Post-It® Notes

3. Landview North Residence Hall
4. Schultz Community Center
5. Physical Therapy Center
6. Entertainment Center
7. Greenhouse
8. Pool & Fitness Center
9. Shuffleboard Courts
10. Hilltop South Residence Hall
11. Landview Trail & Pavilion
12. Hilltop North Residence Hall
13. Maintenance Building

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Jane Wilson, C.R.N.A.

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WELLNE

Short Run Full Color Custom Post-it® Notes

- Printed on uncoated white paper
- 50 sheets per pad
- Bleeds are available at no additional charge
- Acrylic Holders are available; see page 245

VARIABLE DATA

Short Run Variable Data Printing

- Available on Full Color Post-it® Notes quantities of 320 or less No additional production time is required.
- **Variable Text - $31.25 (V)**
  Variable text is when text on the Post-it® Notes pad changes from sheet to sheet. There is no limit to the number of characters or lines of text that can change per sheet with this charge.
- **Variable Image - Please call for a quote**
  Variable image is when an image or artwork changes within the Post-it® Notes pad from sheet to sheet.
- For a combination of Variable Text and Variable Image, please call for a quote.

Short Run Full Color Custom Post-it® Notes

(Price per lot)

Description		Item Number	6	12	24	48	96	156	240	320
3" x 3" Actual size: 3" x 2¹³⁄₁₆" Imprint area: 2⅝" x 2⁷⁄₁₆"		PCN-3x3-DF-NAV5	$80.60	$114.70	$145.40	$194.30	$290.90	$386.90	$519.90	$645.90
4" x 3" Actual size: 4" x 2¹³⁄₁₆" Imprint area: 3⅝" x 2⁷⁄₁₆"		PCN-4x3-DF-NAV5	$87.30	$118.40	$154.50	$206.50	$310.50	$438.10	$613.30	$780.00
4" x 6" Actual size: 4" x 5¹³⁄₁₆" Imprint area: 3⅝" x 5⁷⁄₁₆"		PCN-4x6-DF-NAV5	$97.90	$148.40	$210.20	$316.50	$525.70	$783.50	$1,144.20	$1,487.50
6" x 8" Actual size: 5¹³⁄₁₆" x 8" Imprint area: 5⁷⁄₁₆" x 7⅝"		PCN-6x8-DF-NAV5	$141.20	$243.30	$379.90	$649.90	$1,182.90	$1,845.90	$2,750.90	$3,595.90

(P) Production time: 2 working days. Artwork should extend ¹⁄₁₆" (.0625) beyond paper size on all sides that bleed. Gray area on images indicates adhesive area.

- Printed on uncoated white paper
- Bleeds are available at no additional charge
- Orders are subject to a maximum overrun of 5% and underrun of 10% and will be billed accordingly
- Additional Long Run options; please call for a quote:
  - Additional sheet count
  - Copy changes, back copy, custom back sheets, and shrink wrapping
- Recycled paper available - Add 10% upcharge to prices shown below
- Acrylic Holders are available; see page 245

Variable Text | Feature different products and services or personalize notes for specific people.

Long Run Variable Data Printing

- **Low Quantity Design Change Program**
  - 50 Post-it® Note pads per design change
  - Receive TOTAL QUANTITY pricing on design changes as low as 50 note pads per design
  - Add $16.50 (V) per design change
  - Orders must be placed in increments of 50 note pads per design change. Full color printing only
- **Alternating Designs** - Alternate up to four different sheet designs in a single pad, please call for a quote
- **Variable Copy** - Add a different message to each sheet of entire note pad plus keep your color logo on every sheet, please call for a quote
- **Mailable Option** - Use variable copy to personalize a note pad for each of your customers, then send it right to their mailbox. Please call for a quote.
  - Address prints on top sheet of note pad
  - Protective shrink wrap for mailing

Long Run Full Color Custom Post-it® Notes Pads

(Price per pad)

