

table tents  
 labels  
 lamination  
 invitations  
 business cards  
 envelopes  
 flyers  
 booklets  
 news letters

# printing

graduation cards  
 announcements  
 scanning  
 notepads  
 coil binding  
 calendars  
 posters  
 mail merges  
 carbonless  
 letterhead  
 brochures  
 gift certificates  
 folders  
 post cards

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TRAC

<http://racinecounty.ricohtac.com>

Email

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

Racine County  
 Courthouse  
 Print & Mail Shop

## Print & Mail Shop Services



Racine County Courthouse  
 730 Wisconsin Avenue  
 Racine WI 53403  
 262.636.3772

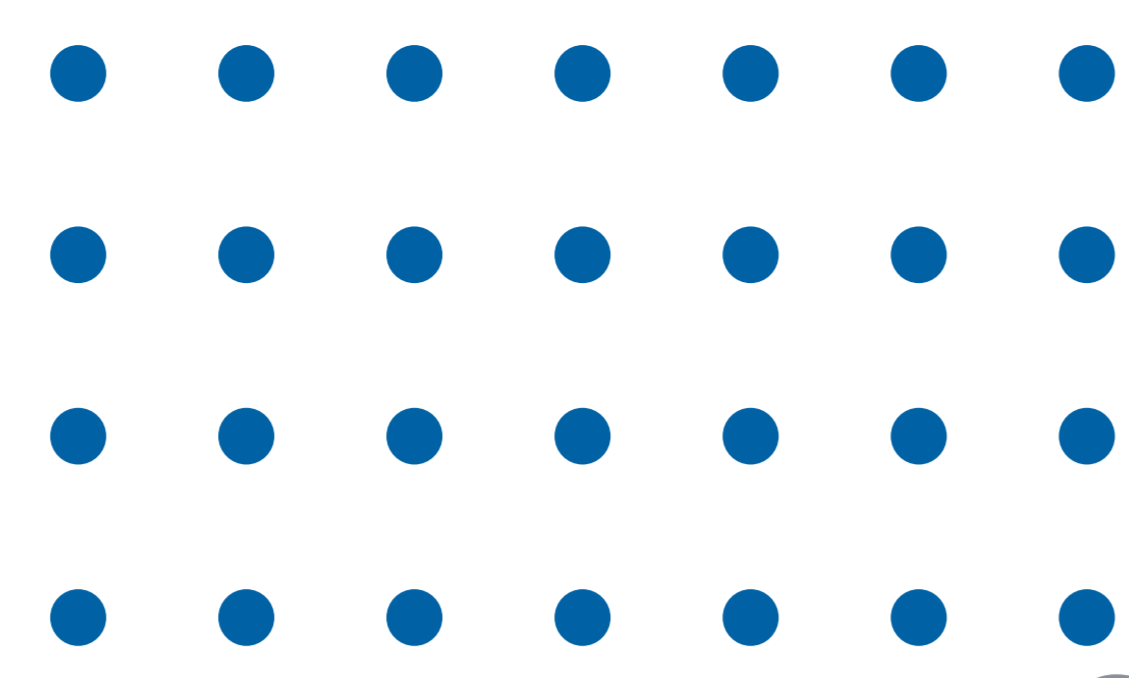
Hours:  
 Monday - Friday  
 7AM-3PM

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.

