



Presentation Folders



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We are committed to delivering you The Best Folder Experience in the industry.



We are striving to ensure we deliver:

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

As part of creating an optimal experience, we have made several adjustments to the Presentation Folders section of this catalog that will help make ordering products simpler and easier to understand. For instance, in 2015 we have eliminated our PMS ink special charge.

Handy Icons:



Thermo – Not all of our products are conducive to the Thermographic printing process. So, we have created the following icon that allows you to quickly understand which products Thermography is available. On page 220 we have added the symbol next to those stocks which Thermography is available...no guesswork! Thermography is not available on the pockets of our legal sized folders.



New Lower Price – In the past year we have updated our production equipment, improving our production processes and cost savings. Importantly, we are passing these savings on to you in the form of some substantive price decreases! This handy icon quickly identifies those impacted products.



Imprint Upgrade – We have developed a single imprint process upgrade table that is good throughout our Presentation Folders section when this symbol is located above the product grid on that product page. Our pages are no longer inundated with price tables. Simply refer to this table or a similar table located on page 221 whenever you see this icon!



Stock Upgrade – We have also developed a single stock upgrade table that now features a single per piece upgrade price for all stock upgrades. In addition, there is only one reference table! Simply refer to the table below or on page 220 whenever you see this icon.

Upgrades

Imprint and Stock Upgrades

We have simplified our upgrades! We now feature a single price for each upgrade option that applies to all applicable products.



- Reduced prices on many imprint upgrade quantities-up to 53%!
- Standardized stock upgrade pricing resulting in reduced prices on many quantities-up to 65%!



Imprint Upgrade

	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 Coating	\$0.865	\$0.465	\$0.225	\$0.145	\$0.105	\$0.093	\$0.090	\$0.080	\$0.080	\$0.075
Additional Standard Ink	\$2.650	\$1.350	\$0.555	\$0.290	\$0.165	\$0.120	\$0.095	\$0.085	\$0.073	\$0.050
Additional Foil Stamp Area/Color*	\$4.000	\$2.160	\$0.590	\$0.340	\$0.210	\$0.175	\$0.150	\$0.135	\$0.123	\$0.090
Additional Blind 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 die with an area up to 36 square inches. Additional options increase production time; call for estimate. These imprint upgrades are available on any folder product where the Imprint Upgrade icon is shown.



Stock Upgrades (Our entire list of paper stocks available by class can be found on page 220)

	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	NA	NA	\$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.

Box Pocket Folders

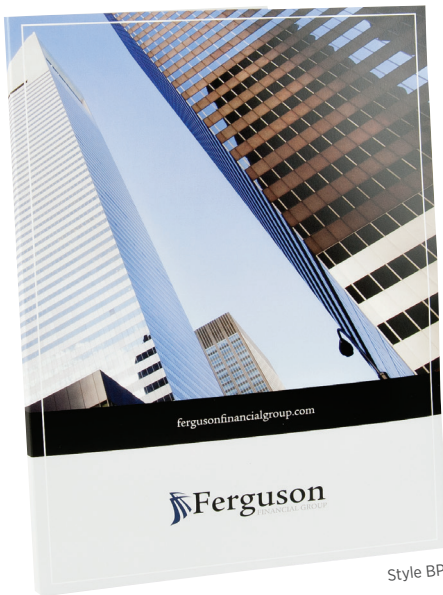


Style BP2

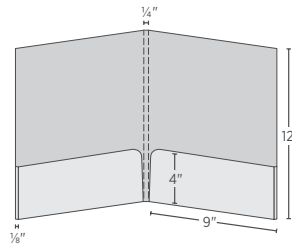


NEW Box Pocket Folders:

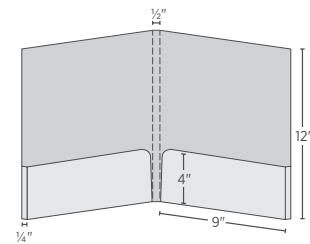
- Four new Box Pocket styles
- Holds up to 200 pages for increased capacity
- Available with standard base stocks
- See pages 60-61 for more expandable folder options



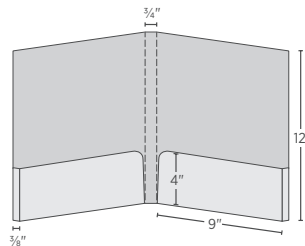
Style BP1



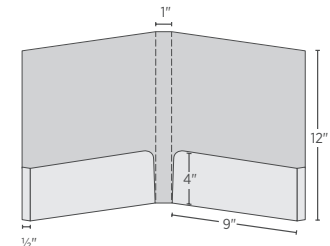
Style #: BP1
Box Pocket Folder
Holds 50 sheets, 25 in each pocket.



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 Standard Ink	\$2.935	\$1.955	\$1.365	\$1.147	\$1.050	\$0.970	\$0.917	\$0.765
2 Standard Inks	\$3.590	\$2.265	\$1.500	\$1.262	\$1.145	\$1.070	\$1.012	\$0.835
1 Standard Foil Stamp*	\$2.870	\$1.970	\$1.355	\$1.142	\$1.080	\$1.015	\$0.973	\$0.830
Blind 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) Production time: 3 working days for all processes. Price shown is per piece. 12 p.m. CT cutoff for artwork. *Price includes two dies totalling up to 36 square inches. See separate price grids on page 50 for pricing on imprint and stock upgrades.

Standard Presentation Folders



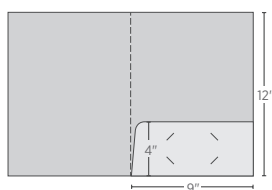
Style F2

Standard Presentation Folders:

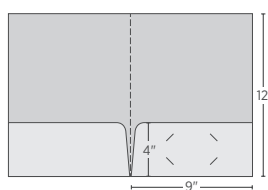
- To ensure 24-hour production time, please submit print-ready artwork by 12 p.m. CT to ship the following work day
- 24-hour production time for 1 Standard Ink, 2 Standard Inks, 1 Standard Foil Stamp and Four Color processes!
- Reduced pricing on many processes and quantities-up to 20%!



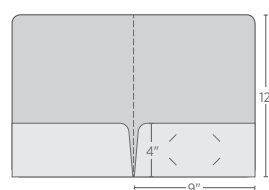
Style #: B1
Standard One Pocket
with Reinforced Edge



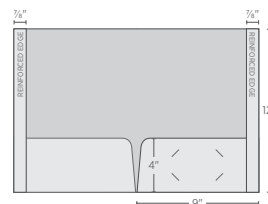
Style #: F1
Standard One Pocket



Style #: F2
Standard Two Pockets



Style #: F2RD
Standard Two Pockets
with Rounded Corners



Style #: B2
Standard Two Pockets
with 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 Standard Ink 24 hr	\$4.980	\$2.990	\$1.728	\$1.140	\$0.820	\$0.705	\$0.633	\$0.610	\$0.555	\$0.493
2 Standard Inks 24hr	\$7.300	\$4.240	\$2.260	\$1.465	\$1.000	\$0.825	\$0.720	\$0.710	\$0.622	\$0.540
1 Standard Foil Stamp* 24 hr	NA	\$3.555	\$1.855	\$1.225	\$0.910	\$0.772	\$0.720	\$0.710	\$0.657	\$0.585
Blind Embossing*	NA	\$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) Production time: 1 working day for ink, foil stamping or four color process or 3 working days for embossing. Price shown is per piece. 12 p.m. CT cutoff for artwork. *Price includes two dies totalling up to 36 square inches. See separate price grids on page 50 for pricing on imprint and stock upgrades.

Standard Presentation Folders

Most Popular | Presentation Folders

function like a portable file folder and are extremely useful wherever or whenever you need to present a professional, organized appearance. They are especially helpful for business presentations in the sales process.



Style F2

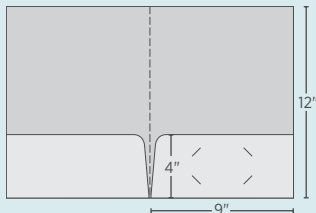


Style F2

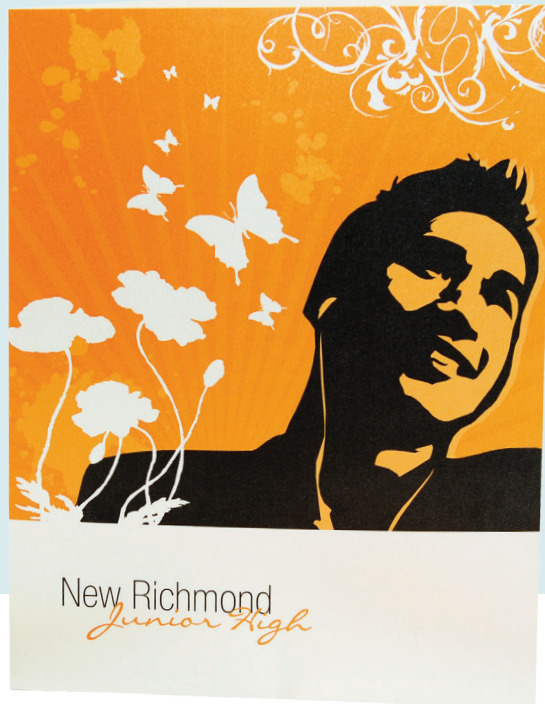
Economy Low Quantity Folders

Economy Low Quantity Folders:

- Perfect for small business and personal use
- 3 day production time
- F2 Standard Folder style ONLY
- White Low Luster 12 pt. C1S stock ONLY (gloss aqueous coating 1 side)
- Includes standard business card slits on right pocket



Style #: F2
Standard Two Pockets



Style F2

**Economy Folders**

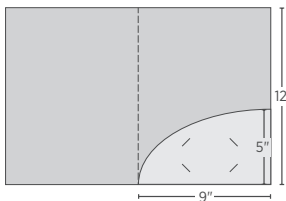
White Low Luster 12 pt. C1S Stock Only	25	50	100
1 Standard Ink	\$7.760	\$4.480	\$2.690
2 Standard Inks	\$11.640	\$6.580	\$3.820
Four Color Process	\$17.960	\$9.580	\$5.240

(R) Production time: 3 working days for all processes. Price shown is per piece. 12 p.m. CT cutoff for artwork.

