

find it all at

A large, abstract graphic of a flowing ribbon in shades of blue, purple, and orange, looping around the central text.

passport
catalog

Presentation Solutions

Folders • Packaging • Large Format • Checks • Forms

Folders & More

Build your brand



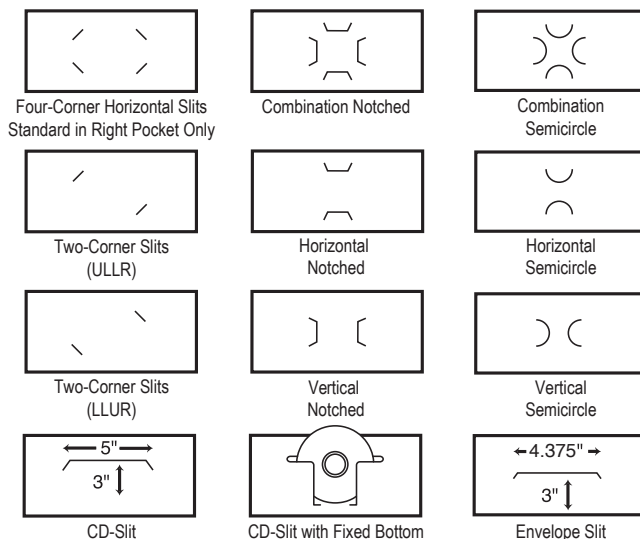
Presentation Folders

Product information for all standard printed folders

Business card slits

Four-corner horizontal business card slits centered in the right pocket are standard as shown in the product die-line images unless otherwise noted. Optional slits are available for a \$35 list (R) additional charge.

See available options below.



Printing on folder

Pricing includes printing on one side only; see shaded areas of the folder die-lines. Please call for pricing on flood coverage and second side printing.

Pockets

All pockets are glued, unless noted.

Final fold

Items are shipped final folded, unless noted.

Production times

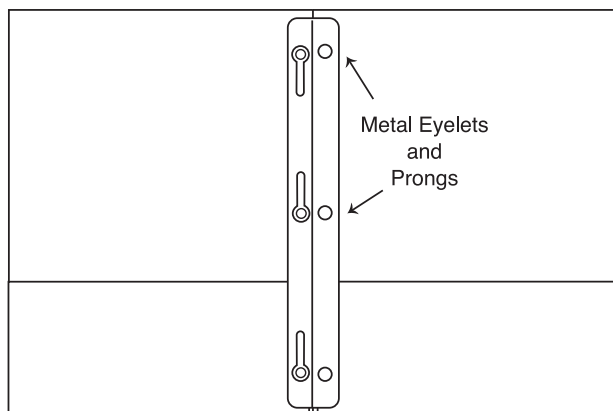
Production time is listed for each style. A 10% rush charge may apply to accommodate non-standard turn times. Call to verify rush turn times. Additional production time may be required for flood coverage, lamination and multiple processes.



All of our products are printed with **Low-VOC**, vegetable-based inks.

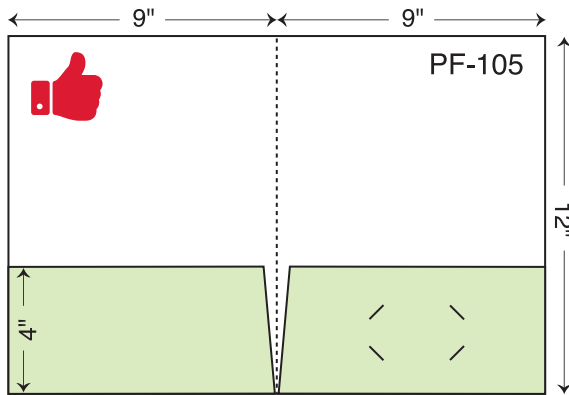
Spine prong attachments

Available in white card stock and can be stitched in many folder styles. May add additional production time. Call for pricing.



PF-105 Presentation Folders

The most popular presentation folder style



- 9" x 12"
- Two 4" glued pockets
- Single-scored spine
- 4-corner business card slits in right pocket
- Fast turnaround



PF-105 PRESENTATION FOLDER

QUANTITY

Price per each on Base Stocks	250	500	1000	1500	2000	2500	3000	4000	5000	10000
Printed 1 Color, 1 Side	1.660	1.183	0.903	0.782	0.703	0.677	0.625	0.577	0.522	0.455
Printed 2 Colors, 1 Side	2.453	1.537	1.042	0.917	0.817	0.755	0.712	0.683	0.590	0.493
Foil Stamp 1 Standard Color (24 sq. in.)	1.980	1.317	0.970	0.835	0.787	0.737	0.707	0.675	0.612	0.548
Emboss (24 sq. in.)	2.040	1.357	0.998	0.860	0.810	0.758	0.728	0.695	0.630	0.565
4-Color Process, 1 Side	2.733	1.678	1.133	0.975	0.860	0.790	0.762	0.730	0.648	0.508
Blank (No Printing)	1.340	1.030	0.827	0.727	0.660	0.602	0.560	0.532	0.473	0.423
Add to Base (All Styles)										
Additional Print Color - Same Side	0.515	0.295	0.183	0.142	0.125	0.112	0.098	0.087	0.077	0.057
Solid/Heavy Ink Coverage	0.693	0.357	0.203	0.152	0.127	0.110	0.100	0.087	0.078	0.062
Additional Foil (24 sq. in.)	0.597	0.345	0.215	0.177	0.155	0.138	0.125	0.105	0.093	0.070
Additional Emboss (24 sq. in.)	0.613	0.353	0.220	0.180	0.160	0.140	0.128	0.108	0.097	0.075
Varnish	0.367	0.350	0.198	0.148	0.123	0.107	0.098	0.085	0.077	0.060
Laminate One Side (Gloss or Matte)	0.807	0.470	0.392	0.362	0.348	0.338	0.333	0.325	0.322	0.312
Spine Prong Attachments	1.150	1.150	1.150	1.150	1.150	1.150	1.150	1.150	1.150	1.150
Group I Stocks	0.137	0.117	0.107	0.105	0.105	0.105	0.103	0.102	0.102	0.102
Group II Stocks	0.343	0.280	0.255	0.253	0.252	0.252	0.250	0.248	0.248	0.248
Group III Stocks	0.618	0.523	0.473	0.467	0.463	0.460	0.457	0.455	0.453	0.447

Class R

PRODUCTION TIME (after proof approval)

PF-105 Print (base process)	2-4 working days
PF-105 Foil or Emboss	3-5 working days

Business card slits come standard as pictured. See options on page 3.

Digital Presentation Folders

Economical short-run folder solutions

- Outstanding print quality and color accuracy
- Wide range of standard coated and uncoated stocks*
- Finishing/special effects suitability: embossing, foil stamping, laminating
- Quantities as low as 1 (call for pricing)



Easy online ordering!

Order by 10am CST to ship same day!

- PF-105ND
- 12pt C1S
- 4-corner bc slits
- Full Color, 1 sided
- Only available online*
- No proof or substitutions

NEW!



DIGITAL FOLDER

QUANTITY

PF-105ND - Folders In A Day	25	50	75	100	150	200
Digital 4-Color Process, 1 Side	8.750	6.583	4.650	3.667	3.317	3.050

Class R

*Contact customer service to **set up your account** and get started!

**Doesn't include transit time.

Digital Products (PF-105J, PF-110J, PF115J)

Print digitally for high-quality, short runs. The PF-105J folder is a digitally printed 9" x 12" Presentation Folder with two 4" glued pockets and 4-corner horizontal business card slits in the right pocket. Or choose from our one-pocket versions (PF-110J and PF-115J) - same quality, same competitive price!

DIGITAL FOLDERS

QUANTITY

PF-105J to PF-115J, Price/ea on Base Stocks	25	50	75	100	150	200	250	300	500	750	1000	1500	2000	2500
Digital 4-Color Process, 1 Side	17.933	9.600	6.652	5.183	3.755	3.067	2.733	2.378	1.678	1.328	1.133	0.975	0.860	0.790
Add to Base (All Styles)														
Foil (24 sq. in.)	5.067	2.600	1.755	1.350	0.922	0.717	0.597	0.543	0.345	0.258	0.215	0.177	0.155	0.138
Emboss (24 sq. in.)	5.267	2.700	1.822	1.400	0.955	0.742	0.613	0.560	0.353	0.265	0.220	0.180	0.160	0.140
Laminate One Side (Gloss or Matte)	6.867	3.500	2.378	1.817	1.255	0.975	0.808	0.740	0.470	0.415	0.392	0.362	0.348	0.338
Spine Prong Attachments	1.667	1.267	1.200	1.150	1.150	1.150	1.150	1.150	1.150	1.150	1.150	1.150	1.150	1.150
Group I Stocks	0.840	0.455	0.327	0.263	0.187	0.148	0.132	0.128	0.113	0.108	0.102	0.102	0.102	0.100
Group II Stocks	1.050	0.560	0.397	0.368	0.362	0.350	0.342	0.328	0.278	0.267	0.253	0.252	0.252	0.250

Class R

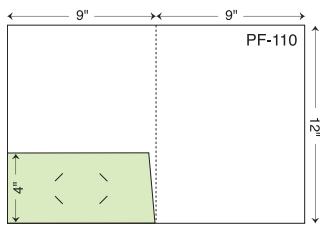
PRODUCTION TIME (after proof approval)

PF-105J to PF-115J (digital)	2-4 working days
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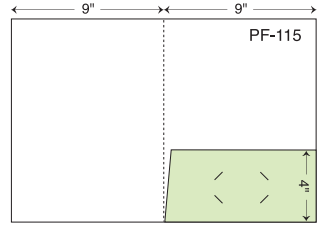
Business card slits come standard as pictured. See options on page 3.

Standard Folders

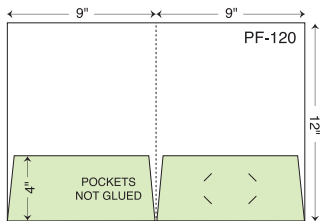
Custom printed presentation folders



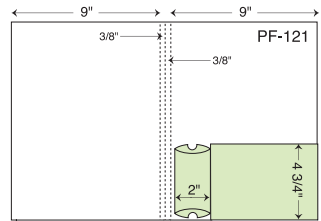
PF-110
9" x 12" Presentation Folder
One 4" pocket on left



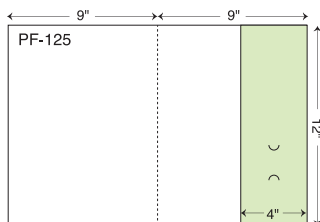
PF-115 
9" x 12" Presentation Folder
One 4" pocket on right



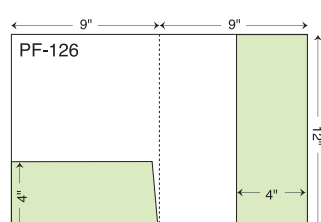
PF-120
9" x 12" Presentation Folder
Two 4" unglued pockets



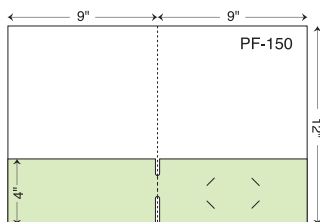
PF-121
9" x 12" Presentation Folder
4 3/4" pocket with 2" flash drive
Use up to 12 pt. stock



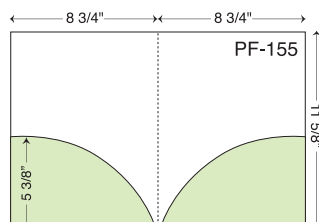
PF-125
9" x 12" Presentation Folder
One 4" vertical pocket



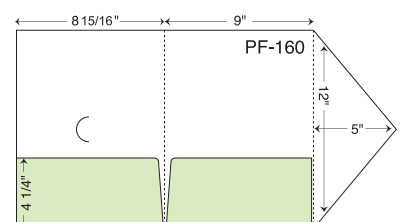
PF-126
9" x 12" Presentation Folder
4" horizontal and vertical pocket



PF-150
9" x 12" Presentation Folder
Continuous 4" pocket



PF-155
8 3/4" x 11 5/8" Presentation Folder
Two 5 3/8" curved pockets



PF-160
9" x 12" Presentation Folder
Two 4 1/4" pockets, locking flap

Standard Folders

Custom printed presentation folders

STANDARD FOLDERS				QUANTITY						
PF-110 to PF-115, Price/ea on Base Stocks	250	500	1000	1500	2000	2500	3000	4000	5000	10000
Printed 1 Color, 1 Side	1.660	1.183	0.903	0.782	0.703	0.677	0.625	0.577	0.522	0.455
Printed 2 Colors, 1 Side	2.453	1.537	1.042	0.917	0.817	0.755	0.712	0.683	0.590	0.493
Foil Stamp 1 Standard Color (24 sq. in.)	1.980	1.317	0.970	0.835	0.787	0.737	0.707	0.675	0.612	0.548
Emboss (24 sq. in.)	2.040	1.357	0.998	0.860	0.810	0.758	0.728	0.695	0.630	0.565
4-Color Process, 1 Side	2.733	1.678	1.133	0.975	0.860	0.790	0.762	0.730	0.648	0.508
Blank (No Printing)	1.340	1.030	0.827	0.727	0.660	0.602	0.560	0.532	0.473	0.423
PF-120, Price/ea on Base Stocks										
Printed 1 Color, 1 Side	1.913	1.358	1.033	0.888	0.803	0.732	0.677	0.627	0.568	0.495
Printed 2 Colors, 1 Side	2.698	1.687	1.157	1.005	0.897	0.828	0.780	0.743	0.643	0.543
Foil Stamp 1 Standard Color (24 sq. in.)	2.053	1.365	1.007	0.867	0.817	0.765	0.732	0.700	0.637	0.570
Emboss (24 sq. in.)	2.093	1.392	1.023	0.878	0.823	0.778	0.745	0.713	0.640	0.575
4-Color Process, 1 Side	5.308	2.853	1.707	1.332	1.117	1.035	0.957	0.863	0.767	0.602
Blank (No Printing)	1.397	1.068	0.858	0.755	0.687	0.627	0.582	0.543	0.493	0.440
PF-121 to PF-150, Price/ea on Base Stocks										
Printed 1 Color, 1 Side	2.052	1.417	1.060	0.915	0.830	0.757	0.705	0.652	0.590	0.513
Printed 2 Colors, 1 Side	2.837	1.745	1.183	1.032	0.923	0.853	0.808	0.768	0.665	0.562
Foil Stamp 1 Standard Color (24 sq. in.)	2.192	1.423	1.033	0.893	0.843	0.790	0.760	0.725	0.658	0.588
Emboss (24 sq. in.)	2.232	1.450	1.050	0.905	0.850	0.803	0.773	0.738	0.662	0.593
4-Color Process, 1 Side	5.447	2.912	1.733	1.358	1.143	1.060	0.985	0.888	0.788	0.620
Blank (No Printing)	1.535	1.127	0.885	0.782	0.713	0.652	0.610	0.568	0.515	0.458
PF-155 to PF-160, Price/ea on Base Stocks										
Printed 1 Color, 1 Side	2.355	1.702	1.325	1.168	1.072	0.987	0.923	0.863	0.788	0.688
Printed 2 Colors, 1 Side	3.140	2.030	1.448	1.285	1.165	1.083	1.027	0.980	0.863	0.737
Foil Stamp 1 Standard Color (24 sq. in.)	2.432	1.712	1.263	1.127	1.045	0.983	0.980	0.937	0.858	0.782
Emboss (24 sq. in.)	2.495	1.725	1.297	1.148	1.083	1.030	0.988	0.948	0.863	0.775
4-Color Process, 1 Side	5.750	3.197	1.998	1.612	1.385	1.290	1.203	1.100	0.987	0.795
Blank (No Printing)	1.838	1.412	1.150	1.035	0.955	0.882	0.828	0.780	0.713	0.633
Add to Base (All Styles)										
Additional Print Color - Same Side	0.515	0.295	0.183	0.142	0.125	0.112	0.098	0.087	0.077	0.057
Solid/Heavy Ink Coverage	0.693	0.357	0.210	0.152	0.127	0.113	0.100	0.090	0.078	0.062
Additional Foil (24 sq. in.)	0.597	0.345	0.215	0.177	0.155	0.138	0.125	0.105	0.093	0.070
Additional Emboss (24 sq. in.)	0.613	0.353	0.220	0.180	0.160	0.140	0.128	0.108	0.097	0.075
Varnish	0.367	0.350	0.198	0.148	0.123	0.107	0.098	0.085	0.077	0.060
Laminate One Side (Gloss or Matte)	0.807	0.470	0.392	0.362	0.348	0.338	0.333	0.325	0.322	0.312
Spine Prong Attachments	1.150	1.150	1.150	1.150	1.150	1.150	1.150	1.150	1.150	1.150
Group I Stocks	0.137	0.117	0.107	0.105	0.105	0.105	0.103	0.102	0.102	0.102
Group II Stocks	0.343	0.280	0.255	0.253	0.252	0.252	0.250	0.248	0.248	0.248
Group III Stocks	0.618	0.523	0.473	0.467	0.463	0.460	0.457	0.455	0.453	0.447

Class R

PRODUCTION TIME (after proof approval)

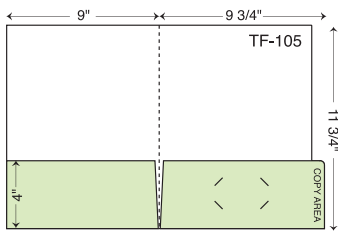
PF-115 (base process) **NEW!** 3-5 working days

All Standard Folders (base process) 5-7 working days

Business card slits come standard as pictured. See options on page 3.

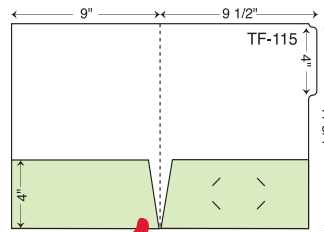
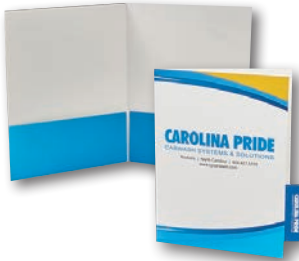
Tab Folders

Presentation folders with built-in index tabs, perfect for filing systems



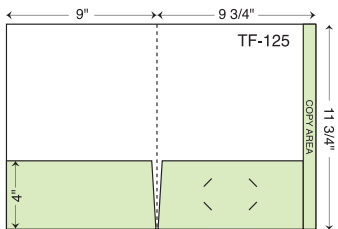
TF-105

9 3/4" x 11 3/4" Tab Folder
Two 4" pockets, 4" tab on pocket



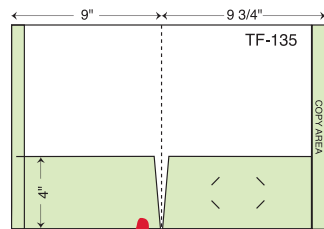
TF-115

9 1/2" x 11 3/4" Tab Folder
Two 4" pockets



TF-125

9 3/4" x 11 3/4" Tab Folder
Two 4" pockets, full reinforced tab on right



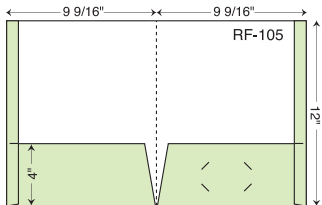
TF-135

9 3/4" x 11 3/4" Tab Folder
Two 4" pockets, full reinforced tabs



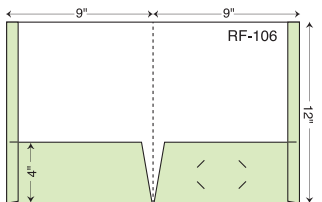
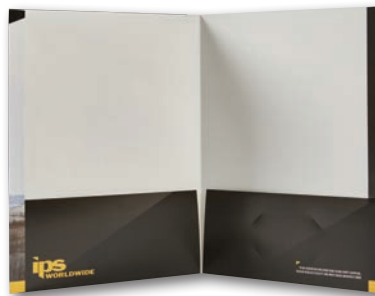
Reinforced Folders

Presentation folders with full glued reinforced tabs on both sides



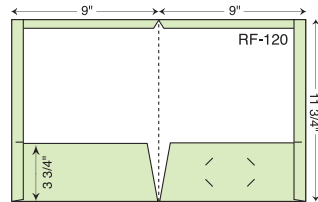
RF-105

9 9/16" x 12"
Reinforced Folder, Two 4" pockets



RF-106

9" x 12"
Reinforced Folder, Two 4" pockets



RF-120

9" x 11 3/4"
Reinforced Folder
Two 3 3/4" pockets, reinforced top and sides



Tab Et Reinforced Folders

Presentation folders with built-in index tabs or reinforced tabs

TAB FOLDERS		QUANTITY								
Price per each on Base Stocks	250	500	1000	1500	2000	2500	3000	4000	5000	10000
Printed 1 Color, 1 Side	2.202	1.503	1.110	0.957	0.873	0.798	0.745	0.688	0.625	0.532
Printed 2 Colors, 1 Side	2.987	1.832	1.233	1.073	0.967	0.895	0.848	0.805	0.700	0.580
Foil Stamp 1 Standard Color (24 sq. in.)	2.310	1.490	1.068	0.925	0.875	0.822	0.792	0.752	0.678	0.595
Emboss (24 sq. in.)	2.342	1.527	1.082	0.937	0.885	0.842	0.810	0.773	0.700	0.618
4-Color Process, 1 Side	5.310	2.860	1.705	1.337	1.132	1.048	0.973	0.880	0.785	0.627
Blank (No Printing)	1.685	1.213	0.935	0.823	0.757	0.693	0.650	0.605	0.550	0.477
REINFORCED FOLDERS		QUANTITY								
RF-105 to RF-106, Price/ea on Base Stocks	250	500	1000	1500	2000	2500	3000	4000	5000	10000
Printed 1 Color, 1 Side	2.130	1.468	1.092	0.945	0.865	0.790	0.737	0.682	0.620	0.527
Printed 2 Colors, 1 Side	2.915	1.797	1.215	1.062	0.958	0.887	0.840	0.798	0.695	0.575
Foil Stamp 1 Standard Color (24 sq. in.)	2.238	1.455	1.050	0.913	0.867	0.813	0.783	0.745	0.673	0.590
Emboss (24 sq. in.)	2.310	1.502	1.082	0.935	0.885	0.837	0.805	0.768	0.692	0.607
4-Color Process, 1 Side	5.238	2.825	1.687	1.325	1.123	1.040	0.965	0.873	0.780	0.622
Blank (No Printing)	1.613	1.178	0.917	0.812	0.748	0.685	0.642	0.598	0.545	0.472
RF-120, Price/ea on Base Stocks										
Printed 1 Color, 1 Side	2.858	1.928	1.410	1.217	1.112	1.022	0.958	0.890	0.818	0.700
Printed 2 Colors, 1 Side	3.643	2.257	1.533	1.333	1.205	1.118	1.062	1.007	0.893	0.748
Foil Stamp 1 Standard Color (24 sq. in.)	2.967	1.915	1.368	1.185	1.113	1.045	1.005	0.953	0.872	0.763
Emboss (24 sq. in.)	3.038	1.962	1.400	1.207	1.132	1.068	1.027	0.977	0.890	0.780
4-Color Process, 1 Side	5.967	3.285	2.005	1.597	1.370	1.272	1.187	1.082	0.978	0.795
Blank (No Printing)	2.342	1.638	1.235	1.083	0.995	0.917	0.863	0.807	0.743	0.645
Add to Base (All Styles)										
Additional Print Color - Same Side	0.515	0.295	0.183	0.142	0.125	0.112	0.098	0.087	0.077	0.057
Solid/Heavy Ink Coverage	0.693	0.357	0.210	0.152	0.127	0.113	0.100	0.090	0.078	0.062
Additional Foil (24 sq. in.)	0.597	0.345	0.215	0.177	0.155	0.138	0.125	0.105	0.093	0.070
Additional Emboss (24 sq. in.)	0.613	0.353	0.220	0.180	0.160	0.140	0.128	0.108	0.097	0.075
Varnish	0.367	0.350	0.198	0.148	0.123	0.107	0.098	0.085	0.077	0.060
Laminate One Side (Gloss or Matte)	0.807	0.470	0.392	0.362	0.348	0.338	0.333	0.325	0.322	0.312
Spine Prong Attachments	1.150	1.150	1.150	1.150	1.150	1.150	1.150	1.150	1.150	1.150
Group I Stocks	0.137	0.117	0.107	0.105	0.105	0.105	0.103	0.102	0.102	0.102
Group II Stocks	0.343	0.280	0.255	0.253	0.252	0.252	0.250	0.248	0.248	0.248
Group III Stocks	0.618	0.523	0.473	0.467	0.463	0.460	0.457	0.455	0.453	0.447

Class R

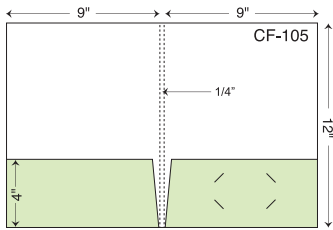
PRODUCTION TIME (after proof approval)

All Tab & Reinforced Folders (base process) 5-7 working days

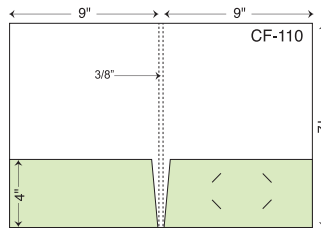
Business card slits come standard as pictured. See options on page 3.

