

**PROJECT  
PLANNING**

**PRODUCTION**

**WAREHOUSING &  
FULFILLMENT**

**MAILING SERVICES**

**REPORTING**



PROforma



**TOTAL PROJECT  
MANAGEMENT**

# Total Project Management

Proforma is your one source for integrated print and mail services. Our Total Project Management (TPM) solutions combine paper and electronic communications to improve productivity, reduce costs and increase the value of shared information. We can help manage your communications processes from the project planning stage through fulfillment, distribution and beyond.

Proforma's services include consultation, graphic design, print management, product sourcing, inventory management, distribution and order fulfillment. We also offer custom eCommerce solutions that allow you to centralize purchasing and manage your communications. Whether your project involves a targeted mass mailing or an online procurement system, Proforma understands the value of integrated solutions that streamline processes and maximize efficiencies.

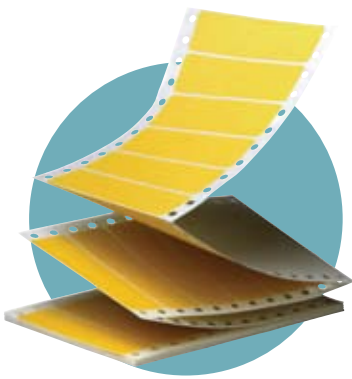
## Project Planning

For more than 30 years Proforma has developed custom solutions for a diverse client base that includes small businesses and Fortune 500 companies. We begin every opportunity with a complete assessment of current and anticipated communications needs. Once we have established goals, we offer creative solutions that focus on integrating electronic systems and print resources. Proforma also specializes in managing programs and measuring results with system support and data analysis solutions.

## Production

Proforma's production experience and capabilities are second to none. Through our network of infinite resources, you gain access to an endless selection of printing options, business documents, labels and promotional products. We can manage every aspect of your program from concept development to graphic design to final production. We adhere to the highest production standards and offer quality assurance measures to ensure your program will be a success.





## Warehousing & Fulfillment

With Proforma as your one source for fulfillment services, you gain the ability to centralize warehousing, monitor inventory and distribute materials more efficiently. Whether your project involves receiving and kitting for a multi-part mailing or storage and fulfillment for an online company store, Proforma has the experience and facilities to meet your needs.

## Mailing Services

For targeted mailings and mass distribution, Proforma employs sophisticated mail sorting software that helps maximize postal savings. We establish unique programs to consolidate mailings and reduce postage and volume, and we identify opportunities for rapid delivery at the lowest postal rates possible. We also take advantage of today's most advanced technologies including CASS certification to verify mailing addresses and Variable Data Print, which allows you to reach your audience on a personal level.

## Reporting

Proforma's technical support will help you manage your data, streamline your processes and execute your communications with ease. Our systems incorporate "capture and release" procedures to ensure fulfillment services are handled in a timely and accurate manner. We can provide receiving, inventory and usage reports as well as low stock updates and shipping alerts. Proforma professionals propose value-added actions and offer technical expertise for systems and software monitoring.



# ONE SOURCE

## **PROJECT PLANNING**

Consultation & Assessment

Creative Solutions

Information Processing

Systems Support

## **PRODUCTION**

Product Sourcing

Print Production

Forms & Labels

Variable Imaging

Quality Assurance

## **WAREHOUSING & FULFILLMENT**

Receiving & Storing

Pick & Pack

Kitting

Inventory Management

## **MAILING SERVICES**

CASS Certification

Consolidated & Matched  
Mailings

Postal Savings

Variable Data Print [VDP]

## **REPORTING**

Usage Reports

Tracking Reports

Data Analysis

## One Source

Building a successful business requires making the right connections along the way. When you partner with Proforma, you gain access to the power of a large North American organization with the responsive service of a local professional. For more than three decades we've provided our clients with a resource for all their print and mail services. Our vast experience and network enables us to deliver integrated solutions to help you build and grow a successful business. Choose Proforma and make the right connection.

## Infinite Resources

When you partner with Proforma, you gain access to an unlimited network of resources to grow your business. Whether you are looking for a direct mail program or a solution that integrates all of your graphic communications tools, Proforma is your one source for promotional products, printing services, business documents and eCommerce solutions.