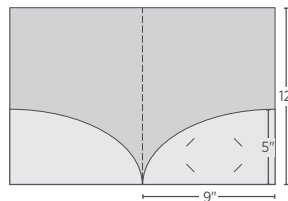
Specialty Folders

Specialty Folders:

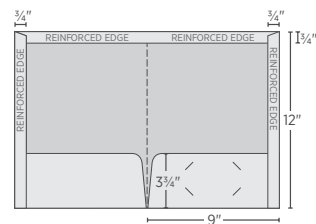
- Curved pockets on N1 and N2 styles
- Three reinforced edges on TR2 style
- BF8 is a popular Tax Folder style
- Up to a 25% reduction in price on many processes and quantities



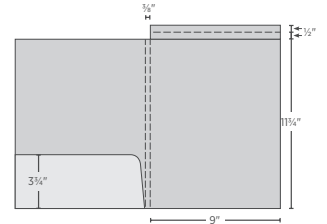
Style #: N1
1 Pocket Specialty Folder



Style #: N2
2 Pocket Specialty Folder



Style #: TR2
2 Pocket Reinforced Edge Specialty Folder



Style #: BF8
Left Hand Pocket Specialty Folder
with Full Length tab (Popular Tax Folder)



Specialty Folders

Base Price — Class 1 Stocks	50	100	250	500	1,000	1,500	2,000	2,500	3,000	5,000
No Imprint	\$4.195	\$2.435	\$1.150	\$0.870	\$0.710	\$0.637	\$0.605	\$0.565	\$0.538	\$0.495
1 Standard Ink	\$6.828	\$3.860	\$2.035	\$1.305	\$0.920	\$0.817	\$0.710	\$0.660	\$0.628	\$0.550
2 Standard Inks	\$7.969	\$4.502	\$2.565	\$1.630	\$1.085	\$0.935	\$0.810	\$0.755	\$0.718	\$0.615
1 Standard Foil Stamp*	\$6.800	\$3.650	\$2.070	\$1.370	\$0.995	\$0.842	\$0.800	\$0.750	\$0.723	\$0.635
Blind Embossing*	\$8.821	\$4.750	\$2.255	\$1.460	\$1.040	\$0.873	\$0.820	\$0.770	\$0.738	\$0.642
Four Color Process	\$11.900	\$6.500	\$3.820	\$2.220	\$1.345	\$1.113	\$0.945	\$0.860	\$0.810	\$0.665

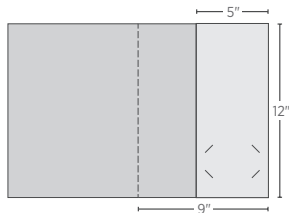
(R) Production time: 3 working days for all processes. Price shown is per piece, 12 p.m. CT cutoff for artwork. *Price includes two dies totalling up to 36 square inches. See separate price grids on page 50 for pricing on imprint and stock upgrades.

Vertical Pocket, Gatefold & Landscape Folders

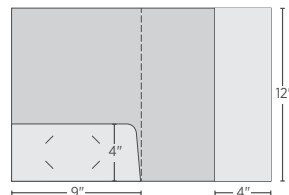


Vertical Pocket, Gatefold & Landscape Folders:

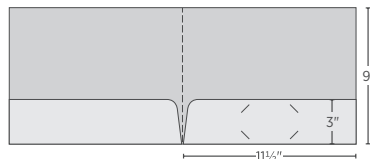
- Unique alternative styles give a touch of class to any presentation
- Reduced pricing on four color process folders-up to 35%



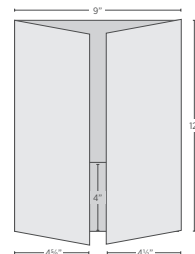
Style #: V1
1 Vertical Pocket Folder



Style #: HV2
1 Vertical Pocket
and 1 Horizontal Pocket Folder



Style #: LS2
2 Pocket Horizontal Folder



Style #: GATE
1 Horizontal Pocket
Gatefold Folder



Vertical Pocket, Gatefold, and Landscape Folders

Base Price — Class 1 Stocks	100	250	500	1,000	1,500	2,000	2,500	3,000	5,000
No Imprint	\$2.650	\$1.540	\$1.100	\$0.885	\$0.808	\$0.735	\$0.695	\$0.670	\$0.620
1 Standard Ink	\$4.150	\$2.035	\$1.315	\$0.995	\$0.873	\$0.805	\$0.780	\$0.760	\$0.685
2 Standard Inks	\$5.425	\$2.605	\$1.620	\$1.160	\$0.988	\$0.905	\$0.865	\$0.825	\$0.735
1 Standard Foil Stamp* +	\$4.350	\$2.090	\$1.440	\$1.070	\$0.937	\$0.880	\$0.850	\$0.823	\$0.750
Blind Embossing*	\$4.900	\$2.300	\$1.545	\$1.115	\$0.965	\$0.900	\$0.865	\$0.832	\$0.750
Four Color Process	\$9.150	\$4.330	\$2.570	\$1.580	\$1.225	\$1.150	\$1.060	\$1.003	\$0.855

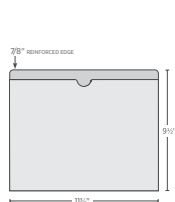
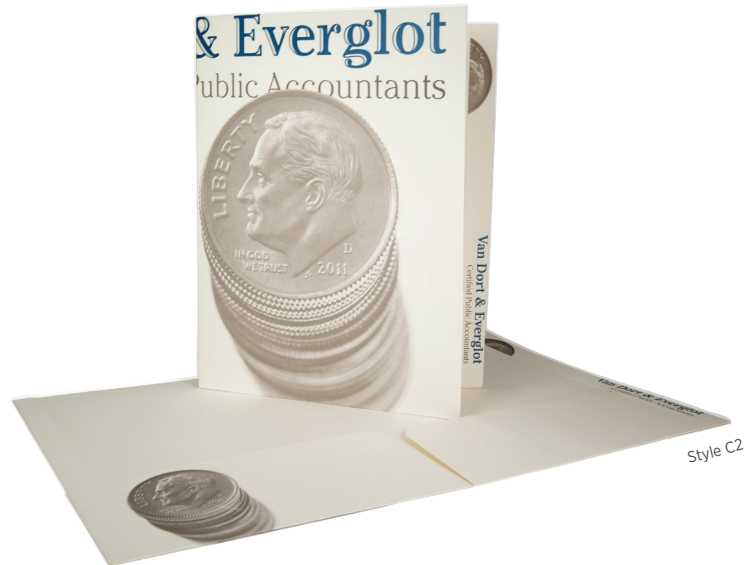
(R) Production Time: 3 working days on all available processes. Price shown is per piece. 12 p.m. CT cutoff for artwork. *Price includes two dies totaling up to 36 square inches. +Now includes letterpress foil colors. See separate price grids on page 50 for pricing on imprint and stock upgrades.

File Folders

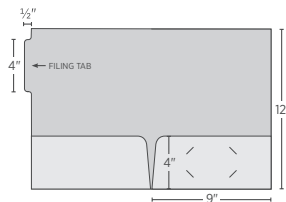
Here's Another Idea | These Folders are great for medical, financial, insurance, and home improvement industries. They keep important papers neat and organized and the printed tab makes these folders easy to find in any filing cabinet.

File Folders:

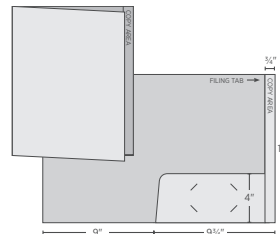
- Up to a 20% reduction in price on many processes and quantities



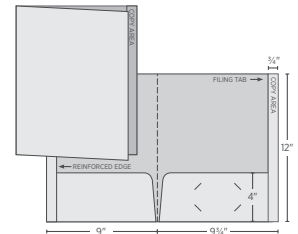
Style #: FJ
File Folder with reinforced edge



Style #: F2T
Tab File Folder with 2 pockets



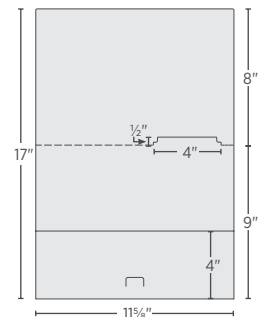
Style #: C1
1 Pocket File Folder with reinforced edge



Style #: C2
2 Pocket File Folder with reinforced edge



File Folder with horizontal pocket (4" pocket depth)



Style #: FNF
Tab File Folder with Pocket

File Folders

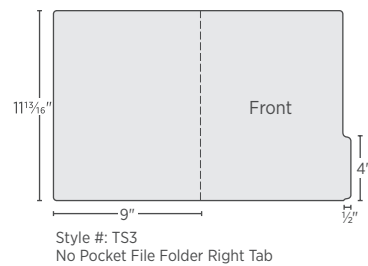
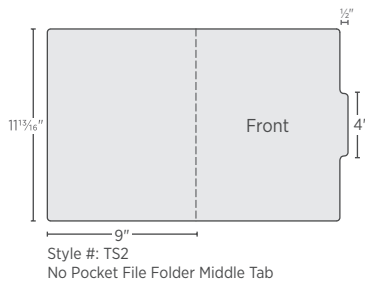
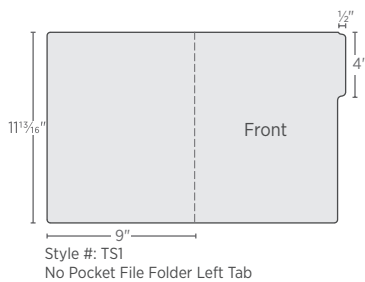
Base Price — Class 1 Stocks	50	100	250	500	1,000	1,500	2,000	2,500	3,000	5,000
No Imprint	\$3.715	\$2.200	\$1.305	\$0.970	\$0.775	\$0.687	\$0.650	\$0.610	\$0.575	\$0.530
1 Standard Ink	\$6.350	\$3.590	\$1.940	\$1.255	\$0.895	\$0.793	\$0.695	\$0.650	\$0.617	\$0.540
2 Standard Inks	\$7.968	\$4.502	\$2.566	\$1.575	\$1.055	\$0.910	\$0.795	\$0.745	\$0.707	\$0.610
1 Standard Foil Stamp*	\$7.250	\$3.900	\$1.950	\$1.300	\$0.925	\$0.825	\$0.735	\$0.695	\$0.667	\$0.590
Blind 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) Production time: 3 working days for all processes. Price shown is per piece. 12 p.m. CT cutoff for artwork. *Price includes one die with an area up to 36 square inches.

No Pocket File Folders

No Pocket File Folders:

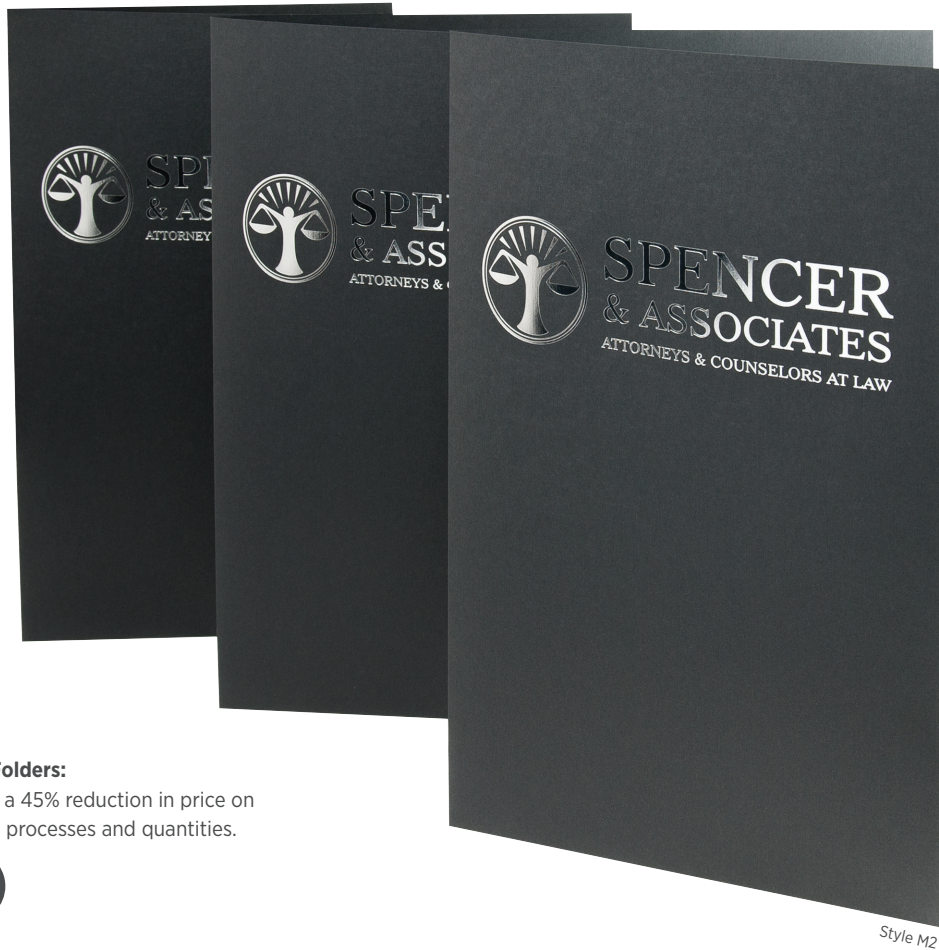
- Over a 10% reduction in price on four-color process printing

