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Check out what's new!

- Faster production times on all products
- Full color raised print Business Cards
- New Business Card, Letterhead and Envelope stocks
- Recycled stocks for Business Cards, Letterhead and Envelopes
- Stepped Inserts
- New sizes for Announcements
- Full color short-run Post-it® Notes
- New FasTurn® 4 color Labels- they ship in only 24 hours!



business cards

deluxe full color

Helpful Information:

If your company name does not tell people what products or services you provide, consider a descriptive line.



Make it Shine!

Deluxe Business Cards come with UV Coating to add that special "polished" touch to your message.



Business Card Cases

- Size: 2⁹/₁₆" x 4¹/₈" x 5⁵/₈"
- Convenient flip top magnetic closure
- Holds up to 25 standard full color business cards
- Made of PU Leather
- Price per case: \$11.95 (R) Prices effective August, 2008



- Size: 3¹/₂" x 2"
- Vertical or horizontal layout
- Portrait style or full bleed
- FREE Deluxe Vinyl Business Card holder

Deluxe Business Cards

White 14 pt. cover UV coated one side: BC8-BCD-290-40

	250	500	1000	Add'l 500
Full Color Front; No Back Copy	\$104.20	121.65	139.10	26.65
Full Color Front; Black Back Copy	\$139.20	156.65	174.10	29.65
Full Color Both Sides	\$174.20	191.65	209.10	32.65

(R) Prices effective August, 2008

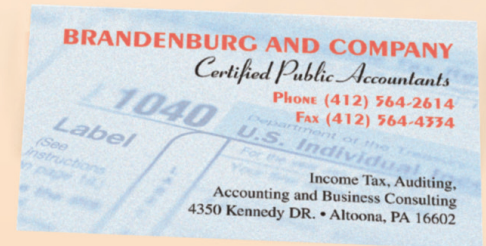
Production time: 2-3 working days; 1 add'l day for back copy

Price includes one photo scan per card.



business cards

standard full color



Too much copy?
 Print on the back of your Business Card! Provide directions or a map to your location or add a list of products and services.



Standard Flat Printed Business Cards

White 12 pt. Semi-Gloss Cover, C2S: BC8-BCP-592-40

White 80 lb. Matte Cover: BC8-BCP-001-40

	250	500	1000	Add'l 500
Full Color Front; No Back Copy	\$79.50	89.50	99.80	19.50
Full Color Front; Black Back Copy	\$103.50	113.50	123.80	22.50
Full Color Both Sides	\$124.50	134.50	144.80	25.50

NEW Ultra Bright White 80 lb. Environment: BC8-BCP-767-40
 Contains 80% Post Consumer Fiber

	250	500	1000	Add'l 500
Full Color Front; No Back Copy	\$84.50	99.50	119.80	29.50
Full Color Front; Black Back Copy	\$108.50	123.50	143.80	32.50
Full Color Both Sides	\$129.50	144.50	164.80	35.50

NEW White Linen 80 lb.: BC8-BCP-030-40

	250	500	1000	Add'l 500
Full Color Front; No Back Copy	\$82.00	94.50	109.80	24.50
Full Color Front; Black Back Copy	\$106.00	118.50	133.80	27.50
Full Color Both Sides	\$127.00	139.50	154.80	30.50

(R) Prices effective August, 2008 Production time: 2-3 working days; 1 add'l day for back copy
 Price includes one photo scan per card. For UV Coating, please order Deluxe Business Cards, shown on page 3.



Add Panache!

Order a stylish Business Card Case to accent your Business Card design! See page 3.

raised full color & foldovers

NEW Full Color Raised Print Business Cards

Group 1: White Matte 80 lb. Cover: BC8-BCP-001-80

	250	500	1000	Add'l 500
Full Color Front; No Back Copy	\$79.50	89.50	99.80	19.50
Full Color Front; Black Back Copy	\$103.50	113.50	123.80	22.50
Full Color Both Sides	\$124.50	134.50	144.80	25.50

Back copy will be flat printed.

Group 2:

Bright White 80 lb. Linen: BC8-BCP-030-80

Warm White 80 lb. Linen: BC8-BCP-034-80

Gray 80 lb. Linen: BC8-BCP-039-80

White 80 lb. Laid: BC8-BCP-555-80

Ivory 80 lb. Laid: BC8-BCP-556-80

Gray 80 lb. Laid: BC8-BCP-557-80

	250	500	1000	Add'l 500
Full Color Front; No Back Copy	\$82.00	94.50	109.80	24.50
Full Color Front; Black Back Copy	\$106.00	118.50	133.80	27.50
Full Color Both Sides	\$127.00	139.50	154.80	30.50

Back copy will be flat printed.

- Size: 3½" x 2"
- Vertical or horizontal layout
- Portrait style or full bleed
- FREE vinyl Business Card holder



Group 3: Ultra Bright White 80 lb. Environment: BC8-BCP-767-80

Contains 80% Post Consumer Fiber

	250	500	1000	Add'l 500
Full Color Front; No Back Copy	\$84.50	99.50	119.80	29.50
Full Color Front; Black Back Copy	\$108.50	123.50	143.80	32.50
Full Color Both Sides	\$129.50	144.50	164.80	35.50

(R) Prices effective August, 2008

Production time: 2-3 working days; 1 add'l day for back copy

Back copy will be flat printed. Price includes one photo scan per card. Note: Low screen percentages will affect raised appearance.

