

*Serving Connecticut Towns & Communities*

# ADKINS PRINTING

2026  
CATALOG

**PROUDLY PRINTED IN CONNECTICUT SINCE 1880**

1-800-228-9745

ADKINSINC.NET

# **Contact Us**

**Telephone Directory**  
1-800-228-9745

**Sales Representative**  
Irene Sulewski  
1-800-807-3981  
Irene@adkinsinc.net

**Production Manager**  
Brian Sylvain  
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Brian@adkinsinc.net

**Elections Email**  
Adkinsinc@aol.com

**Custom Printing &  
General Manager**  
Jacob Pechout  
1-800-228-9745 Ext 3  
Jacob@adkinsinc.net

**Mailing Address**  
P.O. Box 2440  
New Britain, CT 06050



Since 1880 "A Municipal Services Company for Over 146 Years"

Since 1880 Adkins Printing has delivered dependable excellence and personal service throughout New England. We are proud of our 145 year history and excited to forge our future together.



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Custom Options



Best Seller



New Product

\*All prices subject to vary\*



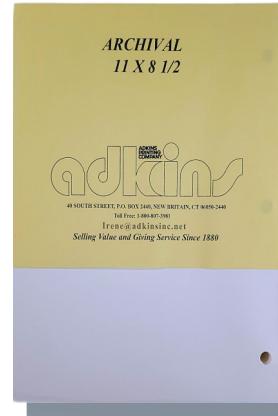
# Products

## **11 x 8.5 Land Record Paper**

### **3 or 4 Holes (100% Cotton)**

Archival paper is designed for longevity. Moisture and mold resistant, ink stability, and color preservation ensure your documents will be safely preserved for decades or even centuries.

**\$75.00 / Per Ream (500 Sheets)**



## **14 x 8.5 Land Record Paper**

### **(100% Cotton)**

Archival paper is designed for longevity. Moisture and mold resistant, ink stability, and color preservation ensure your documents will be safely preserved for decades or even centuries.

**\$85.00 / Per Ream (500 Sheets)**



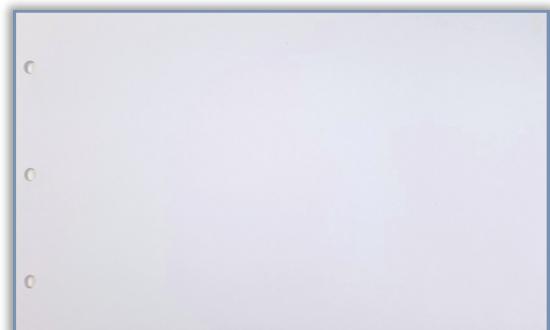
## **8.5 x 14 Archival Index to Land Records**

### **Paper - 2 or 3 Holes on 8.5" Side**

### **(100% Cotton)**

Archival paper is designed for longevity. Moisture and mold resistant, ink stability, and color preservation ensure your documents will be safely preserved for decades or even centuries.

**\$85.00 / Per Ream (500 Sheets)**



## 11 x 8.5 Minute Book Paper

### 3 Hole (100% Cotton)

Archival paper is designed for longevity. Moisture and mold resistant, ink stability, and color preservation ensure your documents will be safely preserved for decades or even centuries.

**\$75.00 / Per Ream (500 Sheets)**

**APF-0011MB**



## 11 x 8.5 Minute Book Paper 150 Sheets

### 3 Hole (100% Cotton)

Archival paper is designed for longevity. Moisture and mold resistant, ink stability, and color preservation ensure your documents will be safely preserved for decades or even centuries.

**\$35.00 / Per Pack (150 Sheets)**

**APF-11MRH150**



## 11 x 8.5 Minute Book Paper 150 Sheets

### Numbered 1-300 (100% Cotton)

Archival paper is designed for longevity. Moisture and mold resistant, ink stability, and color preservation ensure your documents will be safely preserved for decades or even centuries.

**\$55.00 / Per Pack (150 Sheets)**

**APF-11MRH1501-300**



## 11 x 8.5 Minute Book Paper 250 Sheets

### (100% Cotton)

Archival paper is designed for longevity. Moisture and mold resistant, ink stability, and color preservation ensure your documents will be safely preserved for decades or even centuries.

**\$45.00 / Per Pack (250 Sheets)**

**APF-11MRH250**



## **11 x 8.5 Minute Book Paper 250 Sheets Numbered 1-500 (100% Cotton)**

Archival paper is designed for longevity. Moisture and mold resistant, ink stability, and color preservation ensure your documents will be safely preserved for decades or even centuries.

**\$65.00 / Per Pack (250 Sheets)**

**APF-11MRH2501-500**



## **14 x 8.5 Minute Book Paper 150 Sheets Numbered 1-300 (100% Cotton)**

Archival paper is designed for longevity. Moisture and mold resistant, ink stability, and color preservation ensure your documents will be safely preserved for decades or even centuries.

**\$60.00 / Per Pack (150 Sheets)**

**APF-14MRH1501-300**

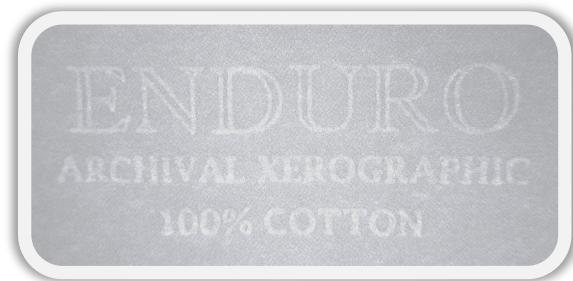


## **14 x 8.5 Minute Book Paper 150 Sheets (100% Cotton)**

Archival paper is designed for longevity. Moisture and mold resistant, ink stability, and color preservation ensure your documents will be safely preserved for decades or even centuries.

**\$40.00 / Per Pack (150 Sheets)**

**APF-14MRH150**



All archival paper watermarked 100% Cotton

## **14 x 8.5 Minute Book Paper 250 Sheets (100% Cotton)**

Archival paper is designed for longevity. Moisture and mold resistant, ink stability, and color preservation ensure your documents will be safely preserved for decades or even centuries.

**\$50.00 / Per Pack (250 Sheets)**

**APF-14MRH250**



## **14 x 8.5 Minute Book Paper 250 Sheets Numbered 1-500 (100% Cotton)**

Archival paper is designed for longevity. Moisture and mold resistant, ink stability, and color preservation ensure your documents will be safely preserved for decades or even centuries.

**\$70.00 / Per Pack (250 Sheets)**  
**APF-14MRH2501-500**



## **11 x 8.5 or 14 x 8.5 Minute Book Paper (Rounded Corners on Binding Side) (100% Cotton)**

Archival paper is designed for longevity. Moisture and mold resistant, ink stability, and color preservation ensure your documents will be safely preserved for decades or even centuries.

**11 x 8.5 - \$75.00 / Per Ream**  
**APF-0011MB**  
**14 x 8.5 - \$85.00 / Per Ream**



## **11 x 8.5 Copy Paper for Vitals**

60 lb. bond paper to copy vital certificates.



