

table tents  
 labels  
 lamination  
 flyers  
 invitations  
 business cards  
 window clings  
 letterhead  
 calendars  
 gift certificates  
 printing  
 envelopes  
 brochures  
 canvas totes  
 mail merges  
 carbonless  
 folders  
 posters  
 magnets  
 notepads  
 post cards  
 t-shirt printing  
 news letters  
 scanning  
 sweatshirts  
 booklets  
 graduation cards  
 comb binding

Please contact us for an estimate



## Racine County Courthouse Print & Mail Shop

**K**elley Christman  
 Site Manager  
 Print Specialist

**C**hris Riendeau  
 Mail Specialist

TRAC

<http://racinecounty.ricohtrac.com>

Email  
[printandmail@racinecounty.com](mailto:printandmail@racinecounty.com)  
 to get signed up or call  
 262.636.3772

## Print & Mail Shop Services for Employees

Racine County Courthouse  
 730 Wisconsin Ave  
 Racine WI 53403  
 262.636.3772

Hours:  
 Monday thru Friday  
 7AM-4PM

[printandmail@racinecounty.com](mailto:printandmail@racinecounty.com)



More information...

The Racine County Courthouse Print and Mail shop provides a full printing and mailing service to the Employees of the County. The Print Shop can save time and money on the design\*, printing, and assembly of the job.

**Personal Jobs:**  
Business jobs take precedence so please make sure you give ample time to accommodate any unforeseen production delays. For all personal jobs a TRAC ticket must be submitted with your email address and department for Invoicing purposes. You will receive an invoice at the end of the Month.

*Please no political work requests.*

\* a \$25 per hour charge may be added for any additional design service

Services\*:

- Custom Birthday Invitations
- Custom Birthday T- Shirts
- Calendars
- Graduation Invitations
- Family Newsletters
- Christmas Cards
- Wedding Invitations
- Programs
- Event Tickets
- Photos
- Envelopes
- Notepads/Grocery Lists

Timeline:

Printing/Design: A proof will be available within 3 business days. Once proof is approved (in writing) printing will occur. All proofs will be sent through email. Printing / finishing time will vary depending on the project.

Garment Printing: Turnaround time is 7-10 Business Days after the product has arrived and a physical proof has been approved.

Have an idea you don't see listed?  
Give us a call to discuss your needs.

Paper

The Print Shop has a variety of paper and colors to choose from standard sizes 8.5x11, 8.5x14 and 11x17. If you are looking for a different size give us a call and we can take a look.

Standard White

Pastel

Astrobrights

Glossy Cover (Photo Quality)

Glossy Text

NCR (Carbon Copy)

ProTac Labels

Envelopes (various sizes)

Polyester Paper - Non Tearable

Please see our complete list of the paper types offered in the Copy Job Submission category in TRAC.

Please note the prices you see in TRAC when you enter the job is just an estimation.. That price could change depending on the actual printing of it.

