

PASSPORT

THE KIT

# Table of Contents

---

## Folders & More

Presentation Folders Product Info.....	4
PF-105 Folder.....	6
Digital Presentation Folders.....	7
Standard Folders.....	8
Reinforced Folders.....	11
Tab Folders.....	12
Capacity Folders.....	14
Legal Folders.....	18
Key Card & Gift Card Holders.....	20
Mini Folders.....	23
Mini Tri-Panel Folders.....	25
Tri-Panel Folders.....	26
Accelerated Options.....	28
Unique Pocket Folders.....	30
Booklets.....	32
Folder Inserts.....	33
Tax Folders & Report Covers.....	34
Paperboard Binders.....	36
Paper Wallets.....	38
Portfolios & Mailers.....	40
Photo & Certificate Holders.....	42
File Folders.....	43
Stock Selections.....	44

## Packaging

Packaging Overview.....	46
Beverage Cartons.....	48
Lift-Top Mailers.....	50
Folding Cartons.....	53
Speed Boxes.....	54
How to Measure a Box.....	56

## Large Format

Rigid Display Signs.....	58
Posters & Banners.....	59
Window & Wall Graphics.....	59
Floor Graphics.....	59
Distance Legibility Chart.....	60

## Checks

Introduction to Business Checks.....	62
Check Security Features.....	64
Blank Stock.....	66
Laser High-Security Checks.....	68
Laser Checks.....	70
3-on-a-Page Checks.....	75
Compact 3-on-a-Page Checks.....	81
Pocket Checks & Bank Drafts.....	82
Check Start-up Kit.....	83
Deposit Tickets.....	84
Envelopes.....	86
Stock Logo Options.....	87
Stamps.....	91
Checks General Information.....	92

## Forms

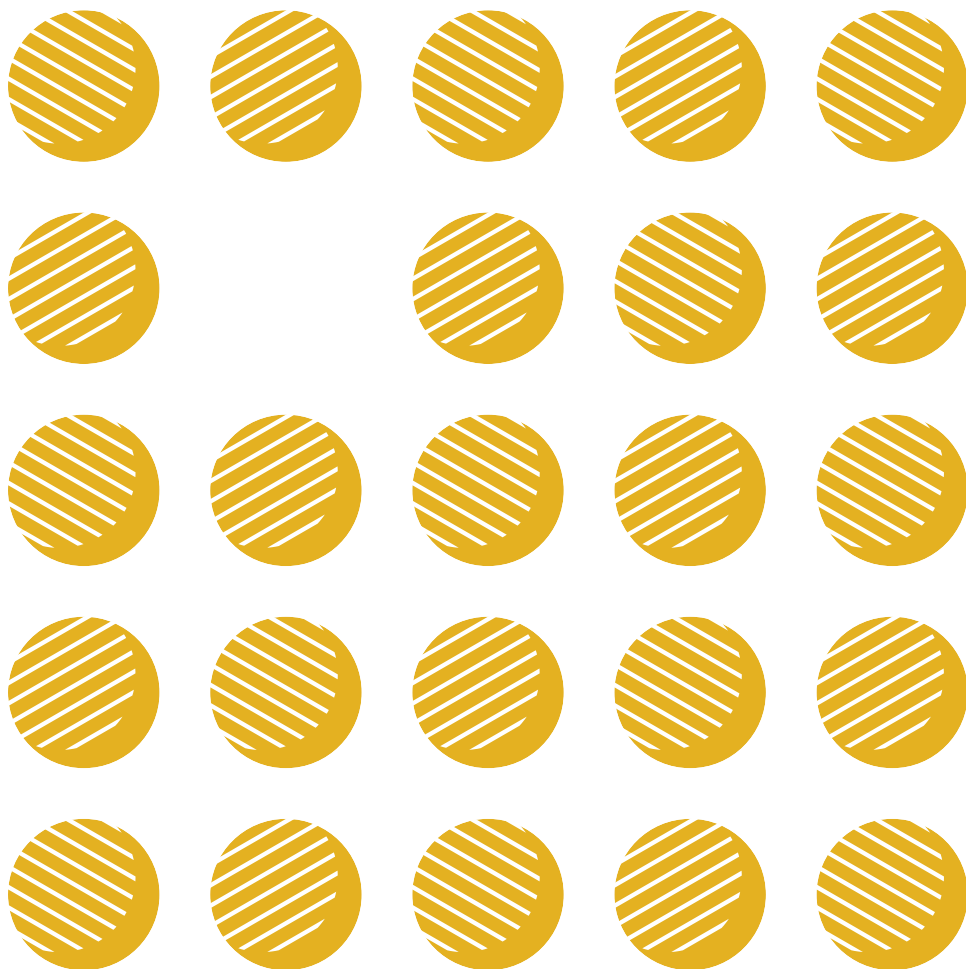
Continuous Forms.....	94
Laser Cut Sheets.....	94
Notepads.....	95
Diplomas / Certificates / Transcripts.....	95
Unit Set Forms.....	96
Booklets / Wrap-Around Covers.....	97
Integrated Cards / Labels.....	98
Forms General Information.....	100

## Important Information

General Ordering.....	102
Order Standard Practices.....	102
Artwork.....	103
Manufacturing Terms.....	104
Paper Terms.....	105
Notes.....	106
Capabilities.....	107







**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. Additional slit options are available for selection when ordering or requesting a quote. See the available options to the right.

## Printing on Folder

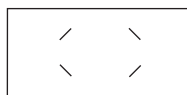
Pricing includes printing on one side only; see shaded areas of the folder die-lines. Please call for pricing on flood coverage and second side printing.

## Pockets

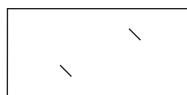
All pockets are glued, unless noted.

## Final Fold

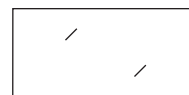
Items are shipped final-folded, unless noted.



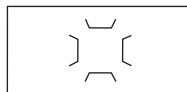
Four-Corner  
Horizontal Slits  
Standard in Right  
Pocket Only



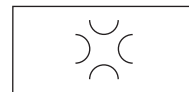
Two-Corner Slits  
(LLUR)



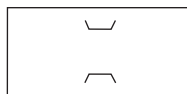
Two-Corner Slits  
(ULLR)



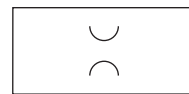
Combination  
Notched



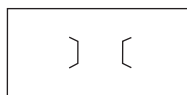
Combination  
Semicircle



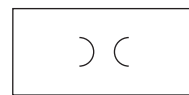
Horizontal  
Notched



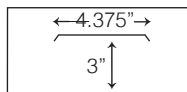
Horizontal  
Semicircle



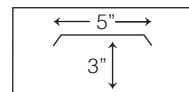
Vertical  
Notched



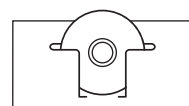
Vertical  
Semicircle



Envelope Slit



CD-Slit



CD-Slit with  
Fixed Bottom

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



# Presentation Folders

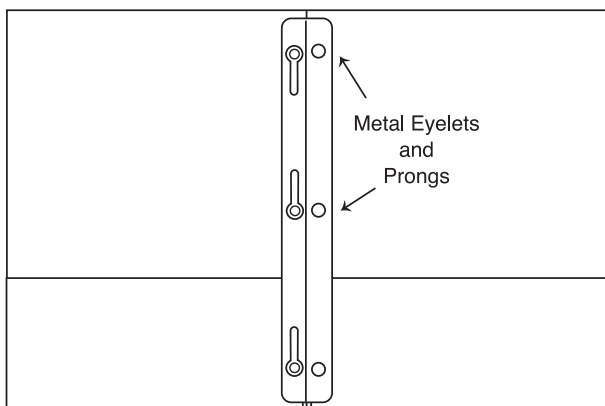
Product information for all standard printed folders

## 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.

## Spine Prong Attachments

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



## KEY ICONS



POPULAR / RECOMMENDED ITEM



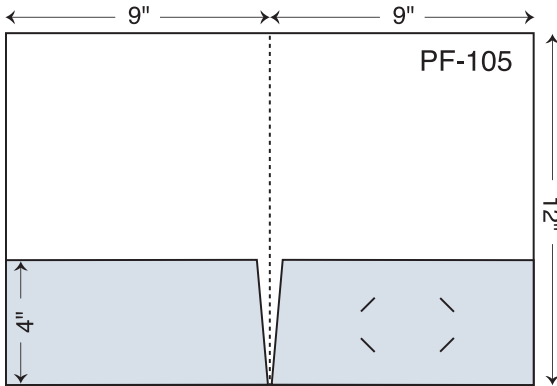
PRODUCTION TIMES



Scan the QR code to view, download and print our latest Retail Class R Price List.

# PF-105 Presentation Folders

The most popular presentation folder style



*Shown with standard business card slits.*



## PF-105

9" x 12"

Two 4" glued pockets

Single-scored spine

4-corner business card slits  
in right pocket (standard)

Fast turnaround

See **page 4** for all available  
options



## PRODUCTION TIME

*(after proof approval)*

PF-105 Print (base process)  
**3-5 working days**

PF-105 Foil / Emboss  
**5-7 working days**



Scan the QR code to view, download, &  
print our latest Retail Class R Price List.  
[www.independentprinting.com/retail-price-list](http://www.independentprinting.com/retail-price-list)

# 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!**



- 12 pt C1S
- Full Color, 1 sided
- Only available online\*
- No proof or substitutions

## PF-105ND

9" x 12"

Two 4" glued pockets  
4-corner business card  
slits in right pocket

### Easy online ordering!

Order by 10am CST to ship same day!



## PF-105J

9" x 12"

Digitally printed  
Presentation Folder  
Two 4" glued pockets  
4-corner business card  
slits in right pocket

## PF-115J

9" x 12"

Digitally printed  
Presentation Folder  
One 4" pocket on right  
4-corner business card  
slits in right pocket

\*Contact customer service to setup an account and get started.

\*\*Doesn't include transit time.

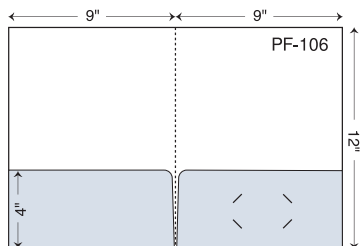


After Proof Approval

Digital Folders (PF-105J & PF-115J)  
3-5 working days

# Standard Folders

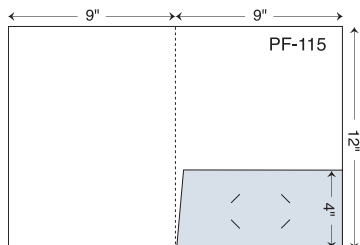
Custom printed presentation folders



## PF-106

9" x 12"

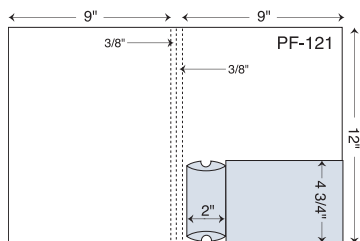
Presentation Folder  
Two 4" rounded  
corner pockets



## PF-115

9" x 12"

Presentation Folder  
One 4" pocket on right



## PF-121

9" x 12"

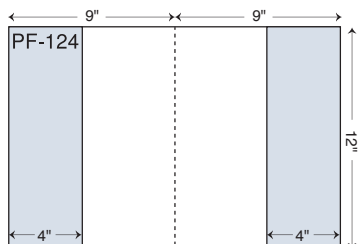
Presentation Folder  
4 3/4" pocket with  
2" flash drive holder  
Use up to 12 pt stock



Scan the QR code to view, download, &  
print our latest Retail Class R Price List.  
[www.independentprinting.com/retail-price-list](http://www.independentprinting.com/retail-price-list)

# Standard Folders

Custom printed presentation folders

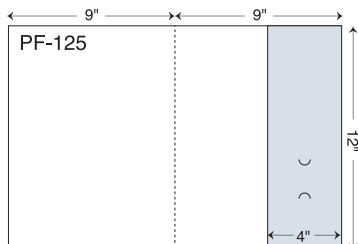


## PF-124

9" x 12"

Presentation Folder

Two 4" vertical pockets

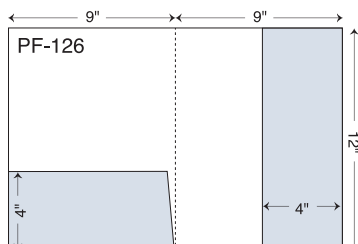


## PF-125

9" x 12"

Presentation Folder

One 4" vertical pocket



## PF-126

9" x 12"

Presentation Folder

4" horizontal and vertical pocket



*Business card slits come standard as pictured.  
See options on **page 4***



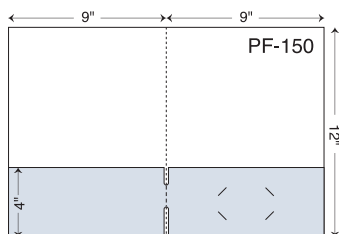
*After Proof Approval*

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



# Standard Folders

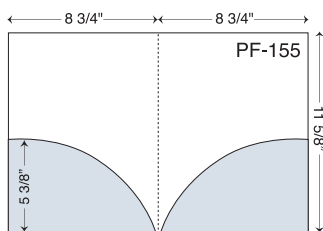
Custom printed presentation folders



## PF-150

9" x 12"

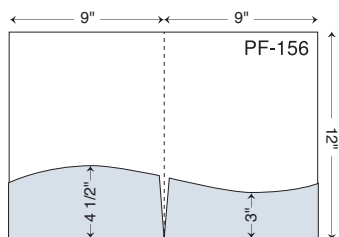
Presentation Folder  
Continuous 4" pocket



## PF-155

8 $\frac{3}{4}$ " x 11 $\frac{5}{8}$ "

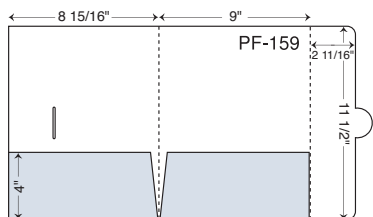
Presentation Folder  
Two 5 $\frac{3}{8}$ " curved  
pockets



## PF-156

9" x 12"

Presentation Folder  
One 4 $\frac{1}{2}$ " wave pocket  
One 3" wave pocket



## PF-159

9" x 11 $\frac{1}{2}$ "

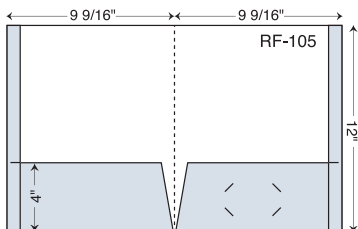
Presentation Folder  
Two 4" horizontal  
pockets, locking tab



Scan the QR code to view, download, &  
print our latest Retail Class R Price List.  
[www.independentprinting.com/retail-price-list](http://www.independentprinting.com/retail-price-list)

# Reinforced Folders

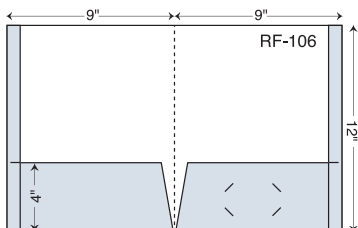
Folders with full-glued reinforced tabs on both sides



## RF-105

9 9/16" x 12"

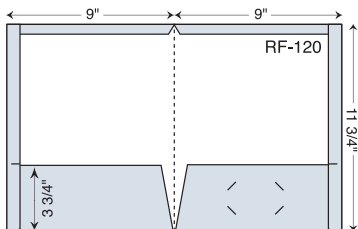
Reinforced Folder  
Two 4" pockets



## 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



Business card slits come standard as pictured.  
See options on **page 4**

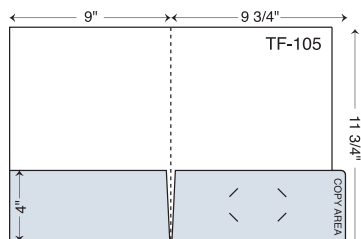


After Proof Approval

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

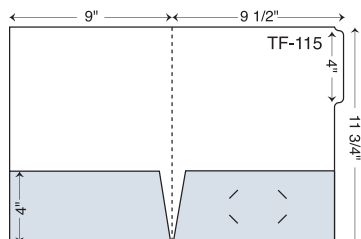
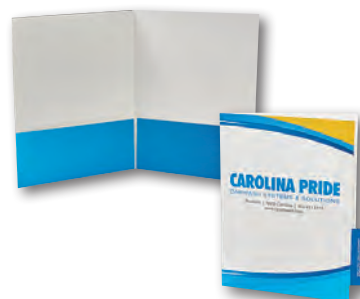
# Tab Folders

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



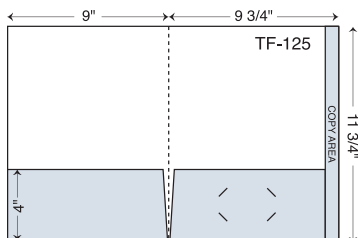
Scan the QR code to view, download, &  
print our latest Retail Class R Price List.  
[www.independentprinting.com/retail-price-list](http://www.independentprinting.com/retail-price-list)

## Target Markets

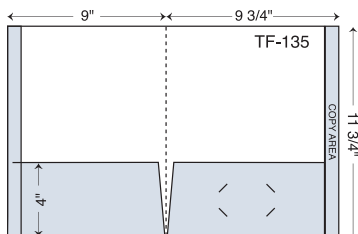
- Accounting Firms / CPAs
- Financial Advisors
- Auto Dealerships
- Clinics
- Law Firms
- Realtors
- Mortgage Brokers

