

PRESENTATION FOLDERS

| | |
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ORDERING INFORMATION

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| Presentation Folders | 125-130 |
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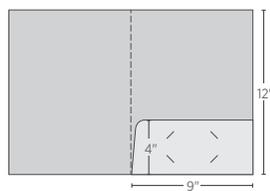
Standard Presentation Folders

Standard Presentation Folders:

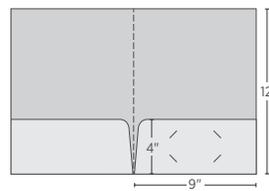
- 24-hour production time for most options
- FREE ground shipping to one location within the continental United States (not Alaska and Hawaii) included



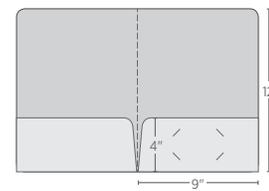
Most Popular | Presentation folders are the ultimate brand enhancer. They provide a showcase piece for use wherever and whenever a professional, organized appearance is needed. Presentation folders tell everyone: "This is who I am!"



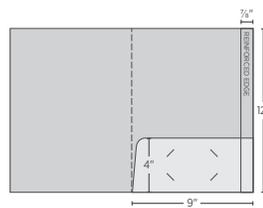
Style #: F1
Standard 1 Pocket



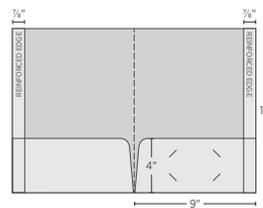
Style #: F2
Standard 2 Pockets



Style #: F2RD
Standard 2 Pockets
with Rounded Corners



Style #: B1
Standard 1 Pocket
with One Reinforced Edge



Style #: B2
Standard 2 Pockets
with Two Reinforced Edges



Standard Presentation Folders

| Base Price — Class 1 Stocks | 50 | 100 | 250 | 500 | 1,000 | 1,500 | 2,000 | 2,500 | 3,000 | 5,000 |
|------------------------------------|----------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| No Imprint 24hr | \$3.315 | \$1.975 | \$1.245 | \$0.895 | \$0.715 | \$0.647 | \$0.600 | \$0.565 | \$0.523 | \$0.485 |
| 1 Color 24hr | \$4.980 | \$2.990 | \$1.728 | \$1.140 | \$0.820 | \$0.705 | \$0.633 | \$0.610 | \$0.555 | \$0.493 |
| 2 Color 24hr | \$7.300 | \$4.240 | \$2.260 | \$1.465 | \$1.000 | \$0.825 | \$0.720 | \$0.710 | \$0.622 | \$0.540 |
| 1 Standard Foil Color* 24hr | n/a | \$3.555 | \$1.855 | \$1.225 | \$0.910 | \$0.772 | \$0.720 | \$0.710 | \$0.657 | \$0.585 |
| Embossing* | n/a | \$3.990 | \$1.995 | \$1.355 | \$0.965 | \$0.813 | \$0.765 | \$0.720 | \$0.693 | \$0.605 |
| Four Color Process 24hr | \$10.640 | \$5.820 | \$2.728 | \$1.664 | \$1.132 | \$0.965 | \$0.835 | \$0.785 | \$0.722 | \$0.615 |

(R) Price shown is per piece. Production time: 24 hours for one, two and four color processes, and foil stamping; 3 working days for embossing. Add 2 days for heavy ink coverage on spot colors. 12 p.m. CT cutoff for artwork. *Price includes one standard foil color or single level emboss with a total coverage area of up to 36 square inches. See separate price grids on page 127 for pricing on imprint and stock upgrades.

Standard Presentation Folders

Stand Out | Presentation folders say a lot about your company or event. We offer a variety of processes to make your folder stand out of the crowd.



