

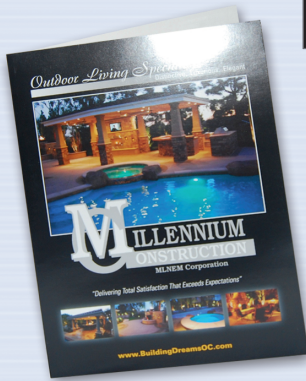
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LAMINATED SHORT RUN FOLDERS

When it comes to short-run folders...

Less is More!



**Upscale finishes
on short runs for the
custom effect you want.**



Choose from two finishes:

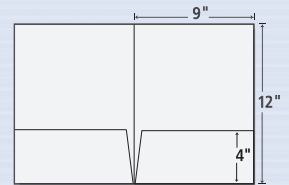
Gloss Lamination

An ultra-smooth coating that makes your folders glossy and durable.

Matte Lamination

Gives folders a luxurious matte finish feel.

- Print 4-color process one side (front & back covers and pockets) with your choice of coating.
- Stock: 12 pt. C1S
- Construction: 9x12 closed with 4" pockets and card slits on right pocket. Slits can be for a vertical or horizontal card.



9 X 12 Presentation Folder with two 4" glued pockets.

TEMPLATE/ARTWORK/PROOF: Same as 24 Hour Folder, and must be ordered online.

SHORT RUN FOLDER 4-COLOR PROCESS	Quantity/Pricing							
	50	100	150	200	250	300	400	500
Item # SR-1000 Gloss AQ	\$407	\$490	\$573	\$656	\$722	\$772	\$872	\$955
Gloss Lam	\$490	\$573	\$656	\$739	\$822	\$888	\$1013	\$1121
Matte/ST Lam	\$548	\$639	\$739	\$830	\$930	\$1004	\$1154	\$1287

72 Hour Turnaround begins the first day COMPLETE ORDER FORM and PRINT READY ART FILE are SUBMITTED ONLINE and received by 10 AM PST. Your order will ship the 3rd business day.

Detailed artwork instructions and requirements are available online, as well as the downloadable template. This product must be ordered through our online shopping cart.

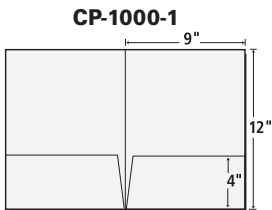
FOLDERS

4-Color Process 1-Side

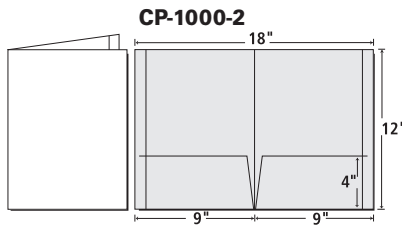


4-COLOR PROCESS 1-SIDE 9 x 12 with 4" Glued Pockets CP-1000 SERIES	Quantity								
	100	250	500	1000	2000	2500	3000	4000	5000
WITH GLOSS OR MATTE AQUEOUS COATING	\$656	\$822	\$988	\$1154	\$1702	\$1951	\$2200	\$2615	\$2905
WITH GLOSS FILM LAMINATION	\$722	\$888	\$1121	\$1320	\$2034	\$2366	\$2698	\$3279	\$3735
WITH FLOOD GLOSS UV	\$722	\$888	\$1054	\$1220	\$1834	\$2166	\$2399	\$2880	\$3237
WITH SPOT UV COATING	\$1038	\$1204	\$1370	\$1602	\$2200	\$2532	\$2814	\$3312	\$3735

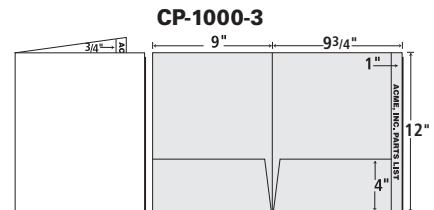
Overall aqueous coating may be gloss, satin, or matte. Our business card slits are standard on the right or left pocket. Slits for odd size cards, brochures, disks are available. Please see "Requirements for Artwork Submission" on Page 18. Additional charge for hard copy color proofs may apply.



9 X 12 Presentation Folder with two 4" glued pockets.



9 X 12 Presentation Folder with two 4" glued pockets and 1" reinforced edges.



9 3/4 X 12 Presentation Folder with two 4" glued pockets and a full length wraparound tab for one-sided printing.

Many more stocks & styles available! Visit our website.

Call for price quote
on larger quantities!

4-COLOR PROCESS PAPER (Standard Stock)

- C1S 12 pt. - White
- C1S 14 pt. - White
- C2S 12 pt. - White
- Opaque Smooth 80# Cover - White ●

FOLDERS

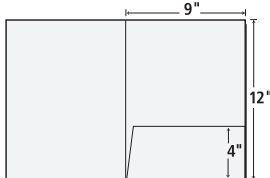
4-Color Process 2-Sides



4-COLOR PROCESS 2-SIDES WITH AQUEOUS COATING 9 x 12 with 4" Glued Pockets 44-CP-2000 SERIES	Quantity								
	100	250	500	1000	2000	2500	3000	4000	5000
	\$1154	\$1320	\$1486	\$1743	\$2407	\$2739	\$3071	\$3652	\$4133

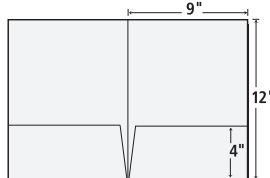
Overall aqueous coating may be gloss, satin, or matte. Our business card slits are standard on the right or left pocket. Slits for odd size cards, brochures, disks are available. Please see "Requirements for Artwork Submission" on Page 18. Additional charge for hard copy color proofs may apply.

