



Billing applications

Fast, economical and error-free printing and distribution of statements, invoices, dunning letters and other transaction documents

If you need time and mission-critical documents, whether for electronic or print distribution, our state-of-the-art print and technology systems can deliver – rapidly, accurately and effectively.

Key Features

- Data can be delivered direct to our servers, 24/7, and formatted for immediate print production
- Print data is pre-processed for discounted postal distribution
- Over 1 million A4 pages a day in black and white; 250,000 A4 pages a day in colour
- Documents can be published to the internet, intranets and copied on CD/DVD
- Marketing messages can be applied in colour to draw more focus for customers
- All documents enclosed in-house
- Barcode recognition ensures accuracy and efficiency of the inserting process
- Additional literature can be added without sacrificing speed and turnaround
- Same-day despatch through Royal Mail or other postal operators
- Governed by ISO 9001 quality standards

Benefits

- Meets high quality and accuracy standards
- Rapid, immediate turnaround service; electronic or postal despatch
- Security assured through proprietary systems and in-house processes
- Publishing options optimise call centre support
- Turn statements into effective marketing tools



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How to read your statement...

The first step of your financial statement is to read the statement and understand the information it contains. This includes understanding the terms and conditions of your account, the services you are using, and the charges that apply. It is important to read the statement carefully to ensure you understand all the information and to identify any errors or discrepancies.

Reap the benefits of holding one consolidated portfolio

After your account opens a health check, some of the benefits of holding one consolidated portfolio are:

- Simplified account management
- Reduced administrative costs
- Improved cash flow
- Enhanced customer service
- Streamlined reporting
- Increased operational efficiency

If you would like to get more information about the benefits of consolidating your investments call your Adviser.

Fund Range Changes

Fund	Current in Fund	Previous in Fund
Global Growth	10.5%	10.0%
Global Income	5.2%	5.0%
Global Equity	12.1%	11.8%
Global Bond	4.8%	4.5%
Global Multi-Asset	8.9%	8.7%
Global Real Estate	7.3%	7.1%
Global Infrastructure	6.5%	6.3%
Global Commodities	9.8%	9.6%
Global Natural Resources	11.2%	11.0%
Global Healthcare	13.5%	13.3%
Global Technology	14.8%	14.6%
Global Consumer Goods	10.1%	9.9%
Global Financial Services	11.7%	11.5%
Global Energy	12.9%	12.7%
Global Industrial	10.3%	10.1%
Global Materials	11.4%	11.2%
Global Telecommunications	12.6%	12.4%
Global Utilities	10.7%	10.5%
Global Real Estate	11.9%	11.7%
Global Infrastructure	13.1%	12.9%
Global Commodities	14.3%	14.1%
Global Natural Resources	15.5%	15.3%
Global Healthcare	16.7%	16.5%
Global Technology	17.9%	17.7%
Global Consumer Goods	19.1%	18.9%
Global Financial Services	20.3%	20.1%
Global Energy	21.5%	21.3%
Global Industrial	22.7%	22.5%
Global Materials	23.9%	23.7%
Global Telecommunications	25.1%	24.9%
Global Utilities	26.3%	26.1%
Global Real Estate	27.5%	27.3%
Global Infrastructure	28.7%	28.5%
Global Commodities	29.9%	29.7%
Global Natural Resources	31.1%	30.9%
Global Healthcare	32.3%	32.1%
Global Technology	33.5%	33.3%
Global Consumer Goods	34.7%	34.5%
Global Financial Services	35.9%	35.7%
Global Energy	37.1%	36.9%
Global Industrial	38.3%	38.1%
Global Materials	39.5%	39.3%
Global Telecommunications	40.7%	40.5%
Global Utilities	41.9%	41.7%
Global Real Estate	43.1%	42.9%
Global Infrastructure	44.3%	44.1%
Global Commodities	45.5%	45.3%
Global Natural Resources	46.7%	46.5%
Global Healthcare	47.9%	47.7%
Global Technology	49.1%	48.9%
Global Consumer Goods	50.3%	50.1%
Global Financial Services	51.5%	51.3%
Global Energy	52.7%	52.5%
Global Industrial	53.9%	53.7%
Global Materials	55.1%	54.9%
Global Telecommunications	56.3%	56.1%
Global Utilities	57.5%	57.3%
Global Real Estate	58.7%	58.5%
Global Infrastructure	59.9%	59.7%
Global Commodities	61.1%	60.9%
Global Natural Resources	62.3%	62.1%
Global Healthcare	63.5%	63.3%
Global Technology	64.7%	64.5%
Global Consumer Goods	65.9%	65.7%
Global Financial Services	67.1%	66.9%
Global Energy	68.3%	68.1%
Global Industrial	69.5%	69.3%
Global Materials	70.7%	70.5%
Global Telecommunications	71.9%	71.7%
Global Utilities	73.1%	72.9%
Global Real Estate	74.3%	74.1%
Global Infrastructure	75.5%	75.3%
Global Commodities	76.7%	76.5%
Global Natural Resources	77.9%	77.7%
Global Healthcare	79.1%	78.9%
Global Technology	80.3%	80.1%
Global Consumer Goods	81.5%	81.3%
Global Financial Services	82.7%	82.5%
Global Energy	83.9%	83.7%
Global Industrial	85.1%	84.9%
Global Materials	86.3%	86.1%
Global Telecommunications	87.5%	87.3%
Global Utilities	88.7%	88.5%
Global Real Estate	89.9%	89.7%
Global Infrastructure	91.1%	90.9%
Global Commodities	92.3%	92.1%
Global Natural Resources	93.5%	93.3%
Global Healthcare	94.7%	94.5%
Global Technology	95.9%	95.7%
Global Consumer Goods	97.1%	96.9%
Global Financial Services	98.3%	98.1%
Global Energy	99.5%	99.3%
Global Industrial	100.7%	100.5%



