

# Business Service Center

Let our Business Service Center assist you with your business needs away from the office. We can support all of your requirements from basic photocopying, printing and faxing, to creating any custom design materials with our sophisticated Graphic Design Studio. Items such as logos, name badges, agendas, signage, posters, banners, booklets, binders, invitations, menus and much more, can be created by our experienced staff.

## Complete Office Support

- Incoming/Outgoing Faxes
- Black & White and Color Photocopying
- Black & White and Color Printing
- Data Entry
- Transparencies/Labels/Laminating
- Presentation Booklets
- Binders

## 24 Hour Fax Service

Faxes can be sent and received by our staff during business hours and are transferred to our Front Desk after hours.

## Copier/Printing Services

- High Volume/High Speed Photocopier/ Printer
- Color Photocopier /Printer
- Laser Printer

## Self Service Computer Access

You may utilize our Desktop Computers located in our Business Service Center lobby to create, update and print any documents. Check your email, or 'surf the net' with our high speed Internet access. Computers are loaded with the latest in software and have a dedicated printer for hard copies and transparencies.

## Office Rental Equipment

- High Volume/Speed Photocopiers
- Fax Machines

## Shipping Services

Shipping request can be completed in our Business Service Center and our Shipping Department will handle your instructions from there.

## Graphic Design Studio

Let our Graphic Design team enhance or recreate your logo to fit the theme of your conference. We can design and create any material for your presentations or for your attendees to ensure that your message is received. Some examples of Custom Design materials are listed below:

### Name Badges

Let your attendees be recognized with our Generic or Custom Design Name Badges.

### Signage

Any format of signage can be created: Generic, or Custom Color Design Welcome, Directional and Room Signage, Table Stanchions, Tent Cards and Place Cards.

### Posters/Banners

We can create full color posters and banners for your theme to help you deliver your message and be seen.

### Invitations/Menus

Generic or Custom Color invitations for Welcome Receptions, Private Meetings, Awards Dinners, along with a custom menu.

### Notebooks/Binders

Let us create your meeting materials and deliver them to you with custom presentation design.

*For further information, or to request a quote please contact:*

*Aaron Goldstein*

*Business Center Supervisor*

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