44-CP-2000-1



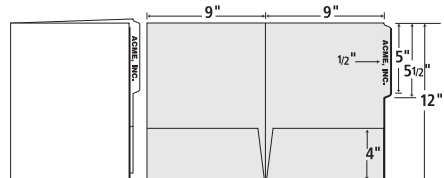
9 X 12 Presentation Folder with one 4" glued pockets.

44-CP-2000-2



9 X 12 Presentation Folder with two 4" glued pockets.

44-CP-2000-3



9 X 12 Presentation Folder with two 4" glued pockets and 1/2" tab that is great for filing.

4-COLOR PROCESS 2-SIDES PAPER (Standard Stock)

- C2S 12 pt. - White
- Topkote Gloss 95# Cover C2S - White ●

Many more stocks & styles available! Visit our website.

Call for price quote on larger quantities!

FOLDERS

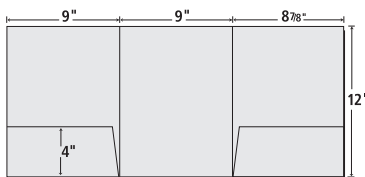
Tri-Panel 4-Color Process 1-Side



TRI-PANEL 4-COLOR PROCESS 1-SIDE WITH AQUEOUS COATING 9 x 12 with 4" Glued Pocket 340-CP-1000 SERIES	Quantity						
	250	500	1000	2000	2500	3000	5000
	\$1145	\$1311	\$1477	\$2158	\$2490	\$2822	\$3901

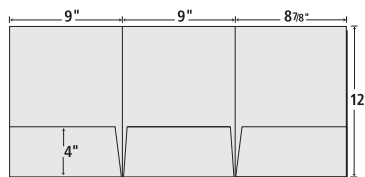
Overall aqueous coating may be gloss, satin, or matte. Our business card slits are standard on the right or left pocket. Slits for odd size cards, brochures, disks are available. Please see "Requirements for Artwork Submission" on Page 18. Additional charge for hard copy color proofs may apply.

340-CP-1000-1



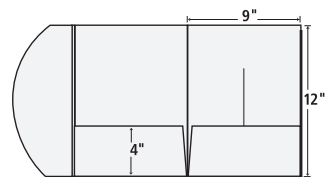
9 X 12 Tri-Panel Presentation Folder with 4" glued pockets and an open middle panel.

340-CP-1000-2



9 X 12 Tri-Panel Presentation Folder with two 4" glued pockets and an unglued 4" flap in the middle.

340-CP-1000-3



9 X 12 Tri-Panel Presentation Folder with two 4" glued pockets. The third panel is curve shaped, has 1/8" capacity spine and folds over the front panel to slide into a die-cut slit on the front panel.

Many more stocks & styles available! Visit our website.

Call for price quote on larger quantities!

TRI-PANEL 4-COLOR 1-SIDE PAPER (Standard Stock)

- C1S 12 pt. - White

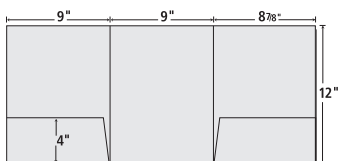
Tri-Panel 4-Color Process 2-Sides



TRI-PANEL 4-COLOR PROCESS 2-SIDES WITH AQUEOUS COATING 9 x 12 with 4" Glued Pockets 344-CP-2000 SERIES	Quantity						
	250	500	1000	2000	2500	3000	5000
	\$1826	\$2075	\$2324	\$3320	\$3735	\$4150	\$5810

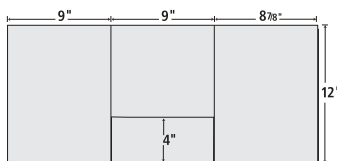
Overall aqueous coating may be gloss, satin, or matte. Our business card slits are standard on the right or left pocket. Slits for odd size cards, brochures, disks are available. Please see "Requirements for Artwork Submission" on Page 18. Additional charge for hard copy color proofs may apply.

344-CP-2000-1



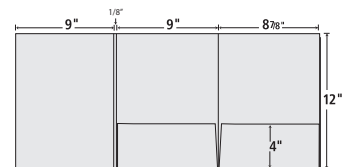
9 X 12 Tri-Panel Presentation Folder with two 4" glued pockets and an open middle panel.

344-CP-2000-2



9 X 12 Tri-Panel Presentation Folder with one 4" glued pocket on the middle panel

344-CP-2000-3



9 X 12 Tri-Panel Presentation Folder with 4" glued pockets on the middle and left or right panel. Front cover has 1/8" capacity spine.

TRI-PANEL 4-COLOR 2-SIDES PAPER (Standard Stock)

- C2S 12 pt. - White
- Topkote Gloss 95# Cover C2S - White ●

Many more stocks & styles available! Visit our website.

Call for price quote on larger quantities!

VERTICAL POCKET 4-COLOR PROCESS FOLDERS

Landscape, Horizontal & Vertical Pockets



4-COLOR PROCESS 1-SIDE WITH AQUEOUS COATING	Quantity						
	250	500	1000	2000	2500	3000	5000
	\$1245	\$1477	\$1743	\$2573	\$2988	\$3403	4731

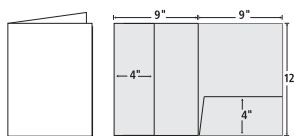
Overall aqueous coating may be gloss, satin, or matte. Our business card slits are standard on the right or left pocket. Slits for odd size cards, brochures, disks are available. Please see "Requirements for Artwork Submission" on Page 18. Additional charge for hard copy color proofs may apply.