Description		Item Number	Sheet Count	500-999	1000-2499	2500-4999
2¾" x 3" Actual size: 2¾" x 2⅞" Imprint area: 2⅜" x 2½"		PV-24S2-FV-NAV5	25	$0.82	$0.51	$0.41
		PV-24S5-FV-NAV5	50	$1.17	$0.87	$0.71
4" x 3" Actual size: 4" x 2⅞" Imprint area: 3⅝" x 2½"		PV-43S2-FV-NAV5	25	$0.97	$0.56	$0.46
		PV-43S5-FV-NAV5	50	$1.28	$0.97	$0.82
4" x 6" Actual size: 4" x 5¾" Imprint area: 3⅝" x 5⅜"		PV-46S2-FV-NAV5	25	$1.38	$0.97	$0.82
		PV-46S5-FV-NAV5	50	$2.14	$1.63	$1.28

(QRR) Production time: 7 working days. Artwork should extend ¹⁄₁₆" (.0625) beyond paper size on all sides that bleed. A bleed on the long run pads reduces the actual pad size by ⅛" for each bleed edge. If artwork is a full bleed (bleeds on all 4 sides), the entire pad size will be reduced by ¼" on both the height and width. Gray area on images indicates adhesive area.

Post-it® Notes

Short Run Spot Color Custom Post-it® Notes

- Printed on uncoated paper
- One paper color per note pad and order
- 50 sheets per pad
- Bleeds are not available
- Special Inks are available with a minimum order of 80 pads for an additional $125.00 (R) per color
- Neon paper is available; add 10% upcharge to prices shown below
- Close registration is available on white paper only
- Acrylic Holders are available; see page 245

Standard Paper Colors

White   Canary Yellow   Sky Blue

Standard Ink Colors

Black   Dark Blue   Red

Neon Paper Colors

Neon Lime   Neon Pink

Neon Ink Colors

Black

Short Run Spot Color Custom Post-it® Notes Pads

(Price per lot)

Description		Paper Colors	Item Number	Imprint
2" x 3" Actual size: 2" x 2¹³⁄₁₆" Imprint area: 1⅝" x 2⁷⁄₁₆"		White, Canary Yellow, Neon Lime*, Neon Pink* and Sky Blue	PCN-2x3-F1-NAV5	1 color
			PCN-2x3-F2-NAV5	2 color
3½" x 2" Actual size: 3½" x 2" Imprint area: 3⅛" x 1⅝"		White	PCN-235-F1-NAV5	1 color
			PCN-235-F2-NAV5	2 color
3" x 3" Actual size: 3" x 2¹³⁄₁₆" Imprint area: 2⅝" x 2⁷⁄₁₆"		White, Canary Yellow, Neon Lime*, Neon Pink* and Sky Blue	PCN-3x3-F1-NAV5	1 color
			PCN-3x3-F2-NAV5	2 color
4" x 3" Actual size: 4" x 2¹³⁄₁₆" Imprint area: 3⅝" x 2⁷⁄₁₆"		White, Canary Yellow, Neon Lime*, Neon Pink* and Sky Blue	PCN-4x3-F1-NAV5	1 color
			PCN-4x3-F2-NAV5	2 color
4" x 4" Actual size: 4" x 3¹³⁄₁₆" Imprint area: 3⅝" x 3⁷⁄₁₆"		White, Canary Yellow, Neon Pink* and Sky Blue	PCN-4x4-F1-NAV5	1 color
			PCN-4x4-F2-NAV5	2 color
3" x 5" Actual size: 3" x 5" Imprint area: 2⅝" x 4⅝"		White, Canary Yellow, Neon Pink* and Sky Blue	PCN-3x5-F1-NAV5	1 color
			PCN-3x5-F2-NAV5	2 color
4" x 6" Actual size: 4" x 5¹³⁄₁₆" Imprint area: 3⅝" x 5⁷⁄₁₆"		White, Canary Yellow, Neon Pink* and Sky Blue	PCN-4x6-F1-NAV5	1 color
			PCN-4x6-F2-NAV5	2 color
6" x 8" Actual size: 5¹³⁄₁₆" x 8" Imprint area: 5⁷⁄₁₆" x 7⅝"		White, Canary Yellow, Neon Pink* and Sky Blue	PCN-6x8-F1-NAV5	1 color
			PCN-6x8-F2-NAV5	2 color

(P) Production time: 2 working days. Gray area on images indicates adhesive area.

