



**DOCUMENT  
RESOURCES**

*Your single-source provider of  
customized document solutions*

**Make one call**



**Discover a  
world of  
solutions**



If you're tired of calling one supplier for business cards, another for labels and a third for forms...  
If your storage room overflows with documents and supplies...  
If managing inventories and handling storage and distribution interrupts more important tasks...

## *We are your solution!*

**Document Resources is your one-stop business documents source.**  
We handle all your printing from forms to marketing collateral.

**When you partner with Document Resources, you tap into an integrated suite of products and services which we customize to meet your particular needs.**

- Our large network of manufacturers ensures that we produce your products efficiently with the highest level of quality at competitive prices.
- Our cutting-edge technology streamlines all stages of the document procurement and management process.
- Our experienced sales representatives listen, analyze, then tailor a package of solutions to meet your needs.
- Our full-time customer service personnel are always on hand to provide a quick, professional response to your inquiries.

### **WE OFFER:**

- **All Types of Printing**
- **Customized E-Procurement Systems**
- **Warehousing**
- **Fulfillment/Distribution**
- **Customized Print Management Programs**

## **PRINT PRODUCTION**

**Document Resources supplies virtually every kind of printing, from labels and forms to full-color brochures to stationery items.**

No matter what we print for you, we think about the project the way you do. We care about product quality, your project deadlines and your bottom line. Therefore, we provide you with the appropriate print solution for your project. We partner with many manufacturers allowing us to select the right people with the right equipment to best meet your needs.

Whatever your print needs, our experienced team will see you through the entire production process, from concept to fulfillment. **We take the hassle out of printing.**



## **LABELS**

Document Resources is a full-line label supplier. We produce labels for all applications. Our unlimited options range from simple shipping labels to full-color product labels and from thermal transfer labels to high-technology RFID tags and labels.

## **FORMS**

Document Resources has extensive experience in business form design and production. We understand that good form design simplifies and eliminates duplication of information entry, while providing a visually attractive document. We provide all types of forms including continuous, laser-cut sheet, padded and booked forms. **Make your forms work as hard as you do.**

## **STATIONERY/ENVELOPES**

Your stationery and envelopes should make a positive impact. First impressions last. They introduce you to clients and represent you when you can't be there. We'll help you design and print stationery and envelopes that give your business a positive and lasting image.

## ELECTRONIC ORDER MANAGEMENT SYSTEM

You will experience the ultimate in cost savings and efficiency when you order your printed products through our online ordering system. Our system features:

**Simplicity**—Our system requires no special hardware or software. Your Internet browser is all you need.

**Total Security**—By requiring logins and passwords, we prevent unauthorized system use. In addition, we encrypt all credit or purchasing card transactions so the ordering process is totally secure.

**Fast Order Processing**—Ordering has never been faster or more efficient! From your desktop, you select stock items, computer supplies or customizable printed products from a catalog just for you. To customize the product you choose—a business card, for instance—you enter variable information such as name, title and phone number into the system. The system then generates an image for immediate proofing. After you order a variable text item, we permanently store the information for subsequent reorders.

**Order Tracking**—Log in to our system to check the status of your order at any time—before it ships and after it's on its way. After you receive your e-mail shipping notice, our system will automatically link you to UPS or Federal Express tracking systems.

**Order History and Reporting**—We store all order records in our database for historical review and reporting. Our powerful report generator allows you to “slice and dice” the data any way you wish. Furthermore, our export tool allows you to upload order history into Microsoft Excel or other spreadsheet tools for further processing.

**Total Control**—You, and only you, authorize system users. We configure your system to limit access to only those users you allow, and further, we help you establish manager approval rules for products you select. In other words, we've decentralized the order entry process, yet give you complete purchasing control.

**Enforcement of Graphic and Brand Standards**—Ordering through our online system eliminates inconsistent ink colors, paper stocks, type fonts and graphic placement that detract from your image or brand integrity. Our system ensures that every item meets your specifications and standards every time you order.

*Empower your purchasing workflow with Document Resources' online ordering!*

## PRINT MANAGEMENT

Document Resources' team will help you identify what documents you use, how much you use, and when and where you use them. We keep stocking order history, track warehouse releases and monitor item usage for 36 months. Indeed, our system gives you all the information you need to make intelligent ordering decisions based on information, rather than guesses.

With our print management services, you can take advantage of cost efficient combination ordering of similar items. More importantly, you can be sure you will never run out of documents critical to your business.

## FULFILLMENT AND DISTRIBUTION

Document Resources provides you with a single source for your fulfillment and distribution needs. You can depend on us to process orders promptly and supply cost-effective shipping and mailing options for your printed materials.

**We offer:**

- Product assembly
  - Literature collation
  - Kitting
  - Pick-and-pack services
- Other services include:**
- Mail list procurement
  - Document creation and data preparation
  - Laser printing and statement processing
  - Full-service mail processing
  - Remittance processing
  - Electronic bill presentment and payment

## WAREHOUSING

Are you tying up expensive office space by storing waiting-to-be-used forms and other business documents?

Free up that space! We have ample capacity to store and monitor your documents from a single carton to several pallets. We also insure your inventory against loss, damage or spoilage, and provide a locked security zone for your sensitive or negotiable documents. We can release your inventory “on demand” or on a predetermined basis.

Get out of the “storage business” by taking advantage of our warehousing capabilities. You'll be glad you did.

## **MISSION STATEMENT**

Document Resources' mission is to assist our clients with the efficient flow of information related to business and organization processes.

## **HISTORY**

Document Resources was founded in 1979 as a business forms provider. From the beginning, we emphasized client service and expertise in business processes and we grew steadily with this approach. To better serve our clients, we added corollary products and services such as commercial printing, stationery and envelopes, labels, warehousing, fulfillment and distribution, and print management. Most recently, we added e-procurement. Today we are known not only for service but for innovation as we leverage our experience and resources to create the most efficient, value-driven solutions for our clients.

Member of Document Management Industries Association (DMIA).



*Your single-source provider of  
customized document solutions*

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