# Tab Folders

Built-in index tabs, perfect for filing systems



**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



*Business card slits come standard as pictured.  
See options on **page 4***

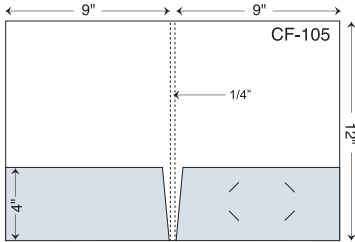


*After Proof Approval*

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

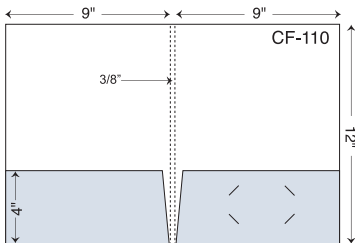
# Capacity Folders

Presentation folders with expansion features to hold more



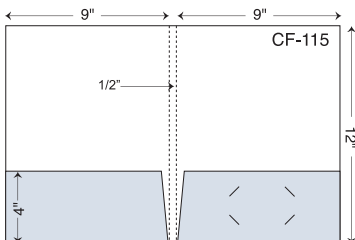
## CF-105

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

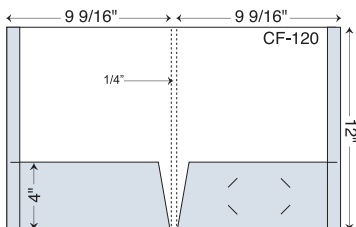
9" x 12" Capacity Folder  
Two 4" pockets,  
1/2" spine



Scan the QR code to view, download, &  
print our latest Retail Class R Price List.  
[www.independentprinting.com/retail-price-list](http://www.independentprinting.com/retail-price-list)

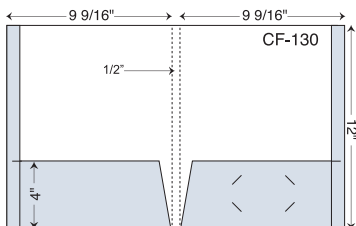
# Capacity Folders

Presentation folders with expansion features to hold more



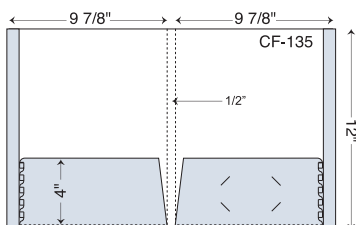
# CF-120

9<sup>9</sup>/<sub>16</sub>" x 12" Capacity Folder  
Two 4" pockets,  
reinforced sides,  
1/4" spine



# CF-130

9<sup>9</sup>/<sub>16</sub>" x 12" Capacity Folder  
Two 4" pockets,  
reinforced sides,  
½" spine

**CF-135**

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



*Business card slits come standard as pictured.*  
See options on **page 4**

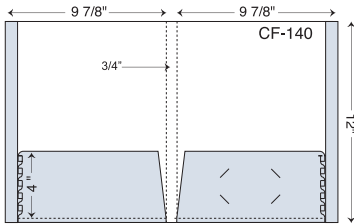


### After Proof Approval

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

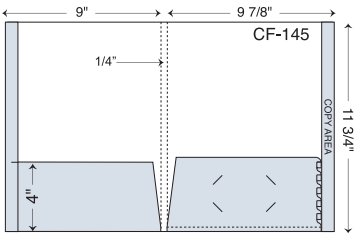
# Capacity Folders

Presentation folders with expansion features to hold more



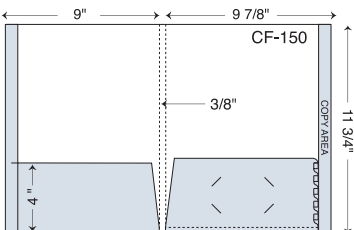
## CF-140

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

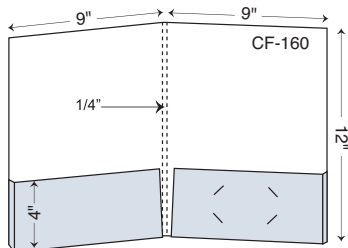
9 7/8" x 11 3/4" Capacity Tab Folder  
Two 4" pockets, expandable right pocket, reinforced sides, 3/8" spine



Scan the QR code to view, download, & print our latest Retail Class R Price List.  
[www.independentprinting.com/retail-price-list](http://www.independentprinting.com/retail-price-list)

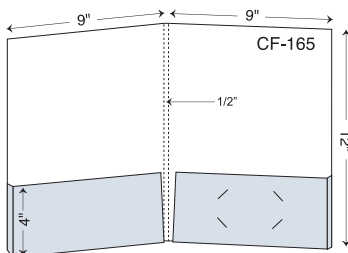
# Capacity Folders

Presentation folders with expansion features to hold more



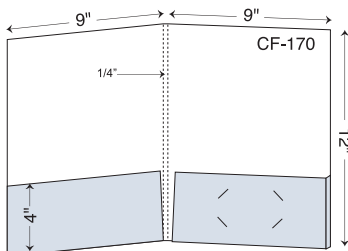
## CF-160

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



Business card slits come standard as pictured.  
See options on **page 4**



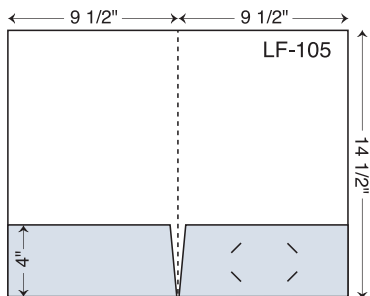
After Proof Approval

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



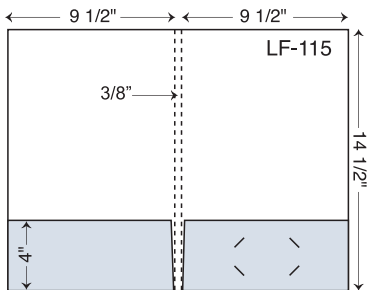
# Legal Folders

Presentation folders for holding legal-sized documents



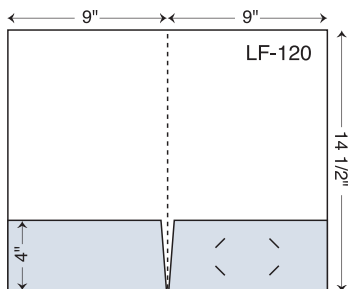
## LF-105

9 1/2" x 14 1/2" Legal Folder  
Two 4" pockets



## LF-115

9 1/2" x 14 1/2" Legal Folder  
Two 4" pockets,  
3/8" spine



## LF-120

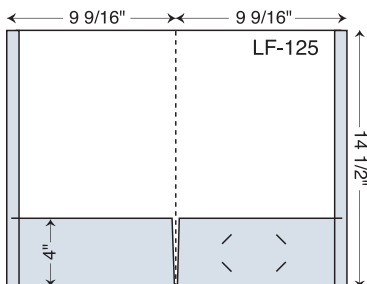
9" x 14 1/2" Legal Folder  
Two 4" pockets



Scan the QR code to view, download, &  
print our latest Retail Class R Price List.  
[www.independentprinting.com/retail-price-list](http://www.independentprinting.com/retail-price-list)

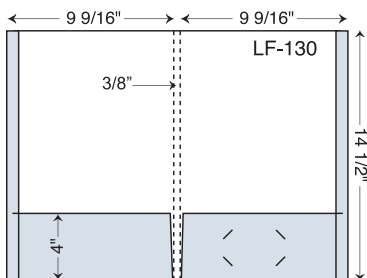
# Legal Folders

Presentation folders for holding legal-sized documents



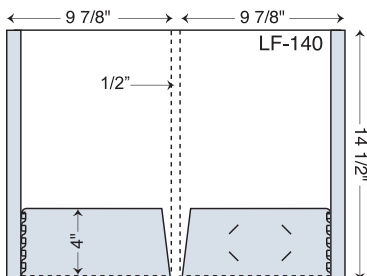
## LF-125

9 $\frac{9}{16}$ " x 14 $\frac{1}{2}$ " Legal Folder  
Two 4" pockets,  
reinforced sides



## LF-130

9 $\frac{9}{16}$ " x 14 $\frac{1}{2}$ " Legal Folder  
Two 4" pockets,  
reinforced sides,  
 $\frac{3}{8}$ " spine



## LF-140

9 $\frac{7}{8}$ " x 14 $\frac{1}{2}$ " Legal Folder  
Two 4" expandable  
pockets, reinforced  
sides,  $\frac{1}{2}$ " spine



*Business card slits come standard as pictured.  
See options on **page 4***

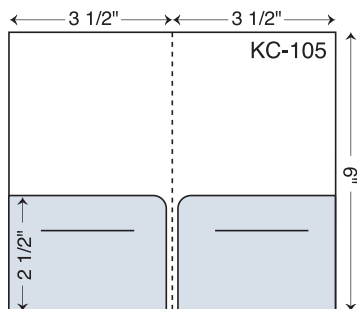


*After Proof Approval*

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

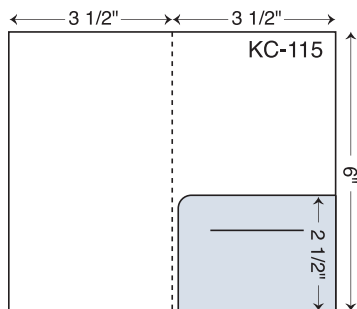
# Key Card & Gift Card Holders

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



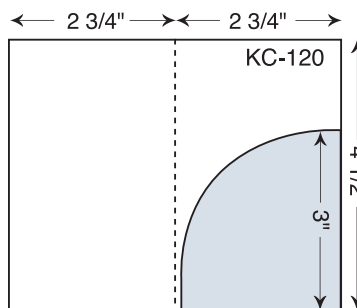
## KC-105

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

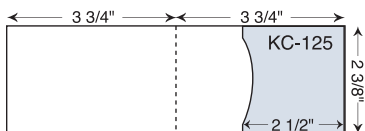
2 3/4" x 4 1/2" Key Card Holder  
One 3" curved right pocket



Scan the QR code to view, download, &  
print our latest Retail Class R Price List.  
[www.independentprinting.com/retail-price-list](http://www.independentprinting.com/retail-price-list)

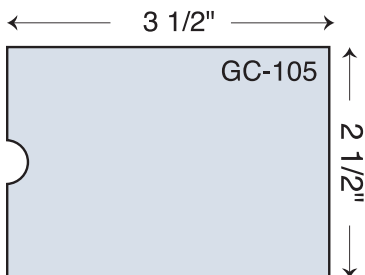
# Key Card & Gift Card Holders

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



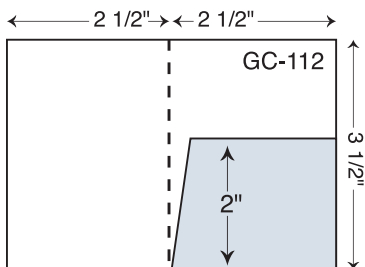
## KC-125

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

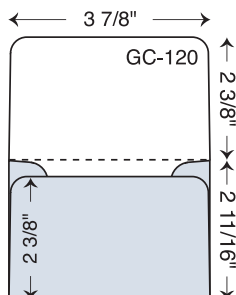


### After Proof Approval

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

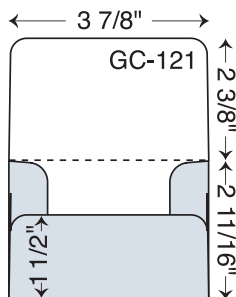
# Key Card & Gift Card Holders

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



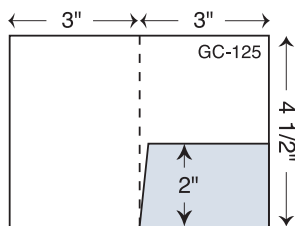
## GC-120

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



## Target Markets

- Hotels / Motels / Resorts
- Restaurants / Breweries / Wineries
- Retail Stores
- Wellness Clinics
- Gas Stations / Convenience Stores

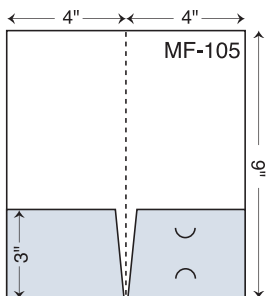


## After Proof Approval

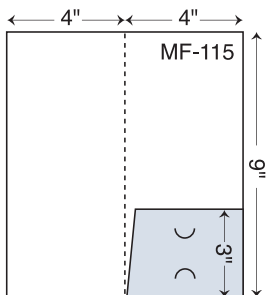
All Key Card & Gift Card Holders  
(base process)  
5-7 working days

# Mini Folders

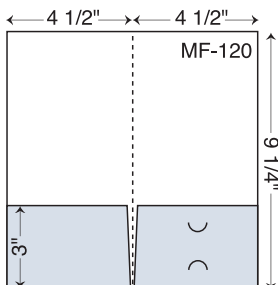
Small presentation folders for a big impact



**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



*Business card slits come standard as pictured.  
See options on **page 4***

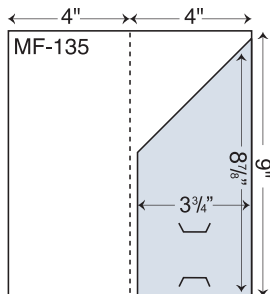


After Proof Approval

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

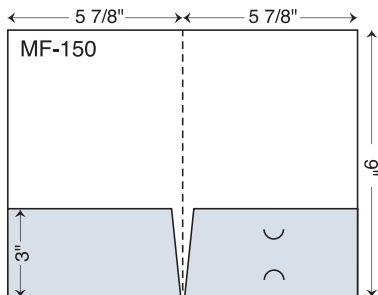
# Mini Folders

Small presentation folders for a big impact



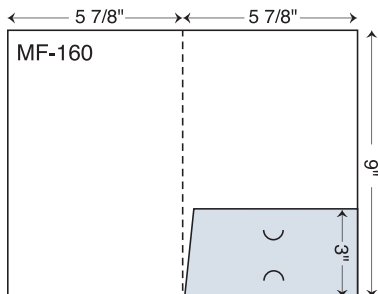
## MF-135

4" x 9" Mini Folder  
One slanted 8 7/8" 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



Business card slits come standard as pictured.  
See options on **page 4**

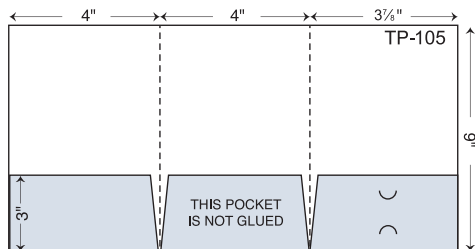


After Proof Approval

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

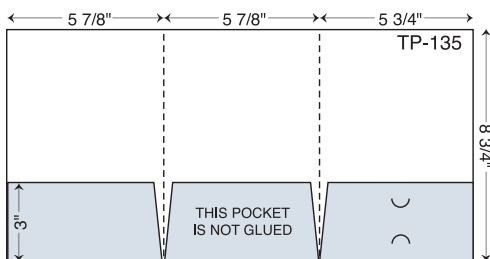
# Mini Tri-Panel Folders

Small presentation folders for a big impact



## TP-105

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



## TP-135

5 7/8" x 8 3/4" Tri-Panel Mini Folder  
Three 3" pockets, center pocket unglued



## Target Markets

- Banks / Credit Unions
- Clinics
- Higher Education
- Hospitality
- Athletic Clubs / Golf Courses

Business card slits come standard as pictured.  
See options on **page 4**



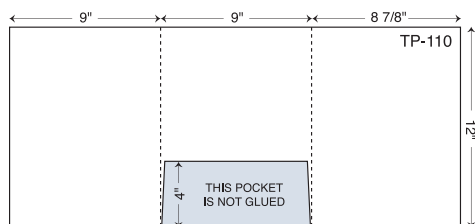
*After Proof Approval*

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



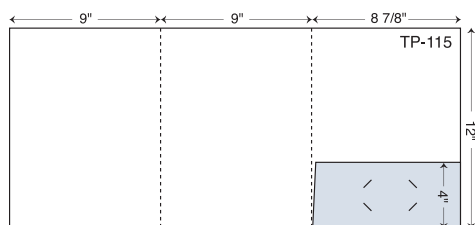
# Tri-Panel Folders

Expand your message with additional panels



## TP-110

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



## TP-115

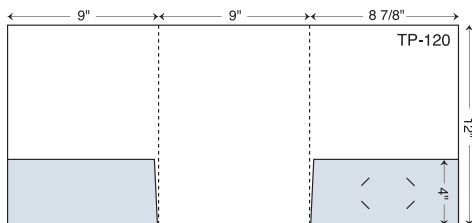
9" x 12" Tri-Panel Folder  
One right 4" pocket



Scan the QR code to view, download, &  
print our latest Retail Class R Price List.  
[www.independentprinting.com/retail-price-list](http://www.independentprinting.com/retail-price-list)

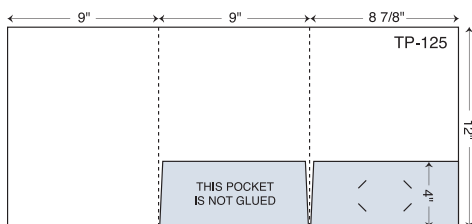
# Tri-Panel Folders

Expand your message with additional panels



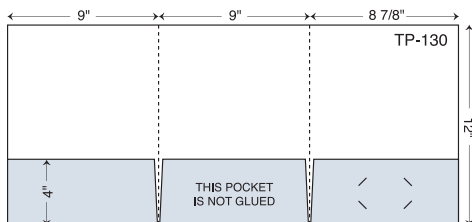
## TP-120

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

*Business card slits come standard as pictured.  
See options on **page 4***

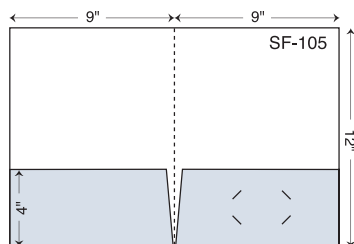


*After Proof Approval*

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

# Accelerated Options

## Speed Folders Products



### SF-105

9" x 12" Presentation Folder

Two 4" pockets

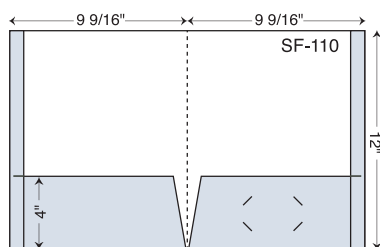
Business card slits in the right pocket

#### Stock:

80# linen folder

#### Available in 5 linen colors:

- Dark Green
- Dark Blue
- White
- Burgundy
- Black



### SF-110

9 9/16" x 12" Reinforced Folder

Two 4" pockets

Business card slits in the right pocket

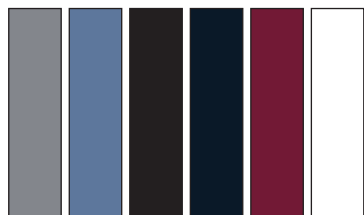
#### Stock:

12 pt C1S

With clear gloss lamination\*

#### Available in 6 colors:

- Silver
- Light Metallic Blue
- Black
- Dark Blue
- Burgundy
- White



\*Foil size limitations



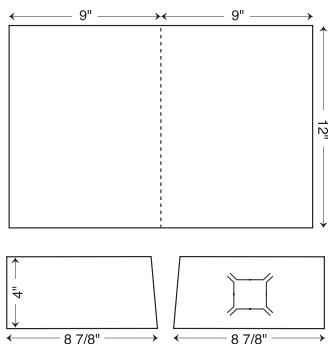
*After Proof Approval*

Blank Speed Folders  
**1-2 working days**

Foil-Stamped Speed Folders  
**3-5 working days**

# Accelerated Options

## Quick Stick Folder Kits



### Quick Stick Folder Kit

12" x 18"

12 pt White Cast Coated C1S

4" high self-adhesive pockets

Business card slits in the right pocket

#### Kit Includes:

- (50) 12" x 18" blank scored sheets
- (50) left peel-and-stick pockets
- (50) right peel-and-stick pockets



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!