Style F2



Style F2



Style F2

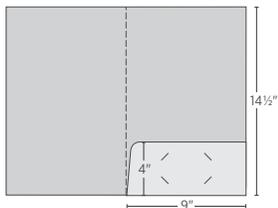


Style B2

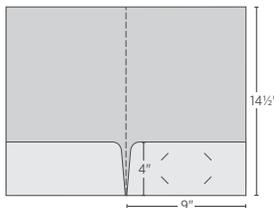
Legal Folders



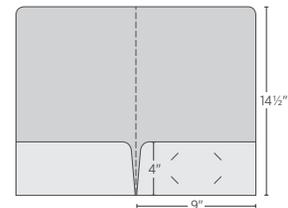
Style M2



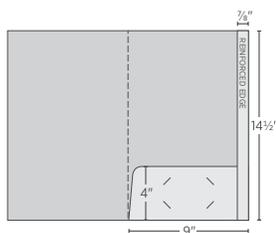
Style #: M1
1 Pocket Legal Folder



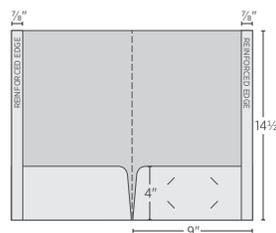
Style #: M2
2 Pocket Legal Folder



Style #: M2RD
2 Pocket Legal Folder
with Rounded Corners



Style #: L1
1 Pocket Legal Folder
with One Reinforced Edge



Style #: L2
2 Pocket Legal Folder
with Two Reinforced Edges



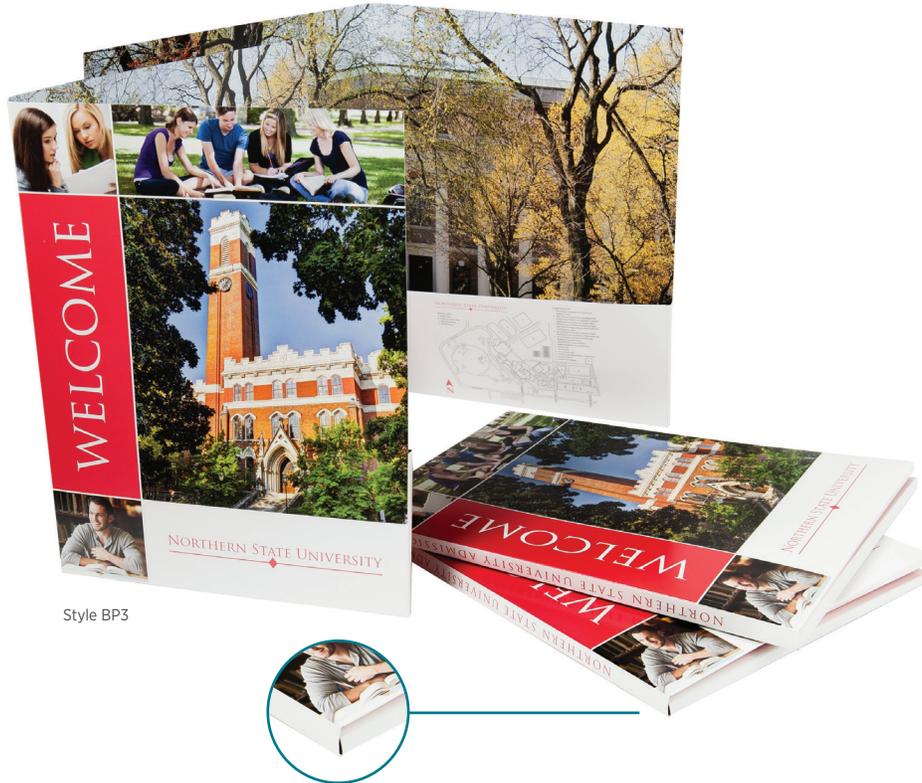
Legal Folders

| Base Price — Class 1 Stocks | 50 | 100 | 250 | 500 | 1,000 | 1,500 | 2,000 | 2,500 | 3,000 | 5,000 |
|-----------------------------|----------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| No Imprint | \$5.485 | \$3.075 | \$1.745 | \$1.245 | \$0.990 | \$0.892 | \$0.815 | \$0.740 | \$0.692 | \$0.620 |
| 1 Color | \$8.300 | \$4.750 | \$2.345 | \$1.500 | \$1.080 | \$0.943 | \$0.840 | \$0.795 | \$0.758 | \$0.660 |
| 2 Color | \$10.175 | \$5.445 | \$2.945 | \$1.800 | \$1.285 | \$1.068 | \$0.978 | \$0.870 | \$0.828 | \$0.700 |
| 1 Standard Foil Color* | \$8.000 | \$4.330 | \$2.155 | \$1.485 | \$1.080 | \$0.988 | \$0.865 | \$0.820 | \$0.792 | \$0.695 |
| Embossing* | \$9.300 | \$5.000 | \$2.330 | \$1.590 | \$1.140 | \$1.025 | \$0.910 | \$0.865 | \$0.840 | \$0.740 |
| Four Color Process | \$17.033 | \$8.920 | \$4.225 | \$2.440 | \$1.495 | \$1.273 | \$1.050 | \$0.965 | \$0.910 | \$0.745 |

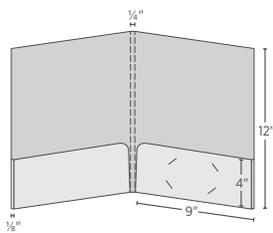
(R) Price shown is per piece. Production time: 3 working days. Add 2 days for heavy ink coverage on spot colors. 12 p.m. CT cutoff for artwork. *Price includes one standard foil color or single level emboss with up to 36 total square inches of coverage. See separate price grids on page 127 for pricing on imprint and stock upgrades. Thermography is not available on legal folders.

Box Pocket Folders:

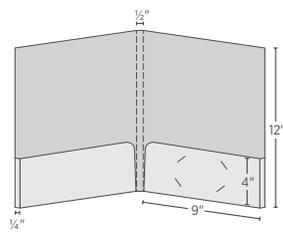
- Four styles
- Holds up to 200 pages
- Available with standard base stocks



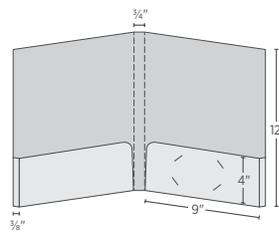
Style BP3



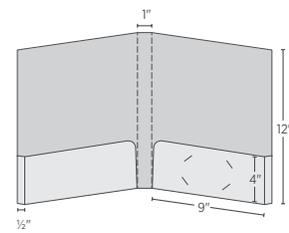
Style #: BP1
Box Pocket Folder
Holds 50 sheets, 25 in each pocket



Style #: BP2
Box Pocket Folder
Holds 100 sheets, 50 in each pocket



Style #: BP3
Box Pocket Folder
Holds 150 sheets, 75 in each pocket



Style #: BP4
Box Pocket Folder
Holds 200 sheets, 100 in each pocket



Box Pocket Folders

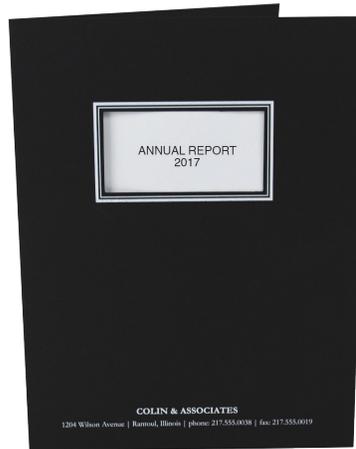
| Base Price — Class 1 Stocks | 250 | 500 | 1,000 | 1,500 | 2,000 | 2,500 | 3,000 | 5,000 |
|-----------------------------|---------|---------|---------|---------|---------|---------|---------|---------|
| No Imprint | \$2.215 | \$1.645 | \$1.200 | \$1.063 | \$0.965 | \$0.870 | \$0.822 | \$0.675 |
| 1 Color | \$2.935 | \$1.955 | \$1.365 | \$1.147 | \$1.050 | \$0.970 | \$0.917 | \$0.765 |
| 2 Color | \$3.590 | \$2.265 | \$1.500 | \$1.262 | \$1.145 | \$1.070 | \$1.012 | \$0.835 |
| 1 Standard Foil Color* | \$2.870 | \$1.970 | \$1.355 | \$1.142 | \$1.080 | \$1.015 | \$0.973 | \$0.830 |
| Embossing* | \$2.905 | \$1.990 | \$1.370 | \$1.155 | \$1.095 | \$1.025 | \$0.985 | \$0.840 |
| Four Color Process | \$5.265 | \$3.070 | \$1.855 | \$1.475 | \$1.290 | \$1.175 | \$1.107 | \$0.890 |

(R) Price shown is per piece. Production time: 3 working days. Add 2 days for heavy ink coverage on spot colors. Add 2 days for embossing. 12 p.m. CT cutoff for artwork. *Price includes one standard foil color or single level emboss with up to 36 total square inches of coverage. See separate price grids on page 127 for pricing on imprint and stock upgrades. Dimensional shipping charges apply to Box Pocket folder shipments. The image shown has inside copy; see page 128 for more information.

