

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 • Corel Draw (convert type to curves)

Please note we cannot accept files created with: • Microsoft Publisher • Powerpoint • Word • PageMaker

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:

Wrong template, missing bleed, low-quality graphics will be rejected.


- high-resolution (print quality) .PDF documents, including 1/8" bleed


Ink Colors:

- spot color PMS (Pantone®) printing: use **SPOT/PMS** colors
- four color process (full color) printing: use **CMYK - NOT RGB**
 - for large black areas (not type), we suggest the following rich-black mix:
cyan 60% magenta 40% yellow 40% black 100%
 - avoid "Blues that look Purple" refer to the Pantone® Formula Guide and/or Pantone® Color Bridge (www.Pantone.com)
 - choose a blue formula with 30% more cyan than magenta

Foil Stamp & Emboss:

- supply one color vector (.EPS) art: convert type to outlines

EMBOSS: thick, bold copy is better. Recommended minimum line thickness is 2 PT.  Increase point size/line weight accordingly. Certain copy will not emboss well and should be avoided: serif/thick-thin type, screens, 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. 

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

Avoid Errors & Job Delays:

- Proofread & test print your files: print color separations; print a reduced copy, cut-out & fold up...does copy fall on correct panels? Additional charges apply if we need to modify your files. **We are not responsible for errors in supplied files.**

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 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) _____

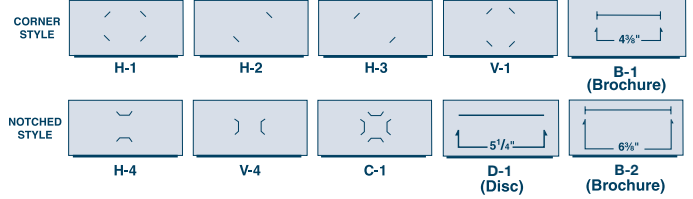
FOIL & EMBOSS

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 Eco/Union Labeling to Project?

None wanted

Union Label Recycled logo Eco Smart™ Green Inks

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) _____