**\$20.00 / Per Ream**  
**ADK-VCP**

## **8.5 x 9 Vital Paper (100% Cotton)**

Available punched with 3 holes or not punched.  
100% cotton archival paper.



**\$75.00 / Per Ream**

## 8.5 x 11 Vital Paper Punched and Perforated (100% Cotton)

Archival paper is designed for longevity. Moisture and mold resistant, ink stability, and color preservation ensure your documents will be safely preserved for decades or even centuries.

**\$95.00 / Per Ream**

**APF-0011VS**

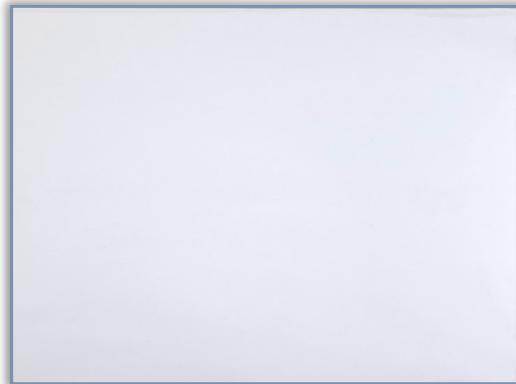


## 8.5 x 11 Vital Paper No Punch No Perforation (100% Cotton)

Archival paper is designed for longevity. Moisture and mold resistant, ink stability, and color preservation ensure your documents will be safely preserved for decades or even centuries.

**\$75.00 / Per Ream**

**APF-0011NPP**



## 11 x 8.5 Ruled A-Z Index

Lined index paper with tabs attached A-Z.

**\$85.00 / Per Set**

**ADK-11A-ZLined**



## 11 x 8.5 A-Z Index

Index paper with no lines. Tabs attached A-Z.

**\$75.00 / Per Set**

**ADK-11A-Z**

## 14 x 8.5 Ruled A-Z Index

Lined index paper with tabs attached A-Z.

**\$85.00 / Per Set**

**ADK-14A-ZLined**

## 14 x 8.5 A-Z Index

Index paper with no lines. Tabs attached A-Z.

**\$75.00 / Per Set**

**ADK-14A-Z**

## 8.5 x 9 Vital Index

**\$75.00 / Per Set**

**ADK-VitalA-Z**

## Index Cards 3 x 5 Single Hole (VT)

Email us a copy of information needed on cards.



PLAINTIFF	LIENS & ATTACHMENTS		MORTGAGE DEED	
DEFENDANT	GRANTEE		BOOK PAGE DATE OF RECORD	
TYPE OF INSTRUMENT	GRANTOR		BOOK PAGE DATE OF DEED	
BOOK PAGE DATE OF REC	ASSIGNED TO		BOOK PAGE	
LOCATION OF PREMISES	DISCHARGED			
ADKINS PRINTING NEW BRITAIN, CT				

**\$10.00 / Per 100**

**ADK-VTCARD**

## Dog Postcard Notices (Blank)

Perforated into four sections for Dog License Notice cards.  
Available in: Cream, Yellow, Blue, White, Cherry, Green, Buff.



**\$55.00 / Pack of 1,000**

**DOG-Postcard**

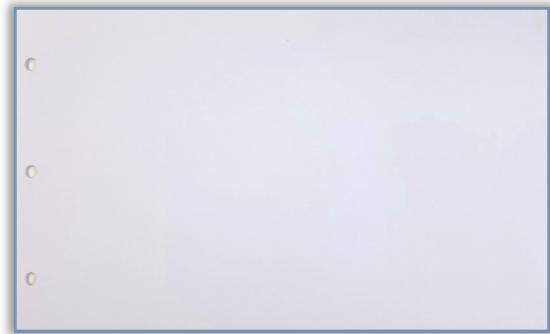
## 8.5 x 14 Index & Day Book Paper 2 or 3 Holes on 8.5" Side

20lb Bond Copy Paper.

**\$17.50 / Ream (10 or More)**

**\$20.00 / Ream (Less Than 10)**

**ADK-Index**



## 90lb Index Paper

Lightweight cardstock great for prints that may be handled often. Use for notices, Voter Registration cards, public handouts, index cards.

Can be cut to any specific size needed— Call or Email for a quote

**8.5" x 11"**

**\$17.50 / Ream (10 or More)**

**\$20.00 / Ream (Less Than 10)**

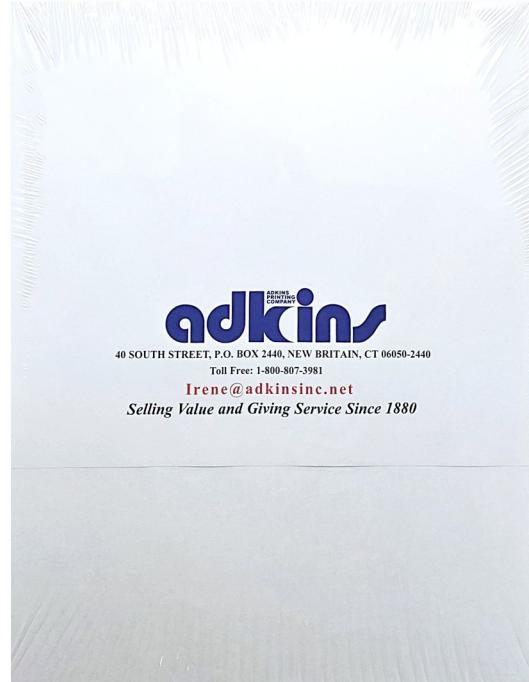
**ADK-Index90-11**

**8.5" x 14"**

**\$20.00 / Ream (10 or More)**

**\$23.00 / Ream (Less Than 10)**

**ADK-Index90-14**



**adkins**

40 SOUTH STREET, P.O. BOX 2440, NEW BRITAIN, CT 06050-2440

Toll Free: 1-800-807-3981

[Irene@adkinsinc.net](mailto:Irene@adkinsinc.net)