Punch Cards

Business Cards are perfect for promoting loyalty! Use as a punch card to bring customers back again and again.



A Clever Alternative

Works great as a mini brochure or coupon book!



Foldover Business Cards

White 12 pt. Semi-Gloss Cover, C2S: BC8-BFP-592-40

White 80 lb. Matte Cover: BC8-BFP-001-40

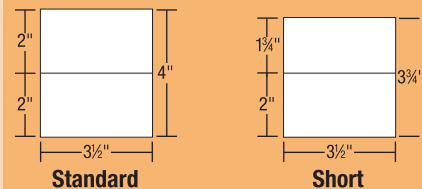
	250	500	1000	Add'l 500
Full Color Front; Black Inside	\$153.50	163.50	173.80	72.50
Full Color Both Sides	\$199.50	209.50	219.80	100.50
UV Coating add:	\$17.55	19.30	22.90	11.45

(R) Prices effective August, 2008

Production time: 5 working days

Price includes one photo scan per card. Flat printed.

Foldover Business Card Sizes



business cards

full color with foil & image labels

- Size: 3½" x 2"
- Vertical or horizontal layout
- Portrait style or full bleed
- FREE vinyl Business Card holder

Full Color Business Card with Foil

White 12 pt. Semi-Gloss Cover, C2S: BC8-BPC-592-40

White 80 lb. Matte Cover: BC8-BPC-001-40

	500	1000	Add'l 500
Full Color Front; No Back Copy	\$216.75	235.30	44.75
Full Color Front; Black Back Copy	\$240.75	259.30	47.75
Full Color Both Sides	\$261.75	280.30	50.75

(R) Prices effective August, 2008 Production time: 5-6 working days;
1 add'l day for back copy

Price includes one photo scan, your choice of standard gold or silver foil on one side only and a recycled die. Die will not be returned.

Please request a quote where there is registration between ink and foil. UV coating is not available. Flat printed.



Standard Foils



Gold



Silver

Call or fax for an estimate on foil in registration with full color. Die will not be returned.



- Size: 2½" x 1½"
- 5 labels per sheet; 50 sheets/pad
- Vertical or horizontal layout
- Portrait style or full bleed
- FREE vinyl holder

Image Labels

White Gloss with Self Adhesive

No Bleed: BC8-QPL-594-40

With Bleed: BC8-QPL-594B-40

	1000	Add'l 500
No Bleed	\$149.35	38.25
With Bleed	\$221.65	51.85

(R) Prices effective August, 2008 Production time: 2-3 working days
Price includes one photo scan per card. Back copy is not available.
UV Coating is not available. Flat printed.

Available in
RAISED
or
FLAT ink!

Please specify when ordering;
see price grids for instructions.



- Letterhead Size: 8½" x 11"
- Envelope Size: #10- 9½" x 4½"

NEW Letterhead- Business Value Stocks

When ordering, please specify if you want raised ink or flat ink. For raised ink, add "-80" to the end of the item number. For flat ink, add "-40" to the end of the item number.

		500	1000	2000	2500	5000	Add'l 500
White Economy 24 lb. Smooth	BC8-LHD-251	\$276.55	308.45	372.25	404.15	559.65	25.85
Capitol Bond 24 lb. - 25% Cotton	BC8-LHD-051	\$287.05	329.45	414.25	456.65	664.65	36.35

NEW Envelopes- Business Value Stocks

When ordering, please specify if you want raised ink or flat ink. For raised ink, add "-80" to the end of the item number. For flat ink, add "-40" to the end of the item number.

		500	1000	2000	2500	5000	Add'l 500
White Wove 24 lb. Smooth	BC8-ENV-100	\$292.65	324.75	405.05	441.25	595.65	27.75
Capitol Bond 24 lb. - 25% Cotton	BC8-ENV-051	\$307.65	354.75	465.05	516.25	745.65	42.75

NEW Letterhead- Business Basics Stocks

When ordering, please specify if you want raised ink or flat ink. For raised ink, add "-80" to the end of the item number. For flat ink, add "-40" to the end of the item number.

White Laid 24 lb.: BC8-LHD-555
Gray Laid 24 lb.: BC8-LHD-557
Ivory Laid 24 lb.: BC8-LHD-556

Bright White Linen 24 lb.: BC8-LHD-030
Warm White Linen 24 lb.: BC8-LHD-034
Gray Linen 24 lb.: BC8-LHD-039

	500	1000	2000	2500	5000	Add'l 500
Letterhead	\$294.05	343.45	442.25	491.65	734.65	43.35

NEW Envelopes- Business Basics Stocks

When ordering, please specify if you want raised ink or flat ink. For raised ink, add "-80" to the end of the item number. For flat ink, add "-40" to the end of the item number.

White Laid 24 lb.: BC8-ENV-555
Gray Laid 24 lb.: BC8-ENV-557
Ivory Laid 24 lb.: BC8-ENV-556

Bright White Linen 24 lb.: BC8-ENV-030
Warm White Linen 24 lb.: BC8-ENV-034
Gray Linen 24 lb.: BC8-ENV-039

	500	1000	2000	2500	5000	Add'l 500
Envelopes	\$312.15	363.75	483.05	538.75	790.65	47.25

(R) Prices effective August, 2008

Production time: 2-3 working days

Price includes one photo scan per sheet/envelope. ¼" margins (industry standard). Call or fax for a price estimate on bleeds. If not specified, flat Full Color printing will be supplied. Note: On raised ink orders, low screen percentages will affect raised appearance.

business stationery

business advantage stocks



**Available in
RAISED
or
FLAT ink!**

*Please specify when ordering;
see price grids for instructions.*

- Letterhead Size: 8½" x 11"
- Envelope Size: #10- 9½" x 4¼"

NEW Letterhead- Business Advantage Stocks

When ordering, please specify if you want raised ink or flat ink. For raised ink, add "-80" to the end of the item number. For flat ink, add "-40" to the end of the item number.

