

# CiTi PRINTING DEPARTMENT

## LIST OF SERVICES

1

### PRINTING SERVICES:

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

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### 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

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### MAILING SERVICES:

- Mail Presort and Bundling
- Saturation Mailing Postal Paperwork
- Folding
- Inserting
- Envelope Stuffing and Sealing
- Labeling

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### OUTSOURCED PRINTING:

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

5

### COURIER SERVICE:

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

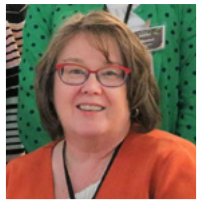
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### TAX BILL PRINTING SERVICE:

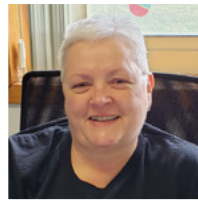
CiTi works with the school districts and the Office of Real Property Services to print, stuff and mail school tax bills

### SPECIALTY PROJECTS:

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



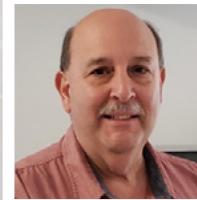
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\*The CiTi Print Shop works closely with the CiTi Public Relations Office for custom designed and branded materials.

For more information, visit [CITiboces.org/printing](http://CITiboces.org/printing).