

DOCUMENT SERVICE CENTER OPEN HOUSE

Tour our new location and learn more about our enhanced services. The Document Service Center team will offer demonstrations and answer questions.

October 31, 2018
11 a.m. - 3 p.m.

Document Service Center
Saint Joseph Hospital
Ground Floor (Biomed Hallway)

Enjoy refreshments and enter to win door prizes!

- UK Football Tickets
- UK Men's Basketball Media Seats
- 12x18 Canvas Print
- 24x36 Foam Core Poster
- 24 ct. Customized Christmas Cards w/ Envelopes
- Stadium Chairs
- Backpack Coolers
- AND MORE!

Time	Demonstration
Production	
11:30 - 12:30	Wide-format Printing
11:30 - 12:30	Wide-format Mounting
11:30 - 12:30	Wide-format Lamination
12:30 - 12:45	Business Card Cutting
12:45 - 1:00	Booklet Printing
1:30 - 2:30	Wide-format Printing
1:30 - 2:30	Wide-format Mounting
1:30 - 2:30	Wide-format Lamination
2:30 to 2:45	Coil Binding
2:45 - 3:00	Padding
WebCRD	
11:00 - 12:30	WebCRD - New Account Set-ups
11:00 - 12:30	WebCRD - Placing an Order
1:30 - 3:00	WebCRD - New Account Set-ups
1:30 - 3:00	WebCRD - Placing an Order
Shipping	
11:00 - 12:30	Shrink Wrap and Shipping
1:30 - 3:00	Shrink Wrap and Shipping
Graphic Design	
12:30 - 1:00	Graphic Design
2:30 - 3:00	Graphic Design
Forms Management	
11:00 - 11:30	Forms Management
1:00 - 1:30	Forms Management