Group 1:

Classic Crest® Natural White 24 lb.: BC8-LHD-550

Classic Crest® Avon Brilliant White 24 lb.: BC8-LHD-709

Classic Crest® Solar White 24 lb.: BC8-LHD-545

Classic® Laid Baronial Ivory 24 lb.: BC8-LHD-543

Classic® Laid Avon Brilliant White 24 lb.: BC8-LHD-541

Classic® Laid Natural White 24 lb.: BC8-LHD-554

Classic® Linen Avon Brilliant White 24 lb.: BC8-LHD-790

Classic® Linen Solar White 24 lb.: BC8-LHD-789

Classic® Linen Natural White 24 lb.: BC8-LHD-791

Classic® Linen Baronial Ivory 24 lb.: BC8-LHD-792

Group 2:

Strathmore Writing Bright White Wove 24 lb.: BC8-LHD-071

Strathmore Writing Natural White Wove 24 lb.: BC8-LHD-072

Strathmore Writing Ultimate White Wove 24 lb.: BC8-LHD-527

	500	1000	2000	2500	5000	Add'l 500
Letterhead Group 1	\$301.55	358.45	472.25	529.15	809.65	50.85
Letterhead Group 2	\$304.05	363.45	482.25	541.65	834.65	53.35

NEW Envelopes- Business Advantage Stocks

When ordering, please specify if you want raised ink or flat ink. For raised ink, add "-80" to the end of the item number. For flat ink, add "-40" to the end of the item number.

Group 1:

Classic Crest® Natural White 24 lb.: BC8-ENV-550

Classic Crest® Avon Brilliant White 24 lb.: BC8-ENV-709

Classic Crest® Solar White 24 lb.: BC8-ENV-545

Classic® Laid Baronial Ivory 24 lb.: BC8-ENV-543

Classic® Laid Avon Brilliant White 24 lb.: BC8-ENV-541

Classic® Laid Natural White 24 lb.: BC8-ENV-554

Classic® Linen Avon Brilliant White 24 lb.: BC8-ENV-790

Classic® Linen Solar White 24 lb.: BC8-ENV-789

Classic® Linen Natural White 24 lb.: BC8-ENV-791

Classic® Linen Baronial Ivory 24 lb.: BC8-ENV-792

Group 2:

Strathmore Writing Bright White Wove 24 lb.: BC8-ENV-071

Strathmore Writing Natural White Wove 24 lb.: BC8-ENV-072

Strathmore Writing Ultimate White Wove 24 lb.: BC8-ENV-527

	500	1000	2000	2500	5000	Add'l 500
Envelope Group 1	\$320.15	379.75	515.05	578.75	870.65	55.25
Envelope Group 2	\$323.65	386.75	529.05	596.25	905.65	58.75

(R) Prices effective August, 2008

Price includes one photo scan per sheet/envelope. % margins (industry standard). Call or fax for a price estimate on bleeds. If not specified, flat Full Color printing will be supplied. Note: On raised ink orders, low screen percentages will affect raised appearance.

Production time: 2-3 working days

Typestyles

Choose type that is easy to read.
Show your choices to a few people
before making a final decision.



**Available in
RAISED
or
FLAT ink!**

Please specify when ordering;
see price grids for instructions.

- Letterhead Size: 8½" x 11"
- Envelope Size: #10- 9½" x 4½"

NEW Letterhead- Business Premier Stocks

When ordering, please specify if you want raised ink or flat ink. For raised ink, add "-80" to the end of the item number. For flat ink, add "-40" to the end of the item number.

Crane's Crest Natural White 24 lb.: BC8-LHD-046

Crane's Crest Fluorescent White 24 lb.: BC8-LHD-045

Crane's Bond Ivory 24 lb.: BC8-LHD-048

	500	1000	2000	2500	5000	Add'l 500
Letterhead	\$320.65	396.65	548.65	624.65	1000.65	69.95

NEW Envelopes- Business Premier Stocks

When ordering, please specify if you want raised ink or flat ink. For raised ink, add "-80" to the end of the item number. For flat ink, add "-40" to the end of the item number.

Crane's Crest Natural White 24 lb.: BC8-ENV-046

Crane's Crest Fluorescent White 24 lb.: BC8-ENV-045

Crane's Bond Ivory 24 lb.: BC8-ENV-048

	500	1000	2000	2500	5000	Add'l 500
Envelopes	\$365.15	469.75	695.05	803.75	1320.65	100.25

NEW Letterhead- Green Inspiration Stocks

When ordering, please specify if you want raised ink or flat ink. For raised ink, add "-80" to the end of the item number. For flat ink, add "-40" to the end of the item number.

Environment® Ultra Bright White 24 lb.: BC8-LHD-767

Environment® PC 100 White 24 lb.: BC8-LHD-766

Contains 80% Post Consumer Fiber

Contains 100% Post Consumer Fiber

	500	1000	2000	2500	5000	Add'l 500
Letterhead	\$301.55	358.45	472.25	529.15	809.65	50.85

NEW Envelopes- Green Inspiration Stocks

When ordering, please specify if you want raised ink or flat ink. For raised ink, add "-80" to the end of the item number. For flat ink, add "-40" to the end of the item number.

