



GENERAL SERVICES

AT A GLANCE

The Print Shop

Tim Hall Print Specialist

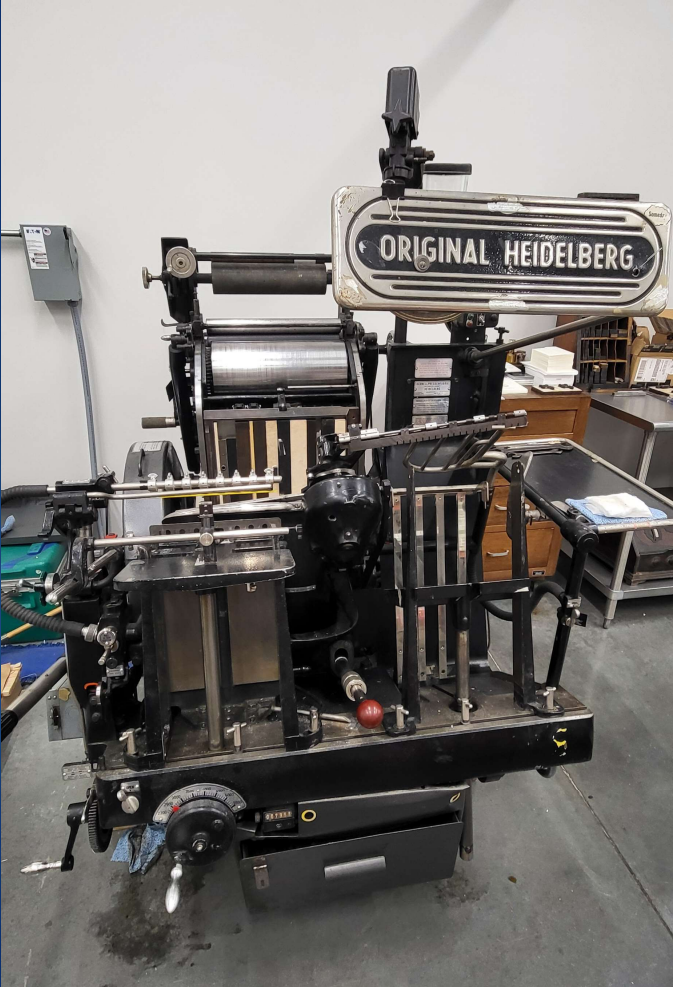


PRINT SHOP

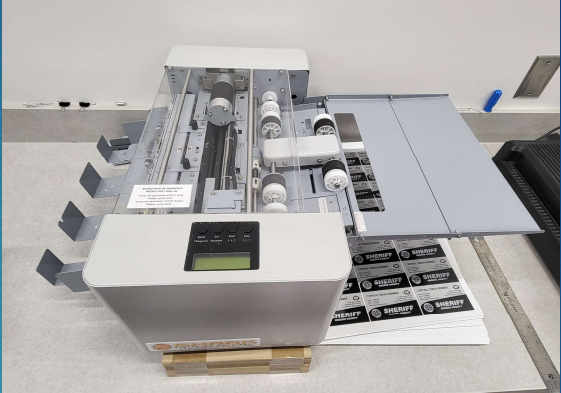
- This is our RICOH Printer.
- Used for primarily complicated print jobs.
- Capable of doing things like printing brochures, pamphlets, booklets, business cards and more.
- It produces quality images and can accommodate up to 40 pages per book.



The Perforator

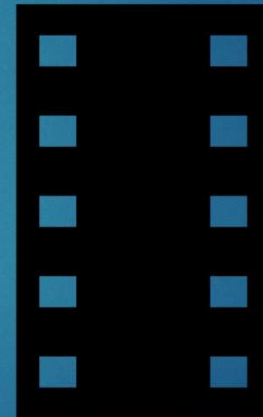


Cutters →



MICROFILM

Samantha Turner Microfilm Operator



DEVELOPER



- ▶ This machine is used for processing master and duplicate film.
- ▶ The fixer and developer must be at the right levels and ratios to get to the right density on the film.

Microfilm

- ▶ Duplicator & Reader
- ▶ Densimeter
- ▶ Archive Writer



Mail Room



Chuck Suchoski Lead Distribution Clerk

MAIL ROOM

- We are seeing an increased volume in our mailings due to it being an election year and tax season coming up.
- Currently we process anywhere from 250 to over 3,000 pieces of outgoing mail a day.
- We send and receive packages whether they be over night FEDEX, USPS, UPS etc.



PITNEY BOWES MAIL METER/COUNTER

- This machine is what keeps track of the amount of postage we have and what we have used for the day.
- We can process certified letters and international postage through this also.



Central Supplies



Kate Tarrant General Services Coordinator/Microfilm Operations

CENTRAL SUPPLIES



While we do our best to keep things in stock, please note this time of year there is high demand for disinfectant wipes and tissues.



The most recent catalog of items in central supply is from 2020. Therefore we will be updating this in the coming weeks.

General Services at a glance