VP-1000-1



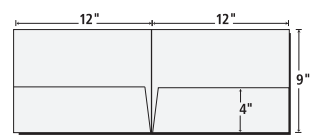
9 x 12 presentation folder with two 4" wide vertical sleeve pockets that are open at side facing center fold.

HV-1000-1



9 x 12 presentation folder with one 4" tall standard pocket at right side and one 4" wide vertical sleeve pocket that is open at side facing center fold.

LS-1000-1



12 x 9 landscape orientation presentation folder with two 4" tall, 12" wide pockets.

Many more stocks & styles available! Visit our website.

Call for price quote on larger quantities!

LARGE FOLDERS 4-COLOR 1-SIDE PAPER (Standard Stock)

- C1S 12 pt. - White

Stitched Insert



PRICES BELOW NEED TO BE ADDED TO FOLDER PRICES.*

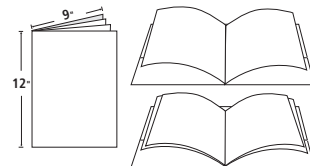
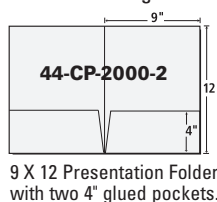
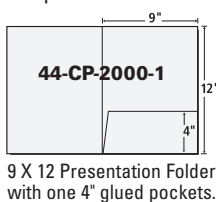
4-PAGE STITCHED INSERT (ADD TO FOLDER PRICE)* 100# Gloss Book 4-COLOR PROCESS with Aqueous Coating	Quantity				
	500	1000	2000	2500	5000
	\$1145	\$1477	\$1743	\$1909	\$2822

8-PAGE STITCHED INSERT (ADD TO FOLDER PRICE)* 100# Gloss Book 4-COLOR PROCESS with Aqueous Coating	Quantity				
	500	1000	2000	2500	5000
	\$1477	\$1743	\$2307	\$2573	\$3901

These prices must be added to the cost of the folder. All prices include aqueous coating (gloss, satin, matte) and saddle stitching.

*4-COLOR PROCESS FOLDER 2-SIDES WITH AQUEOUS COATING 9 x 12 with 4" Glued Pockets 44-CP-2000 SERIES	Quantity				
	500	1000	2000	2500	5000
	\$1486	\$1743	\$2407	\$2739	\$4133

Please see "Requirements for Artwork Submission" on Page 18. Additional charge for hard copy color proofs may apply.



Call for price quote on larger quantities!

- STITCHED INSERT PAPER (Standard Stock)**
- Topkote Gloss 100# Book C2S - White ●
- FOLDER PAPER (Standard Stock)**
- Topkote Gloss 95# Cover C2S - White ●

FOLDERS

Economy 1 & Economy 2



Economy 1



Economy 2

If necessary an overall gloss or matte aqueous coating will be applied at no charge. UPTO 30% COVERAGE

ONE-OPERATION One Color Print or Foil or Emboss CE-1000 SERIES	Quantity								
	100	250	500	1000	2000	2500	3000	4000	5000
	\$332	\$432	\$581	\$780	\$1162	\$1353	\$1544	\$1934	\$2324

TWO-OPERATION Two Colors of Printing or Foil & Emboss or Two Colors of Foil CE-2000 SERIES	Quantity								
	100	250	500	1000	2000	2500	3000	4000	5000
	\$490	\$598	\$764	\$988	\$1419	\$1652	\$1876	\$2357	\$2789

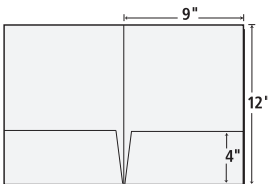
IMPRINT CHOICES:

Print one ink color, on one side (front cover, back cover, and pockets) up to 30% coverage.

Foil stamp one color, one location, up to 16 square inches.

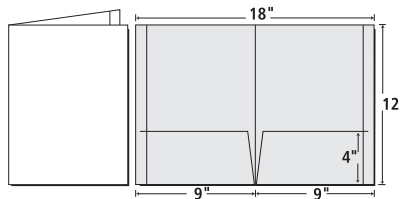
Emboss one location, up to 16 square inches.

CE-1000-1 & CE-2000-1



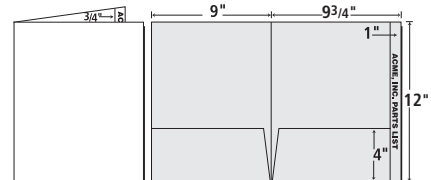
9 X 12 Presentation Folder with two 4" glued pockets.

CE-1000-2 & CE-2000-2



9 X 12 Presentation Folder with two 4" glued pockets and 1" reinforced edges.

CE-1000-3 & CE-2000-3



9 3/4 X 12 Presentation Folder with two 4" glued pockets and a full length wraparound tab for one-sided printing.

Many more stocks & styles available! Visit our website.

Call for price quote on larger quantities!