Environment® Ultra Bright White 24 lb.: BC8-ENV-767

Environment® PC 100 White 24 lb.: BC8-ENV-766

Contains 80% Post Consumer Fiber

Contains 100% Post Consumer Fiber

	500	1000	2000	2500	5000	Add'l 500
Envelopes	\$320.15	379.75	515.05	578.75	870.65	55.25

(R) Prices effective August, 2008

Production time: 2-3 working days

Price includes one photo scan per sheet/envelope. ⅜" margins (industry standard). Call or fax for a price estimate on bleeds. If not specified, flat Full Color printing will be supplied. Note: On raised ink orders, low screen percentages will affect raised appearance.

business & mailing envelopes



• Business Envelope Sizes

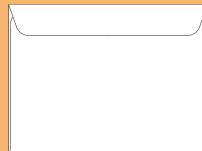
- #10- 9½" x 4⅛"
- #9- 8⅞" x 3⅞"



Security Envelope Tint



Open End Mailing Envelope



Open Side Mailing Envelope

Envelopes

Consider printing a message on your mailing envelope to catch the attention of the recipient. "Special Discount Enclosed" or "New Product Offer", etc.

Business Envelopes

Economy, Peel & Seal and Security	Item Number	500	1000	2000	2500	5000	Add'l 500
#9 White Wave Regular 24 lb.	BC8-ENV-103-40	\$292.65	324.75	405.05	441.25	595.65	27.75
#10 Poly Window White Wave 24 lb.	BC8-ENV-101-40	\$295.15	329.75	415.05	453.75	620.65	30.25
#10 Peel & Seal White Wave 24 lb.	BC8-ENV-122-40	\$310.15	359.75	475.05	528.75	770.65	45.25
#10 Security Tint Poly Window White Wave 24 lb.	BC8-ENV-121-40	\$296.25	331.95	419.45	459.25	631.65	31.35
#10 Security Tint White Wave Regular 24 lb.	BC8-ENV-120-40	\$295.15	329.75	415.05	453.75	620.65	30.25
#10 Peel & Seal Poly Window White Wave 24 lb.	BC8-ENV-123-40	\$312.65	364.75	485.05	541.25	795.65	47.75

(R) Prices effective August, 2008

Price includes one photo scan per envelope. % margins (industry standard). Bleeds are not available. Flat printed.

Production time: 2-3 working days

Mailing Envelopes

	Item Number	250	500	1000	2000	2500	5000	Add'l 500
Catalog Open End Envelopes								
6 x 9 Regular Gum 24 lb.	BC8-EKP-159-40	\$299.00	333.00	364.00	426.00	457.00	612.00	31.00
9 x 12 Regular Gum 28 lb.	BC8-EKP-160-40	\$307.75	350.50	399.00	496.00	544.50	787.00	48.50
9 x 12 Peel & Seal 28 lb.	BC8-EKP-450-40	\$314.00	363.00	424.00	546.00	607.00	912.00	61.00
Booklet Open Side Envelopes								
6 x 9 Regular Gum 24 lb.	BC8-EKP-181-40	\$301.00	337.00	372.00	442.00	477.00	652.00	35.00
9 x 12 Regular Gum 28 lb.	BC8-EKP-183-40	\$309.75	354.50	407.00	512.00	564.50	827.00	52.50
9 x 12 Peel & Seal 28 lb.	BC8-EKP-451-40	\$340.25	415.50	529.00	756.00	869.50	1437.00	113.50

(R) Prices effective August, 2008

Price includes one photo scan per envelope. % margins (industry standard). Bleeds are not available. Flat printed.

Production time: 2-3 working days



business & mailing envelopes



9 x 12 Open End Peel & Seal



9 x 12 Open Side Peel & Seal



9 x 12 Open Side Regular Gum



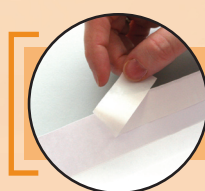
9 x 12 Open End Regular Gum



6 x 9 Open End Regular Gum



6" x 9" Open Side Regular Gum



Peel & Seal is a term used for adhesive which is exposed by peeling away coated release paper. Envelope flap will adhere without moisture and has an extended shelf life. Available in Regular, Window, Security Tint Regular and Security Tint Window.

brochures

Tri-fold panel dimensions:
We will center the panels in the fold area unless otherwise instructed

(FRONT)		(COVER)
Width: 3.6"	Width: 3.66"	Width: 3.73"
Height: 8.5"	Height: 8.5"	Height: 8.5"

(INSIDE)		
Width: 3.73"	Width: 3.66"	Width: 3.6"
Height: 8.5"	Height: 8.5"	Height: 8.5"

Giant Tri-fold panel dimensions:
We will center the panels in the fold area unless otherwise instructed

(FRONT)		(COVER)
Width: 5.625"	Width: 5.6632"	Width: 5.7118"
Height: 11"	Height: 11"	Height: 11"

(INSIDE)		
Width: 5.7118"	Width: 5.6632"	Width: 5.625"
Height: 11"	Height: 11"	Height: 11"

Four-panel dimensions:
We will center the panels in the fold area unless otherwise instructed

