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Baton Rouge

Lake Charles

New Orleans

Lafayette

LETTERMAN'S

Company Profile



Quality, Service, Price...Since 1949

60 Years of Excellence

Making Our Customers More Productive Is What We Do.



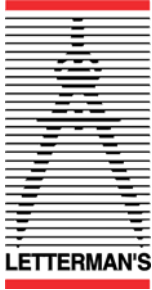
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Letterman's is Louisiana's largest full-service reprographics company, offering custom tailored document management solutions to the architectural, engineering, industrial, and construction communities.

Through strategic partnerships with industry-leading vendors, Letterman's maintains a competitive advantage over our competition by providing our customers with money-savings solutions to their document needs that are deployed quickly and efficiently.

In April of 2001, our customer service and commitment to technology was recognized at the International Reprographics Association annual meeting by Modern Reprographics, our industry's dominant publication, in North American "Shop of the Year" awards.

Our staff of professionals are keenly sensitive to the needs of all our customers, from the independent architect to multinational engineering firms. Every day, we apply ourselves to the task of making our customers more productive.

Letterman's is now celebrating over fifty years of making our customers more productive, and has grown throughout South Central Louisiana, with offices in Baton Rouge, Lake Charles, Lafayette, and New Orleans. We feel our growth can and does have a positive impact on the lives of our employees, their families, and the Louisiana economy in general while providing the most progressive, state-of-the-art technology and quality customer service to our clients.

If you would like additional information about our company, please contact us by phone at 800.766.9620 or visit our website www.lettermans.com and click "contact us".

Our Mission:

To fulfill our customer's requirements for document solutions through our commitment to quality standards, technology, and a knowledgeable well trained staff.

Our Vision:

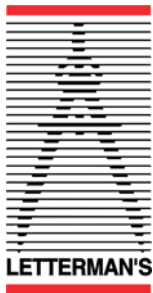
Letterman's will be the preeminent provider of products and services in our industry.

We Value:

Pride, Can do Attitude, Customer Focus, Respect, Having Fun, Integrity, Empowerment, and Accountability

COMPANY PROFILE

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Small-Format Digital Imaging and Reproduction

Our Small Document department creates copies and prints your black and white documents up to 11"x17". Our machines can print from your hardcopy original or from file. As an all-digital shop, our machines scan your hardcopy before printing. Prints are then produced from this scanned image, so each page is a first-generation print with excellent quality. This also reduces wear and tear on your originals. Our machines, printing at total speeds up to 210 copies per minute, can also sort, collate, staple, tape bind, and insert special stock. We can also print tabs in a variety of cuts, sizes, and colors.

With a variety of machines and expanding capabilities, we are dedicated to getting your job completed on time and according to your exact specifications. A wide variety of printing media is available. Just call or email us with your needs, and we'll do the rest.

Digital Color Copies

Our Color Copy department specializes in high-quality color copies of many different kinds of originals with quick turnarounds. At Letterman's we use the latest Digital Laser Color Copier/ Printers and RIP servers to ensure the highest quality output, time after time.

We can produce single or double-sided copies on many different types of materials. Our color technicians are well-versed in color theories and our color printers are calibrated daily. Whether your documents contain spot color or full-bleed, Letterman's has the knowledge and experience to get the job done right.

Types of originals include paper hardcopies, photographs, digital files, artwork and 35mm slides. Types of media include matte and glossy bond, matte and glossy card stocks, label paper, transparency paper and other specialty media.

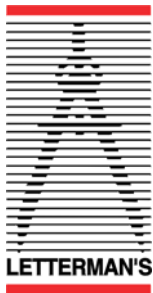
Large-Format Color Imaging

Our Large Color department prints images larger than 11"x17" up to 60" in width by most any length. Larger sizes can be achieved by tiling and splicing. Letterman's uses high-tech large-format printers from Hewlett-Packard to produce photo-quality images from virtually any CAD or graphics software.

Color prints are excellent for presentation graphics, signage, posters, billboards, maps, charts, trade show booth displays, exploded view illustrations, architectural and engineering marketing packages, etc. Our plotters accommodate most popular desktop publishing, graphics, and CAD packages. We support both PC and Macintosh platforms and we can output onto standard bond, presentation bond, banner material, canvas, backlit film, vellum, transparency, glossy, metallic and stickyback media. Letterman's also provides finishing services that compliment your prints including double-sided or single-sided laminating, mounting on foam board, gatorboard and easels.

