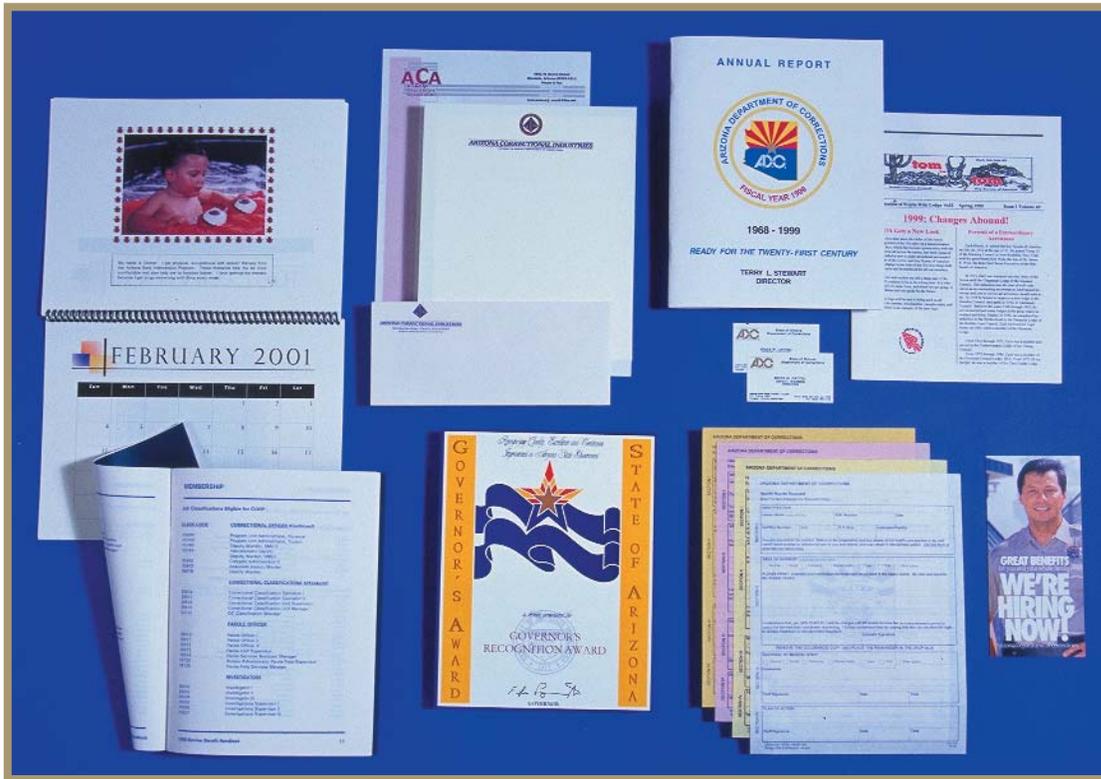


Graphic Arts and Printing

GRAPHIC ARTS AND PRINTING



ACI Graphic Arts is a full-service offset printing facility. The main printing unit is located at the Perryville Prison Complex (West Valley) in a 18,000 sq. ft facility. Currently ACI production is handled by two full-time shifts, which enables us to meet the demanding time requirements of our customers. ACI Graphic Arts is managed by seasoned professionals with many years of printing industry experience.

Our catalogue is designed to help you budget and price many of the most common printing jobs, however, due to the customized nature of the printing business, there are many other applications that are within the capabilities and experience of our facility. In addition, ACI Graphic Arts operates a full-service copy center Located on the lower level in the Department of Corrections Building at 1645 West Jefferson St, Phoenix (602) 542-3956.

The following services are available:

- Quick Copy Service
- Full Color Process
- Brochures
- NCR (Carbonless) Forms
- Newsletters
- Directories
- Letterhead
- envelopes
- Business Cards
- Binding
- Imprinting
- Collating
- Folding
- Postcards and Mailers
- Announcements and Invitations

GRAPHIC ARTS AND PRINTING

Standard Copy Services



To Place An Order visit the copy center in the lower level of the Department of Corrections Building at 1645 West Jefferson St, Phoenix (602) 542-3956.