pages 244-245

8	16	40	80	96	160	240	320	480
NA	$71.90	$92.50	$125.90	$139.90	$187.90	$244.90	$298.90	$391.90
NA	$114.90	$145.50	$188.90	$222.90	$280.90	$347.90	$411.90	$514.90
$69.90	$78.90	$119.90	$162.20	$179.00	$246.20	$325.90	$405.60	$565.00
$112.90	$131.90	$182.90	$245.20	$272.00	$349.20	$438.90	$528.60	$708.00
$69.90	$78.90	$119.90	$162.20	$179.00	$246.20	$325.90	$405.60	$565.00
$112.90	$131.90	$182.90	$245.20	$272.00	$349.20	$438.90	$528.60	$708.00
$69.90	$78.90	$119.90	$162.20	$179.00	$246.20	$325.90	$405.60	$565.00
$112.90	$131.90	$182.90	$245.20	$272.00	$349.20	$438.90	$528.60	$708.00
$77.90	$96.90	$161.50	$242.90	$275.45	$391.90	$531.90	$671.90	$951.90
$120.90	$149.90	$224.50	$325.90	$368.45	$494.90	$644.90	$794.90	$1,094.90
$77.90	$96.90	$161.50	$242.90	$275.45	$391.90	$531.90	$671.90	$951.90
$120.90	$149.90	$224.50	$325.90	$368.45	$494.90	$644.90	$794.90	$1,094.90
$77.90	$96.90	$161.50	$242.90	$275.45	$391.90	$531.90	$671.90	$951.90
$120.90	$149.90	$224.50	$325.90	$368.45	$494.90	$644.90	$794.90	$1,094.90
$125.50	$164.50	$251.50	$396.50	$454.50	$674.90	$941.50	$1,206.50	$1,715.50
$168.50	$217.50	$314.50	$479.50	$547.50	$777.90	$1,054.50	$1,329.50	$1,858.50

Long Run Spot Color Custom Post-it® Notes

- Printed on uncoated paper
- One paper color per note pad and order
- Bleeds are available at no extra charge
- Orders are subject to a maximum overrun of 5% and underrun of 10% and will be billed accordingly
- Additional Long Run options available, please call for a quote:
  - Additional sheet count
  - 3 or 4 ink colors
  - Special Inks are available at no additional charge; Metallic or Fluorescent Inks are available for an additional charge
  - Copy changes, back copy, custom back sheets and shrink wrapping
- Recycled paper is available; add 10% upcharge to prices shown
- Neon paper is available; add 15% upcharge to prices shown
- Acrylic Holders are available; see page 245

Neon Paper Colors

Neon Lime | Neon Pink | Ultra Yellow | Neon Orange

Standard Paper Colors

White | Canary Yellow | Sky Blue

Recycled Paper Colors

White | Canary Yellow | Spring Green

Neon Ink Colors

Black

Standard Ink Colors

Black | Blue | Brown | Burgundy

Green | Teal | Purple | Red

Long Run Spot Color Custom Post-it® Notes
(Price per pad)

