

DEFINITION OF COLLATING MACHINE

Collating machine: It is a machine used in sorting papers into different sets before stapling them.

STATE THE USES OF COLLATING MACHINE

1. It is used to gather or arrange papers together
2. It is used for sorting papers into sets before stapling them.

MEANING OF ADDRESSING MACHINE

An addressing machine is a machine used to design to address envelopes and labels.

ENUMERATE THE USES OF ADDRESSING MACHINE

1. It required for routine correspondence, circular and statements to customers.
2. It is used for preparation of mailing lists and the issue of circulars.