

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

Please contact us for an estimate



Racine County Courthouse Print & Mail Shop


 Kelly Christman
 Site Manager
 Print Specialist


 Chris Riendeau
 Mail Specialist

TRAC

<http://racinecounty.ricohtrac.com>

Email

printandmail@racinecounty.com
 to get signed up or call
 262.636.3772

Print & Mail Shop Services

Racine County Courthouse
 730 Wisconsin Ave
 Racine WI 53403
 262.636.3772

Hours:
 Monday thru Friday
 7AM-4PM

printandmail@racinecounty.com



More information...

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

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

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 Ricoh Anajet Printer.

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

Services*:

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

Timeline:

Please allow at least a 2 business day turnaround time for any printing.

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

Polyester Paper - Non Tearable

NCR (Carbon Copy)

ProTac Labels

Envelopes (various sizes)

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

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