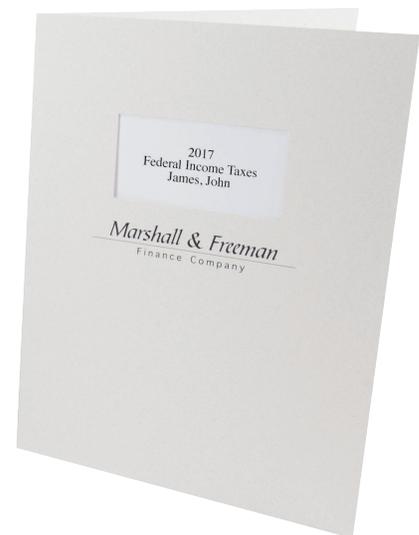
Report & Tax Covers, Standard Size



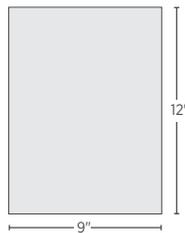
Style SS



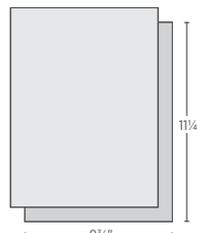
Style W1



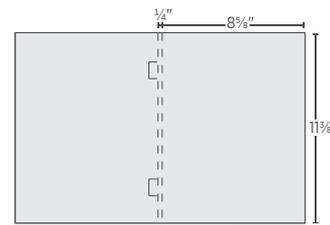
Style W1



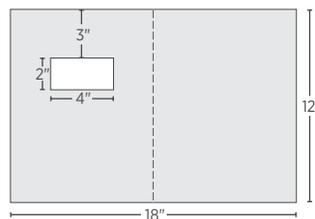
Style #: R1
1 Piece Report Cover
Open Size: 18" x 12"



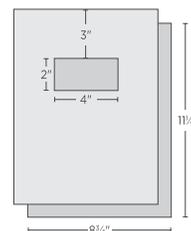
Style #: R2
2 Piece Report Cover



Style #: SS
Side Staple Tabs Report Cover



Style #: W1
1 Piece Report Cover with Window



Style #: W2
2 Piece Report Cover with Window



Did You Know? | Report & Tax Covers, Standard Size are also available in one piece styles. Contact us for more information.

Report & Tax Covers, Standard Size

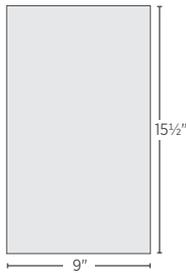
| Base Price — Class 1 Stocks | 50 | 100 | 250 | 500 | 1,000 | 1,500 | 2,000 | 2,500 | 3,000 | 5,000 |
|-----------------------------|----------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| No Imprint | \$2.050 | \$1.205 | \$0.790 | \$0.550 | \$0.425 | \$0.392 | \$0.380 | \$0.365 | \$0.350 | \$0.335 |
| 1 Color | \$4.405 | \$2.405 | \$1.245 | \$0.740 | \$0.520 | \$0.447 | \$0.425 | \$0.405 | \$0.388 | \$0.355 |
| 2 Color | \$5.505 | \$3.315 | \$1.675 | \$0.985 | \$0.660 | \$0.555 | \$0.505 | \$0.480 | \$0.455 | \$0.400 |
| 1 Standard Foil Color* | \$5.225 | \$3.075 | \$1.610 | \$1.065 | \$0.745 | \$0.610 | \$0.570 | \$0.525 | \$0.505 | \$0.470 |
| Embossing* | \$6.680 | \$3.727 | \$1.713 | \$1.117 | \$0.770 | \$0.637 | \$0.590 | \$0.542 | \$0.518 | \$0.475 |
| Four Color Process | \$11.900 | \$6.350 | \$3.555 | \$1.960 | \$1.150 | \$0.892 | \$0.770 | \$0.700 | \$0.648 | \$0.560 |

(R) Price shown is per piece. Production time: 3 working days. Add 2 days for heavy ink coverage on spot colors. 12 p.m. CT cutoff for artwork. *Price includes one standard foil color or single level emboss with a total coverage area of up to 36 square inches. See separate price grids on page 127 for pricing on imprint and stock upgrades.

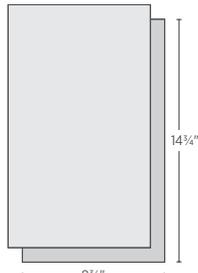


Style WIL

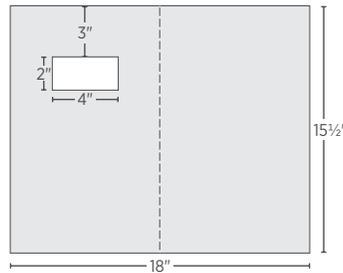
When It Matters | Report covers put that professional touch on important reports and tax presentations.



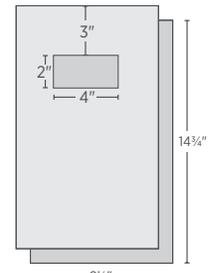
Style #: R1L
1 Piece Legal Report Cover



Style #: R2L
2 Piece Legal Report Cover



Style #: W1L
1 Piece Legal Report Cover with Window



Style #: W2L
2 Piece Legal Report Cover with Window



Did You Know? | Report & Tax Covers, Legal Size are also available in one piece styles. Contact us for more information.

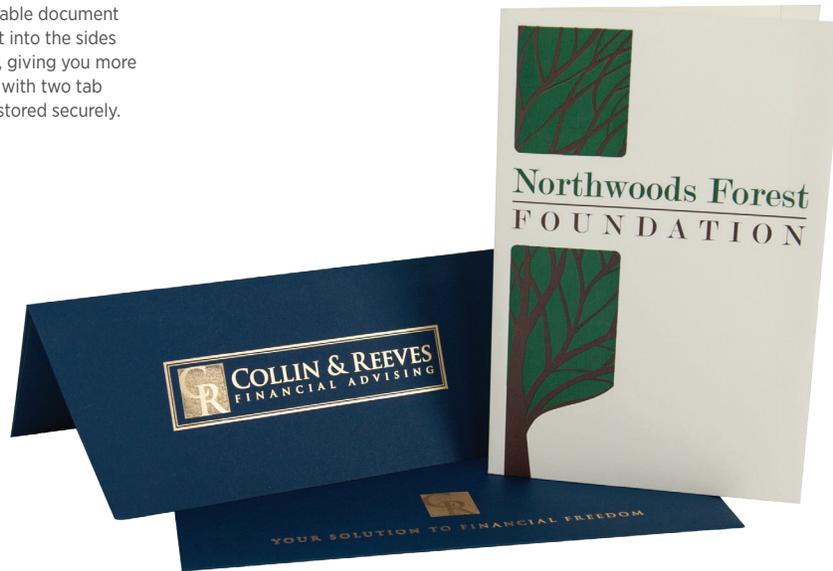
Report & Tax Covers, Legal Size

| Base Price — Class 1 Stocks | 50 | 100 | 250 | 500 | 1,000 | 1,500 | 2,000 | 2,500 | 3,000 | 5,000 |
|-----------------------------|----------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| No Imprint | \$2.215 | \$1.340 | \$0.910 | \$0.750 | \$0.655 | \$0.625 | \$0.610 | \$0.590 | \$0.563 | \$0.525 |
| 1 Color | \$5.185 | \$2.855 | \$1.660 | \$1.115 | \$0.860 | \$0.767 | \$0.715 | \$0.680 | \$0.662 | \$0.600 |
| 2 Color | \$6.630 | \$3.880 | \$2.145 | \$1.310 | \$0.950 | \$0.817 | \$0.760 | \$0.710 | \$0.673 | \$0.615 |
| 1 Standard Foil Color* | \$5.530 | \$3.300 | \$1.755 | \$1.195 | \$0.905 | \$0.815 | \$0.765 | \$0.750 | \$0.737 | \$0.710 |
| Embossing* | \$7.250 | \$3.860 | \$1.925 | \$1.305 | \$0.980 | \$0.850 | \$0.810 | \$0.770 | \$0.747 | \$0.710 |
| Four Color Process | \$13.790 | \$7.425 | \$3.445 | \$2.070 | \$1.285 | \$1.067 | \$0.915 | \$0.850 | \$0.808 | \$0.760 |

