



Seton Hall Prep School Cuts Labor and Supply Costs Immediately with Print Solutions from Altec

Company Profile

Company Name

Seton Hall

Type of Business

College Prep School

Number of Locations

One

Application Profile

Other Altec Products

Formax P2052 Folder/Sealer

PSMailers

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.

The 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 2 1/2 days every month preparing student invoices. The arduous process of manually folding, stuffing and sealing of almost 1,000 invoices per month took valuable resources away from other important accounting functions.

The Solution

By implementing the Formax P2052 folder/sealer solution for their student invoices, Seton Hall reduced their billing cycle from 2 1/2 days to approximately three 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 8 1/2" 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.



Folder/Sealer Profile

Formax P2052 features:

Top Feed System: 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, and accordion 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

Six 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 Reduction: Top and side covers are insulated to reduce operating noise

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Implementing the pressure seal solution by Altec had the following benefits for Seton Hall:

- Eliminated the ordering and stocking of 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
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.

"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

