



SETON HALL

SETON HALL PREP SCHOOL CUTS LABOR AND SUPPLY COSTS IMMEDIATELY WITH PRINT SOLUTIONS FROM ALTEC

COMPANY
Seton Hall

BUSINESS
College Prep School

OTHER ALTEC PRODUCTS
Formax P2052 Folder/Sealer
PS Mailers

Company Background

Founded in 1856, Seton Hall is the oldest Catholic college preparatory school in New Jersey. Seton Hall Prep provides an academically demanding environment to approximately 900 young men from a diverse spectrum of backgrounds primarily from the New England states. Seton Hall Prep is accredited by the Middle States Association of Colleges and Secondary Schools.

Challenge

The preparing and processing of student invoices are a critical part of Seton Hall's business. The school was looking for a solution that would allow them to virtually automate their billing process, while at the same time produce professional looking forms that could be delivered in a timely fashion. Their accounting department was spending 2½ days every month preparing student invoices. The arduous process of manually folding, stuffing and sealing almost 1,000 invoices per month took valuable resources away from other important accounting functions.

Solution

By implementing the Formax P2052 folder/sealer solution for their student invoices, Seton Hall reduced their billing cycle from 2½ days to approximately 3 hours.

In concert with their folder/sealer, Altec designed a customized pressure seal self-mailer invoice to meet their corporate image and accounting function needs. Each month these invoice mailers are printed, folded, sealed and mailed in considerably less time than conventional printing and mailing processes that require manual handling and envelope stuffing and sealing.

In addition, Altec added a return address payment envelope to the self-mailer, so it would be easier for the parents/guardians to send in their payments. This improved the collection of payments.

The pressure seal self-mailer is a one-piece sheet that when folded, becomes the envelope. This functionality means no more envelopes for Seton Hall to inventory, match and stuff – which immediately reduced their labor and supply costs!

The P2052 handles a variety of documents up to the size of 8½" x 17" including checks, invoices, school reports, tax forms and appointment notices. Pressure seal mailers can be used for virtually any application that can be printed on one form.

Benefit

Implementing the Formax P2052 Folder/Sealer had the following benefits for Seton Hall:

- Eliminated the ordering and stocking on envelopes
- Eliminated the time it takes to stuff and seal envelopes
- Reduced the labor costs of both printing and mail processing
- Increased the versatility of document functions

Other applications include:

- Accounts payable check printing
- Payroll

“ THE ALTEC SOLUTION
REDUCED OUR LABOR COST
AND MADE THE BILLING
PROCESS A PLEASURE. WE
ARE NOW LOOKING INTO
OTHER WAYS TO USE THE
FOLDER/SEALER
MACHINE...SUCH AS
REPORT CARDS AND GRADE
SCHEDULES.



Gene Insogna
Director of Finance
Seton Hall





FOLDER/SEALER PROFILE

Formax P2052

TOP FEED SYSTEMS

A "drop-in" three-roller system produces dependable feeding of forms.

VARIABLE SPEED CONTROL

Up to 11,000 pieces per hour

PRE-PROGRAMMED FOR 3 POPULAR FOLDS

Single half fold
Letter C fold
Accordian Z fold

17" FORM CAPABILITY

Flexibility to process forms up to 17" in length

PROGRAMMABLE JOB SETTINGS

Set and store up to 9 custom jobs

FAULT DETECTOR

Detects double feeding and any faults

6 DIGIT RE-SETTABLE COUNTER

Allows maximum audit control

BATCH COUNTING

Allows for preset counts of documents to be processed

CONVEYOR WITH PHOTO EYE

Allows for neat and sequential stacking

CABINET

Fully enclosed for storage

NOISE REDUCTIONS

Top and side covers are insulated to reduce operating noise

- Any other check printing applications
- Purchase orders
- Sales acknowledgements
- Tax forms
- Reports/newsletters
- Promotions
- Benefits mailings

Self-mailer security features:

- Chemical protection paper
- Erasure protection
- Fluorescent fibers
- Check security screen
- Micro-printed back
- Padlock icon
- Blockout for enhanced confidentiality
- Toner Fuse®
- Void pantograph
- Warning border

Whether Seton Hall uses the folder/sealer for student invoices, accounts payable, direct mail or one of the many other applications, they have seen a difference almost immediately in cost savings, greater productivity and more versatile document capabilities!

Altec offers everything in one complete package: the equipment, the software and the documents! No more running around to three different sources. Seton Hall has the solution that saves them time, money and resources.