

Plant List 2006 (Hengrove)

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Data Processing & Personalisation

Our PC based network runs a laser-formatting package called PReS (printer resource software), an industry standard. We operate the latest version of this software to take advantage of the latest technical enhancements to the application.

This is a modular system and therefore offers our clients the opportunity to highly personalise customer information. Individual documents can easily and quickly be added deleted and amended, most changes can be carried out in a matter of hours. The content and structure of any page can be dynamically formatted according to the data variables being supplied for each customer.

Our Data Processing area has a number of software packages, which allow us to prep data for laser printing. Bespoke programs can be written in languages such as FoxPro and Visual Basic, which, enables the splitting, de-duping, suppressing, loading and converting of data into the desired format. Using software modules such as Cygnus and MatchIT we are able to pre process\sort the data for laser printing. This includes printing out a summary of the original data, followed by mailsort, walksort, personal data, de-duplication, suppression (MPS or in-house files), PAF and upper and lower casing. The data, which is then created from these processes, is then used with PReS to personalise the mailings and pre-sort the files for posting.

The powerful PReS software handles all the necessary variations: simplex, duplex, multi-page, selection of appropriate fonts and graphics, dynamically sized lines, boxes, shading and full colour documents - with guaranteed accuracy and quality. This approach provides greater opportunity for customising customer documents and diversifying product packs.

The PReS software utilised has a country control utility, which allows dates, currency and numeric data to be displayed appropriately for each country. This can be applied dynamically from one document to the next based on a country indicator in the supplied data. The languages catered for include, amongst others, German, Spanish, French and Italian.

Data Transfer

Formpro Mail Marketing Ltd regularly receives data from many different systems on a variety of computer data media and electronically over telecommunications links. Clients can exchange production data with us via our FTP Server, which can be accessed using ISDN dial-up equipment. A separate FTP account is set up for each client that uses this service, with security being provided at the CISCO router level and at the FTP Server level.

Our staff will co-operate with support staff at the client site to implement the service.

We will also assist on supplying either clients or their data bureau with a full data spec of acceptable formats. We are able to accept all of the standard formats of disk, magnetic tape, DAT, Cartridge, diskettes and email amongst others.

- Our internal computer network links our teams, dedicated to managing the receipt and preparation of data, the production operations of printing and the internal administration necessary to ensure that we maintain high standards of quality control and customer service. Separate pools of Compaq servers are allocated to each of these functions. Data resilience is provided using hardware RAID technology.
- We back up data daily onto tape using DLT multi-changer devices.

- In addition, to production processing and production development staff, we have teams dedicated to administration systems development and to computer systems and network support.

The network is connected to other networks within the company. This enables us to provide online transfer of data to our Poly-Wrapping machines and for Plastic Card Printing, Data Preparation. All key items of equipment either operate as functionally equivalent pairs, or have replacement components stored on site, so that in the event of equipment failure, our technical staff have the resources to reconfigure our environment to restore essential services. All Servers have UPS power supplies to preserve data integrity in the event of a power failure.

Laser Printing

Continuous Laser Printers

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| 3 x Xerox DocuPrint 525 | Print width 18.5 (19" Pin-less) 15,000 feet per hour in simplex mode Paper weights 60 – 150 gsm |
| These three 525 printers can be configured in triplex laser print mode making a combination of a: - | |
| 1 x Xerox DocuPrint 1050 | Duplex System printing at 15,000 feet per hour |
| 1 x Nipson 7000 Cold fusion | Print width 18.50" 9,000 feet per hour in simplex mode. 480 dpi Paper weights 64 – 160 gsm. |

Cut sheet laser printers

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| 3 x Xerox DP180 | <i>A3/A4 format 10,800 sheets per hour in A4 Simplex mode. Can print duplex. Black only (5 input trays 600 dpi resolution)</i> |
| 1 x Xerox DP92C (Highlight Colour) | <i>A4 format 5,500 sheets per hour in A4 simplex mode. Black plus one printer with 10 different colours options. 600 dpi resolution.</i> |
| 1 x Xerox 4635 MiCR (Digital 4 Colour) | <i>A3/A4 format 8,100 sheets per hour in A4 Simplex mode. Can print duplex. Black only using magnetic toner (5 input trays 2400 dpi resolution)</i> |

