

Fulfillment House, Inc. is a full-service fulfillment, distribution, and direct mail company serving associations, government agencies, and small and large businesses. We help clients of all sizes distribute information in a timely and affordable fashion.

Customers rely on Fulfillment House for:

- Labeling, inkjetting, bulk mailing preparation, sorting, and wafer sealing
- Custom hand-assembly of complex packages that machines cannot handle
- Responsive service, even when projects involve short turnaround and/or unexpected deadlines
- Advice on the best delivery method to meet your needs, including courier, overnight, UPS, and U.S. mail
- Money-saving guidance on postal and shipping regulations
- Quality control and sample checks throughout the entire process



Choose from these efficient, cost-effective mailing solutions from Fulfillment House:

- Inventory and material management
- Hand assembly of kits/manuals that cannot be done by machine
- Mailing services
- Mail merge
- Bulk mail
- First-class presort
- Folding
- Inserting
- Labeling
- Direct inkjet addressing
- Live stamping
- Metering
- ZIP + 4 bar coding
- Collating
- Packaging
- Polybag services
- Shrink wrapping
- Postal manifest tracking
- Post office delivery
- Courier service
- Domestic and worldwide shipping
- Disk conversion
- Premium fulfillment
- Copying—b&w or color
- Special projects
- E-mail access
- Small to large digital posters

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- inventory & material management • hand assembly • mailing services • mail merge • bulk mail • first-class presort • folding • inserting • labeling • direct inkjet addressing • live stamping • metering • ZIP + 4 bar coding • collating • packaging • polybag services • shrink wrapping • postal manifest tracking • post office delivery • courier service • domestic & worldwide shipping • disk conversion • premium fulfillment • copying—b&w or color • special projects • e-mail access • small to large digital posters • inventory & material management • hand assembly • mailing services • mail merge • bulk mail • first-class presort • folding • inserting • labeling • direct inkjet addressing • live stamping • metering • ZIP + 4 bar coding • collating • packaging • polybag services • shrink wrapping • postal manifest tracking • post office delivery • courier service • domestic & worldwide shipping • disk conversion • premium fulfillment •



**Mailing  
Solutions  
Done Right**

**Fulfillment  
House, Inc.**

## Mailing Solutions Done Right— On Time, Every Time

When you're mailing invoices, statements, or marketing materials, delays can directly impact your bottom line.

Unless mailing is your business, your company is probably not set up to process your outgoing mail as quickly and efficiently as possible.



Plus, time-consuming assembly and processing tie up resources that could be more productive performing your core business activities.

No matter what business you're in, whether you ship a handful of packages a week or thousands, Fulfillment House gets the job done right, on time, every time. From assembly and distribution to materials management, Fulfillment House processes shipments

quickly, prints labels professionally, and manages your delivery information—while saving you time and money.



## Customer Service

Your customers are your most important asset, and you can depend on Fulfillment House to deliver your professional image intact. We do this from project inception through completion by providing you with prompt, courteous customer service. By combining “high-touch” customer service with state-of-the-art technology, our representatives can become an extension of your staff. We can take orders, answer questions, and represent your company professionally, leaving more time to focus on what you do best.



## Assembly & Packaging

In addition to machine work, Fulfillment House also specializes in hand assembly of complex packages that cannot be done by machine. Whether you're mailing a single piece or collating multiple documents, our flexible workforce can manage the most complex projects. Through careful planning and analysis of the most cost-effective delivery alternatives, we help you reduce your postage and labor costs.



## Lettershop



Fulfillment House covers all your mailing needs. We provide high-quality work, consistently and affordably, on all jobs, large or small.

Our state-of-the-art

machinery can handle any requirement, from inkjetting to inserting to folding. And since we automate the process, you are guaranteed to receive the lowest possible postal rate.

## Materials Management

Let Fulfillment House manage your materials at our generous facility and reduce your overhead costs. Our

materials management system tracks the location and quantities of your materials, allowing you to get instant reports on inventory levels and avoid expensive rush print orders, missed mail dates, and unnecessary waste.



*For additional information or to discuss your specific needs, call 703.707.8844 or e-mail [jmargulis@fhinc.net](mailto:jmargulis@fhinc.net).*