



Attn: Townships, Cities, Villages, Schools, Churches and any Non-Profit/Tax Exempt Organization.

We can save you money!

Our office hours are 8:00 a.m. - 4:30 p.m. Not closed for lunch.

You can pick up supplies as needed and your invoice is mailed the 1st of the following month.

We offer the following services: *Printing, Office Supplies, Mailing and Shipping needs.*

Compare our prices and save money!!

Printing Costs

#10 Window Letterhead Envelopes: \$63.76 for 1,000

#10 Plain Letterhead Envelopes: \$56.24 for 1,000

(We have several sizes of envelopes available.)

Forms: 1 sided on #20 white paper, \$47.25 for 1,000

2 sided on #20 white paper, \$72.15 for 1,000

1 sided on #20 pastel color paper, \$52.91 for 1,000

2 sided on #20 pastel color paper, \$77.81, for 1,000

Business Cards: 1 side on Bright White cardstock, \$36.23 for one box (450)

Carbonless Forms: 2 part - \$50.95 (one ream, 250 sets)

3 part - \$53.30 (one ream, 167 sets)

4 part - \$554.40 (one ream, 125 sets)

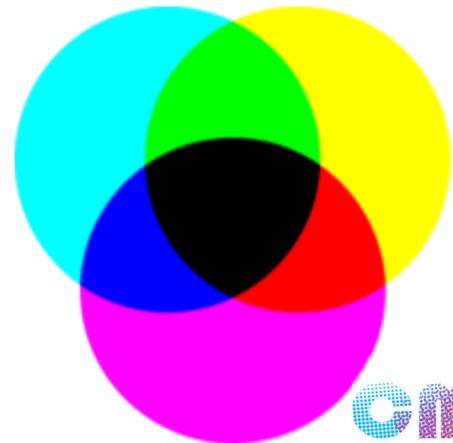
Brochures: 2 sided on #20 white paper \$88.40 for 1,000

Full Color Copies: One side 28¢ for 10 or less copies
1,000 or more 13¢

Paper sizes available: 8 1/2 x 11, 8 1/2 x 14, 11 x 17

Paper colors available: Pastel and Bright's

We print newsletters, booklets, custom receipts and forms. We can cut, pad, number and perf or comb bind your projects. We stock 180 different papers in several different weights. Call for a free price quote.



**We also do Laminations.
Cost is only \$1 per foot!!**



Office Supplies



We stock pens, pencils, envelopes, ink cartridges, toners, paper clips, binders, folders, markers, stapler and staples, binder clips, batteries, notebooks, legal pads, post it notes, paper punches and much more!

Also available, copy paper by the case.

Special orders can be made upon request and only a 5% service fee will be added.

We get 40% to 70% discounts on most items.



Mailroom Services

We meter our mail and take it directly to the post office daily. It's convenient and will save you that trip to the Post Office! Our machine will stamp and seal with one pass, so no more licking and sticking. Your packages can be shipped UPS which picks up here on a daily basis. We will determine the cheapest way for you to do your shipping. Bulk mailings and certified mail can also be processed in our mailroom.

Call us anytime for prices and with any questions you may have.



An Inventory List can be mailed or faxed so you can see all of the items we have with prices.