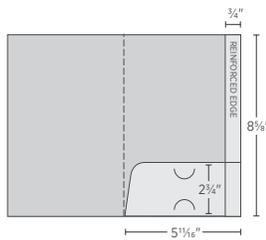
(R) Price shown is per piece. Production time: 3 working days. Add 2 days for heavy ink coverage on spot colors. 12 p.m. CT cutoff for artwork. *Price includes one standard foil color or single level emboss with a total coverage area of up to 36 square inches. See separate price grids on page 127 for pricing on imprint and stock upgrades.

Small Folders – Mini & Document

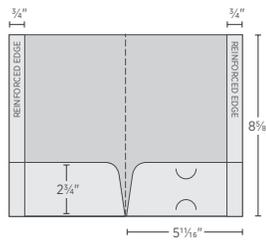
Did You Know? | Expandable document folders have gussets built into the sides and bottom of the folder, giving you more space. The fold over flap with two tab closures keeps contents stored securely.



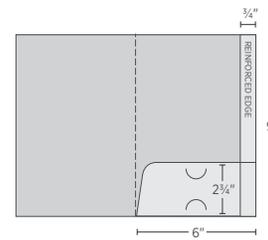
Styles K, I2



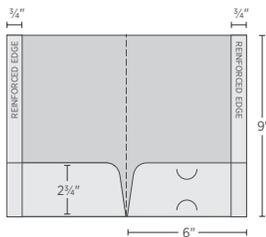
Style #: I1
1 Pocket Mini Folder
with One Reinforced Edge



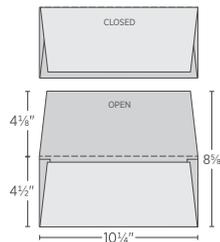
Style #: I2
2 Pocket Mini Folder
with Two Reinforced Edges



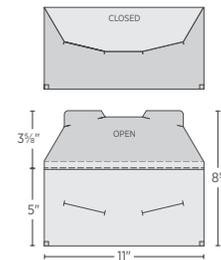
Style #: IS1
1 Pocket Standard Mini Folder
with One Reinforced Edge



Style #: IS2
2 Pocket Standard Mini Folder
with Two Reinforced Edges



Style #: K
Fold Over Flap Pocket Folder



Style #: KCAP
Expandable Fold Over Flap Pocket
Folder (3/4" Expansion Gusset)



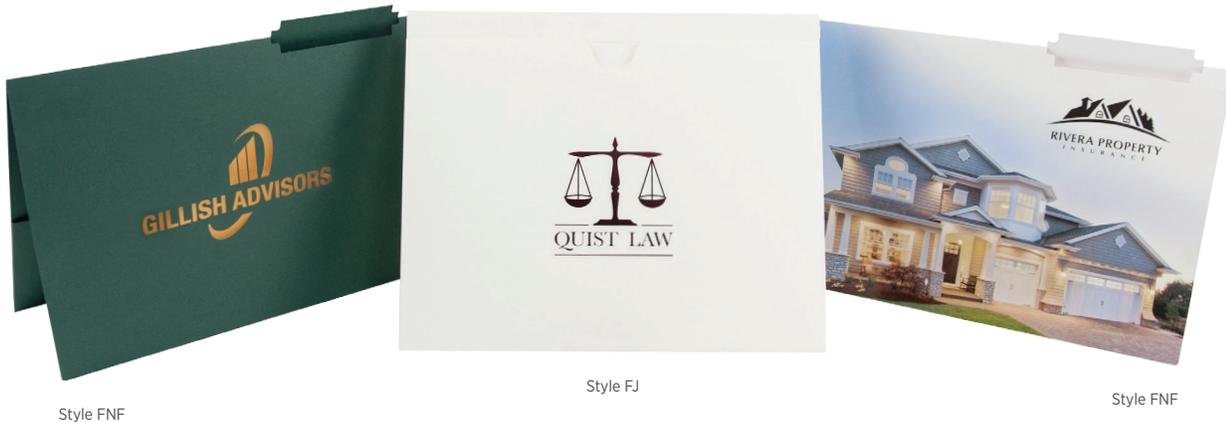
Small Folders – Mini & Document

| Base Price — Class 1 Stocks | 50 | 100 | 250 | 500 | 1,000 | 1,500 | 2,000 | 2,500 | 3,000 | 5,000 |
|-----------------------------|----------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| No Imprint | \$3.720 | \$2.115 | \$1.048 | \$0.810 | \$0.635 | \$0.577 | \$0.550 | \$0.525 | \$0.515 | \$0.490 |
| 1 Color | \$6.155 | \$3.380 | \$1.575 | \$1.010 | \$0.730 | \$0.647 | \$0.610 | \$0.575 | \$0.550 | \$0.495 |
| 2 Color | \$7.655 | \$4.165 | \$2.060 | \$1.245 | \$0.870 | \$0.742 | \$0.685 | \$0.640 | \$0.610 | \$0.540 |
| 1 Standard Foil Color* | \$7.515 | \$4.060 | \$1.880 | \$1.150 | \$0.815 | \$0.700 | \$0.650 | \$0.625 | \$0.535 | \$0.530 |
| Embossing* | \$7.885 | \$4.255 | \$2.045 | \$1.230 | \$0.855 | \$0.725 | \$0.670 | \$0.640 | \$0.597 | \$0.535 |
| Four Color Process | \$13.535 | \$7.097 | \$3.472 | \$2.013 | \$1.287 | \$0.983 | \$0.875 | \$0.785 | \$0.705 | \$0.637 |

(R) Price shown is per piece. Production time: 3 working days. Add 2 days for heavy ink coverage on spot colors. 12 p.m. CT cutoff for artwork. *Price includes one standard foil color or single level emboss with a total coverage area of up to 25 square inches. See separate price grids on page 127 for pricing on imprint and stock upgrades.

File Folders:

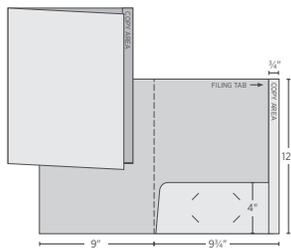
File folders keep important papers neat and organized, and the printed tab makes these folders easy to find in any filing cabinet. This makes them ideal for any business that keeps paperwork or customer information on file, like government offices or financial businesses.



