

Westchester Arc Business Services

- Mailing and Labeling Services
- Packaging and Assembly
- Document Imaging
Microfilming
Record Box Storage
Retrieval and Destruction



Hire us and start saving time and money on:

Group Health/Life Insurance

Workman's Compensation

Social Security

Paid Vacations, Holidays and Sick Time

Payroll Administration Costs

Overtime Expenses

Inspection and Quality Control

Production and Storage Space

Pick-Up and Drop-Off Services



learn about us @ www.westchesterarc.org

Our Business Services can meet your needs for:

- Record Retention and Management
- Digital Image Storage
- Microfilming
- Document Storage, Retrieval and Destruction
- Mailing Services and Fulfillment
- Promotional Kits Assembly and Distribution
- Direct Mail Preparation and Distribution
- Assembly and Retail Packaging
- Re-packaging for Domestic Distribution

Let our skilled workers give you a hand if you . . .

- Don't have the space or equipment to prepare your product for sale or your promotional items for distribution
- Currently pay high wages and benefits to employees to do simple, repetitive work.
- Use the U.S. Postal System to market your services, invoice your customers or prepare literature for distribution
- Need to organize your records for efficient retrieval and use of space
- Need direction or advice to streamline a wide variety of production needs

Mailing Services include:

Cheshire labeling, pressure sensitive labeling, collating, folding, inserting, stapling, bulk and first class mail

Record Management include:

Document imaging, storage and destruction, rotary, planetary and continuous form cameras, jacket loaders, roll film duplicating, microfilming

Assembly and Packaging include:

Hand assembly, heat or staple sealing, counting, weighing, boxing, bagging, salvaging, shrink wrapping, re-packaging, shipping and distribution

Pick Up and Delivery include:

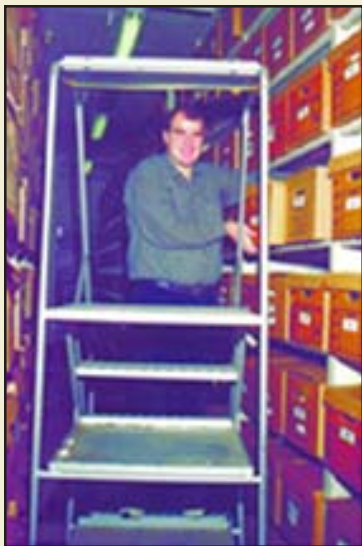
Delivery services available at our sites with loading dock and hydraulic jack capabilities. Trucking services available for all business needs up to 6 skids per trip.*

* Additional fees may apply

Westchester Arc

Business Services

have provided work services to companies for over 50 years. We are conveniently located throughout Westchester County and serve businesses throughout the tri-state area.



Hiring us
makes
good
business
sense

Contact business services at:

39 Westmoreland Avenue

White Plains, NY 10606

Tele. (914) 681-0656 (ext. 222 or 224)



Westchester Arc Business Services

39 Westmoreland Avenue

White Plains, NY 10606

914-681-0656 (ext. 222 or 224)

Fax 914-428-6647

www.westchesterarc.org

