

# **Tiger Copy & Graphics** 901.678.2838 tigercopygraphics@memphis.edu

### **Electronic File Submission**

Email work request or submit orders in person to: tigercopygraphics@memphis.edu.

# **Digital Archive System**

Large computer network safely stores all your documents if requested. Our copy machines allow document scanning capabilities to USB or email.

# Typesetting/Design

Let us create brochures and programs or print your presentations and posters. We also print business cards for the University or personal use.

# **Digital Printing**

We offer both B & W and color printing on high quality digital printers. We also print all business cards, letterhead and envelopes for the University.

#### Color/ B&W Printing

Photos/Transparencies/Posters Handbills/Dissertations/Classwork. If your file is already archived, we are able to turn orders around in a timely manner.

#### **Payment Options**

We take cash, check, or credit/debit cards.

#### **Bindery/Finishing**

Coil binding/ Perfect Binding Lamination/Mounting/Stapling/Booklet Making/Cutting/Folding

# Wide Format Color Printing

Let us create your vinyl banners or print and mount your posters.

#### **Fax Service**

Send faxes locally or long distance as well as receive them.

# **Specialty Items**

Rubber Stamps, personalized pens, stress balls, tablecloths, plaques - any type of promotional item