



FEMA IN-HOUSE PRINT SHOP

FEMA-PrintShop@fema.gov

FEMA's In-House Print Shop is here to serve YOU!

We provide color and black-and-white printing, document finishing, and more.

All FEMA offices may request In-House Printing services in the performance of their official duties.

Contractors must have COTR or PFT approval.

Services Offered:

Tabs
Bi-Folding
Tri-Folding
Tape Binding
Saddle Stitch /
Booklet making
2 & 3 Hole Punch
Stapling
GBC Comb Binding
Laminating



Production Black-and-White or Color Printing (Up to 25,000 sheets per print job.)
Finishing and Binding, Stapling (up to 100 sheets)

NEW! Submit your PDF print job via email! FEMA-PrintShop@fema.gov.

Please include a completed In-House Printing Requisition (FEMA Form 60-3F), signed in Box 20.
Make sure that your document complies with the DHS House Style Guidelines and copyright regulations.

Most print jobs will be completed in approximately two business days.

Larger or more complicated print jobs may take longer.

Layout, design, and some bindery requirements may require additional time.



We are located in Room 112 at FEMA HQ (1500 W Street SW)
Hours of Operation: Monday – Friday, 7:30 a.m. – 4:15 p.m.