Description		Item Number	Sheet Count	Imprint	500-999	1000-2499	2500-4999
2" x 3" Actual size: 2" x 2¹⁵⁄₁₆" Imprint area: 1⅝" x 2⁹⁄₁₆"		PV-23S2-1-NAV5 PV-23S2-2-NAV5	25	1 color 2 colors	$0.92 $1.53	$0.56 $0.92	$0.46 $0.56
		PV-23S5-1-NAV5 PV-23S5-2-NAV5	50	1 color 2 colors	$1.22 $1.63	$0.87 $1.12	$0.71 $0.87
2¾" x 3" Actual size: 2¾" " x 2¹⁵⁄₁₆" Imprint area: 2⅜" x 2⁹⁄₁₆"		PV-24S2-1-NAV5 PV-24S2-2-NAV5	25	1 color 2 colors	$0.97 $1.53	$0.71 $1.02	$0.51 $0.82
		PV-24S5-1-NAV5 PV-24S5-2-NAV5	50	1 color 2 colors	$1.53 $2.09	$1.02 $1.38	$0.82 $1.02
3" x 3" Actual size: 3" x 2¹⁵⁄₁₆" Imprint area: 2⅝" x 2⁹⁄₁₆"		PV-33S2-1-NAV5 PV-33S2-2-NAV5	25	1 color 2 colors	$1.22 $1.73	$0.87 $1.12	$0.56 $0.71
		PV-33S5-1-NAV5 PV-33S5-2-NAV5	50	1 color 2 colors	$1.79 $2.50	$1.38 $1.63	$0.82 $1.07
4" x 3" Actual size: 2¹⁵⁄₁₆" x 4" Imprint area: 2⁹⁄₁₆ x 3⅝"		PV-43S2-1-NAV5 PV-43S2-2-NAV5	25	1 color 2 colors	$1.02 $1.63	$0.77 $0.97	$0.56 $0.56
		PV-43S5-1-NAV5 PV-43S5-2-NAV5	50	1 color 2 colors	$1.63 $2.24	$1.28 $1.53	$0.87 $0.92
3" x 5" Actual size: 2¹⁵⁄₁₆" x 5" Imprint area: 2⁹⁄₁₆" x 4⅝"		PV-35S2-1-NAV5 PV-35S2-2-NAV5	25	1 color 2 colors	$1.48 $2.09	$1.17 $1.43	$0.87 $0.92
		PV-35S5-1-NAV5 PV-35S5-2-NAV5	50	1 color 2 colors	$2.30 $2.50	$1.89 $1.99	$1.43 $1.63
4" x 4" Actual size: 4" x 3¹⁵⁄₁₆" Imprint area: 3⅝" x 3⁹⁄₁₆"		PV-44S2-1-NAV5 PV-44S2-2-NAV5	25	1 color 2 colors	$1.38 $2.14	$0.97 $1.28	$0.77 $0.87
		PV-44S5-1-NAV5 PV-44S5-2-NAV5	50	1 color 2 colors	$1.99 $2.81	$1.58 $1.89	$1.22 $1.28
4" x 6" Actual size: 4" x 5⅞" Imprint area: 3⅝" x 5½"		PV-46S2-1-NAV5 PV-46S2-2-NAV5	25	1 color 2 colors	$1.58 $2.30	$1.22 $1.58	$0.87 $0.92
		PV-46S5-1-NAV5 PV-46S5-2-NAV5	50	1 color 2 colors	$2.45 $2.91	$1.99 $2.14	$1.43 $1.48
6" x 8" Actual size: 5⅞" x 8" Imprint area: 5½" x 7⅝"		PV-68S2-1-NAV5 PV-68S2-2-NAV5	25	1 color 2 colors	$2.50 $2.81	$1.73 $2.09	$1.38 $1.63
		PV-68S5-1-NAV5 PV-68S5-2-NAV5	50	1 color 2 colors	$3.93 $4.44	$3.01 $3.32	$2.45 $2.65

(QRR) Production time: 10 working days. A bleed on the long run pads reduces the actual pad size by ⅛" for each bleed edge. If artwork is a full bleed (bleeds on all 4 sides), the entire pad size will be reduced by ¼" on both the height and width. Gray area on images indicates adhesive area.

Short Run Formatted Post-it® Notes and Cubes

Formatted Notes Includes:

- Up to 2 lines of top copy and 1 line of bottom copy
- Copy positioned flush right, left or centered
- Choose typestyle from page 245
- Ruled lines are available; please specify when ordering

Short Run Formatted Post-it® Notes

(Price per lot)

Description		Item Number	8	16	40	80	96	160	240	320	480
3" x 3" Actual size: 3" x 2¹³⁄₁₆" Imprint area: 2⅝" x 2⁷⁄₁₆"		PFN-3x3-F1-NAV5	$27.90	$36.90	$77.90	$120.20	$137.00	$204.20	$283.90	$363.60	$523.00
4" x 3" Actual size: 4" x 2¹³⁄₁₆" Imprint area: 3⅝" x 2⁷⁄₁₆"		PFN-3x4-F1-NAV5	$27.90	$36.90	$77.90	$120.20	$137.00	$204.20	$283.90	$363.60	$523.00
4" x 4" Actual size: 4" x 3¹³⁄₁₆" Imprint area: 3⅝" x 3⁷⁄₁₆"		PFN-4x4-F1-NAV5	$35.90	$54.90	$119.50	$200.90	$233.46	$349.90	$489.90	$629.90	$909.90
4" x 6" Actual size: 4" x 5¹³⁄₁₆" Imprint area: 3⅝" x 5⁷⁄₁₆"		PFN-4x6-F1-NAV5	$35.90	$54.90	$119.50	$200.90	$233.46	$349.90	$489.90	$629.90	$909.90

(P) Production times: 2 working days. Gray area on images indicates adhesive area.