Capacity Folders

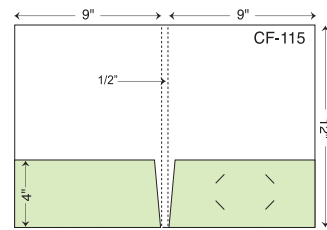
Presentation folders with expansion features to hold more



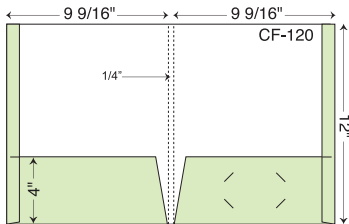
CF-105 
9" x 12" Capacity Folder
Two 4" pockets, 1/4" spine



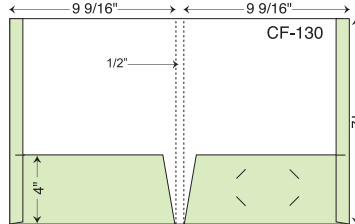
CF-110
9" x 12" Capacity Folder
Two 4" pockets, 3/8" spine



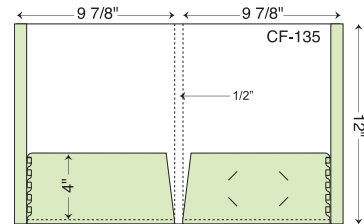
CF-115
9" x 12" Capacity Folder
Two 4" pockets, 1/2" spine




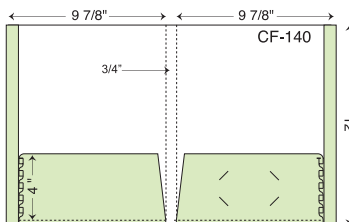
CF-120
9 9/16" x 12" Capacity Folder
Two 4" pockets, reinforced sides,
1/4" spine



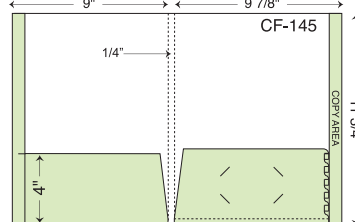
CF-130
9 9/16" x 12" Capacity Folder
Two 4" pockets, reinforced
sides, 1/2" spine



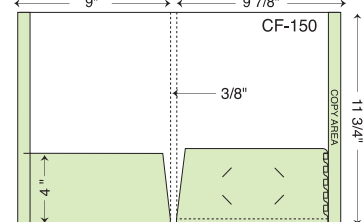
CF-135 
9 7/8" x 12" Capacity Folder
Two 4" expandable pockets,
reinforced sides, 1/2" spine



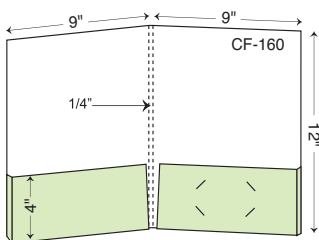
CF-140
9 7/8" x 12" Capacity Folder
Two 4" expandable pockets,
reinforced sides, 3/4" spine



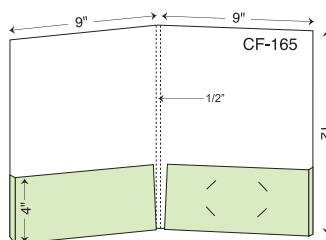
CF-145
9 7/8" x 11 3/4" Capacity Tab Folder
Two 4" pockets, expandable right
pocket, reinforced sides, 1/4" spine




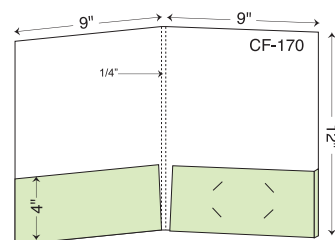
CF-150
9 7/8" x 11 3/4" Capacity Tab Folder
Two 4" pockets, expandable right
pocket, reinforced sides, 3/8" spine



CF-160
9" x 12" Capacity Folder
Two 4" - 1/8" box pockets,
1/4" spine



CF-165 
9" x 12" Capacity Folder
Two 4" - 1/4" box pockets,
1/2" spine



CF-170
9" x 12" Capacity Folder
Two 4" pockets - 1/4" box
pocket on right side, 1/4" spine

Capacity Folders

Presentation folders with expansion features to hold more



CAPACITY FOLDERS

QUANTITY

CF-105 to CF-150, Price/ea on Base Stocks	250	500	1000	1500	2000	2500	3000	4000	5000	10000
Printed 1 Color, 1 Side	2.305	1.567	1.150	0.992	0.902	0.823	0.770	0.712	0.647	0.550
Printed 2 Colors, 1 Side	3.090	1.895	1.273	1.108	0.995	0.920	0.873	0.828	0.722	0.598
Foil Stamp 1 Standard Color (24 sq. in.)	2.413	1.553	1.108	0.960	0.903	0.847	0.817	0.775	0.700	0.613
Emboss (24 sq. in.)	2.485	1.600	1.140	0.982	0.922	0.870	0.838	0.798	0.718	0.630
4-Color Process, 1 Side	5.413	2.923	1.745	1.372	1.160	1.073	0.998	0.903	0.807	0.645
Blank (No Printing)	1.788	1.277	0.975	0.858	0.785	0.718	0.675	0.628	0.572	0.495
CF-160 to CF-170, Price/ea on Base Stocks										
Printed 1 Color, 1 Side	2.800	1.985	1.415	1.230	1.113	1.005	0.942	0.848	0.773	0.658
Printed 2 Colors, 1 Side	3.585	2.313	1.538	1.347	1.207	1.102	1.045	0.965	0.848	0.707
Foil Stamp 1 Standard Color (24 sq. in.)	2.908	1.972	1.373	1.198	1.115	1.028	0.988	0.912	0.827	0.722
Emboss (24 sq. in.)	2.980	2.018	1.405	1.220	1.133	1.052	1.010	0.935	0.845	0.738
4-Color Process, 1 Side	5.908	3.342	2.010	1.610	1.372	1.255	1.170	1.040	0.933	0.753
Blank (No Printing)	2.283	1.695	1.240	1.097	0.997	0.900	0.847	0.765	0.698	0.603
Add to Base (All Styles)										
Additional Print Color - Same Side	0.515	0.295	0.183	0.142	0.125	0.112	0.098	0.087	0.077	0.057
Solid/Heavy Ink Coverage	0.693	0.357	0.210	0.152	0.127	0.110	0.100	0.090	0.078	0.062
Additional Foil (24 sq. in.)	0.597	0.345	0.215	0.177	0.155	0.138	0.125	0.105	0.093	0.070
Additional Emboss (24 sq. in.)	0.613	0.353	0.220	0.180	0.160	0.140	0.128	0.108	0.097	0.075
Varnish	0.367	0.350	0.198	0.148	0.123	0.107	0.098	0.085	0.077	0.060
Laminate One Side (Gloss or Matte)										
CF-105 to CF-120, CF-160 to CF-170	0.807	0.470	0.392	0.362	0.348	0.338	0.333	0.325	0.322	0.312
CF-130 to CF-150	0.913	0.545	0.472	0.447	0.432	0.423	0.418	0.410	0.407	0.397
Group I Stocks	0.137	0.117	0.107	0.105	0.105	0.105	0.103	0.102	0.102	0.102
Group II Stocks	0.343	0.280	0.255	0.253	0.252	0.252	0.250	0.248	0.248	0.248
Group III Stocks	0.618	0.523	0.473	0.467	0.463	0.460	0.457	0.455	0.453	0.447

Class R

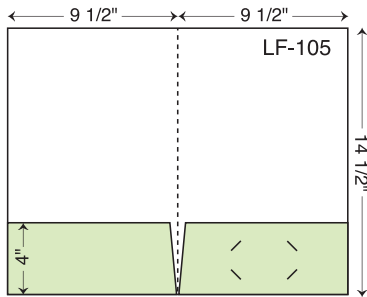
PRODUCTION TIME (after proof approval)

All Capacity Folders (base process) 5-7 working days

Business card slits come standard as pictured. See options on page 3.

Legal Folders

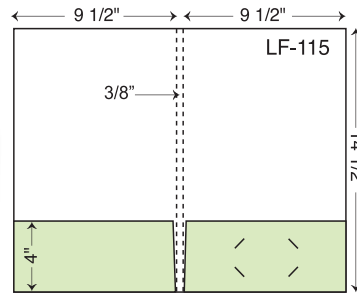
Presentation folders for holding legal-sized documents



LF-105

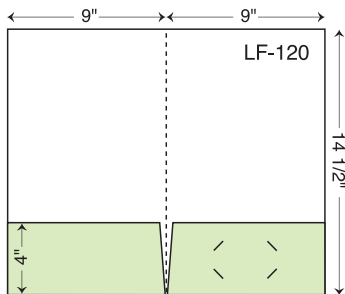


9½" x 14½" Legal Folder
Two 4" pockets



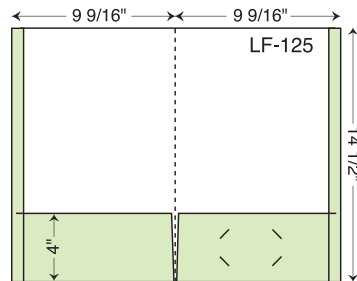
LF-115

9½" x 14½" Legal Folder
Two 4" pockets, ⅜" spine



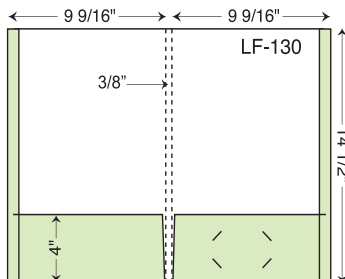
LF-120

9" x 14½" Legal Folder
Two 4" pockets



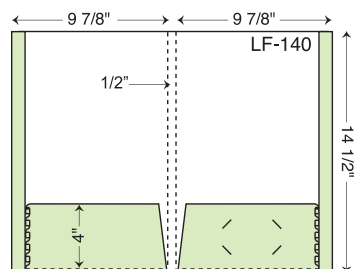
LF-125

9⅞" x 14½" Legal Folder
Two 4" pockets, reinforced sides



LF-130

9⅞" x 14½" Legal Folder
Two 4" pockets, reinforced sides, ⅜" spine



LF-140

9⅞" x 14½" Legal Folder
Two 4" expandable pockets, reinforced sides, ½" spine

Legal Folders

Presentation folders for holding legal-sized documents



LEGAL FOLDERS

QUANTITY

LF-105 to LF-130, Price/ea on Base Stocks	250	500	1000	1500	2000	2500	3000	4000	5000	10000
Printed 1 Color, 1 Side	2.355	1.570	1.213	1.053	0.960	0.882	0.822	0.767	0.700	0.620
Printed 2 Colors, 1 Side	3.140	1.898	1.337	1.170	1.053	0.978	0.925	0.883	0.775	0.668
Foil Stamp 1 Standard Color (24 sq. in.)	2.460	1.718	1.248	1.110	1.078	1.020	0.988	0.925	0.862	0.700
Emboss (24 sq. in.)	2.550	1.782	1.295	1.143	1.107	1.048	1.015	0.960	0.897	0.722
4-Color Process, 1 Side	5.397	2.923	1.778	1.417	1.208	1.123	1.050	0.952	0.848	0.683
Blank (No Printing)	1.838	1.280	1.038	0.920	0.843	0.777	0.727	0.683	0.625	0.565
LF-140, Price/ea on Base Stocks										
Printed 1 Color, 1 Side	2.492	1.640	1.248	1.078	0.978	0.895	0.833	0.777	0.710	0.625
Printed 2 Colors, 1 Side	3.277	1.968	1.372	1.195	1.072	0.992	0.937	0.893	0.785	0.673
Foil Stamp 1 Standard Color (24 sq. in.)	2.597	1.788	1.283	1.135	1.097	1.033	1.000	0.935	0.872	0.705
Emboss (24 sq. in.)	2.687	1.852	1.330	1.168	1.125	1.062	1.027	0.970	0.907	0.727
4-Color Process, 1 Side	5.533	2.993	1.813	1.442	1.227	1.137	1.062	0.962	0.858	0.688
Blank (No Printing)	1.975	1.350	1.073	0.945	0.862	0.790	0.738	0.693	0.635	0.570
Add to Base (All Styles)										
Additional Print Color - Same Side	0.518	0.298	0.185	0.143	0.123	0.112	0.098	0.087	0.077	0.057
Solid/Heavy Ink Coverage	0.692	0.357	0.210	0.152	0.127	0.110	0.100	0.090	0.078	0.062
Additional Foil (24 sq. in.)	0.597	0.345	0.215	0.177	0.155	0.138	0.125	0.105	0.093	0.070
Additional Emboss (24 sq. in.)	0.613	0.353	0.220	0.180	0.160	0.140	0.128	0.108	0.097	0.075
Varnish	0.675	0.348	0.198	0.148	0.123	0.107	0.098	0.085	0.077	0.060
Laminate One Side (Gloss or Matte)	0.913	0.545	0.472	0.447	0.432	0.423	0.418	0.410	0.407	0.397
Group I Stocks	0.137	0.117	0.107	0.105	0.105	0.105	0.103	0.102	0.102	0.102
Group II Stocks	0.358	0.292	0.273	0.272	0.272	0.272	0.267	0.267	0.267	0.267
Group III Stocks	0.658	0.553	0.505	0.500	0.497	0.495	0.492	0.492	0.492	0.492

Class R

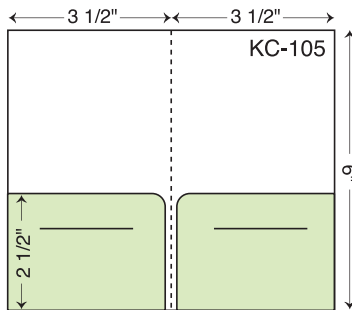
PRODUCTION TIME (after proof approval)

All Legal Folders (base process) 5-7 working days

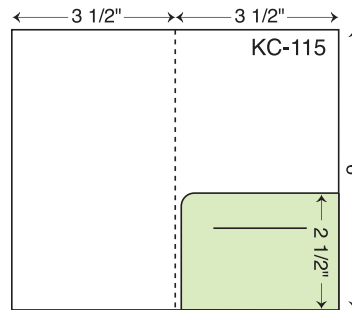
Business card slits come standard as pictured. See options on page 3.

Key Card & Gift Card Holders

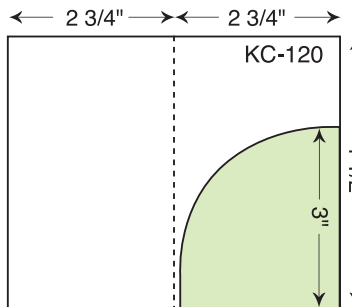
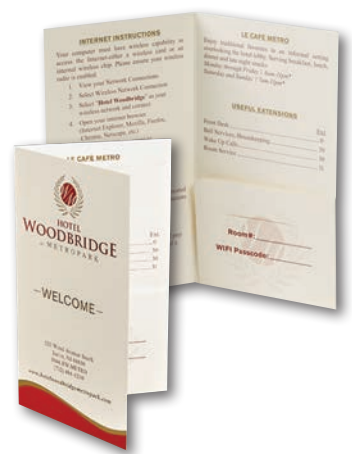
Perfect size for items such as key cards, gift cards and more



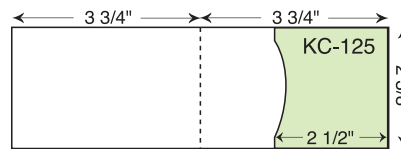
KC-105
3 1/2" x 6" Key Card Holder
Two 2 1/2" pockets with
a 2 1/2" slit in both pockets



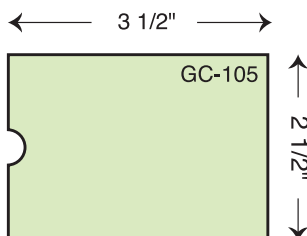
KC-115 
3 1/2" x 6" Key Card Holder
One 2 1/2" right pocket with
a 2 1/2" slit



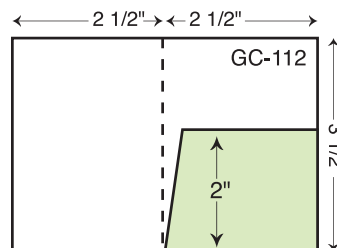
KC-120
2 3/4" x 4 1/2" Key Card Holder
One 3" curved right pocket



KC-125
3 3/4" x 2 3/8" Key Card Holder
One 2 1/2" curved vertical pocket



GC-105 
3 1/2" x 2 1/2" Gift Card Holder
Single sleeve, with thumb cut

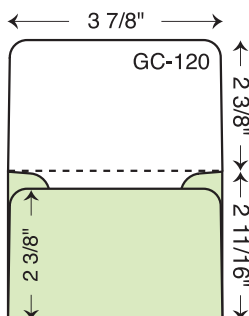


GC-112
2 1/2" x 3 1/2" Gift Card Holder
One 2" right pocket



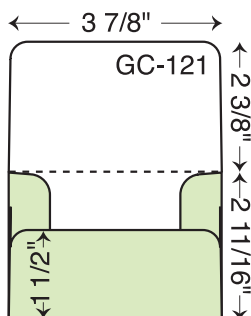
Key Card & Gift Card Holders

Perfect size for items such as key cards, gift cards and more



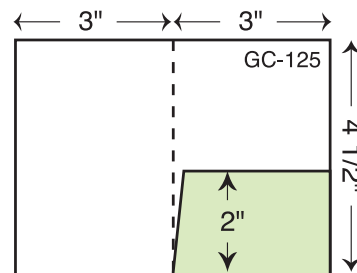
GC-120

3 7/8" x 2 11/16" Gift Card Holder
One 2 3/8" pocket, glued both sides



GC-121

3 7/8" x 2 11/16" Gift Card Holder
One 1 1/2" pocket, glued both sides



GC-125

3" x 4 1/2" Gift Card Holder
One 2" right pocket

KEY CARD/GIFT CARD HOLDERS	QUANTITY									
Price per each on Base Stocks	1000	1500	2000	2,500	5,000	7,500	10,000	15,000	20,000	25,000
Printed 1 Color, 1 Side	0.685	0.495	0.415	0.358	0.233	0.187	0.165	0.162	0.160	0.158
Printed 2 Colors, 1 Side	0.815	0.603	0.483	0.407	0.255	0.203	0.177	0.172	0.170	0.168
Foil Stamp 1 Standard Color (24 sq. in.)	1.088	0.777	0.630	0.542	0.367	0.305	0.273	0.230	0.208	0.197
Emboss (24 sq. in.)	1.122	0.800	0.648	0.558	0.378	0.313	0.282	0.237	0.215	0.203
4-Color Process, 1 Side	1.317	0.923	0.732	0.617	0.363	0.277	0.233	0.210	0.197	0.190
Add to Base (All Styles)										
Additional Print Color - Same Side	0.152	0.108	0.087	0.075	0.037	0.030	0.025	0.017	0.015	0.012
Solid/Heavy Ink Coverage	0.203	0.152	0.127	0.083	0.043	0.032	0.025	0.018	0.015	0.013
Additional Foil (24 sq. in.)	0.540	0.362	0.272	0.218	0.137	0.108	0.093	0.083	0.078	0.075
Additional Emboss (24 sq. in.)	0.557	0.372	0.280	0.225	0.140	0.112	0.097	0.087	0.080	0.077
Varnish	0.197	0.147	0.122	0.082	0.043	0.030	0.025	0.018	0.015	0.013
Laminate One Side (Gloss or Matte)	0.250	0.172	0.130	0.105	0.088	0.083	0.080	0.077	0.075	0.073
Group I Stocks	0.130	0.093	0.075	0.070	0.068	0.067	0.063	0.063	0.063	0.063
Group II Stocks	0.203	0.148	0.213	0.110	0.107	0.100	0.100	0.100	0.100	0.100
Group III Stocks	0.262	0.193	0.158	0.142	0.140	0.135	0.128	0.128	0.128	0.128

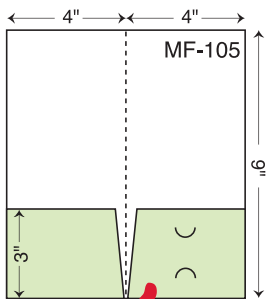
Class R

PRODUCTION TIME (after proof approval)

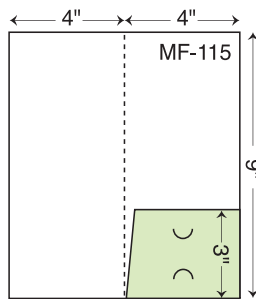
All Key Card & Gift Card Holders (base process) 5-7 working days

Mini Folders

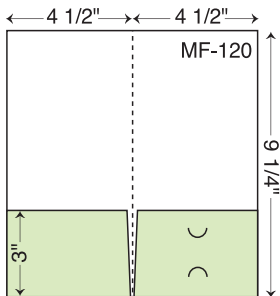
Small presentation folders with big impact for unique applications



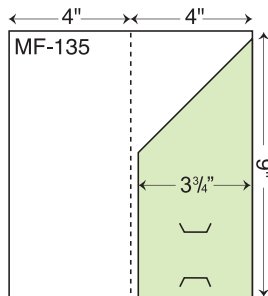
MF-105 
4" x 9" Mini Folder
Two 3" pockets



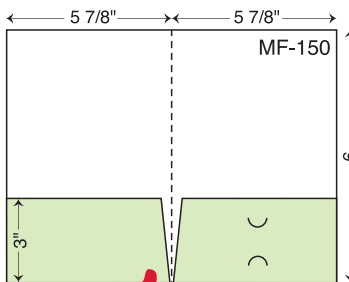
MF-115
4" x 9" Mini Folder
One 3" right pocket



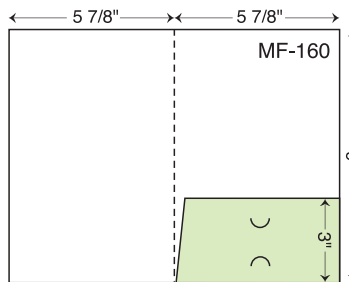
MF-120
4 1/2" x 9 1/4" Mini Folder
Two 3" pockets



MF-135
4" x 9" Mini Folder
One slanted 3 3/4" right pocket



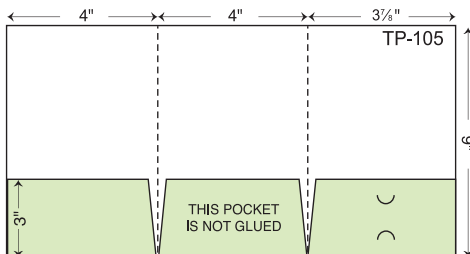
MF-150 
5 7/8" x 9" Mini Folder
Two 3" pockets



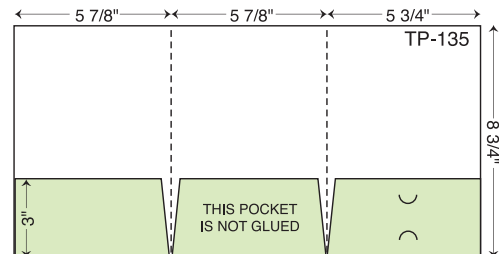
MF-160
5 7/8" x 9" Mini Folder
One 3" right pocket



Mini tri-panel folders



TP-105*
4" x 9" Tri-Panel Mini Folder
Three 3" pockets, center pocket unglued



TP-135*
5 3/4" x 8 3/4" Tri-Panel Mini Folder
Three 3" pockets, center pocket unglued

*Pricing for TP-105 and TP-135 on Page 19

Mini Folders

Small presentation folders with big impact for unique applications



MINI FOLDERS

QUANTITY

MF-105 to MF-135, Price/ea on Base Stocks	250	500	1000	1500	2000	2500	3000	4000	5000	10000
Printed 1 Color, 1 Side	1.672	0.972	0.648	0.568	0.522	0.502	0.470	0.417	0.372	0.263
Printed 2 Colors, 1 Side	2.415	1.272	0.745	0.657	0.595	0.573	0.555	0.517	0.432	0.307
Foil Stamp 1 Standard Color (24 sq. in.)	1.853	1.068	0.697	0.588	0.535	0.525	0.480	0.460	0.402	0.298
Emboss (24 sq. in.)	1.897	1.100	0.718	0.602	0.545	0.528	0.495	0.470	0.405	0.307
4-Color Process, 1 Side	4.273	2.418	1.535	1.175	0.993	0.892	0.763	0.650	0.590	0.437
MF-150 to MF-160, Price/ea on Base Stocks										
Printed 1 Color, 1 Side	1.925	1.208	0.843	0.763	0.717	0.688	0.657	0.603	0.560	0.437
Printed 2 Colors, 1 Side	2.668	1.508	0.940	0.852	0.790	0.760	0.742	0.703	0.620	0.480
Foil Stamp 1 Standard Color (24 sq. in.)	2.107	1.305	0.892	0.783	0.730	0.712	0.667	0.647	0.590	0.472
Emboss (24 sq. in.)	2.150	1.337	0.913	0.797	0.740	0.715	0.682	0.657	0.593	0.480
4-Color Process, 1 Side	4.527	2.655	1.730	1.370	1.188	1.078	0.950	0.837	0.778	0.610
Add to Base (All Styles)										
Additional Print Color - Same Side	0.515	0.295	0.183	0.142	0.125	0.112	0.098	0.087	0.077	0.057
Solid/Heavy Ink Coverage	0.685	0.353	0.208	0.150	0.125	0.112	0.098	0.090	0.078	0.060
Additional Foil (24 sq. in.)	0.597	0.345	0.215	0.177	0.155	0.138	0.125	0.105	0.093	0.070
Additional Emboss (24 sq. in.)	0.613	0.353	0.220	0.180	0.160	0.140	0.128	0.108	0.097	0.075
Varnish	0.668	0.345	0.197	0.147	0.122	0.107	0.097	0.083	0.077	0.060
Laminate One Side (Gloss or Matte)										
MF-105 to MF-135	0.795	0.448	0.240	0.182	0.175	0.170	0.167	0.162	0.160	0.155
MF-150 to MF-160	0.807	0.470	0.290	0.247	0.233	0.227	0.222	0.215	0.210	0.202
Group I Stocks	0.075	0.062	0.057	0.057	0.057	0.057	0.055	0.055	0.055	0.053
Group II Stocks	0.187	0.155	0.143	0.142	0.140	0.140	0.138	0.137	0.137	0.135
Group III Stocks	0.342	0.282	0.260	0.257	0.255	0.253	0.248	0.248	0.247	0.243

Class R

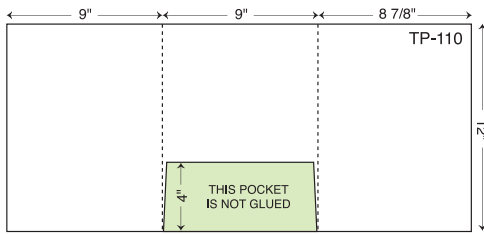
PRODUCTION TIME (after proof approval)

All Mini Folders (base process) 5-7 working days

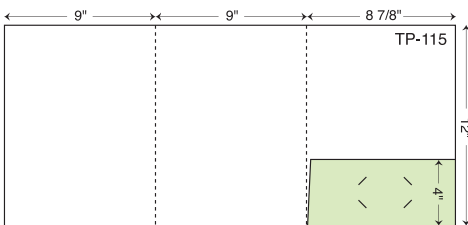
Business card slits come standard as pictured. See options on page 3.

Tri-Panel Folders

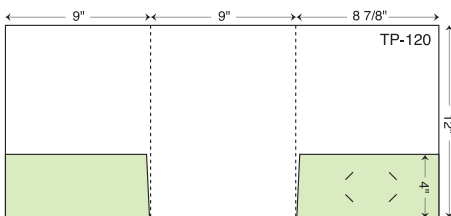
Create a presentation that unfolds into a billboard for your company



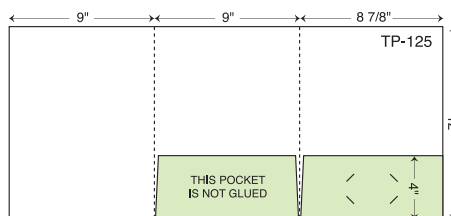
TP-110 
9" x 12" Tri-Panel Folder
Unglued 4" center pocket



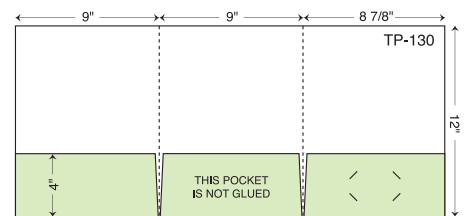
TP-115
9" x 12" Tri-Panel Folder
One right 4" pocket



TP-120
9" x 12" Tri-Panel Folder
One right and one left 4" pocket

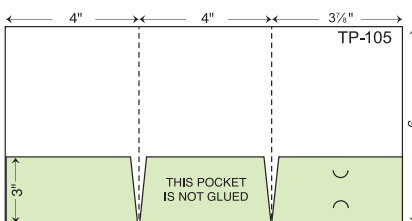


TP-125
9" x 12" Tri-Panel Folder
Unglued 4" center pocket and
glued 4" right pocket

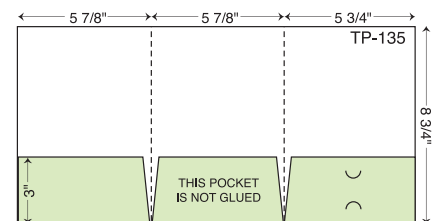


TP-130
9" x 12" Tri-Panel Folder
Three 4" pockets,
center pocket unglued

Mini tri-panel folders



TP-105
4" x 9" Tri-Panel Mini Folder
Three 3" pockets,
center pocket unglued



TP-135
5 3/4" x 8 3/4" Tri-Panel Mini Folder
Three 3" pockets,
center pocket unglued

Tri-Panel Folders

Create a presentation that unfolds into a billboard for your company

TRI-PANEL FOLDERS				QUANTITY						
TP-105, Price/ea on Base Stocks	250	500	1000	1500	2000	2500	3000	4000	5000	10000
Printed 1 Color, 1 Side	1.942	1.222	0.850	0.772	0.727	0.692	0.663	0.608	0.568	0.448
Printed 2 Colors, 1 Side	2.742	1.607	1.120	0.913	0.835	0.782	0.755	0.702	0.640	0.532
Foil Stamp 1 Standard Color (24 sq. in.)	2.140	1.305	0.892	0.793	0.745	0.722	0.687	0.663	0.597	0.472
Emboss (24 sq. in.)	2.152	1.337	0.913	0.800	0.745	0.728	0.685	0.677	0.603	0.482
4-Color Process, 1 Side	4.528	2.655	1.728	1.370	1.188	1.078	0.950	0.837	0.775	0.610
Add to Base (TP-105)										
Additional Print Color - Same Side	0.515	0.295	0.183	0.142	0.125	0.112	0.098	0.087	0.077	0.057
Solid/Heavy Ink Coverage	0.693	0.357	0.210	0.152	0.127	0.110	0.100	0.090	0.078	0.062
Additional Foil (24 sq. in.)	0.597	0.345	0.215	0.177	0.155	0.138	0.125	0.105	0.093	0.070
Additional Emboss (24 sq. in.)	0.613	0.353	0.220	0.180	0.160	0.140	0.128	0.108	0.097	0.075
Varnish	0.367	0.350	0.198	0.148	0.123	0.107	0.098	0.085	0.077	0.060
Laminate One Side (Gloss or Matte)	0.807	0.470	0.392	0.362	0.348	0.338	0.333	0.325	0.322	0.312
Group I Stocks	0.137	0.117	0.107	0.105	0.105	0.105	0.103	0.102	0.102	0.102
Group II Stocks	0.343	0.280	0.255	0.253	0.252	0.252	0.250	0.248	0.248	0.248
Group III Stocks	0.618	0.523	0.473	0.467	0.463	0.460	0.457	0.455	0.453	0.447
TP-110 to TP-130, Price/ea on Base Stocks										
Printed 1 Color, 1 Side	3.643	2.195	1.440	1.185	1.062	0.990	0.940	0.903	0.838	0.767
Printed 2 Colors, 1 Side	4.295	2.507	1.612	1.337	1.185	1.102	1.053	0.978	0.908	0.813
Foil Stamp 1 Standard Color (24 sq. in.)	4.635	3.090	2.318	1.922	1.723	1.600	1.517	1.413	1.350	1.208
Emboss (24 sq. in.)	4.773	3.183	2.388	1.980	1.775	1.648	1.562	1.455	1.390	1.245
4-Color Process, 1 Side	5.457	3.070	1.868	1.463	1.262	1.138	1.055	0.952	0.890	0.762
TP-135, Price/ea on Base Stocks										
Printed 1 Color, 1 Side	2.303	1.533	1.183	1.027	0.935	0.858	0.800	0.747	0.682	0.603
Printed 2 Colors, 1 Side	3.088	1.862	1.307	1.143	1.028	0.955	0.903	0.863	0.757	0.652
Foil Stamp 1 Standard Color (24 sq. in.)	2.388	1.668	1.212	1.078	1.047	0.990	0.960	0.898	0.848	0.680
Emboss (24 sq. in.)	2.498	1.745	1.265	1.117	1.082	1.025	0.993	0.940	0.878	0.705
4-Color Process, 1 Side	5.345	2.887	1.748	1.390	1.183	1.100	1.028	0.932	0.830	0.667
Add to Base (TP-110 to TP-135)										
Additional Print Color - Same Side	0.678	0.398	0.240	0.183	0.158	0.135	0.123	0.102	0.092	0.067
Solid/Heavy Ink Coverage	0.860	0.473	0.262	0.190	0.162	0.137	0.100	0.098	0.090	0.063
Additional Foil (24 sq. in.)	0.848	0.477	0.310	0.220	0.188	0.163	0.155	0.130	0.113	0.085
Additional Emboss (24 sq. in.)	0.873	0.492	0.320	0.227	0.193	0.168	0.160	0.133	0.117	0.088
Varnish	0.857	0.473	0.262	0.190	0.162	0.137	0.122	0.100	0.090	0.063
Laminate One Side (Gloss or Matte)	1.237	0.735	0.593	0.567	0.553	0.543	0.537	0.528	0.523	0.513
Group I Stocks	0.242	0.215	0.197	0.193	0.190	0.187	0.185	0.183	0.182	0.182
Group II Stocks	0.653	0.545	0.492	0.478	0.477	0.477	0.475	0.473	0.473	0.473
Group III Stocks	1.203	0.973	0.847	0.845	0.843	0.837	0.828	0.815	0.815	0.815

Class R

PRODUCTION TIME (after proof approval)

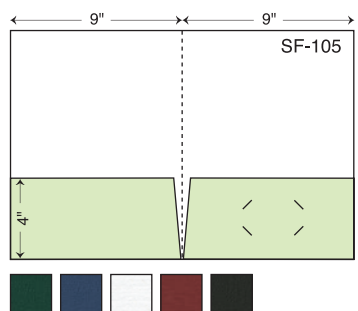
All Tri-Panel Folders (base process) 5-7 working days

Business card slits come standard as pictured. See options on page 3.

