



Design

Banners	Envelopes, Invitation	Invitations	Postcards
Booklets	Envelopes, Reply	Labels	Posters
Bookmarks	Envelopes, Window	Letterhead	Presentations
Brochures	Envelopes, Other	Logos	Rack cards
Business Cards	Folders	Mailers	Schedules
Buttons/Badges	Forms	Manuals	Signs
Calendars	Flyers	Newsletters	Templates
Certificates	Giveaways	Notecards	Tickets
Displays	Graphics/Illustrations	Notepads	View pieces
eCards	Greeting Cards	Pocket Guides	
Envelopes, Business	Handbooks	Pins	

Advertising

Billboard	Live Broadcast	Program	Transit
Cable Television	Magazine	Radio	Website
Direct Mail	Movie Theater	Student Newspaper	
Event	Network Television	Student Radio	
Kiosk	Newspaper	Tradeshow	

Web/Programming

Accessibility	Image galleries	Web interfaces	Web programming
Announcements	News items	Web forms	Web updates (complex)
Channel ads	Mailing lists	Web microsities	
CMS assistance	MS Access problem-solving	Web organization	
Database integration	Usability	Web pages	
Event listings	Reports	Web planning/strategy	

Media

Audiotaping	Original video	Photography, Program	Videotaping
AV support	Photography, Event	Photo correction	Video monitoring
Formatting for Web	Photography, Portrait	Reproduction-video, CD, DVD	

Publicity

Calendar Item	Media Advisory	PSAs	Video news release
Event Listings	News Release	Social Network, Other	
Facebook	Press Conferences	Story Placement	

Other

Color printing (limited)	Lettering	Problem-solving	Scripting
Communication audits	Nameplates	Proofreading	Speechwriting
Editing	Presentations	Project Planning	Writing
Large format printing	Presentations	Scanning	