**No Pocket 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	\$2.245	\$1.285	\$0.795	\$0.610	\$0.500	\$0.467	\$0.455	\$0.425	\$0.412	\$0.390
1 Standard Ink	\$4.650	\$2.600	\$1.335	\$0.895	\$0.670	\$0.600	\$0.560	\$0.525	\$0.497	\$0.460
2 Standard Inks	\$5.530	\$3.300	\$1.770	\$1.025	\$0.725	\$0.633	\$0.575	\$0.535	\$0.505	\$0.465
Four Color Process	\$9.975	\$5.750	\$2.600	\$1.570	\$1.050	\$0.875	\$0.783	\$0.720	\$0.672	\$0.570

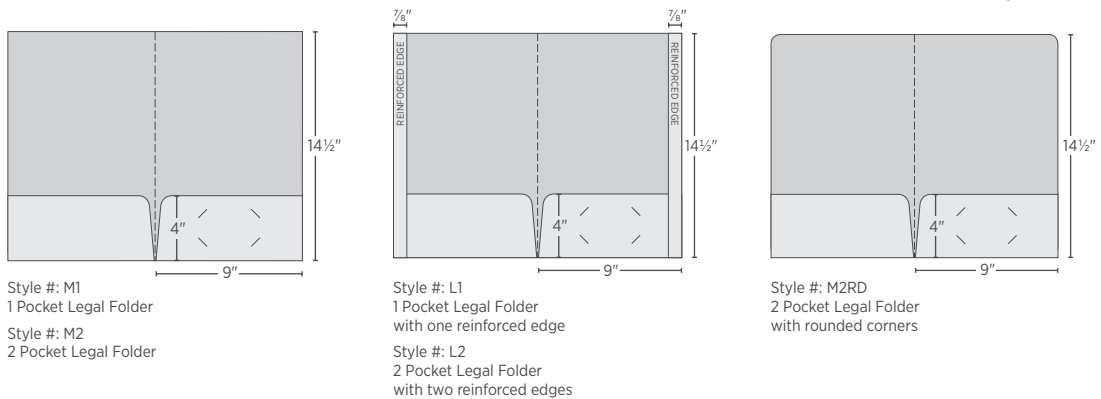
(R) Production Time: 3 working days on all available processes. Price shown is per piece. 12 P.M. CT cutoff for artwork. Only imprint upgrades for heavy ink, UV coating and additional ink or inside copy apply. Tab prints off front unless otherwise stated by customer. See separate pricing grid on page 50 for pricing on stock upgrades.

Legal Folders



Legal Folders:

- Up to a 45% reduction in price on many processes and quantities.



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 Standard Ink	\$8.300	\$4.750	\$2.345	\$1.500	\$1.080	\$0.943	\$0.840	\$0.795	\$0.758	\$0.660
2 Standard Inks	\$10.175	\$5.445	\$2.945	\$1.800	\$1.285	\$1.068	\$0.978	\$0.870	\$0.828	\$0.700
1 Standard Foil Stamp*	\$8.000	\$4.330	\$2.155	\$1.485	\$1.080	\$0.988	\$0.865	\$0.820	\$0.792	\$0.695
Blind 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

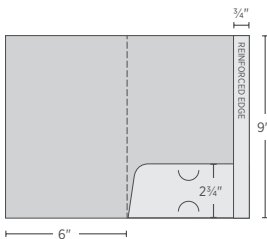
(R) Price shown is per piece. Production time: 3 working days for all processes. Price shown is per piece. 12 p.m. CT cutoff for artwork. *Price includes two dies totalling up to 36 square inches. See separate price grids on page 50 for pricing on imprint and stock upgrades. Thermography printing is not available on legal folder pockets.

Small Folders - Mini & Document

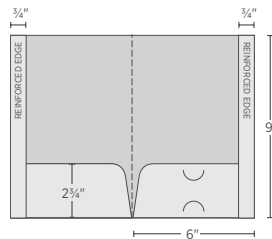
Did You Know? | Expandable Document Folders (KCAP style) have gussets built into the sides and bottom of the folder. The fold over flap with two tab closures secures documents neatly and safely.

**Small Folders -
Mini and Document:**

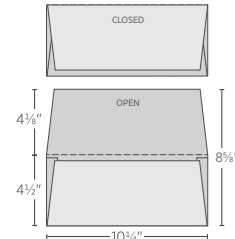
- Up to a 25% reduction in pricing on many processes and quantities.



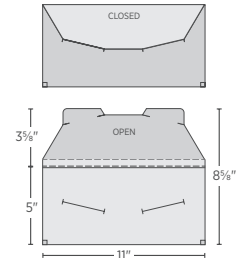
Style #: IS1
1 Pocket Standard Mini Folder



Style #: IS2
2 Pocket Standard Mini Folder



Style #: K
Fold Over Flap Pocket Folder



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

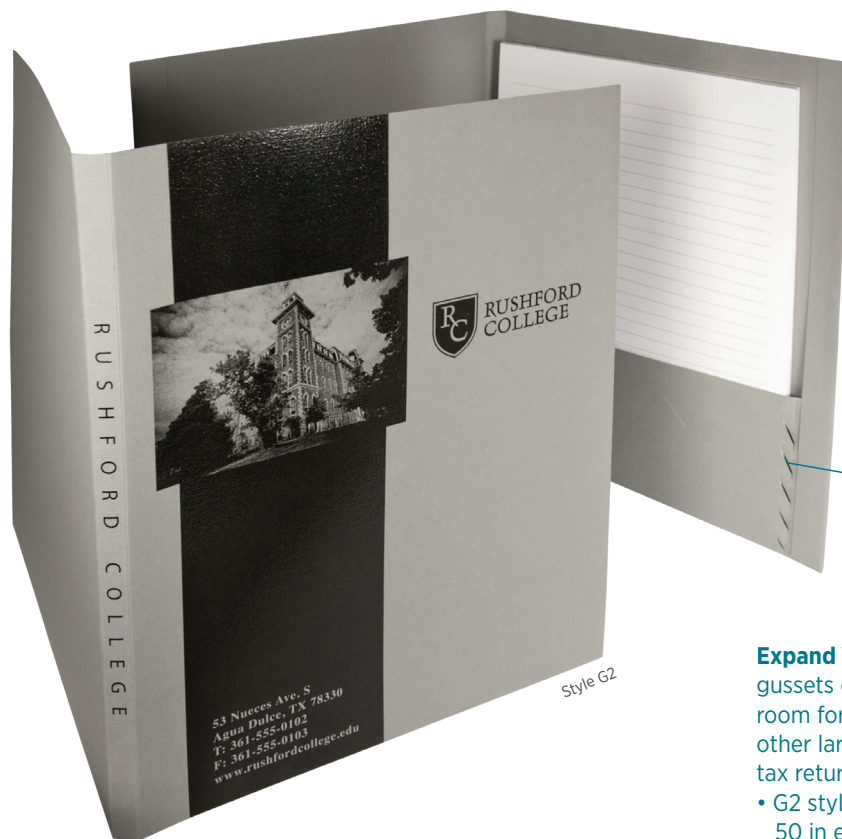


Small Folders – Mini & Document

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 Standard Ink	\$6.155	\$3.380	\$1.575	\$1.010	\$0.730	\$0.647	\$0.610	\$0.575	\$0.550	\$0.495
2 Standard Inks	\$7.655	\$4.165	\$2.060	\$1.245	\$0.870	\$0.742	\$0.685	\$0.640	\$0.610	\$0.540
1 Standard Foil Stamp*	\$7.515	\$4.060	\$1.880	\$1.150	\$0.815	\$0.700	\$0.650	\$0.625	\$0.535	\$0.530
Blind 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) Production time: 3 working days for all processes. Price shown is per piece. 12 p.m. CT cutoff for artwork. *Price includes two dies totalling up to 36 square inches. See separate price grids on page 50 for pricing on imprint and stock upgrades.

Oversized/Expandable Letter Size Folders



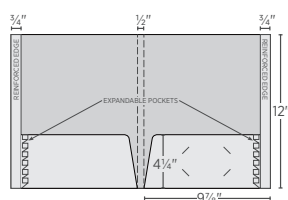
Oversized/Expandable Letter Size Folders:

- G2 Style holds 100 sheets, 50 in each pocket
- H2 style holds 50 sheets, 25 in each pocket
- Up to a 30% reduction in pricing on foil stamping.
- See our new Box Pocket Folders on page 51!

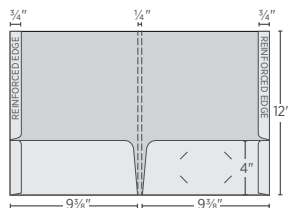


Expand Your Mind | Expandable gussets on style G2 leave enough room for a notepad, catalog or other large quantities of paper like tax returns

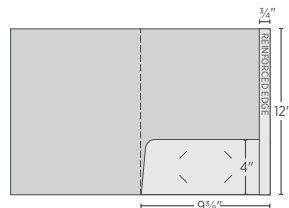
- G2 style holds 100 sheets, 50 in each pocket
- H2 style holds 50 sheets, 25 in each pocket



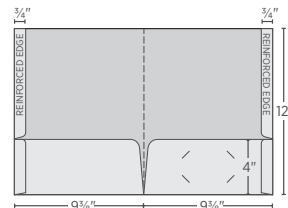
Style #: G2
2 Pocket Expandable Folder
with two reinforced edges



Style #: H2
2 Pocket Expandable Folder
with two reinforced edges



Style #: J1
1 Pocket Folder with
one reinforced edge



Style #: J2
2 Pocket Folder with
two reinforced edges



Expandable Letter Size Folders

Base Price - Class 1 Stocks	50	100	250	500	1,000	1,500	2,000	2,500	3,000	5,000
No Imprint	\$4.195	\$2.435	\$1.485	\$1.090	\$0.845	\$0.795	\$0.725	\$0.675	\$0.638	\$0.570
1 Standard Ink	\$6.830	\$3.860	\$2.080	\$1.340	\$0.980	\$0.848	\$0.765	\$0.710	\$0.673	\$0.575
2 Standard Inks	\$7.970	\$4.500	\$2.565	\$1.695	\$1.195	\$1.027	\$0.860	\$0.795	\$0.743	\$0.630
1 Standard Foil Stamp*	\$7.250	\$4.000	\$2.085	\$1.335	\$0.990	\$0.862	\$0.795	\$0.770	\$0.737	\$0.665
Blind Embossing*	\$8.820	\$4.865	\$2.425	\$1.545	\$1.110	\$0.950	\$0.860	\$0.805	\$0.770	\$0.700
Four Color Process	\$16.570	\$8.670	\$4.100	\$2.450	\$1.470	\$1.150	\$0.965	\$0.880	\$0.815	\$0.685

(R) Production time: 3 working days for all processes. Price shown is per piece. 12 p.m. CT cutoff for artwork. *Price includes two dies totalling up to 36 square inches. See separate price grids on page 50 for pricing on imprint and stock upgrades.