- Printed on uncoated paper
- One paper color per note pad/cube and order
- 50 sheets per pad
- 1 Color Imprint
- Bleeds are not available
- Sheet printing only on Short Run Formatted Cubes; side printing is not available
- Special Inks are available on both note pad and cube orders, note pads with a minimum order of 80 pads, for an additional $125.00 (R) per color.
- Neon paper is available; add 10% upcharge to prices shown
- Neon Lime is not available on sizes 4" x 4" and 4" x 6"
- Acrylic Holders are available; see page 245
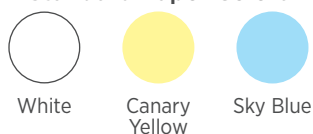
Standard Paper Colors
White   Canary Yellow   Sky Blue

Neon Paper Colors
Neon Lime   Neon Pink

Standard Ink Colors
Black   Dark Blue   Red

Neon Ink Colors
Black

Short Run Formatted Post-it® Cubes

(Price per lot)

Description	Item Number	Sheet Count	12	24	36	48	60	72	84	96
2¾" Half Cubes — Actual size: 2¾" x 2¾" x 1⅜" — Imprint area: 2⅜" x 2⅜"	PFC-HC-F1-NAV5	300	$100.90	$156.40	$203.50	$244.40	$265.50	$286.00	$306.00	$325.90
2¾" Full Cubes — Actual size: 2¾" x 2¾" x 2¾" — Imprint area: 2⅜" x 2⅜"	PFC-CB-F1-NAV5	650	$128.90	$227.50	$326.50	$409.50	$470.50	$531.90	$593.40	$645.90

(P) Production time: 2 working days.

PPAO

PPAL

Short Run Formatted Designer Post-it® Pack

Description	Item Number	Sheet Count	Imprint	1 Pack
8 - 4" x 3" pads / 8 - 2" x 3" pads / 8 - 3" x 2" pads	PDP-PK-F1-NAV5	50	Black Ink Only	$41.20

(P) Production time: 2 working days. Typestyles and formats available only as shown.

Long Run Full Color Post-it® Note Cubes

Use all 5 advertising surfaces to maximize impact.

- Vibrant Full Color Side Imprinting
- Different designs on each side (4 designs total!)
- Available with or without sheet printing
- Printed on uncoated standard white paper
- Bleeds are available at no extra charge on orders of 500 cubes or more
- Orders are subject to a maximum overrun of 5% and underrun of 10% and will be billed accordingly
- Acrylic Holders are available; see page 245

Long Run Custom Full Color Half and Full Cube

(Price per cube)

Description	Item Number	Sheet Count	Imprint	250-499	500-999	1000-2499	2500-4999
2¾" Half Cubes Approx. size: 2¾" x 2¾" x 1⅜" Imprint area: 2⅜" x 2⅜"	PV-275HC-F-NAV5	300	Full Color	$7.40	$6.02	$5.36	$4.95
2¾" Full Cubes Approx. size: 2¾" x 2¾" x 2¾" Imprint area: 2⅜" x 2⅜"	PV-275C-F-NAV5	610	Full Color	$8.57	$8.06	$7.65	$7.40

(R) Production time: 10 working days.

Additional Options

Description	Imprint	250-499	500-999	1000-2499	2500-4999
2¾" Half Cubes	1 color sheet printing - add	$0.82	$0.66	$0.56	$0.41
2¾" Full Cubes	1 color sheet printing - add	$1.22	$1.07	$0.97	$0.82

(V) Allow 2 additional days for cube sheet printing. Bleeds are not available on sheet printing.

- Printed on uncoated standard white paper
- Available with or without sheet printing
- Available with 1 or 2 standard ink colors
- Bleeds are available at no extra charge on orders of 500 cubes or more
- Orders are subject to a maximum overrun of 5% and underrun of 10% and will be billed accordingly
- One paper color per note cube and order
- Acrylic Holders are available; see page 245

Standard Ink Colors

Black   Blue   Brown   Burgundy
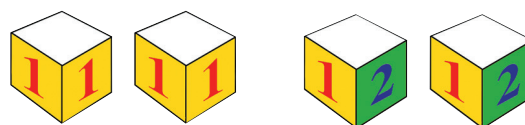
Green   Teal   Purple   Red

One Color Side Imprinting
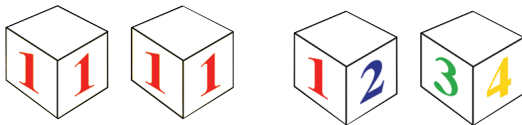
For 250-499 quantity: Price includes the same 1 color design on all four sides.