*Selling Value and Giving Service Since 1880*



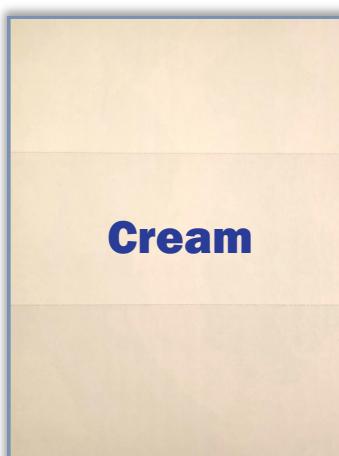
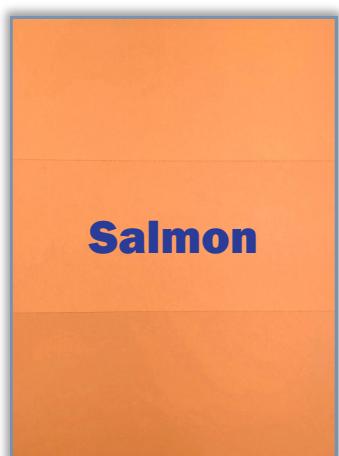
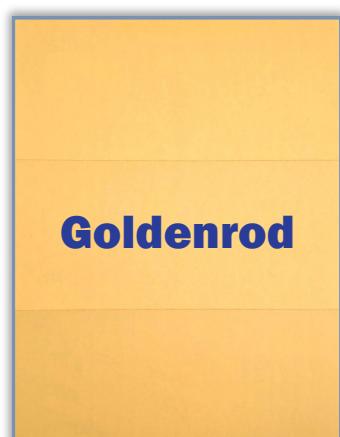
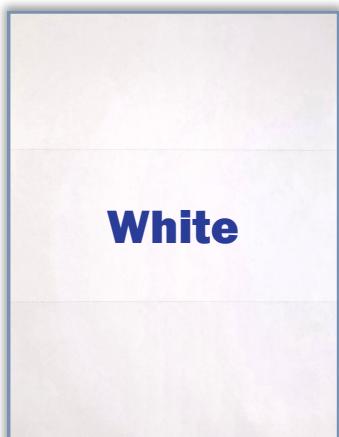
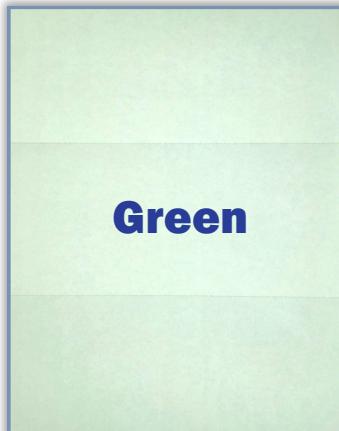
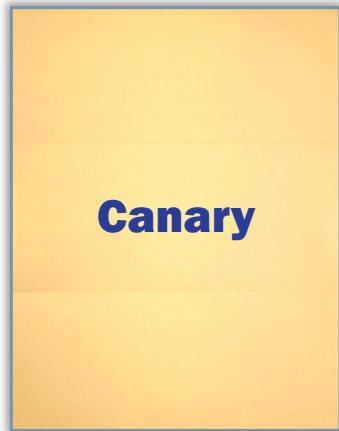
## Tri-Panel Perforated Paper (500 Sheets)

**\$33.00 / Ream (500 Sheets)**

ADK-Perf paper

11"x 8.5" 20lb Paper perforated creating 3 panels.

Available in the following colors:



## Custom Town Document Folder

Custom document folders with your town seal and address in the color of your choosing.

**\$0.85 / Each**

**Minimum Order- 1,000 Folders**

**ADK-CustomFolder**



## NEW 9" x 12" Document Folders

**\$0.75 / Each**

**\$0.70 / Each for 100**

**\$0.65 / Each for 500 or More**



## Birth Certificate Folder (Small or Large)

**\$0.75 / Each**  
**\$0.70 / Each for 100**  
**\$0.65 / Each for 500 or More**  
**APF-502**



## Marriage License and Certificate Folder (Small or Large)

**\$0.75 / Each**  
**\$0.70 / Each for 100**  
**\$0.65 / Each for 500 or More**  
**APF-501**



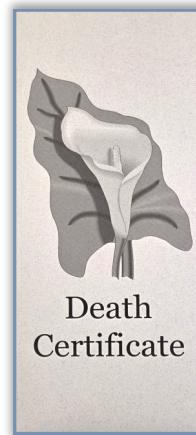
## Vital Certificate Folder (Small or Large)

**\$0.75 / Each**  
**\$0.70 / Each for 100**  
**\$0.65 / Each for 500 or More**  
**APF-504**



## Death Certificate Folder

**\$0.75 / Each**  
**\$0.70 / Each for 100**  
**\$0.65 / Each for 500 or More**  
**APF-503**



## Military Discharge Folder

**\$0.75 / Each**

**\$0.70 / Each for 100**

**\$0.65 / Each for 500 or More**

**APF-506**



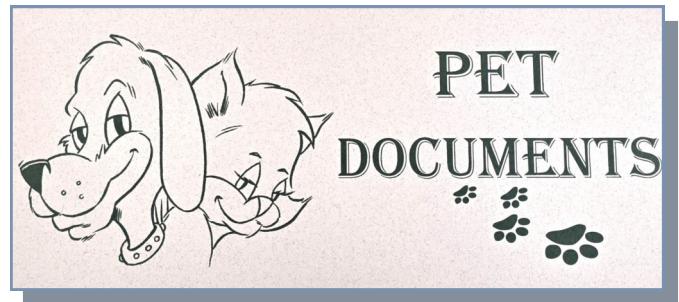
## Pet Documents Folder

**\$0.75 / Each**

**\$0.70 / Each for 100**

**\$0.65 / Each for 500 or More**

**APF-507**



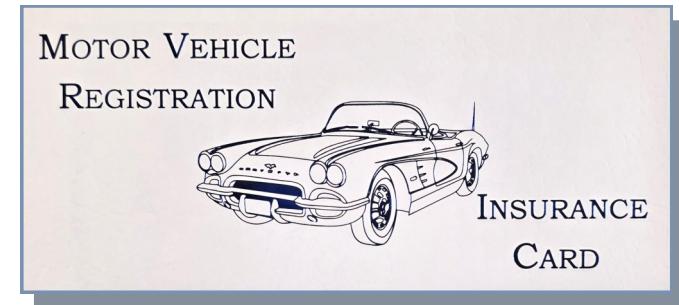
## Motor Vehicle Registration and Insurance Card Folder

**\$0.75 / Each**

**\$0.70 / Each for 100**

**\$0.65 / Each for 500 or More**

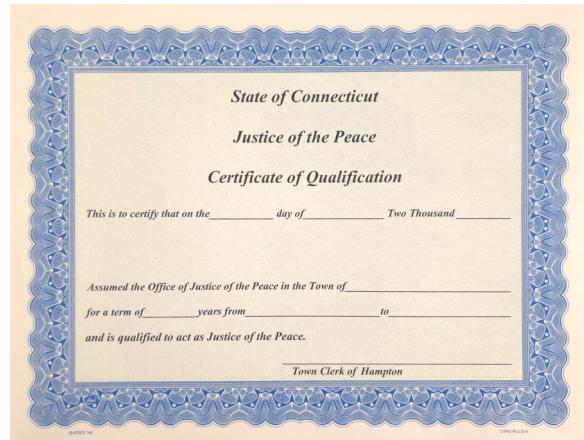
**APF-508**



## Justice of the Peace Certificate of Qualification 8.5 x 11



Imprinted with your town name.