REPROGRAPHIC SERVICES

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Large Document Reproduction

Letterman's *three* Océ 9800 systems provide Louisiana's most powerful solution for the entire reprographic process, from multi-format input to finished sets. It's today's most productive solution for generating and distributing engineering documentation—Simply put, no one has a better ability to provide high-quality, high-volume large document reproduction than Letterman's. Whether your input is hard copy (up to 36" wide and more than 20 feet long) or digital CAD/EDM data, our Océ 9800's will handle it efficiently and easily.

High throughput handles peak workloads

Océ 9800 produces eight E-size documents per minute-- the first one just 20 seconds after scanning. This throughput speed has unmatched vector and raster processing speed in the controller, which enables complete print engine performance.

High-quality output

Océ Copy Press technology provides uniform solids, ultra-high sharpness and superb halftones. Every print is a 400 dpi laser-printed original.

Scan once, print many

We can print all the copies you need by scanning your originals once and storing them in memory. The Océ 9800's digital set processing makes even the most complex copying tasks simple. Just define the document sets (quantity, zoom, media etc.) at the scanner counsel, and scan them once. Plus, our digital Océ Image Logic technology automatically optimizes copy quality, ensuring that every copy is right the first time.

Scanning and Digital Archiving

If you have...

- Large format engineering and architectural drawings
- Large format COLOR maps, artwork or renderings
- Aperture Cards and various microfilm media types
- Office documents and technical documents
- Documents that need to go the WEB!

... we can scan them quickly and inexpensively!



We can scan large volumes of documents on a schedule tailored to meet your needs as well as any other special needs. Special services include clean up of background noise on older drawings, rotation of the image for best viewing, background suppression & deskewing of documents. We can create multi-page tiff files and PDF files for the Internet.

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Finishing Services

When the reproduction phase of your project is complete, Letterman's can tie it all together. Whether you need Bindery Services or Mounting and Laminating, our professionals can expertly finish your product to promote visual appeal and easy usage.

- Binding Services

Whether you're producing a proposal, presentation materials, training manuals or reports, binding adds a professional polish that stapled corners and binder clips just can't match. Letterman's can bind your document with a variety of colorful options. Remember to add an extra 1/2" margin on your document to make room for the binding.

Coil Binding

A continuous, spring-shaped piece of plastic, this durable crush resistant bind allows a bound book to lay flat ... even back on itself for easy reading.

Comb Binding

This curled, comb-style bind allows for easy addition and removal of pages. It also lies flat when opened and can accommodate up to 450 pages. This style is ideal for software manuals, training manuals, and cookbooks.

Tape Binding

A piece of sturdy cloth tape is fused to the document along the left margin, forming a spine. Known for its strength and permanence, this preferred bind of academia produces bound results similar to a paperback book. Holds up to 300 sheets.

- Mounting and Laminating Services

Protect and strengthen your documents, prints, or artwork by mounting them to a substrate and/or laminating them. Letterman's mounts and laminates with a wide variety of products and can finish your presentation materials with grommets, velcro, or easel backs.

We also offer overlaminates that provide extended UV resistance to your prints.

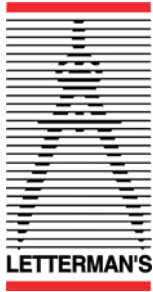
For two-sided viewing, Letterman's can encapsulate your prints with a variety of laminates of varying rigidity.

We can accept originals up to 55" in width by any practical length.

Our most common mounting substrates are foamboard and gatorboard, though nearly anything can be ordered to your exact specifications.

REPROGRAPHIC SERVICES

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Equipment Repair & Technical Services

Letterman's has a complete service and technical support department with thousands of parts in stock for everything from blue-line machine repairs to complete overhaul kits for plotters and engineering copiers. We also offer phone-and on-site tech support for CAD networks.

Can't get your digital equipment to perform correctly on your network? Our professionals can help you get the most out of your equipment!