Accelerated Options

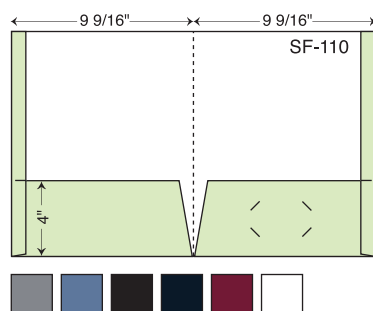
Speed Folders & Quick Stick Folder Products

Speed Folders



SF-105

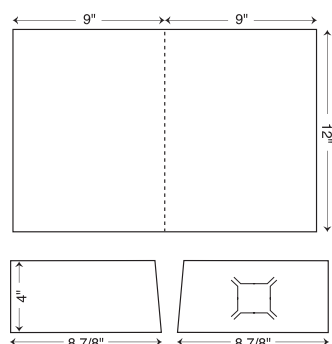
9" x 12" Presentation Folder
Two 4" pockets
Business card slits in the right
80# linen folder
Available in 5 linen colors:
Dark Green, Dark Blue,
White, Burgundy, Black



SF-110

9⁹/₁₆" x 12" Reinforced Folder
Two 4" pockets
Business card slits in the right
12pt C1S
With clear gloss lamination
Available in 6 colors:
Silver, Lt. Metallic Blue, Black,
Dark Blue, Burgundy, White

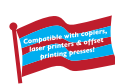
Quick Stick Folders



Blank in packs of 50, the Quick Stick Folder Kit is designed to run easily through your digital or conventional press equipment and copiers. Simply print on the scored sheet, peel and stick on the pockets and you have a custom printed presentation folder solution!



Kit includes
50 sheets & 50 left pockets/50 right pockets
12" x 18" 12 pt. White Cast Coated C1S
4" high self-adhesive pockets
Business card slits in the right pocket



SPEED FOLDERS: SF-105

QUANTITY

Blank	50	75	100	150	200	250	300	400	500	750	1000
White Stock	1.510	1.282	1.150	1.028	0.965	0.778	0.785	0.778	0.778	0.778	0.778
Colored Stock	1.820	1.580	1.442	1.327	1.262	1.077	1.077	1.077	1.077	1.077	1.077
Foil Stamped											
White Stock	8.482	6.317	4.808	3.737	3.067	2.522	2.290	1.942	1.810	1.580	1.473
Colored Stock	8.755	6.592	5.082	4.005	3.330	2.788	2.558	2.207	2.093	1.867	1.737

LAMINATED SPEED FOLDERS: SF-110

QUANTITY

Blank	50	75	100	150	200	250	300	400	500	750	1000
White Stock	1.648	1.395	1.270	1.145	1.038	0.893	0.893	0.893	0.893	0.892	0.892
Colored Stock	1.923	1.695	1.562	1.430	1.373	1.188	1.188	1.188	1.188	1.188	1.188
Foil Stamped (Silver or Gold Foil Only)											
White Stock	8.720	6.502	4.962	3.867	3.173	2.638	2.398	2.033	1.905	1.660	1.538
Colored Stock	8.995	6.798	5.253	4.167	3.468	2.918	2.673	2.308	2.205	1.957	1.835

Class R

QUICK STICK FOLDERS

QUANTITY

Price per Kit of 50	1	2	5
QS1 Folder Kit (with left and right pockets)	92.00	87.00	78.00
QS2 Pocket Kit (Pockets only - 50 left and 50 right)	67.00	60.00	57.00

Class R

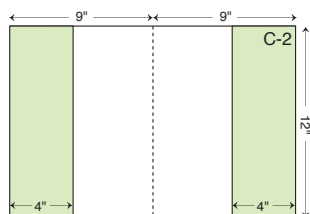
SPEED FOLDERS PRODUCTION TIME (after proof approval)

Blank Speed Folders	1-2 working days
Foil Stamped Speed Folders	3-5 working days

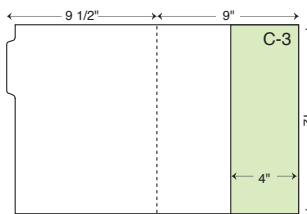
Unique Pocket Folders

Pocket folders to help you stand out from the competition

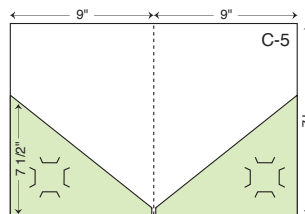
Looking for something different to make your folder stand out? We offer several unique pocket die-cut options to give your folders added personality. Call for pricing and details.



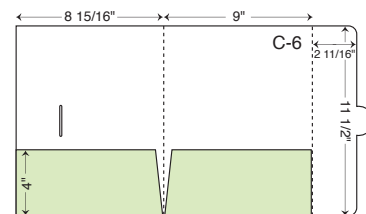
Dual Vertical



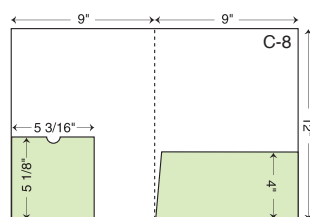
Tab Vertical



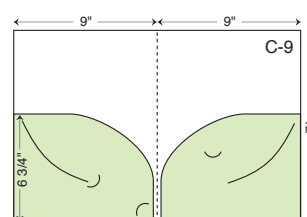
Custom Angled



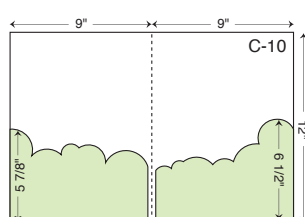
Custom Locking Tab



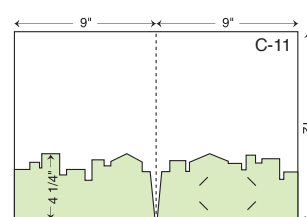
CD Case Folder



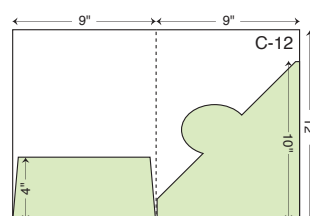
Curved Pockets



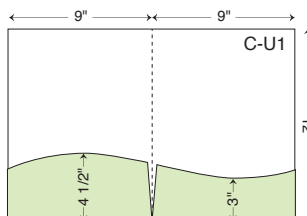
Clouds



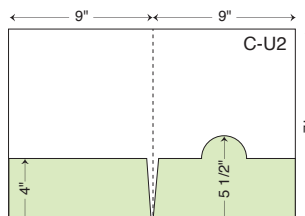
Cityscape



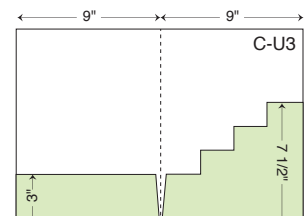
Circle Angle



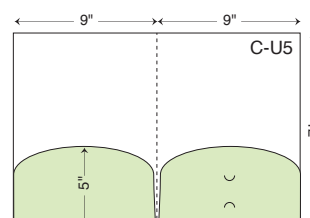
Wave



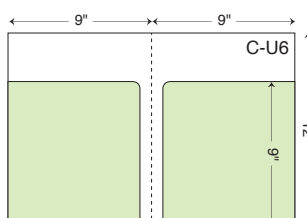
Pocket Bump



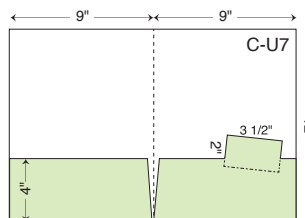
Steps



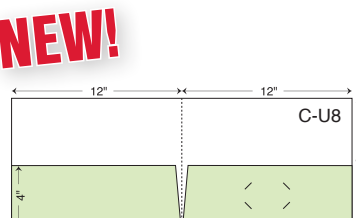
Round Tops



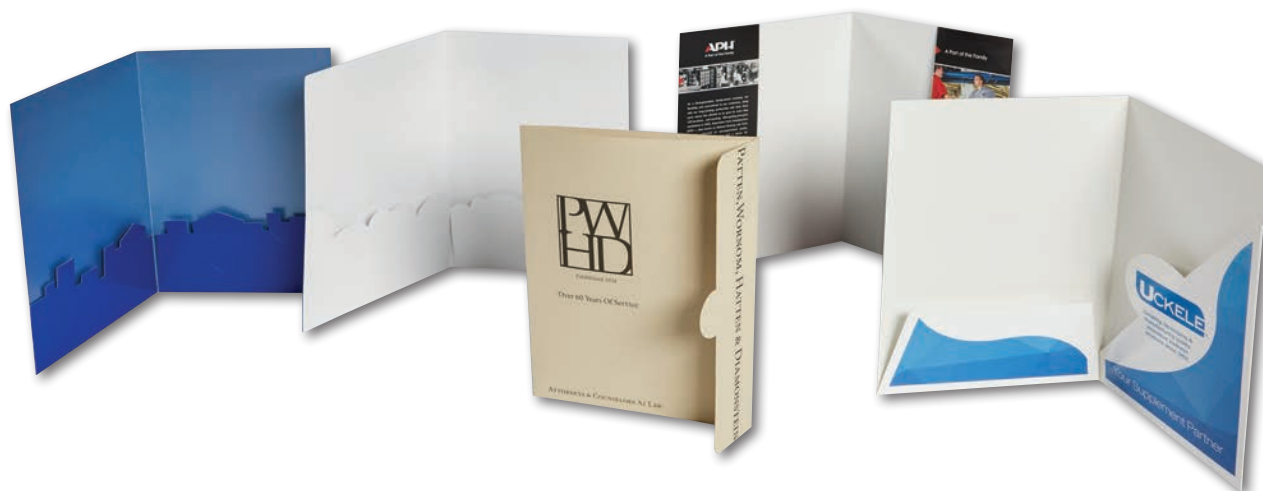
Tall Pockets



Integrated Card

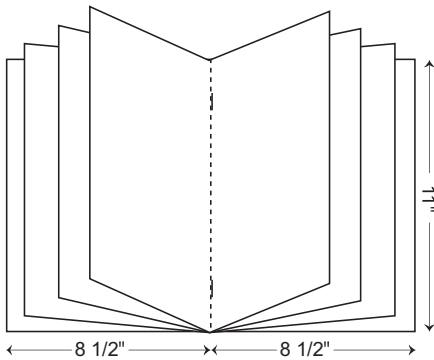


Landscape

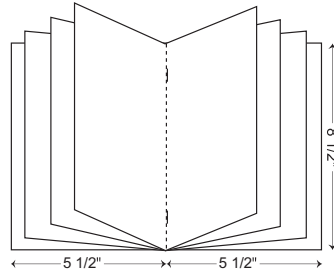


Booklets

When a brochure just isn't up to telling the story



BKF
8 1/2" x 11" Booklet



BKH
5 1/2" x 8 1/2" Booklet

Features:

- 2 standard sizes
 - 8 1/2" x 11"
 - 5 1/2" x 8 1/2"
- Full-color print
- Standard stocks: 80# or 100# coated text
- Available in 4-page increments
- Self cover
- Binding: saddle stitched (stapled) on left side



SELF-COVER STITCHED BOOKLETS

QUANTITY

8.5 x 11 Size	250	500	1000	1500	2000	2500	3000	4000	5000	10000
8-Page - 80# Coated Text	1.793	1.527	1.390	1.062	0.885	0.767	0.703	0.607	0.540	0.427
8-Page - 100# Coated Text	2.007	1.663	1.488	1.148	0.963	0.840	0.778	0.680	0.613	0.498
12-Page - 80# Coated Text	2.460	2.153	2.003	1.548	1.302	1.137	1.052	0.917	0.825	0.670
12-Page - 100# Coated Text	2.647	2.303	2.112	1.642	1.387	1.217	1.132	0.997	0.902	0.745
16-Page - 80# Coated Text	3.253	2.890	2.410	1.845	1.537	1.333	1.230	1.068	0.958	0.770
16-Page - 100# Coated Text	3.500	3.090	2.493	1.925	1.615	1.408	1.307	1.142	1.030	0.840
5.5 x 8.5 Size	250	500	1000	1500	2000	2500	3000	4000	5000	10000
8-Page - 80# Coated Text	1.153	0.893	0.778	0.677	0.618	0.577	0.525	0.448	0.395	0.292
8-Page - 100# Coated Text	1.260	1.017	0.855	0.730	0.660	0.610	0.555	0.472	0.415	0.303
12-Page - 80# Coated Text	1.860	1.560	1.407	1.088	0.915	0.813	0.747	0.642	0.572	0.440
12-Page - 100# Coated Text	1.973	1.687	1.488	1.153	0.970	0.848	0.777	0.667	0.592	0.453
16-Page - 80# Coated Text	2.080	1.740	1.565	1.242	1.065	0.945	0.865	0.740	0.655	0.500
16-Page - 100# Coated Text	2.253	1.890	1.652	1.302	1.112	0.983	0.898	0.767	0.678	0.517

Class R

PRODUCTION TIME (after proof approval)

All Booklets (base process) 12-15 working days

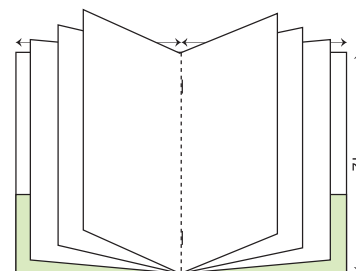
Folder Inserts

Turn your folder into a multi-page sales piece or product catalog

Deliver a complete marketing package to your customer! With stitched inserts, you get the versatility of a folder combined with the real estate of a catalog or company brochure. It's a great way to deliver a message to your customer.

Stitched Inserts:

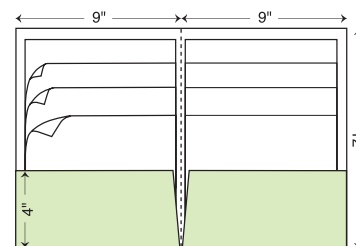
- Available in 4-page increments
- Standard sizes are either 9" x 12" or 8½" x 11"
- Custom sizes are available - please call for a quote
- Printed in either 2 PMS colors or 4-color process



(example of 12-page stitched insert)

Stepped Inserts:

- Standard size is 8½" wide
- Pricing shown for one side in either 2 PMS colors or 4-color process



Standard stock: 80# or 100# coated text.

Pricing shown for 4- and 8-page stitched inserts and stepped insert sheets.

Call for a quote on all other options.

FOLDER INSERTS

QUANTITY

Stitched Inserts	250	500	1000	1500	2000	2500	3000	4000	5000	10000
4-Page - 80# Coated Text	2.940	1.567	0.885	0.682	0.558	0.490	0.442	0.378	0.342	0.262
4-Page - 100# Coated Text	3.080	1.650	0.945	0.728	0.602	0.530	0.478	0.415	0.375	0.293
8-Page - 80# Coated Text	3.928	2.153	1.265	0.973	0.817	0.727	0.662	0.577	0.525	0.423
8-Page - 100# Coated Text	4.113	2.277	1.357	1.048	0.895	0.797	0.730	0.642	0.588	0.482
Stepped Inserts, Price per Set	250	500	1000	1500	2000	2500	3000	4000	5000	10000
4 Inserts - 80# Coated Text	2.100	1.140	0.665	0.505	0.422	0.372	0.338	0.295	0.268	0.215
4 Inserts - 100# Coated Text	2.173	1.193	0.712	0.543	0.458	0.408	0.373	0.332	0.303	0.248
4 Inserts - Collate/Insert in Folder	0.307	0.227	0.193	0.182	0.175	0.173	0.170	0.167	0.165	0.162
8 Inserts - 80# Coated Text	3.993	2.167	1.247	0.935	0.778	0.687	0.620	0.542	0.492	0.392
8 Inserts - 100# Coated Text	4.193	2.290	1.337	1.017	0.857	0.760	0.692	0.610	0.560	0.455
8 Inserts - Collate/Insert in Folder	0.400	0.273	0.215	0.195	0.185	0.180	0.177	0.172	0.170	0.163

Class R

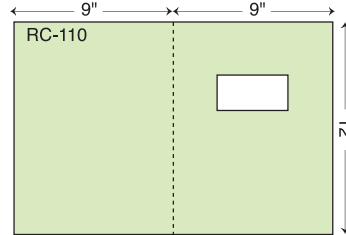
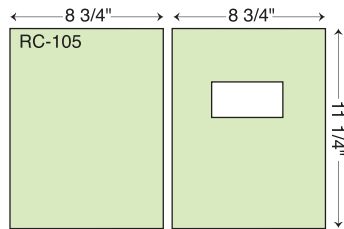


Tax Folders & Report Covers

Customizable style and function for a professional presentation

Window

Report Covers are available with or without the die-cut window. If the window is not needed, please indicate that on your order. Windows are standard as shown in corresponding product images. Windows can be omitted at no additional charge.

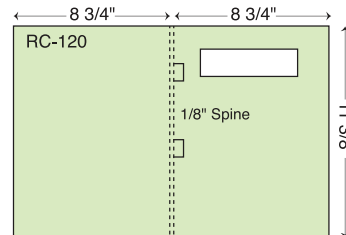
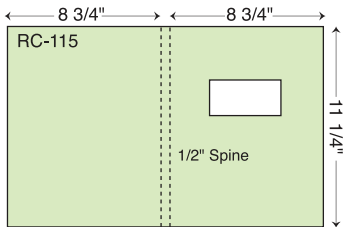


RC-105

8 3/4" x 11 1/4" Report Cover
Two-part cover, optional window

RC-110

9" x 12" Report Cover
One-part cover, optional window

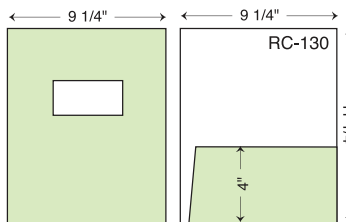
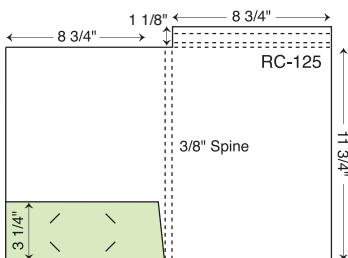


RC-115

8 3/4" x 11 1/4" Report Cover
One-part cover, optional window

RC-120

8 3/4" x 11 3/8" Report Cover
One-part, die-cut spine tabs,
optional window



RC-125

8 3/4" x 11 3/4" Report Cover
One-part, 3 1/4" left pocket,
fold over tab on top
4 corner slits standard as shown

RC-130

9 1/4" x 11 1/4" Report Cover
Two-part, 4" right pocket
Optional window

Tax Folders & Report Covers

Customizable style and function for a professional presentation

TAX FOLDERS & REPORT COVERS				QUANTITY						
RC-105, Price/ea on Base Stocks	250	500	1000	1500	2000	2500	3000	4000	5000	10000
Printed 1 Color, 1 Side	1.155	0.730	0.468	0.415	0.392	0.375	0.362	0.322	0.308	0.248
Printed 2 Colors, 1 Side	1.657	1.005	0.622	0.548	0.475	0.448	0.435	0.398	0.363	0.308
Foil Stamp 1 Standard Color (24 sq. in.)	1.557	1.018	0.662	0.578	0.532	0.482	0.468	0.445	0.427	0.415
Emboss (24 sq. in.)	1.588	1.038	0.673	0.590	0.542	0.492	0.478	0.453	0.435	0.423
4-Color Process, 1 Side	4.562	2.452	1.402	1.087	0.915	0.840	0.780	0.750	0.698	0.675
RC-110 to RC-120, Price/ea on Base Stocks										
Printed 1 Color, 1 Side	1.315	0.860	0.590	0.518	0.505	0.497	0.483	0.443	0.430	0.362
Printed 2 Colors, 1 Side	1.817	1.135	0.743	0.652	0.588	0.570	0.557	0.520	0.485	0.422
Foil Stamp 1 Standard Color (24 sq. in.)	1.717	1.148	0.783	0.682	0.645	0.603	0.590	0.567	0.548	0.528
Emboss (24 sq. in.)	1.748	1.168	0.795	0.693	0.655	0.613	0.600	0.575	0.557	0.537
4-Color Process, 1 Side	4.722	2.582	1.523	1.190	1.028	0.962	0.902	0.872	0.820	0.788
RC-125 to RC-130, Price/ea on Base Stocks										
Printed 1 Color, 1 Side	1.942	1.447	1.130	0.963	0.898	0.855	0.823	0.758	0.727	0.667
Printed 2 Colors, 1 Side	2.443	1.722	1.283	1.097	0.982	0.928	0.897	0.835	0.782	0.727
Foil Stamp 1 Standard Color (24 sq. in.)	2.412	1.748	1.350	1.162	1.095	1.015	0.988	0.930	0.890	0.837
Emboss (24 sq. in.)	2.445	1.805	1.375	1.182	1.083	1.000	0.967	0.917	0.878	0.842
4-Color Process, 1 Side	5.348	3.168	2.063	1.635	1.422	1.320	1.242	1.187	1.117	1.093
Add to Base (All Styles)										
Additional Print Color - Same Side	0.518	0.297	0.185	0.142	0.123	0.112	0.098	0.087	0.077	0.073
Additional Foil (24 sq. in.)	0.593	0.342	0.213	0.175	0.155	0.137	0.125	0.105	0.093	0.075
Additional Emboss (24 sq. in.)	0.613	0.353	0.220	0.180	0.160	0.140	0.128	0.108	0.097	0.075
Group I Stocks	0.075	0.062	0.057	0.057	0.057	0.057	0.055	0.055	0.055	0.053
Group II Stocks	0.187	0.155	0.143	0.142	0.140	0.140	0.138	0.137	0.137	0.135
Group III Stocks	0.342	0.282	0.260	0.257	0.255	0.253	0.248	0.248	0.247	0.243

Class R

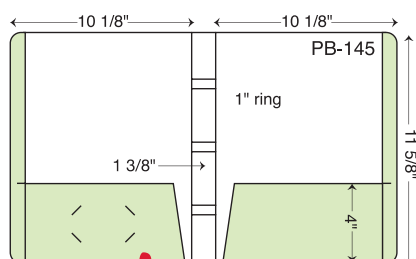
PRODUCTION TIME (after proof approval)

All Tax Folders & Report Covers (base process) 5-7 working days

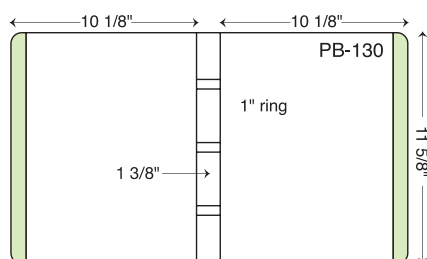
Business card slits come standard as pictured. See options on page 3.

Paperboard Binders

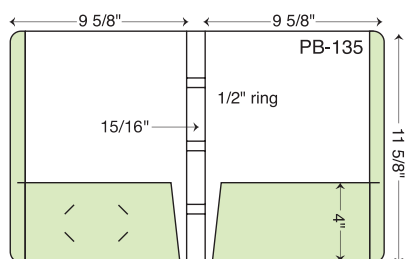
Lightweight and durable, a great branding tool



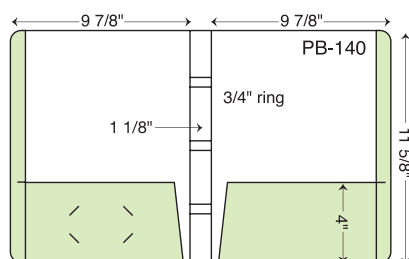
PB-145 
10 1/8" x 11 5/8" Binder
1" ring, two 4" pockets, reinforced sides



PB-130
10 1/8" x 11 5/8" Binder
1" ring, reinforced sides



PB-135
9 5/8" x 11 5/8" Binder
1/2" ring, two 4" pockets, reinforced sides



PB-140
9 7/8" x 11 5/8" Binder
3/4" ring, two 4" pockets, reinforced sides

Standard features for binders

- Choice of three ring capacities
1/2", 3/4" and 1"
- Available with 4" reinforced pockets
- Printed on 20 pt. C1S white stock
- Lamination – Gloss or Matte (one side)
- Litho printed, featuring 4-color process
- Business card slits come standard as pictured.