**\$0.75 / Each**

**APF-123A**

# **Justice of the Peace Official Blue Signature Card 3 x 5**

**\$15.00 / Pack of 100**  
**APF-123B**

<b>This card to be retained by Town Clerk</b>	
Term begins: _____	
(Date)	
Justice of the Peace for the Town of _____	
Name _____	
Official Signature _____	
(To be signed by the Justice only)	
Sworn in by _____	
(Name) _____ (Title) _____	
On the _____ day of _____ 20 _____	
_____ Town Clerk	
Note: Official oath may be taken at any time on or before the first Monday of January, following his nomination, but if appointed to fill a vacancy, within ten days thereafter.	
ED-139 REV. 2000 (Secs 51-95)	

# **Justice of the Peace Certificate (Wallet Size Card)**

**\$0.45 / Each  
\$75.00 / Box of 250  
APF-123C**

**State of Connecticut**  
**Justice of the Peace**  
**Certificate of Qualification**

## **Certificate of Authority**

**\$15.00 / Pad of 100  
APF-223**

# Index to Fictitious Trade Names

Atkins Co., New Britain, Conn. Form 255	
NAMES AND ADDRESSES OF PERSONS	
SURNAME	CHRISTIAN OR GIVEN NAME
ADDRESS	

**\$48.00 / Pack of 100**  
**APF-254/255**

# Armed Services Discharge Receipts

## White copy for Town Clerk

## Pink copy for Assessor

## Yellow copy for Tax Collector

**\$15.00 / Pack of 50 Three-part NCR  
APF-314**

**ARMED SERVICE DISCHARGE RECEIPT**  
PUBLIC ACT NO. 285 (1945)

# **3 x 5 Notary Public Cards (100 Pack)**

Name of Appointee, Account #, Residence, Date Certificate Issued,  
Signature, Date Oath Administered, Date Term Expires, Issued By.

**\$12.00 / Pack of 100**  
**APF-404**

NOTARY PUBLIC RECORD				
NAME OF APPOINTEE (Type or Print)		ACCOUNT NO.		
RESIDENCE - (Street & Town/City)		DATE CERTIFICATE ISSUED		
SIGNATURE				
DATE OATH ADMINISTERED	Month	Day	Year	Date Term Expires
By:				
<input type="checkbox"/> NOTARY PUBLIC <input type="checkbox"/> COMMISSIONER OF SUPERIOR COURT <input type="checkbox"/> TOWN CLERK - TOWN OF _____				
ADKINS AFF 404				

# Record of Deeds

Deed #, Grantor, Grantee, Kind of Deed, Received Date & Time,  
Recorded Volume & Page, Returned, Fees, Date Paid.

**\$50.00 / Pack of 100  
APF-133/11**

## **14 x 8.5 Index to Vital Events (100 Pack)**

## INDEX TO VITAL EVENTS

SURNAME	GIVEN NAME	MIDDLE NAME	EVENT	DATE OF EVENT		
			Enter B, D or M	MONTH	DAY	YEAR

**\$45.00 / Pack of 100**

## Imprinted Dog Postcard Notices



Perforated into four sections for Dog License Notice cards.  
Available in: Cream, Yellow, Blue, White, Cherry, Green, Buff.

**\$75.00 / Pack of 1,000**  
DOG-Imprintedcards

## Dog Tag Envelopes 3 x 5 Manila

Dog tag envelope imprinted with duties of dog ownership and directions if an accident occurs.

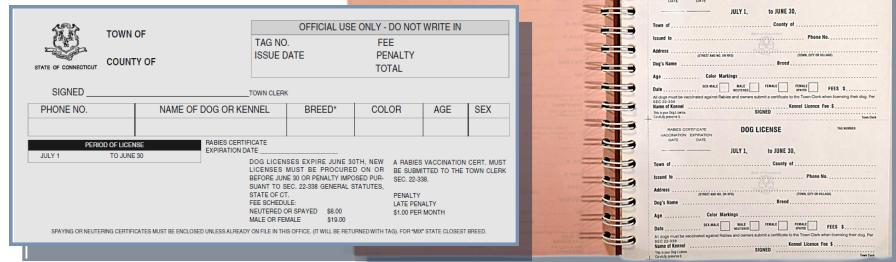
**\$45.00 / Box of 500**  
DOG-Envelopes



## Dog License NCR Pack of 100 or Spiral Bound

Spiral bound - Three licenses per page  
Pack of 100 - One license per page  
White, yellow, pink copy.

**\$30.00 / Each**  
DOG-COTT / DOG-Computer



## Custom NCR Forms



Available in 2 part, 3 part and 4 part sets. If you have an existing file of the form we can print, glue in proper sets, and trim to the final dimensions needed. If you do not have a print ready file, Adkins Printing is able to typeset your new or existing form.

**Call or Email for a Quote**

### DOG LICENSE NOTICE

Please check if you are no longer a resident .  
Dog is no longer in your possession

(Reason)  
New dog - Supply new data (name, breed, sex, color, age)

Fee: Male or female - \$19.00 Neutered male or spayed female - \$8.00

All dogs six months or over must be licensed and wear collar and tag at all times.  
A dog without a tag is presumed to be unlicensed and is not protected by law.  
A tag must not be used on any dog other than the dog described in the license bearing corresponding number.  
You are liable for damage done by your dog, including damage to shrubs, flowers or trees.  
Owners of roaming dogs are liable to prosecution.

When a spayed or neutered dog is licensed for the first time, a certificate from a licensed veterinarian must be presented.

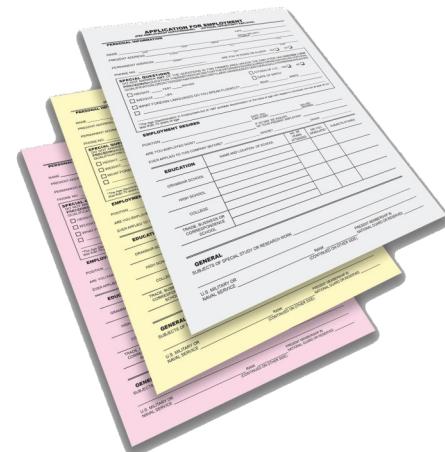
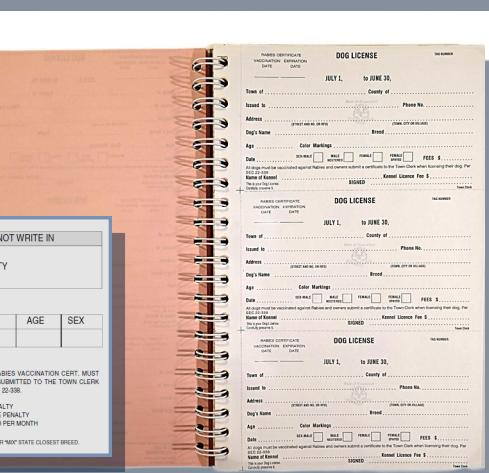
All dogs must be vaccinated against Rabies and owners submit a certificate to the Town Clerk when licensing their dog. Per CGS Sec. 22-338.

If application is made by mail, make check payable to: TOWN CLERK and please enclose certificate(s) and SELF-ADDRESSED STAMPED ENVELOPE.

Mail to: TOWN CLERK,

Put this tag on your dog at once.  
Be sure you renew your license each year  
In June

It is your duty to see that your dog:  
Does not run into the highway, annoy motorists or pedestrians.  
Stays off other people's property.  
Always wears its collar and tag.  
Is never tied on a soft leash.  
Has ventilation when left in a parked car.