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| 1 x Xerox 8000 1 x Xerox 7000 (Digital 4 Colour) | <i>A3/A4 format 4,800 sheets per hour in A4 Simplex mode. Can print duplex. Four colour process (4 input trays 2400 dpi resolution)</i> |
| 1 x Xerox DC12 (Digital 4 Colour) | A3/A4 format 700 sheets per hour in A4 Simplex mode. Can print duplex. Colour Laser printing technology using 600 x 600 x 8-bit depth resolution for vibrant colour printing |
| 1 x Xerox iGen3 (Digital 4 Colour) | <i>A3/A4 format 6,600 sheets per hour in A4 Simplex mode. Can print duplex. Four colour process (4 input trays 600 dpi resolution)</i> |

Machine Enclosing

Getting your mail smoothly into the postal system is one of the most crucial steps in the direct mail process. The lettershop services we offer have capacity and flexibility to cope with the most demanding of schedules and campaigns both in terms of volume and complexity.

The lettershop facilities on site offer everything from the straightforward split merge format to the complexities of self mailer items with nested inserts and three way matching to name but a few, together with a huge hand packing operation for small runs and creative packs which are not machineable.

We have invested in modular kit in order to offer our clients the maximum degree of flexibility, without compromising quality or the creative.

Finishing Equipment

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| 5 x Tecna Guillotines | The latest in unwind and in-line folding equipment for handling the biggest tasks. Transform sprocket drive continuous stationery to flat sheet attachments allow greater flexibility to fold in-line thus enabling the finishing process to be done as single high-speed operation. Reel finishing 9,000 per hour (A3 sheet) Pack to pack 7,000 per hour (A3 sheet) Merge fold 4,500 per hour (A3 sheet) Bowe fold 6,000 per hour (A3 sheet) |
| Oschner in line finishing | For high-speed reel to flat sheet finishing and folding. 30,000 feet per hour. |
| 4 x MBO Stream Folders | Giving the facility for high speed folding and adaptable to fold in different planes i.e. cross folding. A4 to DL 15,000 - 17,000 per hour A3 to DL 8,000 - 10,000 per hour |

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| 1 x Cheshire 525E base and card affixer | Plastic/paper card affixer allowing cards to be attached to carrier piece; circa 12,000 per hour. |
| 1 x Perfecta Seypa 115PMC Guillotine | Full programmatic guillotine |
| 1 x H&H Pick & Place Stream Folder | This will place CD's, credit cards, coins, sachets and finished printed material, the 3-star rotating wheel is aligned over a vacuum base off the back of a folder, the product applications speed is rated at 15,000 p/hr. |
| 1 x UFO Folder | Off-line sheet folder folding from A3 down to A5. |
| 1 x Camco Roseback Saddle-sticher | Wire saddle stitch for the perfect booklet/magazine. |

Inserters

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| 3 x Corniche inserters | For elongated C5 packs; 10 stations; 4,000 per hour. Up to 14 insert stations available. Max envelope size 162 x 310. |
| 2 x Buhrs BB300 inserters | For high speed enclosing of C4 packs and 220mm square packs; Two machines are equipped with cameras to allow matching of 2 personalised pieces, grouping & 3 selective stations. 5,000 - 5,500 p/hr. Max envelope size 260 x 360. |
| 1 x Buhrs BB600 inserter | This high-speed inserter is capable of enclosing 12,000+ packs per hour, for C6, DL & C5 packs, flexible in changeovers and easy to use by the operator. Up to 6 inserts stations are available. |
| (Intelligent) 6 x Pitney Bowes FX FlowMasters | <p>The FX series from Pitney Bowes is a high-speed productivity direct mail inserting system giving maximum flexibility. Running at 10,000+ cycles an hour, it delivers high-speed continuous & cutsheet sheeting, in-line folding and insertion, benefits are operational efficiency and maximum productivity. Pack sizes range from C4 down to C6 thus giving full flexibility.</p> <p>FX series is controlled by Direct Connect operating system, which uses file-based processing to monitor the progress of every single document, assuring the integrity and quality of the final mail piece.</p> |
| (Intelligent) 2 x Pitney Bowes XL FlowMasters | The 1200 XL series from Pitney Bowes is a high-speed productivity direct mail inserting system producing in the region of 10,000+ cycles an hour, pack sizes range from C4 down to C6 thus giving full flexibility. |