Optional features for binders

- Foil stamping and embossing
- Heavy 24 pt. stock
- Soft Feel lamination

BINDER SHEET CAPACITY (20# standard paper)

1/2" Ring	80 sheets*
3/4" Ring	150 sheets*
1" Ring	200 sheets*

*Estimates are approximate

PAPERBOARD BINDERS

QUANTITY

PB-130, Price per each on C1S 20pt with Laminate	250	500	1000	1500	2000	2500	3000	4000	5000	10000
Printed 1 Color, 1 Side	5.388	3.678	2.738	2.437	2.280	2.202	2.103	2.045	1.967	1.890
Printed 2 Colors, 1 Side	5.912	3.872	2.775	2.423	2.243	2.153	2.062	1.988	1.883	1.788
Foil Stamp 1 Standard Color (24 sq. in.)	5.630	3.695	2.703	2.232	2.017	1.938	1.838	1.750	1.677	1.623
Emboss (24 sq. in.)	5.723	3.758	2.752	2.272	2.032	1.897	1.800	1.750	1.673	1.622
4-Color Process, 1 Side	7.857	4.903	3.340	2.850	2.597	2.458	2.305	2.210	2.092	1.955
PB-135 to PB-145, Price per each on C1S 20pt with Laminate										
Printed 1 Color, 1 Side	5.370	3.653	2.762	2.450	2.295	2.218	2.120	2.060	1.983	1.905
Printed 2 Colors, 1 Side	6.212	4.077	2.975	2.622	2.422	2.325	2.227	2.147	2.048	1.950
Foil Stamp 1 Standard Color (24 sq. in.)	5.612	3.670	2.727	2.245	2.032	1.955	1.855	1.765	1.693	1.638
Emboss (24 sq. in.)	5.705	3.733	2.775	2.285	2.047	1.913	1.817	1.765	1.690	1.637
4-Color Process, 1 Side	7.838	4.878	3.363	2.863	2.612	2.475	2.322	2.225	2.108	1.970
Add to Base (All Styles)										
Additional Print Color - Same Side	0.592	0.333	0.205	0.158	0.137	0.120	0.107	0.093	0.082	0.062
Solid/Heavy Ink Coverage	0.767	0.395	0.223	0.167	0.138	0.118	0.108	0.093	0.085	0.065
Additional Foil (24 sq. in.)	0.848	0.477	0.310	0.220	0.188	0.163	0.155	0.130	0.113	0.085
Additional Emboss (24 sq. in.)	0.873	0.492	0.320	0.227	0.193	0.168	0.160	0.133	0.117	0.088

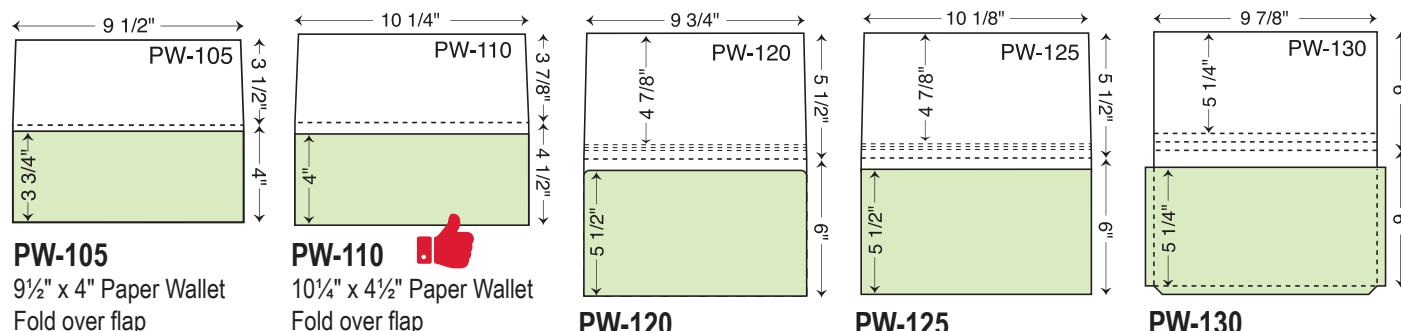
Class R

PRODUCTION TIME (after proof approval)

All Binders (base process) 7-10 working days

Paper Wallets

Custom printed document holders



PW-105

9 1/2" x 4" Paper Wallet
Fold over flap



PW-110

10 1/4" x 4 1/2" Paper Wallet
Fold over flap



PW-120

9 3/4" x 6" Paper Wallet
Expansion scores



PW-125

10 1/8" x 6" Paper Wallet
Expansion scores



PW-130

9 7/8" x 6" Paper Wallet
3/4" expansion



PRODUCTION TIME (after proof approval)

All Paper Wallets (base process) 5-7 working days

PAPER WALLETS

QUANTITY

PW-105 to PW-125 Price/ea on Base Stocks	250	500	1000	1500	2000	2500	3000	4000	5000	10000
Printed 1 Color, 1 Side	1.392	0.885	0.527	0.430	0.347	0.310	0.288	0.268	0.242	0.193
Printed 2 Colors, 1 Side	2.053	1.365	0.880	0.707	0.538	0.458	0.385	0.355	0.305	0.227
Foil Stamp 1 Standard Color (24 sq. in.)	1.637	1.078	0.657	0.542	0.492	0.470	0.430	0.382	0.340	0.280
Emboss (24 sq. in.)	1.685	1.110	0.677	0.558	0.497	0.470	0.442	0.393	0.350	0.288
4-Color Process, 1 Side	4.600	3.103	1.672	1.167	1.075	1.017	0.827	0.618	0.515	0.342
PW-130 Price/ea on Base Stocks										
Printed 1 Color, 1 Side	2.222	1.560	1.052	0.873	0.767	0.723	0.685	0.647	0.615	0.517
Printed 2 Colors, 1 Side	2.883	2.040	1.405	1.150	0.958	0.872	0.782	0.733	0.678	0.550
Foil Stamp 1 Standard Color (24 sq. in.)	2.540	1.807	1.217	1.015	0.928	0.895	0.837	0.773	0.723	0.613
Emboss (24 sq. in.)	2.587	1.837	1.237	1.032	0.943	0.908	0.850	0.785	0.733	0.622
4-Color Process, 1 Side	5.430	3.778	2.197	1.610	1.495	1.430	1.223	0.997	0.888	0.665
Add to Base (All Styles)										
Additional Print Color - Same Side	0.510	0.285	0.183	0.140	0.122	0.113	0.097	0.085	0.077	0.057
Additional Foil (24 sq. in.)	0.593	0.342	0.213	0.175	0.155	0.137	0.125	0.105	0.093	0.075
Additional Emboss (24 sq. in.)	0.613	0.353	0.220	0.180	0.160	0.140	0.128	0.108	0.097	0.075
White .75" Hook & Loop Dot Closures	0.618	0.618	0.618	0.618	0.618	0.618	0.618	0.618	0.618	0.618
White .75" Hook & Loop Dot to Strip Closures	0.773	0.773	0.773	0.773	0.773	0.773	0.773	0.773	0.773	0.773
Group I Stocks	0.138	0.113	0.107	0.105	0.105	0.103	0.102	0.102	0.102	0.102
Group II Stocks	0.343	0.280	0.255	0.253	0.252	0.252	0.250	0.248	0.248	0.248
Group III Stocks	0.618	0.523	0.473	0.467	0.463	0.460	0.457	0.455	0.453	0.447

Class R

Customizable and versatile, great for mailing and storing documents



PT-115
15" x 10" Portfolio
3" locking flap



PT-130
12" x 10" Portfolio
1" expansion



PT-145 
15" x 10" Portfolio
1½" expansion

Portfolios & Mailers

Customizable and versatile, great for mailing and storing documents

PORTFOLIOS & MAILERS		QUANTITY								
PT-110 to PT-115, Price/ea on Base Stocks	250	500	1000	1500	2000	2500	3000	4000	5000	10000
Printed 1 Color, 1 Side	2.303	1.825	1.328	1.048	0.930	0.870	0.827	0.763	0.708	0.637
Printed 2 Colors, 1 Side	2.997	2.308	1.588	1.253	1.100	1.005	0.945	0.870	0.793	0.707
Foil Stamp 1 Standard Color (24 sq. in.)	2.495	1.837	1.383	1.122	1.022	0.963	0.928	0.878	0.842	0.710
Emboss (24 sq. in.)	2.608	1.887	1.420	1.152	1.048	0.988	0.953	0.902	0.850	0.735
4-Color Process, 1 Side	6.378	3.517	2.245	1.618	1.420	1.205	1.110	1.002	0.913	0.720
PT-120 to PT-145, Price/ea on Base Stocks										
Printed 1 Color, 1 Side	3.427	2.670	2.015	1.657	1.493	1.408	1.315	1.262	1.152	0.988
Printed 2 Colors, 1 Side	4.028	3.140	2.265	1.850	1.655	1.508	1.415	1.325	1.232	1.033
Foil Stamp 1 Standard Color (24 sq. in.)	3.605	2.660	2.052	1.710	1.570	1.460	1.392	1.327	1.272	1.063
Emboss (24 sq. in.)	3.640	2.718	2.097	1.748	1.603	1.492	1.423	1.357	1.288	1.062
4-Color Process, 1 Side	7.410	4.348	2.922	2.215	1.975	1.708	1.580	1.457	1.352	1.047
Add to Base (All Styles)										
Additional Print Color - Same Side	0.523	0.300	0.187	0.143	0.125	0.112	0.100	0.090	0.078	0.060
Solid/Heavy Ink Coverage	0.695	0.358	0.212	0.153	0.127	0.110	0.100	0.093	0.080	0.062
Additional Foil (24 sq. in.)	0.593	0.342	0.213	0.175	0.155	0.137	0.125	0.105	0.093	0.075
Additional Emboss (24 sq. in.)	0.613	0.353	0.220	0.180	0.160	0.140	0.128	0.108	0.097	0.075
Varnish	0.678	0.350	0.198	0.150	0.123	0.107	0.098	0.087	0.078	0.060
Laminate One Side (Gloss or Matte)	1.067	0.673	0.593	0.567	0.553	0.543	0.537	0.528	0.523	0.513
White .75" Hook & Loop Dot Closures	0.618	0.618	0.618	0.618	0.618	0.618	0.618	0.618	0.618	0.618
White .75" Hook & Loop Dot to Strip Closures	0.773	0.773	0.773	0.773	0.773	0.773	0.773	0.773	0.773	0.773
Group I Stocks	0.138	0.113	0.107	0.105	0.105	0.103	0.102	0.102	0.102	0.102
Group II Stocks	0.358	0.292	0.273	0.272	0.272	0.272	0.267	0.267	0.267	0.267
Group III Stocks	0.658	0.553	0.505	0.500	0.497	0.495	0.492	0.492	0.492	0.492

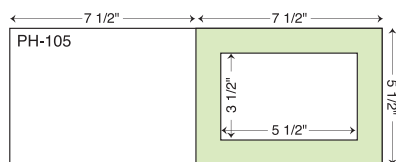
Class R

PRODUCTION TIME (after proof approval)

All Portfolios & Mailers (base process) 5-7 working days

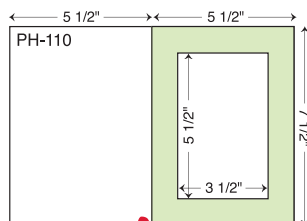
Photo & Certificate Holders

Custom-branded commemorative photo and certificate holders



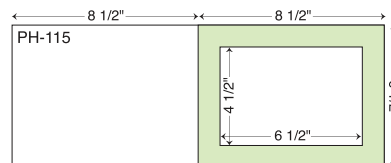
PH-105

7½" x 5½" Photo Holder
Holds 4" x 6" horizontal photo



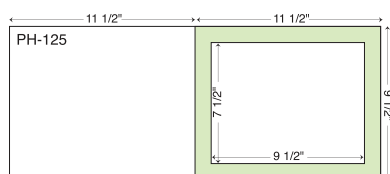
PH-110

5½" x 7½" Photo Holder
Holds 4" x 6" vertical photo



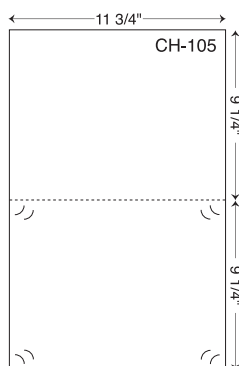
PH-115

8½" x 6½" Photo Holder
Holds 5" x 7" horizontal photo
(Also available in vertical orientation)



PH-125

11½" x 9½" Photo Holder
Holds 8" x 10" horizontal photo
(Also available in vertical orientation)



CH-105

11¾" x 9¼"
Certificate Holder
Holds 8" x 10" or 8½" x 11" certificate



Photo & Certificate Holders

Custom-branded commemorative photo and certificate holders

PHOTO HOLDERS		QUANTITY								
Price per each on Base Stocks	250	500	1000	1500	2000	2500	3000	4000	5000	10000
Printed 1 Color, 1 Side	3.292	2.215	1.675	1.485	1.390	1.330	1.288	1.240	1.210	1.153
Printed 2 Colors, 1 Side	3.875	2.627	1.875	1.627	1.500	1.408	1.353	1.292	1.240	1.177
Foil Stamp 1 Standard Color (24 sq. in.)	3.792	2.482	1.825	1.597	1.482	1.408	1.362	1.302	1.265	1.205
Emboss (24 sq. in.)	3.900	2.552	1.877	1.642	1.525	1.448	1.400	1.340	1.302	1.240
4-Color Process, 1 Side	6.385	3.762	2.450	2.000	1.777	1.640	1.548	1.433	1.365	1.305
Add to Base (All Styles)										
Additional Print Color - Same Side	0.523	0.300	0.187	0.143	0.125	0.112	0.100	0.090	0.078	0.060
Additional Foil (24 sq. in.)	0.593	0.342	0.213	0.175	0.155	0.137	0.125	0.105	0.093	0.075
Additional Emboss (24 sq. in.)	0.613	0.353	0.220	0.180	0.160	0.140	0.128	0.108	0.097	0.075
Varnish	0.695	0.358	0.205	0.153	0.127	0.110	0.100	0.090	0.080	0.062
Group I Stocks	0.138	0.113	0.107	0.105	0.105	0.103	0.102	0.102	0.102	0.102
Group II Stocks	0.343	0.280	0.255	0.253	0.252	0.252	0.250	0.248	0.248	0.248
Group III Stocks	0.618	0.523	0.473	0.467	0.463	0.460	0.457	0.455	0.453	0.447
CERTIFICATE HOLDERS		QUANTITY								
Price per each on Base Stocks	250	500	1000	1500	2000	2500	3000	4000	5000	10000
Printed 1 Color, 1 Side	1.955	1.305	0.973	0.857	0.795	0.748	0.717	0.693	0.653	0.628
Printed 2 Colors, 1 Side	2.648	1.788	1.233	1.062	0.965	0.883	0.835	0.800	0.738	0.698
Foil Stamp 1 Standard Color (24 sq. in.)	2.425	1.607	1.193	1.055	0.992	0.908	0.882	0.865	0.817	0.798
Emboss (24 sq. in.)	2.495	1.652	1.228	1.085	1.042	0.960	0.937	0.913	0.857	0.823
4-Color Process, 1 Side	5.445	3.627	2.187	1.665	1.220	1.042	1.022	0.997	0.943	0.907
Add to Base (All Styles)										
Additional Print Color - Same Side	0.523	0.300	0.187	0.143	0.125	0.112	0.100	0.090	0.078	0.060
Solid/Heavy Ink Coverage	0.672	0.348	0.205	0.148	0.123	0.110	0.097	0.090	0.078	0.060
Additional Foil (24 sq. in.)	0.593	0.342	0.213	0.175	0.155	0.137	0.125	0.105	0.093	0.075
Additional Emboss (24 sq. in.)	0.613	0.353	0.220	0.180	0.160	0.140	0.128	0.108	0.097	0.075
Varnish	0.673	0.350	0.198	0.148	0.123	0.107	0.097	0.087	0.078	0.060
Group I Stocks	0.138	0.113	0.107	0.105	0.105	0.103	0.102	0.102	0.102	0.102
Group II Stocks	0.343	0.280	0.255	0.253	0.252	0.252	0.250	0.248	0.248	0.248
Group III Stocks	0.618	0.523	0.473	0.467	0.463	0.460	0.457	0.455	0.453	0.447

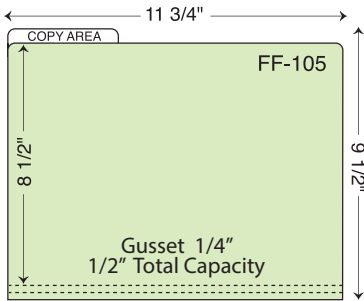
Class R

PRODUCTION TIME (after proof approval)

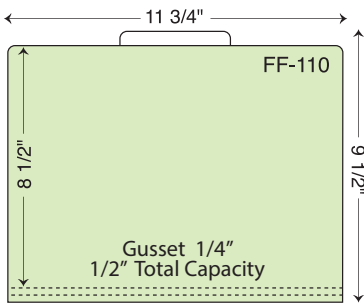
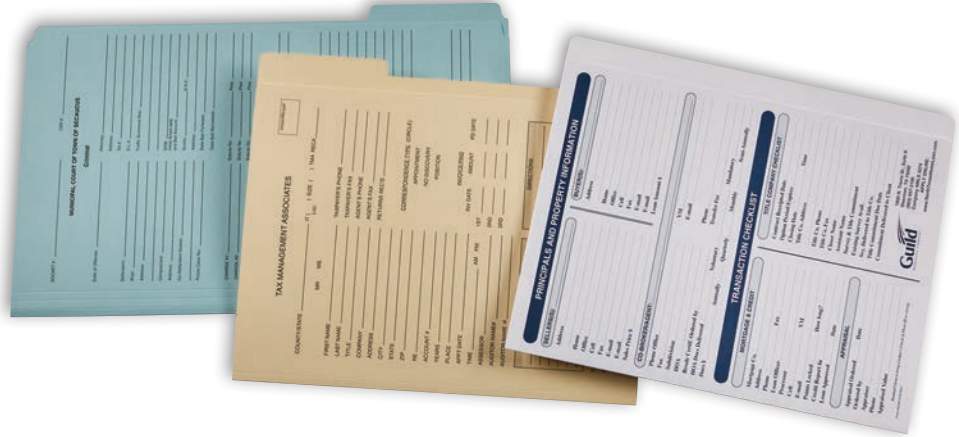
All Photo & Certificate Holders (base process) 5-7 working days

File Folders

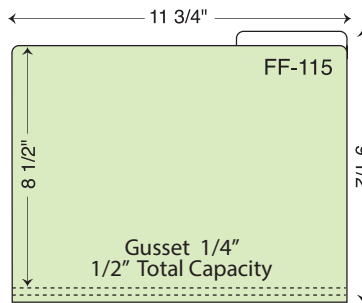
Custom printed file folders for organizing and record keeping



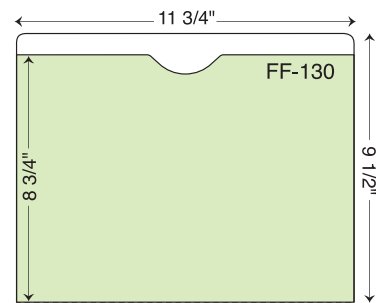
FF-105 
11 3/4" x 9 1/2" File Folder
3 7/8" tab in first position



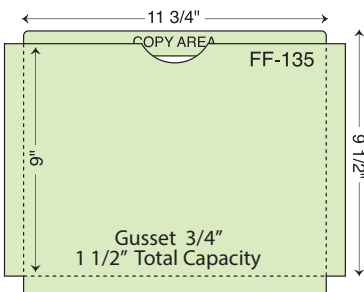
FF-110
11 3/4" x 9 1/2" File Folder
3 7/8" tab in second position



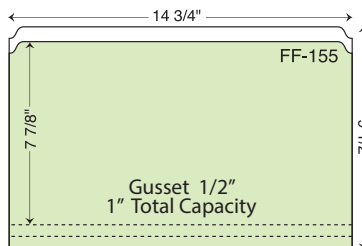
FF-115
11 3/4" x 9 1/2" File Folder
3 7/8" tab in third position



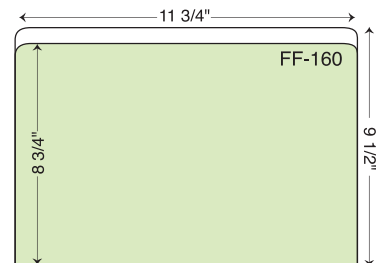
FF-130
11 3/4" x 9 1/2" File Folder
Full tab, glued sides (glue tabs on outside)



FF-135
11 3/4" x 9 1/2" File Folder
Full reinforced tab, expandable,
glued sides



FF-155
14 3/4" x 9 1/2" Legal File Folder
Full tab, expansion scores



FF-160
11 3/4" x 9 1/2" File Folder
Full tab

File Folders

Custom printed file folders for organizing and record keeping

FILE FOLDERS	QUANTITY									
FF-105 to FF-115, FF-160, Price/ea on Base Stocks	250	500	1000	1500	2000	2500	3000	4000	5000	10000
Printed 1 Color, 1 Side	1.770	1.213	0.838	0.733	0.687	0.648	0.622	0.593	0.507	0.377
Printed 2 Colors, 1 Side	2.190	1.583	1.047	0.862	0.737	0.672	0.647	0.598	0.530	0.395
Blank (No Printing)	1.212	0.895	0.637	0.572	0.550	0.518	0.508	0.493	0.417	0.317
FF-130 and FF-155, Price/ea on Base Stocks										
Printed 1 Color, 1 Side	1.882	1.322	0.937	0.830	0.783	0.740	0.715	0.687	0.595	0.473
Printed 2 Colors, 1 Side	2.332	1.728	1.170	0.978	0.848	0.782	0.747	0.705	0.633	0.488
Blank (No Printing)	1.353	1.018	0.747	0.678	0.657	0.623	0.613	0.597	0.517	0.412
FF-135, Price/ea on Base Stocks										
Printed 1 Color, 1 Side	2.028	1.417	1.022	0.918	0.878	0.833	0.808	0.775	0.677	0.518
Printed 2 Colors, 1 Side	2.548	1.902	1.312	1.105	0.952	0.883	0.848	0.815	0.708	0.545
Blank (No Printing)	1.470	1.098	0.820	0.757	0.742	0.703	0.695	0.675	0.587	0.458
Add to Base (All Styles)										
Additional Print Color - Same Side	0.520	0.298	0.185	0.143	0.123	0.112	0.098	0.087	0.077	0.057
Group I Stocks	0.165	0.145	0.128	0.127	0.127	0.127	0.125	0.122	0.122	0.122
Group II Stocks	0.210	0.163	0.152	0.152	0.150	0.150	0.150	0.150	0.148	0.148
Group III Stocks	0.485	0.408	0.372	0.365	0.363	0.358	0.357	0.357	0.353	0.340
2" Metal Fasteners (Applied)	0.520	0.520	0.520	0.520	0.520	0.520	0.520	0.520	0.520	0.520

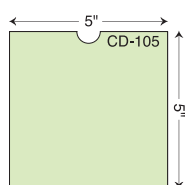
Class R

PRODUCTION TIME (after proof approval)

All File Folders (base process) 5-7 working days

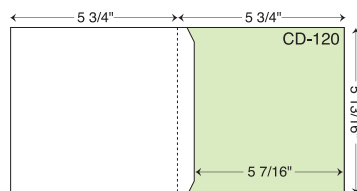
Digital Media Holders

Promote your digital media on custom printed CD and DVD holders



CD-105

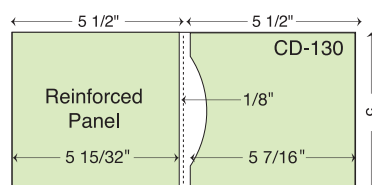
5" x 5" CD Sleeve
Single sleeve with thumb cut



CD-120



5 3/4" x 5 13/16" CD Holder
One 5 7/16" vertical pocket



CD-130

5 1/2" x 5" CD Holder
Reinforced left panel
One 5 7/16" vertical right pocket
1/8" Spine

CD & DVD HOLDERS

QUANTITY

CD-105 to CD-120, Price/ea on Base Stocks	250	500	1000	1500	2000	2500	3000	4000	5000	10000
Printed 1 Color, 1 Side	2.620	1.402	0.800	0.582	0.473	0.428	0.382	0.328	0.292	0.218
Printed 2 Colors, 1 Side	3.187	1.673	0.932	0.680	0.547	0.480	0.422	0.358	0.315	0.235
Foil Stamp 1 Standard Color (24 sq. in.)	3.042	1.608	0.902	0.655	0.530	0.477	0.407	0.353	0.318	0.230
Emboss (24 sq. in.)	3.093	1.638	0.920	0.672	0.538	0.480	0.422	0.367	0.323	0.235
4-Color Process, 1 Side	5.043	2.628	1.467	1.022	0.777	0.662	0.573	0.455	0.402	0.300
CD-130, Price/ea on Base Stocks										
Printed 1 Color, 1 Side	2.995	1.643	0.937	0.702	0.597	0.542	0.472	0.418	0.382	0.310
Printed 2 Colors, 1 Side	3.700	1.970	1.095	0.817	0.678	0.600	0.512	0.448	0.402	0.317
Foil Stamp 1 Standard Color (24 sq. in.)	3.453	1.843	1.028	0.763	0.622	0.552	0.480	0.427	0.375	0.287
Emboss (24 sq. in.)	3.607	1.935	1.083	0.808	0.670	0.600	0.512	0.457	0.410	0.317
4-Color Process, 1 Side	5.557	2.925	1.630	1.158	0.908	0.782	0.663	0.545	0.488	0.382
Add to Base (All Styles)										
Additional Print Color - Same Side	0.578	0.332	0.210	0.165	0.142	0.127	0.115	0.098	0.090	0.073
Solid/Heavy Ink Coverage	0.795	0.410	0.237	0.175	0.145	0.127	0.115	0.102	0.092	0.072
Additional Foil (24 sq. in.)	0.593	0.342	0.213	0.175	0.155	0.137	0.125	0.105	0.093	0.075
Additional Emboss (24 sq. in.)	0.613	0.353	0.220	0.180	0.160	0.140	0.128	0.108	0.097	0.075
Varnish	0.752	0.388	0.225	0.165	0.137	0.120	0.108	0.095	0.087	0.068
Laminate One Side (Gloss or Matte)										
CD-105 to CD-120	0.567	0.337	0.192	0.138	0.115	0.112	0.110	0.107	0.105	0.102
CD-130	0.567	0.337	0.192	0.178	0.172	0.167	0.163	0.160	0.158	0.153

Class R

PRODUCTION TIME (after proof approval)

All CD & DVD Holders (base process) 5-7 working days

Important Information

Artwork - Traditional

Copy that has rough edges or other imperfections will reproduce poorly. Any touch-ups or changes will incur additional charges. In preparing art for foil stamping and embossing, avoid halftones, screens, tints, very fine lines (thinner than one point) and lines and letters placed very close together (closer than one point thickness apart). For screened areas, please provide electronic art. When orders are manufactured to customer's specifications, the purchaser agrees to assume any liability resulting from actions or demands brought against the manufacturer for patent or copyright infringements.

Artwork - Electronic

Our Electronic Prepress Services department saves and archives all electronic files for a 2-year period. When receiving your electronically scanned art files, we ask that the resolution be scanned at 300 dpi (dots per inch) or higher. Foil stamp and embossed orders require a minimum of 600 dpi. Any disc manipulation will be charged at \$158 list (R) per hour. When submitting electronic artwork refer to the Preflight Checklist.

Changes or Cancellations

Changes to orders in process may require additional charges or restocking fees. You will be billed for actual work performed on orders canceled while in process. Minimum cancellation charge of \$50 list (R) applies. Custom stocks or materials will incur an additional restocking charge.

Coating - Aqueous/Varnish

Used in conjunction with printing for special effect or to protect the product from scuffing. Varnish/coating prices include an overall gloss varnish/coating which is necessary with solid/heavy ink coverage, inks containing reflex blue, large screened areas and when using metallic inks. It may also be necessary on light coverage due to ink color and/or copy design. We will call and advise prior to production. Spot or matte varnish is also available for the same price. A protective coating (at manufacturer's discretion) will be applied free of charge on all non-digital four-color process work.

Coating - Lamination

Lamination is the most durable of all coatings. Prices are based on using 1.3 mil gloss or matte film lamination. Matte finish may show scuffing. Film lamination bonds a protective layer of plastic to the printed sheet. Custom laminations may require an additional two days production time for drying completely and are available at an additional cost.

Coating - UV

This coating is available in gloss finish, which is substantially shinier than gloss varnish. Gloss UV coating is applied to the sheet like a protective varnish but dries to a brilliant shine when exposed to ultraviolet light. UV tends to show fingerprints on dark colors. Please call for pricing.

Credit Terms

All orders subject to credit approval. Our standard terms are net 30 days from date of invoice after credit approval. After 30 days, our terms stipulate a service charge of 1.5% of the unpaid balance per month commencing 30 days from date of invoice. In addition, if we must use legal services or suit to collect, our terms stipulate that collection fees and charges may be added to the original amount due us.

Custom Orders

We are happy to produce custom products for you. Please call for pricing.

Damaged Goods

In case of damage or loss, make a notation on the bill of lading or delivery receipt. Cartons may be opened for inspection, but the damaged merchandise and containers may not be disposed of. A digital photograph is helpful in filing a claim with the carrier. Claims must be filed with the carrier within 10 days after receipt of merchandise. Please call us immediately if you have received damaged merchandise.

Please note: All product lines that are converted with adhesives are only warranted when the product is kept within a temperature between 35 degrees and 100 degrees Fahrenheit. This especially applies to warehouse storage.

Dealer Self-Promotion

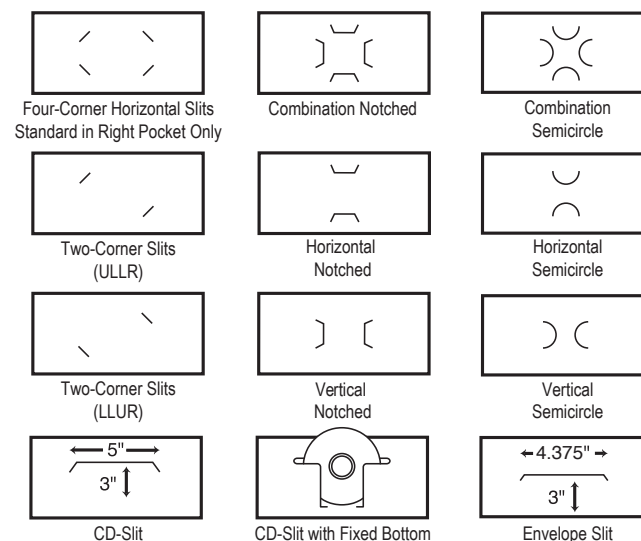
Please call Account Service for details regarding discounts available on dealer self-promotion.

Delinquent Accounts

If your account becomes delinquent, all orders will be placed on hold until payment in full is received. Delinquent accounts are reviewed and credit privileges may be decreased or revoked from those who repeatedly extend their payment beyond our terms of net 30 days. We reserve the right to grant or deny credit.

Die-Cut Slits

Four-corner horizontal slits centered in the right pocket are standard on many styles and will be used if none are specified. Four-corner horizontal slits may be removed without charge if specified at the time your order is placed. Die-cut slits, illustrated below, (other than the standard four-corner horizontal slits) incur an additional \$35 list (R) charge.



