affix 6 different custom imprinted golf tees to 4-color mail piece using fugitive glue. Fold mail piece, affix 2 wafer seals and prepare for mailing.
QUANTITY: 3,000
TURNAROUND: **1 week**

Sample Display

NAME: *DuPont Decorating Scheme*
DESCRIPTION: Used for training retail sale people on coordinating colors with textures with materials. Receive rolls of carpet, rolls of wallpaper, large formatted sheets of paint sample colors and rolls of fabric for drapes and upholstery. Hand cut and apply samples of materials to precut shapes of plastic. Pack 4 each of 4 different types of materials into poly bag with room layout.
QUANTITY: 1,500 sets
TURNAROUND: **4 weeks**

NAME: *Pharmaceutical Direct Mail*
DESCRIPTION: Receive flat printed pieces. Hand fold "pop-out letters". Affix transfer tape to fold-over panel. Fold remainder of piece. Affix printed insert to inside cover. Affix 3 wafer seals for mailing USPS.
QUANTITY: 100,000
TURNAROUND: **2 weeks**

Re-work

NAME: *Poly Bag Conversion*
DESCRIPTION: Receive large rolls (800 lbs. each) of large poly bags (56" X 96"). Unwind each bag from roll and tear off. Fold bag down to 24" X 28" and pack into carton.
QUANTITY: 7,000
TURNAROUND: **1 week**

Hand Assembly

NAME: *Retail Coffee Mug Gift Set*
DESCRIPTION: Design and produce gift box with cellophane cascade window. Provide packing material (retail straw). Assemble gift box, hand pack 8 retail items into box and master carton pack for regional distribution.
QUANTITY: 6,000
TURNAROUND: **72 hours**

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Literature Distribution

NAME: *Route Driver Incentive Program*
DESCRIPTION: Open Post Office Box to receive mail from national route drivers. Process mail, count coupons and validate. Receive promotional items (12 different pieces). Pick and pack items based on order form. Ship via UPS nationally
QUANTITY: 100,000
TURNAROUND: **On-going (annual program)**

Sales Kits

NAME: *Wilsonart Mail Assembly*
DESCRIPTION: Glue corrugate to printed piece. Assemble (4) Wilsonart counter top samples, matching up each to make a square. Affix each sample to the face of the corrugate using specialized glue. Affix compass to the top and center of the 4 samples so that it appeared through cut-out on face of mailer when folded.
QUANTITY: 5,000
TURNAROUND: **2 weeks**

Folding

NAME: *Custom Hand-Fold Brochures*
DESCRIPTION: Receive brochures flat on skids. Hand-fold each brochure, 5 different folds, (size 19 5/8 X 9") because of irregular edges. Pack into cartons without creasing brochure.
QUANTITY: 50M- 250M On-going
TURNAROUND: **1-3 weeks**

Collation & Shrink-wrapping

NAME: *Custom Printed Note Card Sets*
DESCRIPTION: Collate 4 each of 6 different note cards custom printed for solicitation mailing for non-profit organization. Count 24 matching envelopes and combine with note cards. Shrink-wrap each set individually.
QUANTITY: 20,000 sets
TURNAROUND: **On-going**

Inventory Management

NAME: *Hair Care Product Recycle & Distribution*
DESCRIPTION: Receive returns from mail order business. Inspect items for damage and resell ability. Pack products into new containers as needed and place into inventory for future distribution. Manage inventory of over 300 SKU's.
QUANTITY: Over 800,000 items
TURNAROUND: **On-going (annual contract)**

Examples of Fulfillment Projects

Order Fulfillment

NAME: *Pick/Pack Orders*
DESCRIPTION: Pick and Pack consumer products for largest direct mail company in US. Customer supplied mailing containers and USPS shipper labels. Bulk pack into mail cages for postal service pick up.
QUANTITY: Seasonal
TURNAROUND: **Received orders between 10pm and 4 am - ship same day.**

Banding

NAME: *Point-of-Purchase Display*
DESCRIPTION: Affix 6 different graphic large format panels to flat corrugated sheets using double sided transfer tape. Assemble and glue additional components. Stack corrugated sheets onto skids using dunnage, strap and prepare for distribution.
QUANTITY: 12,000
TURNAROUND: **5 work days**

Binder Assembly

NAME: *Product Sample Binder*
DESCRIPTION: Develop glue to affix rubber samples to coated stock. Affix 7 different samples to various printed pages. Collate product pages and other material into binder. Pack binders into master cartons and ship to distribution facility.
QUANTITY: 5,000
TURNAROUND: **1 week**

Drop Shipping

NAME: *Retail Promotional Program*
DESCRIPTION: Open Post Office Box to receive mail-in offer for gift book. Process mails received, validate authenticity of request, and prepare shipping documents, pack book and ship to consumer.
QUANTITY: 20,000
TURNAROUND: **6 month program**

Inserting

NAME: *Video Package*
DESCRIPTION: Affix label to each video. Assemble video sleeve and hand insert video. Shrink-wrap each video and pack into master cartons.
QUANTITY: 200,000
TURNAROUND: **2 weeks**

Examples of Fulfillment Projects

E-Fulfillment

NAME: *Children's Clothing Order Fulfillment*
DESCRIPTION: Set up inventory semi-annually of over 100 SKUs in various sizes ranging from 6mos to size 12. Receive orders electronically, generate packing slip, shipping label. Pick & pack orders (gift wrapping as requested), generate automatic order confirmation emails and ship products same day for orders received by 1pm.
QUANTITY: Processed over 500 orders per day during peak seasons
TURNAROUND: **Same day shipping as specified**

Hot Melt Glue Application

NAME: *Shower Door Protectors*
DESCRIPTION: Receive corrugate & foam pieces. Hot melt glue foam onto corrugate and stack on skids. Truck load shipments to national home improvement chain.
QUANTITY: 57,600
TURNAROUND: **On-going project**

Drop Shipping

NAME: *Returns Packaging Distribution*
DESCRIPTION: Receive varying pieces of corrugate, foam, inserts, tape, plastic bags & other materials needs for returns packaging. Assemble 34 different SKU's of returns packages and truck ship to Mechanicsburg.
QUANTITY: 500,000
TURNAROUND: **On-going project**