- **Canon Certified Parts & Service**
- **HP DesignJet Certified Parts & Service**
- **Powis Parker Certified Parts & Service**
- **Océ Wide Format Printing Solutions Certified Parts and Service**
- **Xerox Engineering Systems Certified Parts & Service**



Letterman's can also help you with networking and IT support issues. Our specialized IT division, IT Solutions of Louisiana, can provide technology solutions to keep your business running smoothly. We have worked with countless design and construction professionals on similar projects which has given us the experience necessary to address all your IT needs.

it | solutions
of LOUISIANA

Canon



xerox



Equipment Repair & Technical Services

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Supplies

Premium Products...Same-Day Processing...At Competitive Prices.

Specializing in

CAD InkJet Media
Display Graphics Inkjet Media
Xerographic Media
Laminating Films
Diazo Media
Reprographic Consumables: Toners, Developers, Inks



Letterman's carries over 10,000 products in our statewide inventory. If you need supplies for an inkjet plotter, engineering copier, blueline, or PD machine, or a wide-format laminator, chances are we have it in stock and ready for delivery.

In addition to premium brands such as Xerox and Océ, we also carry our own private-label media for plotters and copiers.

We also carry a full line of furniture and filing systems from manufacturers such as Plan-Hold, Safco, Mayline, and Ulrich.

Canon

DIETZGEN
A Division of Nashua Corporation

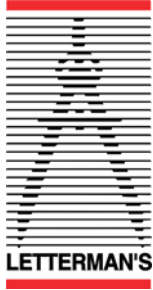


POWIS
PARKER

xerox 

SUPPLIES

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Customer Testimonials

“Ford, Bacon & Davis LLC has been doing business with Letterman’s for about 5 years. We have found them to be helpful, knowledgeable, professional, and cost-effective company to use. Their service department has proven to be invaluable in keeping our equipment running and operating at peak efficiency. They have been proactive in servicing our account from both the sales and service side of business. It has been a pleasure to work with a company such as this and I look forward to our continued relationship.”

Darryl Rains

Director, Information Technology
Ford, Bacon & Davis LLC

“Letterman’s is a cutting-edge company that has fulfilled our every need from printing to scanning to formatting color presentations. This company has accommodated our needs at a moment’s notice and has been instrumental in the development of new technologies and procedures that makes my job easier. Letterman’s has sacrificed weekends and holidays to allow us to work on the document as long a possible. The staff is always friendly and highly professional. I think most of the architectural community here in Baton Rouge would feel the same.”

Whitney LeJeune, AIA

Project Manager
Post Architects

“[Letterman’s] quality control is exceptional. Tight deadlines are always met. [They have] a state-of-the-art operation that they encourage us to use as if it were our own. Always educating, always professional, we use them for all our presentation & printing needs. It seems like they are an extension of our office.”

Dale Songy

Robert Coleman & partners

Customer Testimonials

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Contact Us

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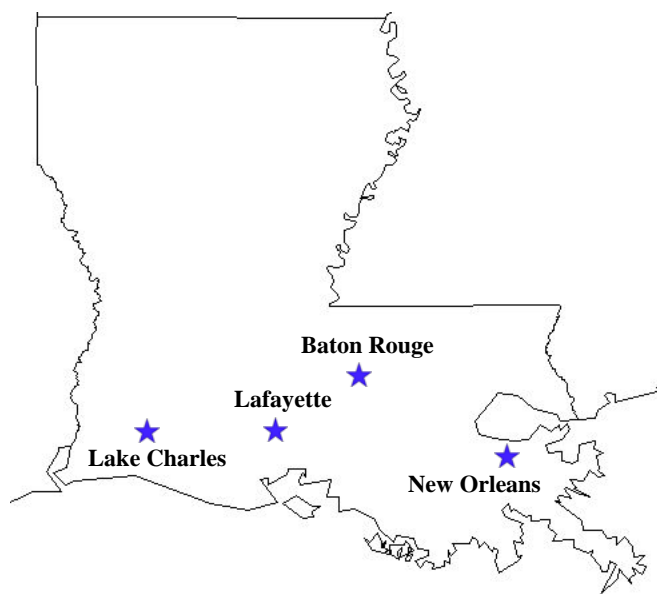
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Contact Us

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