For 500 quantity and greater: Price includes up to four different 1 color designs on the sides of the cube. Each design can be a different single color.

Two Color Side Imprinting

For 250-499 quantity: Price includes one 2 color design all sides.

For 500 quantity and greater: Price includes two different 2 color designs on the sides of cube.

Long Run Spot Color Custom Post-it® Cubes
(Price per cube)

Description	Item Number	Sheet Count	Imprint	250-499	500-999	1000-2499	2500-4999
2¾" Half Cubes	PV-275HC-1-NAV5	300	1 color, 1 design side printing	$4.44	$3.88	$3.62	$3.37
Approx. size: 2¾" x 2¾" x 1⅜" Imprint area: 2⅜" x 2⅜"	PV-275HC-2-NAV5	300	2 color, 1 design side printing	$5.61	$3.88	$3.62	$3.37
2¾" Full Cubes	PV-275C-1-NAV5	610	1 color, 1 design side printing	$6.99	$6.58	$6.02	$5.66
Approx. size: 2¾" x 2¾" x 2¾" Imprint area: 2⅜" x 2⅜"	PV-275C-2-NAV5	610	2 color, 1 design side printing	$7.85	$6.58	$6.02	$5.66

(R) Production time: 10 working days.

Additional Options

Description	Imprint	250-499	500-999	1000-2499	2500-4999
2¾" Half Cubes	1 color sheet printing - add	$0.82	$0.66	$0.56	$0.41
2¾" Full Cubes	1 color sheet printing - add	$1.22	$1.07	$0.97	$0.82

(V) Allow 2 additional days for cube sheet printing. Bleeds are not available on sheet printing.

Post-it® Notes

Short Run Spot Color Custom Post-it® Note Cubes

- Printed on uncoated paper
- One paper color per note cube and order
- Bleeds are not available
- Sheet printing on short run cubes, side printing is not available
- Special Inks are available for an additional $125.00 (R) per color
- Neon stocks available - add 10% upcharge to prices shown below
- Close registration available on white paper only
- Acrylic Holders available; see page 245

Standard Paper Colors

White   Canary Yellow   Sky Blue

Standard Ink Colors

Black   Dark Blue   Red

Neon Paper Colors

Neon Lime   Neon Pink

Neon Ink Colors

Black

Short Run Spot Color Custom Post-it® Cubes
(Price per lot)

Description	Item Number	Sheet Count	Imprint	12	24	36	48	60	72	84	96
2¾″ Half Cubes Actual size: 2¾″ x 2¾″ x 1⅜″ Imprint area: 2⅜″ x 2⅜″	PCC-HC-F1-NAV5	300	1 Color	$142.90	$198.40	$245.50	$286.40	$307.50	$328.00	$348.00	$367.90
	PCC-HC-F2-NAV5	300	2 Color	$179.90	$250.40	$313.50	$370.40	$409.50	$440.00	$470.00	$499.90
2¾″ Full Cubes Actual size: 2¾ x 2¾″ x 2¾ Imprint area: 2⅜″ x 2⅜″	PCC-CB-F1-NAV5	650	1 Color	$170.90	$269.50	$368.50	$451.50	$512.50	$573.90	$635.40	$687.90
	PCC-CB-F2-NAV5	650	2 Color	$243.90	$372.50	$501.50	$614.50	$705.50	$786.90	$868.40	$940.90

(P) Production time: 2 working days.

3M 3M, Post-it® and the color Canary Yellow are trademarks of 3M

Post-it® Notes

Short Run Formatted Post-it® Typestyle Options

Typestyles shown on this page are for Post-it® Notes. Each typestyle is identified with a two- to four-digit code, followed by either an **"R"** or a **"C"**. The ones ending in an "R" are regular upper/lower case typestyles; the ones ending in a "C" are all caps typestyles.