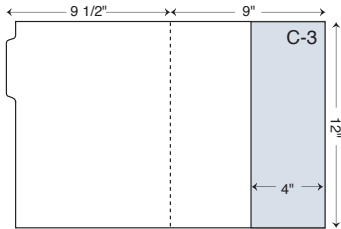


We offer a number of free sales tools to help you sell products & packaging to your customers. Scan the QR code to learn more!

[www.independentprinting.com/distributors](http://www.independentprinting.com/distributors)

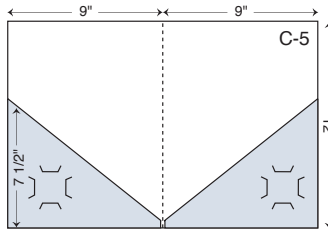
# Unique Pocket Folders

Pocket folders to help you stand out from the competition



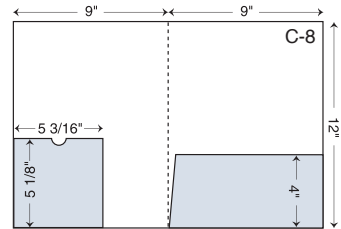
**C-3**

Tab Vertical



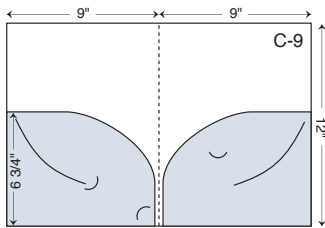
**C-5**

Custom Angled



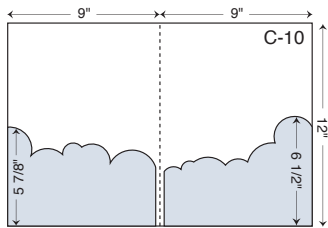
**C-8**

CD Case Folder



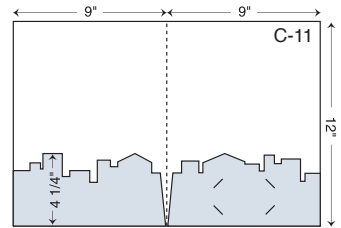
**C-9**

Curved Pockets



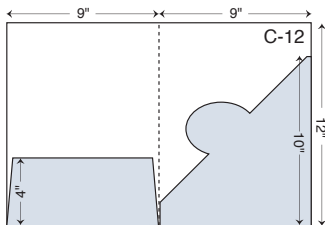
**C-10**

Clouds



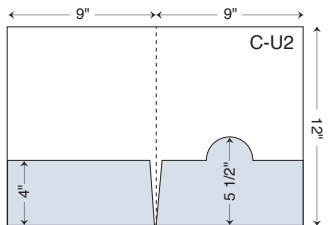
**C-11**

Cityscape



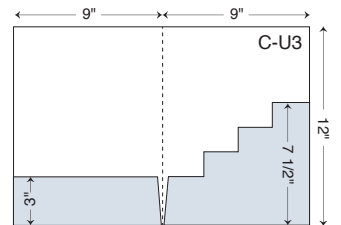
**C-12**

Circle Angle



**C-U2**

Pocket Bump



**C-U3**

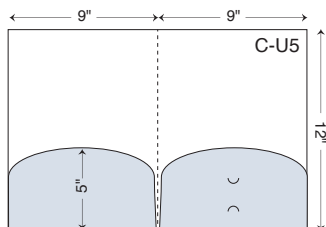
Steps



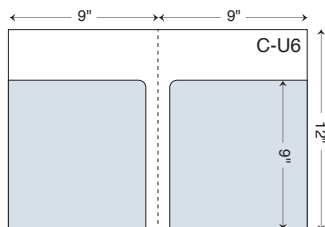
Scan the QR code to request a sample of any of these products via our sample request form.  
[www.independentprinting.com/requestform](http://www.independentprinting.com/requestform)

# Unique Pocket Folders

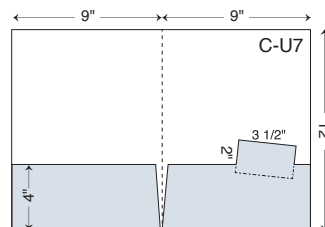
Pocket folders to help you stand out from the competition



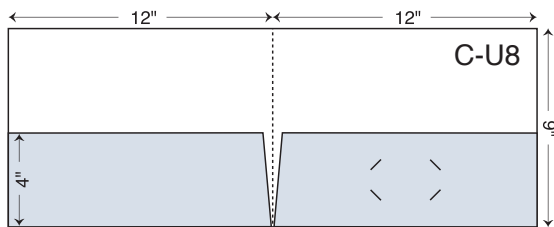
**C-U5**  
Round Tops



**C-U6**  
Tall Pockets



**C-U7**  
Integrated Card



**C-U8**  
Landscape

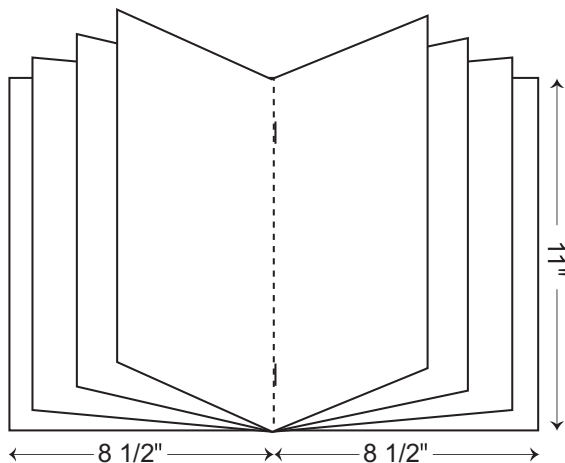
Looking for something different to make your folder stand out? We offer several unique pocket die-cut options to give your folders added personality.

***Call for pricing and details***



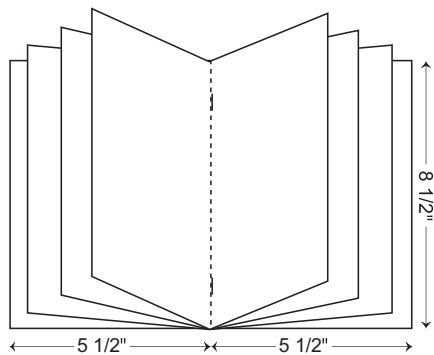
# Booklets

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

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



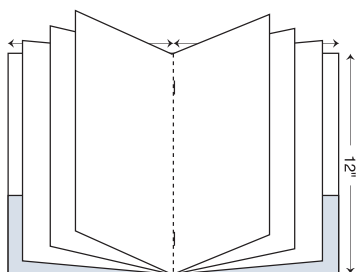
*After Proof Approval*

All Booklets and Inserts  
12-15 working days

# Folder Inserts

Turn your folder into a multi-page sales piece

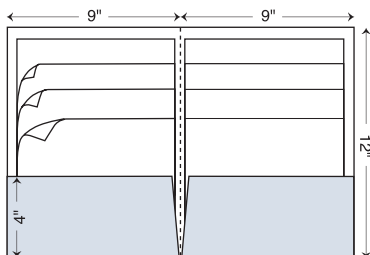
Deliver a complete marketing package to your customer! With stitched inserts, you get the versatility of a folder combined with the real estate of a catalog or company brochure. It's a great way to deliver a message to your customer.



(example of 12-page stitched insert)

## Stitched Inserts

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



## Stepped Inserts

- Standard size is 8½" wide
- Standard stock: 80# or 100# coated text
- Custom sizes available



Call for pricing and details

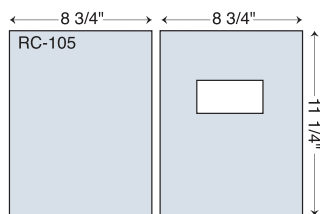


# Tax Folders & Report Covers

Customizable style and function for a professional presentation

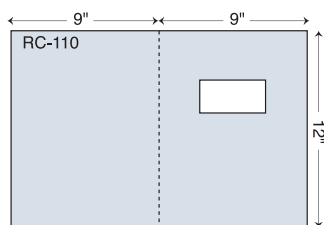
## Windows

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.



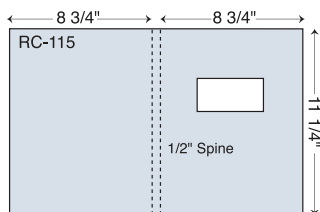
### RC-105

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, 1/2" spine



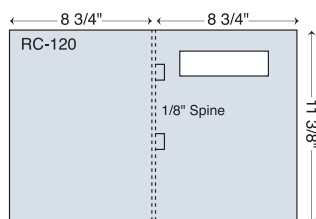
Scan the QR code to view, download, &  
print our latest Retail Class R Price List.  
[www.independentprinting.com/retail-price-list](http://www.independentprinting.com/retail-price-list)

# Tax Folders & Report Covers

Customizable style and function for a professional presentation

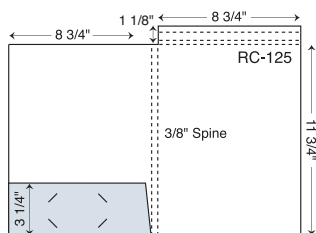
## Target Markets

- Accounting Firms / CPAs
- Auditors
- Title Companies
- Financial Institutions
- Insurance



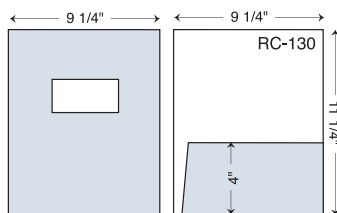
### RC-120

8 3/4" x 11 3/8" Report Cover  
One-part, die-cut spine tabs,  
optional window, 1/8" spine



### RC-125

8 3/4" x 11 3/4" Report Cover  
One-part, 3 1/4" left pocket,  
fold-over tab on top, 3/8" spine



### RC-130

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



Business card slits come standard as pictured.  
See options on **page 4**



### After Proof Approval

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

# Paperboard Binders

Lightweight and durable, a great branding tool

## Standard Features for Binders

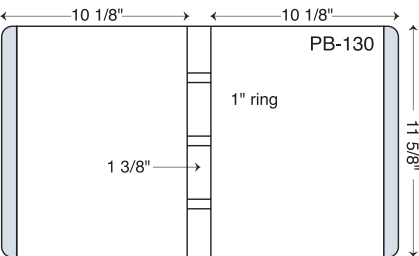
- Ring capacities: ½", ¾" or 1"
- Available with 4" reinforced pockets
- Printed on 20 pt C1S white stock
- Lamination: Gloss or Matte (one side)
- Litho printed, featuring 4-color process
- Business card slits come standard as pictured

## Optional Features for Binders

- Foil-Stamping and Embossing
- Heavy 24 pt stock
- Soft Feel Lamination

Binder Sheet Capacity 20# Standard Paper	
½" Ring	80 Sheets*
¾" Ring	150 Sheets*
1" Ring	200 Sheets*

\*Estimates are approximate



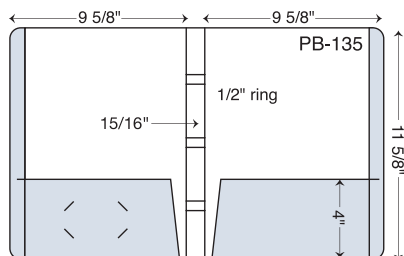
**PB-130**  
10 1/8" x 11 5/8" Binder  
1" ring, no pockets,  
reinforced sides



Scan the QR code to view, download, &  
print our latest Retail Class R Price List.  
[www.independentprinting.com/retail-price-list](http://www.independentprinting.com/retail-price-list)

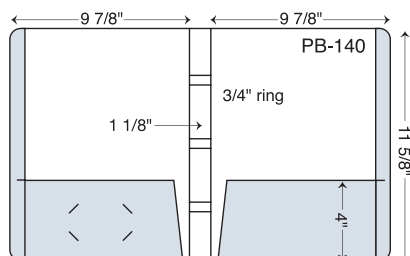
# Paperboard Binders

Lightweight and durable, a great branding tool



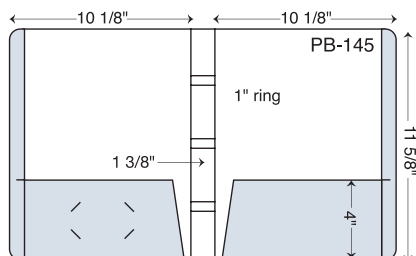
## PB-135

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



## PB-145

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



Business card slits come standard as pictured.  
See options on **page 4**

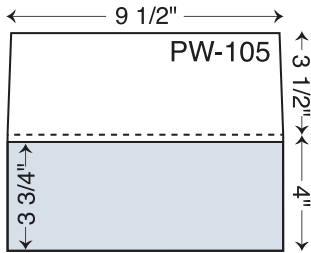


After Proof Approval

All Binders  
7-10 working days

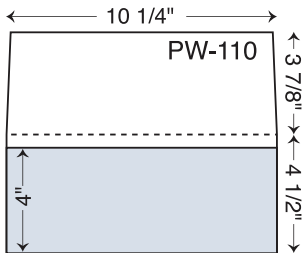
# Paper Wallets

Custom printed document holders



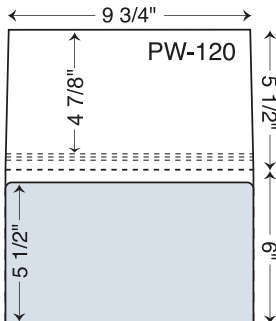
## PW-105

9 1/2" x 7 1/2" Paper Wallet  
Fold-over flap



## PW-110

10 1/4" x 11 7/8" Paper Wallet  
Fold-over flap



## PW-120

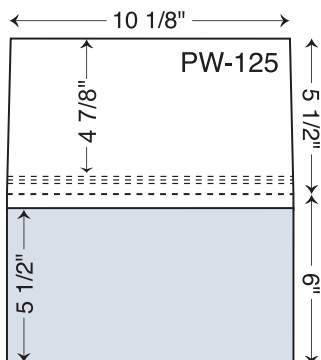
9 3/4" x 11 1/2" Paper Wallet  
Expansion scores



Scan the QR code to view, download, &  
print our latest Retail Class R Price List.  
[www.independentprinting.com/retail-price-list](http://www.independentprinting.com/retail-price-list)

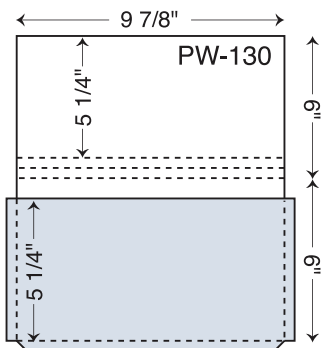
# Paper Wallets

Custom printed document holders



## PW-125

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



## PW-130

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



### Target Markets

- Auto / RV / Boat Dealerships
- Banks / Credit Unions
- Mortgage Companies
- Clerk of Court / Municipal Services
- Legal Services

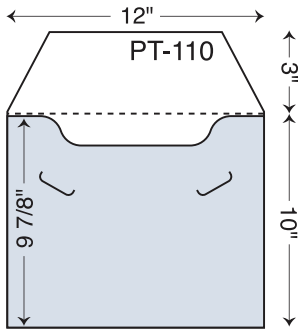


### After Proof Approval

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

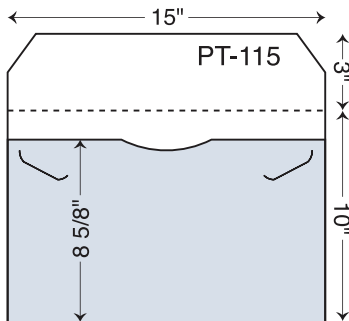
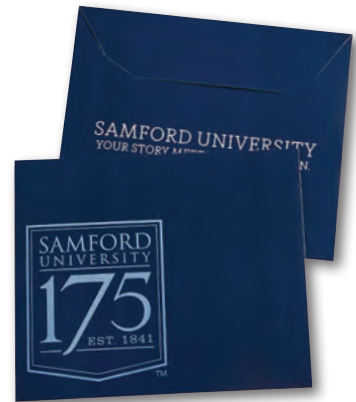
# Portfolios & Mailers