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   |

#### Timeline:

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

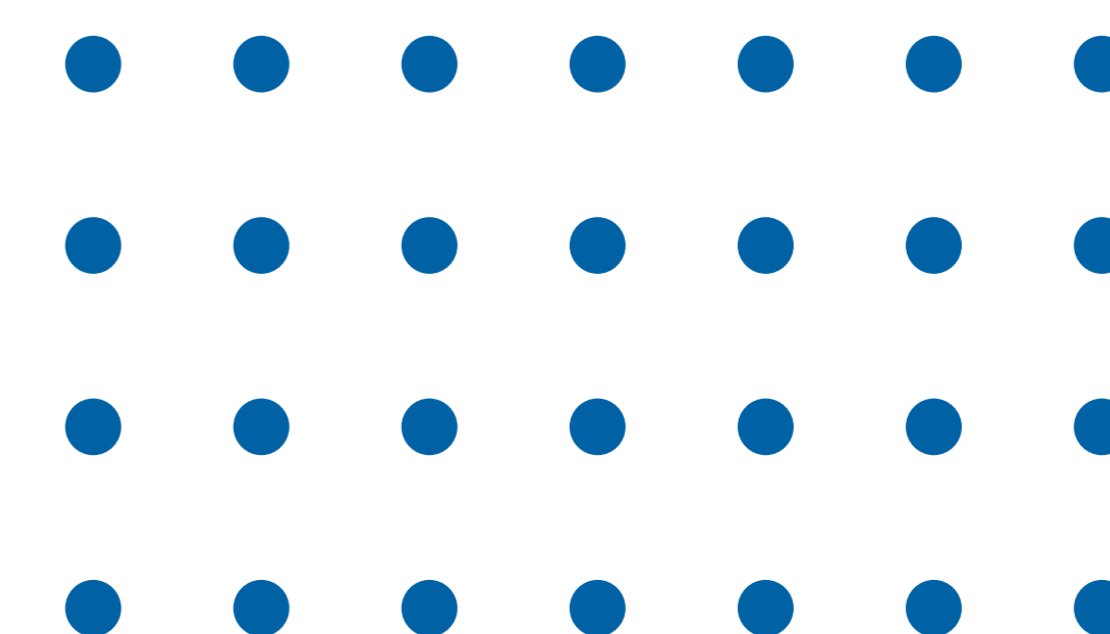
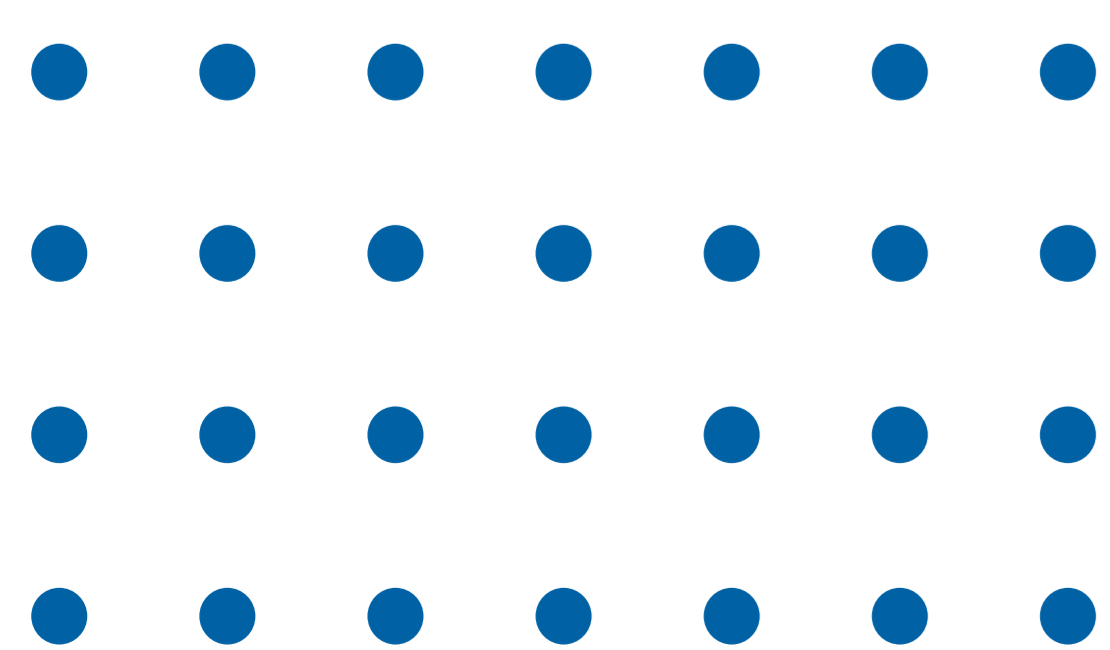
Printing/Design: A proof will be available within 3 business days. Once proof is approved (in writing) printing will occur. All proofs will be sent through email. Printing / finishing time will vary depending on the project.

#### 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)

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