

Services Offered

From black-and-white copies to high-end color publication, we can provide the services you need with exceptional quality and at an affordable cost. We have the equipment, expertise, and staff to ensure your projects are completed to your specifications, on time, and within your budget. From business cards to full color magazines, Printing Services processes thousands of orders annually. We also work with a variety of suppliers to assist us in any special or unusual printing needs you may have, including napkins, pocket folders and personalized Post-It notes, to name just a few.

Printing Services and the Cougar Copy Center are equipped to provide the following services:

Printing

Copies & Digital Printing - Black-and-white and color capabilities available. Bring in a hard copy or digital file for printing.

Large-Quantity Printing - One-color, two-color and full-color options are available. Turnaround times vary from three to five working days once the file is ready for press.

Envelope Printing - Envelopes are available in a variety of sizes, colors and finishes. One-color, two-color and full-color options are available.

Transparency Printing - Available in black-and-white and color.

Label Printing - A variety of sizes available. Whole 8.5 x 11-inch sheets also available. There are no quantity limitations.

Carbon Copies - Available in standard sets and customized colors.

Numbering - Available for receipts, tickets, and more.

Variable Data - Personalize your prints with variable data.

Wide-Format Printing - Available in any size up to 54" wide. Used for posters, banners, and high-quality prints. Materials available include:

- Economy Bond (Uncoated paper for those on a budget)
- Heavyweight Coated (Min. coating, recommended for heavier coverage when not choosing photo paper)
- Satin Photo (Coated paper with a dull finish)
- Gloss Photo (Coated paper with a high gloss finish)
- Thrifty Banner (Lighter weight vinyl banner for those on a budget)
- Standard Vinyl (Heavier weight vinyl banner)
- Clear Stick (Transparent with adhesive)
- Opaque Easy Tack (White with adhesive)
- Boards and Die cut labels

Addressing and Mail Preparation

Standard First Class, Presorted First Class, and Bulk Mail - Available for envelopes, flats and postcards.

Move Update & Sorting - Mailing lists are filtered through a web based USPS system that verifies mailing lists, checking for incorrect, duplicate and forwarded addresses. This is standard for all lists. Move update will be voided per customer request. Addresses are also properly sorted when necessary for mailing.

Tabbing - Clear and white options are available for self-mailers that require tabs.

Inserting - Multiple media types and sizes can be inserted into envelopes.

Bindery

Book Binding - Choose from wire or tape.

Bookletmaking - Available for a variety of sizes, this process collates individual pages, staples and trims them to create a booklet. When designing your booklet keep in mind that in this format there are four pages to a sheet. Therefore, the final number of pages should be divisible by four, unless blank pages are to be included in the layout.

Lamination - Available for text-sm or large format. Large format is available in one or two sides, with matte or gloss finish.

UV Coating - Add a high-gloss finish to your print for protection and color enhancement. Recommended only for gloss paper.

Cutting - Precise, mass cutting available to provide you with consistent sized prints.

Folding - A variety of folds available at minimal cost.

Creasing - Reduces cracking when folding coated and heavy paper stocks.

Perforation - Available for heavy and light paper stocks. Purposes include ticket stubs, receipt books, and business reply cards where easy tearing is needed.

Adhesive - Available in repositionable and permanent.

Mounting - Prints can be mounted to your choice of foam or vinyl board. Foam board is available in 24 x 36 inches. Vinyl board is available in any size.

Grommeting - These brass eyelets are added to vinyl banners for ease of hanging.

Padding - Pad your prints to create notepads and carbon forms.

Drilling - Available for punching holes in large quantities of paper.

Other Services

Faxing - Local and national numbers accepted.

Scanning - As large as 11 x 17 inches.

Typesetting & Design - Please contact us in advance to discuss your needs and to establish a timetable for your project.

Engraving - Please contact us for more information on engraving.

... and much more! Special projects are welcome. Contact our customer service representative at the number below and let us see how we can help with your project.