

# **Unit Packaging Corp.**

**119 Enterprise Drive.  
Ann Arbor, MI. 48103  
Telephone 734-663-0533  
Fax 734-663-3535**

---

Dear Valued Customer

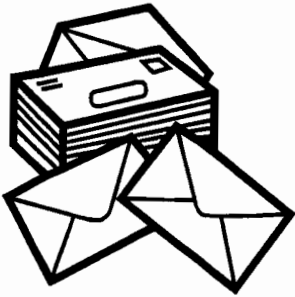
This information is meant to provide some guidelines for sending mailing lists to Unit Packaging Corp via email (*unitpack@aol.com*).

- Preferred Data Formats
  - Microsoft Excel Spread Sheet
  - Text, Delimited (*comma or tab*)
  - CSV
  - Dbase/Foxpro
  - Fixed Length Fields, CR/LF
  - Standard ASCII Fixed Length File
  
- Mailing lists should be separated into domestic and foreign files.
  
- All data should be zipped or compressed to help maintain file integrity during transmission. This can be done by using a file compression program such as WinZip or PKZip
  
- All data should be sent as an attachment to an email message containing the following information
  - File names
  - Individual file counts
  - Name and description of mail piece
  - Phone number and name of contact person
  - Projected mailing date
  
- Please only send fields you intend to be printed on the address label & include a descriptive header for each field.
  
- We can also accept 3.5-inch disks; 100mb zip disks, 250mb zip disks or 9-track magnetic tape.

# UNIT PACKAGING CORP.

We are committed to providing timely, quality and cost efficient mailing, packaging and letter shop services.

*Cancel your  
mailing  
problems*



UNIT PACKAGING CORP.

119 Enterprise Drive  
Ann Arbor, MI. 48103-9557

Phone: 734-663-0533  
Fax: 734-663-3535

## Our Story....

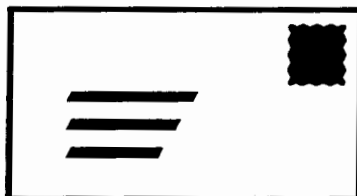
Unit Packaging Corp. was founded in 1966 by Mr. Lynn Voegeding and Mr. Brad O'Brien. Originally, the company packaged auto parts for local manufacturers, but soon found the mailing business more attractive. Today Unit Packaging Corp. mails over 10,000,000 pieces annually, from postcards to cartons of books. Unit's customers include most of the major book/journal printers in the local area. Some of Unit's other customers include: University of Texas Press, Bell & Howell, University of North Carolina Press, and University of Michigan.

Today, Unit Packaging Corp. operates from its 20,000 square foot shop and warehouse facilities located in Ann Arbor Michigan. Unit has invested a great deal in the newest technology and provides data processing, inkjet addressing and bar coding using its two Astro inkjet machines. Unit also continues to offer traditional mail house services, including Cheshire labeling and machine inserting. In addition, Unit provides machine poly bagging of books/journals using its Dobby Poly Bagging equipment. Unit can also warehouse your product and provide fulfillment services on a long or short-term basis.

Mr. Lynn Voegeding continues to manage day-to-day operations as President. Mr. Voegeding lost his valued partner Mr. Brad O'Brien in March 1999 after an extended battle with cancer. Brad's son, David O'Brien, has been active in Unit Packaging Corp. for 10 years and serves as Vice President. Mr. Voegeding's son-in-law, Mr. Randy Bradshaw, recently joined the company after a 10-year career in public accounting. Randy serves as Vice President.

# UNIT PACKAGING CORP.

119 Enterprise Drive  
Ann Arbor, MI. 48103  
Telephone 734-663-0533  
Fax 734-663-3535



We have been in the mailing and packaging business since 1966.  
Some of our services include:

Data Processing- CASS & PAVE certification, Barcode Automation Mail

Inkjet addressing, indicia, and custom messages

Machine inserting # 10 , 6 x 9 and 9 x 12 envelopes

Tabbing

Metering

Machine folding

Polyethylene Mailers (Polybagging)

Jiffy bags, cartons and one piece folders

Cheshire labeling

Sorting and bagging for Standard A, Standard B and Periodical Rates

Daily shipping via U.S. Post Office & United Parcel Service