Oversized/Expandable Legal Size Folders

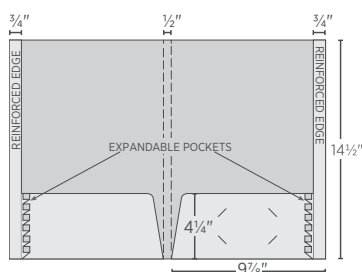


Style L2G

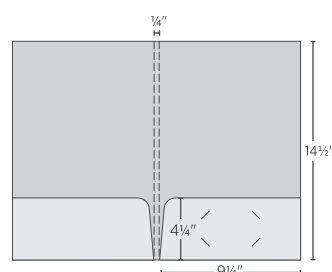
Oversized/Expandable

Legal Size Folders:

- L2G style holds 100 sheets, 50 in each pocket
- Up to a 30% reduction in pricing on four color process.
- See our new Box Pocket Folders on page 51!



Style #: L2G
2 Pocket Expandable Legal Size Folder
with two reinforced edges
Holds 100 sheets, 50 in each pocket



Style #: M2EXP
2 Pocket Expandable Legal Size Folder



Expandable Legal Size 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 Standard Ink	\$8.775	\$5.015	\$2.405	\$1.565	\$1.150	\$0.992	\$0.910	\$0.850	\$0.795	\$0.705
2 Standard Inks	\$10.505	\$5.710	\$2.865	\$1.800	\$1.285	\$1.100	\$1.005	\$0.940	\$0.892	\$0.760
1 Standard Foil Stamp* +	\$8.345	\$4.610	\$2.365	\$1.630	\$1.205	\$1.058	\$0.990	\$0.940	\$0.887	\$0.785
Blind Embossing*	\$10.035	\$5.405	\$2.630	\$1.755	\$1.270	\$1.117	\$1.045	\$0.975	\$0.918	\$0.855
Four Color Process	\$17.845	\$9.443	\$5.090	\$2.887	\$1.778	\$1.430	\$1.247	\$1.138	\$1.065	\$0.855

(R) Production time: 1 day for ink or foil stamping. 3 working days for embossing and 8 days for four color process. Price shown is per piece. 12 p.m. CT cutoff for artwork. *Price includes two dies totalling up to 36 square inches. +Now includes letterpress foil colors. See separate price grids on page 50 for pricing on imprint and stock upgrades. Thermography printing is not allowed on legal folder pockets.

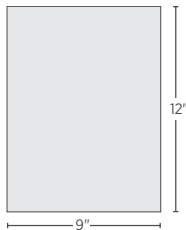
Report & Tax Covers, Standard Size



Style R1



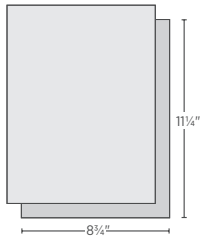
style SS



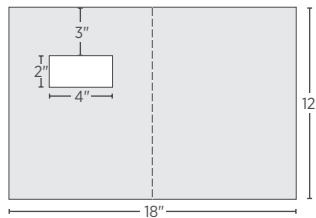
Style #: R1
1 Piece Report Cover

Report and Tax Covers, Standard Size:

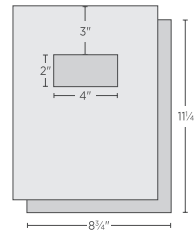
- Available in one or two piece styles
- Up to a 25% reduction in pricing on many processes and quantities.



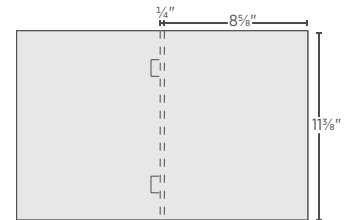
Style #: R2
2 Piece Report Cover



Style #: W1
1 Piece Report Cover with Window



Style #: W2
2 Piece Report Cover
with Window



Style #: SS
Side Staple Tabs Report Cover



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 Standard Ink	\$4.405	\$2.405	\$1.245	\$0.740	\$0.520	\$0.447	\$0.425	\$0.405	\$0.388	\$0.355
2 Standard Inks	\$5.505	\$3.315	\$1.675	\$0.985	\$0.660	\$0.555	\$0.505	\$0.480	\$0.455	\$0.400
1 Standard Foil Stamp* +	\$5.225	\$3.075	\$1.610	\$1.065	\$0.745	\$0.610	\$0.570	\$0.525	\$0.505	\$0.470
Blind 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) Production time: 3 working days for all processes. Price shown is per piece. 12 p.m. CT cutoff for artwork. *Price includes two dies totalling up to 36 square inches. +Now includes letterpress foil colors. See separate price grids on page 50 for pricing on imprint and stock upgrades.

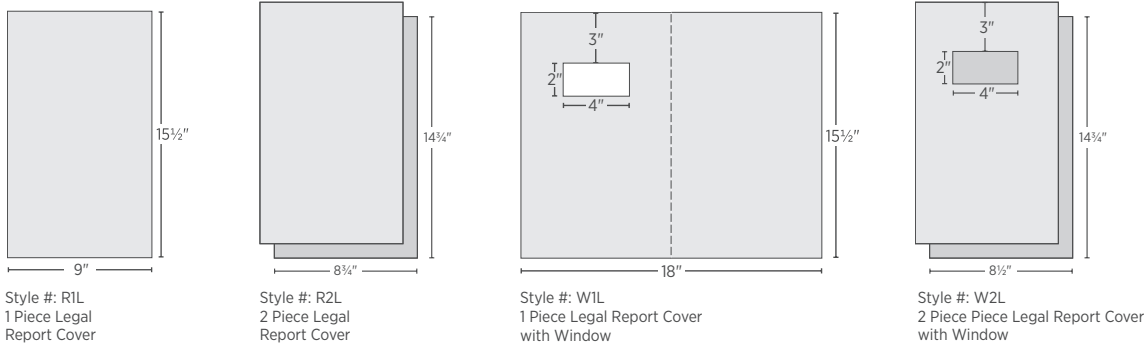


Style RIL

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

**Report Tax Covers,
Legal Size:**

- Available in one or two piece styles
- Same great 2014 prices



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 Standard Ink	\$5.185	\$2.855	\$1.660	\$1.115	\$0.860	\$0.767	\$0.715	\$0.680	\$0.662	\$0.600
2 Standard Inks	\$6.630	\$3.880	\$2.145	\$1.310	\$0.950	\$0.817	\$0.760	\$0.710	\$0.673	\$0.615
1 Standard Foil Stamp*	\$5.530	\$3.300	\$1.755	\$1.195	\$0.905	\$0.815	\$0.765	\$0.750	\$0.737	\$0.710
Blind 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) Production time: 3 working days for all processes. Price shown is per piece. 12 p.m. CT cutoff for artwork. *Price includes two dies totalling up to 36 square inches. +Now includes letterpress foil colors. See separate price grids on page 50 for pricing on imprint and stock upgrades.

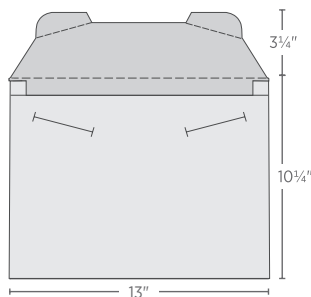
Standard Portfolios & Mailers



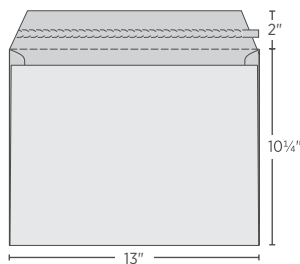
High Impact | Personalized Portfolios provide a feeling of importance when receiving mortgage papers for a first home purchase. Mailers are a special way to send those one-of-a-kind mail pieces.

Standard Portfolios and Mailers:

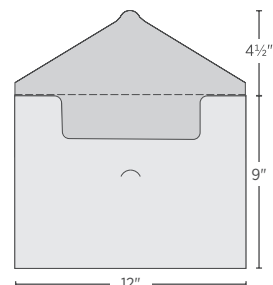
- Up to a 30% reduction in pricing on many processes and quantities.



Style #: TAB
Tab Mailer



Style #: ZIP
Glued Mailer



Style #: PNE
Portfolio



Standard Portfolios & Mailers

Base Price - Class 1 Stocks	100	250	500	1,000	1,500	2,000	2,500	3,000	5,000
No Imprint	\$3.000	\$1.600	\$1.385	\$1.130	\$0.987	\$0.910	\$0.880	\$0.827	\$0.650
1 Standard Ink	\$4.850	\$2.645	\$1.780	\$1.305	\$1.100	\$0.970	\$0.905	\$0.858	\$0.755
2 Standard Inks	\$6.385	\$3.295	\$2.215	\$1.525	\$1.257	\$1.090	\$1.005	\$0.943	\$0.805
1 Standard Foil Stamp* +	\$4.900	\$2.670	\$1.785	\$1.340	\$1.145	\$1.020	\$0.965	\$0.938	\$0.875
Blind Embossing*	\$5.948	\$2.860	\$1.882	\$1.390	\$1.178	\$1.040	\$0.983	\$0.953	\$0.882
Four Color Process	\$10.645	\$5.060	\$2.980	\$1.855	\$1.563	\$1.370	\$1.190	\$1.100	\$0.960

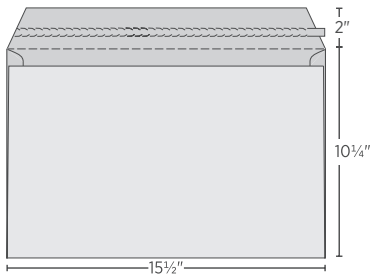
(R) Production time: 5 working days for all processes. Price shown is per piece. 12 p.m. CT cutoff for artwork. *Price includes two dies totalling up to 36 square inches. +Now includes letterpress foil colors. See separate price grids on page 50 for pricing on imprint and stock upgrades.