(FRONT)		(COVER)	
Width: 3.489"	Width: 3.49"	Width: 3.531"	Width: 3.531"
Height: 8.5"	Height: 8.5"	Height: 8.5"	Height: 8.5"

(INSIDE)			
Width: 3.531"	Width: 3.49"	Width: 3.49"	Width: 3.489"
Height: 8.5"	Height: 8.5"	Height: 8.5"	Height: 8.5"



- **Sizes:**
 - Tri-fold Brochures
 - Standard: 11" x 8½" open, folds to 3¾" x 8½"
 - Giant: 17" x 11" open, folds to 5²²/₃₂" x 11"
 - Four Panel Brochures
 - 14" x 8½" open, folds to 3¹⁷/₃₂" x 8½"
- White 100 lb. Gloss Text is also available, please call for a quote

- Acrylic Brochure Holder**
BC8-XH-680-00
- Description**
- Size: 4½" x 7¼" x 1¼"
 - Slant back
 - Crystal clear construction
 - Holds up to 50 brochures
 - **Price per holder: \$5.95 (R)**

Trifold Brochure

80 lb. Gloss Text- Standard Size: BC8-LT-593-40

80 lb. Gloss Text- Giant Size: BC8-LTL-593-40

	250	500	1000	2000	2500	5000	Add'l 500
Full Color Front; Black Back Copy							
Standard	\$229.00	309.00	389.00	509.00	559.00	790.00	39.90
Giant	\$294.00	374.00	519.00	769.00	884.00	1440.00	63.90
Full Color Both Sides							
Standard	\$279.00	359.00	489.00	709.00	809.00	1290.00	43.90
Giant	\$359.00	439.00	649.00	1029.00	1209.00	2090.00	67.90

(R) Prices effective August, 2008

Panels are not the same size to allow for folding. See page 23 for scanning, type and design information. Flat printed.

Production time: 3-4 working days

Folding Choices	Z-Fold	Letter Fold
Tri-Fold & Giant		
Four Panel		

Four Panel Brochure

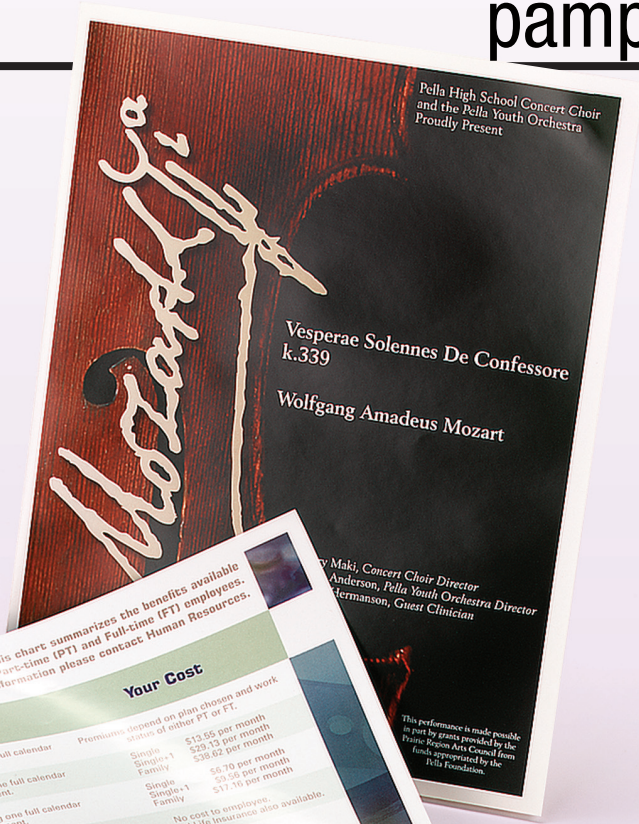
80 lb. Gloss Text: BC8-LB-593-40

	250	500	1000	2000	2500	5000	Add'l 500
Full Color Front; Black Back Copy	\$294.00	374.00	519.00	769.00	884.00	1440.00	63.90
Full Color Both Sides	\$359.00	439.00	649.00	1029.00	1209.00	2090.00	67.90

(R) Prices effective August, 2008

Panels are not the same size to allow for folding. See page 23 for scanning, type and design information. Flat printed.

Production time: 3-4 working days



This chart summarizes the benefits available to our Part-time (PT) and Full-time (FT) employees. For more information please contact Human Resources.

Benefit	Description	When Eligible	Your Cost
Medical	FD Health offers coverage for employee, spouse, and/or eligible dependents. www.fdh.com	The 1st of the month following one full calendar month of employment.	Premiums depend on plan chosen and work status of either PT or FT.
Dental	Atlanta Dental offers coverage for employee, spouse, and/or eligible dependents. www.atlantadental.com	The 1st of the month following one full calendar month of employment.	Single \$13.55 per month Single+1 \$28.13 per month Family \$38.82 per month
Vision	VPS offers coverage for employee, spouse, and/or eligible dependents. www.vps.com	The 1st of the month following one full calendar month of employment.	Single \$8.70 per month Single+1 \$15.56 per month Family \$17.16 per month
Life Insurance	Through Groton Life we offer a plan worth twice the employee's salary from the previous year. www.grotonlife.com	Eligible to enroll on either Jan 1 or July 1, following six full months of employment.	No cost to employee.
Funeral Pay	Paid time off for funerals.	Available after three months of employment.	Supplemental Life Insurance also available.
Holidays	Seven paid sick days per year.	Available after three months of employment.	No cost to employee.
Sick Pay	Five paid sick days per year.	Available after three months of employment.	No cost to employee.
Personal Leave	Based on the length of service.	Available after three months of employment.	No cost to employee.
Vacation	Based on the length of service.	Available after three months of employment.	No cost to employee.
Employee Discounts	Special discounts for events/products/services. www.johnshopp.com	Effective your date of hire.	No cost to employee.
401(K)	Tax-qualified retirement plan to reward employees, depending on profitability of company.	The 1st of the month following one full calendar month of employment.	Effective on the 1st day of the month in the first quarter following one year of service. Must be 23 years old and work min. of 1,000 hours per year.
Profit Sharing	Money can be set aside, based on profitability of company. www.charinfo.com	Effective on the 1st day of the month following one full calendar year of employment.	Effective on the 1st of the month following one full calendar year of employment.
Flexible Spending Accounts	Provides employees with employee based reimbursement up to \$5,000 one week pay.	Effective on the 1st of the month following one full calendar year of employment.	Effective on the 1st of the month following one full calendar year of employment.
Long-Term Disability			
Adoption Assistance			

