



ECR Business Solutions

CONTACT INFORMATION

E. C. Ruffolo, Inc
 dba ECR Business Solutions
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COMPANY BACKGROUND

- E. C. Ruffolo, Inc., dba ECR Business Solutions
- A Logistics Company with core competency and expertise in bulk mail processing services
 - Founded in July 1983
- Located in Miamisburg, Ohio
- SDVOSB
- 15 Employees
- Consistently profitable since 1983

COMPANY PRINCIPALS

Delores M. Leibecke- President, 27 years experience in the mailing industry.

Robert C. Leibecke- Vice President, 6 years experience in the mailing industry, 25 years sales management in the auto parts industry. Served in U. S. Army for 6 years in Infantry and Transportation Corps. BA Virginia Military Institute, MBA Old Dominion University

Company Information	
Diversity Status:	SDVOSB
Cage Code:	43XW7
Duns Number:	103546966
EIN:	31-1070128
NAICS CODES	
541860	Direct Mail Advertising
561499	Mail Presorting Service
491110	Postal Service
492210	Local Messengers and Local Delivery
493110	General Warehousing and Storage
541611	Administrative Mgmt and General Mgmt Consulting Services
541614	Process, Physical Distr., and Logistics Consulting Services
541618	Other Management Consulting Services
541870	Advertising Material Distribution Services
561910	Packaging and Labeling Services

Current Government Customers:

- Montgomery County Ohio Treasurer
- City of Centerville
- City of Kettering
- City of Dayton Public Schools

Service Disabled Veteran Owned Small Business

CAPABILITIES

- Ink jet and laser addressing
- Labeling/Inserting/Collating/Folding
- Postage affixing- Stamp/Meter/Indicia
- Poly Packing/Bagging
- CASS Certification
- Merchandise/ Literature Fulfillment
- Demographic Mailing Lists/List Management
- Packaging

EXPERIENCE

- Six Million mail pieces processed from June 2004 to June 2005. Processing includes one or more of the following components:
 - Ink jet & Laser Addressing of labels, personalized letters, envelopes, postcards, packages, self-mailers, magazines, & other miscellaneous mail pieces & periodicals, plus CASS Certification of mail. (CASS = Coding Accuracy Support System)
- Machine folding. Paper stock up to 11 X 17 in size.
- Machine Inserting up to 8 inserts into envelopes.
- Machine inserting in envelopes up to 9X12 inches in size.
- Manual Inserting for larger sizes or numbers of inserts.
- Bindery Operations. Affixing all size labels and collating multiple pieces into one unit
- Affixing postage by meter, indicia (ink jet or offset print) stamps
 - Machine affixed on multiple mail pieces in continuous process with ink jet addressing, sorting, and trayed for delivery to USPS.
 - Hand work including affixing postage (stamps & metering) sorting, sealing, and trayed for delivery to USPS.
- Other Manual processes include shipping prep and matching collating, inserting, poly packing & bagging
- "Flat" mail pieces (such as directories and catalogs) processed by poly packing and bagging; manually and automated
- Off set press services, two colors
- Variable Data laser printing
- Fulfillment Services including Literature Shipment and Dimensional Products
- Warehousing client material for fulfillment
- Mailing list procurement
- Mailing list management and maintenance. NCOA (National Change of Address) data applied.

FACILITIES AND EQUIPMENT:

- 25,000 square foot facility in Miamisburg, Ohio
- Truck dock space to accommodate 2 trucks
- Additional ground level truck portal
- Approximately 30 percent of space dedicated to warehousing with 20' ceilings
- Mailing equipment includes:
 - 2 Kodak Versamark make 5120 Inkjet machines
 - 2 Buskro Tabbers; 5 inserters; 3 folding machines