



# Washington State Department of Enterprise Services

## Complete, One-stop Document Services

### Copy Centers

- Digital black-and-white and color copies
- Tabs and transparencies
- Inline stapling, saddle-stitching and cover binding
- Electronic ordering by e-mail

### Printing

- Offset sheet-fed printing
- Mounting and laminating
- Full-color posters and signs
- High-speed web press with inline folding and perforating
- Variable-data printing
- Contract and custom envelopes
- Continuous, sheet and booked forms
- CD replication
- Professional print procurement and consulting

### Mailing and shipping

- CASS certified address sortation
- Merge Purge duplicate removal
- NCOA address updating
- Intelligent inserting
- Inkjet addressing
- Hand inserting and labeling for nonstandard sizes and small quantities
- Complete postal reports
- Corrected mailing address files
- Drop shipments
- Delivery by courier, mail or freight

### Design

- Illustration and image gathering
- Logos and identity
- Re-creation of artwork
- OCR service
- Typesetting and layout
- Designs for print and Web

### Fulfillment

- One-stop printing, storage and distribution
- Integrated Internet storefront
- Order receipt and payment processing

### Binding and finishing

- Cutting
- Folding
- Collating
- Padding
- Scoring and perforating
- Punching
- Stapling
- Saddle-stitching
- Perfect binding
- Cover binding
- Thermal binding
- Spiral, comb and wire-o binding
- Hand collating and assembly

For more information, visit us  
at [des.wa.gov](http://des.wa.gov) or contact us at  
360.425.1111.