

### **Photocopying**

A photocopying service is available up to A0 size (1189 x 841mm) for black and white, and A3 (420 x 297mm) in colour.

### **Lamination**

A lamination service is available up to A1 size (841 x 594mm). Ideal for preserving those important documents or technical drawings.

### **Binding**

We are able to offer several types of binding. Wiro-binding, Spiral-binding, Perfect-binding or simply stapling if required. For more information on each type of binding and to decide which method is right for you, please visit the 'Contact' page for our details.

### **Encapsulation**

Similar to lamination, an encapsulation service is available up to A1 size (841 x 594mm). Ideal for preserving those important documents or technical drawings with an extended border around all sides.

### **Typing**

If you require anything retyped, we are able to offer this service along with an all important proof read if necessary.

### **Proof Reading**

If you have any documents you would to have proof read, we can offer this service. If a digital copy of the text is also supplied we can amend where necessary.

### **Faxing**

If you do not have access to e-mail and wish to electronically send a document somewhere, we offer a black and white facsimile service.

### **Envelopes**

We stock a wide variety of envelopes along with stamps for your convenience.

### **Mail Delivery**

If you require something posted, we can oblige on your behalf. From anything as small as a letter, to a parcel that requires a courier.