



DOCUMENT OPTIONS
L I M I T E D

REPROGRAPHICS

PRINT ANY DOCUMENT A5-A0+
ELECTRONIC OR HARDCOPY
COLOUR OR B & W



*Manage your documents
faster, smarter...better.*

Printing & Copying

In full colour or black and white, from business card size to A0 and larger, from a hardcopy original or an electronic file, need it done by 9am tomorrow? Nothing phases our state-of-the-art digital reprographics department.

Document Options Ltd have been providing reprographic services to clients in the South East for over 30 years. Our fully networked digital print department can output high volume, high quality prints on a tight turnaround and to exacting specifications.

We provide a huge range of reprographic and finishing services, please see below for a description of our most popular services. For more detailed information, do not hesitate to contact us.

Short Run Colour Digital Printing



With no set up time and no set up charges, our top of the range colour digital presses are perfect for short run A4/A3 printing.

Simply email us your printer ready files and we can run the prints straight away. Couple this with our prompt local delivery service and full finishing options it's no wonder this is our fastest growing area of business.

Colour Copying from Hardcopy Originals



Any document from an A5 leaflet right up to an A0 Colour Map can be scanned and reproduced using our range of equipment.

So don't worry if you don't have an electronic file, give us a call and we will arrange prompt, secure collection of your documents, copy them and bring them back to you. No more running down the high street!

CAD Plotting and Poster Printing



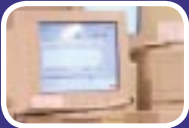
High quality posters and colour CAD plots are produced using the latest HP inkjet plotters. Work for display can be printed onto a range of stocks, laminated and mounted onto foam board for a truly professional finish.

Plan prints and mono CAD plots are output on A0 laser printers with optional online folding to A4 size.

**“Simply email the files to
run yo**

From Start to Finish:

Print on Demand and Worldwide Distribution



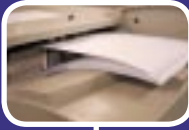
Electronic copies of the files are held on our servers,



Job instructions and quantities are emailed by client,



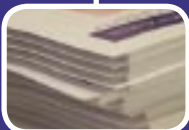
Job instructions are programmed into digital press,



Individual files are printed to specification



Files are sorted into order and collated into sets,



Tabbed dividers are created and documents are bound.



Finished documents are boxed, labelled and sent for air freight.

Finishing Services

Once we have printed or copied your documents there is a whole range of finishing services to choose from. Drawings can be folded and collated, posters can be mounted and laminated, presentation documents can be bound or assembled into folders with dividers. We even offer to hold copies of your artwork for "on demand" production of literature.

Returning Your Work

Our fleet of vans run daily throughout the south east of England and our local clients can take advantage of free collections and deliveries. If you want the prints delivered to a separate location (i.e. a building site) then we are happy to do that as well. We also offer full mailing services for your marketing campaigns.

Common Applications:

Posters • Plans
Leaflets • Drawings
O&M Manuals • Technical Manuals
Brochures • Mailshots
Exhibition Displays

us and we can
your prints straight away"

Contact Us Now:
01293 426677

Your local Account Manager will be happy to discuss any possible requirements with you.



Manage your documents faster, smarter...better.

For samples, site visits, demonstrations, or for
any further information, please contact us.

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