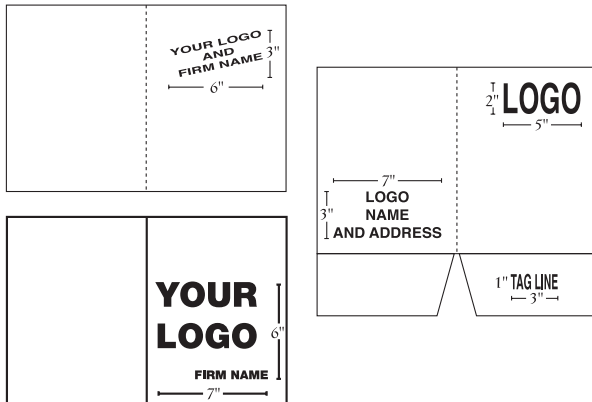
Die-Cut Slit Limitations

For folders with 3" pockets, use combination notched, notched horizontal or notched vertical slits.

Important Information

Dies

Foil stamping or embossing dies up to 24 contiguous square inches are included in the pricing. For larger image areas, please call for a custom quote. Multi-level or sculpted embossed dies are available. Call for pricing. Our foil, embossing and cutting dies are kept for up to 2 years. At that point, if we have not received a written request for return, materials are recycled without notification. The method illustrated below provides examples for calculating the overall image area or multiple areas for foil stamping or embossing.



Embossing

Embossing prices include a single-level embossing die up to 24 contiguous square inches in one area. Embossed images may be placed anywhere on the folder, but must remain $\frac{1}{8}$ " from all edges and scores. When copy is embossed, it is raised to the maximum lift allowed by the die being used and the design; for example, fine-lined copy will limit height of embossing. Multi-level embossing and complex designs require an estimate.

Errors

Check your order upon receipt. If you receive an order that is incorrect, please call us. Claims must be made within 30 days of receipt.

Foil Stamping

Foil stamping prices include one foil stamping die and one standard foil color up to 24 contiguous square inches in one area. Larger foil areas require additional die and foil charges; call for a quote. For best results, avoid type smaller than 10pt., and avoid copy with tight, intricate detail which may fill in. Foil copy may be placed anywhere on the folder, but must remain $\frac{1}{8}$ " from all edges and scores. Halftones, screens, tints, very fine lines (thinner than one point) and lines and letters placed very close together (closer than one point thickness apart) are not recommended.

Foil Colors

See foil chart in the Stock and Finishing Guide.

Non-metallic foils may appear a different shade of color when used on a dark paper stock and may not be completely opaque.

Foil Stamping/Embossing Combinations

There will be an additional charge to register foil or emboss to each other or to print. Please call for pricing.

Inserts - Stepped

The stepped inserts are printed on either 80# or 100# coated text. Standard page counts for stepped inserts are in 4-page increments. Call for pricing on different stocks or page counts. Prices are based on sets that are not collated. Stepped inserts can be collated and inserted in your folders for an additional charge. Stepped Inserts for Mini Folders are also available – please call for pricing.

Inserts - Stitched

Stitched inserts are printed on either 80# or 100# coated text. Standard page counts for stitched inserts are 4-, 8-, 12-, and 16-pages. Call for pricing on different stocks or larger page counts. Prices include stitching inserts into your folder. The 8 ½ x 11 version will be jogged to the bottom of the folder when stitched in place. Other stitched placements are available for an additional charge. Stitched inserts for Mini Folders are also available. Please call for pricing.

Invoices and Samples

Two samples of your order will be shipped to you. Your invoice will be mailed separately. Additional samples are available if requested when the order is placed and billed at a per unit cost.

Overruns and Underruns

Due to the number of manufacturing processes in the production of your order, it is not possible to determine the exact quantity we will ship. All items in this catalog are subject to overruns and underruns of up to 10% (industry standard), and will be billed on a pro rata basis without prior notification. If an exact quantity is required, add 10% to catalog price.

Packaging

Standard packaging consists of external corrugated boxes with product bulk boxed. Shrink wrapping is available at an additional cost. Special packaging requests are subject to additional charges.

Printing – Ink Colors

Standard PMS colors are available at no charge. Contact your customer service representative for special color matching. Fluorescent inks may require a second print run of the same color to achieve optimum color intensity. Ink colors lighter than the stock color are not recommended due to the translucent nature of offset inks. We print keeping standard ink densities in mind. If you're working on a project which deviates from the standards, it must be made clear and approved prior to production.

Printing – Ink Coverage/Bleeds

One-sided printing includes the front and back covers and printing on the pockets. Products are printed on offset presses and then die-cut to allow bleeds on all sides and any image placement. Price charts allow for line copy ink coverage with solids not to exceed 35% coverage. Solid/Heavy Ink Coverage (more than 35% coverage) can be calculated from the price list and may require a varnish or aqueous coating.

Please call for a quote on jobs with flood coverage. Flood coverage includes any job that requires a second print station of ink, plus varnish.

Important Information

Printing – Four-Color Process

Four-color process prices include four process ink colors with printer supplying a PDF proof. If a proof is mailed to you, a nominal fee will apply. For best reproduction of color, we suggest using a white stock. Please note: when process work involves an overall background color, which is produced using a combination screen, the results achieved for adjacent four-color process images may be affected. Best results are achieved by printing a separate spot color rather than attempting to achieve the desired color with a combination screen. Such orders involve additional costs. Please call for a cost estimate. A protective coating (at manufacturer's discretion) will be applied free of charge on all four-color process work. Please note that inks will look different on uncoated or non-white stocks. In our process, we print to industry standards. If your project deviates from these standards, or needs to match a sample, this must be made clear and be approved before production.

Production Time

Production time is calculated after proof approval. Average production times vary – check production information for each item. Items requiring special estimates may affect production time. Normal production days are Monday through Friday, excluding holidays. Please have your order and artwork proof approved by 1PM CST for same-day scheduling.

Promotion Rights

We reserve the right to use all products we produce in our advertising unless you specify otherwise, in writing, at the time you place your order.

Proofing Options

If a proof is required, your first PDF proof is FREE. If a contract proof is mailed to you, a nominal fee will apply. Allow 2-3 working days for manufacturer to send and receive a proof. Any alterations made that were not in the original copy, will be billed as customer alterations. Normal production time begins after our receipt of approved proof.

Prototypes

Prototypes are a cost-effective way to actually preview and test the construction of a custom design before the piece is produced. Prototypes will be produced on blank white paper at the appropriate basis weight for the piece being constructed. Prototypes are available for an additional charge. Contact your customer service representative for pricing.

Purchase Orders and Order Forms

All orders or reorders must be accompanied by a purchase order or an order form. We cannot process any orders without written authorization.

Quantities

Most styles in the catalog are priced on quantities from 250 through 10,000. We regularly produce much larger quantities and are committed to meeting your product needs and delivery schedules. Please call for pricing and turn time on quantities over 10,000.

Registration

There is no extra charge for tight print registration in most cases. Tight registration between printing, foil stamping and/or embossing will incur an additional \$85 list (R) charge. Foil/Embossing copy may be placed anywhere on the folder, but must remain 1/8" from all edges and scores.

Rush Orders

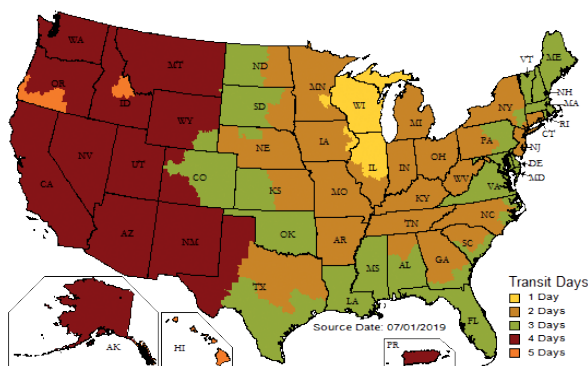
If you need to guarantee early shipment, extra charges may apply. Expedited methods of shipping are additional and must be requested.

Sales Samples

We carry a wide variety of product style and paper stock samples. We will gladly send them via ground shipping at no additional charge. We can ship overnight using your shipper number.

Shipping Information

All prices are FOB factory in Wisconsin. Unless otherwise specified, we normally ship ground inside the continental USA. If more economical on large shipments, motor freight will be used. If air shipment is desired, please let us know. If inside delivery (i.e. department, suite, floor) is required, please specify on your order. Some carriers charge additional for inside delivery or when lift gates are required. Approximate shipping times below.



Split Shipping Charges

Nominal charge for additional locations over two.

Spine Prong Attachments

Available in white card stock. These may be added to various folder styles for an additional charge. Additional production time also required. Call for details.

Stock

Our inventoried stocks are shown in the Stock & Finishing Guide. We reserve the right to substitute papers based on availability. Custom stocks are also available. Please call for pricing.

Typesetting

Our Electronic Prepress Services Department has a full library of Adobe® Type Fonts. When sending your digital typeset copy, please specify which Adobe Font you would like to print on your order. If you do not specify a font, additional charges will be incurred. You will also want to provide a complete product layout at the time you send in your order. Typesetting is available for an additional charge and requires a proof. Please call for pricing.

Important Information

Artwork Requirements

Software Compatibility

- InDesign
- Illustrator
- QuarkXPress
- Photoshop

For Your Information

- We accept all PC and Mac versions of compatible software.
- There is an upcharge for artwork not created with our compatible software.
- Please submit composite printouts, mock-ups and/or low-res PDFs.
- Send all images separately.
- Send only high resolution (at least 300 dpi) files.
- Include all fonts used or convert fonts to outlines.
- Save graphic files in .ai, .eps, .psd or .tiff format. No .pict, .jpeg or .gif files will be accepted.
- Convert all images from RGB to CMYK.
- Include bleed (1/8").
- Templates of all standard products are available on our website or via e-mail.
- Normal production time begins after our receipt of approved proof.

Products used by Children

If your project is to be used primarily by children 12 and under, you must have a CPSIA label on it. Contact your Account Service Representative for more information.

Proofread ALL Copy

We are not responsible for errors in submitted files. Please compress and/or package your files to prevent corruption and ensure the fastest delivery. Charges to correct or alter files are based on the format and complexity of the file setup.

File Transfer Options

Through Mail

We accept files on CD and DVD media.
Send all artwork to:

**Attn: [your ASR]
Independent Folders
1801 Lawrence Dr.
P.O. Box 5790
De Pere, WI 54115**

E-mail (for files under 5 MB)

Send artwork and/or purchase orders directly to your Account Service Representative's email, or to:

customerservice@independentfolders.com

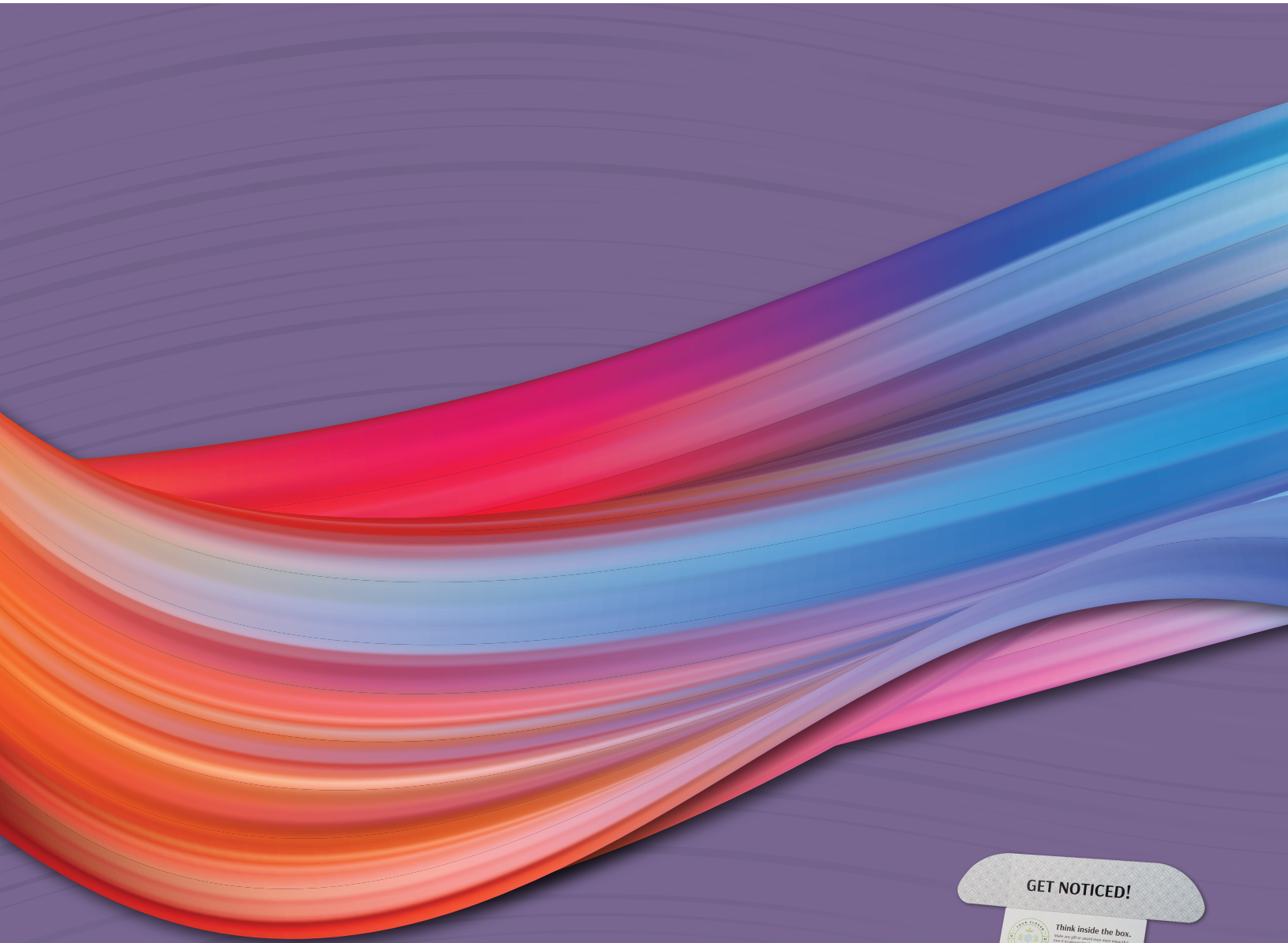
Through FTP (for files over 5 MB)

We provide an FTP site to upload files quickly and at no additional cost. The site can be accessed through a web browser. Please read below for instructions.

1. Place all art files in a folder. Name the folder by company name and purchase order number.
2. Compress files using software such as WinZip or Stuffit.
3. Access the FTP by web browser.
4. <https://prepress.sharefile.com/r-r89ee55e01694efb8>
5. Include PO# in the "Company" field after your company name.
6. When your upload is complete, contact your Account Service Representative and include any critical file information to ensure fastest turn time.

Packaging

Custom designs for brand promotion



Packaging Overview

Packaging that promotes your brand and gets you noticed

We've all been told to think outside the box but have you thought inside the box and around the box? We have! We are a print partner that can help elevate your brand with packaging. We are more than a printer. We're a marketing partner. And we've got a marketing package for you. If you have unique products or promotions, this specialty area is ideal for you. Use it for product tests, brand extensions and high-end applications. When you want to deliver the goods to your customers, we'll help you create the package.

What makes us different?

- Dedicated team of printing and branding experts ready to assist throughout the entire process, from initial consultation to delivery
- Prototype services
- Paperboard and e-flute options available
- UV inks and coatings (up to 8-color print techniques)
- Enhanced finishing techniques
- Multi-level and sculptured embossing
- Foil effects
- Die-cutting
- Lamination
- Color consistency guaranteed to match your brand (G7 Color Master Certified)
- All work done in-house
- Additional services: kitting, fulfillment



Paperboard Packaging

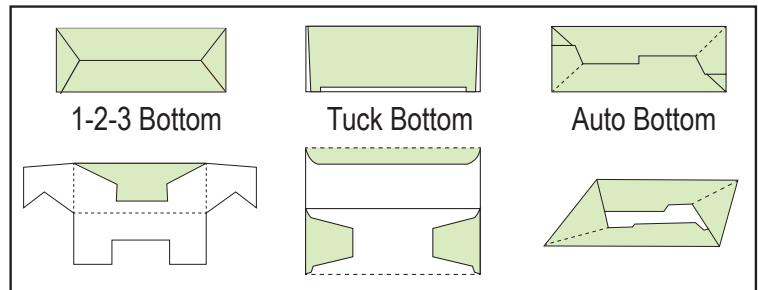
Custom packaging for products and promotions



Rely on us for:

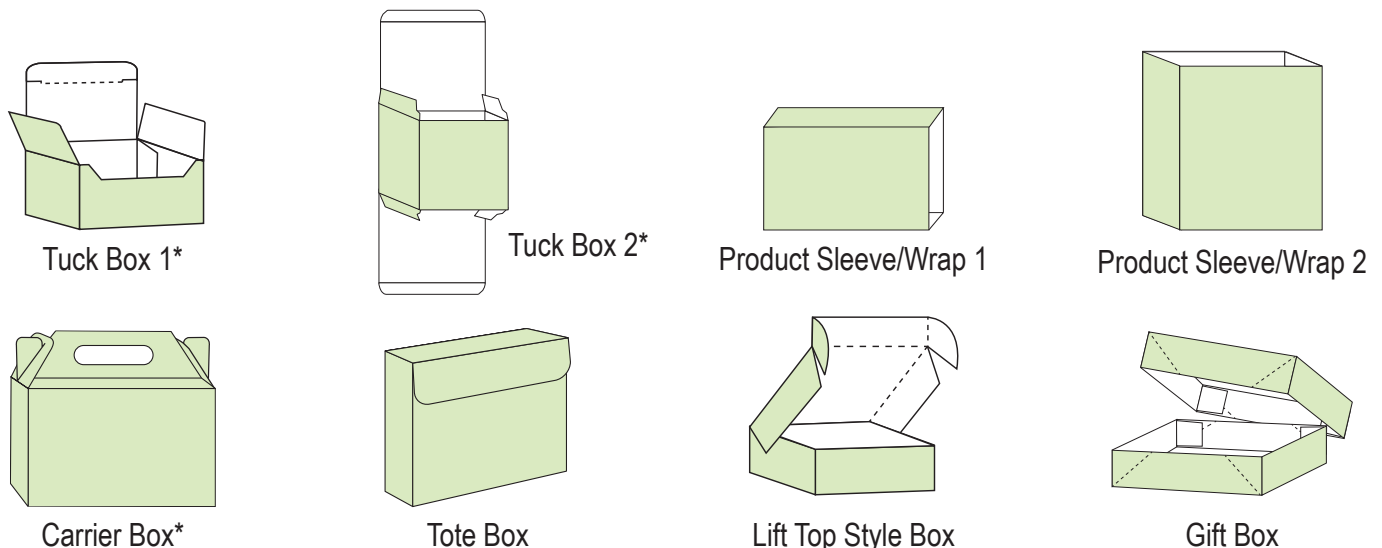
- Custom designs and concepts
- Specialty papers
- 1- to 8-color printing
- UV inks and coatings
- Multi-level and sculptured embossing
- Foil effects
- Lamination

The packaging shown is just a sampling of the styles and sizes available.



*Bottom Styles Available

Folding Cartons



Because of the unique customization opportunities associated with packaging, each job is quoted on an individual basis. Please call for a custom price quote.

Promotional Packaging

Personalized product packaging gets you noticed

Make any gift or award even more impactful. Make it personal with customized packaging!

We've taken the hottest promotional products and developed made-to-fit packaging that can be personalized with the recipient's name and your logo.

- Standard package sizes fit the most popular promotional products ordered today
- Customizable printing showcases your brand and message
- Optional variable data printing enables you to personalize each gift with the recipient's name

The packaging has been specifically designed to fit the following products:

- Single-boxed pen (A)
- Double-boxed pen set (B)
- Power bank charger (C)
- 11 oz. coffee mug (D)
- 15 oz. coffee mug (E)
- 20 oz. travel mug (F)
- 30 oz. travel mug (G)
- 24 oz. water bottle (H)
- T-shirt or like-size apparel (I)
- Windshirt or like-size apparel (I)
- Fleece or like-size apparel (I)

Or choose your own gift idea and pick a box that it will fit into!

If you're planning to recognize your most important customers, clients and employees, go the extra step with personalized packaging!



Promotional Packaging

Personalized product packaging gets you noticed

PROMOTIONAL PACKAGING - E-FLUTE

PRICE PER EACH

QUANTITY

11 oz. Coffee Mug Box	1	10	25	50	75	100
4.875 x 4.25 x 3.625" - One Side Print	68.667	11.658	6.623	4.992	4.453	4.163
4.875 x 4.25 x 3.625" - Two Sided Print	85.833	14.032	9.031	7.402	6.863	6.582
15 oz. Coffee Mug Box						
5.375 x 5.063 x 3.625" - One Side Print	68.667	12.310	7.614	5.774	5.183	4.888
5.375 x 5.063 x 3.625" - Two Sided Print	85.833	15.366	10.595	8.796	8.190	7.900
20 oz. Travel Mug Box						
7.375 x 3.687 x 3.687" - One Side Print	68.667	11.938	6.764	5.112	4.480	4.220
7.375 x 3.687 x 3.687" - Two Sided Print	85.833	14.391	9.271	7.641	7.002	6.748
30 oz. Travel Mug Box						
8.375 x 4.187 x 4.187" - One Side Print	68.667	12.664	7.851	6.023	5.534	5.208
8.375 x 4.187 x 4.187" - Two Sided Print	85.833	15.876	11.072	9.265	8.769	8.440
24 oz. Water Bottle Box						
10.5 x 3.812 x 3.812" - One Side Print	68.667	12.664	7.819	5.973	5.469	5.143
10.5 x 3.812 x 3.812" - Two Sided Print	85.833	15.797	10.972	9.163	8.647	8.334
T-Shirt Box						
15.183 x 9.635 x 2.031" - One Side Print	68.667	15.620	10.728	8.905	8.335	8.020
15.183 x 9.635 x 2.031" - Two Sided Print	85.833	21.139	16.153	14.353	13.763	13.467
Wind Jacket/Dress Shirt Box						
15.683 x 14.603 x 2.781" - One Side Print	68.667	21.117	15.698	13.962	13.371	13.138
15.683 x 14.603 x 2.781" - Two Sided Print	85.833	30.272	24.899	23.142	22.532	22.308
Fleece Jacket Box						
20.808 x 14.603 x 3.031" - One Side Print	68.667	23.987	19.303	17.462	16.963	16.633
20.808 x 14.603 x 3.031" - Two Sided Print	85.833	35.437	30.735	28.896	28.423	28.087

PROMOTIONAL PACKAGING - 16PT C1S STOCK

PRICE PER EACH

QUANTITY

Power Bank Charger Box	1	10	25	50	75	100
3.986 x 1.75 x 1.188" - One Side Print	68.667	9.701	4.419	2.680	2.076	1.784
Single-Boxed Pen Sleeve						
6.375 x 1.437 x 1.125" - One Side Print	68.667	9.521	4.270	2.468	1.906	1.593
Double-Boxed Pen Sleeve						
6.75 x 2.563 x .938" - One Side Print	68.667	9.701	4.455	2.697	2.095	1.816
Double-Boxed Pen Sleeve with Flap						
6.75 x 2.563 x .938" - One Side Print	68.667	10.290	4.759	2.984	2.400	2.090
6.75 x 2.563 x .938" - Two Sided Print	85.833	10.923	5.489	3.672	3.102	2.800

Add \$33 Setup Fee Per Order

Class R

E-Flute Packaging

Custom packages with quantities as low as one



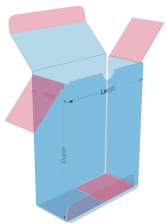
Standard features for e-flute packaging:

- 1/16" thick
- High-quality print surface
- Available in White (special order for Kraft)
- Quantities from 1-250
- Customizable with variable data printing
- 4-color process printing
- One- and two-sided printing available

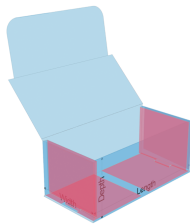
Production Time:

4-6 working days from PDF approval

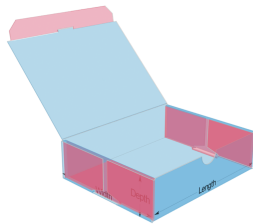
This is just a sampling of sizes and styles that are available.
Please call for additional options.



CBPB_049
Straight Tuck Ctn



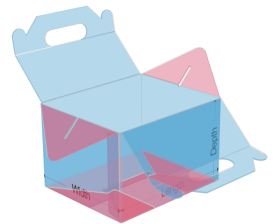
CBPB_014
Econo Tuck Top



CBPB_001
1 Slot Tuck



CBPB_002
Shirt Box with Cherry Locks



CBPB_059
T-Lock Carry Case

E-Flute Packaging

Custom packages with quantities as low as one

STANDARD E-FLUTE PACKAGING

PRICE PER EACH

QUANTITY

CBPB_049 Straight Tuck Carton		1	10	25	50	75	100
4 x 2 x 6"	Small	61.474	9.716	5.408	3.966	3.536	3.279
10 x 4 x 12"	Medium	71.911	15.948	11.605	10.146	9.716	9.459
12 x 6 x 16"	Large	79.482	20.411	15.999	14.592	14.145	13.905
CBPB_014 Econo Tuck Top							
6 x 3 x 2"	Small	53.045	8.858	4.893	3.485	3.056	2.798
12 x 6 x 4"	Medium	62.435	14.815	10.781	9.322	8.875	8.635
18 x 8 x 4	Large	67.894	18.454	14.437	12.978	12.515	12.274
CBPB_001 1 Slot Tuck							
6 x 4 x 1.75"	Small	54.058	9.699	5.408	3.966	3.468	3.227
12 x 9 x 2.75"	Medium	62.796	15.004	10.952	9.442	9.013	8.772
16 x 12 x 3.75"	Large	70.984	19.553	15.519	14.111	13.665	13.424
CBPB_062 One Piece							
8 x 2 x 2"	Small	54.573	9.407	5.356	3.931	3.519	3.262
12 x 3 x 3"	Medium	62.847	12.446	8.206	6.832	6.317	6.094
18 x 4 x 3"	Large	65.027	17.167	13.081	11.673	11.261	11.021
CBPB_059 T-Lock Carry Case							
8 x 3 x 9"	Small	60.753	12.051	7.897	6.455	6.008	5.734
10 x 4 x 12"	Medium	62.538	14.540	10.231	8.738	8.257	8.068
12 x 5 x 14"	Large	65.817	17.613	13.630	12.188	11.759	11.519

Add \$33 Setup Fee Per Order

Class R

All box styles listed are single-sided print(s) made from e-flute white/white stock material. Standard turn time is 4-6 working days upon proof approval. Rush fees may apply. Quote based on supplied Print Ready PDF. Alterations may result in additional charges. Shipping and packaging costs will be added upon completion of order, if necessary.

Important Information

Artwork - Traditional

Copy that has rough edges or other imperfections will reproduce poorly. Any touch-ups or changes will incur additional charges. If preparing art for foil stamping and embossing, avoid halftones, screens, tints, very fine lines (thinner than one point) and lines and letters placed very close together (closer than one point thickness apart). For screened areas, please provide electronic art. When orders are manufactured to customer's specifications, the purchaser agrees to assume any liability resulting from actions or demands brought against the manufacturer for patent or copyright infringements.

Artwork - Electronic*

Our Electronic Prepress Services department saves and archives all electronic files for a 2-year period. When receiving your electronically scanned art files, we ask that the resolution be scanned at 300 dpi (dots per inch) or higher. Foil stamp and embossed orders require a minimum of 600 dpi. Any disk manipulation will be charged at \$158 list (R) per hour.

Changes or Cancellations

Changes to orders in process may require additional charges or restocking fees. You will be billed for actual work performed on orders canceled while in process. Minimum cancellation charge of \$50 list (R) applies. Custom stocks or materials will incur an additional restocking charge.

Coating - Aqueous/Varnish*

Used in conjunction with printing for special effect or to protect the product from scuffing. Varnish/coating prices include an overall gloss varnish/coating which is necessary with solid/heavy ink coverage, inks containing reflex blue, large screened areas and when using metallic inks. It may also be necessary on light coverage due to ink color and/or copy design. We will call and advise prior to production. Spot or matte varnish is also available for the same price. Either a protective gloss varnish or aqueous coating (at manufacturer's discretion) will be applied free of charge on all four-color process work.

Coating - Lamination*

Lamination is the most durable of all coatings. Prices are based on using 1.3 mil gloss or matte film lamination. Matte finish may show scuffing. Film lamination bonds a protective layer of plastic to the printed sheet. Custom laminations may require an additional two-day production time for drying completely and are available at an additional cost.

Coating - UV*

This coating is available in gloss finish, which is substantially shinier than gloss varnish. Gloss UV coating is applied to the sheet like a protective varnish but dries to a brilliant shine when exposed to ultraviolet light. UV tends to show fingerprints on dark colors. Please call for pricing.