ECONOMY PAPER (White Stocks)

- C1S 12 pt. - White Semi-Gloss
- C1S 14 pt. - White Semi-Gloss
- C2S 12 pt. - White Semi-Gloss
- Opaque Smooth 80# Cover - White

FOLDERS

Group A-1 & Group A-2



Group A-1



Group A-2

If necessary an overall gloss or matte aqueous coating will be applied at no charge. UPTO 30% COVERAGE

ONE-OPERATION One Color Print or Foil or Emboss GA-1000 SERIES	Quantity								
	100	250	500	1000	2000	2500	3000	4000	5000
	\$390	\$490	\$656	\$905	\$1469	\$1710	\$1951	\$2424	\$2905

TWO-OPERATION Two Colors of Printing or Foil & Emboss or Two Colors of Foil GA-2000 SERIES	Quantity								
	100	250	500	1000	2000	2500	3000	4000	5000
	\$540	\$672	\$863	\$1112	\$1735	\$2009	\$2291	\$2822	\$3370

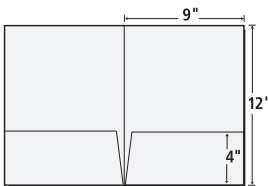
IMPRINT CHOICES:

Print one ink color, on one side (front cover, back cover, and pockets) up to 30% coverage.

Foil stamp one color, one location, up to 16 square inches.

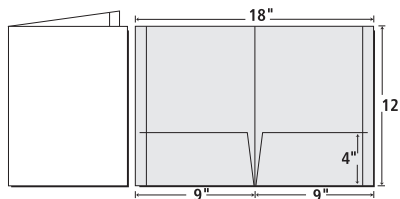
Emboss one location, up to 16 square inches.

GA-1000-1 & GA-2000-1



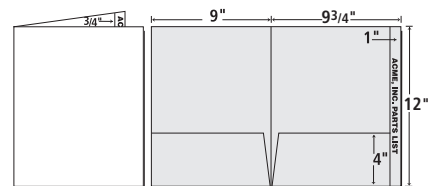
9 X 12 Presentation Folder with two 4" glued pockets.

GA-1000-2 & GA-2000-2



9 X 12 Presentation Folder with two 4" glued pockets and 1" reinforced edges.

GA-1000-3 & GA-2000-3



9 3/4 X 12 Presentation Folder with two 4" glued pockets and a full length wraparound tab for one-sided printing.

GROUP A PAPER

- Cast Coated C1S 12 pt. - White
- Opaque Smooth 80# Cover - Natural
- Opaque Smooth 100# Cover - White
- Topkote Gloss 130# Cover - White
- Linen 84# Cover - White
- Linen 84# Cover - Soft White
- Linen 84# Cover - Ivory
- Linen 84# Cover - Fog Gray

Many more stocks & styles available! Visit our website.

Call for price quote on larger quantities!

FOLDERS

Group B-1 & Group B-2



Group B-1



Group B-2

ONE-OPERATION Foil or Emboss or One Color Print GB-1000 SERIES	Quantity								
	100	250	500	1000	2000	2500	3000	4000	5000
	\$398	\$556	\$764	\$1145	\$1892	\$2257	\$2589	\$3370	\$3951

TWO-OPERATION Foil & Emboss or Two Colors of Foil or Two Colors of Printing GB-2000 SERIES	Quantity								
	100	250	500	1000	2000	2500	3000	4000	5000
	\$548	\$739	\$979	\$1361	\$2208	\$2606	\$2971	\$3801	\$4565

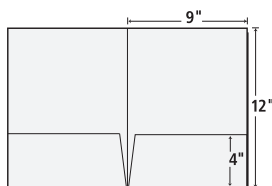
IMPRINT CHOICES:

Foil stamp one color, one location, up to 16 square inches.

Emboss one location, up to 16 square inches.

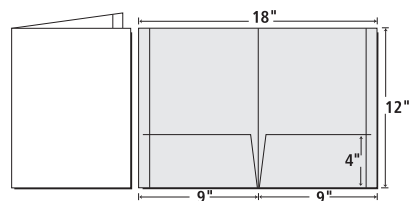
Print one ink color, on one side (front cover, back cover, and pockets) up to 30% coverage.
(Not recommended on dark paper.)

GB-1000-1 & GB-2000-1



9 X 12 Presentation Folder with two 4" glued pockets.

GB-1000-2 & GB-2000-2



9 X 12 Presentation Folder with two 4" glued pockets and 1" reinforced edges.

Many more stocks & styles available!
Visit our website.

Call for price quote on larger quantities!

GROUP B PAPER (Darker Stocks)

- Linen 100# Cover - White ●
- Linen 100# Cover - Blazer Blue ●
- Linen 100# Cover - Greenbrier ●
- Linen 100# Cover - Bordeaux ●
- Linen 100# Cover - Ultimate Black ●
- Linen 100# Cover - Charcoal ●
- Felt 80# Cover - White
- Felt 80# Cover - Talc
- Felt 100# Cover - Greenbrier
- Cast Coated 12 pt. Cover - Black
- Cast Coated 12 pt. Cover - Red
- Cast Coated 12 pt. Cover - Blue

COVERS/HOLDERS

Report Covers & Certificate Holders



Report Covers



Certificate Holders

ONE-OPERATION Foil Stamp 1 Color or Emboss RC-1000/CH-1000 SERIES	Quantity								
	100	250	500	1000	2000	2500	3000	4000	5000
	\$349	\$490	\$681	\$1046	\$1743	\$2108	\$2379	\$3104	\$3635

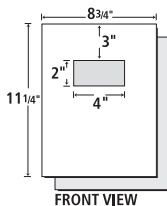
TWO-OPERATION Foil Stamp 2 Colors or Foil Stamp & Emboss RC-2000/CH-2000 SERIES	Quantity								
	100	250	500	1000	2000	2500	3000	4000	5000
	\$498	\$672	\$896	\$1262	\$2042	\$2407	\$2805	\$3536	\$4250

IMPRINT CHOICES:

Foil stamp one color, one location, up to 16 square inches.

