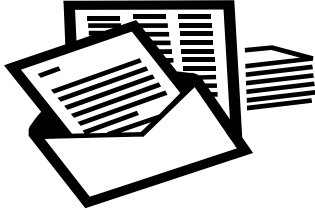




ADVANCED INFO SYSTEMS  
FORMS & DATA MANAGEMENT

Phone: 602-242-1733 or Toll Free: 800-279-5262



## Insert Specifications

- ☒ Minimum Insert Size 5" x 3"
- ☒ Maximum Insert Size - 9" length x 4" height
- ☒ Minimum Thickness - .003"
- ☒ Maximum Thickness - .0625"
- ☒ Inserts must be "C" or letter folded.
- ☒ Maximum number of inserts - 6 – up to 4 selective

Material should have a smooth surface and free of exposed adhesives. The insert should be boxed flat and facing the same direction. Inserts should not be banded together.

Plastic style cards and booklet type inserts do not insert well, they have a tendency to stick together or are too heavy to insert, which can cause complications with the machine.

An insert should be 1/2" shorter than the outside envelope, each side, from side to side. Our preference is 1" shorter. From flap to bottom of the envelope we require 1/4" clearance. Any insert that falls out of spec should be sent to AIS for testing.

When using a 3-2/3" bucksliip insert or any insert that is smaller than 8.5 x 11, 24# paper or greater is best.

Inserts should be delivered **5 - 7** days prior to the job running. This will give us enough time to receive the insert, determine if the insert will affect postage costs, have programming set the insert up in the system and allow production to stage the insert.