How it Works/Timeline

It is a very SIMPLE AND EASY process to follow:

1. To get started, you will send to us three things:
   - A physical sample of what you are sending now
   - A test file of how the data will come to us
   - A simple "mapping document" - tells us what part of the file populates what part of the document
2. We take this information and create your statement or invoice.
3. We then send to you a PDF sample to review and tweak.
4. Once you confirm the layout, we then "FREEZE IT" – that is our template for your (statements).
5. Then, you simply drop off a file to our FTP that you want printed and send an email confirming the number of records in the file.
6. We process the file and send a CONFIRMATION EMAIL on the number of records processed (close loop it for you).

Timeline:

All files received before 1pm EST will be mailed within 24 hours. All files received after 1pm EST will be mailed within 48 hours. Since 9x12 envelopes have to be manually inserted, they can take longer.