

## Our Mission

To build long-term relationships.

DigiCOPY was founded in July of 2000 by President & CEO, Craig Shuler. Our company is based on the principal of valued relationships within and outside of the workplace. Our continued growth and success can be attributed to the people and communities we have become a part of.

## Our Philosophy



### Customers

We strive to build long-term relationships with each of our customers. Together we will provide the highest quality document solutions, employing digital technology and the dedicated, solution oriented attitudes of our coworkers.



### Co-Workers

Each of our co-workers is a valuable member of the DigiCopy family. We appreciate their opinions, and recognize their hard work. We value independent thinking and teamwork; and foster a flexible environment where creativity is rewarded.



### Community

We acknowledge the invaluable relationships we form with our communities, customers, co-workers, and suppliers. We will play a vital role within each community we serve, providing career opportunities and services unique to our company.

**For current job listings  
visit [dcopy.net/careers](http://dcopy.net/careers).**

#### Eau Claire, WI

1033 W. Clairemont Ave.  
eauclaire@dcopy.net  
P: 715-552-3444  
*Open 7 Days a Week*

#### Green Bay, WI

211 E. Walnut St.  
greenbay@dcopy.net  
P: 920-857-2208  
*Open 7 Days a Week*

#### La Crosse, WI

4332 Mormon Coulee Rd.  
lacrosse@dcopy.net  
P: 608-782-4355  
*Open 7 Days a Week*

#### Milwaukee, WI

1681 N. Van Buren Ave.  
milwaukee@dcopy.net  
P: 414-283-2679  
*Open 7 Days a Week*

#### Milwaukee, WI

(3rd Ward) 222 E. Erie St.  
milwaukee\_erie@dcopy.net  
P: 414-291-4050  
*Open 7 Days a Week*

#### Milwaukee, WI

(US Bank Galleria)  
777 E. Wisconsin Ave.  
milwaukee\_usbank@dcopy.net  
P: 414-765-2379  
*Open Monday-Friday*

#### Stevens Point, WI

428 Division St.  
stevenspoint@dcopy.net  
P: 715-295-9606  
*Open 7 Days a Week*

#### Wausau, WI

1800 Stewart Ave.  
wausau@dcopy.net  
P: 715-849-2679  
*Open 7 Days a Week*

## Co-Worker Benefits



[www.dcopy.net](http://www.dcopy.net)  



Order prints online at  
[estore.dcopy.net](http://estore.dcopy.net)



## Benefits Plan

(Full plan details are available from the Corporate office)

Rates and coverage are subject to change yearly upon renewal.

### 401K Plan

A 401K plan offers the opportunity for co-workers who are eligible to set aside a percentage of earnings from their paycheck each pay period for retirement on a pre-tax basis. Money withheld is deposited into investments of the co-worker's own choosing, and investment gains come on a tax deferred basis.

Full-time and part-time co-workers are eligible to participate in the plan once they reach the age of 18 and have six months tenure with the company. Co-workers can enroll in the plan at the beginning of any calendar quarter after this date.

DigiCOPY matches 25% on each dollar contributed up to the first 4% of the co-worker's contributions.

### Medical Insurance

Group coverage is available through United Healthcare. The plan has a \$2,850 embedded individual deductible and a \$5,700 family deductible for in-network services. To offset this amount, DigiCOPY will deposit \$50 per month for an individual plan or \$100 per month for a family plan into an individual Health Savings Account. In addition, you may also request to have an additional amount withheld pre-tax from your paycheck and deposited on your behalf.

After deductible, in-network services are covered at 100%. Co-pays under the plan include a \$350 Emergency Room co-pay, a \$100 Urgent Care co-pay, a \$30 Office Visit co-pay, and a \$60 co-pay for Specialist Visits. A prescription drug benefit is also part of this plan. Deduction amounts (per semi-monthly pay period) for medical are as follows:

Co-worker:	\$56.87
Co-worker & Children:	\$147.86
Co-worker & Spouse:	\$170.61
Full Family:	\$284.35



### Dental Insurance

Group coverage is available through United Healthcare. Diagnostic and preventive services are paid at 100%. Other services are subject to a \$25 individual/\$75 family deductible and a co-pay percentage. Deduction amounts (per pay period) for dental are as follows:

Co-worker:	\$4.43
Co-worker & Children:	\$13.44
Co-worker & Spouse:	\$13.27
Full Family:	\$23.10

### Life

This coverage is provided to all full-time co-workers and is fully paid by DigiCOPY.

### Long-Term Disability

This coverage is provided to all full-time co-workers and is fully paid by DigiCOPY.

### Vision

Materials only coverage is available through Vision Insurance Plan of America, Inc. Deduction amounts (per pay period) for vision are as follows:

Co-worker:	\$3.78
Limited Family:	\$7.57
Co-worker & spouse OR co-worker & child(ren)	
Family:	\$10.03

### Supplemental Insurance

Supplemental insurance is also available for life, short-term disability, accident, and critical care. Enrollment is in December of each year. Costs vary based on coverage and are paid by co-workers.

## Additional Benefits

Below is a brief list of additional benefits we provide to our full-time co-workers. For full details, please see our co-worker handbook.

### Holidays

DigiCOPY observes the following holidays:

**New Year's Day**

**Memorial Day**

**Fourth of July**

**Labor Day**

**Thanksgiving**

**Christmas**

Co-workers may be eligible to receive holiday pay for the above holidays. See our co-worker handbook for details.

### Vacation

Full-time co-workers are eligible for paid vacation time. Vacation is calculated according to your anniversary date as follows:

#### Full-time Managers

Immediately upon hire:

Earn 6.66 hours for each month worked (2 wks/yr)

After 5 full anniversary years:

Earn 10 hours for each month worked (3 wks/yr)

#### All other Co-Workers

Immediately upon hire:

Earn 3.33 hours for each month worked (1 wk/yr)

After 2 full anniversary years:

Earn 6.66 hours for each month worked (2 wks/yr)

After 5 full anniversary years:

Earn 10 hours for each month worked (3 wks/yr)

Co-workers may carry over a maximum of 200 hours to the following year. Upon termination, eligible co-workers who have provided at least two weeks' notice of their resignation are paid for accrued but unused vacation, unless state law dictates otherwise.

### Sick/Personal Days

Full-time co-workers are eligible, after completing their introductory period, for five paid sick/personal days each year. Co-workers can carry over a maximum of 40 hours to the following year. Upon termination, co-workers are not paid for earned but unused sick days.