SERVICES

PRINTING         FOLDING         BINDING
COLLATING        3-HOLE PUNCH    POSTER/BANNERS/MOUNT
STAPLING         FULL COLOR COPIES LAMINATING
PADDING          COLOR INK       CUTTING

FULL COLOR COPIES: 32# white paper is recommended for flyers, brochures, newsletters, etc. 100# hammermill is recommended for cards, bookmarks, etc.

COLLATING/STAPLING: Generally, most projects that are 3 pages or more are requested to be collated and stapled. However, projects can be collated without being stapled. If a customer checks collating and fails to check stapling, Print Services cannot hand staple the work after the job is complete. Our machines can staple from 2 sheets to 100 sheets (maximum). Only the work requested will be performed, it is important to double check the request form ticket before sending to Print Services.

BINDING: There are three binding systems, Comb, Thermal Binding and Coil Binding. Comb bind is a standard black bind for books up to 100 pages. Coil Bind is only available for books larger than 100 sheets. Thermal bind is a black strip on the edge of the book, which binds up to 350 sheets. It is also available in dark blue and red in limited quantities. Please check with the operators for availability before making a decision.

FOLDING: Most paper sizes can be folded in a number of ways: single fold, double fold, letter fold and Z-fold. Cardstock cannot be folded. Check with the operator if there are questions.

CUTTING: The cutting machine is industrial size and can cut 300 sheets at a time.

HOLE PUNCH: Print Services can drill 3-hole notebook holes.

PADDING: The padding of note pads and forms is done manually and additional time is required for the padding compound to dry before the project is complete.

PLOTTER: This machine is designed to produce large scale posters and banners up to 42” wide. The Plotter only accepts files on electronic disks, not hard copies.

LAMINATOR: Laminates up to 21” wide.

MOUNTING: 30X40 white foam board is available. Cut to custom sizes.