LIST OF SERVICES

PRINTING SERVICES:
• Copies
• Booklets
• Pamphlets
• Fliers
• Newsletters
• Posters
• Banners
• Business Cards
• Multi-Part Carbonless Forms (NCR)
• Stickers

PRINTING OPTIONS:
• Full Color or Black and White
• Bindery: Saddle-Stitching, Stapling or Spiral Binding
• Large variety of paper stock in varying colors/size/weight/finishes
• Laminating
• Trimming
• Hole Punching
• Perforation

MAILING SERVICES:
• Mail Presort and Bundling
• Saturation Mailing Postal Paperwork
• Folding
• Inserting
• Envelope Stuffing and Sealing
• Labeling

OUTSOURCED PRINTING:
For purchase of specialty envelopes and printed materials not produced on-site using a print bid specifically designed for this service

COURIER SERVICE:
The CiTi courier picks up and delivers mail, packages, library books and print work to each Oswego County participating school district daily

TAX BILL PRINTING SERVICE:
CiTi works with the school districts and the Office of Real Property Services to print, stuff and mail school tax bills

SPECIALTY PROJECTS:
Have a special printing project? The CiTi Printing department also handles those, call us for more information.

Gisele Benigno
Coordinator Business Administration
gbenigno@CiTiboces.org
315.963.4241

Dora Thurlow
Assistant Printing Machine Operator
dthurlow@CiTiboces.org
315.963.4365

Libby Vickery
Printer's Assistant
evickery@CiTiboces.org
315.963.4235

Ron Catania
Printer's Assistant
rcatania@CiTiboces.org

Michelle Holt
Messenger
mholt@CiTiboces.org

*The CiTi Print Shop works closely with the CiTi Public Relations Office for custom designed and branded materials.

For more information, visit CiTiboces.org/printing.