



*Now available!*

# PRINTING BY MAIL

Submit a print job and we'll print it and mail it to you!



## PRINTING DETAILS.

We will print your documents in black and white or color on white letter-sized paper and mail it to you at the address you provide. There is no charge for this service at this time.



## SUBMIT YOUR PRINT JOB

Submit your print job to us via email.

- ▶ Email your files to: [refmcarthur@gmail.com](mailto:refmcarthur@gmail.com)
- ▶ To attach a file, open your email program, compose a message to [refmcarthur@gmail.com](mailto:refmcarthur@gmail.com) with TO PRINT in the subject line, then use the paper clip icon on the toolbar to attach your document/s and send.



## RECEIVE IN THE MAIL

Also include your full name and the mailing address where you'd like to receive your prints in the email and we'll mail them right out to you.

If you need help or have questions, please call (207) 571-7207.



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