2711R	ITC Avant Garde Gothic Std Book
2711C	ITC AVANT GARDE GOTHIC STD BOOK CAPS
628R	Bernhard Fashion BT Regular
628C	BERNHARD FASHION BT REGULAR CAPS
696R	Bodoni Bk BT Book
696C	BODONI BK BT BOOK CAPS
845R	Burin Roman Std
845C	BURIN ROMAN STD CAPS
1217R	ITC Cheltenham Std Book
1217C	ITC CHELTENHAM STD BOOK CAPS
1824R	**Eurostile LT Std Demi**
1824C	**EUROSTILE LT STD DEMI CAPS**
2812R	*ITC Garamond Std Book Italic*
2812C	*ITC GARAMOND STD BOOK ITALIC CAPS*
4916R	**Helvetica Neue LT Std 75 Bold**
4916C	**HELVETICA NEUE LT STD 75 BOLD CAPS**
2601R	**Impact LT Std Roman**
2601C	**IMPACT LT STD ROMAN CAPS**
4907R	Helvetica Neue LT Std 55 Roman
4907C	HELVETICA NEUE LT STD 55 ROMAN CAPS
3193R	*Liberty BT Regular*
	(Available in upper and lower case only.)
3266R	*Lucia BT Regular*
	(Available in upper and lower case only.)

3784R	**Newtext ITC Std Demi**
3784C	**NEWTEXT ITC STD DEMI CAPS**
3971R	Optima LT Std Roman
3971C	OPTIMA LT STD ROMAN CAPS
4061R	**Palatino LT Std Bold**
4061C	**PALATINO LT STD BOLD CAPS**
4721R	*Snell Roundhand LT Std Script*
	(Available in upper and lower case only.)
4780R	Squire Std Regular
4780C	SQUIRE STD REGULAR CAPS
5071R	ITC Tiffany Std Medium
5071C	ITC TIFFANY STD MEDIUM CAPS
5098R	Times New Roman MT Std Regular
5098C	TIMES NEW ROMAN MT STD REGULAR CAPS
5451R	Weiss Std Bold
5451C	WEISS STD BOLD CAPS
5453R	*Weiss Std Italic*
5453C	*WEISS STD ITALIC CAPS*
5548R	*ITC Zapf Chancery Std Roman*
	(Available in upper and lower case only.)

General Ordering Information

Cancellation Charge

Cancellations will require a payment of $55.00 **(X)** plus any accrued charges (artwork, proofs, materials, etc.) on pad quantities of 500 or more and cube quantities of 250 or more.

Ink Coverage

Heavy ink coverage is not recommended on the top 1" of the pad because of the adhesive edge. When 50% or more of the sheet is printed with a screen greater than 40%, a "heavy ink" upcharge of 15% will be added.

Proofs

Black and white proofs are available for $15.00 **(R)** each. Add 2 working days to production time when requesting a proof.

Recycled Paper

Recycled paper meets federal requirements for recycled content and contains 30% post-consumer content. This option is available in large run quantities only.

Screens

Screens of more than 20% are not recommended in the writing area. Pre-screened artwork is not recommended.

Variable Data

If using variable text or data, see "Variable Data Guidelines" on page 258 for more information.

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.

Prices effective January 1, 2015

Acrylic Holders

4″ x 3″ (5 pad) Holder - $7.55 (R)
Item number: PH-4X3-5-NAV5
Artwork: Custom

4″ x 3″ (10 pad) Holder - $7.55 (R)
Item number: PH-4X3-10-NAV5
Artwork: Custom

4″ x 6″ (5 pad) Holder - $8.55 (R)
Item number: PH-4X6-5-NAV5
Artwork: Custom

2¾″ Cube Holder - $7.75 (R)
Item number: PH-CUBE-NAV5
Artwork: Custom

Pack Holder - $9.65 (R)
Item number: PH-PACK-NAV5
Artwork: Formatted

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

	A	B	C
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
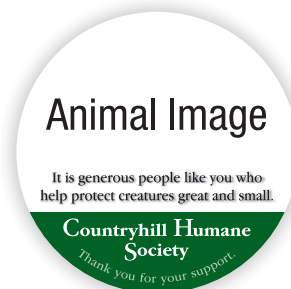
Color Requirements

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 no 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 ⅛″ (.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.")