

Publishing Services

<u>Copy Services</u>	<u>Pre Press</u>
B/W Copies	File Repurposing
Color Copies	Graphic Design
Full Color Calendars	Graphic Identification
Copying from Most Electronic Formats	Scanning
Variable Data Printing (copies)	Photo Library
Carbonless Forms	Photography
Brochures	Typesetting
Numbering	Film Output
CD Burning / CD Covers	
DVD Burning / DVD Covers	<u>Bindery</u>
Labels	Cutting (trimming)
Transparencies	Folding
	Booklet Making
<u>Printing Services</u>	Scoring
Full Color Printing	Perforating
Brochures	Numbering
Newsletters	Packaging
Posters	Padding
Magazines	Collating (machine or hand)
Books	Shrink Wrapping
Booklets	Drilling
Business Cards	Stitching
Letterheads	Die Cutting
Envelopes	Delivery
Numbering	Coil Binding
Carbonless Forms	Tape Binding
Post Cards	Plastic Comb Binding
Maps	Laminating
Presentation Folders	Mounting on Foam Core
Labels	Poster Framing
	Paper shredding (Maximum of 500 Sheets)