

Welcome

THE COMMUNICATION CENTER is one-stop shopping for all your Web design, graphic arts, and printing needs.

Not only are we specialists in designing letterhead, business cards, brochures, bumper stickers, newspaper ads, or any other printed materials you might require; we can also design and maintain your Web page.

Web Design

WE CAN CREATE A WEB PAGE for your school that will be attractive, informative, and easy to navigate. We can design it to include not only the necessary information (such as SARCS), but also feature any current activities happening at your school. After we have created a Web site for you, we can turn it over to you, or we would be happy to maintain it for you. We can make changes easily by email or phone whenever you request them. We can have a Web site up and running for you usually in only a few weeks.

If you already have a Web site, but can't find the time to keep it up to date, we will be happy to provide that service to you.

You'll find our Web design services very affordable.

Printing

BESIDES DESIGNING AND PRINTING letterhead, business cards, and brochures, we have extensive experience with School Accountability Report Cards, progress reports, yearbooks, special invitations, and fundraising media such as calendars and tickets. No matter what your project, we can help you produce it with a crisp, professional appearance that fits within your budget.

We have presses to serve all your printing needs. We print various sizes ranging from 2" x 3 1/2" business cards to 11" x 17" poster size.

You are offered several choices for finishing your project; such as:

- collating & stapling
- cutting to any size
- folding
- perforating and scoring
- padding
- hole punching
- spiral & tape binding

Not only can our presses handle a variety of paper sizes, but also almost any paper stock, from cover weight to carbonless.

We house several different stocks of paper to give you a choice, and at the same time, comply with a quick turn around time. However, if you do not see the paper that's just right for your project, we will be happy to order it for you at no additional charge.

Graphics

WE CAN OFFER YOU A WIDE VARIETY of choices when planning your project. We have a large library of artwork that can be tailored to suit your needs, along with numerous type faces and type styles to present a product with the desired effect.

We are happy to consult with you at any stage of your project, whether it be from the initial planning, the design and layout of a typed document, or the selection of ink and paper for printing.

We use both Macintosh and PC computers and can handle almost any file sent to us in almost any format.

Visit Our Office

WE HAVE MANY SAMPLES of past projects which you are welcome to browse through. Our office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, and we are open through school vacations and summer. We invite you to stop by and get acquainted with our staff and our operation. Please visit our Web site at:

www.humboldt.k12.ca.us/comm

Creating Your Own Project

ALTHOUGH MANY PROJECTS require word processing and graphics, you may also submit your work ready to “go to press,” simply by having at least a 3/8” margin on all sides and a crisp, clean original.

Placing an Order

A COMMUNICATION CENTER workorder form is available through our office to make it easy for you to submit your project. We invite you to take advantage of our services.

If you have any questions, please feel free to contact any of us. We are always available and happy to assist.

Communication Center Staff

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What the Communication Center Can Offer You . . .

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