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| <p>(Intelligent) 3 x Pitney Bowes APS inserters</p> | <p>The APS series from Pitney Bowes is a high-speed productivity, high integrity transactional mail inserting system giving maximum flexibility. Running at 22,000+ cycles an hour, it operates on the Direct Connect™ software platform, which provides capabilities to all Pitney Bowes DFWorks™ products for Automated Document Factory management.</p> <p>Pack sizes range from C5 down to C6.</p> |
| <p>(Intelligent) 2 x Pitney Bowes FPS inserters</p> | <p>The very latest high speed FPS inserters from Pitney Bowes with API-50C Continuous Input systems. Primarily used to run legacy and future application of continuous web, 2 up, A4 portrait material into DL & C5 envelopes. They have enhanced the production process and reduced the need for off line forms processing. In addition we can run C4 flats applications using hopper fed material into C4 envelopes.</p> <p>Pack sizes range from C4 down to C6.</p> |

Foil & Polywrapping

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| <p>2 x Buhrs (custom-build) Lines</p> | <p>15,000 A4 packs per hour (m/c cycling speed) Page opening InkJet pre or post wrap, or both Wrap polythene or polypropylene (demetalised foil) 16 inserts (fully selective) Shuttle feeds CD's or novelty items Bar code reading and selectivity across all hoppers.</p> |
| <p>1 x Buhrs MTR Polywrap Line</p> | <p>15,000 A4 packs per hour (m/c cycling speed) Cheshire label Page opening InkJet pre or post wrap, or both Wrap polythene or polypropylene (demetalised foil) 4/9 inserts (depending on insert size) Shuttle feeds CD's or novelty items Camera matching and Bar code reading.</p> |
| <p>2 x Norpak Lines</p> | <p>3000 A4 packs per hour (m/c cycling speed) CD's or novelty items</p> |

Ancillary Equipment

- ◆ 3 x Variadress labellers when separate, external labelling is required.
- ◆ 2 x Domino Jet-Array ink jet machines for in line addressing.
- ◆ 5 x Kirkrudy label heads for attaching tip ons.
- ◆ 3 x Kirkrudy 203 P Card Affixer allowing personalised cards to be attached to personalised address pieces with camera matching technology.
- ◆ 1 x Bell and Howell Jetstar automatic sorter for Mailsort sequencing.
- ◆ 1 x Stamp affixer.
- ◆ 1 x Cheshire label affixer.
- ◆ 2 x A2 guillotines
- ◆ 1 x Domino Codebox 3 Ink jet system. Good quality high-speed personalisation of plastic cards up to 7,000 per hour.
- ◆ 5 x Advantage Imaagemaster Thermal image card printers. Each machine can print up to 1,000 personalised cards per hour.

Maintenance

In addition to our own team of in house engineers, Formpro Mail Marketing retains external engineers on site to minimise down time when breakdowns occur, to perform preventative maintenance and the research and development of new machinery or attachments.

Hand-working

In addition to our machinery, we have a team of in house hand-workers to produce the packs that machines can't enclose. These may be due to the complex make up, small volumes or outside the enclosing specification of a machine (Bulk packing – non envelope work etc.)

Capacity Summary

We can give an indication of the total capacity available within the plant and across all production areas.

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| Computer Processing | 4,800,000 records manipulated DAILY |
| Laser | 4.1 million A4 sheets laser personalised DAILY |
| Lettershop | 1.9 million machine enclosed pieces DAILY |