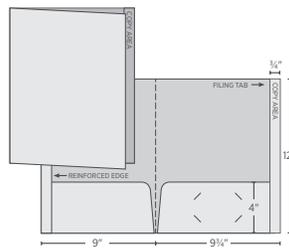
Style FNF

Style FJ

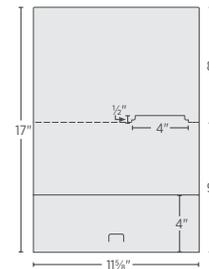
Style FNF



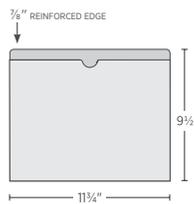
Style #: C1
1 Pocket File Folder
with One Reinforced Edge



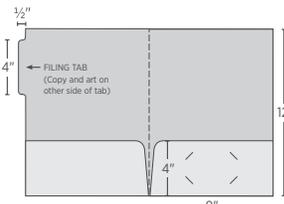
Style #: C2
2 Pocket File Folder
with Two Reinforced Edges



Style #: FNF
Tab File Folder with Pocket



Style #: FJ
File Folder
with Reinforced Edge



Style #: F2T
Tab File Folder
with 2 pockets



File Folders

| Base Price — Class 1 Stocks | 50 | 100 | 250 | 500 | 1,000 | 1,500 | 2,000 | 2,500 | 3,000 | 5,000 |
|-----------------------------|----------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| No Imprint | \$3.715 | \$2.200 | \$1.305 | \$0.970 | \$0.775 | \$0.687 | \$0.650 | \$0.610 | \$0.575 | \$0.530 |
| 1 Color | \$6.350 | \$3.590 | \$1.940 | \$1.255 | \$0.895 | \$0.793 | \$0.695 | \$0.650 | \$0.617 | \$0.540 |
| 2 Color | \$7.968 | \$4.502 | \$2.566 | \$1.575 | \$1.055 | \$0.910 | \$0.795 | \$0.745 | \$0.707 | \$0.610 |
| 1 Standard Foil Color* | \$7.250 | \$3.900 | \$1.950 | \$1.300 | \$0.925 | \$0.825 | \$0.735 | \$0.695 | \$0.667 | \$0.590 |
| Embossing* | \$8.400 | \$4.700 | \$2.095 | \$1.375 | \$0.960 | \$0.858 | \$0.755 | \$0.705 | \$0.678 | \$0.600 |
| Four Color Process | \$13.150 | \$6.915 | \$3.280 | \$1.945 | \$1.190 | \$0.968 | \$0.865 | \$0.785 | \$0.743 | \$0.615 |

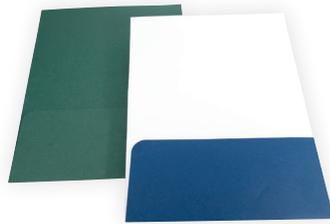
(R) Price shown is per piece. Production time: 3 working days. Add 2 days for heavy ink coverage on spot colors. 12 p.m. CT cutoff for artwork. *Price includes one standard foil color or single level emboss with up to 36 total square inches of coverage. See separate price grids on page 127 for pricing on imprint and stock upgrades. Thermography is not available on File Folders.

Custom & Additional Options

Custom Options: Can't Find What You're Looking For?

We have access to thousands of dies that may fit your needs. And, for an order that is truly unique, we would be happy to discuss your one-of-a-kind project and provide you with a quote. We want to talk to you!

Additional Product Options



Pocket Page

The 9" x 12" pocket page allows for quick, secure storage. The single exposed pocket is great for intercompany communication or informational pieces.



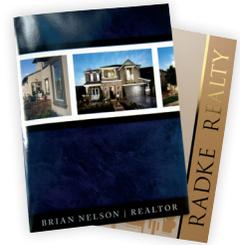
Loose Pocket Unglued Folders

Loose pocket folders are available with or without self-assemble tabs.



BamBams

These bestselling noisemakers perfect for school sports fans. They are printed in vibrant full color, and, when they are inflated and hit together, they make a booming noise that adds plenty of excitement to the big game!



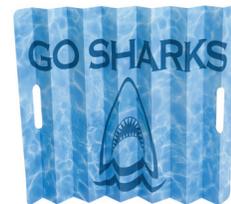
Inventory Programs

Are you working with a national or regional customer that utilizes a high volume of folders? If your customer orders more than 20,000 folders annually, ask our team if our inventory program would be a cost-effective option.



Presentation Packaging

We have many existing templates to help your small business customers package their products. Templates include snap lock boxes, straight tuck end boxes, roll tuck end boxes, sleeves, triangle boxes.



FanFans

FanFans are like a banner, noise maker and fan in one! Hold them up to show off school spirit or fold them for use as a fan or a clapper for big fan enthusiasm on game day. You can even use as a fundraiser by promoting community sponsors on the reverse side.



We realize that selling and ordering custom products can be difficult. We also understand that you might feel more comfortable consulting an expert during your order process. Whether you are discovering the quality products we offer, creating artwork for your customers, or tracking the process as your order is produced and shipped to your door, you are sure to have questions.

You deserve a supplier who can help you navigate that complex process and provide you with high quality products and competitive pricing.

We believe that no problem is too difficult to solve, and we will go the extra mile to answer your questions. Our friendly and dedicated employees have been trained in the most advanced folders processes and equipment. With that training, we can provide you with the answers and ideas you need while delivering the best products money can buy.

At the end of the day, we will provide you with the best folders experience in the industry. You can count on:

- Friendly and helpful service
- Answers to all of your questions
- Product expertise
- Quality products and kept promises