Great for mailing and storing documents



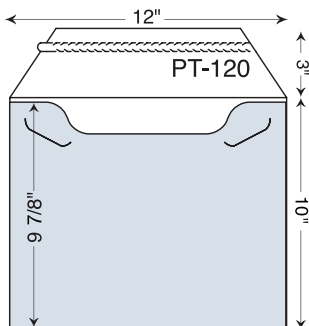
## PT-110

12" x 10" Portfolio  
3" locking flap



## PT-115

15" x 10" Portfolio  
3" locking flap



## PT-120

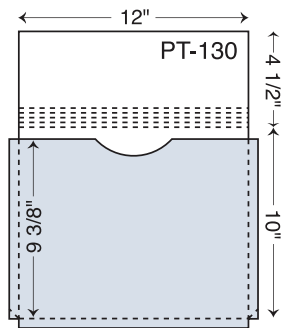
12" x 10" Mailer / Portfolio  
Self-closing strip,  
zip-open flap



Scan the QR code to view, download, &  
print our latest Retail Class R Price List.  
[www.independentprinting.com/retail-price-list](http://www.independentprinting.com/retail-price-list)

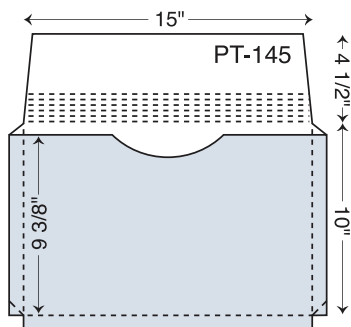
# Portfolios & Mailers

Great for mailing and storing documents



## PT-130

12" x 10" Portfolio  
1" expansion



## PT-145

15" x 10" Portfolio  
1½" expansion



## Additional Closure Options Available

- White 0.75" Hook & Loop Dot Closures
- White 0.75" Hook & Loop Dot to Strip Closures

## Target Markets

- Higher / Supplemental Education
- Athletic / Health Clubs
- Financial Advisors
- Title Companies
- Legal Services
- Insurance



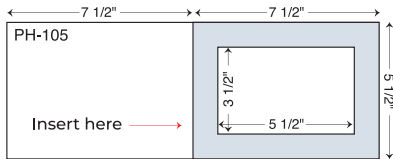
## After Proof Approval

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



# Photo & Certificate Holders

Commemorate the event in style

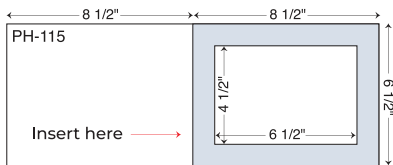


## PH-105

7 1/2" x 5 1/2"

Photo Holder

Holds 4" x 6" horizontal or vertical photo

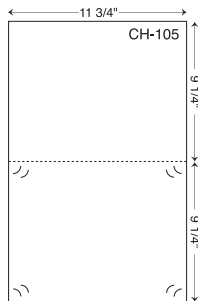


## PH-115

8 1/2" x 6 1/2"

Photo Holder

Holds 5" x 7" horizontal or vertical photo

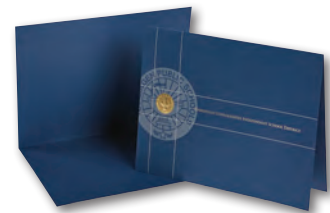


## CH-105

11 3/4" x 9 1/4"

Certificate Holder

Holds 8" x 10" or 8 1/2" x 11" certificate



Scan the QR code to view, download, & print our latest Retail Class R Price List.  
[www.independentprinting.com/retail-price-list](http://www.independentprinting.com/retail-price-list)

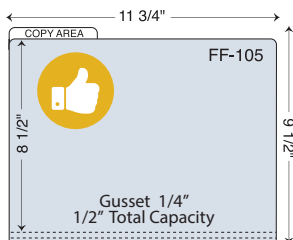


### After Proof Approval

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

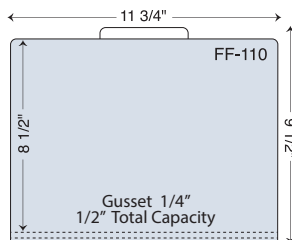
# File Folders

Great for organizing and record keeping



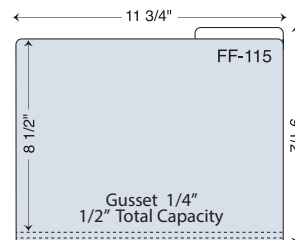
## FF-105

11 $\frac{3}{4}$ " x 9 $\frac{1}{2}$ " File Folder,  
3 $\frac{7}{8}$ " tab in first position



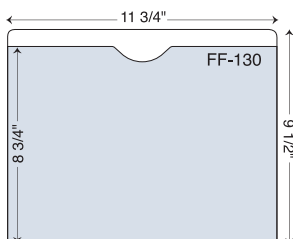
## FF-110

11 $\frac{3}{4}$ " x 9 $\frac{1}{2}$ " File Folder,  
3 $\frac{7}{8}$ " tab in second position



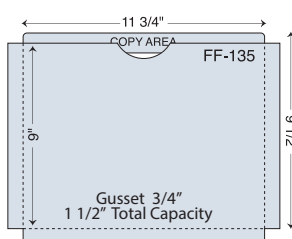
## FF-115

11 $\frac{3}{4}$ " x 9 $\frac{1}{2}$ " File Folder,  
3 $\frac{7}{8}$ " tab in third position



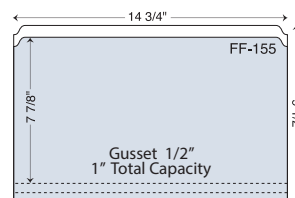
## FF-130

11 $\frac{3}{4}$ " x 9 $\frac{1}{2}$ " File Folder,  
full tab, glued sides (glue  
tabs on outside)



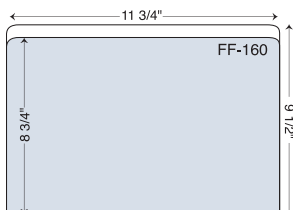
## FF-135

11 $\frac{3}{4}$ " x 9 $\frac{1}{2}$ " File Folder,  
full reinforced tab,  
expandable, glued sides



## FF-155

14 $\frac{3}{4}$ " x 9 $\frac{1}{2}$ " Legal File  
Folder, full tab,  
expansion scores



## FF-160

11 $\frac{3}{4}$ " x 9 $\frac{1}{2}$ " File Folder,  
full tab



*After Proof Approval*

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

# Stock Selections

Pricing categories for digital, packaging and offset papers

## BASE



White  
UNC Smooth, 80#  
♻️ 100%



White  
Semi Gloss C1S,  
12 pt



White  
Semi Gloss C1S,  
14 pt

## KEY



Contains post-consumer recycled content



Carbon Neutral Paper



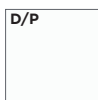
Forest Stewardship Council®  
Certified Papers Products with  
this leaf are FSC® certified



The mark of  
responsible forestry

**D** = Suitable for Digital Printing  
**P** = Recommended for Packaging  
**E** = 100% Recycled Paper

## GROUP 1



White  
UNC Smooth, 100#  
♻️ 100%



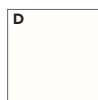
Granite  
Felt, 80#  
♻️ 100%



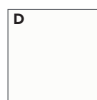
Black  
Linen, 80#  
♻️ 30%



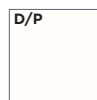
White  
Linen, 80#  
♻️ 30%



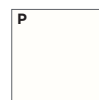
White  
Matte C2S, 100#



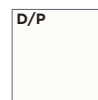
White  
Gloss C2S, 100#



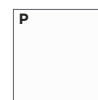
White  
Semi Gloss C1S,  
16 pt



White  
Semi Gloss C1S,  
20 pt



White  
Semi Gloss C2S,  
12 pt



White  
Semi Gloss C2S,  
14 pt

## GROUP 2



Natural  
UNC Smooth, 80#  
♻️ 100%



Natural  
UNC Smooth, 100#  
♻️ 100%



Blue  
Index, 140#  
♻️ 30%



Canary  
Index, 140#  
♻️ 30%



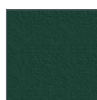
Manila  
Tag, 150#  
♻️ 30%



White  
Tag, 150#  
♻️ 30%



Dark Blue  
Linen, 80#  
♻️ 30%



Dark Green  
Linen, 80#  
♻️ 30%



Dark Blue  
Linen, 100#  
♻️ 30%



White  
Cast Coated C1S,  
12 pt



Natural Kraft,  
20 pt  
♻️ 100%



White  
Matte C2S, 120#  
♻️ 10%

## GROUP 3



Cream Fiber  
Smooth, 80#  
♻️ 100%



Gray Fiber  
Smooth, 80#  
♻️ 100%



Sandstone Fiber  
Smooth, 80#  
♻️ 100%



White Fiber  
Smooth, 80#  
♻️ 30%



Black  
Felt, 80#  
♻️ 30%



Light Gray  
Linen, 80#  
♻️ 30%



Natural  
Linen, 80#  
♻️ 30%



Red  
Linen, 80#  
♻️ 30%



White  
Linen, 100#



White  
Leatherette, 90#  
♻️ 30%



White  
Semi Gloss C2S,  
18 pt

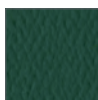


White  
Gloss C2S, 120#  
♻️ 10%



100 PCV Eco  
Smooth, 100#  
♻️ 100%

## GROUP 4



Dark Green  
Felt, 80#  
♻️ 30%



Navy  
Felt, 80#  
♻️ 30%



Burgundy  
Linen, 80#  
♻️ 30%



Black  
Linen, 100#  
♻️ 30%



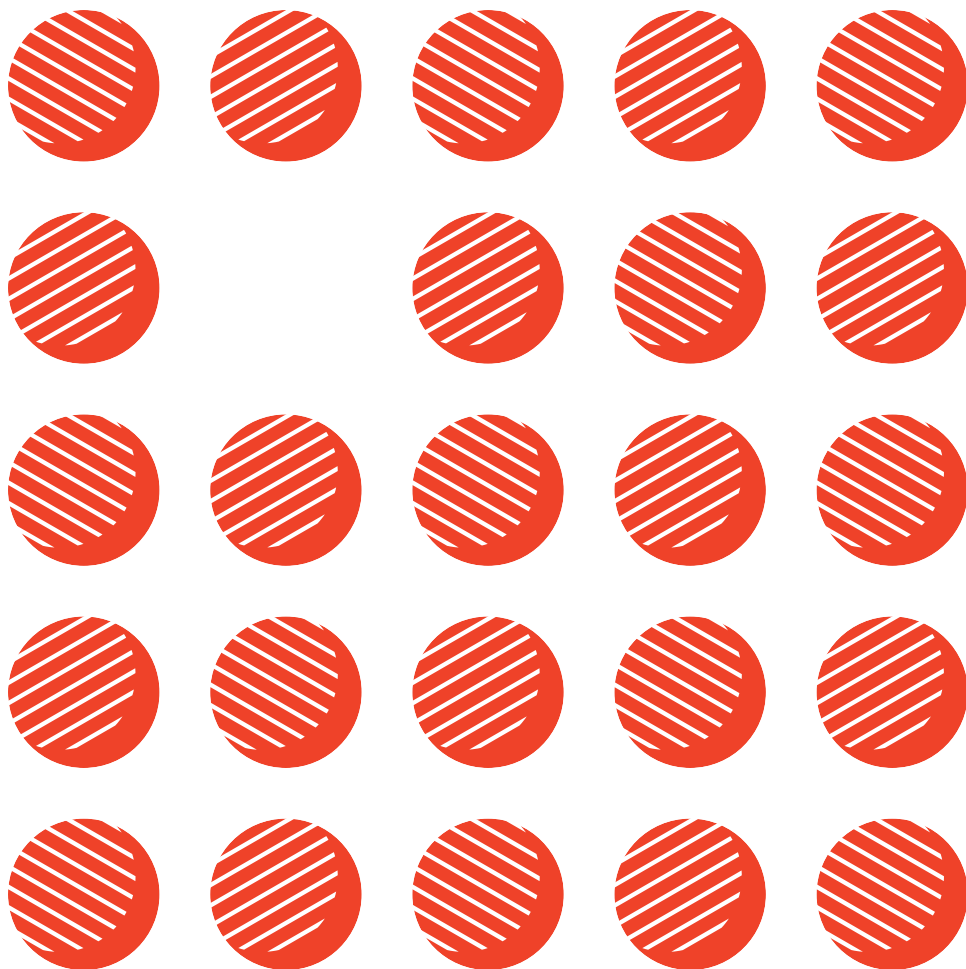
Burgundy  
Linen, 100#  
♻️ 30%



Dark Green  
Linen, 100#  
♻️ 30%

Colors shown are a representation & may vary from true stock.

See our Stock & Finishing Guide for actual samples or request a sample.



**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 and fulfillment



# Packaging Overview

Packaging that promotes your brand and gets you noticed

## Types of Boxes

### E-flute

Highly durable corrugated cardboard boxes that come in lift-top mailer, straight tuck and carrier styles. Lift-top mailers can be mailed without any other exterior packaging. Perfect for subscription box services and e-commerce businesses that need to ship items to their customers and want to leave a memorable unboxing impression.

### Folding Cartons

Often retail-ready boxes used as either primary or secondary packaging. At Independent, these boxes are made of paperboard and come in styles such as tuck boxes, sleeves, totes or carriers.

## Commonly Used Materials

### Paperboard

Generally thicker than paper (usually 12 pt or 0.012" in thickness or more) and both lightweight and strong. It's easily cut and formed making it perfect to use in retail packaging products. There are several different grades of paperboard such as Solid Bleached Sulfate (SBS), Coated Unbleached Kraft (CUK), Coated Recycled Board (CRB) and MET – PET Board.

### Corrugated Cardboard

Layered sheets of cardboard with a fluted/wavy center. This material provides structural integrity and durability making the finished box suitable for shipping. Independent uses white over white E-flute ( $\frac{1}{16}$ " thick) material to produce boxes out of corrugated cardboard.



*Scan the QR code to learn more about the different grades of paperboard, the available embellishments, and technical terms related to packaging.*

[www.independentprinting.com/packaging-101](http://www.independentprinting.com/packaging-101)

# Beverage Cartons

Can and bottle folding carton carriers

Maximize your shelf space presence with can and bottle cartons. Choose from our standard template selection or customize your own unique carton design. We offer machine-filled (regular slot cartons) or hand-filled styles (auto-bottom) to meet your packaging needs.

## Features

- Can and bottle folding carton carriers
- Hand and machine fill options
- Low minimum order quantities



## BEV-140

6 Pack  
12 Ounce  
Bottle Carton

# Beverage Cartons

Can and bottle folding carton carriers

---



## **BEV-100**

4 Pack  
12 Ounce  
Can Carton



## **BEV-105**

6 Pack  
12 Ounce  
Can Carton



## **BEV-110**

12 Pack  
12 Ounce  
Can Carton



## **BEV-115**

4 Pack  
16 Ounce  
Can Carton



# Lift-Top Mailers

## Custom printed display boxes

---

Make any promotion, gift or award even more impactful with custom packaging and bring sales efforts full circle. We can produce our lift-top mailer direct digital for variable short-run jobs, or via the litho lamination process to combine the versatile properties of corrugate with high-quality custom graphic printing.

### Features

- Low minimum order quantity (10)
- Custom box sizes welcome
- Full color process
- 1 & 2 sided printing
- Custom tray inserts
- Self-mailable
- Kitting & fulfillment



Scan the QR code to view the how to fold a lift-top mailer box instructional video!



Scan the QR code to view additional sizes of lift-top mailers.



# Lift-Top Mailers

Custom printed display boxes



**LTM-105**  
5 x 5 x 1.5"



**LTM-115**  
6 x 4 x 3"



**LTM-120**  
6 x 5 x 2.5"



**LTM-125**  
7 x 5 x 3"



**LTM-135**  
8 x 6 x 3"



**LTM-145**  
9 x 7 x 2.25"

# Lift-Top Mailers

Custom printed display boxes

---



**LTM-155**

9 x 6 x 4"



**LTM-165**

9.5 x 7.75 x 3.75"



**LTM-175**

10 x 12 x 3.5"



**LTM-185**

11.25 x 9 x 3"



**LTM-195**

11.27 x 11.26 x 3.39"



**LTM-250**

12.58 x 11.75 x 4.55"

# Folding Cartons

Custom printed paperboard boxes

Packaging sells products and inspires loyalty! Retail-ready, custom paperboard packaging is great for product tests, brand extensions, subscriptions and high-end applications.

## Features

- Design & prototyping
- Windowing
- Foil & embossing effects
- UV
- Gloss & soft feel lamination
- Several bottom styles (including auto-bottom)
- Color consistency



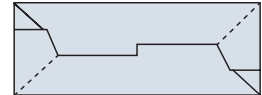
## Bottom Styles



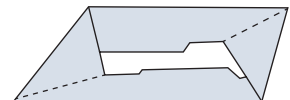
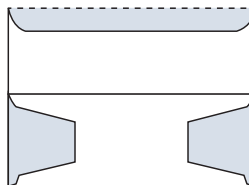
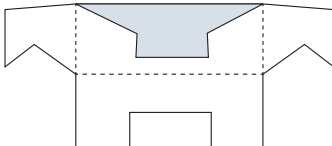
1-2-3 Bottom



Tuck-Bottom



Auto-Bottom



# Speed Boxes

Ready-to-ship pre-printed boxes

---

Increase the perceived value of your client's kit even when you're in a pinch! Our available design options have you covered for the special events you want to celebrate. We also offer kitting and fulfillment services to help meet your event deadline.

