

table tents  
labels  
lamination  
business cards  
window clings  
letterhead  
gift certificates

flyers  
invitations  
sweatshirts  
booklets  
**printing**

envelopes  
brochures  
canvas totes

mail merges  
carbonless  
folders

posters  
notepads  
magnets

post cards  
t-shirt printing

news letters  
scanning  
graduation cards

comb binding

Please contact us for an estimate



Racine County  
Courthouse  
Print & Mail Shop

**K**elley Christman  
Site Mnager  
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 Non Profit  
Businesses

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 Non-Profit Businesses of Racine County. The Print Shop can save time and money on the design\*, printing, and assembly of the job.

*Please no political work requests.*

The Print Shop is capable of a various number of print services. We have high speed duplication equipment, networked color copying system and a new t-shirt printer!

#### Printing & Copying:

Our copiers print full color and black and white on documents and images up to 12x18. We also have the capability to print On Demand, one of a kind t-shirts, sweatshirts, polo shirts and Canvas tote bags on our new Anajet Printer.

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

Mail: We have a full time on site employee who can help with mail merges, envelope printing, USPS shipping, UPS Shipping and more!

#### Services\*:

Newsletters	Calendars
Programs	Note Pads
Event Tickets	Invitations
Photos	Envelopes
T-Shirts	Tote Bags
Aprons	

#### 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.

#### 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

#### Finishing and Binding:

We have a variety of finishing and binding services to complete your job.

#### Examples:

Collating

Stapling

Saddle Stitching

Comb Binding

Folding

Cutting

Drilling

Padding

Laminating