GENERAL INFORMATION: Presentation Folders

| | | Print Process Codes | | | | | Environmental Paper Codes | | | | | | |
|------------------------------|--------------------------------------|---------------------|----|----|---|---|---------------------------|----|-----|----|-----|-----|-----|
| PAPER STOCKS | | ⊙ | FC | UV | T | F | E | RE | GSC | CN | ⊛ | PCW | FSC |
| CLASS 1 | Manila Tag 150 lb. | x | x* | | x | x | x | | | | | | x |
| | White High Gloss 10 pt. C1S | x | x | x | | x | x | | | | 10% | x | x |
| | White Semi-Gloss 10 pt. C2S | x | x | x | | x | x | | | | | | x |
| | White Semi-Gloss 12 pt. C1S | x | x | x | x | x | x | | | | | | x |
| | White Smooth 80 lb. | x | x | | x | x | x | | | | | | x |
| | Bright White Linen 80 lb. | x | x* | | x | x | x | | | | | | |
| | Warm White Linen 80 lb. | x | x* | | x | x | x | | x | | 30% | 30% | |
| CLASS 2 | White High Gloss 12 pt. C1S | x | x | x | | x | x | | | | 10% | x | x |
| | White Semi-Gloss 12 pt. C2S | x | x | x | | x | x | | | | | | x |
| | White Semi-Gloss 14 pt. C1S | x | x | x | x | x | x | | | | | | x |
| | White Semi-Gloss 16 pt. C1S | x | x | x | x | x | x | | | | | | x |
| | White Silk 120 lb. | x | x | x | | x | x | x | x | | x | 30% | |
| | White Smooth 110 lb. | x | x* | | x | x | x | | | | | | x |
| | Cougar® White Smooth 100 lb. | x | x* | | x | x | x | | | | x | 10% | x |
| | Warm White Smooth 80 lb. | x | x* | | x | x | x | | x | | 30% | 30% | x |
| | Cobalt Smooth 80 lb. | x | | | x | x | x | | | | | | x |
| | White Fiber 80 lb. | x | x | | x | x | x | | x | | x | x | x |
| | Sky Blue Linen 80 lb. | x | | | x | x | x | | x | | x | x | |
| | Ivory Linen 80 lb. | x*** | x* | | x | x | x | | x | | x | x | |
| | Gray Linen 80 lb. | x | | | x | x | x | | x | | x | x | |
| | Charcoal Linen 80 lb. | x | | | x | x | x | | x | | | | |
| | Navy Linen 80 lb. | x | | | x | x | x | | x | | | | |
| | Black Linen 80 lb. | x | | | x | x | x | | x | | | | |
| | Burgundy Linen 80 lb. | x | | | x | x | x | x | x | | x | x | x |
| | Emerald Green Linen 80 lb. | x | | | x | x | x | x | x | | x | x | x |
| | Bright White Linen 100 lb. | x | x* | | x | x | x | | | | | | |
| | Gray Laid 80 lb. | x*** | | | | x | x | | | | x | | |
| Ivory Laid 80 lb. | x | | | | x | x | | | | x | | | |
| White Felt 80 lb. | x | x | | x | x | x | x | x | | x | x | x | |
| CLASS 3 | White Semi-Gloss 14 pt. C2S | x | x | x | | x | x | | | | | | x |
| | White Semi-Gloss 18 pt. C1S | x | x | x | x | x | x | | | | | | x |
| | Natural Fiber 80 lb. | x | x* | | x | x | x | | x | | x | x | x |
| | Environment® Desert Storm 80 lb. | x** | | | x | x | x | | x | | x | 30% | x |
| | Hunter Green Felt 80 lb. | x | | | x | x | x | x | x | | x | x | x |
| | Black Felt 80 lb. | x | | | x | x | x | x | x | | x | x | x |
| | Red Linen 80 lb. | x | | | x | x | x | x | x | | | | x |
| CLASS 4 | CLASSIC CREST® Natural White 80 lb. | x | x* | | x | x | x | x | x | x | | | x |
| | CLASSIC CREST® Solar White 80 lb. | x | x | | x | x | x | x | x | x | | | x |
| | CLASSIC® Laid Silverstone 80 lb. | x | | | | x | x | x | x | x | | | x |
| | CLASSIC® Linen Natural White 100 lb. | x | x* | | x | x | x | x | x | x | | | x |
| | Navy Linen 100 lb. | x | | | x | x | x | x | x | | x | x | x |
| | Eggplant Linen 80 lb. | x | | | x | x | x | x | x | x | x | x | x |
| | Red Felt 80 lb. | x | | | x | x | x | x | x | | | | x |
| CLASS 5 | White High Gloss 12 pt. C2S | x | x | x | | x | x | | | | | | x |
| | Pearlized Latte Smooth 105 lb. | x*** | x* | | | x | x | | x | | x | x | |
| | Emerald Green Linen 100 lb. | x | | | x | x | x | x | | | x | x | x |
| | Burgundy Linen 100 lb. | x | | | x | x | x | x | x | | x | x | x |
| | Black Linen 100 lb. | x | | | x | x | x | x | x | | x | x | |
| | Black High Gloss 12 pt. C1S | x | | x | | x | x | | | | | | |
| | Navy High Gloss 12 pt. C1S | x | | x | | x | x | | | | | | |
| Silver High Gloss 12 pt. C1S | x | | x | | x | x | | | | | | | |

* Four Color Process can print on these indicated stocks, but we recommend printing Four Color Process on white for best results. ** Black Spot Color ONLY. *** Some Spot Colors can be printed on these stocks; please call to discuss which colors work best. If your artwork requires copy to be printed across score/fold lines (folder spine or pocket folders), we recommend changing to a 12 pt. or 100 lb. stock to minimize the potential for cracking.

GENERAL INFORMATION: Presentation Folders



Print Process Codes:

- Spot Color
- FC** Full Color Process
- UV** UV Gloss Coating
- T** Thermography
- F** Foil
- E** Emboss

Environmental Paper Codes:

- RE** Renewable Energy: This stock was manufactured using 100% renewable energy
- GSC** Green Seal Certified: Stock contains at least 30% post-consumer material.
- ♻️** Recycled Material: This stock is made from recycled material.
- FSC** Forest Stewardship Council: This paper originates in a Forest Stewardship Council (FSC) certified sustainable, well-managed forest.
- CN** Carbon Neutral: This stock was made using carbon neutral processes with energy derived from natural processes that are replenished constantly.
- PCW** Post-Consumer Waste: This stock was made using a certain percentage of recycled material (post-consumer waste).

Stock Terms

Premium & Elite Stocks (Class 5)*

Premium and Elite stocks are high end stocks that will differentiate you, your company and your project from the competition. These stocks are classified as Class 5 Paper Stocks and available on any folder style unless otherwise specified. Minimum orders of 250 folders are required for all Premium and Elite stocks. *Colors shown are a close representation. Exact color may vary.

C1S Paper

Paper coated on one side.

C2S Paper

Paper coated on both sides.

Gloss Finish

Provides a lot of "shine" resulting in higher contrast. Good for full color images where color needs to "pop". However, this finish is very sensitive to dust and fingerprints.



Additional Stock Options

| Add Charges to Base Price Per Piece | 50 | 100 | 250 | 500 | 1,000 | 1,500 | 2,000 | 2,500 | 3,000 | 5,000 |
|-------------------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Class 2 | \$0.100 | \$0.100 | \$0.100 | \$0.100 | \$0.100 | \$0.100 | \$0.100 | \$0.100 | \$0.100 | \$0.100 |
| Class 3 | \$0.200 | \$0.200 | \$0.200 | \$0.200 | \$0.200 | \$0.200 | \$0.200 | \$0.200 | \$0.200 | \$0.200 |
| Class 4 | \$0.400 | \$0.400 | \$0.400 | \$0.400 | \$0.400 | \$0.400 | \$0.400 | \$0.400 | \$0.400 | \$0.400 |
| Class 5 Premium Stocks | n/a | n/a | \$0.600 | \$0.600 | \$0.600 | \$0.600 | \$0.600 | \$0.600 | \$0.600 | \$0.600 |

(R) Price shown is per piece. These stocks are available on any folder product where the Stock Upgrade icon is shown. The price per piece for all stock upgrades do not vary by quantity. Stocks will be printed flat unless otherwise indicated. Thermography printing is available for limited stocks as noted in the Stock Grid on page 125

Standard Ink Colors



Foil Colors



Colors shown are a close representation. Exact color will vary.



