

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 Non-Profits



Racine County Courthouse
 730 Wisconsin Avenue
 Racine WI 53403
 262.636.3772

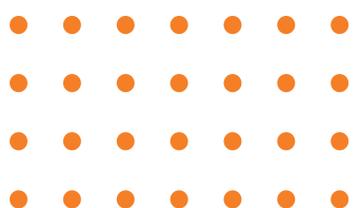
Hours:
 Monday - Friday
 7AM-3PM

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

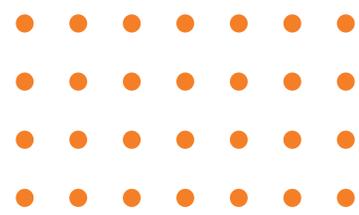
Please no political work requests.

The Print Shop is capable of a various number of print services. We have high speed duplication equipment and a networked color copying system.

Printing & Copying: Our copiers print full color and black and white documents and images up to 12x18.



* 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, and more!

Services:

Newsletters	Calendars
Programs	Note Pads
Event Tickets	Invitations
Photos	Envelopes

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)

Finishing and Binding:

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

Examples:

Collating	Laminating
Stapling	Coil Binding
Folding	Cutting
Padding	