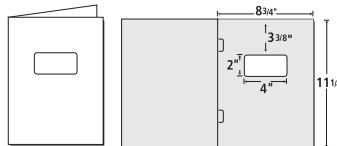
Emboss one location, up to 16 square inches.

RC-1000-1 & RC-2000-1



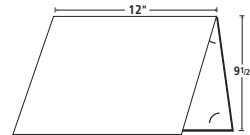
8-3/4 x 11-1/4 two piece report cover with 2 x 4 die-cut window on front cover. This allows the cover page to show through the window.

RC-1000-2 & RC-2000-2



8-3/4 x 11-1/4 report cover folder (one piece) with 2 x 4 die-cut window with round corners on front cover. This allows the cover page to show through the window. Delivered flat.

CH-1000-1 & CH-2000-1



Certificate holder: 9.5 x 12 closed, 4 half moon slits on inside back panel to accommodate an 8.5 x 11 certificate. Delivered flat.

Many more stocks & styles available!
Visit our website.

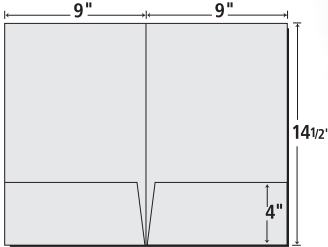
Call for price quote on larger quantities!

CERTIFICATE HOLDERS & REPORT COVERS (Group B Stock)

- Linen 100# Cover - Blazer Blue ●
- Linen 100# Cover - Ultimate Black ●
- Linen 100# Cover - Greenbrier ●
- Linen 100# Cover - Charcoal ●
- Linen 100# Cover - Bordeaux ●

FOLDERS

Legal Size



9 X 14-1/2 Presentation Folder with two 4" glued pockets. This folder holds legal size documents.



If necessary an overall gloss or matte aqueous coating will be applied at no charge. **UPTO 30% COVERAGE**

LEGAL SIZE FOLDER 9 x 14-1/2 with 4" Glued Pockets C1S 12 pt. - Semi-Gloss	Quantity									
	100	250	500	1000	2000	2500	3000	4000	5000	
ONE-OPERATION LG-1000	\$374	\$473	\$647	\$905	\$1378	\$1560	\$1743	\$2108	\$2473	
TWO-OPERATION LG-2000	\$523	\$656	\$855	\$1112	\$1635	\$1843	\$2058	\$2473	\$2905	

LEGAL SIZE FOLDER 9 x 14-1/2 with 4" Glued Pockets Cast Coated C1S 12 pt.	Quantity									
	100	250	500	1000	2000	2500	3000	4000	5000	
ONE-OPERATION LG-3000	\$431	\$523	\$722	\$988	\$1502	\$1785	\$2058	\$2606	\$3138	
TWO-OPERATION LG-4000	\$614	\$714	\$913	\$1195	\$1760	\$2058	\$2374	\$2971	\$3569	

IMPRINT CHOICES:

Print one ink color, on one side (front cover, back cover, and pockets) up to 30% coverage.

Foil stamp one color, one location, up to 16 square inches.

Emboss one location, up to 16 square inches.

LEGAL SIZE FOLDER 9 x 14-1/2 with 4" Glued Pockets C1S 12 pt. LG-5000	Quantity									
	100	250	500	1000	2000	2500	3000	4000	5000	
4-COLOR PROCESS 1-SIDE WITH AQUEOUS COATING	\$706	\$872	\$1038	\$1204	\$1785	\$2034	\$2283	\$2698	\$2980	

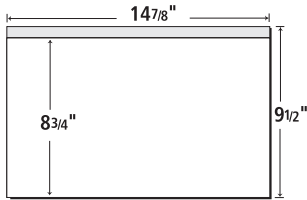
Overall aqueous coating may be gloss, satin, or matte. Our business card slits are standard on the right or left pocket. Slits for odd size cards, brochures, disks are available. Please see "Requirements for Artwork Submission" on Page 18. Additional charge for hard copy color proofs may apply.

Call for price quote on larger quantities!

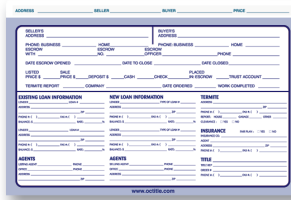
Many more stocks & styles available! Visit our website.

JACKETS

Escrow Jackets

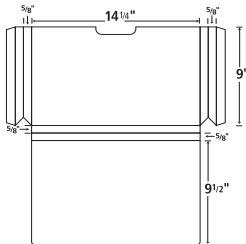


EJ-1000-1



STANDARD ESCROW JACKET 14-7/8 x 9-1/2 110# White Index 80# Opaque Smooth Cover 1-Sided Printing/1-Color (Front & Back) 2-Sided Printing/1-Color Per Side (Front, Back & Tabs)	Quantity							
	250	500	1000	2000	2500	3000	4000	5000
	\$457	\$623	\$822	\$1295	\$1511	\$1743	\$2158	\$2573
	\$656	\$830	\$1071	\$1594	\$1843	\$2092	\$2590	\$3038

Expandable Escrow Jackets



EJX-1000-1

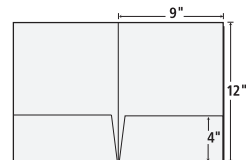


14-1/4 x 9-1/2 expandable escrow jacket with front sleeve pocket; exposes 1/2" tab from back panel. Folded at bottom, glued on both sides, open at top. Three scores, 5/8" apart at spine and sides of sleeve pocket for flexible expansion to hold 1" of legal size documents. Delivered flat.