Imprint Upgrade

| Add Charges to Base Price Per Piece | 50 | 100 | 250 | 500 | 1,000 | 1,500 | 2,000 | 2,500 | 3,000 | 5,000 |
|-------------------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Heavy Ink Coverage** | \$2.740 | \$1.405 | \$0.585 | \$0.315 | \$0.185 | \$0.132 | \$0.110 | \$0.095 | \$0.087 | \$0.060 |
| UV Gloss Coating | \$0.865 | \$0.465 | \$0.225 | \$0.145 | \$0.105 | \$0.093 | \$0.090 | \$0.080 | \$0.080 | \$0.075 |
| Additional Ink | \$2.650 | \$1.350 | \$0.555 | \$0.290 | \$0.165 | \$0.120 | \$0.095 | \$0.085 | \$0.073 | \$0.050 |
| Additional Foil Stamp Color* | \$2.660 | \$1.440 | \$0.590 | \$0.340 | \$0.210 | \$0.175 | \$0.150 | \$0.135 | \$0.123 | \$0.090 |
| Additional Emboss Area* | \$6.625 | \$3.405 | \$1.390 | \$0.765 | \$0.425 | \$0.297 | \$0.230 | \$0.195 | \$0.182 | \$0.125 |

(R) Price shown is per piece. *Price includes one standard foil color or single level emboss with a total coverage area of up to 36 square inches. Additional options increase production time, contact us for estimate. **Heavy ink coverage adds 2 production days.



GENERAL INFORMATION: Presentation Folders

General Ordering Information

General Ordering — Standard Practices

Additional Die Set-Up

If more than two dies are used, an additional die setup charge and die charge are needed.

Art Charges

If your layout requires special attention or your artwork is unsuitable for reproduction, we will make the necessary changes. You will be notified if artwork charges apply.

Business Card Slits

- Standard business card slit options include horizontal, vertical or half moon slits centered on the pocket.
- Slits can be centered on either the right, left or both pockets for no additional charge.
- The business card slits depicted on the line art for each product style throughout the catalog will be used unless specified otherwise.
- For special slit orientation or other slit options please contact us for more information.



Coated Stocks

If your artwork requires copy to be printed across score/fold lines (ie. folder spine or pocket folds) we recommend changing to a 12 pt. stock to minimize the potential for cracking along those score/fold lines.

Die Charges

A die setup charge will be applied for an envelope slit, 4¼" custom pad slit, flash drive slits, or file card punch out. Custom die cut dies will vary in cost according to the size and amount of detail in your design. Call or send design for a price quote. Allow 5 working days. Dies will be stored at no additional cost unless otherwise requested.

Drop Ship

Additional charge applies per location.

Final Folding

Folders are shipped open. If folders need to be folded in half when they are shipped, please indicate on order blank. Additional charges may apply to unglued folders.

Inside Copy

Printing inside above pockets requires an extra charge due to the additional press run required. Contact us for more information. Additional production time is also required.

Over/Underruns

All presentation folder orders are subject to a 10% over or underrun. No charge for exact quantity. Please indicate on order blank.

Pocket Copy

When laying out copy for folder pockets, allow ¾" additional margin for reinforced edges. Printing on folder pockets is not considered inside copy.

Proofs

- Your first electronic proof is Free! PDF and color proofs are available. Color proofs may not be exact. Add 2 working days to the production time when requesting a proof. Contact us for more information.
- Epson proofs available. Contact us for more information.
- Press proofs available. Contact us for more information.

Right to Promotion & Pricing

We reserve the rights to use all products in our advertising and displays unless specified in writing at the time of order. Prices are subject to change without notice.

Rush Orders

If production schedule allows, charges for rush orders are based on time constraints and complexity of the order. Contact us for availability and pricing.

Shipping

Products ship flat unless requested otherwise.

Uncoated Stocks

If your artwork requires copy to be printed across score/fold lines (ie. folder spine or pocket folds), we recommend changing to a 100 lb. stock to minimize the potential for cracking along those score/fold lines.

Inks

Color Matching

- Industry standard ink densities are used for PANTONE® Matching System (PMS) inks.
- No extra charge for using PMS inks!
- If color matching is needed, a sample is required and must be clarified and approved before production begins.
- Colored stocks may alter the appearance of the chosen ink color(s). Exact match is not guaranteed.

Heavy Ink Coverage

- Any solid or screened areas exceeding 15% of the front or back cover (4" X 4" area) must be flat printed.
- Any solid areas of spot color exceeding 50% of the front or back cover will require the heavy ink coverage add on price. Additional production time will apply.

Screens

A screen is a dot pattern of a solid ink color that makes that color look lighter. For example, when red ink is screened it looks pink. There is no additional charge for screens. Standard screen percentage is 20%, which will be used unless otherwise indicated. We use a line screen of 120.

Special Ink

Special inks are available per color by selecting from the PANTONE® Color Formula Guide. Requesting an exact match from a color swatch or sample may require an additional color match charge.

Standard Inks

All standard and PMS inks are translucent. There is no additional charge for PMS inks. We do not recommend printing ink on dark colored stocks due to the ink discoloring. A no-charge reprint is not available when printing inks on dark colored stocks.

Thermography

No additional charge for folders printed in thermography. Legal folders, box pocket folders, tri-fold folders, file jackets, vertical pocket folders, card carriers, photo folders and sleeves, and multimedia holders cannot be printed in thermography. Thermography printing is only available on products and paper stocks indicated by the thermography icon. Large imprint areas are not recommended. Thermography cannot be in register with other processes. Thermography is not available with foil or embossing.

Foil Stamping or Blind Embossing

Die Types

Various types of dies are available.

Magnesium dies: These single level dies are used for foil stamping. They will be recycled after use.

Copper dies: These single level dies are used for foil stamping and blind embossing. Copper dies provide crisp quality without the expense of a brass die. Copper dies are recycled after use.

Brass dies: These single or multi-level sculpted dies are used for blind embossing or foil embossing. These dies produce a deep, crisp image with well-defined edges. **NOTE:** fine lines and type do not foil emboss well. Fax, mail, or e-mail artwork for a quote.



Foil Stamping or Blind Embossing (Continued)

Foil and Embossing Dies

This is a process that combines foil stamping and embossing into one press run. A brass die is required for this process. Send artwork for a quote.

Foil Stamping or Blind Embossing Charges

For orders with foil stamping or blind embossing up to 36 square inches within two areas, there is no additional charge for the dies. For orders not within these restrictions or special foil colors, call or send artwork for a quote. Charges for dies vary according to the size and amount of detail in your design. We will notify you of any additional costs before processing your order. Send actual sized artwork or a sample for an estimated die charge.

