

Print Shop Access

As a Sport New Brunswick member, you have access to the Sport NB Print Shop, conveniently located at our office: **900 Hanwell Road, Suite 31, Fredericton E3B 6A2.**

Our Print Shop offers a variety of equipment and services to support your organization's printing needs.

Printing & Finishing Equipment

- **Multi-function Printer** – Print, scan, and copy documents, as well as create saddle-stitched booklets.
- **Binding Machine** – Produce professional-looking manuals, workbooks, and reports using either coil or comb binding.
- **Folding Machine** – Quickly and efficiently fold large volumes of letters, brochures, and other printed materials.
- **Paper Cutter** – Trim documents, posters, and printed materials to the desired size with clean, precise cuts. Ideal for preparing professional-looking handouts, signage, and promotional materials.
- **Paper Shredder** – Securely dispose of unwanted or sensitive documents. Please use the shredder for paper only and ensure materials are free of items such as binder clips or other objects that could damage the machine.

Digital & Mailing Services

- **PitneyWorks Mailer** – Send letters and envelopes.
- **PitneyShip** – Prepare and send packages.

Before You Use the Print Shop

- **Print Shop Work Order:** Please complete the Print Shop Work Order, located on the desk in the Print Shop, **before using any equipment.**
- **First-Time Users:** If you are using Adobe Acrobat, PitneyWorks Mailer, or PitneyShip for the first time, please contact **Jessica Calabrese** at **jessica.calabrese@sportnb.com** to arrange any required setup or training.
- **Large or Special Projects:** If you are planning a large print job or a special project, please contact us in advance to ensure adequate supplies are available.