- Copies will be in black ink unless specified color
- Copy requests from 1 page to 5,000 copies
- Three-hole drilled
- Paper sizes up to 8 1/2 " X 17"
- One side, two sided
- Collating
- Stapled
- Cover Stock
- Colored Paper
- Transparencies

COLOR COPIES:

- Fast turnaround - same day service in most cases
- Very high resolution
- 2-sided copies
- Transparencies
- Regular/Card/Glossy paper stock available

Did you know...The ACI Graphic Arts Printing Facility offers a wide variety of services after your job is printed or copied. Additional services include Collating, Staple Binding, Spiral Binding or Perfect Binding. Your presentations will have the professional look you desire.

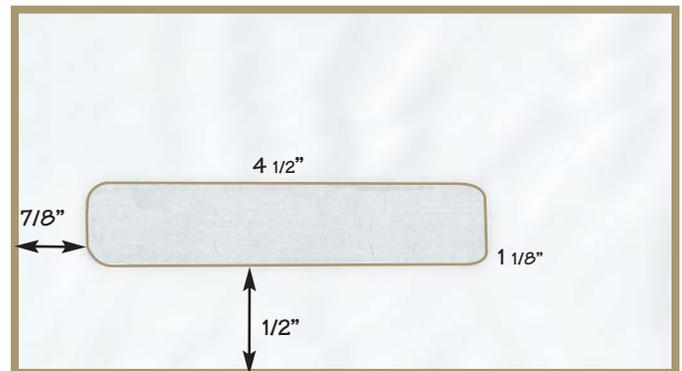
Envelopes

Envelopes are available in most sizes, and can be printed with a return address in black & white or color. Artwork can be supplied by the customer, or ACI can create artwork for a small additional fee.

Envelope Size:

#6 1/4	(3 1/2 x 6)
#6 3/4	(3 5/8 x 6 1/2)
#7 Monarch	(3 7/8 x 7 1/2)
#8 5/8 Check	(3 5/8 x 8 5/8)
#9	(3 7/8 x 8 7/8)
#10	(4 1/8 x 9 1/2)
#11	(4 1/2 x 10 3/8)

9X12" Catalog Envelope 28# Brown Kraft
10X13" Catalog Envelope 28# White Wove
10X13" Catalog Envelope 28# Brown Kraft



Standard Window Example:

Also available in standard window size 1X4
Position from left 1" and from bottom 3/4"



GRAPHIC ARTS AND PRINTING

Letterhead Stationary

Requirements

- Camera copy (printed sample may qualify)
- Artwork/logo
- Overlays for multicolor

Options

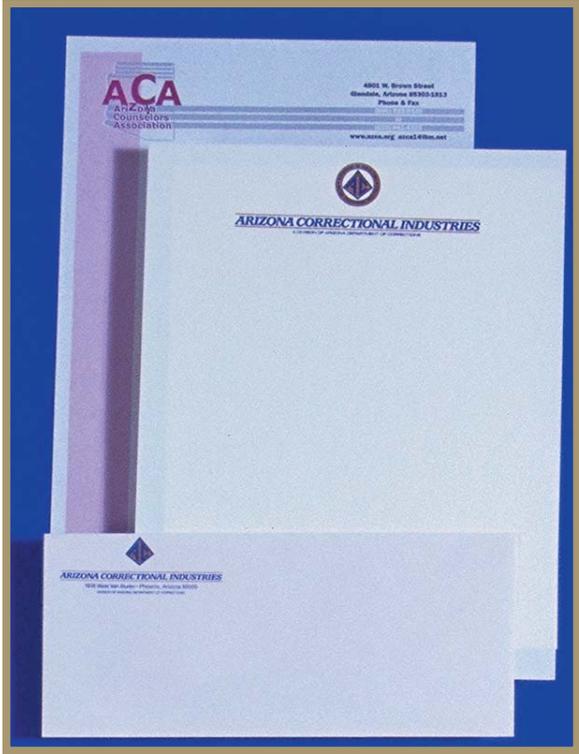
- Multiple folds
- Additional Colors
- Typesetting
- Make ready/Design

Quantity Price Breaks

- 500
- 1000
- 2000
- 5000
- 10,000
- 20,000
- 25,000
- 50,000

Paper Description

- 20# Bond 8.5 x 11
- 25% Cotton Executive 8.5 x 11
- State Seal 8.5 x 11
- Onion Skin 8.5 x 11
- Custom Stock 8.5 x 11
- Multicolor 8.5 x 11



Did You Know...
 All your other printing needs can be satisfied at our state-of-the-art printing facility. Almost any type of job can be handled there with our offset, roll and sheet-fed presses.