Legal Portfolios and Mailers:

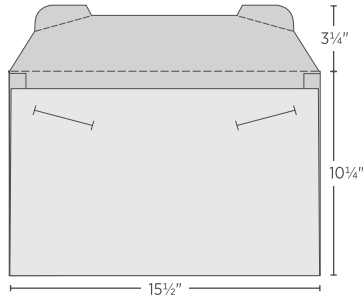
- Up to a 35% reduction in pricing on many processes and quantities



Style TABL



Style #: ZIPL
Glued Mailer



Style #: TABL
Tab Mailer



Legal Portfolios & Mailers

Base Price - Class 1 Stocks	100	250	500	1,000	1,500	2,000	2,500	3,000	5,000
No Imprint	\$3.000	\$1.600	\$1.385	\$1.130	\$0.987	\$0.910	\$0.880	\$0.827	\$0.650
1 Standard Ink	\$4.850	\$2.645	\$1.780	\$1.305	\$1.100	\$0.970	\$0.905	\$0.858	\$0.755
2 Standard Inks	\$6.385	\$3.295	\$2.215	\$1.525	\$1.257	\$1.090	\$1.005	\$0.943	\$0.805
1 Standard Foil Stamp*	\$5.145	\$2.670	\$1.785	\$1.340	\$1.145	\$1.020	\$0.965	\$0.938	\$0.875
Blind Embossing*	\$5.950	\$2.860	\$1.880	\$1.390	\$1.178	\$1.040	\$0.985	\$0.953	\$0.880
Four Color Process	\$10.645	\$5.790	\$3.250	\$2.045	\$1.563	\$1.370	\$1.225	\$1.137	\$0.960

(R) Production time: 5 working days for all processes. Price shown is per piece. 12 p.m. CT cutoff for artwork. *Price includes two dies totalling up to 36 square inches. +Now includes letterpress foil colors. See separate price grids on page 50 for pricing on imprint and stock upgrades.

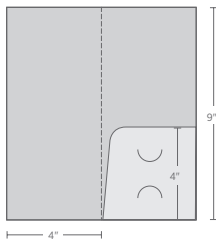
Small Folders — Literature

Here's Another Idea | Does it feel like your presentation isn't quite complete? Like there's something missing? Try adding stepped inserts to your presentation piece. Call us for an estimate today.

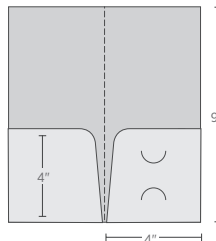


Small Folders - Literature:

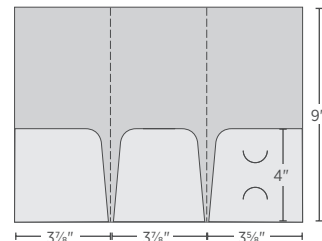
- These folders fit our brochures and rack cards perfectly (see pages 40-41 and 46 for ideas)
- Up to a 20% reduction in pricing on some processes and quantities.



Style #: ES1
1 Pocket Small Folder



Style #: ES2
2 Pocket Small Folder



Style #: E3
3 Pocket Tri-Fold Small Specialty Folder
See page 54 for pricing.



Small Folders — Literature

Base Price - Class 1 Stocks	50	100	250	500	1,000	1,500	2,000	2,500	3,000	5,000
No Imprint	\$3.000	\$1.650	\$0.830	\$0.580	\$0.443	\$0.392	\$0.330	\$0.305	\$0.293	\$0.280
1 Standard Ink	\$5.750	\$3.045	\$1.480	\$0.890	\$0.615	\$0.503	\$0.475	\$0.438	\$0.430	\$0.380
2 Standard Inks	\$7.140	\$3.870	\$1.770	\$1.080	\$0.705	\$0.608	\$0.550	\$0.500	\$0.463	\$0.400
1 Standard Foil Stamp*	\$6.570	\$3.605	\$1.740	\$1.010	\$0.675	\$0.567	\$0.520	\$0.500	\$0.462	\$0.400
Blind Embossing*	\$7.588	\$4.065	\$1.828	\$1.132	\$0.735	\$0.607	\$0.547	\$0.520	\$0.480	\$0.410
Four Color Process	\$12.000	\$6.380	\$3.275	\$1.835	\$1.130	\$0.875	\$0.715	\$0.620	\$0.542	\$0.420

(R) Production time: 3 working days for all processes. Price shown is per piece. 12 p.m. CT cutoff for artwork. *Price includes two dies totalling up to 36 square inches. See separate price grids on page 50 for pricing on imprint and stock upgrades.

Literature Holders:

- Literature Holders can be a functional marketing tool. Even after literature is gone a stand can still direct customers on a call to action.
- Stock: 16 pt. White Low Luster CIS
- Holders are shipped flat and unassembled
- Same great 2014 pricing.

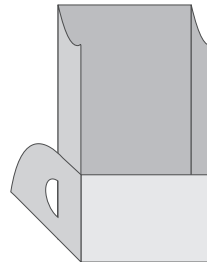


Style H49

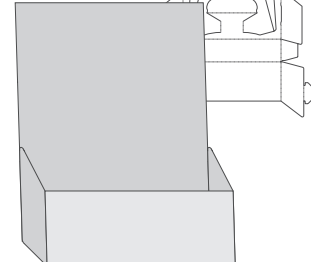


Style H851

Did You Know? | On style H851, printing on the inside of this holder is no additional charge because it's the same side of the stock as the pocket! See diagram for more detail.



Style #: H49
Small Literature Holder
4¼" x 4¼" x 7½"
1½" Deep Pocket



Style #: H851
Large Literature Holder
8¼" x 4¾" x 11"
2" Deep Pocket

**Small Literature Holders**

16 pt. White Low Luster CIS Only	50	100	250	500	1,000	1,500	2,000	2,500	3,000	5,000
No Imprint	\$5.285	\$2.860	\$1.390	\$0.910	\$0.660	\$0.592	\$0.550	\$0.525	\$0.507	\$0.475
1 Standard Ink	\$6.470	\$3.570	\$1.755	\$1.190	\$0.850	\$0.733	\$0.675	\$0.630	\$0.582	\$0.550
2 Standard Inks	\$7.310	\$3.945	\$2.060	\$1.330	\$0.905	\$0.767	\$0.700	\$0.645	\$0.602	\$0.550
Four Color Process	\$10.910	\$6.125	\$2.840	\$1.735	\$1.190	\$0.992	\$0.890	\$0.765	\$0.687	\$0.600

(R) Production time: 5 working days for all processes. Price shown is per piece. 12 p.m. CT cutoff for artwork. See separate price grid on page 50 for pricing on imprint upgrades.

Large Literature Holders

16 pt. White Low Luster CIS Only	250	500	1,000	1,500	2,000	2,500	3,000	5,000
No Imprint	\$2.090	\$1.590	\$1.265	\$1.193	\$1.150	\$1.135	\$1.118	\$1.090
1 Standard Ink	\$5.855	\$3.570	\$2.440	\$1.983	\$1.765	\$1.645	\$1.528	\$1.305
2 Standard Inks	\$7.020	\$4.030	\$2.620	\$2.133	\$1.890	\$1.670	\$1.612	\$1.355
Four Color Process	\$8.380	\$4.815	\$2.945	\$2.327	\$2.030	\$1.770	\$1.685	\$1.410

(R) Production time: 5 working days for all processes. Price shown is per piece. 12 p.m. CT cutoff for artwork. See separate price grid on page 50 for pricing on imprint upgrades.

Photo Holders & Photo Sleeves

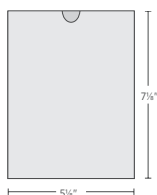
Here's Another Idea | Use Photo Holders as a way of delivering a holiday message to your employees, clients, and the community. A tastefully designed Photo Holder would compliment a beautiful announcement or postcard.

Did You Know? | Styles PHA and PHB have a reinforced back so the corners of your picture stay secure and undamaged.

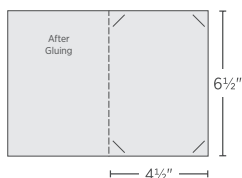


Photo Holders and Photo Sleeves:

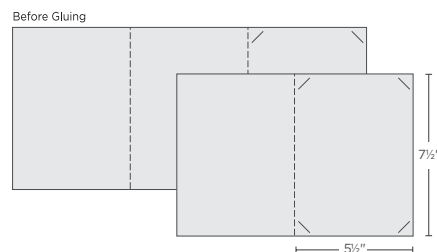
- Same great 2014 pricing



Style #: PHS
Photo Sleeve



Style #: PHA
Small Photo Holder with
Reinforced Back



Style #: PHB
Large Photo Holder with
Reinforced Back

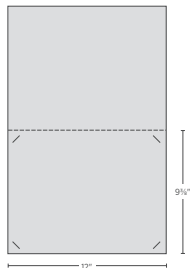


Photo Holders & Photo Sleeves

Base Price - Class 1 Stocks	50	100	250	500	1,000	1,500	2,000	2,500	3,000	5,000
No Imprint	\$4.295	\$2.455	\$1.240	\$0.860	\$0.640	\$0.567	\$0.530	\$0.510	\$0.493	\$0.485
1 Standard Ink	\$7.340	\$3.960	\$1.870	\$1.200	\$0.885	\$0.768	\$0.730	\$0.715	\$0.705	\$0.645
2 Standard Inks	\$8.835	\$4.970	\$2.375	\$1.490	\$1.100	\$0.913	\$0.820	\$0.775	\$0.765	\$0.700
1 Standard Foil Stamp*	\$7.430	\$4.005	\$1.900	\$1.225	\$0.910	\$0.853	\$0.805	\$0.785	\$0.775	\$0.745
Blind Embossing*	\$8.725	\$4.610	\$2.120	\$1.315	\$0.955	\$0.867	\$0.830	\$0.800	\$0.793	\$0.750
Four Color Process	\$13.285	\$7.415	\$4.440	\$2.490	\$1.460	\$1.167	\$0.985	\$0.870	\$0.787	\$0.710

(R) Production time: 3 working days for all processes. Price shown is per piece. 12 p.m. CT cutoff for artwork. *Price includes two dies totalling up to 36 square inches. +Now includes letterpress foil colors. See separate price grids on page 50 for pricing on imprint and stock upgrades.

Did You Know? | These certificate holders will also work well with 8" x 10" photographs. Use for company picnics, special events, or fundraisers.



Style #: CH
Certificate Holder



Certificate Holders:

- Each certificate holder fits an 8½" x 11" sheet of paper or an 8" x 10" photograph.
- Choose to use your own artwork or select from stock designs (see right for examples)
- Same great 2014 pricing



Certificate Holders

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	\$0.630	\$0.540	\$0.508	\$0.495	\$0.475	\$0.453	\$0.425
1 Standard Ink	\$4.405	\$2.405	\$1.365	\$0.900	\$0.685	\$0.617	\$0.580	\$0.550	\$0.518	\$0.470
2 Standard Inks	\$5.505	\$3.315	\$1.860	\$1.065	\$0.755	\$0.645	\$0.595	\$0.560	\$0.527	\$0.475
1 Standard Foil Stamp*	\$5.225	\$3.075	\$1.630	\$1.085	\$0.805	\$0.713	\$0.670	\$0.645	\$0.627	\$0.600
Blind Embossing*	\$6.680	\$3.725	\$1.815	\$1.200	\$0.880	\$0.763	\$0.705	\$0.665	\$0.638	\$0.605
Four Color Process	\$14.410	\$7.590	\$3.495	\$2.000	\$1.190	\$0.933	\$0.795	\$0.735	\$0.697	\$0.640

(R) Production time: 3 working days for all processes. Price shown is per piece. 12 p.m. CT cutoff for artwork. *Price includes two dies totalling up to 36 square inches. See separate price grids on page 50 for pricing on imprint and stock upgrades.