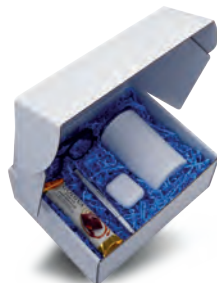
## Features

- Sold in packs of 6 boxes (one design per pack)
- 2 pack (12 boxes) minimum order
- Ship in one business day
- Kitting & fulfillment

## Dimensions

- External 10.25 x 7.94 x 3.88"
- Internal 9.5 x 7.75 x 3.75"

**GET INSPIRED!**



**Imagine the possibilities!\***

## Target Markets

---

- New Hire Welcome Kit
- School Admission Kit
- Employee Recognition
- E-commerce Orders

*\*Shred/crinkle and filler items NOT included*

# Speed Boxes

Ready-to-ship pre-printed boxes



**Item # 9525**

Speed Box  
Cheers!



**Item # 9524**

Speed Box  
Congrats!



**Item # 9523**

Speed Box  
Thank You



**Item # 9522**

Speed Box  
Welcome

# How to Measure a Box

## Paperboard & E-flute

Box dimensions are a crucial piece of information when working on a custom packaging project. Dimensions have an impact on what materials are used, finishing and embellishment options, production costs, shipping, etc.

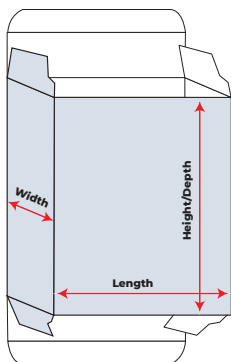
### How to Measure a Box

Set the box down with the top/loading-side facing up and the front panel facing you.

**Length**—measure from left to right

**Width**—measure the side panels from front to back

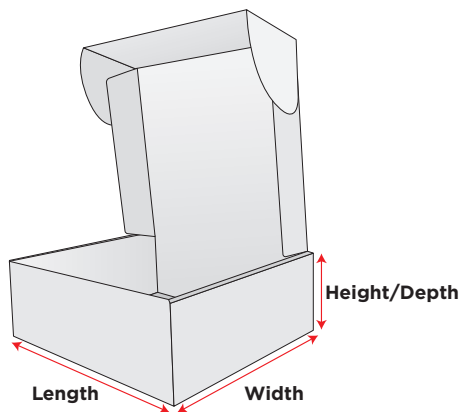
**Depth**—measure from top to bottom (excluding closure flaps)



### Should I Measure the Inside of the Box or the Outside?

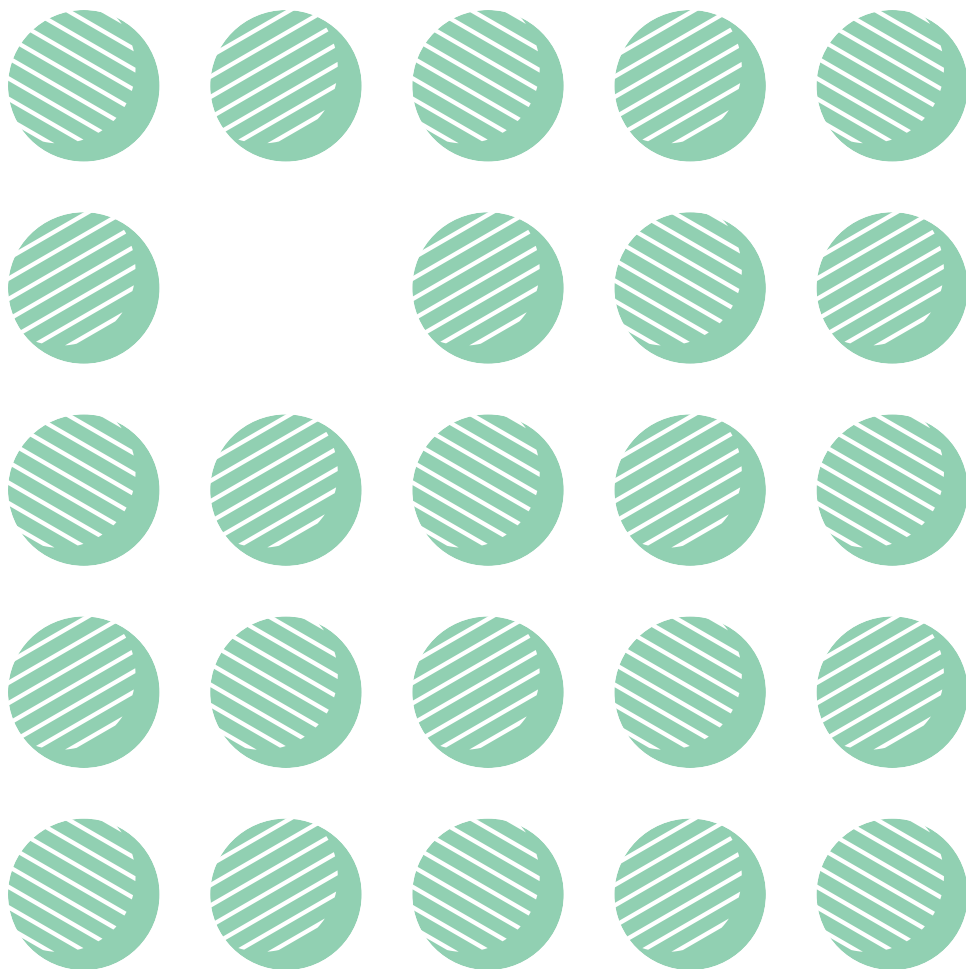
Internal dimensions (usable space) are preferred to ensure the box fits your products perfectly. Less room in the box for movement means less room for damage.

Internal measurements are especially important when measuring E-flute boxes, as external dimensions include the thickness of the material. For example, at  $\frac{1}{16}$ " thick, even one layer of material could be the difference between fitting and not. If a customer supplies you with dimensions, ask whether they're internal or external dimensions.



Scan the QR code to download the *Packaging Questionnaire worksheet* you can use with customers!

[www.independentprinting.com/packaging-questionnaire](http://www.independentprinting.com/packaging-questionnaire)



**LARGE FORMAT**  
MAXIMIZE YOUR BRAND



# Large Format

Get a large impact from your marketing

## Rigid Display Signs

Ideal for grand openings, campaigns, promotions, job fairs and special events.



**PVC**



**Foam Core**



**Coroplast**



**Ultra Board**

### Available Substrates:

- Acrylic
- Foam Core
- PVC
- Coroplast
- Polystyrene
- Ultra Board

Call for a quote today: 800.236.2439

# Large Format

Get a large impact from your marketing

## Posters & Banners

Indoors or outdoors, banners work hard for you by grabbing your audience's attention.

- Posters
- X-Banner Stand
- Economy Banner
- Premium Banner
- Indoor Banner
- Mesh Banner



## Window & Wall Graphics

Create unique marketing messages, display company logos and business hours with full color personalized graphics.

- Window Perf
- Window Clings
- Face Mount Window Clings
- Vinyl Window Decals
- Wall Graphics



## Floor Graphics

Custom printed on non-slip vinyl, our floor graphics are suitable for most surfaces and repositionable for maximum marketing reach.

- Non-slip Vinyl
- No leave-behind adhesive residue



Call for a quote today: 800.236.2439

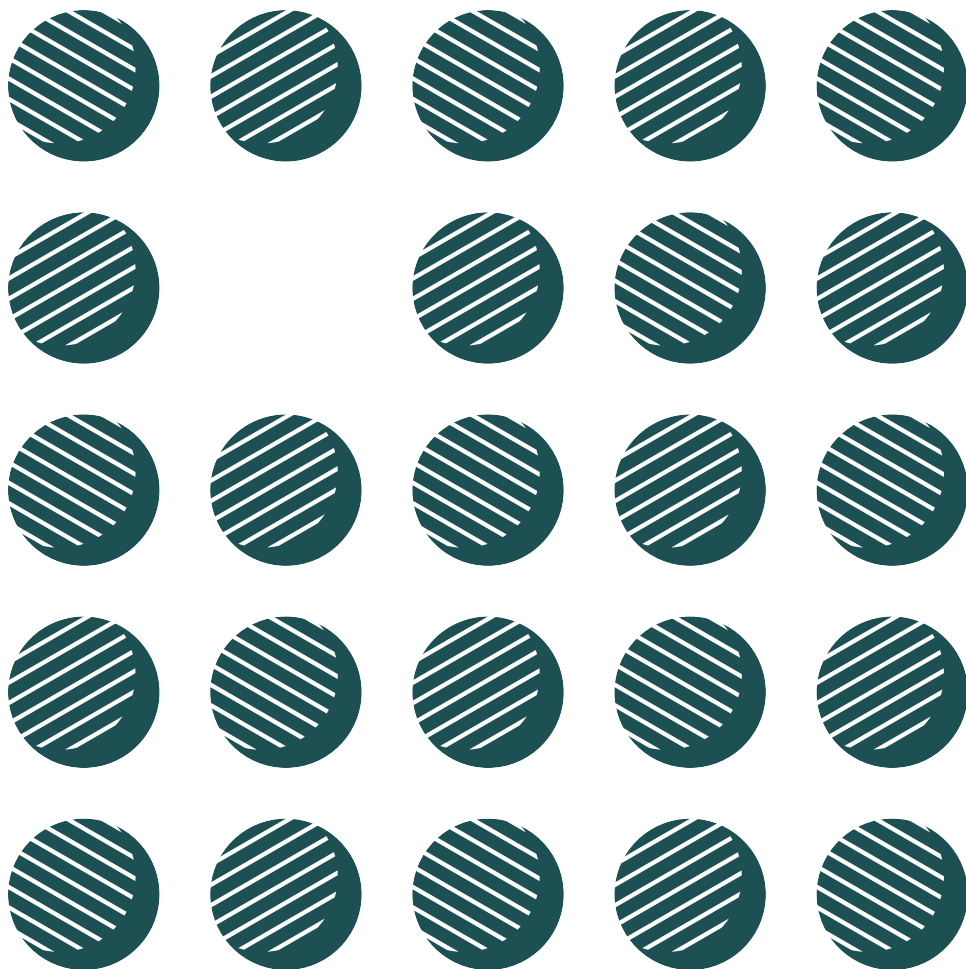
# Large Format

Get a large impact from your marketing

## Distance Legibility Chart

Determining the size of any sign begins with the 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
$\frac{5}{16}$ "	7'
$\frac{1}{2}$ "	12'
$\frac{3}{4}$ "	18'
1"	25'
1 $\frac{1}{2}$ "	36'
2"	49'
3"	74'
4"	113'
6"	150'
9"	300' (football field length)
12"	395'
14"	440'
18"	560'
24"	750'
36"	1130' ( $\frac{1}{5}$ of a mile)
48"	1500'
72"	2230'
96"	3000' ( $\frac{3}{5}$ of a mile)



**CHECKS**  
SECURE BUSINESS SOLUTIONS

# Business Check Experts

Committed to your security and satisfaction

## Security Solutions

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. 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 secure.

We proudly offer products that provide the perfect level of protection you require. See **pages 64-65** for our secure features. Our knowledgeable customer service team can help you select the products to fit your needs.



## Our Commitment to You

Your satisfaction is guaranteed. If we don't do it right, we'll make it right. The colors of products shown in print and on the website are approximations. If you are unsatisfied with our product or service, contact us so we may correct it.

## KEY ICONS



POPULAR / RECOMMENDED ITEM



PRODUCTION TIMES

# Overview of Products

Laser and manual checks, deposit slips, envelopes and more

## Checks

Choose from *laser* (available 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

Check layouts are adjustable 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
- Custom Logos



After Proof Approval

All Checks  
2 working days

## Deposit Tickets

Our offering includes popular booked, 3-on-a-Page and laser deposit tickets.

## Envelopes

We carry several of the most common window security envelopes. See **page 86** for dimensions and compatibilities.

## Stamps

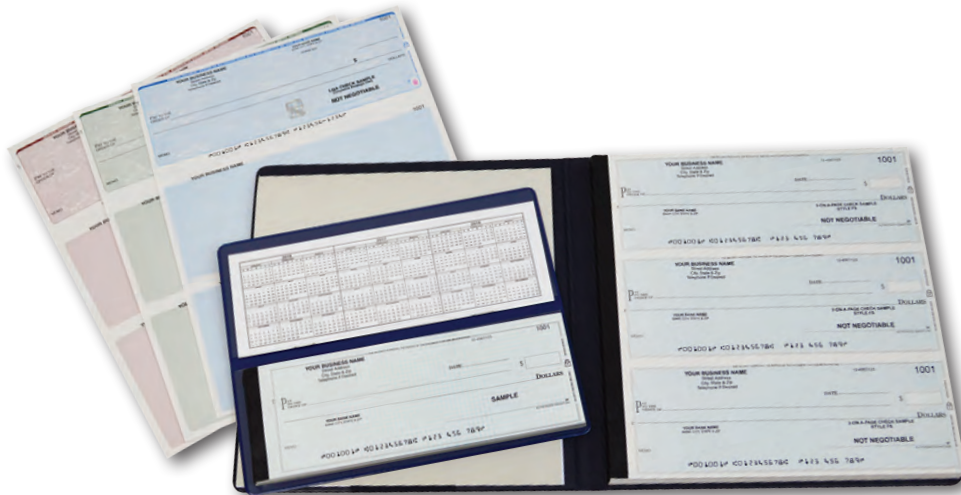
We have custom stamps made to order. See **page 91** for our available stock stamps with a two-day turnaround.

## Accessories

Need check binders? Covers? Storage boxes? We've got those, plus check registers and carbon paper.

## Samples

Samples are available upon request.



# Check Security Features

Add-on-paper security solutions

## Padlock Icon

Indicates a minimum of three security features on checks and is a registered trademark of the Check Payment Systems Association (CPSA).

## Micro-Printing

Printed text that is too small for the human eye to read acts as an anti-counterfeiting measure. Used on the signature and endorsement lines. It is also used on the border of all business checks. Look for the MP logo next to the signature line.

## 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.

## 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. This makes it easier to spot as an authentic check.

## Warning Box

Lists all security features with a description, so the issuer and recipient are aware of what is included.

## Holographic Foil

Multi-dimensional foil seal stamped to check stock. Cannot be duplicated by inks, copiers or scanners.



Thermochromic Ink  
Symbol (hand icon  
fades on touch)



Holographic Foil



True Watermark



Void Pantograph

## SECURITY FEATURES KEY

- 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 Security Background
- 9 Heat Sensitive Icon
- 10 Holographic Foil

# Check Security Features

Built-in-paper security solutions

## 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.*



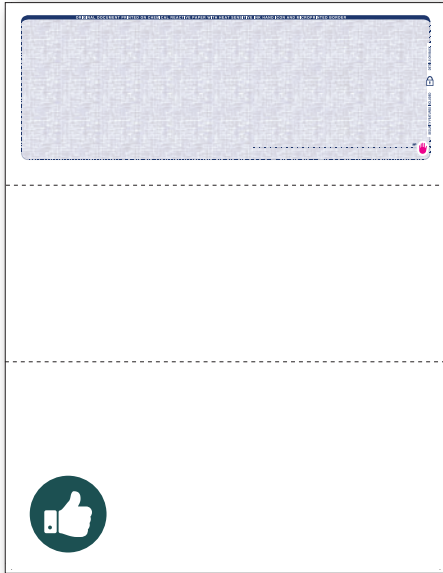
CHECKS

Choose a combination of our top-notch security features to protect your business finances



# Blank Stock

Available in the same styles and colors as imprinted checks



Includes signature line on a blank check.

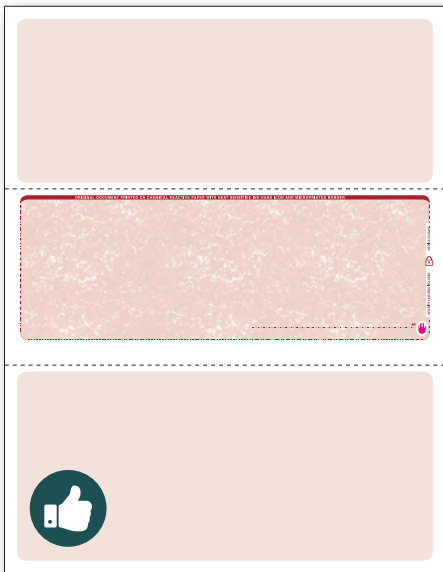
**LQAP** Top check position available in all colors and photo checks.

**MPL** Middle check position available in all colors and flag photo check only.

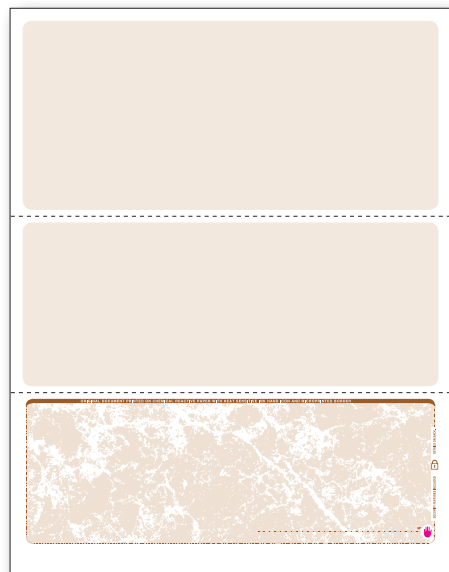
**IPLBP** Bottom check position available in limited colors.

