

# Packing & Addressing

## Packaging and dispatch preparation service for your publications

You want to hand over tasks such as packaging, addressing, franking and dispatch preparation to a professional partner.

### Our solution

As soon as your publication comes off the press, we perform all the services related to its dispatch. We also give you comprehensive advice on the best packaging and dispatch options for each country that are tailored to your needs.

### Services

Depending on your order we will carry out the following services for you:

- Packaging (in poly wrap, pouches, envelopes, cardboard, etc.)
- Addressing (onto poly wrap, envelopes, labels, cover sheets)
- Personalisation of cover letters
- Printing of sender's/return address, corporate logo and individual text
- Franking (incl. country-specific postage paid impression)
- Insertion of enclosures and addition of supplements
- Dispatch preparation (e. g. country-specific sorting and forwarding)
- Preparation of mailing statements and other accompanying documents

Furthermore, we inform you about delays in mail routings, missing copies, as well as problems in the countries of destination.

### Your benefits

- You save cost by outsourcing this task.
- As we also collect your publications on request, our solution leaves you free to concentrate fully on your core business.
- As our dispatch preparation is country-specific and we choose the best forwarding and delivery option, the delivery times for your publications are shortened dramatically.

### Terms

We are pleased to prepare an individual offer for you depending on the type and scope of your order.

### Further information

Please contact your Asendia customer advisor or visit us on [www.asendia.com](http://www.asendia.com).