

# Services Checklist



## Artwork & Design

- Corel Draw, Corel Photopaint, Microsoft Publisher.
- Over 4,000 typefaces, and 200,000 clipart images.
- Thousands of stock photos (or we can use your own).
- Basic or complex designs, small jobs or large.
- Artwork produced for digital or traditional printing.
- We can also set it for you to print, or for another printer.
- Prices to suit all budgets.

## Web Site Design

- Low cost basic web site design.
- Just let us know what you want and we'll do the rest.
- We can sort out web space or upload to your own.
- Doing your own site? Let us create buttons/images etc.

## Scanning & Retouching

- High/low resolution Colour or B/W scanning.
- High speed document scanning to PDF format.
- OCR scanning of previously typed text.
- Quality scanning at low prices.

## Output Services

- Are you using an IBM compatible PC?
- Need higher resolution or colour output?
- From your disk to quality black digital printer (A3+).
- From your disk to quality colour digital printer (A3+).
- Many file formats supported.
- CD recording, with label and box insert printing etc.

## Photocopying

- Quality digital photocopying at low prices.
- Full Colour or Black & White.
- Single or Double sided up to A3.
- Enlarging and Reducing.
- Collating, Stapling and Finishing.
- Paper, Card, Transparency, Label, NCR Paper.
- Local collection service for large/regular users.

## Office Stationery

- Sale catalogue with large discounts on popular lines.
- Access to over 18,000 items for all your requirements.
- Binding & Laminating supplies specialists (*see right*).

## Digital Printing

- Straight from computer to quality digital printer.
- Either printed from Artwork created by us, or
- Printed from computer file(s) supplied by you.
- Black or Full Colour - as little as one item printed!
- General document printing and printed stationery.
- Business Cards, Letterheads, Compliment Slips.
- Invoices, Invitations, Notepaper, Menus, Brochures.
- Booklets, Labels, Coasters, Transparencies etc.
- Also ideal for printing your digital camera images.

## General Printing

- Good quality or basic printing to suit your budget.
- Letterheads, Invoices, Cards, Booklets, Leaflets etc.
- Single colour to full colour (short or long runs).
- Short-run digital print specialists (see above).

## Specialist Printing

- Wedding stationery sets (numerous designs).
- Presentation Binders, Folders, Dividers etc.
- Digitally printed stationery specialists (see above).

## Binding

- Comb binding up to 395 pages.
- Wire binding up to 260 pages.
- Thermal binding up to 90 pages.
- Special rates for large/regular users.

## Laminating

- Gloss or matt finish up to A3 size.
- 70 micron to 500 micron laminate available.
- Special rates for large/regular users.

## Finishing

- Binding, Laminating, Stapling, Hole Punching.
- Collating, Creasing, Folding, Gluing, Guillotining.
- Documents 'put-together' and inserts added etc.

## Binding & Laminating Supplies

- Low cost Binding & Laminating machines & supplies.
- See an extensive range at our dedicated web site.
- [www.bindersandlaminators.co.uk](http://www.bindersandlaminators.co.uk)

**Profile Business Supplies**

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