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Costa Del Ray CONDOMINIUMS
Located on Terrace Avenue at Ashton Boulevard. Call 311-555-8977 for more information.

Simplify your life without sacrificing anything!
We offer you the best of all worlds - fabulous townhomes with every luxury for a sophisticated lifestyle - extravagant recreational facilities both inside and out - and an ideal location for commuting - just five miles from mid-town.

- Sizes
 - Small: 11" x 8½" open, folds to 5½" x 8½"
 - Large: 17" x 11" open, folds to 8½" x 11"
- Pamphlets are shipped folded
- White 100 lb. Gloss Text is also available, please call for a quote

Single Fold Pamphlets
 White 80 lb. Gloss Text- Small: BC8-LPS-593-40
 White 80 lb. Gloss Text- Large: BC8-LP-593-40

	250	500	1000	2000	2500	5000	Add'l 500
Full Color Front; Black Inside							
Small	\$229.00	309.00	389.00	509.00	559.00	790.00	39.90
Large	\$294.00	374.00	519.00	769.00	884.00	1440.00	63.90
Full Color Both Sides							
Small	\$279.00	359.00	489.00	709.00	809.00	1290.00	43.90
Large	\$359.00	439.00	649.00	1029.00	1209.00	2090.00	67.90

(R) Prices effective August, 2008
 See page 23 for scanning, type and design information. Flat printed.
 Production time: 3-4 working days



Call for your free market evaluation. If you're looking to sell your home, see us first! We have over 100 years combining experience. We're the top selling realtor in the area for the last four years running. No one can touch our proven record backed by our experience and our insatiable drive to sell.

Acrylic Literature Holder

BC8-XH-681-00

Description

- Size: 9" x 9½" x 1¾"
- Slant back
- Crystal clear construction
- Ideal for countertops
- Holds up to 425 Sales Sheets
- Price per holder: \$7.95 (R)

- Size: Standard: 8½" x 11"
- Vertical or horizontal layout
- Sales Sheets are shipped flat
- UV Coating and White 100 lb. Gloss Text are also available, please call for a quote

Improve your productivity and experience a new Internet with Genesis Communications.

768k/128k At \$59.99* a month you will get a download speed of 128k and an upload speed of 768k. This package is ideal for businesses that need to be connected to the Internet for research, e-mail or basic browsing of the web.

768k/768k At \$79.99* a month you will get a download and upload speed of 768k. This package is ideal for businesses that need to be connected to the Internet for research, e-mail or basic browsing of the web.

1024k/1024k At \$215.99* per month you will get a download and upload speed of 1024k. If you transfer large data files, use videoconferencing, or use advanced internet applications, this package is ideal for you.

1500k/1500k At \$305.99* a month you will get a download and upload speed of 1500k. For those companies looking for lightning speed allowing for lightning speed allowing for lightning speed allowing for lightning speed allowing for lightning speed.

Express yourself. Our various flexible internet plans and our innovative frame relay and atm services make it easy to find the perfect fit for you and your unique business. So express yourself with Genesis Communications today.

genesis communications

Why Genesis Communications? Your business, reputation and livelihood require a technology partner that can consistently deliver reliable services. Genesis Communications can offer your business the telecommunications and networking you demand.

Since 1984, Genesis Communications has been committed to serving Central Montana with all the technology and communication needs of the area. As the largest technology company in the five state area, Genesis Communications has the experience, reputation and ability to provide your business with the best business-class solutions.

While internet and telecommunications services have been cutting services to increase profits Genesis Communications is committed to providing our customers with superb customer service and services. We look forward to servicing your business in the future.

Genesis Communications Business DSL Benefits

- Higher productivity allowing employees to get more things done in less time
- Reduced transfer errors and ability to transfer large files in a fraction of the time
- Video conferencing and high bandwidth internet streaming video allows you to conduct real-time meetings via the Internet
- Increase your business's customer service and client relations with instant responses and continuous connections
- Virtual Private Networks allowing you to link multiple office and locations together

What is DSL? DSL is the easiest way to get ultra-fast internet connection. DSL (Digital Subscriber Line) is a technology that allows high-speed data transfers with speeds up to 28 times faster than a traditional modem. This technology is available for you without making costly investments in new equipment.

Static Business DSL Static DSL connection utilizes static IP addresses. This means each user is assigned a specific IP address that will not change. Static IP addresses are not shared between users and allow for more internet activities than Dynamic DSL. Applications that may require a Static IP address:

- Being a host to a web server
- Virtual Private Networking between offices
- Teleconferencing and Videoconferencing
- Existing Firewall in place.