A Case In Point

DG3 prints and distributes roughly 1 million statements for one of the UK's leading dental healthcare companies. They require annual statements to be printed, enclosed in envelopes and despatched to their customers within a ten-day timeframe.

The customer data is sent via ftp and run against the 27 million records on Royal Mail's postal address file (PAF) for postcode reconciliation and address correction. The quality of the reconciled database, and the application of a Royal Mail customer barcode containing the actual delivery address enables maximum Mailsort 1400 discounts, saving tens of thousands of pounds in mailing fees.

The colour element of the statements is produced using a four colour litho process, then personalised using Xerox digital printers. The statements are enclosed into a C4 envelope using inline folding, with a barcode to control the integrity of the multiple sheets in each pack. The same barcode controls the selection of additional material to be enclosed, such as reply envelopes, contract notes and marketing literature.

The packs are bundled then placed in Royal Mail bags, with labels detailing the Royal Mail distribution centre and local sorting office details.

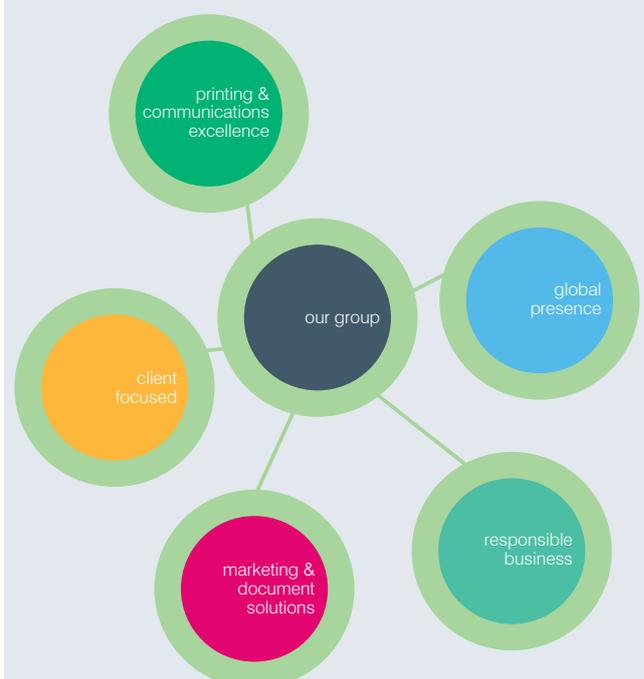
DG3 Group Services

DG3 is a leading global provider of global print and communications services with locations across four world regions and a world-class team of over 700 associates.

We believe in making a difference and we do this with some of the world's largest and most discerning organisations every day, delivering superior integrated communications solutions.

Our services include:

- Creative and marketing services
- Typesetting, document composition and regulatory filing
- Desktop, graphics and print outsourcing
- In-house litho and advanced digital printing
- Print binding and finishing services
- Mailing, fulfilment and distribution
- Document Process Outsourcing services



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