Color Matching

(Applies to e-flute Packaging only)

Exact color matching is not guaranteed. If color matching is desired, please specify a PMS color, and a \$50 fee will be applied. We print in 4-color process and match as close as possible.

Credit Terms

All orders subject to credit approval. Our standard terms are net 30 days from date of invoice after credit approval. After 30 days, our terms stipulate a service charge of 1.5% of the unpaid balance per month commencing 30 days from date of invoice. In addition, if we must use legal services or suit to collect, our terms stipulate that collection fees and charges may be added to the original amount due us.

Custom Orders

We have many capabilities to produce custom products for you. Please call for pricing.

Damaged Goods

In case of damage or loss, make a notation on the bill of lading or delivery receipt. Cartons may be opened for inspection, but the damaged merchandise and containers may not be disposed of. A digital photograph is helpful in filing a claim with the carrier. Claims must be filed with the carrier within 10 days after receipt of merchandise. Please call us immediately if you have received damaged merchandise.

Please note: All product lines that are converted with adhesives are only warranted when the product is kept within a temperature between 35 degrees and 100 degrees Fahrenheit. This especially applies to warehouse storage.

Dealer Self-Promotion

Please call Account Service for details regarding discounts available on dealer self-promotion.

Delinquent Accounts

If your account becomes delinquent, all orders will be placed on hold until payment in full is received. Delinquent accounts are reviewed and credit privileges may be decreased or revoked from those who repeatedly extend their payment beyond our terms of net 30 days. We reserve the right to grant or deny credit.

Embossing*

Embossing prices include a single-level embossing die up to 24 contiguous square inches in one area. Embossed images may be positioned anywhere, but must remain 1/8" from all sides and may not bleed. When copy is embossed, it is raised to the maximum lift allowed by the die being used and the design; for example, fine-lined copy will limit height of embossing. Multi-level embossing and complex designs require an estimate.

Errors

Check your order upon receipt. If you receive an order that is incorrect, please call us. Claims must be made within 30 days of receipt.

Foil Stamping*

Foil stamping prices include one foil stamping die and one standard foil color up to 24 contiguous square inches in one area. Larger foil areas require additional die and foil charges; call for a quote. For best results, avoid type smaller than 10pt., and avoid copy with tight, intricate detail which may fill in. Foil copy may be placed anywhere, but must remain 1/8" from all edges and scores. Halftones, screens, tints, very fine lines (thinner than one point) and lines and letters placed very close together (closer than one point thickness apart) are not recommended.

Foil Colors*

See foil chart in the Stock & Finishing Guide. Non-metallic foils may appear a different shade of color when used on a dark paper stock and may not be completely opaque.

Foil Stamping/Embossing Combinations*

There will be an additional charge to register foil or emboss to each other or to print. Please call for pricing.

Invoices and Samples

Three samples of your paperboard packaging order will be shipped to you. Samples of e-flute packaging orders are available if requested when the order is placed, and will be billed at a per unit cost. Your invoice will be mailed separately.

Overruns and Underruns

Due to the number of manufacturing processes in the production of your order, it is not possible to determine the exact quantity we will ship. All items in this catalog are subject to overruns and underruns of up to 10% (industry standard), and will be billed on a pro rata basis without prior notification. If an exact quantity is required, add 10% to catalog price.

**Apply only to paperboard packaging products and processes.*

Important Information

Printing – Ink Colors*

Standard PMS colors are available at no charge. Metallic, opaque and fluorescent PMS colors are available for \$125 list (R) per color. Fluorescent inks may require a second print run of the same color to achieve optimum color intensity. A color match is \$82 list (R). Ink colors lighter than the stock color are not recommended due to the translucent nature of offset inks. We print keeping standard ink densities in mind. If you're working on a project which deviates from the standards, it must be made clear and approved prior to production.

Printing – Ink Coverage/Bleeds*

Products are printed on offset presses and then die-cut to allow bleeds on all sides and any image placement. Price charts allow for line copy ink coverage with solids not to exceed 35% coverage. Solid/Heavy Ink Coverage (more than 35% coverage) can be calculated from the price list and may require a varnish or aqueous coating. Please call for a quote on jobs with flood coverage. Flood coverage includes any job that requires a second print station of ink, plus varnish.

Printing – Four-Color Process

Four-color process prices include four process ink colors with printer supplying a PDF proof. If a proof is mailed to you, a nominal fee will apply. For best reproduction of color, we suggest using a white stock. Please note that inks will look different on uncoated or non-white stocks. In our process, we print to industry standards. If your project deviates from these standards, or needs to match a sample, this must be made clear and be approved before production.

***Paperboard process ink considerations:** When process work involves an overall background color, which is produced using a combination screen, the results achieved for adjacent four-color process images may be affected. Best results are achieved by printing a separate background spot color rather than attempting to achieve the desired color with a combination screen. Such orders involve additional costs. Please call for a cost estimate. Either a protective gloss varnish or aqueous coating (at manufacturer's discretion) will be applied free of charge on all four-color process work.

Production Time

Production time is calculated after proof approval. Average production times vary – check production information for each item. Items requiring special estimates may affect production time. Normal production days are Monday through Friday, excluding holidays. Please have your order and artwork proof approved by 1PM CST for same-day scheduling.

Products used by Children

If your project is to be used primarily by children 12 and under, you must have a CPSIA label on it. Contact your Account Service Representative for more information.

Promotion Rights

We reserve the right to use all products we produce in our advertising unless you specify otherwise, in writing, at the time you place your order.

Proofing Options

If a proof is required, your first PDF proof is FREE. If a contract proof is mailed to you, a nominal fee will apply. Allow 2-3 working days for manufacturer to send and receive a proof. Any alterations in the copy made when the proof is returned, that were not in the original copy, will be billed as customer alterations. Normal production time begins after our receipt of approved proof.

Proofread ALL Copy

We are not responsible for errors in submitted files. Please compress and/or package your files to prevent corruption and ensure the fastest delivery. Charges to correct or alter file is based on the format and complexity of the file setup.

Prototypes and Dielines

Prototypes and electronic die files are a cost-effective way to preview and test the construction of a custom design before the piece is produced. Prototypes will be produced on blank white paper or e-flute at the appropriate basis weight for the

piece being constructed. Prototypes are available for a \$75 (R) list charge; this price includes shipping via ground service. Expedited freight is available for an additional charge. Prototypes created with a proof laminated to the base paper give further visual clarity to the design and are available for an additional charge. Please call for pricing.

Purchase Orders and Order Forms

All orders or reorders must be accompanied by a purchase order or an order form. We cannot process any orders without written authorization.

Registration

There is no extra charge for tight print registration in most cases. For paperboard packaging, tight registration between printing, foil stamping and/or embossing will incur an additional \$85 list (R) charge.

Rush Orders

If you need to guarantee early shipment, extra charges may apply. Expedited methods of shipping are additional and must be requested.

Sales Samples

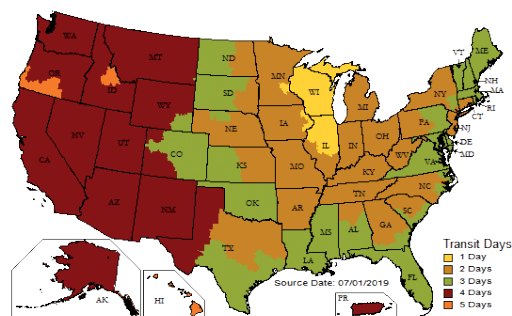
We carry a wide variety of product style, paper stock and will gladly send them via ground shipping at no additional charge. We can ship overnight using your shipper number.

Shipping Cartons

Standard packaging consists of external corrugated boxes with product bulk boxed. Shrink wrapping is available at an additional cost. Special packaging requests are subject to additional charges.

Shipping Information

All prices are FOB factory in Wisconsin. Unless otherwise specified, we normally ship ground inside the continental USA. If more economical on large shipments, motor freight will be used. If air shipment is desired, please let us know. If inside delivery (i.e. department, suite, floor) is required, please specify on your order. Some carriers charge additional for inside delivery or when lift gates are required. Approximate shipping times below.



Split Shipping Charges

\$25 list (R) per additional location over two.

Stock

Our inventoried paperboard stocks are shown in the Stock & Finishing Guide. We reserve the right to substitute papers based on availability. Custom stocks are also available. Please call for pricing.

Typesetting

Our Electronic Prepress Services Department has a full library of Adobe® Type Fonts. When sending your digital typeset copy, please specify which Adobe Font you would like to print on your order. If you do not specify a font, additional charges will be incurred. You will also want to provide a complete product layout at the time you send in your order. Typesetting is available for an additional charge and requires a proof. Please call for pricing.

**Apply only to paperboard packaging products and processes.*

Important Information

Paperboard Packaging

Software Compatibility

- InDesign
- Illustrator
- QuarkXPress
- Photoshop

For Your Information

- We accept all PC and Mac compatible files.
- There is an upcharge for artwork not created with our compatible software.
- Please submit composite printouts, mock-ups and/or low-res PDFs.
- Send all images separately.
- Send only high resolution (at least 300 dpi) files.
- Include all fonts used or convert fonts to outlines.
- Save graphic files in .ai, .eps, .psd or .tiff format
No .pict, .jpeg or .gif files will be accepted.
- Convert all images from RGB to CMYK.
- Include bleed (1/8").
- Templates of all standard products are available on our website or via e-mail.
- Normal production time begins after our receipt of approved proof.

File Transfer Options

Through Mail

We accept files on CD and DVD media.
Send all artwork to:

**Attn: [your ASR]
Independent Folders
1801 Lawrence Dr.
P.O. Box 5790
De Pere, WI 54115**

E-mail (for files under 5 MB)

Send artwork and/or purchase orders directly to your
Account Service Representative's email, or to:
customerservice@independentfolders.com

Through FTP (for files over 5 MB)

We provide an FTP site to upload files quickly and at no additional cost. The site can be accessed through a web browser. Please read below for instructions.

1. Place all art files in a folder. Name the folder by company name and purchase order number.
2. Compress files using software such as WinZip or Stuffit.
3. Access the FTP by web browser.
4. <https://prepress.sharefile.com/r-r89ee55e01694efb8>
5. Include PO# in the "Company" field after your company name.
6. When your upload is complete, contact your Account Service Representative and include any critical file information to ensure fastest turn time.

E-flute Packaging

Software Compatibility

- InDesign
 - Illustrator
- MS Office software is not acceptable.

For Your Information

Set up files at full size where software permits, or no smaller than 25% of the final output size. Make sure reduced sizes are proportionate.

Include all linked graphics (logos, photos, other images). Do not embed files in Illustrator layouts; save layouts as "Adobe Illustrator (.ai)" format, link pictures as CMYK Tiff files, supplied separately. Scan to match final output size. Resolution must be at least 75 dpi at its final printed size, e.g., 75dpi at 100%, 150 dpi at 50%, 300 dpi at 25% of the final size.

Provide all fonts used or convert all text to outlines in Illustrator files provided.

File Transfer Options

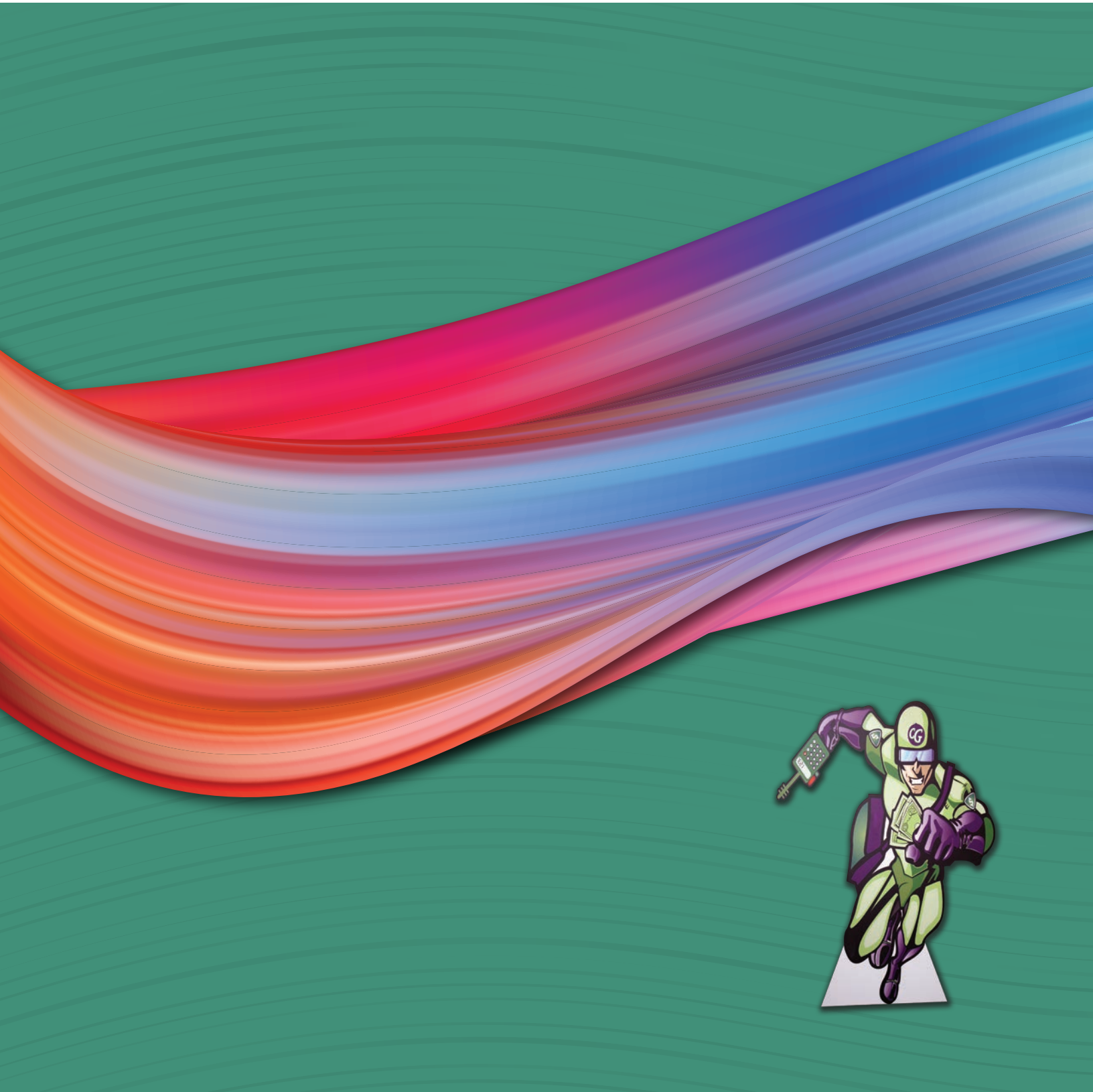
You may supply files on the following media:
CD, DVD-R/W and USB. You may also upload via Share File through our website: www.hayes-graphics.com. Click on "Upload Artwork" tab and follow the instructions.
Set up files at full size according to template provided and follow the SOP listed on template.

- Open file in Illustrator
- Keep all layers provided
- Do not adjust template layers - keep locked
- Do not adjust file size, need .125" bleed
- Do not adjust template colors
- Convert fonts to outlines
- Embed or supply images (at least 100dpi)
- Supply back print ready layered PDF or Adobe Illustrator file from template provided

**Apply only to paperboard packaging products and processes.*

Large Format

Maximize your brand



Large Format Overview

Get a large impact from your marketing with large format products

Substrates suitable for large format are plastics, acrylic, aluminum, wood, vinyl, paper and pressure-sensitive materials.

Rigid Display Signs

Custom signage to attract and hold customers' attention

Rigid Signs are ideal for grand openings, campaigns, promotions, job fairs and special events.

PVC Signs

SIGN-105: Durable, versatile and visually striking, PVC is great for many projects.

- Available in 3 mil or 6 mil
- Full color
- Printed 1- or 2-sided
- For long-term indoor or short-term outdoor use
- Matte finish for easy readability
- Lightweight and sturdy
- Water resistant
- Maximum size 48" x 98"

PVC is ideal for:

- A-frame sign inserts
- POP displays
- Tradeshow signage
- Presentation boards
- Kiosks and menu boards
- Indoor and outdoor signage
- Directional signage
- Decorative signs
- Counter displays



Foam Core

SIGN-110: Easy to customize and lightweight, foam core is ideal for one-time presentations, lectures or tradeshows, or for signage that won't be handled often.

- Available in 3/16"
- Full color
- Printed 1- or 2-sided
- For indoor use
- Matte finish for easy readability
- Lightweight
- Maximum size 48" x 98"

Foam Core is ideal for:

- A-frame sign inserts
- POP displays
- Tradeshow signage
- Decorative signs
- Kiosks and menu boards
- Hanging signs
- Directional signage
- Counter displays
- Indoor signage
- Presentation boards



Rigid Display Signs

Custom signage to attract and hold customers' attention

Ultra Board

SIGN-115: Easy to customize and lightweight, ultra board is a more durable version of foam core (composed of high-density foam with a styrene face). It is ideal for presentations, lectures or tradeshows.

- Available in 3/16"
- Full color
- Printed 1- or 2-sided
- For indoor use
- Matte finish for easy readability
- Lightweight and sturdy
- Maximum size 48" x 96"
- Call for pricing on 1/2" board

Ultra Board is ideal for:

- A-frame sign inserts
- POP displays
- Tradeshow signage
- Decorative signs
- Kiosks and menu boards
- Hanging signs
- Directional signage
- Counter displays
- Indoor signage
- Presentation boards



Coroplast

SIGN-120: Get the word out to a large audience in a flashy way with durable coroplast.

- Available in 4 mil
- Full color
- Printed 1- or 2-sided
- For long-term indoor or short-term outdoor use
- Lightweight
- Waterproof
- H stakes available for vertical flutes
- Maximum size 48" x 96"

Coroplast is ideal for:

- Kiosks
- Indoor signage
- Yard signage
- POP displays
- Tradeshow signage
- Counter displays
- Directional signage



RIGID DISPLAY SIGNS	1-Sided (sq. ft.)		2-Sided (sq. ft.)		Notes
Product	1-100	101-1000	1-100	101-1000	
PVC (3 mil)	3.500	2.767	4.900	3.873	Available in additional thickness; please call for pricing
Ultra Board (3/16")	5.383	4.650	7.537	6.510	Available in additional thickness; please call for pricing
Coroplast (4 mil)	2.833	2.083	3.967	2.917	Available in additional thickness; please call for pricing

RIGID DISPLAY SIGNS	1-Sided (sq. ft.)			2-Sided (sq. ft.)			Notes
Product	10-50	60-100	110+	10-50	60-100	110+	
Coroplast (4 mil) 24" x 18" Yard Sign	7.500	6.667	6.250	10.417	9.583	9.167	Must be purchased in quantities of 10
H-Stakes	1.250	1.083	1.033	N/A	N/A	N/A	Must be purchased in quantities of 10; Additional cost for heavy-duty

Please call for pricing on Foam Core.

Posters and Banners

Capture customers' attention quickly with custom posters & banners

Posters

POST-105: Sure to dazzle any audience, posters are a high-impact, low-cost advertising option. Posters are a perfect solution for merchandising, marketing and personal needs. Posters can be used to promote products, advertise events and grab the attention of your audience.

- 9 pt. satin photo paper
- Full color
- May be laminated (added cost)
- Maximum width 51"



POSTERS	1-Sided (sq. ft.)		2-Sided (sq. ft.)	Notes	
Product	1-100	101-1000	1001+		
Poster (9 pt. Satin Photo Paper)	3.733	3.183	2.833	N/A	Please call for a quote to laminate

Class R

Banner Stands

Banner stands are an easy way to add custom promotional signage to any venue or advertising space as they are quick to set up, easy to use and store, and travel compactly.

X-Banner Stand

The tripod-like stand can be set up and taken down in seconds and features a full-color printed banner with aluminum grommets in each corner. It is portable and lightweight, making for a great display tool for trade shows and promotions.

BANNER STANDS	Size	Quantity			Notes
Product		1	2-6	7-25	
X-Banner Stand	24"W x 63"H	70.00	53.00	45.00	Padded nylon carrying case included
X-Banner Stand	31.5"W x 71"H	110.00	65.00	51.50	Padded nylon carrying case included

Class R



Large Format Banners

Promote your message with dynamic banners

Economy Banner

BAN-105: Welded hems with grommets

Promote your brand with cost-effective banners. Economy banners are perfect for presentations, tradeshow and special events.

- Maximum width 98"
- 13 oz. scrim banner material
- Single sided only
- For long-term indoor or short-term outdoor use
- Water resistant

BAN-110: Sewn hems with pole pockets



Premium Banner

BAN-115: Welded hems with grommets

For any business that demands extra class, our premium banners offer durability, elegance and prestige. Vinyl is a high tensile strength banner with a block-out layer to prevent shine through.

- Maximum width: 77"
- Printed 1- or 2-sided
- For indoor or outdoor use
- 18 oz. scrim block-out banner material
- Super strong for maximum durability
- Water resistant

BAN-120: Sewn hems with pole pockets

Indoor Banner

BAN-125: With grommets

Add extra interest and an attention grabber to any locale with indoor banners.

- Maximum width: 54"
- 15 oz. super smooth scrimless banner material
- Curl-free
- Printed 1- or 2-sided
- For indoor use where higher quality printing is desired

BAN-130: With pole pockets



Mesh Banner

BAN-135: Welded hems with grommets

Strong enough to stand up to the elements, perfect for outdoor events where wind may be an issue. Our mesh banners are perfect for reinforcing any brand.

- Maximum width: 95"
- 37% air flow
- Water resistant
- 8 oz. scrim mesh banner material
- For outdoor use

LARGE FORMAT BANNERS	1-Sided (sq. ft.)			2-Sided (sq. ft.)		
	1-100	101-1000	1001+	1-100	101-1000	1001+
Economy	2.950	2.500	2.100	N/A	N/A	N/A
Premium	4.000	3.750	3.333	6.400	6.000	5.333
Indoor	4.167	3.283	3.083	6.667	5.253	4.933
Mesh	3.917	3.033	2.833	N/A	N/A	N/A

Add \$0.50 per linear foot for pole pockets.

Add \$40.00 Setup Fee for 2-Sided Print

Class R

Window Et Wall Graphics

Turn your walls & windows into messaging space

Window Graphics

Redefine the term “window shopping” with clings that grab attention.

Ideal uses:

- Architectural applications
- Office space
- Car dealerships
- Grand openings
- Tradeshow



Window Clings

CLING-105

- 3.4 mil removable adhesive clings
- Full color
- For temporary indoor and outdoor use
- Single-use application
- Matte finish for easy readability
- Clear or white finish
- Easy to install and remove
- Maximum width 48"

Face Mount Window Clings

CLING-110

- 6 mil removable adhesive clings
- Full color
- For temporary indoor and outdoor use
- Single-use application
- Matte finish for easy readability
- Adhesive is on face of graphic
- Easy to install and remove
- Maximum width 48"

Wall Graphics

Wall graphics strengthen branding and add character to any space.

Create vibrant spaces while making incredible design statements with cost-effective, removable wall graphics.

Ideal uses:

- Architectural applications
- Office space
- Grand openings
- Sports arenas
- Tradeshow

GRAPH-105

- 8 mil textured vinyl with dimensionally stable fabric backing & repositionable adhesive
- No lamination required
- Sticks to almost any surface
- Easy to install and remove; panels pull up in one piece
- Repositionable & no adhesive residue
- Maximum width: 47"
- Durability: Indoor applications: 2-3 years

GRAPH-110

- 6 mil removable vinyl
- Full color
- Matte white finish
- Durability: 3 yrs; removable up to 1 yr
- May be laminated for added protection
- Repositionable & no adhesive residue
- Maximum width: 48"

WINDOW/WALL GRAPHICS	1-Sided (sq. ft.)	
	1-100	101-1000
3.4 mil Low-Tack Adhesive Window Cling	4.083	3.483
6 mil Low-Tack Face Mount Window Cling	5.133	4.300
6 mil Removable Vinyl	4.617	4.000
8 mil Removable Textured Vinyl	7.050	6.367
Please call for pricing of quantities over 1000.		
Class R		

Floor Graphics

Floor Graphics leave a lasting impression

Step on it, or better yet, jump up and down on it.

Floor Graphics let you explore a space that you might not have thought about before! This clever way to advertise can do more than direct your customers about where to go, it can influence buying decisions.

Perfect for tradeshow, retail POP, floors and sidewalk graphics.

- 8 mil textured, non-slip vinyl with dimensionally stable fabric backing & repositionable adhesive
 - No lamination required
 - Slip resistant (ASTM D-2047, ASTM C 1028-07 & R12 certified)
 - Sticks to almost any surface (tile, wood, stone, painted surfaces, even carpet!)
 - Easy to install and remove; panels pull up in one piece
 - Repositionable & no adhesive residue
 - Universal printability: UV-Curable, Solvent, Eco-Solvent, Latex inks
 - Maximum width: 48"
 - Durability
- Indoor floor applications: 1-3 months (depending on traffic)
Outdoor sidewalk applications: 1-3 months

FLOOR GRAPHICS	1-Sided (sq. ft.)		
	1-100	101-1000	1001+
8 mil Removable Textured Vinyl	7.050	6.367	6.000

Class R



Large Format

Custom-Cut Graphics

A cut above regular graphics

Spruce up your office, shop, event or tradeshow display with custom-cut graphics!

Graphics can be printed in any shape and nearly any size on a number of durable materials including ultra board, foam board, PVC, aluminum and much more! Please call for pricing and size options.

Popular cut graphics:

- Cut vinyl lettering for vehicles and windows
- Life-size cutouts
- Custom-shaped labels/logos
- Hanging tags



Important Information

Changes or Cancellations

Changes to orders in process may require additional charges or restocking fees. You will be billed for actual work performed on orders canceled while in process. Minimum cancellation charge of \$50 list (R) applies. Custom stocks or materials will incur an additional restocking charge.

Color Matching

Exact color matching is not guaranteed. If color matching is desired, please specify a PMS color, and a \$50 fee will be applied. We print in 4-color process and match as close as possible.

Credit Terms

All orders subject to credit approval. Our standard terms are net 30 days from date of invoice after credit approval. After 30 days, our terms stipulate a service charge of 1.5% of the unpaid balance per month commencing 30 days from date of invoice. In addition, if we must use legal services or suit to collect, our terms stipulate that collection fees and charges may be added to the original amount due us.

Custom Orders

We are happy to produce custom products for you. Please call for pricing.

Damaged Goods

In case of damage or loss, make a notation on the bill of lading or delivery receipt. Cartons may be opened for inspection, but the damaged merchandise and containers may not be disposed of. A digital photograph is helpful in filing a claim with the carrier. Claims must be filed with the carrier within 10 days after receipt of merchandise. Please call us immediately if you have received damaged merchandise.

Please note: All product lines that are converted with adhesives are only warranted when the product is kept within a temperature between 35 degrees and 100 degrees Fahrenheit. This especially applies to warehouse storage.

Dealer Self-Promotion

Please call Account Service for details regarding discounts available on dealer self-promotion.

Delinquent Accounts

If your account becomes delinquent, all orders will be placed on hold until payment in full is received. Delinquent accounts are reviewed and credit privileges may be decreased or revoked from those who repeatedly extend their payment beyond our terms of net 30 days. We reserve the right to grant or deny credit.

Errors

Check your order upon receipt. If you receive an order that is incorrect, please call us. Claims must be made within 30 days of receipt.

Production Time

Production time is calculated after proof approval. Average production times vary – check production information for each item. Items requiring special estimates may affect production time. Normal production days are Monday through Friday, excluding holidays. Please have your order and artwork proof approved by 1PM CST for same-day scheduling.

Promotion Rights

We reserve the right to use all products we produce in our advertising unless you specify otherwise, in writing, at the time you place your order.

Proofing Options

If a proof is required, your first PDF proof is FREE. If a contract proof is mailed to you, a nominal fee will apply. Allow 2-3 working days for manufacturer to send and receive a proof. Any alterations in the copy made when the proof is returned, that were not in the original copy, will be billed as customer alterations. Normal production time begins after our receipt of approved proof.

Important Information

Proofread ALL Copy

We are not responsible for errors in submitted files. Please compress and/or package your files to prevent corruption and ensure the fastest delivery. Charges to correct or alter file is based on the format and complexity of the file setup.

Purchase Orders and Order Forms

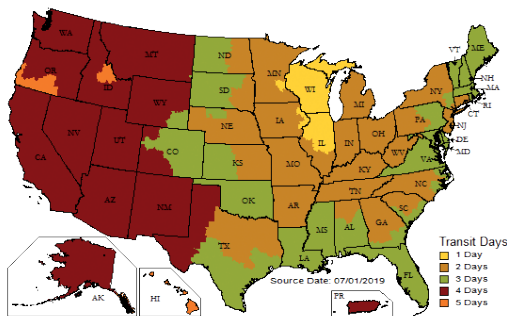
All orders or reorders must be accompanied by a purchase order or an order form. We cannot process any orders without written authorization.

Rush Orders

If you need to guarantee early shipment, extra charges may apply. Expedited methods of shipping are additional and must be requested.

