

PrintNPost

BENGALURU / INDIA



We print your letters, put them in envelopes
and post them across India.

FROM EXCEL TO ENVELOPE

Your letters. Our responsibility.

**Bulk Personalised printing, fulfilment and postal dispatch
for organisations that send letters at scale.**

PRINT

Bulk Personalised letters

PACK

Branded envelopes

POST

Dispatch across India



A SERVICE OF

NINI Innovation

Bengaluru, Karnataka, India

www.printnpost.in



THE SERVICE

You send us the file. We do the rest.

A single point of coordination for your **bulk letter** campaigns.

Preparing a mailing means more than printing. Recipient data has to be checked, letters personalised, envelopes prepared, articles packed and the completed batch handed over for dispatch.

PrintNPost brings these tasks together in one managed workflow. Your team supplies the approved content and recipient file. We coordinate production, postal handover and reporting.

WHAT YOU SEND

Your recipient list in Excel or CSV, an approved letter template and the campaign requirements.

WHAT YOU RECEIVE

Printed and packed letters, dispatch acknowledgement, tracking where available and structured returns reporting.

ONE PARTNER THROUGHOUT

Prepare

Data checks, field mapping and personalisation.

- Collect recipient address details in Excel.
- Letter templates.

Produce

Printing, envelopes, folding, insertion and sealing.

- Available in all sizes & varieties.

Dispatch

Postal handover, batch evidence and returns reporting.

Track

Track each letter with the tool & generate report in CSV / PDF.

[Explore the brochure](#)

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ABOUT PRINTNPOST

Built around the work behind each letter.

PrintNPost is a Bengaluru-based mailing service operated by NINI Innovation. We print personalised letters, prepare them for dispatch and coordinate postal fulfilment through India Post.



HOW THE TWO NAMES FIT TOGETHER

PrintNPost is the service brand. NINI Innovation is the business behind it and the entity responsible for commercial documentation, invoicing and the client relationship.

WHO WE WORK WITH

Legal and compliance teams

Notices, renewal correspondence and formal client communication.

Banks and financial businesses

Customer letters, account communication and recurring mailing programmes.

Businesses and institutions

Business correspondence, customer updates and personalised campaigns.

Teams based outside India

A local production and postal fulfilment partner for Indian recipients.

WHAT WE HANDLE

Every stage of your mailing campaign.

DATA AND PERSONALISATION

- ◆ Excel, CSV or another agreed structured recipient format.
- ◆ Validation, de-duplication and address field mapping.
- ◆ Merge into your approved letter template.
- ◆ Printed proof for approval before the production run.

PRINTING AND PACKING

- ◆ A4 colour printing, with the specification agreed for each job.
- ◆ Envelopes printed with your logo, sender name and return address.
- ◆ Folding, insertion, sealing and quality checks.
- ◆ Sorting and batching for postal handover.

POSTAL - WHY EXCLUSIVE FROM INDIA POST?

- ◆ Benefit: Unmatched pan-India pincode reach including rural, remote and institutional addresses.
- ◆ Strength: Official government postal network with statutory recognition and reliable returns handling.

DISPATCH AND REPORTING

- ◆ India Post service selection for each campaign or batch.
- ◆ Dispatch coordination and acknowledgement.
- ◆ Article-level tracking for eligible postal services.
- ◆ Collection and logging of undelivered mail.
- ◆ Returns reports matched to your recipient record IDs.

WHAT YOUR TEAM PROVIDES

Approved letter content, a recipient list and the required sender details. You remain responsible for the accuracy of the supplied addresses and the content of the mailing.

Letter writing, legal review and address sourcing are outside the standard fulfilment scope.

HOW IT WORKS

From your file to the post office.

A proof-led process with clear approval points and one team coordinating production.

1 Agree the brief

Confirm volume, format, postal service, timing and reporting needs.

2 Prepare the data

Validate the recipient file and map the fields into your template.

3 Approve the proof

Review a printed sample and approve it before volume production.

4 Print the letters

Produce the approved letter on the agreed paper and print specification.

5 Pack and check

Print envelopes, fold, insert, seal and carry out quality checks.

6 Hand over for dispatch

Sort and batch the articles, then coordinate acceptance by India Post.

7 Receive the evidence

Get batch acknowledgement and tracking IDs where the service provides them.

8 Review the returns

Receive a structured file of undelivered articles to help update your records.

Production begins after the approved artwork, final recipient data and required payment arrangements are in place.

PRODUCTION AND PLANNING

Built for volume. Planned around your job.

PRINTING CAPACITY

Up to 50,000

letters per day across four commercial machines.

Actual production and dispatch dates depend on the confirmed specification, campaign volume and capacity available. Larger or recurring programmes can be scheduled in planned batches.