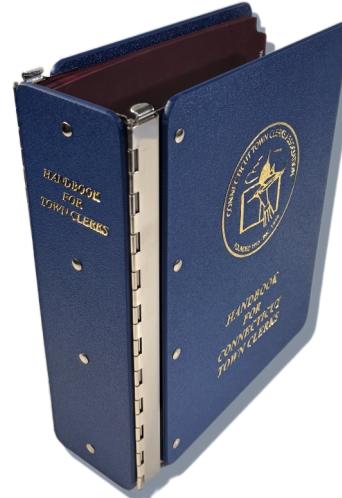


## Town Clerks Handbook Binder and 8 Special Tabs

Tabs include: The Office of Town Clerk, Land Record Documents, Other Duties, Vital Records, Elections, Records Management, Basic Fee Schedule, Retention Schedules.  
Full metal plated spine for longevity.

**\$250.00 / Set**

ADK-Clerk



## Vital Binder 2" or 3" Spine



Ajax hinge, nickel plated spine. Custom engraving available upon request. Call for a quote.

**\$150.00 / Each**

**\$165.00 / Each with Gold or Black Stamping**

**Inquire about bulk purchase pricing**

ADK-9803

ADK-9802



## Tab Dividers for Vital Binders

**Available in:**

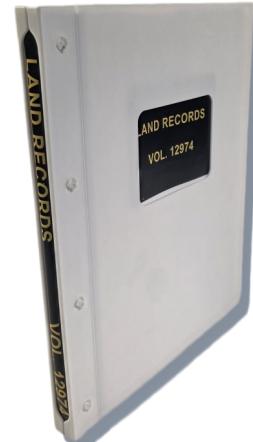
- Births, Deaths, Marriages \$18.00 / Each
- Years Tabs \$18.00 / Each
- A-Z Index \$125 / Set



## Compact Land Record Binder

- 11 x 8.5
- 4 Post
- Includes liner and pegs

**\$49.00 / Per Set**



**14 x 8.5 Land Record Binder****Available in 11 x 8.5**

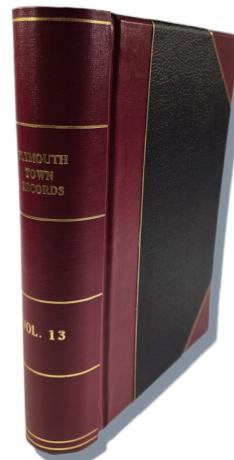
Available in Black, Red, Blue, White with Gold or Black Stamping.

**\$150.00 / Each****Inquire about bulk purchase pricing****14 x 8.5 Land Record Binder with****Flag****Available in 11 x 8.5**

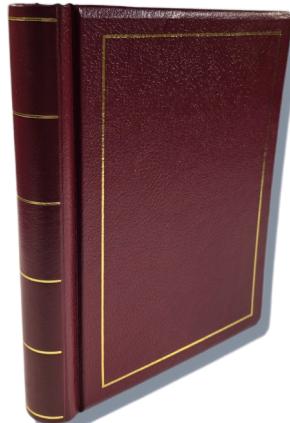
Available in Black, Red, Blue, White with Gold or Black Stamping.

**\$150.00 / Each****Inquire about bulk purchase pricing****14 x 8.5 Minute Book Binder**

Available in 300 and 500 page capacity.

**\$200.00 / Each****Gold Stamping \$8.00 Per Line****11 x 8.5 Minute Book Binder**

Available in 300 and 500 page capacity.

**\$200.00 / Each****Gold Stamping \$8.00 Per Line**

## Map Carrier Adhesive Strip

Self adhesive hangers for map storage.

**\$195.00 / Per Box**



## Mylar Pockets

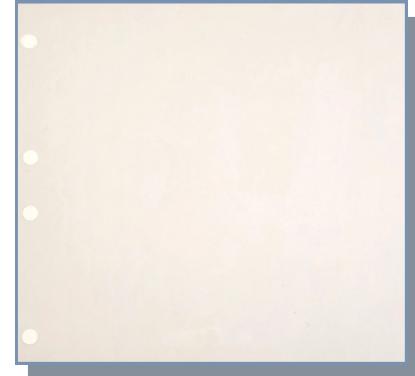
Protect your documents from damaging effects of handling, dust, and moisture.

**8.75 x 9.75 - \$1.35 Each**

**8.75 x 9.25 - \$1.35 Each**

**24 x 36 - \$20.00 Each**

**ADK-MylarMed / ADK-MylarSmall / ADK-MylarMap**



## Mylar Reinforcements (Rectangle or Round)

Round for Land Record and Vital Records.

**\$25.00 / Per 100**



## License Card Holder

Lamination pouches for license cards.

**\$15.00 / Per Box**



## Vault Sign “Unauthorized Removal of Public Records”

Hard plastic sign with adhesive backing for display on vaults.

**\$39.00 / Each**

### WARNING

Unauthorized Removal  
of Public Records Is  
Punishable By Imprisonment.

Section 53 - 153, Connecticut General Statutes

## Vault Sign “Public Examination of Vital Records Restricted”

Hard plastic sign with adhesive backing for display on vaults.

**\$39.00 / Each**

## Vault Sign “No Food or Drink”

Hard plastic sign with adhesive backing for display on vaults.

**\$39.00 / Each**

## Vault Sign “Scanners & Cameras \$20.00 Fee Per Use”

Hard plastic sign with adhesive backing for display on vaults.

**\$39.00 / Each**

### PUBLIC EXAMINATION

OF

### VITAL RECORDS RESTRICTED

Section 7-51a, Connecticut General Statutes

### NOTICE

NO FOOD OR DRINK  
ALLOWED IN VAULT

### SCANNERS & CAMERAS

**\$20.00 FEE PER USE**

Section 1 - 212, Connecticut General Statutes

## Vault Sign “Unlawful Restrictive Covenants”

Vault sign, laminated for display.

**11 x 8.5 For \$10.00**

**11 x 17 For \$15.00**

**NOTICE**  
**Unlawful Restrictive Covenants**

Connecticut Public Act 2021, No. 21-173 (the Act) defines an Unlawful Restrictive Covenant as “a covenant or other provision in an instrument affecting the title to real property that purports to restrict ownership or occupancy of such real property on the basis of race.” The Act declares Unlawful Restrictive Covenants to be VOID.

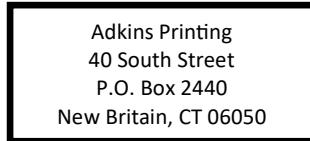
Effective July 1, 2021: PA 21-173 Section 1(c) Any owner of real property who identifies an unlawful restrictive covenant in an instrument recorded on the land records that relates to real property owned by such person may file either an affidavit pursuant to section 47-12a of the general statutes, as amended by this act, or a form described in subsection (f) of this section, with the town clerk in the municipality where the real property is located, identifying the existence of such unlawful restrictive covenant. There is no fee to file the completed form or affidavit with the Town Clerk.