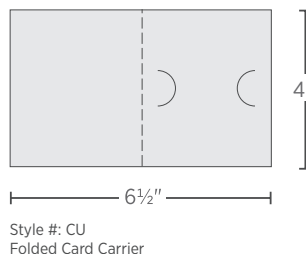
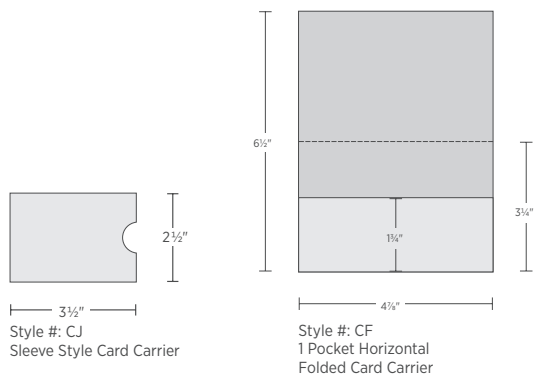
Card Carriers

Card Carriers:

- Up to a 20% reduction in pricing on some processes and quantities



Here's Another Idea | Use our style "Y" Card Carrier for your upcoming company retreat or conference. Hotel Registration can insert card keys into the slot. Important information can be printed on the folder itself or on an insert placed in the pocket.

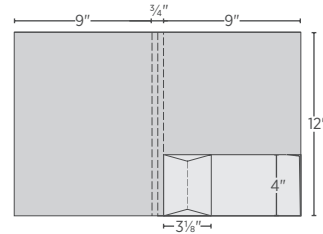


Card Carriers

Base Price — Class 1 Stocks	250	500	1,000	1,500	2,000	2,500	3,000	5,000
No Imprint	\$1.165	\$0.665	\$0.415	\$0.373	\$0.320	\$0.290	\$0.272	\$0.235
1 Standard Ink	\$1.250	\$0.590	\$0.455	\$0.427	\$0.385	\$0.345	\$0.317	\$0.251
2 Standard Inks	\$1.400	\$0.735	\$0.590	\$0.538	\$0.470	\$0.385	\$0.347	\$0.285
1 Standard Foil Stamp* +	\$1.250	\$0.825	\$0.630	\$0.522	\$0.380	\$0.355	\$0.303	\$0.270
Blind Embossing*	\$1.565	\$0.975	\$0.680	\$0.530	\$0.385	\$0.370	\$0.307	\$0.275
Four Color Process	\$2.650	\$1.660	\$0.955	\$0.742	\$0.590	\$0.550	\$0.468	\$0.360

(R) Production time: 3 working days for all processes. Price shown is per piece. 12 p.m. CT cutoff for artwork. *Price includes one die totalling up to 36 square inches. +Now includes letterpress foil colors. See separate price grids on page 50 for pricing on imprint and stock upgrades.

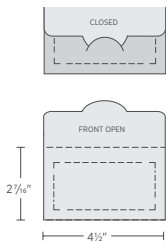
Multimedia and Flash Drive Holders & Folders



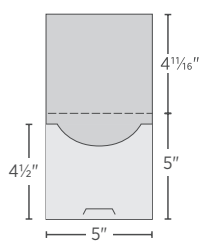
Style #: FDF
Flash Drive Folder

Multimedia and Flash Drive
Holders & Folders:

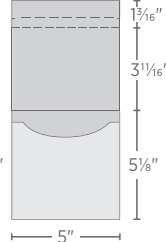
- Same great 2014 pricing



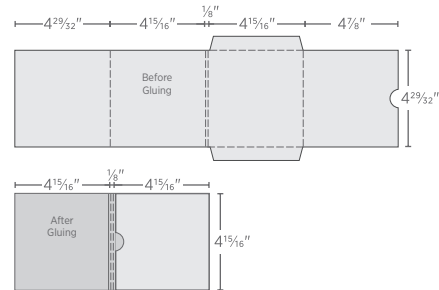
Style #: FDH
Flash Drive Holder



Style #: Z
Multimedia Holder



Style #: ZZ
Multimedia Holder



Style #: ZF
Double Multi Media Holder



Multimedia and Flash Drive Holders & Folders

Base Price - Class 1 Stocks	100	250	500	1,000	1,500	2,000	2,500	3,000	5,000
No Imprint	\$3.070	\$1.420	\$0.860	\$0.580	\$0.497	\$0.445	\$0.410	\$0.392	\$0.355
1 Standard Ink	\$4.020	\$1.785	\$1.150	\$0.705	\$0.677	\$0.570	\$0.520	\$0.427	\$0.370
2 Standard Inks	\$4.652	\$2.183	\$1.458	\$0.865	\$0.727	\$0.640	\$0.570	\$0.462	\$0.392
1 Standard Foil Stamp* +	\$4.295	\$1.960	\$1.195	\$0.810	\$0.742	\$0.680	\$0.635	\$0.610	\$0.595
Blind Embossing*	\$4.560	\$2.075	\$1.250	\$0.830	\$0.747	\$0.685	\$0.660	\$0.643	\$0.600
Four Color Process	\$8.230	\$4.490	\$2.550	\$1.360	\$1.068	\$0.815	\$0.705	\$0.595	\$0.435

(R) Production time: 3 working days for all processes. Price shown is per piece. 12 p.m. CT cutoff for artwork. *Price includes two dies totalling up to 36 square inches. +Now includes letterpress foil colors. See separate price grids on page 50 for pricing on imprint and stock upgrades.

Gable Boxes



Gable Boxes:

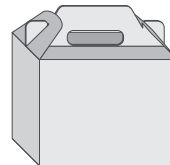
- Stock: 16 or 18 pt. White Low Luster C1S. Call for a quote on additional available stock options.
- Low Luster stock is FDA Certified for indirect food contact
- Includes slits for business card placement
- Glued edge, ships flat
- Two sizes available
- Up to a 60% reduction on many four color process quantities



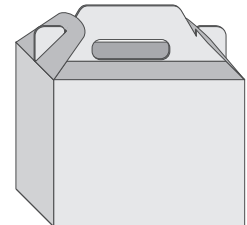
Here's Another Idea | Gable Boxes provide you with the maximum marketing impact.

This packaging allows you to:

- Create a gift box for your clients
- Build a product sample package
- Create a thank you gift from your business



Style #: PKGSML
(Small Gable Box)
5½" x 2½" x 4"



Style #: PKGLRG
(Large Gable Box)
9½" x 3¾" x 6"

Small Gable Boxes

16 or 18 pt. White Low Luster C1S Only	100	250	500	1,000	1,500	2,000	2,500	3,000	5,000
No Imprint	\$4.550	\$2.155	\$1.365	\$0.975	\$0.867	\$0.785	\$0.750	\$0.722	\$0.670
1 Standard Ink	\$5.840	\$2.775	\$1.800	\$1.215	\$1.047	\$0.945	\$0.880	\$0.847	\$0.770
2 Standard Inks	\$6.740	\$3.025	\$1.915	\$1.285	\$1.093	\$0.985	\$0.930	\$0.887	\$0.790
Four Color Process	\$7.630	\$3.395	\$2.165	\$1.470	\$1.233	\$1.095	\$1.020	\$0.963	\$0.860

(R) Production time: 5 working days for all processes. Price shown is per piece. 12 p.m. CT cutoff for artwork.

Large Gable Boxes

16 or 18 pt. White Low Luster C1S Only	100	250	500	1,000	1,500	2,000	2,500	3,000	5,000
No Imprint	\$4.930	\$2.490	\$1.690	\$1.285	\$1.167	\$1.100	\$1.055	\$1.033	\$0.985
1 Standard Ink	\$6.200	\$3.010	\$2.025	\$1.480	\$1.333	\$1.215	\$1.155	\$1.093	\$1.055
2 Standard Inks	\$7.060	\$3.310	\$2.175	\$1.535	\$1.383	\$1.240	\$1.205	\$1.168	\$1.085
Four Color Process	NA	\$3.730	\$2.425	\$1.740	\$1.540	\$1.340	\$1.295	\$1.255	\$1.160

(R) Production time: 5 working days for all processes. Price shown is per piece. 12 p.m. CT cutoff for artwork.

Say Thanks | For that special event, favors packed in Presentation Packaging are a unique way for your customers to thank their guests.



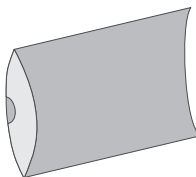
Style PLW6



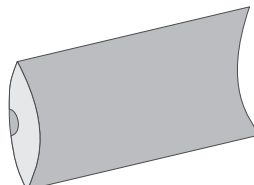
Style PLW12

Pillow Packs:

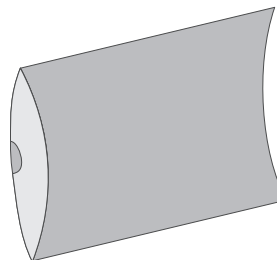
- Stock: 16 pt. White Low Luster C1S. Call for a quote on additional available stock options.
- Low Luster stock is FDA certified for indirect food contact
- Three sizes available
- Up to a 25% reduction in price on many four color process quantities



Style #: PLW6
(Small Pillow Pack)
6" x 1½" x 4½"



Style #: PLW10
(Large Pillow Pack)
10" x 2" x 5"



Style #: PLW12
(Large Pillow Pack)
12" x 1½" x 9"

Pillow Packs - PLW6

16 pt. White Low Luster C1S Only	50	100	250	500	1,000	1,500	2,000	2,500	3,000	5,000
No Imprint	\$4.440	\$2.710	\$1.635	\$1.105	\$0.710	\$0.593	\$0.520	\$0.475	\$0.437	\$0.380
1 Standard Ink	\$6.840	\$3.910	\$2.150	\$1.360	\$0.800	\$0.660	\$0.570	\$0.530	\$0.480	\$0.410
2 Standard Inks	\$8.570	\$4.795	\$2.960	\$1.850	\$0.910	\$0.727	\$0.590	\$0.580	\$0.495	\$0.420
1 Standard Foil Stamp* +	\$7.770	\$4.485	\$2.635	\$1.665	\$0.970	\$0.813	\$0.740	\$0.685	\$0.648	\$0.570
Blind Embossing*	\$9.340	\$5.370	\$2.880	\$1.805	\$1.065	\$0.873	\$0.775	\$0.720	\$0.670	\$0.575
Four Color Process	\$11.180	\$5.670	\$3.300	\$2.055	\$1.230	\$0.983	\$0.795	\$0.650	\$0.530	\$0.460

(R) Production time: 5 working days for all processes. Price shown is per piece. 12 p.m. CT cutoff for artwork. *Price includes two dies with a total area up to 36 square inches. +Now includes letterpress foil colors.

Pillow Packs - PLW10 and PLW12

16 pt. White Low Luster C1S Only	50	100	250	500	1,000	1,500	2,000	2,500	3,000	5,000
No Imprint	\$4.695	\$2.960	\$1.875	\$1.330	\$0.910	\$0.800	\$0.720	\$0.670	\$0.633	\$0.570
1 Standard Ink	\$7.105	\$4.235	\$2.385	\$1.625	\$1.050	\$0.900	\$0.810	\$0.755	\$0.718	\$0.640
2 Standard Inks	\$8.935	\$5.205	\$3.025	\$1.970	\$1.165	\$0.983	\$0.815	\$0.760	\$0.723	\$0.645
1 Standard Foil Stamp* +	\$8.095	\$4.850	\$2.825	\$1.895	\$1.230	\$1.087	\$0.990	\$0.935	\$0.897	\$0.815
Blind Embossing*	\$9.655	\$5.645	\$3.145	\$2.040	\$1.290	\$1.127	\$1.005	\$0.940	\$0.893	\$0.800
Four Color Process	\$11.885	\$6.175	\$3.440	\$2.220	\$1.405	\$1.167	\$1.005	\$0.875	\$0.782	\$0.675

(R) Production time: 5 working days for all processes. Price shown is per piece. 12 p.m. CT cutoff for artwork. *Price includes two dies with a total area up to 36 square inches. +Now includes letterpress foil colors.