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

**LQAP**



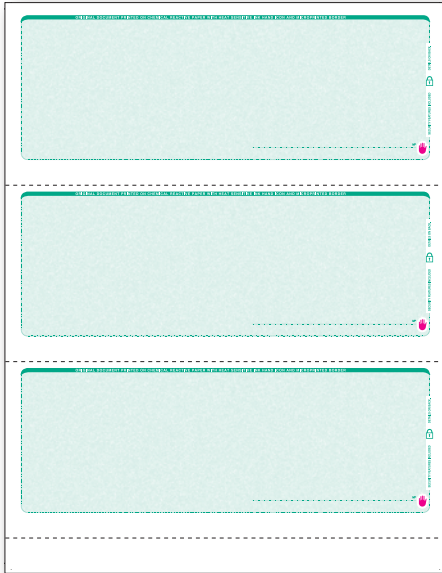
**MPL**



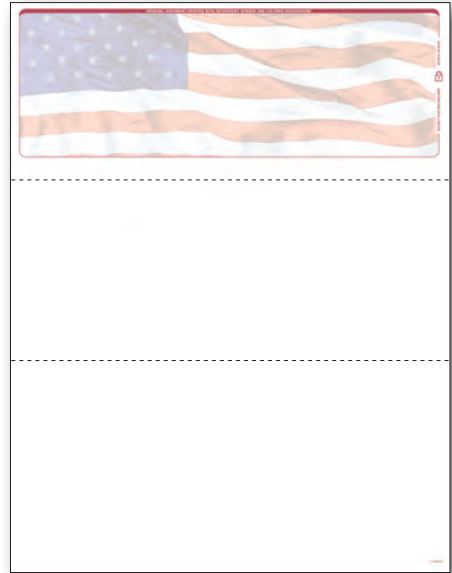
**IPLBP**

# Blank Stock

Available in the same styles and colors as imprinted checks



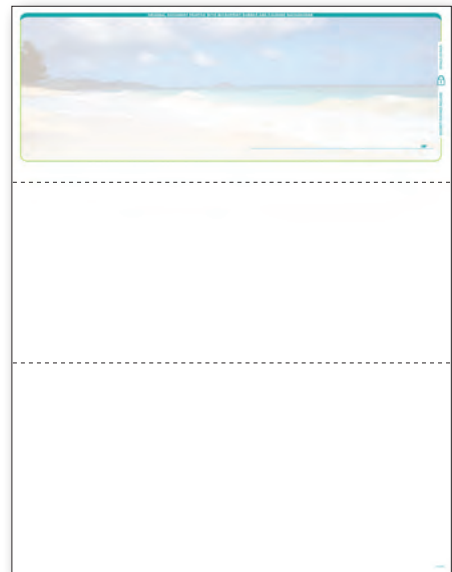
**LQTP**



**FLAG**



**FLEUR DE LIS**



**BEACH**

# Laser High-Security Checks

Accounting software compatible

Laser checks are compatible with all major business and accounting software programs. They 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\*

Speckled Pantograph Colors (Shaded Stubs)



Blue  
w/Void



Green  
w/Void

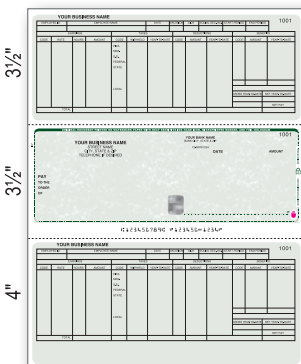


Burgundy  
w/Void

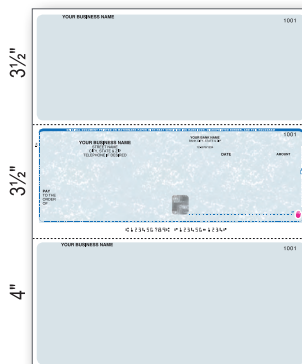
*\*Colors shown are a representation. For exact colors, please call to request color samples.*

## Microsoft Dynamics™ GP Checks (formerly Great Plains®)

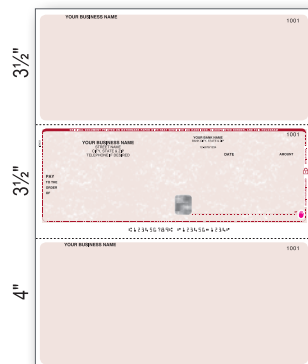
**Product Style** HIGP, HIGM, HIGM23  
**Compatibility** Great Plains® Accounting Software  
**Check Colors** Speckled: Blue, Green, Burgundy



**HIGP**



**HIGM**



**HIGM23**

# Laser High-Security Checks

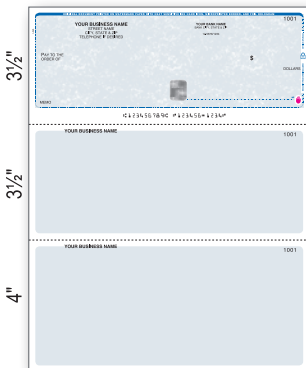
Accounting software compatible

## Quickbooks® Checks

**Product Style** HLQA

**Compatibility** Quickbooks®

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



**HLQA**



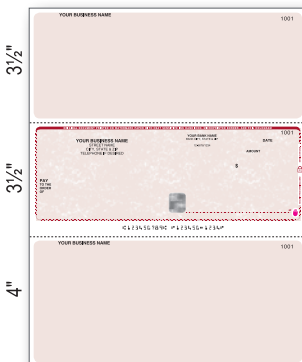
Our high-security checks feature a holographic foil, a multi-dimensional foil seal stamped to check stock. Cannot be duplicated by inks, copiers or scanners.

## Sage® 50 (formerly Peachtree® Checks)

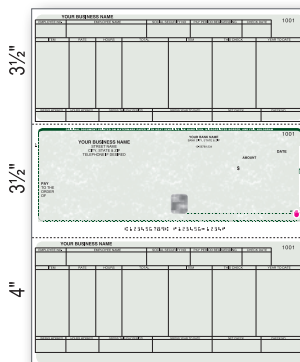
**Product Style** HIPM, HIPP

**Compatibility** Peachtree® Software & DACEASY Accounting Software

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



**HIPM**



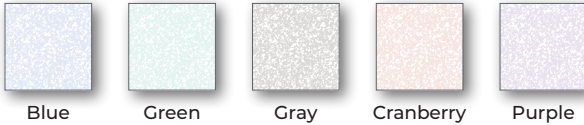
**HIPP**

# Laser Checks

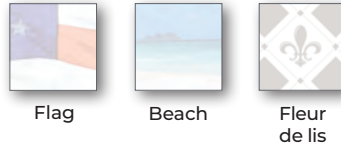
Accounting software compatible

## Laser Checks Color Chart\*

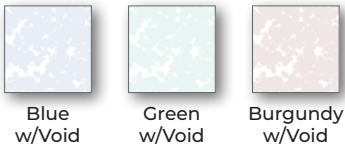
### Plain Colors (White Stubs)



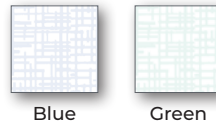
### Photo Checks (White Stubs)



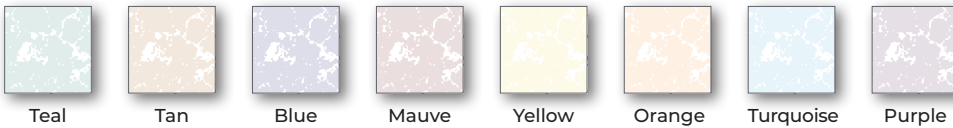
### Speckled Pantograph Colors (Shaded Stubs)



### Linen Pantograph Colors (White Stubs)



### Marble Colors (Shaded Stubs)



\*Colors shown are a representation. For exact colors, please call to request color samples.

## Personal Checks



Please call or visit [independentchecks.com](http://independentchecks.com) for pricing.

# Laser Checks

Accounting software compatible

## Microsoft Dynamics™ GP Checks (formerly Great Plains®)

**Product Style** IGP, IGA23, IGA4, IGM, & IGM23  
**Compatibility** Great Plains® Accounting Software  
**Check Colors** Available in all colors shown on **page 70**, except Beach & Fleur de lis

IGP check template showing three sections: top (3 1/2 inch), middle (3 1/2 inch), and bottom (4 inch). The top section contains a header with 'YOUR BUSINESS NAME' and a table with columns for 'DATE', 'AMOUNT', and 'CHECK NO.'. The middle section contains a large area for 'YOUR BUSINESS NAME' and a table with columns for 'DATE', 'AMOUNT', and 'CHECK NO.'. The bottom section contains a table with columns for 'DATE', 'AMOUNT', and 'CHECK NO.'.

**IGP**

IGA23 check template showing three sections: top (3 1/2 inch), middle (3 1/2 inch), and bottom (4 inch). The top section contains a header with 'YOUR BUSINESS NAME' and a table with columns for 'DATE', 'AMOUNT', and 'CHECK NO.'. The middle section contains a large area for 'YOUR BUSINESS NAME' and a table with columns for 'DATE', 'AMOUNT', and 'CHECK NO.'. The bottom section contains a table with columns for 'DATE', 'AMOUNT', and 'CHECK NO.'.

**IGA23**

IGA4 check template showing three sections: top (3 1/2 inch), middle (3 1/2 inch), and bottom (4 inch). The top section contains a header with 'YOUR BUSINESS NAME' and a table with columns for 'DATE', 'AMOUNT', and 'CHECK NO.'. The middle section contains a large area for 'YOUR BUSINESS NAME' and a table with columns for 'DATE', 'AMOUNT', and 'CHECK NO.'. The bottom section contains a table with columns for 'DATE', 'AMOUNT', and 'CHECK NO.'.

**IGA4**

IGM check template showing three sections: top (3 1/2 inch), middle (3 1/2 inch), and bottom (4 inch). The top section contains a header with 'YOUR BUSINESS NAME' and a table with columns for 'DATE', 'AMOUNT', and 'CHECK NO.'. The middle section contains a large area for 'YOUR BUSINESS NAME' and a table with columns for 'DATE', 'AMOUNT', and 'CHECK NO.'. The bottom section contains a table with columns for 'DATE', 'AMOUNT', and 'CHECK NO.'.

**IGM**

IGM23 check template showing three sections: top (3 1/2 inch), middle (3 1/2 inch), and bottom (4 inch). The top section contains a header with 'YOUR BUSINESS NAME' and a table with columns for 'DATE', 'AMOUNT', and 'CHECK NO.'. The middle section contains a large area for 'YOUR BUSINESS NAME' and a table with columns for 'DATE', 'AMOUNT', and 'CHECK NO.'. The bottom section contains a table with columns for 'DATE', 'AMOUNT', and 'CHECK NO.'.

**IGM23**

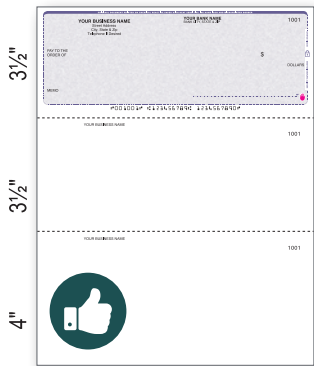
# Laser Checks

Accounting software compatible

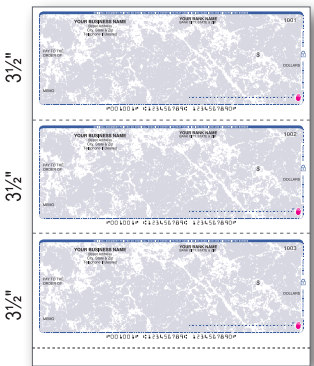
## Quickbooks® Checks

**Product Style** LQA & LQAL (with lines)  
**Compatibility** Quickbooks®  
**Check Colors** Available in all colors shown on **page 70**

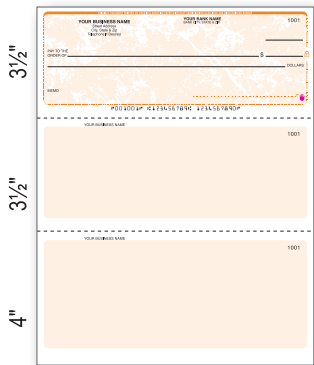
**Product Style** LQT & LQTL (with lines)  
**Compatibility** Quickbooks®  
**Check Colors** Plain: Blue, Green, Gray, Cranberry  
Marble: Teal, Tan, Blue  
Speckled: Blue, Green, Burgundy



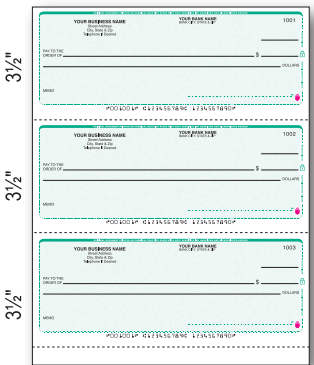
**LQA**



**LQT**



**LQAL**



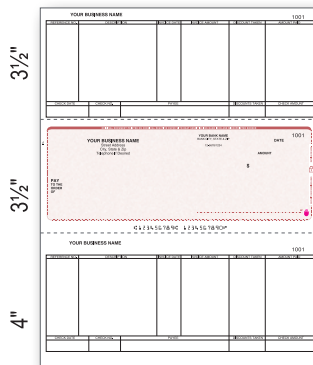
**LQTL**

# Laser Checks

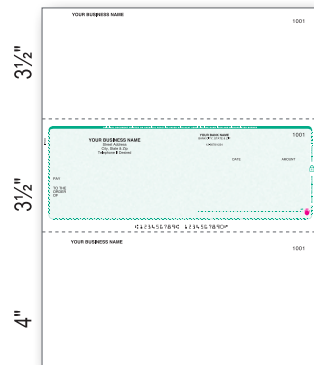
Accounting software compatible

**Sage® 50** (formerly Peachtree® Checks)

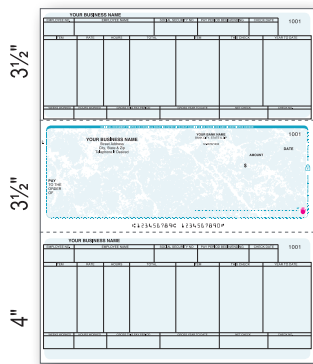
**Product Style** IPA, IPM34, IPP, IPM  
**Compatibility** Peachtree® & DACEASY Accounting Software  
**Check Colors** Available in all colors shown on  
**page 70**, except Beach and Fleur de lis



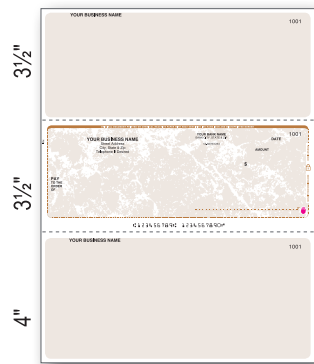
**IPA**



**IPM34**



**IPP**



**IPM**



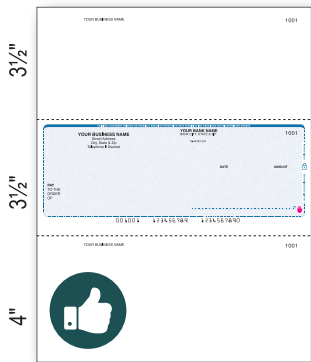
# Laser Checks

Accounting software compatible

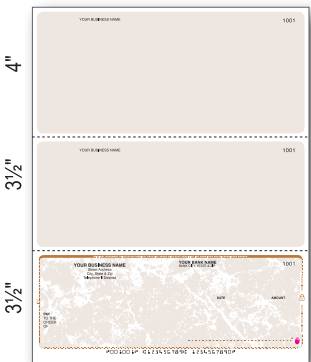
## Multipurpose Checks

**Product Style** ML  
**Check Colors** Available in colors shown on **page 70**, except Floral, Beach & Fleur de lis

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



**ML**



**IPLB**

# 3-On-A-Page Checks

## Manual payroll and multipurpose

### Manual Checks Color Chart\*

#### Safety Colors



Blue



Green



Gray



Gold



Pink

#### Other Background Colors



Blue  
Linen



Green  
Linen



Gray  
Linen



Tan  
Linen



Teal  
Marble



Tan  
Parchment

\*Colors shown are a representation. For exact colors, please call to request color samples.



### FSP\*

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

**Check Colors** Available in all colors shown **above**, except Tan Parchment

\*Duplicate checks come with coding boxes (holographic foil not available for manual payroll / multipurpose checks)

# 3-On-A-Page Checks

## Manual payroll and multipurpose

### 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

\*Duplicate checks come with coding boxes (holographic foil not available for manual payroll / multipurpose checks)

# 3-On-A-Page Checks

## Manual payroll and multipurpose



### 950\*

This multipurpose 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 (holographic foil not available for manual payroll / multipurpose checks)

## Manual general disbursement

**IPC\***

**Check Colors** Safety Blue, Green, Gold

**FS\***

**Check Colors** Available in all colors shown on **page 75**

# 3-On-A-Page Checks

## Manual general disbursement

**1001**

**BALANCE SHEET**

DATE	AMOUNT	DATE	AMOUNT
TO		DATE	
FOR		DATE	
TOTAL		TOTAL	
CHECKS		BALANCE	

**YOUR BUSINESS NAME**  
Street Address  
City, State & Zip  
Telephone if Desired

**12-4567123**

**1001**

**DATE** \_\_\_\_\_

**\$** \_\_\_\_\_

**DOLLARS**

**100 1003 10 123456789 123 456 789**

**S\***

A popular general disbursement check designed for business.

**Check Colors** Available in all Safety Colors

**1001**

**BALANCE SHEET**

DATE	AMOUNT	DATE	AMOUNT
TO		DATE	
FOR		DATE	
TOTAL		TOTAL	
CHECKS		BALANCE	

**YOUR BUSINESS NAME**  
Street Address  
City, State & Zip  
Telephone if Desired

**YOUR BANK NAME**  
BANK CITY STATE & ZIP

**12-4567123**

**1001**

**DATE** \_\_\_\_\_

**\$** \_\_\_\_\_

**DOLLARS**

**100 1003 10 123456789 123 456 789**

**SSM\***

This popular general disbursement check has an area for addressee, saving you time. Combine with our single-window envelope available printed (PWE) or blank (BWE), sold separately.

