Exciting News

From Printing Services and Stores

RE: Online Ordering Services

Our state of the art capabilities to design and print from electronic files allow us to offer competitive pricing and delivery times. Our convenient location gives us competitive advantage over other printing vendors. Now Printing Services, Stores and Mailroom Operations will take convenience to a higher level. Soon we will offer service as close to you as your computer!

We're in the final stages of efforts to launch online ordering. The City has collaborated with Xerox (utilizing their software and expertise) to enable Printing Services and Stores to accept online submission of printing and stores requisitions. In addition, City agencies will soon be able to track and manage orders online. This new tool has the potential to streamline our operations, allowing us to become faster and more cost effective.

Online submission of Printing and Stores requisitions via web-based workflow and management software will enable us to offer you more than ever before:

- Upload independent files;
- Order personalize and variable data jobs from templates;
- Receive and approve quotes;
- Submit, track and manage Printing and Stores orders.

The initial launch of the online workflow capabilities will be limited to business cards. The current standardized business card templates will be offered, which customers can customize for their agency staff. Other templates will be introduced in the future for letterhead, envelopes, etc., followed by Stores requisition capabilities.

We are excited about this new venture and look forward to serving our customers with greater convenience. Information will be made available as this project moves forward. Questions can be directed to Jim Hendricks at 352-6270.