A form or affidavit can be obtained in the Town Clerk's Office or on the Town Clerk's page on the town website.

## Self-Inking Stamp



Customize your self inking stamp.



**Call or Email for a Quote**



## Self-Inking Stamp Ink Large

Water based ink for the refilling of self-inking stamps and rubber stamp pads.

**\$15.00 / Bottle**



## Self-Inking Stamp Ink Small

Oil based ink for the refilling of self-inking stamps.

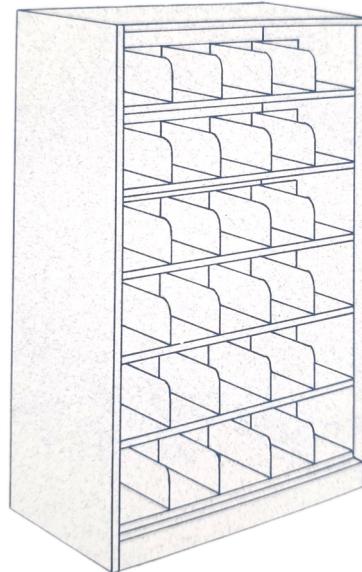
**\$15.00 / Bottle**



## Compact Bookcase (3 Plain & 3 Sloping Shelves) Larson Metal

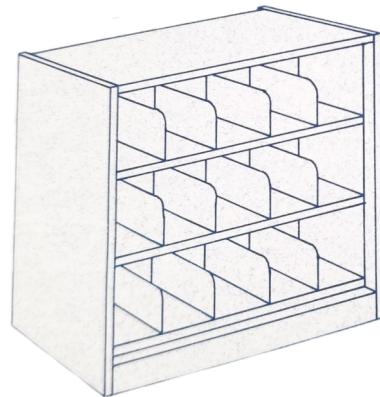
3 plain & 3 sloping shelves with 5 compartments per shelf.  
Compartment dimensions 6-31/32 W x 12-1/4 H x 9 D. Bookcase dimensions 38 W x 83 H x 14-3/8 D.

**Call or Email for a Quote**



## Compact Bookcase (3 Sloping Shelves) Larson Metal

3 sloping shelves with 5 compartments per shelf. Compartment dimensions 6-31/32 W x 12-1/4 H x 9 D. Bookcase dimensions 38 W x 43-1/2 H x 14-3/8 D.

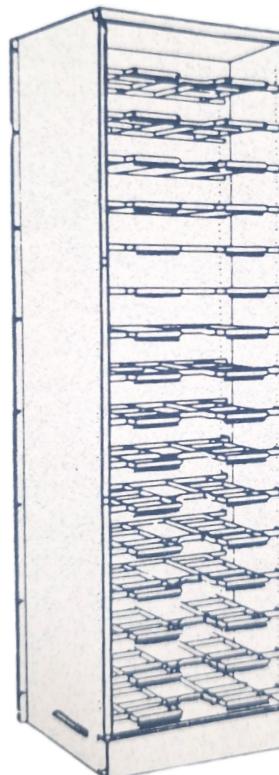


**Call or Email for a Quote**

## 16 Roller Shelf Starter Unit 71-3/4 Larson Metal

71-3/8 H x 20-7/8 W x 14-1/2 D.

**Call or Email for a Quote**



## Town Informational Brochures

Give residents a reliable, tangible handout while seamlessly connecting them to deeper online information. Our brochures can incorporate QR codes that direct the public to updated details, forms, schedules, and resources—making every printed piece both informative and instantly interactive.

### Call or Email for a Quote



## Folded Maps

Printed maps remain an essential tool for residents, visitors, and municipal staff. Whether you need voting district maps, detailed street maps, trail maps, recreation area maps, or downtown visitor guides, a clear physical map provides instant orientation while still connecting seamlessly to digital resources. Add QR codes to direct people to interactive online versions, updated information, or event details—all from a durable, easy-to-use printed piece.

Print ready map file must be provided (we can adjust, add and stylize but cannot create a map from scratch)



### Call or Email for a Quote

## Town Events & Festival Materials

Support community events with clear, professional printed materials designed for high visibility and easy coordination. We print posters, event signage, parking signs, directional signs, tickets, wristbands, programs, and informational boards for town fairs, festivals, concerts, parades, and public celebrations. Durable materials and custom layouts help towns manage crowds, communicate important information, and present a polished, well-organized event experience for residents and visitors alike.



### Call or Email for a Quote



## Recycling & Waste Collection Information

Provide residents with a clear, easy-to-reference guide for trash and recycling pickup, accepted materials, bulk item rules, and transfer station information. These schedules can be printed as durable magnets, stickers, or cards designed to stay visible on refrigerators, bins, or garage walls—helping reduce confusion, missed pickups, and improper disposal while keeping residents informed year-round.

### Call or Email for a Quote



## Permits, Passes and Stickers

Towns rely on durable permits and passes to manage access to transfer stations, parks, beaches, and recreational facilities. We print custom stickers, decals, hang tags, window clings, and wallet cards designed for seasonal or annual use, with options for color-coding, numbering, barcodes, and tamper-resistant materials. These printed permits help municipalities clearly identify authorized users while remaining easy for residents and staff to recognize and enforce.

### Call or Email for a Quote



## Senior Services & Community Resources

Provide residents with a clear, easy-to-use guide to senior services and community resources offered by the town and local organizations. These printed guides can include information on transportation, meals, housing, health services, recreation, and social programs, helping residents and caregivers quickly find the support they need in a reliable, accessible format.

### Call or Email for a Quote



## Business Cards



Your first impression starts here. At Adkins Printing, we produce high-quality custom business cards that reflect your professional image, build credibility, and keep you top of mind. Whether you're networking, promoting your business or municipality, we deliver sharp, professional results every time.

### Call or Email for a Quote

## Letterhead



Ensure every communication from your town looks professional and official. We print high-quality, fully customizable letterhead for town offices, departments, and elected officials, featuring town seals, logos, and contact information. Durable and consistent, our letterhead enhances the credibility of all municipal correspondence, from notices and letters to official reports.

### Call or Email for a Quote

## Memo Pads



Make your message stick with personalized memo pads! At Adkins Printing, we create high-quality custom memo pads that are perfect for businesses, schools, government offices, or personal use. Whether you're jotting down notes, creating to-do lists, or handing them out as branded giveaways, our memo pads are printed on premium paper and glued with precision for easy tear-

### Call or Email for a Quote

## Custom Envelopes



Municipal offices rely on envelopes that are accurate, compliant, and immediately recognizable as official correspondence. We produce custom envelopes for election mail, canvassing notices, tax collector mailings, town clerk correspondence, utility billing, and departmental communications. Envelopes can be printed with official seals, department names, return addressing and barcodes to ensure proper handling and timely delivery. From standard #9 and #10 envelopes to specialized election and return envelopes, we provide consistent quality and dependable turnaround for critical town mailings.