Coatings

Laminating

Contact us for pricing and availability. Allow an additional 5 working days.

UV Coating

Ultraviolet (UV) coatings provide added durability, and UV cured coatings are thicker and more protective than varnish or aqueous coatings. The following UV coating options are available for use on our coated paper stocks identified in the table on page 125: Gloss: This coating is a glossy coating over the entire printed surface of a folder. See imprint upgrade table on page 125. Spot Gloss: This coating applies a highlighted high gloss sheen to specific targeted areas of your design. Contact us for more information.

Aqueous Coating

This is a clear, fast-drying coating used to protect printed pieces. Aqueous satin and gloss coatings are available upon request. Call for a quote.

Software

Native Applications

We accept files created in the following native applications:

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

We DO NOT accept files created in the following native applications:

- Microsoft® PowerPoint® (MAC & PC)
- Microsoft® Excel® (MAC & PC)
- Microsoft® Word® (MAC & PC)
- Microsoft® Publisher® (MAC & PC)

Creating Your Files

Bleed Requirements

1/8" (.125") should be allowed on all sides. Make sure the text still maintains the required margin even when graphics bleed.

Color Requirements

We have a new "Accurate Color" System. You can now send your files colored using the intended PANTONE® Matching System (PMS) color instead of having to color it using CMYK colors. Every effort will be made to print your intended color within acceptable standards.

File Requirements

Create one item sized correctly per document. Placed graphics and text should be sized at 100%.

Fonts

Using your illustration program, convert all text "to curves" or "create outlines" in your files. Never use the stylization palette to bold, italicize, add drop shadow to, or put outlines on your fonts.

Four Color Process Printing

- Every element of the file must be colored with process CMYK colors (no RGB, indexed color, etc.). Files must be 300 dpi or higher.
- PANTONE® Matching System (PMS) spot colors and process colors are produced using different methods. Therefore, colors produced in four color process will differ from PANTONE® spot colors, sometimes significantly. Refer to a Solid to Process Color Imaging Guide for color conversions.

Margin Requirements

For spot color printing using one or more spot colors, artwork must have the position noted in the special instructions, or a sample must be attached. Four color process printing should have at least 1/8" (.125") margins.

Printing Black vs Black for Four Color Orders

Use printing black (C-80%, M-80%, Y-80%, K-95%) instead of 100% black when in registration with other colors, in areas with heavy ink coverage, and for bold type or lines (2.5 points or thicker). Use 100% black in all other instances. If the CMYK mixes used in your file do not match the Multicolor numbers chosen, we will use the file as is and print as a "CMYK Scan" with no guarantees.

Spot Color Printing

Submit black and white bitmap images at 600 dpi and grayscale mode images at 600 dpi for standard spot printing.

Swatch Library

Our Swatch Library can be installed on equipment that is running any Adobe product. This will give you access to all of our colors and their mix settings to ensure that we print exactly what you create. The instruction file will walk you through process of setting up the file. The library and instructions for installation can be found under "Help and Resources" on our website.

Coloring Your Files for Spot Color Printing

| Desired Ink Color | Name Your Color Swatch |
|-----------------------------|---|
| Black | Black |
| Brick Red | Brick Red |
| Brown | Brown |
| Burgundy..... | Burgundy |
| Dark Blue..... | Dark Blue |
| Forest Green..... | Forest Green |
| Gray | Gray |
| Green | Green |
| Light Blue..... | Light Blue |
| Orange..... | Orange |
| Red | Red |
| Reflex Blue..... | Reflex Blue |
| Teal | Teal |
| Any Foil or Embossing | Conversion (CRUCIAL for die ordering) |
| PMS Ink | Use actual PANTONE® Spot Color Swatch* |

Coloring your files for Multiple Spot Color Printing

| Desired Ink Colors | Use These Colors |
|------------------------------|--|
| Any 2 Standard Colors | Actual Color |
| Black & 1 PMS Ink | Black & PANTONE® Spot Color Swatch* |
| 2 PMS Inks..... | PANTONE® Spot Color Swatches* |
| 1 Standard & 1 PMS Ink | Actual Color & PANTONE® Spot Color Swatch* |
| Black & Foil | Black & Conversion |
| Black & Embossing..... | Black & Conversion |

NOTE: Files will be used as is if not indicated on your order blank.

*When using PANTONE® Spot Color Swatches in your file, they need to be named and colored the actual PANTONE® name and number being used to print your order.

PANTONE®, PMS and PANTONE MATCHING SYSTEM® are Pantone Inc.'s check-standard trademark for color reproduction and color reproduction materials.



GENERAL INFORMATION: Presentation Folders

Vertical Market Uses for Presentation Folders and Custom Products

Looking for more ideas and inspiration? Our professional sales staff are ready and waiting to discuss potential marketing ideas with you!

Automotive Industry

Auto dealerships, repair shops, insurance processing, and title and lending services can add polish to paperwork with document folders. They can also create informative packets with personalized portfolios or stitched inserts. Personalized portfolios or stitched inserts.

Construction and Contractors

Whether designing, building, landscaping, or installing necessary services, workers in construction and contracting can stay organized with personalized folders. Use file folders for office organization, literature folders to show off service possibilities, and more.

Education and Academic Institutions

For elementary schools to high schools, colleges and universities to foundations that support education, folders are a great way to add style and school spirit. Standard and oversized folders make excellent welcome packets, and file folders are ideal for keeping offices in order. When it comes time for graduation, certificate holders are a great addition.

Finance and Banking Institutions

Credit unions, loan companies, accounting firms, and community banks can instill trust in customers by creating report covers for important investment meetings, file folders for the office, and packaging for gifts given to important investors or new clients.

Government

Keep a wide variety of government offices — including parks and recreation departments, tourism offices, and election offices — looking professional. Report covers add flair to meetings, while standard folders and file folders can create stylish information packets or keep offices organized.

Healthcare and Medical Institutions

Charity organizations, clinics and hospitals, pharmaceutical companies, pediatricians, a birth centers, recovery centers, dentists, and medical device companies alike can benefit from being organized and polished. Consider multimedia holders for giving customers in-depth information, file folders to house patient information, or card holders to keep physician information and appointment schedules together and organized.

Hospitality

Hotels, convention centers, visitor centers, and banquet halls can use standard folders to create visitor packets, card carriers to hold room keys, and tri-fold folders to create unique packets for event planning.

Legal

Create practical folders for court halls and legal firms with legal folders. Expandable folders are ideal for larger documents, while file folders help keep busy offices organized.

Non-Profit Organizations

Charities, foundations, and endowments can reach out to donors and volunteers alike with literature folders for information packets, certificate holders for volunteer recognition, and packaging perfect for “thank you” gifts.

Real Estate and Development

Build the businesses of realtors, land developers, architects, city planners, and apartment complexes with legal folders for essential paperwork, portfolios for information packets that add flair to meetings, and promotional packaging to keep business names in the public eye.