Dynamic Business DSL Dynamic DSL connection utilizes Dynamic IP addresses. Users can access a pool of IP addresses shared by other users on this connection. The IP addresses are assigned to the user each time they log in.

Applications that may be done with a Dynamic IP address:

- Online information gathering
- Sending and receiving large files
- Sending and receiving e-mail
- Viewing training and streaming video over the internet
- Purchasing online

Genesis Communications offers many Internet packages to best fit your business needs.

Sales Sheets

White 80 lb. Gloss Text: BC8-LSS-593-20

White 12 pt. Semi-Gloss Cover: BC8-AP8-592-40

	250	500	1000	2000	2500	5000	Add'l 500
Full Color Front; No Back Copy							
Gloss Text	\$155.00	205.00	265.00	311.00	334.00	449.00	46.00
Semi-Gloss Cover	\$161.25	217.50	290.00	344.00	371.00	506.00	54.00
Full Color Front; Black Back Copy							
Gloss Text	\$183.00	261.00	377.00	435.00	464.00	609.00	58.00
Semi-Gloss Cover	\$189.25	273.50	402.00	464.00	495.00	650.00	62.00
Full Color Both Sides							
Gloss Text	\$200.00	295.00	445.00	509.00	541.00	701.00	64.00
Semi-Gloss Cover	\$206.25	307.50	470.00	538.00	572.00	742.00	68.00

(R) Prices effective August, 2008

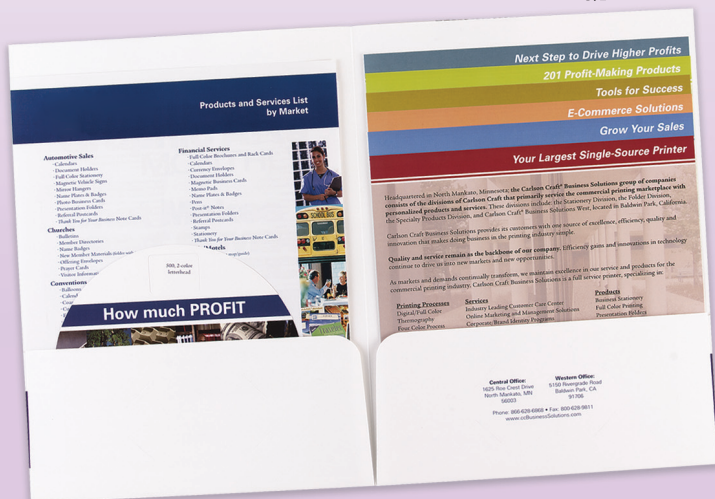
See page 23 for scanning, type and design information. Flat printed.

Production time: 2-3 working days

stepped inserts & presentation folders

Versatility

Stepped inserts can be used for anything from Employee Benefit packages to Sales Presentations!



- Horizontal stepped inserts shown. Vertical stepped inserts available, please call for a quote.
- Size: 8½" x 11", insert sheets have ½" difference in height. Additional sheet sizes available. Please call for quote.
- Price includes collating and insertion
- All inserts will be placed in the right pocket unless specified otherwise.
- Fits 9" x 12" Presentation Folder

NEW Stepped Inserts

UC8-ISP-FL1

White 80 lb. Gloss Coated Text or White 80 lb. Matte Text

# of Sheets	500	1000	2000	5000
5	\$1337.00	1633.00	2185.00	3831.00
6	\$1384.00	1710.00	2322.00	4150.00
7	\$1417.00	1805.00	2538.00	4762.00
8	\$1628.00	2036.00	2826.00	5179.00

(R) Prices effective August, 2008

Production time: add 6 working days to Folder production

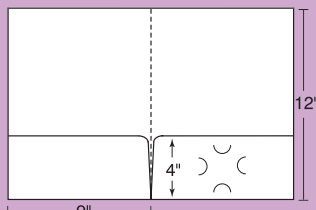
Price includes one-sided printing. For second side printing, please call for quote. Flat printed.

Unity

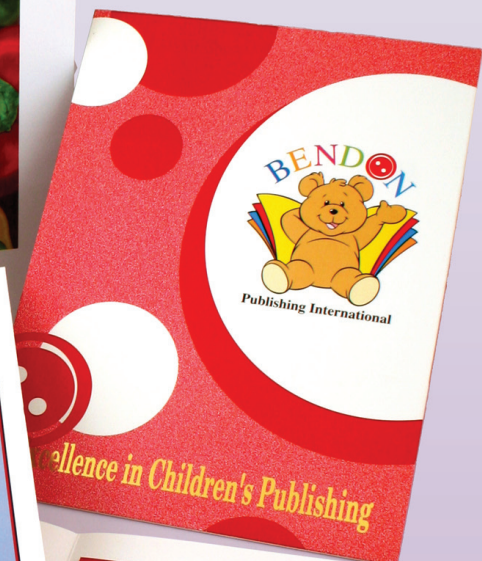
Create a unified look by adding matching Full Color Letterhead and Business Cards!