EXPANDABLE ESCROW JACKET 14-1/4 x 9-1/2 100# Opaque Smooth Cover 1-Sided Printing/1-Color (Front & Back) 2-Sided Printing /1-Color (Front, Back & Tab) or 2-Colors/1-Sided (Front & Back)	Quantity							
	250	500	1000	2000	2500	3000	4000	5000
	\$747	\$955	\$1245	\$1909	\$2241	\$2573	\$3237	\$3901
	\$946	\$1154	\$1486	\$2208	\$2573	\$2922	\$3669	\$4366

Blank Folders

BLANK FOLDERS IN STOCK IN STOCK and READY TO SHIP	Quantity			
	100	250	500	1000
White (12 pt. Cast Coated)	\$116	\$232	\$365	\$664
Black (12 pt. Platisheen)	\$166	\$332	\$581	\$913



BF-1000-1

BLANK FOLDERS ALSO AVAILABLE IN ALL OUR STOCKS	Quantity			
	100	250	500	1000
Economy	\$116	\$232	\$365	\$581
Group A	\$149	\$282	\$465	\$747
Group A Plus & Group B	\$183	\$365	\$631	\$913

9 x 12 with two 4" Glued Pockets
Business Card Slits on right pocket

ALLOW 2 TO 3 DAYS FOR DELIVERY.

Many more stocks & styles available! Visit our website.

Call for price quote on larger quantities!

4x9, 6x9 & DOCUMENT FOLDERS



SHORT RUN PRICING

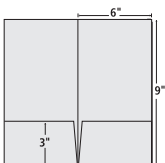
(Request quote for higher quantities)

Print: 4-color process with overall gloss or matte aqueous coating.

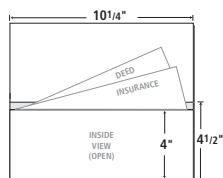
Stock: 12 pt C1S (4-color one side) or 12 pt C2S (4-color both sides)

SMALL FOLDER 4-COLOR PROCESS	Quantity/Pricing						
	50	100	150	200	250	300	500
4/0 + Aqueous (1 Side)	\$407	\$490	\$548	\$606	\$656	\$739	\$822
4/4 + Aqueous (2 Sides)	\$573	\$656	\$739	\$822	\$905	\$1030	\$1154

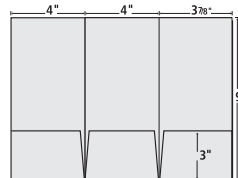
Overall aqueous coating may be gloss, satin, or matte. Please see "Requirements for Artwork Submission" on Page 18. Additional charge for hard copy color proofs may apply.



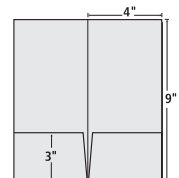
6 x 9 presentation folder with 3" glued pockets, ideal for 5.5 x 8.5 insert sheets.



10-1/4 x 4-1/2 document jacket with front 4" tall sleeve pocket; exposes 1/2" tab from back panel. Folded at bottom, glued on both sides, open at top.



4 x 9 tri-panel presentation folder with two 3" glued pockets and 3" unglued flap in middle.



4 x 9 presentation folder with two 3" glued pockets.

**Call for price quote
on larger quantities!**

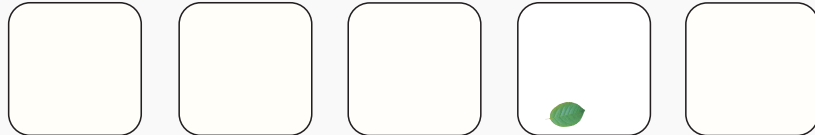
**Many more stocks & styles
available! Visit our website.**

PAPER SAMPLE CHART

Paper samples below are printed reproductions and are for approximate color only.
See Paper and Foil Guide in dealer kit for actual stock samples.



