



## TMI PRINT SHOP

### CONTACT:

The **TMI Print Shop** is located on the campus of TMI – The Episcopal School of Texas, 20955 W. Tejas Trail, San Antonio.

You may reach us by phone at (210) 564-6207 or e-mail us at [printshop@tmi-sa.org](mailto:printshop@tmi-sa.org).

Please call us, and we will work with you on pricing and delivery (when available). We also can provide advice on planning your document for the mailing process.

Our scheduled hours of operation are:

**Monday through Friday, 8 a.m.-5 p.m.**

**Site Supervisor, Steven Gombas**

### CAPABILITIES:

The Print Shop specializes in a range of quality services to suit your needs:

**Black & White and Color Copying/Printing – up to 13” x 19”, one or two-sided printing**

**Examples of printing capabilities**

**Notepads**

**Booklets – up to 60 pages**

**School handbooks**

**Employee handbooks**

**Course catalogs**

**Newsletters**

**Athletic brochures**

**Invitations**

**Certificates**

**Business Cards – flat printing**

**Binding**

**Spiral (Coil)**

**Stapling – upper left, upper right, two position center**

**Padding**

**Scoring/Perforating**

**4"x4" to 19"x22"**

**Folding – Up to 12"x18"**

**Accordion (Z) Fold, Letter Fold, Single Fold, Double Parallel Fold**

**Hole Punching**

**One position, two position, or three position**

**Cutting – Up to 18"**

**Tabs – 5 bank**

**Papers**

**Bond up to 32 lb.**

**Text up to 100 lb.**

**Cover up to 110 lb. or 12 pt.**

**Coated (glossy) and uncoated (matte) papers available**