

ORDER FORM

CONTACT INFORMATION

Company Name _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____ Fax _____
 Email _____
 Purchase Order # _____
 Estimate # _____ Price _____

PAYMENT OPTIONS

Bill Open Account # _____
 Check Enclosed Debit Card
 Credit Card     

You will be contacted for your Debit or Credit Card information.

SPECIFICATIONS

Job Name _____
 Exact Repeat? No Yes Previous Job # _____
 Item _____ Quantity _____
 Overs / Unders: Std. Trade Practice (+/- 10%) Other _____
 Stock (type, weight, color) _____
 Proof - Your first PDF proof is FREE. Additional proofs may incur charges.
 No PDF _____ email address
 Other (describe) _____

SUPPLYING ARTWORK VIA

Repeat SelfService Web Upload Email
 (label files with dealer P.O.#, company name, job name)

INK (First side includes front & back covers, pockets, reinforced edges & reinforced panels)

PMS Color(s) 1st side _____
 Four Color Process 1st side
 PMS Color(s) 2nd side _____
 Four Color Process 2nd side

COATING

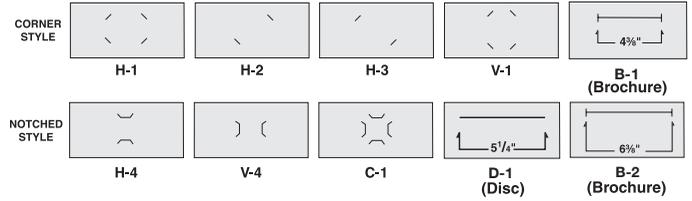
1st side: Aqueous Gloss Satin Matte Soft-Touch
 Lamination Gloss Matte Soft-Touch
 UV Gloss Spot UV
 2nd side: Aqueous Gloss Satin Matte
 Other (describe) _____

FOIL & EMBOSS

Foil Emboss Foil & Emboss (same area)
 Foil Color(s) _____

POCKET OPTIONS (See page 22 of color catalog for available options)

Yes card slots / slits wanted (see below) No card slots / slits wanted



List card slot code or describe other pocket option:

Right pkt. _____
 Left pkt. _____
 Center pkt. _____

METAL RING MECHANISMS (Binders Only)

1/2" 3/4" 1"

MYLAR TABS (Tab area is typeset FREE in Helvetica Bold)

Number of sets _____ Tabs per set _____
 Stock 90 lb. white index other _____
 Size 11" x 8 1/2" + 1/2" tab other _____
 Punching 3 hole (standard) other _____
 Tab Color Clear One color Multiple color
 Ink Color Black (standard) PMS # _____
 Print both sides of tab? Yes (standard) No (only front side)
 Collate No Yes (additional charge)

OTHER OPTIONS

Spine Attachments White Matching
Elastic Bandos Black White
Hook & Loop Closures Black White

Add Union Labeling to Project?

None wanted Union Label
 Other _____

SHIPPING INFORMATION

Company Name _____
 Attention _____
 Address _____
 City _____ State _____ Zip _____
 Ship Date Requested ____ / ____ / ____ Event Date ____ / ____ / ____
 Method Best Way Other (List) _____
 Inside Delivery? No Yes
 Send Shipment Notification to _____ email address

AUTHORIZED SIGNATURE (required) _____

Pre-Design Checklist

IMPORTANT: before starting your art layout, download item template from foldersolutions.com

For custom items, call us first; we will create a template to your specs *before* you begin your artwork.

Create Layout Files with the Following Programs (Mac or PC):

• InDesign • Illustrator • Photoshop

We cannot accept Word, Publisher, Powerpoint or PageMaker files

Send ALL Required Files & Art Elements:

use "package" function in program to collect all elements used in file, including: fonts, graphics, logos, scans, etc.

vector art: convert type to outlines save as **.EPS**

images (photos): 300 dpi high-res for CMYK & grayscale

save as **.PSD** or **.TIF**

RGB low resolution (72 dpi) web graphics are not acceptable

scans: 1200 dpi, bitmap format save as **.PSD** or **.TIF**

If Sending a .PDF File as Artwork:

A PDF is acceptable, but file must:

use proper item template

include bleeds (extend 1/8" beyond edges of item)

use full resolution graphics and images

Ink Colors:

PMS PRINT ORDERS: use **SPOT/PMS** colors

4CP PRINT ORDERS: use **CMYK (NOT RGB)**

large black areas? use this rich-black mix: c60 m40 y40 k100

avoid "Blues that look Purple" choose a 4CP mix with 30% more cyan than magenta

Foil Stamp & Emboss:

SEND AS ONE COLOR, VECTOR (.EPS): convert type to outlines

EMBOSS & DEBOSS - THICK, BOLD COPY IS BEST

Minimum line thickness is 2 PT. 

Increase point size/line weight accordingly. Avoid serif/thick-thin type, screen tint, fine lines and copy with intricate detail.

FOIL STAMP - FOR MOST TYPE STYLES, MINIMUM POINT SIZE IS 8 PT.

Increase size for serif/thick-thin styles. To avoid loss of detail and plugging, do not use ultra-light type styles, screens, thin lines and copy with intricate detail and gaps no closer than 1 pt. 

Avoid Errors & Job Delays:

CHECK YOUR FILES - Proofread & test print your files: print a reduced copy. Does art print & color separate per your quote/purchase order? Is artwork on item template and correct panels? Are bleeds included at outer edges? Additional charges apply if we need to modify your files. **We are not responsible for errors in supplied files.**

Sending Art Files

1 Check that artwork & layout matches specs quoted...

• Follow Pre-Design Checklist

2 Compress files (.zip) before sending

3 Upload Files

contact us for upload options