ECONOMY STOCKS



C1S 12 PT. - WHITE
SEMI-GLOSS

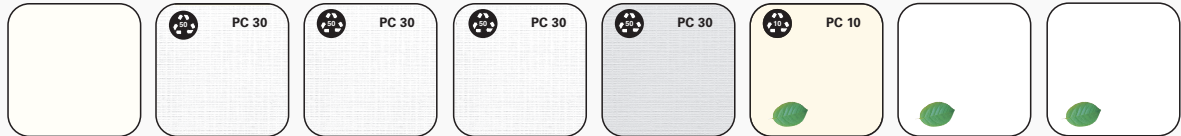
C1S 14 PT. - WHITE
SEMI-GLOSS

C2S 12 PT. - WHITE
SEMI-GLOSS

OPAQUE SMOOTH
80# COVER-WHITE

C1S 16 PT. - WHITE
SEMI-GLOSS

GROUP A STOCKS



CAST COATED C1S
12 PT.-WHITE

PC 30
LINEN
84# COVER-WHITE

PC 30
LINEN
84# COVER-SOFT WHITE

PC 30
LINEN
84# COVER-IVORY

PC 30
LINEN
84# COVER-FOG GRAY

PC 10
OPAQUE SMOOTH
80# COVER-NATURAL

TOPKOTE GLOSS
130# COVER-WHITE

OPAQUE SMOOTH
100# COVER-WHITE

GROUP B STOCKS



PC 30
LINEN
100# COVER-WHITE

FELTWEAVE
80# COVER-WHITE

PC 30
LOOP FELTMARK
80# COVER-TALC



LINEN
100# COVER-BLAZER BLUE



LINEN
100# COVER-GREENBRIER



LINEN
100# COVER-BORDEAUX



LINEN
100# COVER-ULTIMATE BLACK



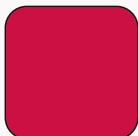
LINEN
100# COVER-CHARCOAL



FELT
100# COVER-GREENBRIER



CAST COATED
12 PT. COVER-BLACK



CAST COATED
12 PT. COVER-RED



CAST COATED
12 PT. COVER-BLUE

GREEN KEY

Contains 10-100% Recycled Materials

PC % Of Post Consumer Fiber

Certified Papers

All House Stocks are Recyclable

GENERAL INFORMATION

REQUIREMENTS FOR ARTWORK SUBMISSION:

1. Acceptable file formats are InDesign, QuarkXPress, Illustrator (.ai or .eps), PhotoShop, and PDF. PDF's must not be separated.
2. PDF files may be supplied, but **when possible, please provide native files, fonts, and linked pictures.**
3. All images and graphics placed or linked in the artwork must be sent. Color or grayscale images must be at least 300 dpi at final size. Line art or black and white images must be at least 1200 dpi at final size.
4. The document size must be the flat (unfolded) size of the folder to be ordered. All panels (front cover, back cover, etc.), pockets, flaps, etc. must be the correct size and must include **1/8" bleeds**. Folder specifications and downloadable **templates** are available.
5. If possible, a color proof or previous sample should be sent with the folder order for all color jobs. A grayscale proof with clearly marked color breaks is also acceptable.
6. Multicolor artwork which uses any combination of inks, spot varnishes, spot UV coatings, foils, and embossing must be built to output correctly as spot colors.

PROOFS: Based upon the ink colors and operations being used on your job, we recommend different kinds of proofs. Shown below are the descriptions and costs for each type.

If you meet all of the requirements listed above in "**Requirements for Artwork Submission**", a proof is not mandatory, but is recommended to ensure your complete satisfaction with the finished product.

If you do not meet all of the requirements, a representative will contact you to review what **charges will apply for a mandatory proof**. Additional pre-press charges may also apply depending on the complexity of the work needed to correct the files.

Recommended for 1, 2 or 3 Colors, or Foil or Embossing

SpinJet proofs Cost: (Consult your representative for cost.)

A SpinJet proof is a low-cost proof that is **NOT Color Accurate**. They are intended to give only a general idea of the colors. You should reference a Pantone® Formula Guide or a foil chart to verify proper colors. **SpinJets are an accurate proof for margins, trimming and construction of your job.**

Recommended for 4-Color Process

Epson proofs Cost: (Consult your representative for cost.)

Epson proofs are **extremely color accurate for 4-color process jobs when they print on white coated stock**. They are not 100% accurate for all PANTONE® colors or duotones. Please verify any PANTONE® colors with a PANTONE® Formula Guide. If you are printing on UNCOATED or COLORED papers, the colors of ink will appear less bright and somewhat darker than the proof.

Epson proofs are recommended over Emailed PDF proofs: In order to properly view a PDF proof, you must be using Acrobat 8 or higher or Adobe Reader 9 or higher. To obtain one of these products go to www.adobe.com. Although PDF proofs are fast and convenient, they cannot give you an accurate preview of how your colors will print. Differences in color settings on computer monitors and calibrations on printers make PDF proofs unreliable for color matching. **If your job has subject matter containing skin tones or colors needing accurate color matching, we strongly recommend an Epson proof.** If you opt to receive only a PDF proof, you may be asked to sign a waiver for color accuracy.

FILE TRANSFERS: Only ZIP, SIT and PDF files may be sent to us via the Internet. Files under 5MB may also be e-mailed.

FILES VIA DISK: If you are unable to send files electronically, we accept CDs and DVDs in PC and Mac formats. We prefer not to take flash drives.

SOLID BLACKS: Large areas of solid black on 4-color process jobs should be 50% Cyan, 40% Magenta, 40% Yellow, 100% Black.

HEAVY INK COVERAGE with SPOT COLORS: Large areas of solid or screened ink/s that have large amounts of ink require an extra charge. In addition, aqueous coating or lamination for sheet protection will also require an extra charge. Call for pricing.

AQUEOUS COATING: These coatings are available in a gloss, satin, matte or soft-touch finish, and are a clear protective coating on top of the ink that provides some protection against smearing and scuffing.

UV COATING: This coating is only available in a gloss finish that is much more glossy than aqueous or varnish. UV Coating provides protection against smearing and scuffing, but tends to show fingerprints on dark colors.

SPOT UV COATING: UV coating can also be applied to specific areas for enhancement. This requires you to create a file that indicates the area(s) you wish to apply the Spot UV Coating.

LAMINATION: This material is a layer of plastic adhered to the top of the printed sheet that provides the best protection. Available in gloss, matte, and soft-touch finishes and thicknesses from 1.5 mil to 10 mil.