**Check Colors** Safety Blue, Green, Gold

*\*Duplicate checks come with coding boxes*

## Manual general disbursement



**Check Colors** Safety Blue, Green, Gold

DEBIT CODES			CREDIT CODES				
G/L	DEPT	JRL	G/L	DEPT	JRL	AMOUNTS	

## 950

The 950 code box is on all style 950 and IPC duplicates.

## UDC

The UDC bookkeeping code box is standard on all S, SP, SI and SSM style duplicates.

Bookkeeping code boxes are imprinted on all duplicates and provide a convenient accounting method. Payments can be posted to the appropriate accounts without having to rewrite the check information in a separate journal. Additional information can be printed on all manual checks.

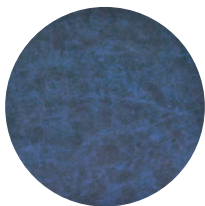
*\*Duplicate checks come with coding boxes*



# Compact 3-On-A-Page

Manual general disbursement

## Compact 3-On-A-Page Checks\*



Blue Cover

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

<b>Overall Size</b>	8 <sup>7</sup> / <sub>8</sub> " x 9 <sup>3</sup> / <sub>16</sub> "
<b>Check Colors</b>	Available in all colors
<b>Cover Color</b>	Blue
<b>No. of Parts</b>	Originals Duplicates – carbonless or with carbon Triplicates – carbonless only
<b>Check Format</b>	Same as style FS (general disbursement check); consecutive MICR numbers; 10 digits standard in the MICR area; consecutive <sup>3</sup> / <sub>16</sub> " Gothic numbers; 10 digits standard
<b>Type Font</b>	Helvetica

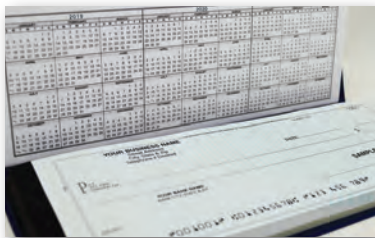
\*Offered in all available manual check colors and background patterns.



# Pocket Checks & Bank Drafts

Manual general disbursement

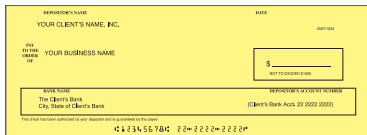
## Pocket Checks\*



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

<b>Overall Size</b>	9" x 3 <sup>1</sup> / <sub>16</sub> "
<b>Check Color</b>	Blue safety paper only
<b>Cover Color</b>	Blue
<b>No. of Parts</b>	Originals Duplicates – carbonless only
<b>Check Format</b>	Same as style FS (general disbursement check); consecutive MICR numbers; 10 digits standard in the MICR area; consecutive 3 <sup>1</sup> / <sub>16</sub> " Gothic numbers; 7 digits standard
<b>Type Font</b>	Helvetica

## Bank Drafts



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

<b>Size</b>	8 <sup>1</sup> / <sub>8</sub> " x 3 <sup>1</sup> / <sub>16</sub> "
<b>No. of Parts</b>	1
<b>Product Color</b>	Gold

# Check Start-Up Kit

Laser and 3-on-a-Page manual

## 3-On-A-Page Manual Start-Up Kit



The check start-up kit offers a one-stop shopping experience that saves on time and provides a complete solution for business check needs. Orders received before 12 PM CST will ship in two working days.

This start-up kit is available in any 3-on-a-Page check style. All items ship together in one box. Kit comes with duplicate **BKDØA** deposits pictured on **page 84**.

### Binding Options

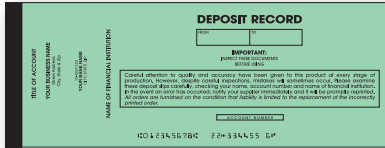
- Comb Binder (*pictured left on top*)
- 7-Ring Binder (*pictured left on bottom*)

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	✓	✓	✓

# Deposit Tickets

One-part, duplicate or triplicate on carbonless paper

## Booked Deposit Tickets



Cover



White



Canary



Pink

**Size  
Color**

8 1/8" x 3 3/16"

One-part – White

Two-part – White & Canary

Three-part – White, Pink & Canary

**BACKSIDE  
VIEW FOR ONE-PART  
TICKETS**

### Deposit Backside

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

### BKDØA – Standard

29 deposit entries



### BKDØB – Retail

9 deposit entries with itemized currency

### BKDØC – Security Bag

10 deposit entries with itemized currency  
Two signature lines

# Deposit Tickets

One-part, duplicate or triplicate on carbonless paper

## BKDØD - Vertical

22 deposit entries with itemized currency

## BKDØE - Commercial

Commercial deposit entries with itemized currency

## Quicken/Quickbooks® Deposit Tickets

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).

**Size** 8½" x 11"

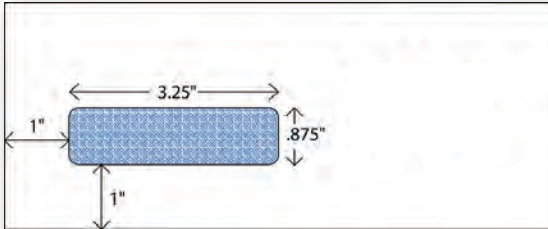
## 3-On-A-Page Deposits

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

**Size** 9<sup>3</sup>/<sub>16</sub>" x 13"

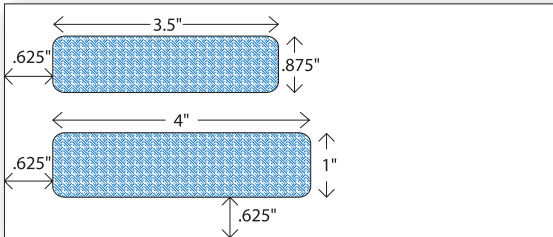
# Envelopes

Laser check compatible



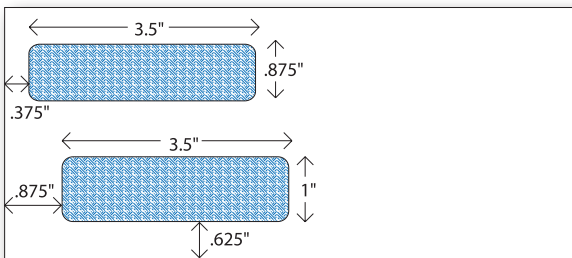
## BWE

<b>Compatible W/</b>	SSM
<b>Sealing</b>	Standard
<b>Overall Size</b>	8.625" x 3.5"
<b>Windows</b>	3 1/4" W



## DWE

<b>Compatible W/</b>	ML, IPLB
<b>Sealing</b>	Standard
<b>Overall Size</b>	8.625" x 3.625"
<b>Windows</b>	Top 3 1/2" W Bottom 4" W



## DWQ and DWQS

<b>Compatible W/</b>	LQA, LQAL, LQT, LQTL
<b>Sealing</b>	Standard (DWQ) Self-Seal (DWQS)
<b>Overall Size</b>	8.875" x 3.875"
<b>Windows</b>	Both 3 1/2" W

# Stock Logo Options

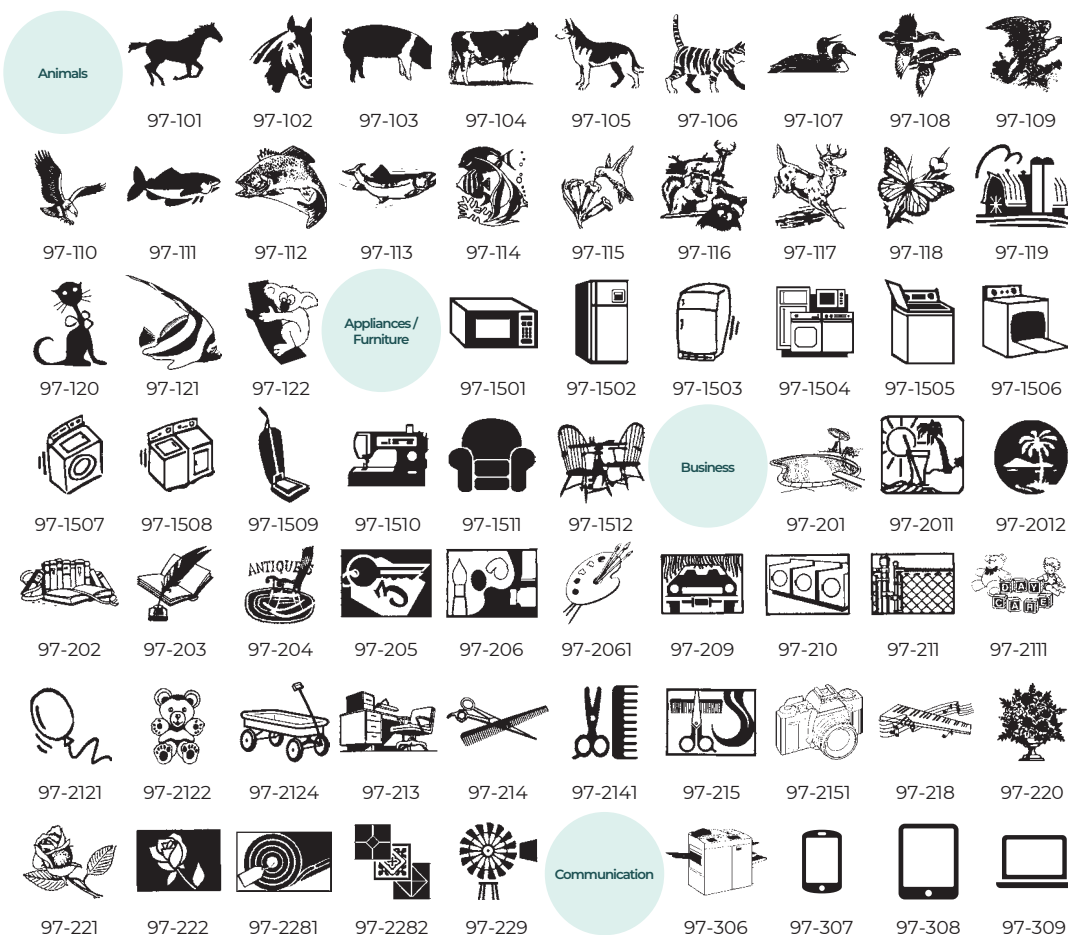
Add a black logo at no additional charge

## 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

## Communication Cont'd



97-310



97-311

## Food



97-401



97-402



97-406



97-4061



97-407



97-408



97-409



97-4091



97-312



97-403



97-401



97-411



97-4111



97-412



97-414



97-415



97-4151



97-416



97-4161



97-4162



97-417



97-418



97-419



97-420



97-421



97-422

## Homes



97-601



97-602



97-603



97-604



97-605



97-606



97-607



## Landscape



97-701



97-702



97-7021



97-7022



97-7023



97-7024



97-7025



97-7026



97-7027



97-7028



97-703



97-704



97-705



97-706



97-707



97-708



97-709

## 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



97-852

## Professionals



97-901



97-9011



97-902



97-9021



97-9022



97-903

# Stock Logo Options

Add a black logo at no additional charge



97-904



97-905



97-9051



97-9052



97-9053



97-907



97-908



97-909



97-910

Service  
Options



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



97-1017



97-1018



97-1019



97-1020



Special  
Designs



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



97-1123



97-1124



97-1125



97-1126



97-1127



97-1128



97-301

Sports



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



97-1215

Transportation



97-1301



97-1302



97-13021



97-1303



97-1304

CHECKS



# Stock Logo Options

Add a black logo at no additional charge

Transportation  
Cont'd



97-1305



97-13033

Vehicles



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

BATTERIES



97-1420



97-1421



97-1422



97-1423



97-1424

## Additional Check Products

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

# Stamps

Personalized pre-inked stamps

## Stock Stamps

We have a variety of stock stamps ready to use in two days. Stock stamps are available in black, blue, green and red ink colors (*one ink color per stamp*).



## Return Address

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

## Serif Return Address

**MR. FRANK JOHNSON**  
1234 S. Hickory Ave  
Rockford, MN 55373

## Endorsement

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



#41706



#41710



#41714



#41703



#41707



#41711



#41715



#41701



#41704



#41708



#41712



#41716



#41702



#41705



#41709



#41713



#41717

# Checks

## General information

---

### LOGOS

Logos must be submitted electronically (via email). Vector art (Illustrator) is preferred. If exact logo placement is requested, proof approval may be required.

Logos print black. Additional colors can be requested for an additional charge. If exact logo placement is requested, proof approval may be required.

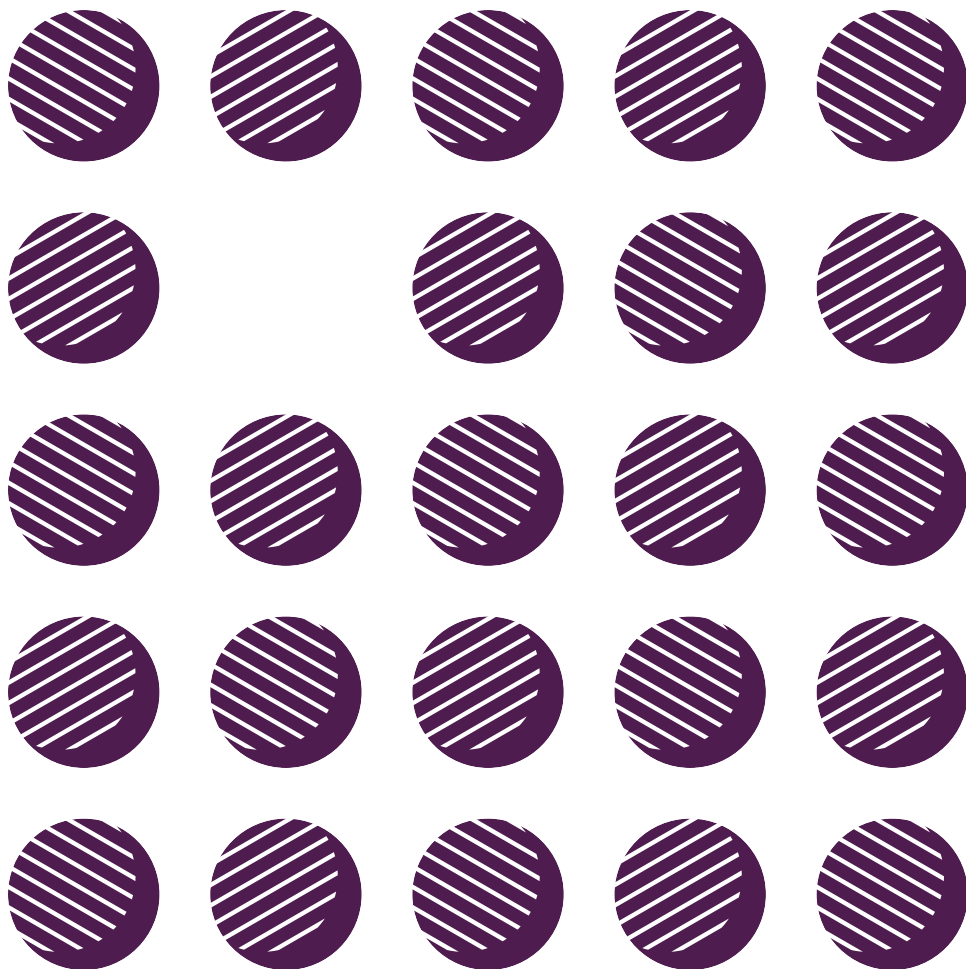
Email logos to  
**checks@independentinc.com**

### NUMBERING

Black Gothic numerals on all computer check formats. Indicate if numbers print on checks, stubs, both or none. ***If not specified, all positions will be numbered.*** Consecutive MICR numbers print on left side in auxiliary On-Us field only.

### DISTRIBUTOR IMPRINT ON CHECKS

Name and phone can appear in the checks stub area. Space is limited to 38 characters including spaces. Symbols and logos are not available in the distributor imprint field.



# FORMS

INNOVATIVE SOLUTIONS THAT MAKE YOU  
STAND OUT FROM YOUR COMPETITORS

# Forms

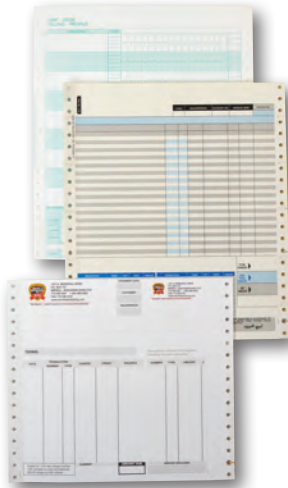
Traditional forms to meet everyday business needs

---

## 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.



### 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

### Standard Sizes\*

- 9½" x 11"
- 9½" x 14"
- 9½" x 8½"
- 9½" x 7"
- 9½" x 5½"

## Laser Cut Sheets

---

Laser cut sheets are designed for use with laser printers, ink jet printers and high-speed copiers.