Shipping Information

All prices are FOB factory in Wisconsin. Unless otherwise specified, we normally ship ground inside the continental USA. If more economical on large shipments, motor freight will be used. If air shipment is desired, please let us know. If inside delivery (i.e. department, suite, floor) is required, please specify on your order. Some carriers charge additional for inside delivery or when lift gates are required. Approximate shipping times below.



Split Shipping Charges

\$25 list (R) per additional location over two.

File Transfer Options

Through Mail

We accept files on CD and DVD media.
Send all artwork to:

**Attn: [your ASR]
Independent Folders
1801 Lawrence Dr.
P.O. Box 5790
De Pere, WI 54115**

E-mail (for files under 5 MB)

Send artwork and/or purchase orders directly to your Account Service Representative's email, or to:
customerservice@independentfolders.com

Through FTP (for files over 5 MB)

We provide an FTP site to upload files quickly and at no additional cost. The site can be accessed through a web browser. Please read below for instructions.

1. Place all art files in a folder. Name the folder by company name and purchase order number.
2. Compress files using software such as WinZip or Stuffit.
3. Access the FTP by web browser.
4. <https://prepress.sharefile.com/r-r89ee55e01694efb8>
5. Include PO# in the "Company" field after your company name.
6. When your upload is complete, contact your Account Service Representative and include any critical file information to ensure fastest turn time.

Important Information

Distance Legibility Chart

Determining the size of any sign begins with selection of a font and determining the size of copy needed. The chart below will give you a good idea of the minimum copy size for signs.

Letter Height	Legible Viewing Distance
5/16"	7'
1/2"	12'
3/4"	18'
1"	25'
1-1/2"	36'
2"	49'
3"	74'
4"	113'
6"	150'
9"	300' (<i>Football field length</i>)
12"	395'
14"	440'
18"	560'
24"	750'
36"	1130' (<i>1/5 of a mile</i>)
48"	1500'
72"	2230'
96"	3000' (<i>3/5 of a mile</i>)

Checks

Secure business solutions



Business Check Experts

Laser and Manual checks, Deposit Slips, Envelopes and more

Security Solutions: proven protection
Ensure your checks and other important documents are of high quality with proven protection. Look for products that are trusted to be delivered safely—on time and on budget.

Check Fraud is a battle everyone faces. It's not a matter of if, but when. Arm yourself with the best products. All of our checks are printed on quality Security Papers. We feature both on-paper and in-paper features to make your checks difficult to attack.

We proudly offer products that provide the perfect level of protection you require. **Check out our secure features on pages 62-63.** Our knowledgeable customer service team can help you select the products to fit your needs.

Our Products

Checks: Choose from laser (in all the popular accounting program formats) or manual (3-on-a-Page, compact or pocket)—we have just what you're looking for!

Imprinting: *(Layout can be adjusted to fit your specific program needs.)*

- Company Heading (5 lines max)
- Bank Heading (3 lines max)
- Signature Lines (3 lines max)
- Consecutive Numbering
- MICR Encoding

Deposit Tickets: Our standard booked tickets, 3-on-a-Page formats and laser deposit tickets cover most deposit data requirements.

Envelopes: We carry several of the most common window security envelopes. **Dimensions shown on page 73.** Samples available upon request.

Stamps: We have custom stamps made to order.

Accessories: Need check binders, covers and storage boxes? We've got those plus check registers and carbon paper.

Our Commitment to You: Your satisfaction is guaranteed. If we don't do it right, we'll make it right. Prices and specifications are subject to change without notice. Colors of products shown in print and on website are approximations. If you are not satisfied with our product or service for any reason, contact us so we may correct it.

Samples: Samples are available upon request.



Check Security Features

Business checks to suit your needs

When protecting the finances of your business you can count on our top-notch security features. Choose the combination of features below that fit the level of security you need.*

On-paper Features

- **Microprint Border:** Look for the MP logo placed next to the signature line, an anti-counterfeiting technique involving text that is too small for the human eye to read.
- **Padlock Icon:** Indicates a minimum of three security features on checks and is a registered trademark of the Check Payment Systems Association (CPSA).
- **Warning Box:** Lists each security feature with a description so the issuer and recipient are aware of the security features.
- **Original Document Security Background:** Disappears when photocopied.
- **Micro-printing:** Used on the signature line of our personal checks, the border of the 3-on-a-Page manual business checks, and the signature line on our laser business checks.
- **Void Pantograph:** A special printing technique that exposes the word VOID when the original document is scanned or photocopied.
- **Heat Sensitive Icon:** Look for the hand symbol- this means the check features Thermochromic ink that reacts to heat, making it easier to spot as an authentic check.
- **Security Screen:** Printed on the back of each check, text reading "Original Document" and listing security features will not photocopy clearly in order to prevent fraud.
- **Holographic Foil:** Multi-dimensional foil seal stamped to check stock. Cannot be duplicated by inks, copiers or scanners.

In-paper Features

- **Invisible Fluorescent Fibers:** Random fibers of various lengths and colors that are visible on both sides of the paper, which complicate copying. These special yellow fibers are only visible under ultraviolet light.
- **True Watermark:** A subtly visible image that is part of the paper's internal structure. True in-paper watermarks are virtually impossible to reproduce. Hold the check up to the light and look for the watermark.
- **Toner Adhesion:** An exclusive coating that securely bonds toner to paper making it nearly impossible to remove without causing visible damage.
- **UV Dull Paper:** Low-reflective surface that enhances covert UV security features when viewed with a black (UV) light. Helps detect non-dull counterfeits.
- **Chemical Reactivity:** Comprehensive protection against chemical alteration. Reactants change color when exposed to solvents, oxidants (bleach), acids and alkalis.

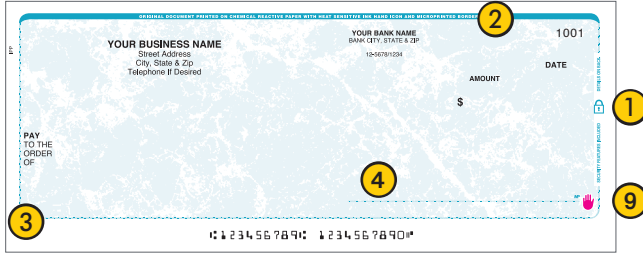
As a further safeguard, our business checks include a security warning, found next to the padlock icon. This tells would-be counterfeiters that the document contains safety features.

* See page 63 for specific check safety features.

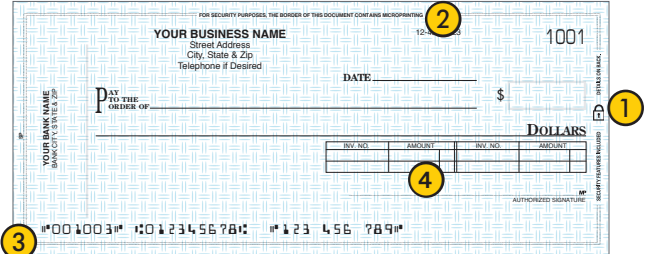
Check Security Features

Security solutions: proven protection

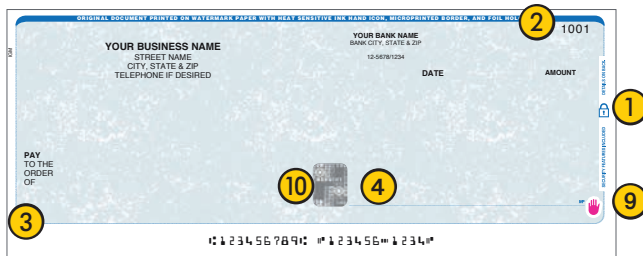
Laser and Manual



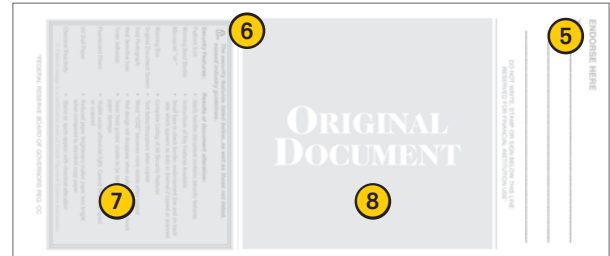
3-on-a-Page/Manual Payroll/Multi-Purpose



Laser High Security



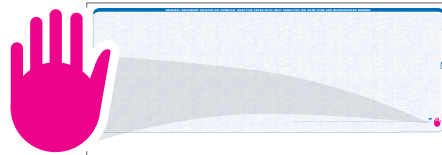
Backer



Check Features

- 1 Front Padlock Icon
- 2 Warning Band
- 3 Microprint Border
- 4 Microprint Signature Line
- 5 Microprint Endorsement Line
- 6 Back Padlock Icon
- 7 Warning Box
- 8 Original Document Security Background
- 9 Heat Sensitive Icon
- 10 Holographic Foil

- Heat Sensitive Icon: Look for the hand symbol, this means the check features Thermochromic ink that reacts to heat, making it easier to spot as an authentic check



*Thermochromic Ink Symbol (hand icon fades on touch)

- Holographic Foil: Multi-dimensional foil seal stamped to check stock. Cannot be duplicated by inks, copiers or scanners.
- True Watermark: A subtly visible image that is part of the paper's internal structure. True in-paper watermarks are virtually impossible to reproduce. Hold the check up to the light and look for the watermark.

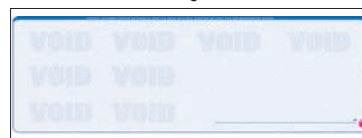


Holographic Foil



True Watermark

- Void Pantograph: The word "VOID" appears when photocopied.
Available on select backgrounds



Blank Stock

Available in the same styles and colors as printed checks

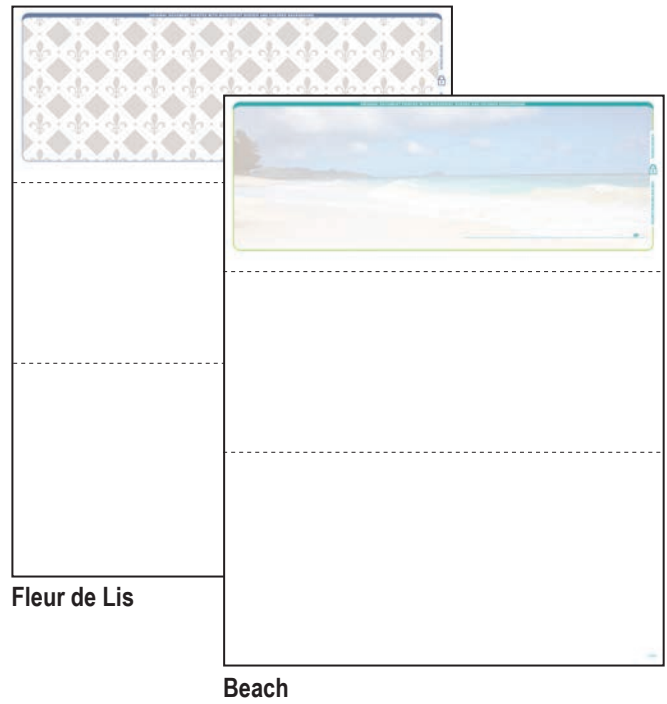
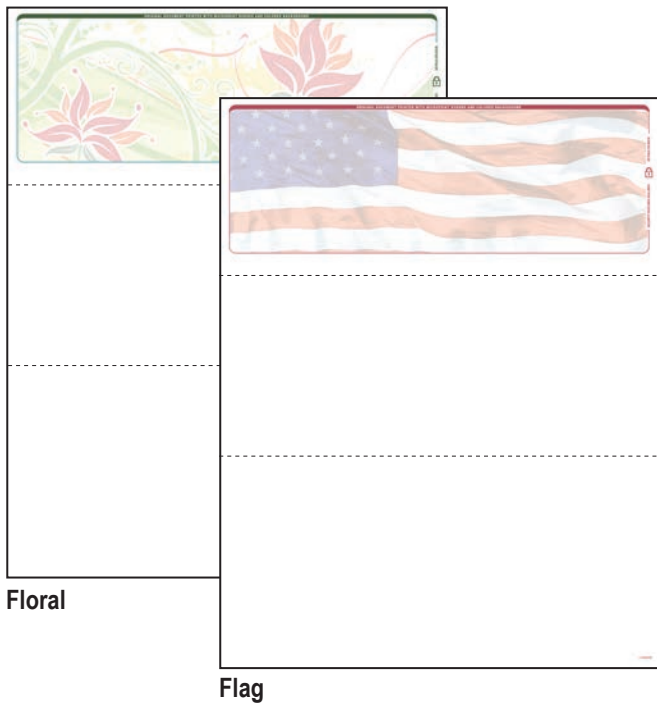
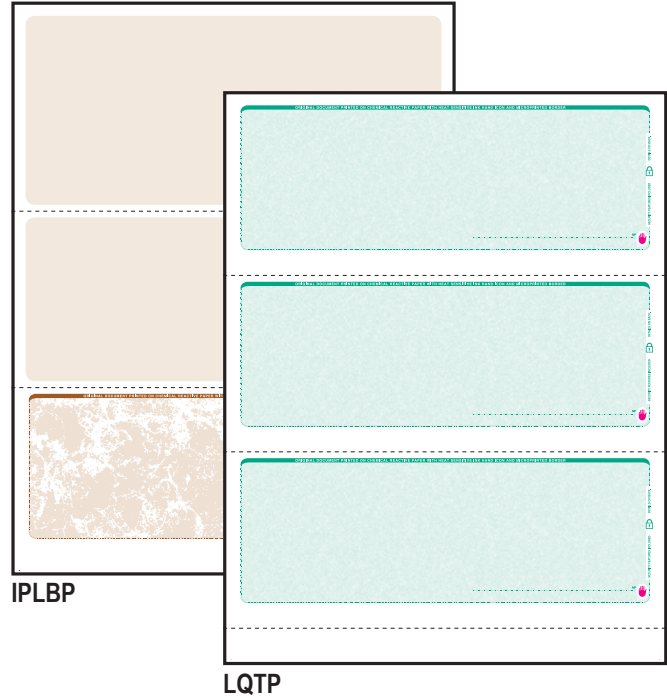
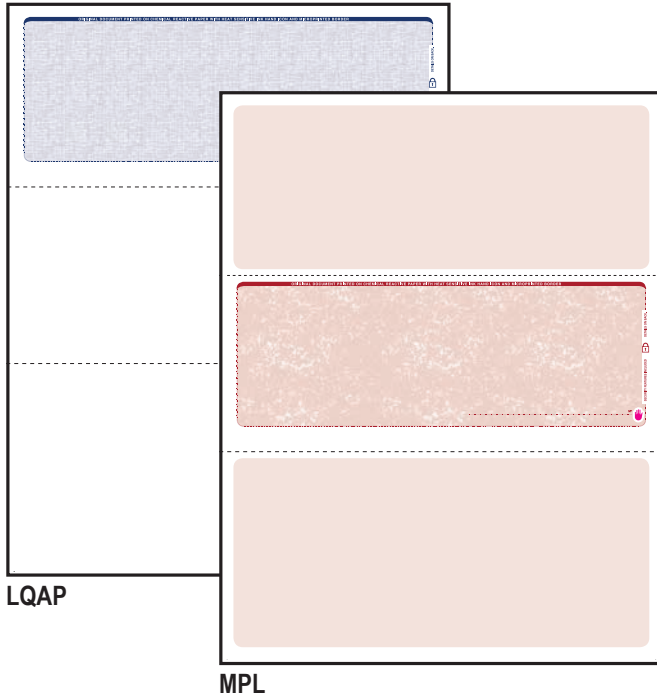
Includes signature line on blank check

LQAP: Top check position available in all colors and photo checks.

MPL: Middle check position available in all colors and Flag photo check only.

IPLBP: Bottom check position available in limited colors.

LQTP: 3-on-a-Page checks available in limited colors.



Laser High-Security Checks

Accounting software compatible

Laser checks are compatible with all major business and accounting software programs and work extremely well with both laser printers and inkjet printers. Laser checks are conveniently sized 8½" x 11" overall with a check size of 8½" x 3½".

Laser High Security Checks Color Chart

The color chart shown is a representation only. For exact colors, please call for a sample.

Speckled Pantograph Colors (Shaded Stubs)



Blue w/Void



Green w/Void

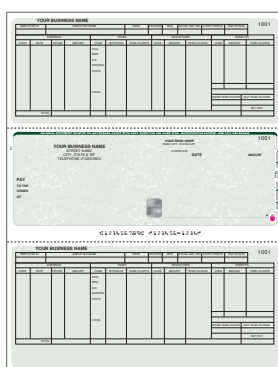


Burgundy w/Void

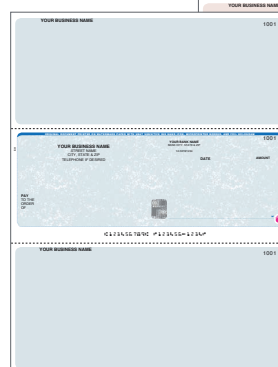
Microsoft Dynamics™ GP Checks (formerly Great Plains®)

Product Style: HIGP, HIGM, HIGM23

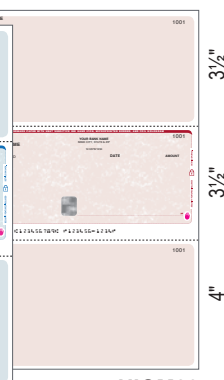
Check Colors: **Speckled:** Blue,
Green, Burgundy
Great Plains® Accounting Software



HIGP



HIGM



HIGM23

Quickbooks® Checks

Product Style: HLQA

Check Colors: **Speckled:** Blue,
Green, Burgundy



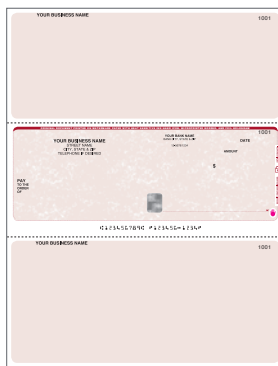
HLQA

Sage® 50

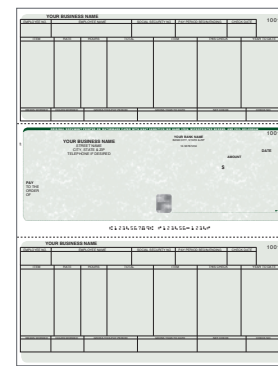
(formerly Peachtree® Checks)

Product Style: HIPM, HIPP

Check Colors: **Speckled:** Blue,
Green, Burgundy
Peachtree® Software & DACEASY
Accounting Software.



HIPM



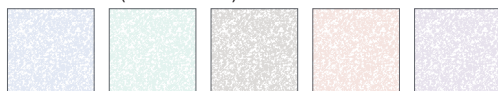
HIPP

Laser Checks

Accounting software compatible

Laser Checks Color Chart *The color chart shown is a representation only. For exact colors, please call for a sample.*

Plain Colors (White Stubs)



Blue Green Gray Cranberry Purple

Speckled Pantograph Colors (Shaded Stubs)



Blue w/Void Green w/Void Burgundy w/Void

Photo Checks (White Stubs)



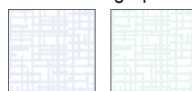
Flag Floral Beach Fleur de lis

Marble Colors (Shaded Stubs)



Teal Tan Blue Mauve Yellow Orange Turquoise Purple

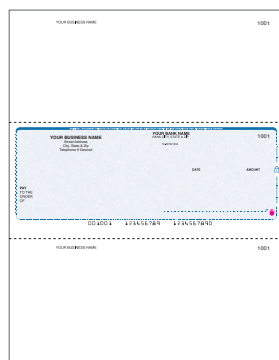
Linen Pantograph Colors (White Stubs)



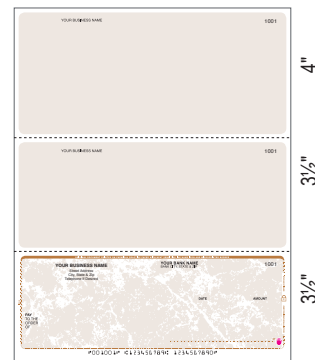
Blue Green

Multi-Purpose Checks

Product Style: ML
Check Colors: Available in colors shown above, except Floral, Beach and Fleur de lis



ML

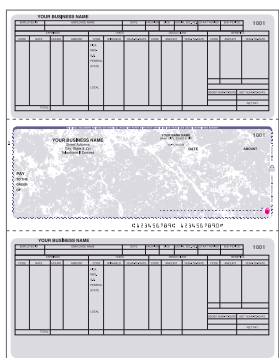


IPLB

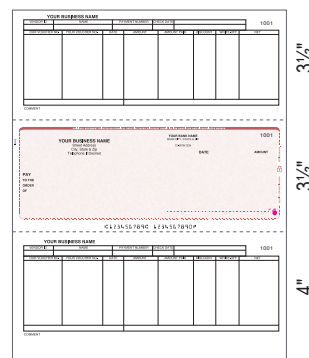
Product Style: IPLB
Check Colors: **Plain:** Blue, Green, Cranberry
Marble: Tan, Blue
Speckled: Blue, Green, Burgundy

Microsoft Dynamics™ GP Checks (formerly Great Plains®)

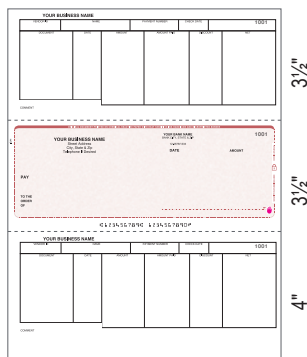
Product Style: IGP, IGA23, IGA4, IGM, & IGM23
Check Colors: Available in colors shown above, except Floral, Beach and Fleur de lis
Great Plains® Accounting Software



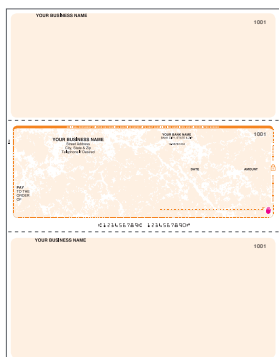
IGP



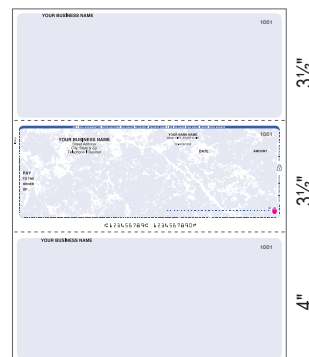
IGA23



IGA4



IGM



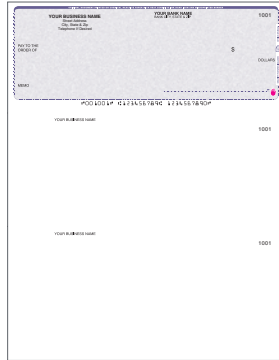
IGM23

Laser Checks

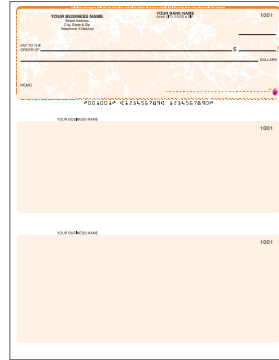
Accounting software compatible

Quickbooks® Checks

Product Style: LQA & LQAL (with lines)
Check Colors: Available in all colors shown on page 66



LQA

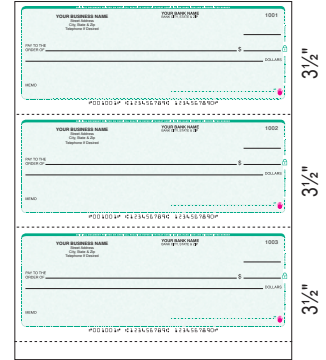


LQAL

Product Style: LQT & LQTL (with lines)
Check Colors: **Plain:** Blue, Green, Gray, Cranberry
Marble: Teal, Tan, Blue
Speckled: Blue, Green, Burgundy



LQT



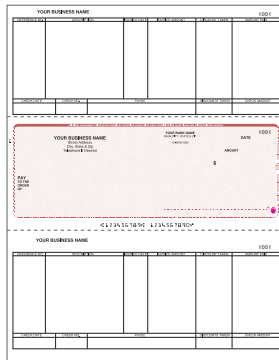
LQTL

Sage® 50

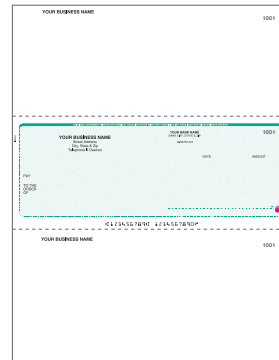
(formerly Peachtree® Checks)

Product Style: IPA, IPM34, IPP, IPM

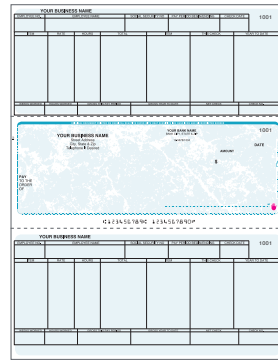
Check Colors: Available in all colors shown on page 66, except Floral, Beach and Fleur de lis
Peachtree® Software & DACEASY Accounting Software.



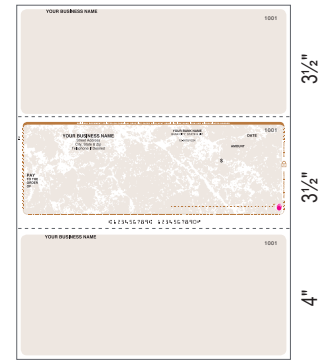
IPA



IPM34



IPP



IPM

New Products

Personal Checks



Please call or visit independentchecks.com for pricing.

3-On-A-Page Checks

Manual Payroll and Multipurpose (Overall size: 9³/₁₆" x 13")

Manual Checks Color Chart The color chart shown is a representation only. For exact colors, please call for a sample.

Safety Colors



Blue Green Gray Gold Pink

Other Background Colors



Blue Linen Green Linen Gray Linen Tan Linen Teal Marble Tan Parchment

FSP*

This popular bank-style check can be used for either payroll or general disbursement. It features a detachable stub for employee payroll.

Check Colors: Available in all colors except Tan Parchment

SP*

With the advantage of both a convenient payroll and disbursement stub, this check is perfect for small businesses that need one simple, easy-to-use check-writing system.

Check Colors: Available in all Safety Colors

SDP*

This style is designed with the convenience of double payroll stubs for employer and employee use.

Check Colors: Available in all Safety Colors

950*

This multi-purpose check features a detachable stub for the employee when used as a payroll check.

Check Colors: Available in all Safety Colors

950NB*

This check has been adapted to offer all the advantages of the 950 Check – without the invoice box.

Check Colors: Safety Blue, Green, Gold, Gray

*Duplicate Checks Come With Coding Boxes

Checks

1001

YOUR BUSINESS NAME

FOR
PAY TO THE ORDER OF

DATE	RECEIVED	TOTAL	DOLLARS	CENTS	TOTAL
0-1					
0-2					
0-3					
0-4					
0-5					
0-6					
0-7					
0-8					
0-9					
0-10					
0-11					
0-12					
0-13					
0-14					
0-15					
0-16					
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0-86					
0-87					
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0-91					
0-92					
0-93					

Check Colors: Safety Blue, Green, Gold

1001		FOR SECURITY PURPOSES, THE NUMBER OF THIS DOCUMENT CANNOT BE REPRODUCED		12-4567123		1001	
ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED		YOUR BUSINESS NAME Street Address City, State & Zip Telephone if Desired				DATE _____	
DATE _____		PAY TO THE ORDER OF _____				\$ _____	
TO _____						DOLLARS	
TOTAL _____		YOUR BANK NAME BANK CITY, STATE & ZIP				AUTHORIZED SIGNATURE _____	
TOTAL _____		MEMO: _____				⑆00⑆003⑆ ⑆0⑆2345678⑆ ⑆⑆123456789⑆	
DATE _____		DATE _____				DATE _____	

Check Colors: Available in all colors

1001

BALANCE
FORWARD

DATE _____

DATE _____

DATE _____

DATE _____

DATE _____

TOTAL _____

DEBIT RECEIPT CASH AMOUNT OF THIS CHECK

BALANCE

FOR SECURITY PURPOSES, THE ISSUER OF THIS DOCUMENT CONTAINS MICROFILMED

YOUR BUSINESS NAME

Street Address
City, State & Zip
Telephone # Desired

T2-4567123

DATE _____ \$ _____

PAY TO THE ORDER OF _____

DOLLARS

REV. NO.	AMOUNT	REV. NO.	AMOUNT

AUTHORIZED SIGNATURE _____

⑈001003⑈ ⑆012345678⑆ ⑈123 456 789⑈

1001

YOUR BANK NAME
BRANCH OFFICE & ZIP

Check Colors: Available in all Safety Colors

1001

BA/VC
CHECK
FORWARD

DATE _____

TO _____

FROM _____

FOR _____

RECEIVED AMOUNT _____

DATE _____

AMOUNT THIS CHECK _____

99-00001

YOUR BUSINESS NAME

Street Address _____

City, State & Zip _____

Telephone if Dealt _____

YOUR BANK NAME

BANK CITY, STATE & ZIP _____

DATE _____

DOLLARS \$

BY ENDORSEMENT THIS CHECK WHEN PAID IS ACCEPTED
OR DEPOSITED ON THE FOLLOWING ACCOUNT _____

AUTHORIZED SIGNATURE _____

⑈001003⑈ ⑈012345678⑈ ⑈123 456 789⑈

Check Colors: Safety Blue, Green, Gold

[illegible]

Check Colors: Safety Blue, Green, Gold

[illegible][illegible]

69

Manual Checks Et Bank Drafts

Manual general and disbursement

Compact 3-on-a-Page Checks



Kits include 300 business checks, check register and checkbook cover. Check refills available.

