

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

Kelley Christman
 Site Manager
 Print Specialist

Chris Riendeau
 Mail Specialist

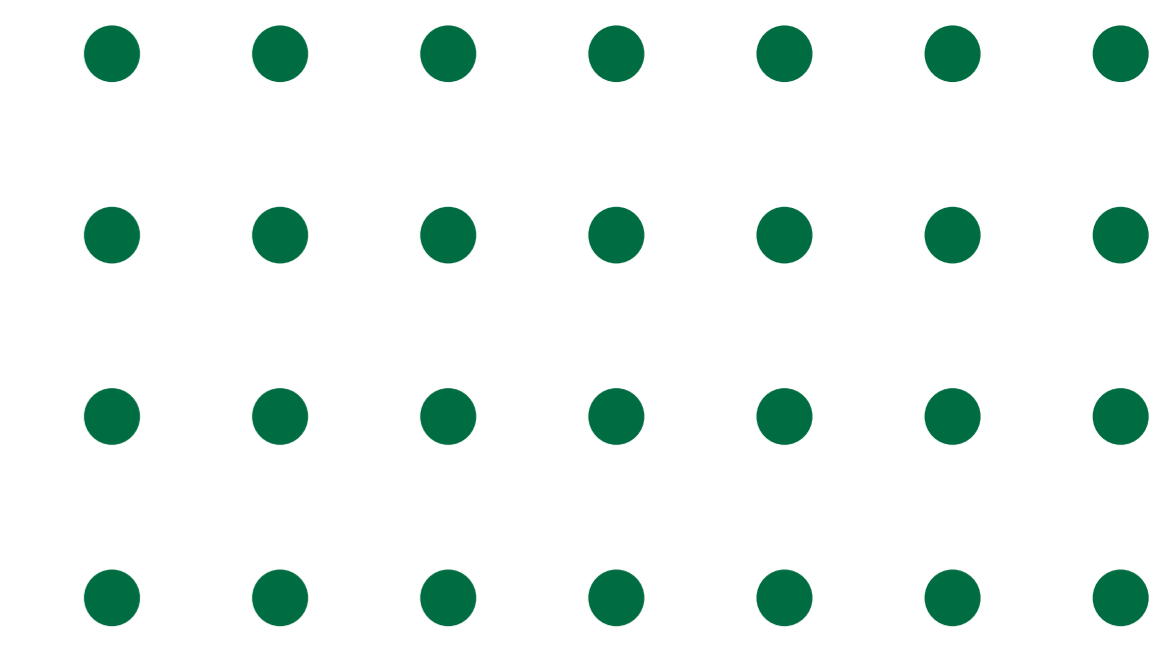
TRAC

<http://racinecounty.ricohtac.com>

Email

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

Racine County
 Courthouse
 Print & Mail Shop



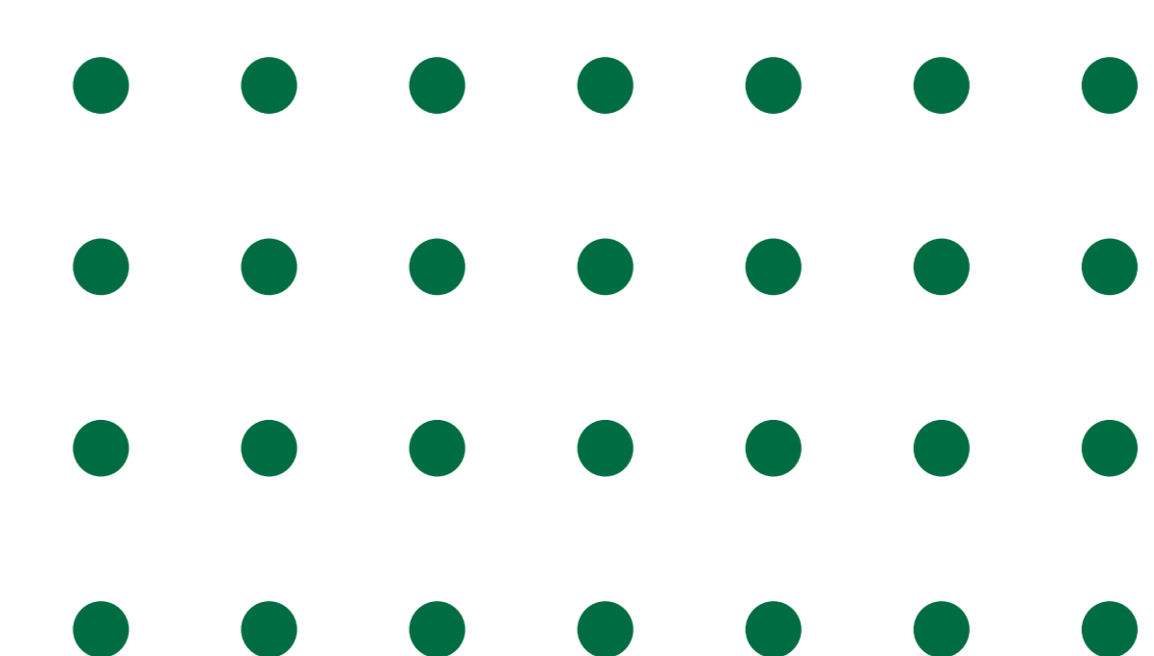
Print & Mail Shop Services

For Employees



Racine County Courthouse
 730 Wisconsin Avenue
 Racine WI 53403
 262.636.3772

Hours:
 Monday - Friday
 7AM-3PM



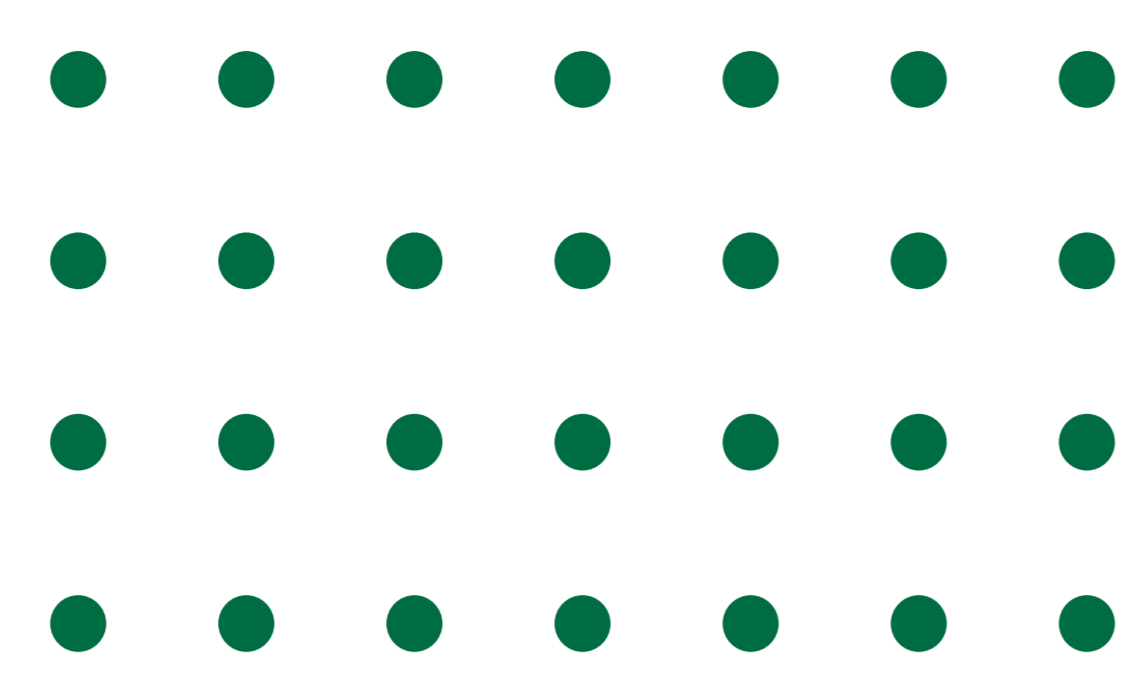
The Racine County Courthouse Print and Mail shop provides a full printing and mailing service to the Employees of the County. The Print Shop can save time and money on the design*, printing, and assembly of the job.

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.



Services:

- Custom Birthday Invitations
- Calendars
- Graduation Invitations
- Family Newsletters
- Christmas Cards
- Wedding Invitations
- Programs
- 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.

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

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/finishing of the project.

