

Complete Listing of Services

>>Decrease Costs >>Identify Bottlenecks >>Make All Your Documents Look Great

Copying

High-Speed and High-Volume Black & White Copies:

If you need manuals, booklets, catalogs or just one or lots of Black & White copies, CALL US! For the past several years, we've specialized in legal copying, specification books, technical manuals and product booklets.

Call Us First! We Have More Experienced Employees, Equipment And Pricing Than The "Big Name" Stores.

Color Copies and Printing:

Digital technology lets us produce brilliant Full-Color printing very quickly. Give us your PC or MAC file and we can output brilliant Full-Color copies or Full-Color Business Cards.

Design/Pre-Press

We offer design services ranging from original work to final file preparation, along with a wide variety of services:

- Business Cards
- Letterheads
- Envelopes
- Business Forms
- Postcards
- Flyers
- Posters
- Labels
- Note Pads
- Scanning
- Photo Editing
- Digital File Manipulation
- Color Proofing
- Logo Design
- Books
- Catalogs
- Calendars

All this and much, much more...! We can take the thought of an idea and turn it into a professional, strong marketing instrument.

Engineering Reproductions

Whether it is 2 or 75,000 square feet, we can handle it! We also offer copying, collating and bindery service for multiple sets of drawings.

Offset Printing

One to Full-Color printing capabilities for just about any size job or project. We have access to almost all grades of paper on the market and utilize the Pantone Matching System for specific ink colors.

Ask Us How We Can Make Your Printed Piece Look As Professional As Possible.

Produce only what you need when you need it! As a service to our customers whose printing demands vary each month, or who need their printed inventories better managed, we offer On Demand Printing.

- Heidelberg DI Presses
- Updated CTP Systems (Computer-to-Plate)
- PDF Workflow
- PC/MAC Compatible
- 1-Color to Full Color Printing
- Coating Available
- Uncoated/Coated Stocks
- Special Inks
- Top Quality
- On-Time Delivery

Bindery

The Bindery department and all its facilities are completely in-house. Folding, binding, collating, shrink-wrapping, hole punch... **whatever your bindery needs, we can fulfill them quickly and professionally!**

- Scoring/Perfing
- Booklet Making
- Tabbing
- Numbering
- Folding/Cutting
- Collating
- Hand Assembly
- Fulfillment

No job is too big or too small...!

Oversize Reproductions

We can reproduce Black & White media over 11" x 17" up to 50" wide. Supply us with an original or a blueprint and we can make a bond, vellum, or mylar reproduction for your archiving and blueprinting needs! If you need 1 or 10,000 - **Give Us A Call, We Can Help!**

Scanning Services

(At our site...or YOURS!)

Businesses are inundated with paper! Let us help you convert your vital business documents to something easier to find and easier to work with.

What is scanning and archiving?

It is transforming paper records/documents into easily accessible electronic data.

Benefits: Reduce costly storage space (on or off site). Save time (and money) searching for vital information. Reduce or eliminate "disaster" concerns associate with information on paper.

Scanning Process

Pre-Scan Prep: Remove staples or paper-clips and "fix" corners for feeding. Prepare documents for "batch" scanning.

Document Scanning: Through Document feeder or off glass. Color or B/W scan. De-speckle and de-skew scans as necessary.

OCR (Optical Character Recognition): Used for creating text searchable documents or editing of documents. Varies depending on quality of originals.

Indexing: Vital step for later search and retrieval. Performed manually as OCR process not as accurate (handwriting, poor quality originals, etc.). CAN "zonal" OCR and extract information from document(s) to populate index fields-(Not as accurate as manual).

No matter if the project is large or small. ComDoc wants to work with your organization to determine size and scope, and the best way to minimally impact your budget.

If documents can NOT leave your site, we can work with you to create a plan for our staff (and, if necessary, our scanning equipment) to come to you and get the job done.

We can even recommend a back-end "Document Management" software OR upload into something you already have in place.

Direct Mail

The most effective and trackable advertising/marketing tool. Regardless of the size of your advertising campaign, direct mail has proven trackable and successful. We are here to help you make it as cost efficient and effective as possible! We can transform your idea into a working project. From ink-jet addressing, presorting, labeling, inserting, tabbing and mailing lists.

If You Need Your Printed Piece Mailed, We Can Handle It!

Target Marketing

Reaching your customers! **We offer access to thousands of mailing lists.** We can create a custom list based on almost any parameter you supply us with...SIC Codes, Occupation, Income, Counties, Zip Codes, Contact Names, Telephone Numbers, Specialty Info., etc. **We can take your disk with your mailing list and apply those addresses right to your mailing piece, eliminating the need for labels.**

Postage Rates

Let us worry about Post Office Regulations so you can get back to your business. We will mail your pieces the most efficient way possible utilizing postal barcodes and carrier routes. We have quarterly-updated software which makes sure your mail is accurately delivered in a timely fashion.

Mailing Services

- Ink-Jet Addressing
- Laser-Form Letters
- Folding
- Labeling
- Inserting
- Stamping/Metering
- Product Fulfillment
- Address List Clean-Up
- Merge/Purge List
- Print Labels
- Bar Coding
- Assembly
- High Speed Tabbing
- Variable Data Printing
- Rental of Proprietary Postage Permit Numbers
- Pre-Sorting First Class and Bulk
- CASS - Certification and Carrier Route Coding of Lists