

YOUR DOCUMENTS ARE OUR BUSINESS

At **The Document Source**, we're here to handle all of your document needs. From having a few copies made to creating an entire presentation, **The Document Source** is your complete resource for document production. If you don't see exactly what you're looking for on our list of copy services, give us a call at 858.650.0818, or visit us at www.xeroxprintcenter.com.

If it involves a document, we can help. Remember, at Xerox, we're here to make your documents better. And that gives you the time to do what you do best.

WE ARE HERE TO HELP

If you have any questions about document production, or if you would like to know more about our capabilities, give us a call at 858.650.0818 or visit us at our production center, located at 7585 Convoy Court.

Xerox Corporation
7585 Convoy Court
San Diego, CA 92111
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email: print@xeroxprintcenter.com
www.xeroxprintcenter.com

Design and Layout:
Máximo, Inc. Creative Communications
www.maximoinc.com



San Diego County Administration Building



SERVICE OFFERINGS





BLACK AND WHITE COPIES

Nobody makes a copy like The Document Source

- ▶ Full service black and white copies
- ▶ Electronic high-resolution document scanning
- ▶ Cropping, resizing and rotating images
- ▶ Combine text and graphics
- ▶ 24-hour turnaround/rush service available



COLOR COPIES

Color grabs attention and makes your documents more distinctive

- ▶ Full service color copying
- ▶ Spot color
- ▶ Variety of sizes up to 11" x 17"
- ▶ Transparencies (8.5" x 11" only)
- ▶ Folded brochures
- ▶ Cards and labels



OFFSET PRESS WORK

Printing your documents is easy

- ▶ Full color and black and white
- ▶ Single and multi page
- ▶ Carbonless NCR forms
- ▶ Envelopes
- ▶ Presentation folders



DOCUMENT CONSULTING

Take full advantage of our document expertise

The Document Source team has the experience and the technology to help you conceive and create the right documents to most satisfy your needs.

- ▶ Document strategy
- ▶ Document planning
- ▶ Consultation with specialists in presentations, color and cost-effective production
- ▶ Off-site event support



DOCUMENT ASSEMBLY

Watch your documents come together with The Document Source

- ▶ Collating
- ▶ Folding
- ▶ Labeling
- ▶ Hand-stapling
- ▶ Binder clipping and insertion



GRAPHIC DESIGN

Full service graphic design support available

Complete creative services from concept, design, and production to finished product.

▶ Publications

- Annual reports
- Newsletters
- Invitations
- Brochures

▶ Branding/identity

- Organizations
- Events
- Services
- Environments

▶ Environmental graphics

- Posters
- Signage
- Tradeshow booths

▶ Digital media

- PowerPoint presentations
- Websites
- Video and animation

▶ Art direction

- Photography
- Illustration
- Copywriting



FINISHING

Get complete, professional production at The Document Source

- ▶ Saddle-stitch stapling
- ▶ Cutting and trimming
- ▶ Drilling
- ▶ Tape, spiral, and comb binding
- ▶ Machine folding: single fold, letter fold, "Z" fold
- ▶ Padding and shrink-wrapping



JOB SUBMISSION

Xerox can accept jobs submitted in a variety of ways

- ▶ Send hard-copy jobs to mailstop 0-66
- ▶ E-mail jobs to xeroxprintcenter@megapathdsl.net
- ▶ Drop off at our production center
- ▶ Use iWay, our online job submission and repository system



USEFUL ABBREVIATIONS

When filling out your hard-copy or electronic work orders, or placing an order through iWay, refer to these terms:

2HD	2-hole drill
3HD	3-hole drill
Head/head	2-sided, both sides facing up
Head/foot	2-sided, back side upside-down
Saddle stitch	Folded/stapled booklet
Collated	Finished set in order (123, 123)
Uncollated	Finished in stacks (11, 22, 33)
S/S	Single-sided
2/S	Double-sided
4CP	4-color process