CONTACT US

Call us for quotes on your custom project or email your specifications and account number to:



1-877-294-5028



presentationproducts@navitor.com

Customize

We can create almost anything you could imagine — the sky is the limit! If you are in need of a product not found in our catalog, give us a call. We love a good challenge.

Collaborate

We realize that Presentation Folders are a big ticket item and that you may feel more comfortable consulting an expert before ordering. We have the knowledge and expertise to help you feel comfortable with any order, from old favorites to custom folders.

Coordinate

With custom options, you can design a folders solution that is perfectly suited to any use. Create packaging that perfectly fits a product, add visual flair with die cut details, use inserts to craft an informational folder with power, and much more.

Call Us

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



Multimedia Folders

Special Charges

Die Cutting

Die Set-Up	\$108.35
Special Die Cuts (first 1000)	\$91.75

Proofs

Electronic or Mailed (please specify)	\$16.65
First Proof FREE	
Color Proof (four color only)	\$65.00
Press Proof	Min. quantity, less 10%

Other Charges

Color Match (per color)	FREE
Standard PMS Inks	FREE
Additional Foil/Embossing	\$41.65

(R)



Roll Tuck End Boxes



Snap Lock Boxes

Additional Product Options

We have additional existing templates for products not shown in this catalog. Please call us to check if we have what you need and we can provide a quote. Some of these products are:



Pocket Page

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



Stepped and Stitched Inserts

Three standard sizes are available: 8½" x 11", 5" x 8½", 3½" x 8½" or call for a custom quote. In house stock is 80 lb. or 100 lb. gloss text, special order stock available upon request. Stepped inserts will add 6 working days to production time.



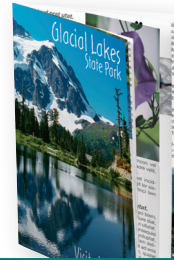
Loose Pocket (Unglued) Folders

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



Presentation Packaging

We also have many existing templates to help your small business customers package their products including Snap Lock boxes, Straight Tuck End boxes, Roll Tuck End boxes, Sleeves, Purse boxes, Triangle boxes, Coffee Carrier Covers, and custom paperboard or corrugated cartons.



Stitched Inserts

Four color process stitched inserts are available in 8½" x 11" size pages on 80 lb. gloss text. Stiched inserts will add 5 working days of production time.



Table Tents

Table Tents are a cost-effective way to provide great visibility to a message.



Trifold Folders

Trifolds are available as a glued or unglued folder with multiple styles to choose from. Quantities starting at 250.



Inventory Programs

Are you working with a national or regional customer that utilizes a high volume of folders? If your customer utilizes more than 20,000 folders annually, ask our team if our "print & hold" inventory program would be a cost effective alternative to our traditional "print & ship" options.

Marketing Ideas

Vertical Market Uses for Presentation Folders and Custom Products

Automotive Industry

Auto dealerships, repair shops, and insurance processing, title, and lending services can add polish to paperwork with document folders, portfolios, report covers, photo holders, and stitched inserts.

Construction and Contractors

Whether designing, building, landscaping, or installing necessary services, workers in construction and contracting can stay organized with standard folders, document folders, file folders, literature folders, landscape folders, and gatefold folders.

Education and Academic Institutions

From elementary schools to high schools, colleges and universities to foundations that support education, academic institutions can benefit from standard folders, document folders, file folders, certificate holders, expansion and oversized folders, and photo holders.

Finance and Banking Institutions

Target credit unions, loan companies, accounting firms, and community banks for report covers, standard folders, portfolios, file folders, literature folders, and packaging for gifts.

Government

Keep a wide variety of government offices – including parks and recreation departments, tourism offices, transportation program management offices, and election offices – looking professional with report covers, standard folders, card carriers, literature folders, and file folders.

Healthcare and Medical Institutions

Charity organizations, clinics and hospitals, pharmaceutical companies, pediatricians, and birth centers, recovery centers, dentists, and medical device companies alike can benefit from being organized and polished. Help them achieve that with standard folders, file folders, inserts, multimedia holders, photo holders, and landscape folders.

Hospitality

Hotels, convention centers, visitor centers, and banquet halls can use folders to create visitor packets or to keep paperwork together. Look at standard folders, literature folders, card carriers, tri-fold folders, and stitched inserts.

Legal

Create practical folders for court halls and legal firms with legal folders, document folders, portfolios, expandable folders, and file folders.

Non-Profit Organizations

Charities, foundations, and endowments can reach out to donors and volunteers alike with literature folders, certificate holders, card carriers, expandable folders, CD mailers 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 standard folders, legal folders, portfolios, literature folders, and promotional packaging.



Presentation Folders

Presentation Folder Stocks**

			Letter-press
Class 1	Manila Tag 150 lb. 	•	
	White High Gloss 10 pt. CIS FSC		
	White Low Luster 12 pt. CIS	•	
	White Vellum 80 lb. 	•	•
	Bright White Linen 80 lb.	•	
	Warm White Linen 80 lb. GSC	•	
Class 2	White High Gloss 12 pt. CIS FSC	•	
	White Low Luster 12 pt. C2S		
	White Low Luster 14 pt. CIS 	•	
	White Low Luster 16 pt. CIS	•	
	White Silk 120 lb.  RE, FSC		
	White Vellum 100 lb. 	•	•
	Cougar® White Smooth 100 lb. 	•	
	Warm White Smooth 80 lb. GSC	•	•
	Cobalt Smooth 80 lb. FSC	•	
	White Fiber 80 lb. GSC	•	
	Sky Blue Linen 80 lb. GSC	•	
	Royal Sundance Ivory Linen 80 lb.	•	
	Royal Sundance Gray Linen 80 lb.	•	
	Charcoal Linen 80 lb. GSC	•	
	Navy Linen 80 lb. GSC	•	
	Black Linen 80 lb. GSC	•	
	Burgundy Linen 80 lb. GSC, CN, FSC	•	
	Emerald Green Linen 80 lb. GSC, FSC	•	
	Bright White Linen 100 lb.	•	
	Gray Laid 80 lb. 		•
	Ivory Laid 80 lb. 		•
	White Felt 80 lb. GSC	•	•

			Letter-press
Class 3	White Low Luster 14 pt. C2S		
	White Low Luster 18 pt. CIS	•	
	Cream Fiber 80 lb. GSC	•	
	ENVIRONMENT® Desert Storm 80 lb. 100% PCW, GSC, FSC, RE	•	
	Hunter Green Felt 80 lb. 	•	
	Black Felt 80 lb.  FSC, GSC	•	
Class 4	Red Linen 80 lb. RE	•	
	White High Gloss 12 pt. C2S FSC		
	CLASSIC CREST® Natural White 80 lb. CN, FSC, RE	•	•
	CLASSIC CREST® Solar White 80 lb. CN, FSC, RE	•	•
	CLASSIC® Laid Silverstone 80 lb. CN		
	CLASSIC® Natural White Linen 100 lb. CN, FSC, RE	•	
	Navy Linen 100 lb. GSC, FSC	•	
	Eggplant Linen 80 lb.  FSC, CN, RE	•	
	Red Felt 90 lb. 	•	
	Pearlized Latte Smooth 105 lb. GSC		
Class 5	Emerald Green Linen 100 lb. GSC, CN, FSC, RE	•	
	Burgundy Linen 100 lb. GSC	•	
	Black Linen 100 lb. GSC, CN, FSC, RE	•	
	Black High Gloss 12 pt. CIS	•	
	Navy High Gloss 12 pt. CIS	•	
	Silver High Gloss 12 pt. CIS	•	



Additional Stock Options

(add charges below to Class 1 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	NA	NA	\$0.600	\$0.600	\$0.600	\$0.600	\$0.600	\$0.600	\$0.600	\$0.600

(R) 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.

**Colors shown are a close representation. Exact color will vary. Stocks will be printed flat unless otherwise indicated. Thermography printing and Letterpress printing are available for limited stocks as noted in the grid above.

Environmental Codes



Made from a percentage of recycled material

FSC

Paper originates in an FSC-certified sustainable, well-managed forest

GSC

Green Seal Certified Papers contain at least 30% post-consumer material

RE

Renewable Energy - Manufactured using 100% renewable energy.

CN

Carbon Neutral - Made from energy derived from natural processes that are replenished constantly.

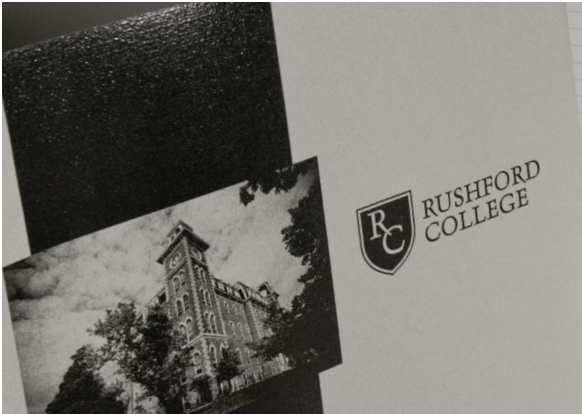
PCW

Post-consumer waste indicates that a paper is made using a certain percentage recycled material.

Premium and Elite Stocks (Class 5 Paper Stocks)

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.

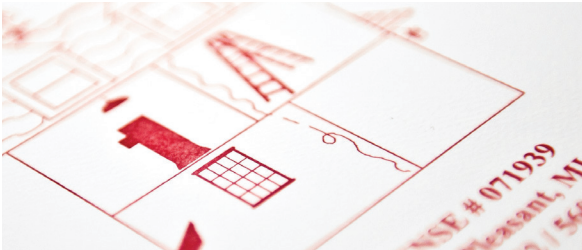
Presentation Folders



Thermography

Select stocks and products are available with thermography (raised printing). Thermography is ONLY available when denoted on the product page AND in the paper stock description on page 220.

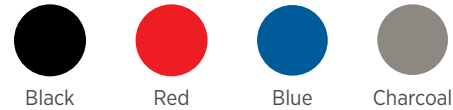
Unless otherwise indicated, flat printing will be supplied when ordering.



Letterpress

Letterpress foils are ink based, giving the appearance of the tried, true, and trendy letterpress printing. The letterpress foil process is not recommended on coated or dark stocks to preserve a quality appearance. Recommended stocks are denoted on page 220.

Letterpress Foil Colors**



Standard Inks**



Standard Foils**



Imprint Upgrades

(add charges below to Class 1 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 Coating	\$0.865	\$0.465	\$0.225	\$0.145	\$0.105	\$0.093	\$0.090	\$0.080	\$0.080	\$0.075
Additional Standard Ink	\$2.650	\$1.350	\$0.555	\$0.290	\$0.165	\$0.120	\$0.095	\$0.085	\$0.073	\$0.050
Additional Foil Stamp Area/Color*	\$4.000	\$2.160	\$0.590	\$0.340	\$0.210	\$0.175	\$0.150	\$0.135	\$0.123	\$0.090
Additional Blind 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 die area up to 36 Square Inches. Additional options increase production time, call for estimate.