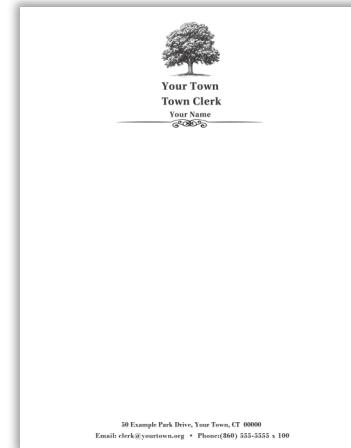
Jacob Pechout  
General Manager

Jacob@adkinsinc.net

1-800-228-9745 Ext. 3

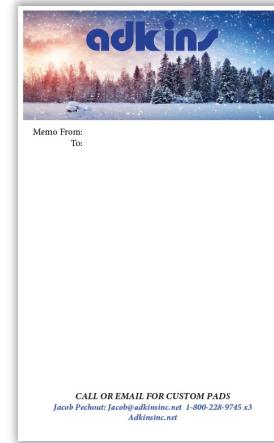
Adkinsinc.net

40 South Street • P.O. Box 2440 • New Britain, CT 06050



50 Example Park Drive, Your Town, CT 06000

Email: clerk@yourtown.org • Phone: (860) 325-5255 x 100



CALL OR EMAIL FOR CUSTOM PADS  
Jacob Pechout: Jacob@adkinsinc.net 1-800-228-9745 x3  
Adkinsinc.net



Call or Email for a Quote

**Electric Time-Date Machine**

Top and bottom brass plates.

Extended trigger to print 1/2 in. from top or bottom of document.

Black or purple ribbon.

**Email Your Impression for a Quote**

**Electric Seal Embosser****Vital or Town Seal**

Extended trigger to print 1/2 in. from top or bottom of document.

Security lock option available.

**Email Your Impression for a Quote**

**Cast Iron Desk Seal**

#1 Cast Iron Desk Seal (1-3/4 in. Dia.)

#2 Cast Iron Long Reach Desk Seal (1-3/4 in. Dia. / 3in. Reach)

Rope or slash border.



**Starting at \$275.00**

**Embossing Notary Seal**

Precise notary embossers that create a clean, raised impression on paper—perfect for authenticating legal, financial, or official documents.



**Starting at \$65.00**

## 75' Election Sign (12" x 12")

**\$6.00 / Each Not Laminated**

**\$8.00 / Each Laminated**

**\$25.00 / Each Printed Plastic (Adhesive Back)**

**\$65.00 / Each Engraved Plastic Sign**

**(Adhesive Back & Two Mounting Holes)**

# 75 Feet

"On the day of any primary, referendum or election no person shall solicit in behalf of or in opposition to another or himself or peddle or offer any ballot, advertizing matter or circular to another person or loiter within a radius of seventy-five feet of any outside entrance in use as an entry to any polling place or in any corridor, passageway or other approach leading from any such outside entrance to such polling place or in any room opening upon any such corridor, passageway or approach."

## Surveillance Cameras Sign (12" x 12")

**\$6.00 / Each Not Laminated**

**\$8.00 / Each Laminated**

**\$25.00 / Each Printed Plastic (Adhesive Back)**

**\$65.00 / Each Engraved Plastic Sign**

**(Adhesive Back & Two Mounting Holes)**

**AVAILABLE IN SPANISH**

**Custom Signs Available**



## Election Worker Harassment Laminated Sign

**\$5.00 / Each - 8.5" x 11"**

**\$10.00 / Each - 11" x 17"**

### *Election Worker Harassment*

A new legislative act makes it a felony to influence or attempt to influence through force, threat, or harassment an election worker performing election administration duties. This applies to town clerks, registrars of voters, deputy registrars, and election, primary, and recanvass officials.

The act also makes it a misdemeanor to publicly disclose an election worker's personal identifying information with the intent to harass, terrorize, or alarm the worker or improperly influence them in performing their election administration duties.

Additionally, election workers have a civil cause of action against violators of either provision under the act (PA 24-148, § 7, effective July 1, 2024).



## **“I VOTED” Stickers**



**\$9.00 / Per Roll (1,000 Stickers)**

## 1.75" Oval Sticker

**Custom Prints Available - Call or Email for a Quote**



**2026 Only —250th Anniversary “I VOTED” Stickers  
2” Circle Sticker**



# Sample Ballot Poster

## Single Sided Ballot

**11 x 17 CANARY - \$2.00 / Each**

**17 x 22 CANARY - \$6.00 / Each**

**Double-Sided with races on both sides  
are 2 sheets per sample ballot**

**11 x 17 CANARY - \$4.00 / Each**

**17 x 22 CANARY - \$12.00 / Each**

# Ballot Instructions Poster

**17" x 22" - \$6.00 / Each**

**8.5" x 11"**

## For inside the polling booth

**\$10.00 / pack of 50**

## "Bootprint" Heavy Duty Outdoor Ground Sticker



Take the guess work out of finding the polling place with these anti-slip adhesive signs for use on rough surfaces (concrete, brick, asphalt, etc.). Easy installation and firm long lasting adhesion while still being removable. Able to stand up to the elements while directing the public into their designated polling place during any time of the year. Can be contour cut to any shape desired. Make the shape of the Bootprint an arrow, star, circle or any shape that fits the needs of your message

**Call or Email for a Quote**



## "Footprint" Indoor Ground Sticker



The indoor version of the Bootprint is the Footprint. Made from a similar anti-slip adhesive but geared toward indoor use. Make a visible trail to the polling place and when the election is done the removal is a breeze. The Footprint can be used indoor or outdoor for short term use and will adhere well to tile, wood, concrete, counters, and more. Can be contour cut to any shape desired. Make your Footprint an arrow, star, circle or any shape that fits the needs of your message.

**Call or Email for a Quote**



## "Vote Here" Lawn Sign

\$18.00 / Each Sign



- 24" x 18"
- Corrugated plastic weather resistant
- Double sided print
- Metal step stakes included



## "Curbside Voting" Lawn Sign

\$18.00 / Each Sign

\$15.00 / Two Removable Stickers



- Removable / Reuseable phone number stickers for front and back
- 24" x 18"
- Corrugated plastic weather resistant
- Double sided print
- Metal step stakes included



## Custom Signs

Styles include: Hard Plastic, Aluminum, Lawn Signs, Adhesive Wall/Floor Stickers, Magnets, Banners, A-Frame, Window Cling, and More!

Call or email for a quote

[Jacob@adkinsinc.net](mailto:Jacob@adkinsinc.net) - 1-800-228-9745 ext. 3

Subject to minimum quantity—Can combine different signs of same material to fill minimum or combine orders with colleagues!

