

Stock/Materials*:

Paper (20# bond) - 8 1/2" X 11"

- White, blue, buff, canary (yellow) cherry, gold, green, grey, ivory, orchid (light purple), pink, salmon (orange), tan, watermark (for stationary)

8 1/2" X 14" (legal) - white only

11" X 17" (tabloid) - white only

Card Stock (110# cover)

- White, blue, buff, canary, cherry, green, salmon

NCR (transrite/carbonless)

- Standard forms

White/Yellow

White/Yellow/Pink

White/Yellow/Pink/gold

White/Green/Yellow/Pink/Gold

Envelopes

#10 Standard white

#10 Window white

#9 Standard white

5 1/2" X 7 1/2" Kraft

7 1/2" X 10.5" - Kraft

9" X 12" - Kraft

10" X 13" Kraft

12" X 15 1/2" Kraft

Laminating pouches

Letter Size

Legal Size

Tabloid Size

Business Card Size

Label Stock

White - 8 1/2" X 11" (crack n peel)

White - 33-up Mailing labels

Spiral Binding plastic/wire combs

* If stock is not listed, you will need to order it in

HOW CAN WE HELP YOU?

Please contact us:

If you have an old form or document that you need to have edited and updated.

If you have a printing project and you'd like to discuss cost effective, efficient methods of printing and finishing.

If you need help designing a new piece or campaign and you do not have the time or resources within your department.

If you have general graphic or printing questions.

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Imaging Technicians

Ext. 4645



August 2010

BERRIEN COUNTY

Printing Department

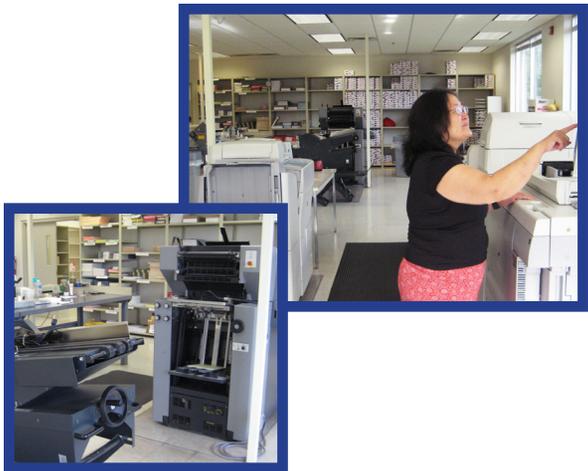
CAPABILITIES, SERVICES

&

MORE!

The Berrien County PRINTING Department:

- ◆ Is a Berrien County support service that is here to help all county departments and elected officials to inform and assist members of the community.
- ◆ Averages around 4,000,000 impressions per year for all county departments and local, grant-based clients.
- ◆ Machines and computers have been upgraded to compete with current technology and standards. Our process, speed and quality have increased and continues to improve.
- ◆ We not only edit existing documents but we update and create hi-end graphic imagery to print the best quality of work for the lowest costs possible.



Equipment/Services

- ◆ 1 - 2/color offset printing press used for large runs, NCR (carbonless printing) envelopes, labels and stationary
- ◆ 2 hi-speed copiers (black and white only) with inline folding, stapling, collating, spiral punching and 3-hole drilling. *
- ◆ 1 hi-speed color copier with inline folding, stapling, collating. *

Plus:

- ◆ Folding
- ◆ Inserting
- ◆ Drilling
- ◆ Numbering
- ◆ Trimming
- ◆ Laminating
- ◆ Perforating
- ◆ Scoring
- ◆ Spiral/Wire Binding
- ◆ Padding
- ◆ Collating

* All jobs need to be reviewed/approved for inline finishing before order is placed.

Items Produced:

- ◆ County Forms
- ◆ State Court forms
- ◆ Envelopes
- ◆ Letterhead
- ◆ Annual Reports
- ◆ Booklets
- ◆ Flyers
- ◆ Brochures
- ◆ Postcards
- ◆ Business Cards
- ◆ Posters
- ◆ Receipt Books
- ◆ Packets
- ◆ Manuals

Graphic Design/Editing

The Printing Department utilizes high-end graphic software to edit, update and design to produce the highest quality end product.

Below are a few samples of some of the designed work that has been created in the Printing Department.