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

Prices subject to change without notice.

Presentation Folders

General Ordering Information

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.

Changes or Cancellations

Changes to orders in progress may require additional charges and/or time. Cancellations after an order is in progress will require payment for work completed.

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 Navitor at no additional cost unless otherwise requested.

Engraving

This process is available with folders. Call for quote.

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.

Laminating

Call for pricing and availability. Allow an additional 5 working days.

UV Coating

This ultraviolet process provides a protective high gloss coating on coated stocks only.

Over/Underruns

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

Proofs

PDF and color proofs are available. Color proofs may not be exact. Add 2 working days to the production time when requesting a proof. Printed press proofs are billed as actual orders of the minimum quantity less 10%. See page 74 for proof charges.

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.

Third Party Shipping

Additional charges apply; contact us for pricing.

Drop Ship

Additional charge applies per location.

Foil and Embossing

Die Handling

You may provide a blind embossing, die cutting, foil embossing, or foil stamping die for re-orders. No additional charges apply.

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.

Foil and Embossing (cont.)

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 Embossing

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

For orders with foil stamping or blind embossing up to 36 square inches within two areas, there is no additional charge for the die. 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.

Additional Die Set-Up

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

Ink

Four Color Process

Files must be submitted in CMYK format.

Color Matching

Industry standard ink densities are used for PANTONE® PMS® inks. If color matching is needed, it must be clarified and approved before production begins.

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 exceeding 45% (7" x 7" area) of the front or back cover will require the heavy ink coverage add on price. Additional production time will apply. Heavy metallic ink is not available.

Inside Copy

Printing inside above pockets requires an extra charge due to the additional press run required. Call for quote. Additional production time is also required.

Pocket Copy

When laying out copy for folder pockets, allow ⅞" additional margin for reinforced edges. Printing on folder pockets is not considered inside copy.

Screens

A screen is a dot pattern of a solid ink color that makes that color look lighter. For example, when red 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. Screened foil is available.

Standard Inks

All standard inks are translucent 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.

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 will require an additional color match charge.

Thermography

No additional charge for folders printed in thermography. Tri-fold folders, file jackets, vertical pocket folders, 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.

Creating Your Files

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 outline on your fonts. If you are using fonts not owned by Navitor, outlines must be created in an illustration program before submitting your artwork.

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.

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

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

Spot Color Printing

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

Four Color Process Printing

- Every element of the file must be colored with process CMYK colors (no RGB, indexed color, etc.).
- PANTONE® 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.

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.

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 the 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

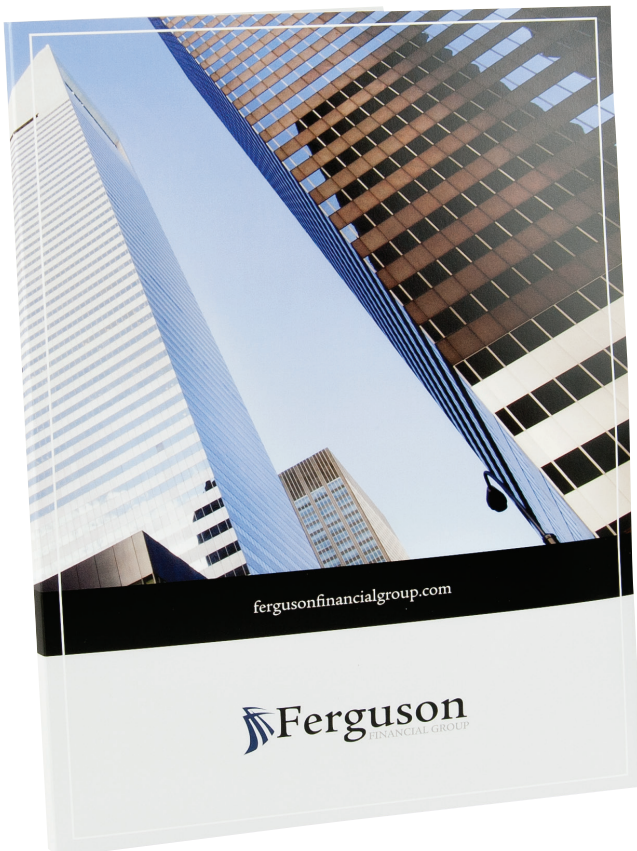
NOTE: Files will be used as is if not indicated on your order blank.

*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.

Rights to Promotion

Navitor® reserves the right to use all products in our advertising and displays unless specified in writing at the time of order.



Variable Data

Variable Data Guidelines

Variable data is when text or image on the product changes from sheet to sheet. This can include text, images, or both. Each product page will specify if variable data is available.

Products with variable text are easy to order; just provide the following:

- A mockup of what the finished product will look like
- All art or images (see "Electronic Guidelines") and text to be printed on the item
- A database file

The database file is the variable information to be printed on the product, set up in a spreadsheet. Excel files are appropriate for most product lines; CSV files are preferred for labels and specialty products like badges, signs, gifts, and awards.

There are two elements necessary in the file:

- The header, which is the first row of the spreadsheet that describes each column
- The database, which is the information that varies as shown below.

For variable images, include the names of the relevant image files in the spreadsheet and include an image placeholder in the proof. Be sure to submit image files along with the rest of the order.

For more information on pricing, call for a quote.

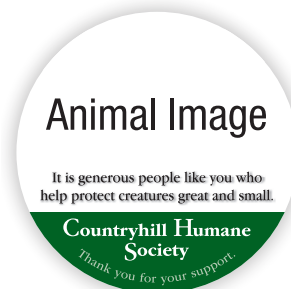
Variable Text Example

	1A	2B	3C
1	Name	Birth Day	Expiration Date
2	Sarah	September 4	October 4
3	Kara	September 7	October 7
4	Abigail	September 14	October 14
5	Jeannie	September 17	October 17
6	Rhonda	September 23	October 23



Variable Image Example

	A
1	Animal Image
2	YellowLab.eps
3	LoveBirds.eps
4	Collie.eps
5	RedPuppy.eps
6	SiameseKitten.eps



Color Requirements

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

Spot Color Printing

1. Raster Artwork: Submit black and white images or grayscale images at 600 dpi for standard spot printing. If raster artwork is placed into a layout program (InDesign, Quark, CorelDRAW, etc.), the artwork can be colored per our guidelines. (See "Coloring Your Files.")
2. Vector Artwork: Every element of the file must be colored with spot colors (no RGB, CMYK, etc.). (See "Coloring Your Files.")

Full Color Process Printing

1. Every element of the file must be colored with process CMYK colors (no RGB, indexed color, etc.).
2. If RGB or other non-CMYK colors are used in your files, the necessary conversion to CMYK will change the appearance of the colors when we print, sometimes dramatically.
3. While we are often able to closely reproduce a spot PANTONE MATCHING SYSTEM® (PMS) colors using full color process, PMS spot colors and process colors are produced using different methods. Therefore, colors produced in full color will differ from Pantone® spot colors, sometimes significantly.
4. To ensure the best possible results for your order, use printing black (C-80%, M-80%, Y-80%, K-95%) instead of 100% black to achieve the best result.

Coloring your files for Spot Color Printing

Desired Ink Color	Name Your Color Swatch
Black	Black
Brown	Brown
Burgundy	Burgundy
Dark Blue	Dark Blue
Gray	Gray
Green	Green
Light Blue	Light Blue
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.

Native Applications

We accept files created in the following native applications:

Acrobat® PDF.....	Mac & PC PREFERRED FORMAT
QuarkXPress®.....	Mac & PC
Adobe® InDesign®.....	Mac & PC
Adobe® Photoshop®.....	Mac & PC
Adobe® Illustrator®.....	Mac & PC
CorelDRAW®.....	PC only

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®.....	PC only

Application Requirements

PDFs — Macintosh or IBM Compatible

1. All fonts must be embedded.
2. All elements of the file must be colored per our guidelines.
3. All placed graphics and images need to be high quality, colored according to our guidelines (see "Coloring Your Files") for the product ordered. Whenever possible, place vector images into the layout before converting to a PDF. Be aware that when changes need to be made to placed images (coloring, mode, etc.), there is the possibility of the quality being compromised.
4. Name the PDFs without punctuation of any kind (except .pdf) or special characters. File names should be short.

QuarkXPress® — Macintosh® or IBM® Compatible

1. When selecting fonts, you must use only the selected fonts owned by Navitor®, as listed on Navitor.com. If you are using font not owned by Navitor, outlines must be created in an illustration program before placing into your QuarkXPress® document.
2. Never use the style palette to modify fonts. That change will not show when printed.
3. Along with your file sent for placement, we need the supporting graphic file(s) given the same name as the graphic(s) in your document. (Changing the name after placement will make the graphic come up as "missing" or "modified" when read by our imagesetters.) Place graphics at 100%. Placed graphics need to be high quality or good vector art to receive the best quality printed product.
4. Color all text and graphics according to the color specifications for the type of product you are ordering. (See "Coloring Your Files.")

Adobe® InDesign® — Macintosh® or IBM® Compatible

1. Change all text into "outlines" in your document.
2. If you are using an imported graphic in your InDesign® document, be sure to include or embed the original graphic file. Place graphics at 100%. Placed graphics need to be high quality or good vector art to receive the best quality printed product.
3. Save as an INDD file.
4. Color all text and graphics according to the color specifications for the type of product you are ordering. (See "Coloring Your Files.")

Adobe® Photoshop® - Macintosh® or IBM® Compatible

1. Files must be saved as a TIFF without compression.
2. If using spot printing, do not color an image in Photoshop®.
3. Submit black and white bitmap mode images at 600 dpi and grayscale mode images at 600 dpi for standard spot printing. Images that come to Navitor at a lower quality than what is recommended will be output as sent.
4. Color all text and graphics according to the color specifications for the type of product you are ordering. (See "Coloring Your Files.")
5. All files need to be submitted at the size being used for printing.
6. If bleeds are needed, allow 1/8" (.125") on all sides unless otherwise noted.

Adobe® Illustrator® — Macintosh® or IBM® Compatible

1. Change all text into "outlines" in your document.
2. If you are using an imported graphic in your Illustrator® document, be sure to include or embed the original graphic file. Place graphics at 100%. Placed graphics need to be high quality or good vector art to receive the best quality printed product.
3. Save the file as an Illustrator EPS.
4. Color all text and graphics according to the color specifications for the type of product you are ordering. (See "Coloring Your Files.")

General Electronic Guidelines

Application Requirements (cont.)

CorelDRAW® — Native Files

1. We do not recommend this application for full color layouts.
2. If CorelDRAW® is used, we cannot guarantee that colors for full color products will match what is seen on screen. You will be responsible for any color issues if native CorelDRAW® file is sent.
3. Follow established guidelines for all graphics. Placed graphics need to be colored correctly for the product ordered (see “Coloring Your Files”). Placed graphics need to be high quality or good vector art to receive the best quality printed product.
4. Create outlines (text to curves) on all type within a native CorelDRAW® file.
5. If there are text overflow issues, we may need to resize or reposition text to fit the imprint area.
6. Color all text according to our guidelines. (See “Coloring Your Files.”)