Overall Size: 8 $\frac{7}{8}$ " x 9 $\frac{3}{16}$ "

Check Colors: Available in all colors

Cover Color: Blue

No. of Parts: Originals

Duplicates – Carbonless or with carbon

Triplicates – Carbonless only

Check Format: Same as Style FS (General

Disbursement Check); Consecutive MICR numbers;

10 digits standard in the MICR area; Consecutive $\frac{3}{16}$ " Gothic numbers; 10 digits standard.

Type font: Helvetica

Offered in all available manual check colors and background patterns.

Pocket Checks



These business-size checks come in a convenient, portable format. It's the perfect choice for small businesses, clubs, organizations and home businesses.

Available in quantities of 50 or 200. Each kit includes business checks, 2-part carbonless deposit tickets, check register and checkbook cover. Check refills available.

Overall Size: 9" x 3 $\frac{1}{16}$ "

Check Color: Blue safety paper only

Cover Color: Blue

No. of Parts: Originals

Duplicates – Carbonless only

Check Format: Same as Style FS (General Disbursement Check); Consecutive MICR numbers; 10 digits standard in the MICR area; Consecutive $\frac{3}{16}$ " Gothic numbers; 7 digits standard.

Type font: Helvetica

Pocket Checks with cover and register.

Bank Drafts

DEPOSITOR'S NAME YOUR CLIENT'S NAME, INC.		DATE 4/26/2024
PAY TO THE ORDER OF YOUR BUSINESS NAME	\$ _____ NOT TO EXCEED \$1000	
BANK NAME The Client's Bank City, State of Client's Bank	DEPOSITOR'S ACCOUNT NUMBER (Client's Bank Acct. 22 2222 2222)	
This check has been authorized by your depositor and is guaranteed by the payee		
⑆ 23456789 ⑆ 2222 2222 2222 ⑆		

Bank drafts improve cash flow. Your client's payment will automatically be deposited in your account on a timely basis.

Size: 8 $\frac{7}{8}$ " x 3 $\frac{1}{16}$ "

No. of Parts: 1

Product Color: Gold

Check Start-Up Kit

Laser and 3-on-a-Page Manual

3-on-a-Page Manual Start-Up Kit



Kit comes with duplicate **BKDØA** deposits. Pictured on page 72.

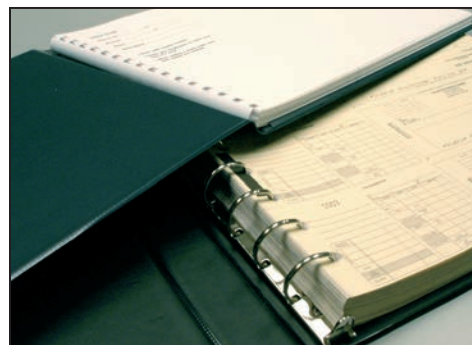
3-on-a-Page manual checks	150	300	600
7-Ring Check Binder	✓	✓	✓
200 Booked Duplicate Deposit Tickets	✓	✓	✓
Pre-Inked Endorsement Stamp		✓	✓
Checkbook Pocket Organizer		✓	✓
Check Stub Storage Box		✓	✓
Stock or Custom Logo	✓	✓	✓

This start-up kit is available in any 3-on-a-Page check style. All items ship together in one box.

Advantages

- One-stop shopping saves time.
- Orders received before 12 PM CST will ship in two working days.
- The 3-on-a-Page Manual Start-Up Kit provides a complete solution for business check needs.

Binding Options



Top: Comb Binder
Bottom: 7-Ring Binder

Deposit Tickets

One part, duplicate or triplicate on carbonless paper

Booked Deposit Tickets

Size: 8 1/8" x 3 3/16"

Traditional personalized booked deposit tickets come in one-part, duplicate or triplicate. Duplicates and triplicates available with carbonless paper.

Deposit slip parts/Color:

- 1 – White
- 2 – White and Canary
- 3 – White, Pink and Canary

DEPOSIT RECORD

FROM TO

IMPORTANT:
INSPECT THESE DOCUMENTS
BEFORE USING

Careful attention to quality and accuracy have been given to this product at every stage of production. However, despite careful inspections, mistakes will sometimes occur. Please examine these deposit slips carefully, checking your name, account number and name of financial institution. In the event an error has occurred, notify your supplier immediately and it will be promptly reprinted. All orders are furnished on the condition that liability is limited to the replacement of the incorrectly printed order.

ACCOUNT NUMBER

1:0 1 2 3 4 5 6 7 8 9: 2 2 3 3 4 4 5 5 6 6

Cover

ADDITIONAL CHECK LISTING SPACE
DATE OTHER SIDE

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	-----

TOTAL

**BACKSIDE
VIEW FOR 1-PART
TICKETS**

Deposit backside: 1-part tickets only

Additional deposit entries print on back of all
1-part deposit tickets only

DEPOSIT TICKET

YOUR BUSINESS NAME
City, State & Zip

YOUR FINANCIAL INSTITUTION
City, State & Zip

DATE

CURRENCY

COIN

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

TOTAL

**BACKSIDE
VIEW FOR 1-PART
TICKETS**

BKD0A – Standard

29 deposit entries

DEPOSIT TICKET

YOUR BUSINESS NAME
City, State & Zip

YOUR FINANCIAL INSTITUTION
City, State & Zip

DATE

CURRENCY

COIN

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

TOTAL

**BACKSIDE
VIEW FOR 1-PART
TICKETS**

BKD0B – Retail

9 deposit entries with itemized currency

DEPOSIT TICKET

YOUR BUSINESS NAME
City, State & Zip

YOUR FINANCIAL INSTITUTION
City, State & Zip

DATE

CURRENCY

COIN

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

TOTAL

**BACKSIDE
VIEW FOR 1-PART
TICKETS**

BKD0C – Security Bag

10 deposit entries with itemized currency

Two signature lines

DEPOSIT TICKET

YOUR BUSINESS NAME
City, State & Zip

YOUR FINANCIAL INSTITUTION
City, State & Zip

DATE

CURRENCY

COIN

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

TOTAL

**BACKSIDE
VIEW FOR 1-PART
TICKETS**

BKD0D – Vertical

22 deposit entries with itemized currency

COMMERCIAL DEPOSIT

DATE:

Prepared By:

Verified By:

CURRENCY COUNT

100'S

50'S

20'S

10'S

5'S

1'S

COINS

TOTAL

DEPOSIT RECAP

CURRENCY

COIN

MISC.

TOTAL FROM TAPE LISTING

ORIGINAL - MUST ACCOMPANY DEPOSIT

BKD0E – Commercial

Commercial deposit entries with itemized currency

Deposit Tickets

One part or duplicate

Quicken/QuickBooks Deposit Tickets

Size: 8½" x 11"

Create deposit tickets with data already in your QuickBooks software. Bottom portion used for deposit summary. Guaranteed ICR (Image Character Recognition) compatible (available in one-part or two-parts).

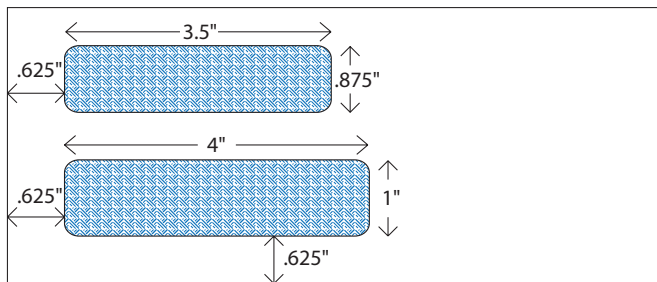
3-on-a-Page Deposits

Size: 9¾" x 13"

Deposits can be spiral bound or seven-hole drilled to fit behind checks in your binder (one-part only).

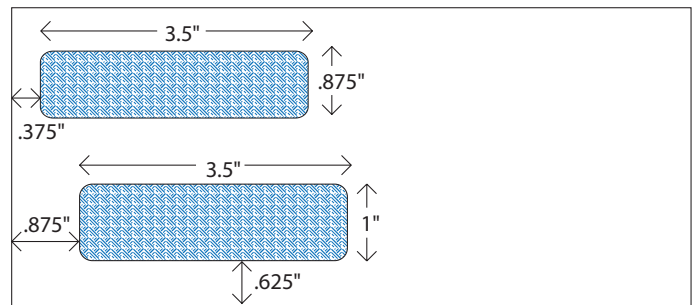
Envelopes

Laser check compatible



DWE

Compatible With: ML, IPLB
Sealing: Standard
Overall Size: 8.625" x 3.625"
Windows: Top, 3½" W and bottom, 4" W



DWQ and DWQS

Compatible With: LQA, LQAL, LQT, LQTL
Sealing: Standard (DWQ)
Self-Seal (DWQS)
Overall Size: 8.875" x 3.875"
Windows: Two, both, 3½" W

Stock Logo Options

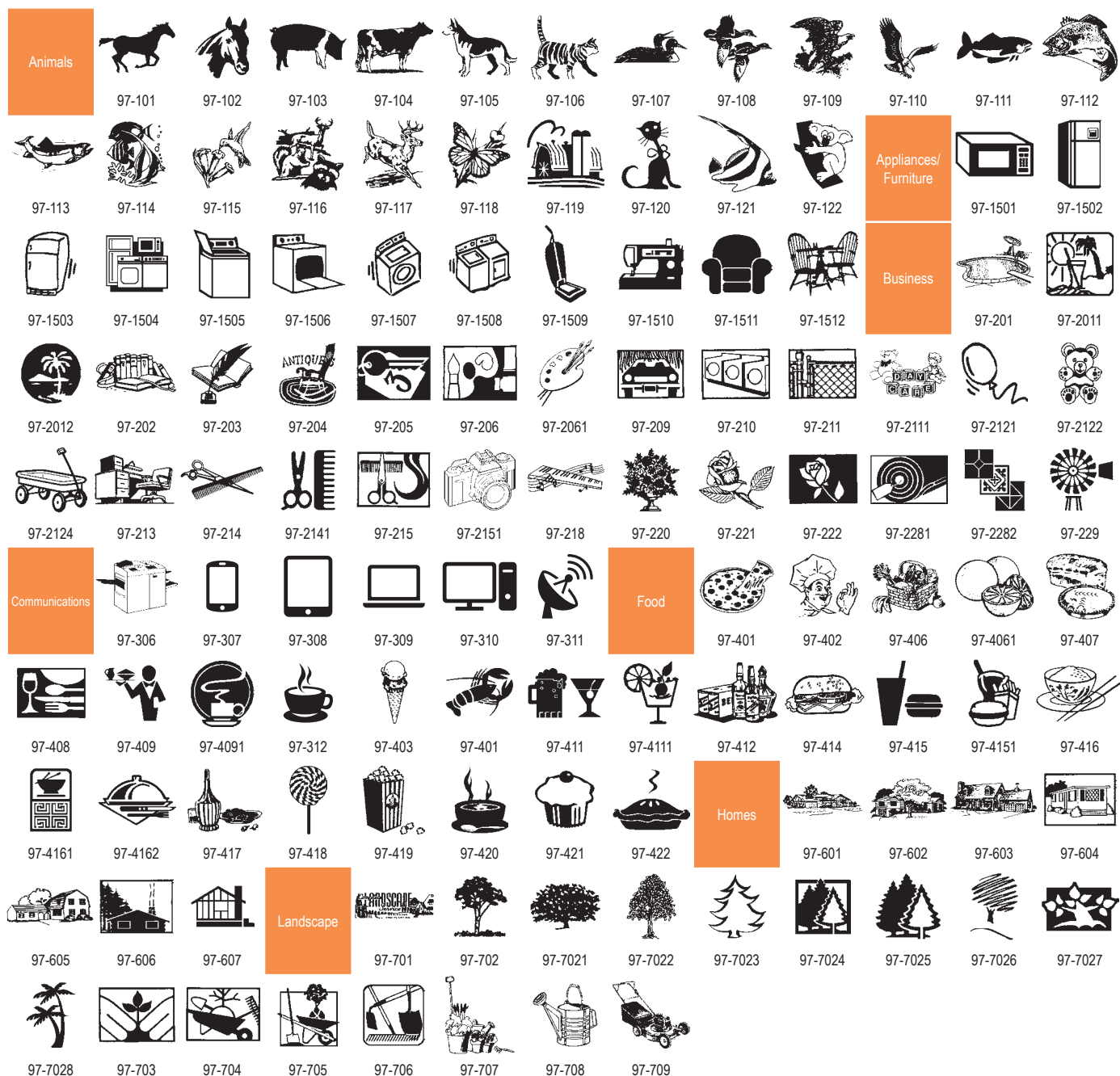
Add a black logo at no additional charge

Stock Logo Art

Add a distinctive touch. For a professional first impression, choose one of the many icons from our standard selection.

Custom Logo Art

Use your own custom logo design to add a personal touch. Logos may be submitted electronically or as camera-ready (original quality art), and color separated if multiple colors.



Stock Logo Options

Add a black logo at no additional charge

Monograms												
	97-827	97-828	97-829	97-830	97-831	97-832	97-833	97-834	97-835	97-836	97-837	97-838
												
97-839	97-840	97-841	97-842	97-843	97-844	97-845	97-846	97-847	97-848	97-849	97-850	97-851
	Professionals											
97-852		97-901	97-9011	97-902	97-9021	97-9022	97-903	97-904	97-905	97-9051	97-9052	97-9053
				Service Options								
97-907	97-908	97-909	97-910		97-1001	97-10011	97-10012	97-1002	97-1003	97-1004	97-1005	97-10051
												
97-1006	97-1007	97-1008	97-10081	97-1009	97-10091	97-1010	97-1011	97-1012	97-1013	97-1014	97-1015	97-1016
				Special Designs								
97-1017	97-1018	97-1019	97-1020		97-1101	97-1002	97-11021	97-1103	97-1104	97-1105	97-1106	97-1107
												
97-1108	97-1109	97-1110	97-1111	97-1112	97-1113	97-1116	97-1117	97-1118	97-1119	97-1120	97-1121	97-1122
							Sports					
97-1123	97-1124	97-1125	97-1126	97-1127	97-1128	97-301		97-1201	97-12011	97-1202	97-12022	97-1203
												
97-1204	97-1205	97-1206	97-1207	97-12071	97-1208	97-12082	97-1209	97-12091	97-12111	97-1212	97-1213	97-1214
	Transportation								Vehicles			
97-1215		97-1301	97-1302	97-13021	97-1303	97-1304	97-1305	97-13033		97-1401	97-14011	97-1402
												
97-1403	97-1404	97-1405	97-14051	97-1406	97-1408	97-1409	97-1410	97-1411	97-1412	97-14121	97-1414	97-1416
												
97-1417	97-1418	97-1419	97-1420	97-1421	97-1422	97-1423	97-1424					

Checks

Stamps

Personalized pre-inked stamps

Return Address Stamps

Sherwin Williams
543 W. Wisconsin Ave.
Milwaukee, WI 53208

Endorsement Stamps

PAY YOUR BANK NAME
FOR DEPOSIT ONLY
YOUR BUSINESS NAME
123 456 789



Stock Stamps

We have a variety of stock stamps ready for shipment in just two days.
Stock stamps are only available in the colors shown.

FAXED

#41706

PAST DUE

#41710

URGENT

#41714

COPY

#41703

FILE COPY

#41707

POSTED

#41711

VOID

#41715

COMPLETED

#41701

DRAFT

#41704

ORIGINAL

#41708

received

#41712

★

#41716

CONFIDENTIAL

#41702

ENTERED

#41705

P A I D

#41709

RUSH

#41713

☺

#41717

Additional check products

- 7-Ring Binder
- Comb Binder
- Compact 3-on-a-Page Cover
- Pocket Check Cover
- Check Stub Storage Box
- Extra Carbon Paper
- Checkbook Pocket Organizer
- Compact Check Register
- Pocket Check Register
- Personal Size Checkbook Covers

Important Information

Checks Art Prep

Acceptable Programs

All PC and Mac compatible files. Adobe Acrobat (PDFs), InDesign, Illustrator, PhotoShop and Quark Xpress.

File Information

PDFs are accepted but cannot be altered if changes are required. All support documents, like TIFF and EPS files used to create the document must be included.

Submit Artwork

Email: checks@independentinc.com

Logo

Logos must be submitted electronically (via email). Vector art (i.e., Illustrator) is preferred. Multi-color logos must be color separated.

Email logos to checks@independentinc.com. Logos print black unless additional colors are requested (for an additional charge). If exact logo placement is requested, proof approval may be required.

Important Information

Company Headings

Choose up to 5 lines of type for company name, address and phone number. Text will be centered if not specified.

Bank Name/Address

Three lines maximum. Text will be centered unless otherwise indicated. Please verify deposit ticket routing numbers.

Signature Lines

Choose one or two lines. A title or name can be put above the signature line. One line will print unless otherwise indicated.

Bank Transit Number

ABA Fraction must be indicated.

Numbering

Black Gothic numerals available on all computer check formats. Indicate if numbers print on checks, on stubs, on both, or neither. **If not specified, all positions will be numbered.** Consecutive MICR numbers print on left side in auxiliary On-Us field only.

Regulation CC Endorsement Backer

Provided free of charge on stock formats (screened black only).

Binding Method – 3-on-a-Page Checks

Our standard binding method is 7-hole drilling. Orders will be 7-hole drilled unless otherwise indicated. Spiral binding is also available.

Cancellations or Copy Changes

Because of our fast order process, cancellations and copy changes are allowed free of charge only until the order enters production. If order has printed, you will be charged for the complete order.

Distributor Imprint on Checks

Name and phone can appear in the check stub area. Space is limited to 38 characters. For example, "Quality Distributor 123 456 7890" counts as 32 characters. Symbols and logos are not available in the distributor imprint field.

Reorders

A reorder form with the check name and order info will be included with each order.

Important Information

Terms of Sale

New Customers

Must complete a credit application before the first order is processed.

Credit Terms

Upon approved credit, terms of sale are net 30 days. Account balances 30 days past due will cause any new orders to be held until payment is received for outstanding balance.

State Resale/Exemption Certificate

Please provide a state resale/ exemption certificate with your credit application, otherwise tax will be included on all orders. Charged sales tax is not refundable.

Shipping

Prices

All prices exclude shipping.

Shipping Schedule

Orders received before Noon CST, ship within 2 business days or less.

Custom Orders

(includes custom forms and special ink colors):
Ship in 5-7 business days, after proof approval.

All orders must include a street address as orders are shipped via ground transportation whenever possible (no PO boxes).

Shipping and Handling Charges

Shipping and handling charges are based on total weight of order. The weight (in pounds) of each product is indicated to the right of each product in our price guide.

Carton Labeling: Our labels show distributor name as shipper.

Ordering Information

Contact

Contact our Customer Service Representatives or order online at **independentchecks.com**

Toll Free: 866.487.1370

Fax: 866.894.1290

Email: checks@independentinc.com

Minimum Order

150 minimum for 3-on-a-Page checks

100 minimum for computer checks

50 minimum for pocket checks

No maximum quantities

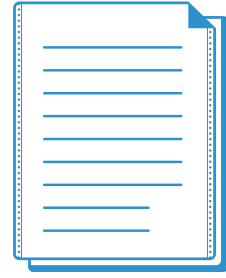
Hours of Operation

Our Customer Service Representatives are available to answer your questions regarding pricing, product specifications, order status, or delivery dates.

Office hours are 8:00 a.m. to 4:30 p.m. CST,
Monday - Friday.

Forms

Innovative solutions that make you stand out from your competitors



Forms

Traditional business forms to meet everyday business needs

Continuous Forms

A form that consists of a single sheet or roll of paper, normally separated by a perforation that can be torn out and separated as needed. Continuous forms are typically used with dot-matrix printers that require the sheets to all be connected.

Standard Sizes

- 9 1/2" x 11"
- 9 1/2" x 14"
- 9 1/2" x 8 1/2"
- 9 1/2" x 7"
- 9 1/2" x 5 1/2"

Custom sizes available

Features

- Up to 5 colors (CMYK or PMS)
- Red or black marginal words
- Full and/or partial horizontal and vertical perforations
- Black or red crash numbering
- Hole punched: top or side
- Continuous gluing
- Crimping



Laser Cut Sheets

Laser Cut Sheets are designed for use with laser printers, ink jet printers and high speed copiers.

Standard Sizes:

- 8 1/2" x 11"
- 8 1/2" x 14"

Custom sizes available

Features:

- Up to 5 colors (CMYK or PMS)
- Micro perforations
- Full and partial horizontal perforations
- Shrink wrapping
- Checks with or without MICR



Notepads

Stacked sheets, glued together on one side.
The imprint is the same on every sheet.

Available in a variety of sizes

Features

- Up to 5 colors (CMYK or PMS)
- Full and/or partial horizontal and vertical perforations
- Standard stack quantities are 25, 50 or 100; custom stack quantities available



Diplomas, Certificates and Grade Transcript Sheets

Non-duplicable documents for educational institutions to protect the integrity and quality of their programs.
Ask us about samples!

Forms

Traditional business forms to meet everyday business needs

Unit Set Forms

A Unit Set Form is a multiple-part form that is carbon interleaved or carbonless. The parts are fastened on a common edge. Individual copies may be removed. Unit set forms are used typically for hand-written transactions and provide copies of the original document.

Edge Glued (No Stub)

Multiple-part form that is glued together. Information written on the first page will copy to remaining sheets.

Standard Sizes

- 8 1/2" x 11"
- 8 1/2" x 14"
- 5 1/2" x 8 1/2"

Custom sizes available

Snap-Out Forms (Perforated Stub)

Multiple-part form that is connected with a stub. Information written on the first page will copy to remaining sheets. The stub portion is glued together and has a perforation allowing the sheets to be torn away.

Standard Sizes

- 8 1/2" x 11 1/2"

Custom sizes available

Booklets/Wrap-Around Covers

Snap-out forms with an attached flap that is placed between the sheets to prevent images from transferring from one carbonless form to another. Forms are perforated for easy removal.

Standard Sizes

- 8 1/2" x 11 1/2"

Custom sizes also available

Features

- Red or black marginal words
- Full and/or partial horizontal and vertical perforations
- Black or red crash numbering
- Hole punched: top, bottom or side





Traditional business forms to meet everyday business needs

Integrated Cards/Labels

Integrated card and label forms combine a form and label into a single, easy-to-print document that increases accuracy, improves efficiency, and reduces human error. They can be used for a variety of purposes, such as packing slips, shipping orders, pick tickets, and work orders to name a few.

Integrated Labels

The label is integrated into the sheet and peels out cleanly due to a label film on the back. The adhesive can be permanent or removable/repositionable.

Features

- Up to 5 colors (CMYK or PMS)
- Can have 1 or more cards on a sheet
- Card can be paper stock for writing and printing or laminated for printing on a desktop office printer
- Full and/or partial horizontal and vertical perforations

Freezer Grade Labels

The label has an adhesive that is specialized for cold conditions.

Standard Sizes

- 8 1/2" x 11"
- 8 1/2" x 14"
- 8 1/2" x 7"

Custom sizes available

Punch Out Cards

The card is integrated into the sheet and punches out cleanly due to perforations, leaving a void in the sheet.
Uses: situations where information is imprinted on the face and the back of the card.

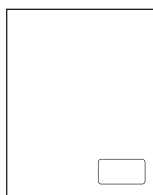
Peel Out Cards

The card is integrated into the sheet and peels out cleanly due to a laminate on the back. Uses: situations where information is imprinted on the face of card.

Frequently used card choices

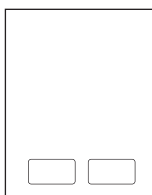
Standard Card Size is 3 3/8" x 2 1/8" with a 1/8" rounded corner die cut.

Option 1
1 Card per sheet



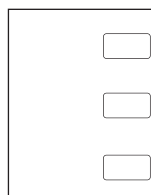
The card can be placed anywhere on the sheet as long as the criteria is met. The card must be positioned at least 3/8" from any edge or perf.

Option 2
2 Adjacent Cards per sheet



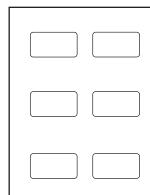
The cards can be placed anywhere on the sheet as long as the criteria is met. There must be 1/4" or 3/8" spacing between the two cards.

Option 3
3 Cards per sheet



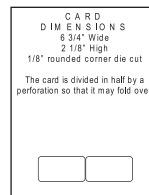
The card locations must be left, right or centered on the sheet. The cards must be positioned at least 3/8" from any edge or perf. The card position is repeated at 3 2/3" intervals per sheet.

Option 4
6 Cards per sheet



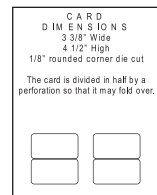
There must be 3/8" spacing between each set of cards. The card set is repeated at 3 2/3" intervals per sheet.

Option 5
1 Fold Over Card per sheet



The card can be placed anywhere on the sheet as long as the criteria is met. The card must be positioned at least 3/8" from any edge or perf.

Option 6
2 Adjacent Fold Over Cards per sheet



The cards can be placed anywhere on the sheet as long as the criteria is met. The set of cards are placed side-by-side with 3/8" spacing between the two cards.

Important Information

Forms Art Prep

Acceptable Programs

All PC and Mac compatible files. Adobe Acrobat (PDFs), InDesign, Illustrator, PhotoShop and Quark Xpress.

File Information

PDFs are accepted but cannot be altered if changes are required. All support documents, like TIFF and EPS files used to create the document must be included.

Submit Artwork

Email: forms@independentinc.com

Important Information

Integrated Products

Our standard card size is 3.375" x 2.125" (with round corners). See layout of our most popular integrated sheet configurations on page 82. Visit our website for more details on these products at www.independentchecks.com/cards-labels.

Numbering

Black or Red Gothic numerals available on all computer check formats. Please indicate if these are desired on check, on stubs, on both, or neither. Consecutive MICR numbers will be on left side in auxiliary On-Us field only.

Press Colors

Up to 5 colors (on 14" and 22" cylinders);
Up to 3 colors (on 17" cylinder).

Print Quality

We print with the highest integrity and quality, following industry standards. Unless a true color match is specifically requested, jobs will run to standard ink densities. Standard ink densities may vary from print run to print run due to manufacturing variables.

Proofs

If requested, expect a proof within 24-48 hrs. Typically, a PDF proof is sufficient, but we also offer Epson critical color proofs, upon request. All jobs will run to standard ink densities, unless customer makes a special request for a color match.

Cancellations or Copy Changes

Because of our fast order process, cancellations and copy changes are allowed free of charge until order enters production. If order has printed, you will be charged for the complete order. Additional fees may apply.

Terms of Sale

New Customers

Must complete a credit application before the first order is processed.

Credit Terms

Upon approved credit, terms of sale are net 30 days. Account balances 30 days past due will cause any new orders to be held until payment is received for outstanding balance.

State Resale/Exemption Certificate

Please provide a state resale/ exemption certificate with your credit application, otherwise tax will be included on all orders. Charged sales tax is not refundable.

Important Information

Shipping

Prices

All prices exclude shipping.

Production/Shipping Schedule

Production time is calculated after proof approval. Average times vary—items requiring special features and/or custom positions may affect production time.

Carton Labeling

Our labels show distributor name as shipper.

All orders must include a street address as orders are shipped via ground transportation whenever possible (no PO boxes).

Invoices and Samples

Samples

One copy of your order will be shipped to you. Your invoice will be mailed separately. Additional samples are available upon request and are billed at a per-unit cost.

Quality First

Damaged Goods

In the event of damage or loss, please contact us immediately and make a notation on the bill of lading or packing slip.

Ordering Information

Contact

Contact our Customer Service Representatives or order online at **independentchecks.com/forms**

Toll Free: 800.322.3676

Fax: 855.964.7572

Email: forms@independentinc.com

Purchase Orders

All orders or reorders must be accompanied by a purchase order or other written authorization.

Minimum Order

500 minimum. No maximum quantities.
(for all forms products)

Overruns/Underruns

All items are subject to up to 10% overruns/underruns, per industry standards, and will be billed on a pro rata basis without prior notification. If exact quantities are required, a 10% fee is applied.

Rush Order

If you require early shipment, additional charges may apply. Expedited shipping methods are also additional, by request.

Hours of Operation

Our Customer Service Representatives are available to answer your questions regarding pricing, product specifications, order status, delivery dates, or additional questions.

Office hours are 8:00 a.m. to 4:00 p.m. CST,
Monday - Friday.