### Features

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

### Standard Sizes\*

- 8½" x 11"
- 8½" x 14"

*\*Custom sizes available*

# Forms

Traditional forms to meet everyday business needs

## Notepads

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



### Features

- Available in a variety of sizes
- 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
- Security prescription pads available with Defensa® Security Papers

## 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!



### Features

- Up to 5 colors (CMYK or PMS)
- Black or red crash numbering
- Shrink wrapping
- Portrait or landscape orientations
- Foil and embossing effects
- Printed on Defensa® Security Papers
- Non-security stocks also available

### Standard Sizes\*

- 8½" x 11"
- 11" x 8½"

**defensa**  
Security Papers

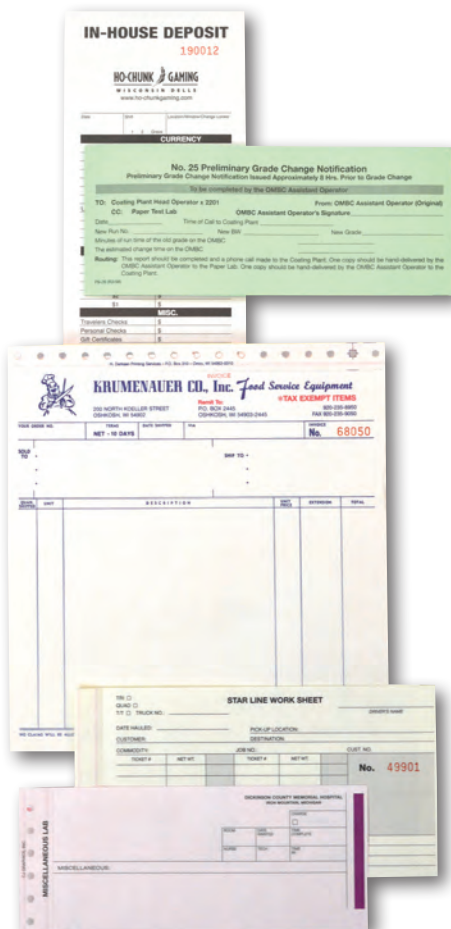
*\*Custom sizes available*

# Forms

Traditional 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\*

- 8½" x 11"
- 8½" x 14"
- 5½" x 8½"

### 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 Size\*

- 8½" x 11½"

*\*Custom sizes available*

# Forms

Traditional forms to meet everyday business needs

---



## 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.

### 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

### Standard Size\*

- 8½" x 11½"

### Target Markets

---

- Trade Businesses
- Retail Shops
- Insurance
- Service Shops
- Casinos



Scan the QR code to view additional forms products online!

[www.independentchecks.com/forms](http://www.independentchecks.com/forms)



# Forms

Traditional 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\*

- 8½" x 11"
- 8½" x 14"
- 8½" x 7"



*\*Custom sizes available*

# Forms

Traditional forms to meet everyday business needs

## 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

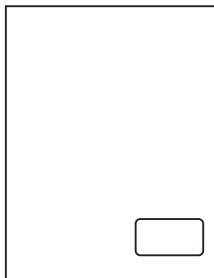
The card is integrated into the sheet and peels out cleanly due to a laminate on the back. Uses: situations where information is imprinted on the face of card.

## Frequently Used Card Choices

Standard card size is  $3\frac{3}{8}" \times 2\frac{1}{8}"$  with a  $\frac{1}{8}"$  rounded corner die cut. The card can be placed anywhere on the sheet as long as the criteria is met.

### Option 1

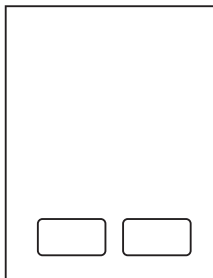
1 Card / Sheet



The card must be positioned at least  $\frac{3}{8}"$  from any edge or perf.

### Option 2

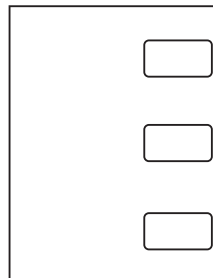
2 Adjacent Cards / Sheet



There must be  $\frac{3}{8}"$  spacing between the two cards.

### Option 3

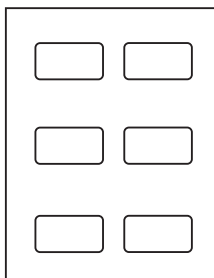
3 Cards / Sheet



The card locations must be left, right or centered on the sheet. The card position is repeated at  $\frac{3}{2}"$  intervals per sheet.

### Option 4

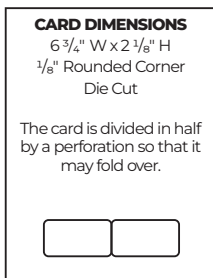
6 Cards / Sheet



There must be  $\frac{3}{8}"$  spacing between each set of cards. The card set is repeated at  $\frac{3}{2}"$  intervals per sheet.

### Option 5

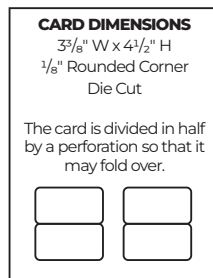
1 Fold-Over Card / Sheet



The card must be positioned at least  $\frac{3}{8}"$  from any edge or perf.

### Option 6

2 Adjacent Fold-Over Cards / Sheet



The sets of cards are placed side-by-side with  $\frac{3}{8}"$  spacing from any edge or perf.

# Forms

## General information

---

### **INTEGRATED PRODUCTS**

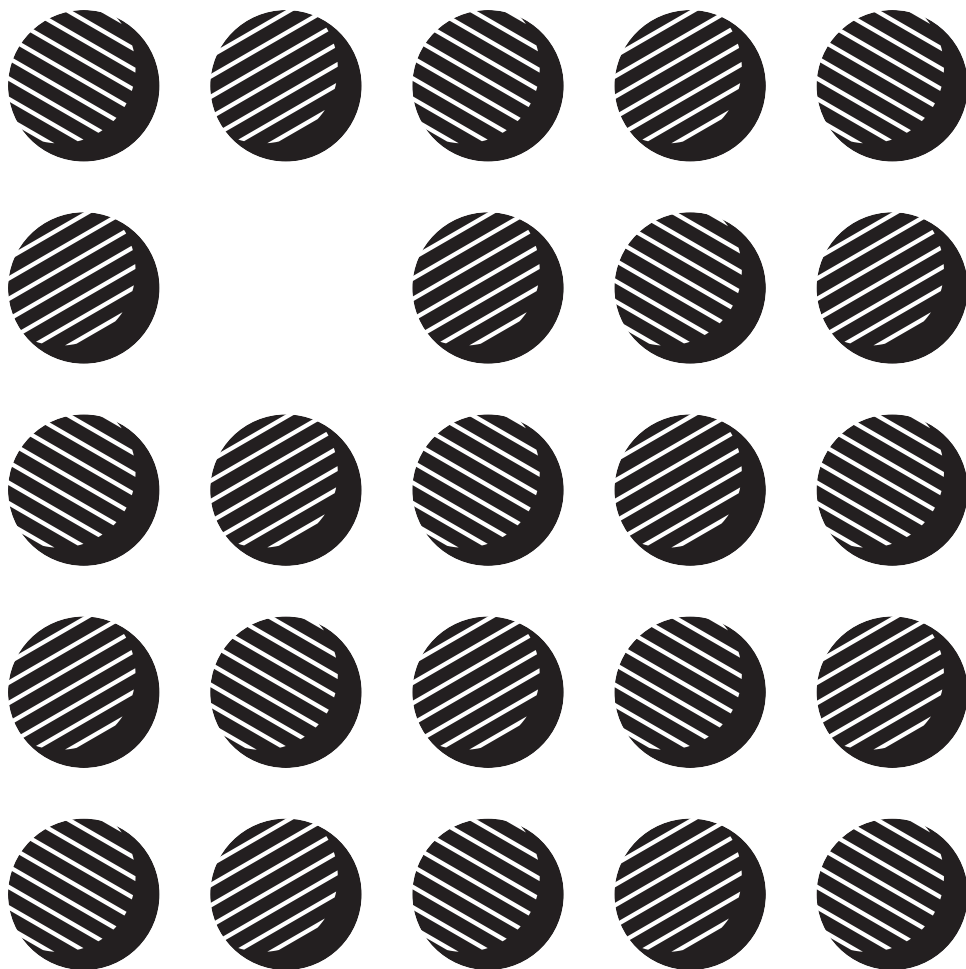
Our standard card size is 3.375" x 2.125"  
(with round corners).

### **NUMBERING**

Black or red Gothic numerals available  
on all forms. Red can be bleed through  
for security purposes.

### **PRESS COLORS**

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



# IMPORTANT INFO

THINGS TO CONSIDER

# Important Information

## Things to consider

---

### GENERAL ORDERING

---

#### CALL

Folders, Packaging & Large Format:  
**800.236.2439**

Checks & Forms:  
**866.487.1370**

#### EMAIL

Folders, Packaging & Large Format:  
**customerservice@independentprinting.com**

Checks & Forms:  
**checks@independentinc.com**

#### CANCELATIONS

You will be billed for actual work completed on orders canceled while in progress. A minimum cancellation fee of \$50 (R) applies once an order is entered into our system. Custom stocks or materials will incur an additional restocking charge.

#### 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.

### ORDER STANDARD PRACTICES

---

#### PRODUCTION TIMES

Production time is calculated after proof approval. Average production times vary; please see production information on item-specific pages in this catalog. Normal production days are Monday through Friday. Please approve your order and artwork proof by 1 PM CST for same-day processing.

#### OVER / UNDERRUNS

Due to the number of manufacturing processes in your order's production, it is impossible to determine the exact quantity we will ship. Therefore, 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. Add 10% to the catalog price if an exact quantity is required.

#### SHIPPING

Shipping F.O.B. Wisconsin  
Unless otherwise specified, we ship ground inside the continental USA. If more economical on large shipments, motor freight will be used. If inside delivery (department, suite, floor, etc.) is required, please specify on your order. Some carriers charge additional for inside delivery or when lift gates are required.

#### SPLIT SHIPPING

Additional charges apply for more than two locations.

#### 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 contact 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 and 100 degrees Fahrenheit. This especially applies to warehouse storage.

# Important Information

## Things to consider

---

### **RUSH ORDERS**

If you require a guaranteed early ship date, extra charges may apply. Contact us for availability and pricing.

### **PROOFS**

Available upon request; your first PDF proof is FREE. Allow 2-3 working days to send proof. Any alterations made that were not in the original copy will be billed as customer alterations. Normal production time begins after proof approval. Press proofs are available. Contact us for pricing.

### **PROTOTYPES**

Prototypes are available for an additional charge. Prototypes will be produced on blank white paper at the appropriate basis weight for the piece being constructed. Contact us for pricing.

### **SALES SAMPLES**

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

### **JOB SAMPLES**

Job samples are available upon request when the order is placed. They will be billed at per unit cost and shipped via USPS.

### **STOCK**

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

### **CUSTOM ORDERS**

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

### **RIGHTS TO PROMOTE**

We reserve the right to use all products we produce in our advertising and displays unless specified in writing at the time of order. In addition, the purchaser agrees to assume any liability resulting from the actions or demands brought against the manufacturer for patent or copyright infringements. Logos and other imprints shown in this catalog are for illustrative purposes only.

### **ARTWORK**

---

#### **SOFTWARE COMPATIBILITY**

We accept files created in the following applications:

- Acrobat PDF (Mac & PC)
- Adobe InDesign (Mac & PC)
- Adobe Illustrator (Mac & PC)
- Adobe Photoshop (Mac & PC)
- Encapsulated Postscript Files (EPS)

We cannot accept files created with Microsoft Word, Publisher or PowerPoint.

#### **FILE REQUIREMENTS**

Send only high-resolution (minimum of 300 dpi) files. Convert all images from RGB to CMYK. Include all fonts used or convert text to outlines. Incorrect files and files created without our item templates may delay production and can incur prep charges. Corrections, alterations and set-up charges will be billed at \$180 (R) per hour.

#### **BLEED REQUIREMENTS**

Allow 1/8" (.125") on all sides and past all of the trim areas.

# Important Information

## Things to consider

---

### ARTWORK / DIE STORAGE

Our Electronic Prepress Services department saves and archives all electronic files for a 2-year period. At that point, if we haven't received a written request for a return, materials are recycled without notification.

### FILE TRANSFER OPTIONS

#### EMAIL (*files under 5 MB*)

Folders, Packaging & Large Format:

[customerservice@independentprinting.com](mailto:customerservice@independentprinting.com)

Checks & Forms:

[checks@independentinc.com](mailto:checks@independentinc.com)

#### FTP (*files over 5MB*)

Web Browser:

[www.independentprinting.com/artwork](http://www.independentprinting.com/artwork)

## MANUFACTURING TERMS

---

### COLOR MATCHING

We make every effort to color match when printing four-color process, but it is not guaranteed. If color matching is needed, it must be clarified and approved prior to production. Please specify a PMS color, and a small fee will be applied.

### PRINTING — PMS INKS

Standard PMS colors are available at no charge. 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 your project deviates from these standards, it must be made clear and approved prior to production.

### PRINTING — FOUR-COLOR PROCESS

Process color printing uses the color model that describes each color in terms of the quantity of each secondary color (cyan, magenta, yellow) and "key" (black) to produce virtually any color. Four-color process can be printed both digitally and conventional offset. We print to industry standard ink densities on press. If your project deviates from these standards or needs to match a sample, this must be made clear and approved before production. Every element of a process art file must be in CMYK colors (no RGB or PMS).

### SOLID / HEAVY INK COVERAGE

Refers to the increased amounts of ink necessary for solid blocks of color or ink coverage exceeding 35% or more. Solid/heavy ink 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.

### RICH BLACK

Rich black, in printing, is an ink mixture of solid black over one or more other CMYK colors, resulting in a darker tone than black ink alone. Our standard rich black formula is C: 60%, Y: 30%, M: 30% and K: 100%.

### LAMINATION

Film lamination bonds a protective layer of plastic to the printed sheet. Lamination is the most durable of all applications. Prices are based on using 1.3 mil gloss or soft feel film laminate. Soft feel may show scuffing. See the Stock & Finishing Guide for laminate samples.

# Important Information

## Things to consider

---

### COATING — AQUEOUS / VARNISH

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

### COATING — UV

This ultraviolet (UV) light-cured coating is available in a gloss finish which is substantially shinier than gloss varnish. In addition, it's thicker and more protective than varnish or aqueous coatings and tends to show fingerprints when used on darker colors.

### FOIL-STAMPING

This process uses metal dies, heat and pressure to apply foil films to paper. Foil can be both metallic and non-metallic. Non-metallic foils may not be completely opaque and may appear slightly different when used on a dark paper stock. See the Stock & Finishing Guide for standard foil colors. We can order custom foils for an additional charge.

Foil-stamping prices include one foil stamping die and one standard foil color up to 24 contiguous square inches in one area. For best results, avoid type smaller than 10 pt and fonts with tight, intricate detail which may fill in. Very fine lines (thinner than 1 pt) and letters placed very close together (closer than 1 pt thickness apart) are not recommended. Foil elements must remain 1/8" (.125") from all edges and scores.

### EMBOSSING / DEBOSSING

Embossing and debossing are the processes of creating a raised or recessed impression on paper using a die and pressure. Embossed elements must remain 1/8" (.125") from all edges and scores.

Embossing prices include a single-level embossing die up to 24 contiguous square inches in one area. For best results, avoid script/brush stroke type styles, fine lines and graphics with intricate detail. Multi-level or sculpted embossed designs require a separate estimate.

### REGISTRATION

This is the process of marrying two or more print or finishing design elements together. There is no extra charge for tight print registration in most cases. However, there is an additional charge to register foil and emboss to each other or to print. Contact us for pricing.

## PAPER TERMS

---

### COATED PAPER

Has a smoother finish and is not very porous. Coated paper is available in a variety of sheens and finishes. Printed ink will sit on top of paper. Color will appear more vivid on coated paper versus uncoated paper.

### UNCOATED PAPER

Has a flat finish and is available in many textures. Uncoated has a porous, more natural feel. Most recycled paper is uncoated. Ink will soak into the fibers of the paper.

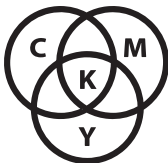


[illegible]

# Capabilities

---

4-COLOR PROCESS (CMYK)  
BINDERS  
BINDING | FINISHING  
BOOKLETS  
COLOR MATCHING  
COMMERCIAL PRINTING  
CUSTOM PROTOTYPES SMALL PACKAGING  
CUSTOMIZABLE SHORT-RUN E-FLUTE PACKAGING  
DIGITAL PRINTING  
DIE-CUTTING  
DIRECT MAIL  
ENVELOPES  
FOIL-STAMPING | EMBOSSING | DEBOSSING  
FOLDERS  
KITTING  
LAMINATION  
LITHO-WRAP PROMO PACKAGING  
PMS | SPOT COLORS  
SADDLE STITCHING  
SIGNS | BANNERS | DISPLAYS | WIDE FORMAT  
SPINE ELEMENTS  
UP TO 8 COLOR PRINTS  
UV INKS & COATINGS: AQUEOUS | UV COATING  
VARIABLE DATA PRINTING  
WAREHOUSE FULFILLMENT  
PLUS MORE





*Scan the QR code to view  
our contact information.*  
[www.independentprinting.com/contact-us](http://www.independentprinting.com/contact-us)

### ***Production Notes***

---

#### **Binding**

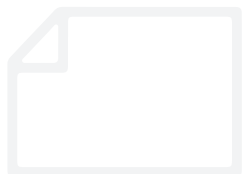
Perfect Bound Booklet

#### **Cover**

White, Uncoated Smooth, 100# Cover  
1 Color + Black | Registered Clear Foil  
Registered Deboss

#### **Body Pages**

White, Anthem Plus Satin, 100# Text  
4-Color Process



4-COLOR PROCESS (CMYK)  
BINDERS  
BINDING AND FINISHING  
BOOKLETS  
COLOR MATCHING  
COMMERCIAL PRINTING  
CUSTOM PROTOTYPES SMALL PACKAGING  
CUSTOMIZABLE SHORT-RUN E-FLUTE PACKAGING  
DIGITAL PRINTING  
DIE-CUTTING  
DIRECT MAIL  
ENVELOPES  
FOIL STAMPING | EMBOSSING | DEBOSSING  
FOLDERS  
KITTING  
LAMINATION  
LITHO-WRAP PROMO PACKAGING  
PMS/SPOT COLORS  
SADDLE STITCHING  
SIGNS | BANNERS | DISPLAYS | WIDE FORMAT  
SPINE ELEMENTS  
UP TO 8 COLOR PRINTS  
UV INKS & COATINGS: AQUEOUS | UV COATING  
VARIABLE DATA PRINTING  
WAREHOUSE FULFILLMENT