PRODUCTION TIME: Standard orders will ship 3 to 5 working days after we receive approved artwork. Allow extra time for proofs, custom stock, custom dies, hand gluing, and heavy ink coverage jobs.

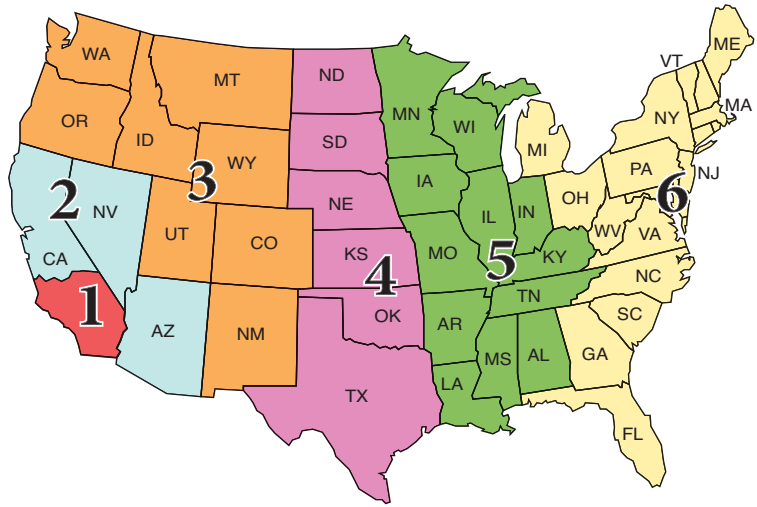
RUSH ORDERS: We welcome rush orders! Please call customer service for production schedule based on the complexity of your order.

CHANGES OR CANCELLATIONS: Changes to orders in process may require additional charges and/or time. Cancellations after an order is in process will require payment for actual work performed.

OVER RUN/UNDER RUNS: All orders are subject to a 10% over run or under run, however, we will only charge for the amount you need. If we produce more than the quantity ordered, it is your choice whether or not to purchase the over run.

SHIPPING CHART

Find your state. The numbers on the map refer to the approximate cost and average number of days to ship Ground. These prices can be used for all Price List items.



Approximate delivery for Ground Shipment:

- Zone 1 - 1 day**
 - Zone 2 - 2 days**
 - Zone 3-4 - 3 days**
 - Zone 5-6 - 4 days**
- (To most major cities)

ZONE & RATE CHART

QUANTITY		1	2	3	4	5	6
100	Ground	16.00	18.00	21.00	25.00	30.00	32.00
	2nd Day		37.00	50.00	71.00	81.00	86.00
	Next Day - 10:30 a.m.		78.00	87.00	95.00	103.00	109.00
250	Ground	17.00	18.00	23.00	28.00	32.00	35.00
	2nd Day		46.00	60.00	90.00	95.00	97.00
	Next Day - 10:30 a.m.	49.00	97.00	107.00	116.00	124.00	128.00
500	Ground	23.00	28.00	35.00	46.00	56.00	62.00
	2nd Day		81.00	110.00	171.00	178.00	185.00
	Next Day - 10:30 a.m.	88.00	193.00	205.00	222.00	237.00	247.00
1000	Ground	46.00	53.00	70.00	97.00	105.00	123.00
	2nd Day		163.00	187.00	309.00	325.00	341.00
	Next Day - 10:30 a.m.	162.00	309.00	341.00	385.00	407.00	419.00
1500	Ground	64.00	74.00	86.00	110.00	126.00	143.00
	2nd Day		204.00	353.00	385.00	441.00	479.00
	Next Day - 10:30 a.m.	198.00	309.00	429.00	529.00	573.00	589.00
2000	Ground	71.00	81.00	100.00	121.00	149.00	165.00
	2nd Day		248.00	402.00	413.00	468.00	495.00
	Next Day - 10:30 a.m.	210.00	341.00	529.00	551.00	584.00	606.00
2500	Ground	74.00	98.00	121.00	143.00	176.00	192.00
	2nd Day		286.00	441.00	463.00	517.00	556.00
	Next Day - 10:30 a.m.	253.00	390.00	671.00	672.00	716.00	750.00
3000	Ground	82.00	110.00	143.00	165.00	198.00	220.00
	2nd Day		341.00	507.00	595.00	639.00	683.00
	Next Day - 10:30 a.m.	297.00	463.00	750.00	804.00	865.00	915.00
4000	Ground	105.00	156.00	193.00	220.00	265.00	297.00
	2nd Day		451.00	573.00	694.00	760.00	870.00
	Next Day - 10:30 a.m.	385.00	595.00	882.00	1015.00	1045.00	1190.00
5000	Ground	121.00	127.00	242.00	248.00	331.00	363.00
	2nd Day		562.00	640.00	794.00	882.00	1058.00
	Next Day - 10:30 a.m.	463.00	728.00	1015.00	1213.00	1235.00	1485.00

Carton weight based on 12 pt. stock, 28 lbs. per box. Extra charges may be incurred due to COD or other services. Prices subject to change without notice.

CUSTOM SPECIALTY ITEMS

Custom Die-Cut Folders

Capacity Folders

Tabbed Folders

Slim Jim Folders

Self-Mailing Folders

Gift Certificate Folders

Hotel Key Folders

Straight-Line Gluing Boxes

Software Boxes

Software Sleeves

Media Packaging

Unique Die-Cut Paper Products

Custom Shaped Pockets

Velcro Tabs