Example- Early Voting Here, Vote Here, Referendum Vote (with date stickers)





### Custom Banners



Call or email for a quote

[Jacob@adkinsinc.net](mailto:Jacob@adkinsinc.net) - 1-800-228-9745 ext. 3

- Variety of sizes to fit your needs
- Sturdy vinyl material
- Gromets spaced for hanging
- Fully customizable

### Custom A-Frame Signs

Call or email for a quote

[Jacob@adkinsinc.net](mailto:Jacob@adkinsinc.net)

1-800-228-9745 ext. 3

- Fully customizable
- Double sided inserts for multiple messages
- Sturdy double sided metal frame for outdoor/indoor use
- Stick on arrows, dates, location allows for interchangeable use



## "Vote Here" Polling Place Poster 17" x 22"

**\$9.00 / Each Sign**

- Stick on arrow to direct the public to the polling booths
- Town/location specific



## Custom Election Media

Call or Email for a quote

**Keep your citizens informed and inspire confidence in the electoral process with a variety of media options to disseminate explanatory text and election information.**

**Folded brochures, postcards, posters, utilize QR codes to direct citizens to check their polling place or voter status.**





A Municipal Services Company

for over 146 Years

40 South Street \* P.O. Box 2440

New Britain, CT 06050-2440

## 2026 Election Pricing

Elections email: [Adkinsinc@aol.com](mailto:Adkinsinc@aol.com)

1-800-228-9745 x2



### 11 inch and 14 inch Ballots

Black Ink Only - **\$0.37** each

With Color Bar - **\$0.41** each

Black Ink Only - Folded - **\$0.41** each

With Color Bar - Folded - **\$0.45** each

### 17 inch and 19 inch Ballots

Black Ink Only - **\$0.41** each

With Color Bar - **\$0.45** each

Black Ink Only - Folded - **\$0.45** each

With Color Bar - Folded - **\$0.49** each

Ballots that are double-sided with races on both sides add **\$0.04** each

**Shipping is FREE on the original order for all ballots. Additional orders will be charged for the shipping cost. Sample ballots and all other supplies will be charged the UPS fee. We welcome free pick up anytime throughout the election period.**

Absentees will be folded to fit into a No.9 regular envelope;

Early Voting and SDR ballots will be folded to fit into a 6x9 envelope.

If you require something different, please let us know in the comments box on the order form.

The standard for the color bars is: **Absentees - Yellow, Early Voting - Green, SDRs - Red**

**If using Poll ballots for Early Voting and you need them folded enter the quantity you want in the EVs column and make a comment to use poll ballots. Put down only the quantity you want for poll ballots in the polls column.**

One-sided Sample Ballots  
 11x17 Canary.... **\$2.00** each.  
 17x22 Canary.... **\$6.00** each.

Double-sided with races on both sides are 2 sheets per sample ballot.

11x17 Canary.... **\$4.00** each double-sided sample ballot.  
 17x22 Canary.... **\$12.00** each double-sided sample ballot.

**Ballot Instruction Posters: 11x17 Canary.... \$2.00 each. 17x22 Canary.... \$6.00 each**





# Services

## Election

For over 100 years Adkins has been the trusted source for Connecticut's Election Ballot printing. Our precise printing process and meticulous quality checks meet all state regulations to provide a smooth, trustworthy voting experience. We are located in central Connecticut, providing a strategic advantage for ballot delivery and accommodating urgent requests.

## Town Services

### Printing of Town Budget Books

Our printing service expertly transforms your annual budget details into user-friendly booklets that are both visually appealing and durable. Precision printing and binding ensures every booklet reflects the importance of your financial reporting. Let us help you present your budget in a polished professional format.

### Printing of Town Annual Reports

Present your town's key achievements and financials in a polished, reader-friendly format. Our annual report printing service ensures professional production, allowing you to share comprehensive insights. Let us help you showcase your municipality's progress in a precision printed format.

### Scanning of Maps Creating TIFF

Preserve and digitize your town's valuable map archives. Our specialized scanning service converts physical maps into high resolution TIFF files for easy storage, sharing, and future reference. Let us help you keep your critical geographic information safe and accessible.

## Vault Space Optimization

Free up valuable archival storage with our comprehensive vault space optimization service. We begin by assessing your existing set up, examining large books, binders, and document volumes, to determine the best approach for downsizing and reorganizing. Our specialists recreate oversized materials into smaller formats without compromising information integrity, and implement custom solutions like roller shelves and specialized cabinets to streamline your records. The result is a more efficient, accessible vault that keeps your important documents protected and easily managed.

## Branded Paper Supplies

Establish a consistent, professional identity across all your town's communications. From business cards and letterheads to memo pads and envelopes, our full-color printing service captures your municipality's brand elements with precision and vibrancy. High-quality materials and expert craftsmanship ensure that each piece represents your town's image with clarity, professionalism and durability, helping you leave a positive impression in every interaction.

## Custom Typesetting / Form Recreation

Running low on a form that is in use but are unable to restock the premade form? Let Adkins Printing recreate your form and make any applicable changes you may need. Once created it will be on file for future needs.

## Microfilming & Imaging

### Microfilm Secure Archival Storage

Safeguard your records with confidence in a state-approved, secure storage vault designed specifically for preservation. Our facility meets strict environmental and regulatory standards to ensure your archival materials remain intact and accessible over the long term. Should you need immediate access, our efficient retrieval process guarantees swift turnaround, helping you maintain smooth operations and peace of mind.

### Security Microfilming: Maps, Records, Documents

Protect and preserve your vital maps, records and documents with our professional microfilming services. We handle each item with the utmost care, converting it into high-quality, archival-grade microfilm that guards against wear, loss and damage. Our strict quality controls ensure that your assets remain safe, accessible and organized for years to come.

## **Microfilming & Imaging**

### **Map Microfilming, Printing, Lamination**

Simplify your map management with our comprehensive service. We convert your physical maps to microfilm for secure, long-term archival while also offering professional printing and lamination for everyday use. Whether you need easy-to-access hard copies or robust digital archives, we ensure your maps remain protected, organized and ready for any application.

### **Microfilm Services from TIFF or PDF**

Transform your digital TIFF or PDF files into reliable, long-lasting microfilm. Our specialized service ensures that each image is accurately converted, delivering archival-grade reels that meet preservation standards. By bridging the digital and analog worlds, you gain an easy-to-store, cost-effective backup that provides both security and peace of mind for essential records.

### **Imaging of Your Land Records for Back File Conversion**

Secure and streamline your historical land records with our comprehensive imaging service. We convert paper documents into high-quality digital files, making them easy to search, retrieve, and back up. By preserving your archives in modern formats, you free up physical storage space while ensuring the longevity and accessibility of essential property information.

### **Converting Vitals and Minutes into TIFF or PDF Formats**

Digitally preserve your municipality's most important documents with our conversion service. We securely scan and convert vital records and meeting minutes into TIFF and PDF formats, ensuring both high-resolution quality and convenient access. This comprehensive approach helps protect your historical data, streamlines retrieval and supports compliance with record-keeping regulations.

## **Sign Design**

Whether your goal is to encourage a better voter turnout with banners and signs around town, inform the public of an upcoming event or message, assist with directions, or advertise, Adkins Printing can design the perfect sign for your needs. A wide variety of materials to print your sign on allows for your message to be seen in any environment on any size sign.



**Don't see something you are  
looking for?**

**Let us know!**

**Telephone Directory**

**1-800-228-9745**

**Sales Representative**

**Irene Sulewski**

**1-800-807-3981**





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**1-800-228-9745**

**ADKINSINC.NET**