

# BUSINESS SERVICE CENTER

Save on expensive shipping charges by allowing us to copy and assemble your handout materials. We can produce any size or style notebook or handout, customized to your specifications. We are also able to produce high-quality designs, graphics, color copies, charts, graphs and tables to make your materials impressive and unique.

## COMPUTER SERVICES

- Word Processing
- Graphic/Photo Design
- B&W Laser Printouts (8.5x11)
- Color Laser Printouts (8.5x11)

## COPIES

- B&W and Color Copies
- single-sided or double-sided
- Page sizes up to 11x17

## SHIPPING SERVICES

- US Postal Service, FedEx, UPS and DHL
- \*\*Plus applicable handling fees\*\*

## RENTAL EQUIPMENT

- Computer station with Internet Access
- Copiers
- Shredders
- Cell Phones
- Pagers
- High Speed Wireless Internet Access

## PRINTING SERVICES & DESKTOP PUBLISHING

- Notary Service
- Name Badges
- Tent Cards
- Welcome Notes
- CD Reproduction
- Binding (GBC, thermal, 3-ring)
- Signs
- Scanning
- Graphic & Photo Design

## OFFICE SUPPLIES AVAILABLE

- CDs
- Glue Sticks
- Highlighters
- Markers
- Binder Clips
- Liquid Paper DryLine
- Paper Clips
- Pens
- Post-It® Notes
- Push Pins
- Rubber Bands
- Scissors
- Scotch® Tape
- Stapler
- Staple Remover
- Spiral Binders
- 3-Ring Binders
- Dura Clip Report Covers

