

Insert Specifications

Fiserv uses Bell and Howell inserting equipment. In order to process with complete quality assurance we ask that all inserts be machine compatible. The following material specifications are required for this equipment.

✉ **Insert Size**

At minimum, inserts must be 3.0" X 5.5".

Maximum depends on the size of your envelope.

Always allow a 1/4" clearance on all sides of the envelope.

✉ **Thickness Range**

Minimum of 20 lb. paper stock. Maximum of 1/4".

In general, the heavier the piece (above 20 lb. stock) the better the operation.

✉ **Suggested Insert Identification**

Create and print a unique identification code on the exterior edge of each piece (4-8 pt. type located on a border edge). From month to month many inserts can look alike. Please use a unique code so we can be certain we are using the appropriate insert.

✉ **Folds**

For inserts with a fold, the folded edge should be along the length.

Half-folds and c-folds are acceptable.

✉ **Packaging**

All inserts must be packaged properly to maintain machinability. Total weight of any box should be 50 lb. or less. All inserts delivered to Fiserv should have a packing list identifying the following:

- A. Your institution's name and address printed on the box;
- B. Type of insert, including a brief description (ie: CUNA CAR SALE);
- C. Unique insert ID #; and
- D. Quantity of inserts per box.

☰ **Sending Inserts**

Inserts must be sent to our address below and received by the **25th** of the month they are to be used.

Inventory Control

Fiserv

19615 Russell Road

Kent, WA 98032-1115