TYPICAL LETTER FORMAT

Letter	A4, full colour, 80 gsm
Printed sides	Single sided; both sides on request
Envelope	C5 with / without window
Sender identity	Logo, sender name and return address
Production files	Batches of personalised letters

WHAT AFFECTS THE SCHEDULE

- ◆ Final artwork and recipient data readiness.
- ◆ Paper, page count, printed sides and envelope format.
- ◆ Proof approval and the agreed production slot.
- ◆ Postal handover cut-off and service availability.

For recurring campaigns, share a monthly forecast so capacity and reporting can be planned in advance.

Note: Marketing collaterals, brochures and invitations are printed as per specification (board, lamination, multicolour printing and custom envelope sizes).
You can share your specific requirements via info@printnpost.in.

POSTAL OPTIONS

Choose the right dispatch approach.

The production workflow stays consistent. The postal service is selected around your budget, delivery needs and reporting requirements.



INDIA POST

Standard Post

For routine bulk correspondence

- ◆ Suitable when batch dispatch evidence meets the campaign requirement.
- ◆ Dispatch acknowledgement for the completed batch.
- ◆ No individual tracking number under this service.
- ◆ Undelivered mail can be logged and reported.

Note:

- Book Post, Normal Post
- Bulk Franking

INDIA POST

Speed Post

For mail that needs tracking

- ◆ Suitable when article-level visibility is important.
- ◆ A tracking ID for each eligible article.
- ◆ Delivery status as made available by India Post. (Access PrintNPost tool to generate bulk report in CSV / PDF format.)
- ◆ Undelivered mail can be logged and reported.

Note: Speed Post / 24hr & 48hr Speed Post

- Additional cost for Acknowledgement (Proof of Delivery).

ONE CAMPAIGN CAN USE BOTH

A recipient file can include a service flag so different groups use different postal options. Agree the selection rules before production, and apply them consistently across the campaign.

Postal categories, charges, eligibility and delivery estimates are confirmed for each job. Delivery remains subject to India Post service conditions.



VISIBILITY AND DATA HANDLING

Know what went out. Learn from what came back.

Reporting connects the dispatch to your own records, helping your team reconcile the mailing and improve the next recipient list.

WHAT YOUR TEAM RECEIVES

Report	What it tells you
Batch acknowledgement	Evidence of postal handover.
Dispatch summary	The batches and quantities dispatched.
Tracking IDs, where available	Article-level references for eligible services.
Returns file	Undelivered records matched to your own IDs.

RETURNS THAT YOUR TEAM CAN USE

Undelivered letters are collected and logged against the original recipient record. Postal return reasons are captured where available, then consolidated into an Excel report on the agreed reporting cycle.

Use the file to correct addresses, flag inactive records and reduce avoidable repeat mailings.

CONFIDENTIAL BY PURPOSE

Recipient data is used for the authorised mailing assignment. Only the information needed for production and postal delivery is shared within that workflow.

Discuss access, retention, transfer and any data-processing requirements before the first campaign.



GET STARTED

Tell us what you need to send.

Start with a sample letter and a few campaign details. We will confirm the scope, production plan and quotation for your requirements.

SEND US THESE DETAILS

- ◆ Estimated quantity and whether the mailing is one-off or recurring.
- ◆ A sample letter, page count, paper and colour requirements.
- ◆ Envelope format and sender branding.
- ◆ Recipient data format and destination coverage.
- ◆ Preferred postal service, dispatch date and reporting needs.

REACH US ON

Call: +91 96206 65656 / 080-23401123

WhatsApp: +91 96206 65656 / +91 95132 61326

Email: info@printnpost.in

Web: www.printnpost.in

PRICED FOR YOUR CAMPAIGN

Your quotation brings together printing, envelopes, packing, data preparation, postage and any additional work required. Charges and applicable taxes are confirmed against the agreed specification.

01 / Discuss

Share your files and agree the scope.

02 / Approve

Confirm the quotation and printed proof.

03 / Dispatch

Move to production, posting and reporting.

Ready to begin? Email info@printnpost.in

EXCLUSIVE SERVICE PARTNER



We **Print** it, **Pack** it and **Post** it.

One partner from your recipient file
to dispatch and returns reporting.

START YOUR NEXT MAILING

www.printnpost.in

info@printnpost.in

Call: +91 96206 65656 | 080-23401123

WhatsApp: +91 96206 65656 | +91 95132 61326

FOLLOW US ON



STRATEGIC PARTNER



A service of NINI Innovation

Bengaluru, Karnataka, India

CERTIFICATIONS & REGISTRATIONS



ADDRESS

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