GRAPHIC ARTS AND PRINTING

Business Cards



Options (additional cost):

- Close Color register
- Bleed Copy per side
- Second side printing
- 3rd Standard Ink Color
- 4th Standard Ink Color
- Special PMS Colors
- Halftone Screen

Quantity Price Breaks

- 500
- 1000
- 2000

Standard Pricing Options

- Black
- 1 Standard Color
- Black Plus 1 Standard Color
- 2 Standard Colors

Paper Description

- Bright White Card
- Linen, Laid, Astrobrite, Parchment
- Chromecoat
- Fluorescent
- Metallic
- Woodgrain
- Customer Furnished Stock, 3.5 X 8.5 or 8.5 X 11

GRAPHIC ARTS AND PRINTING

Standard Business Card Sample

Standard business cards include the agency logo, agency name, employee name and title, as well as the agency address and employee phone numbers. This information is provided in a standardized format, as shown here.

Agency Logo

Agency Name

State of Arizona
Department of Corrections

Indicate Capitol Letters

Name all caps: Y N
Title all caps: Y N
all caps: Y N

Employee Name and Title

Employee Phone Numbers

Agency Name and Address

Agency Address
City _____ St.: _____ ZIP _____

Phone
Fax
Pager
Other

Other for E-mail Addresses and/or Websites

Use the sample below to fill out your business card completely. Please type or print clearly.

Name all caps: Y N
Title all caps: Y N
all caps: Y N

Agency _____
Address _____
City _____ St.: _____ ZIP _____

Phone _____
Fax _____
Pager _____
Other _____

PHOTOCOPY THIS PAGE-SUBMIT WITH YOUR ORDER-FAX TO (602) 255-3108



Glossary of Printing and Graphic Arts Terms

BLEED - Image area that extends beyond trim lines of sheet or fold.

BLUELINE - A proof used for error detection before being sent to print.

CAMERA READY COPY - Copy that does not require typesetting or preparation. Ready to be reproduced.

CROP - To cut down in size as directed by crop marks. To use a portion of a photograph.

DENSITY - Opaqueness (darkness) of an image.

GRAY COPY - A copy that is not usually fit for printing. Any art that does not have rich, dense blacks or crisp whites.

HALFTONE - A photograph that has been prepared for reproduction by breaking down the gray tones into a series of different sized dots.

KERN - Spacing letters within certain type styles.

MAKE READY - Chargeable preparatory work required to get any job ready to start printing.

OVERLAY - A translucent or transparent sheet attached to an illustration that contains additional data, detail or instructions.

PERFORATE - To cut the paper in dashes so the sheet can be torn in a neat manner.

PROOF - A blueline paper copy or photocopy of the original submitted for approval before printing occurs.

REGISTER - Fitting of two or more printing images onto the same sheet of paper in exact alignment with each other.

SADDLESTITCH - To fasten a pamphlet or book by stitching it through the middle fold (or spine) of the sheets.

SPINESTITCH - To fasten a pamphlet or book by stitching it on the front side of the sheets along a margin.

STATE COPY - A quick black and white proof of an original.

THERMOGRAPHY - The process of dusting freshly printed sheets with resinous powder; when heated, the powder fuses, forming the raised surface of the print.

WATERMARK - A faint design or lettering pressed into the paper while the paper is still wet during manufacturing.

20LB.. BOND OR 50LB.. OFFSET - Similar or equivalent papers. Non-watermarked and a less expensive grade. Used for standard forms or other jobs not demanding the highest quality available.

20LB.. OR 24LB.. OR 25LB.. RAG - A high quality paper usually used for letterheads, writing paper or business correspondence paper. This paper has a 25% fiber content.