- Size: 9" x 12" Secured Pocket Folder with 2- four inch glued pockets
- Universal Business Card slits fit either a vertical or horizontal card
- Call for a quote for these custom options:
 - Foil Stamping
 - UV Coating
 - Additional Folder styles

Secured Pocket Folder



Style: UC8-F2-FCP



Presentation Folders

UC8-F2-FCP

White 10 pt. High Gloss, C1S or White 10 pt. Low Luster, C1S

	500	1000	2500	5000
Four Color Process Folder	\$1120.00	1370.00	2120.00	2841.00

(R) Prices effective August, 2008

Production time: 5 working days

Price includes one-sided printing on outside and pockets. See page 23 for scanning, type and design information. Flat printed.

Lifelong Fitness

Come in TODAY and receive a 1 month trial membership for FREE!

Weight Training

Yoga

Cardio Workouts

Personal Trainers

Diets

Supplements

Massage Therapy

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Fax: (763) 557-4575
Web: jdb@betchwars.com
Email: jdb@betchwars@edrealealty.com

Edi



- Sizes
 - Standard: 4 1/8" x 5 7/8"
 - Large: 5 1/2" x 8 1/2"
 - Giant: 6" x 11"
- Vertical or horizontal layout
- Portrait style or full bleed
- Standard back copy will be used unless otherwise specified
- Custom sizes are available; call for a quote
- Additional postage required on Giant Postcards
- Foil Imprint: Call for quote



Standard Back Copy

Postcards

White 12 pt. Semi-Gloss Cover, C2S

Standard: BC8-ACP-592-40

Large: BC8-AP5-592-40

Giant: BC8-AP6-592-40

White 12 pt. Semi-Gloss Cover, C1S

Standard: BC8-ACP-580-40

Large: BC8-AP5-580-40

Giant: BC8-AP6-580-40

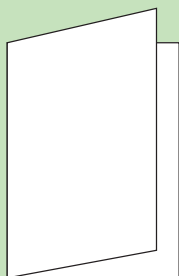
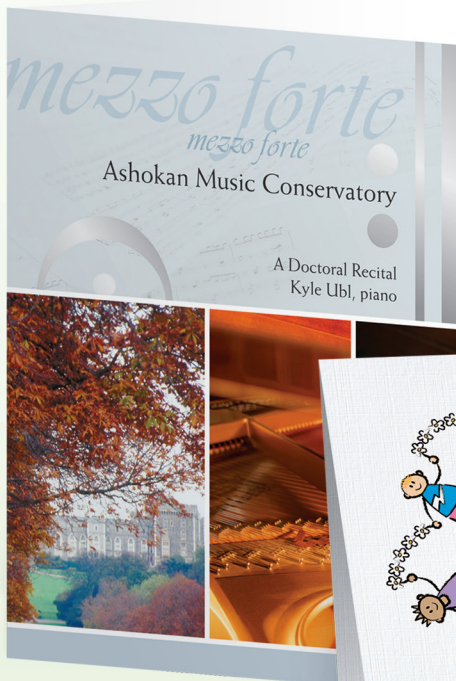
		250	500	1000	Add'l 500
Full Color Front; No Back Copy	Standard	\$126.00	129.00	159.00	26.00
	Large	\$166.00	209.00	319.00	45.00
	Giant	\$193.00	263.00	427.00	61.00
Full Color Front; Black Back Copy	Standard	\$141.00	159.00	189.00	34.00
	Large	\$181.00	239.00	349.00	53.00
	Giant	\$208.00	293.00	457.00	69.00
Full Color Both Sides	Standard	\$181.00	239.00	269.00	37.00
	Large	\$221.00	319.00	429.00	57.00
	Giant	\$248.00	373.00	537.00	72.00
UV Coating - Front (add to base price)	Standard	\$17.55	19.30	22.90	11.45
	Large	\$19.30	22.90	34.35	17.15
	Giant	\$20.50	25.20	36.40	18.20

(R) Prices effective August, 2008

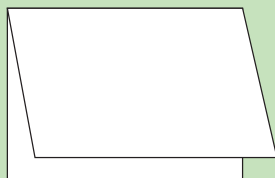
Production time: 2-3 working days; 1 add'l day for back copy

Price includes one photo scan per Postcard. If no stock is indicated, 12 pt. Semi-Gloss Cover, C2S will be used. Flat printed.

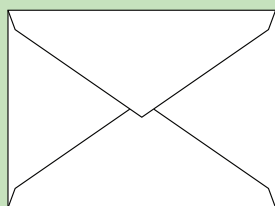
- Sizes
Announcements
 - 4 Bar: 7" x 4⁷/₈" open; folds to 3¹/₂" x 4⁷/₈"
 - 5 Bar: 8" x 5¹/₄" open; folds to 4" x 5¹/₄"
 - 5¹/₂ Bar: 8¹/₂" x 5¹/₂" open; folds to 4¹/₄" x 5¹/₂"
- Envelopes
 - 4 Bar: 3⁵/₈" x 5¹/₈"
 - 5 Bar: 4¹/₈" x 5¹/₂"
 - 5¹/₂ Bar: 4³/₈" x 5³/₄"
- Vertical or horizontal layout
- Portrait style or full bleed
- Announcement pricing includes blank baronial (v-flap) envelopes.



Folder - Vertical Format



Folder - Horizontal Format



Baronial Envelope

NEW Business Announcements- Small

4 Bar:

White Matte Cover 80 lb.: BC8-ANP-4F001-40

White 12 pt. Semi-Gloss, C1S: BC8-ANP-4F580-40

White 12 pt. Semi-Gloss, C2S: BC8-ANP-4F592-40

	100	200	300	400	500	1000	Add'l 100
Full Color Front; No Inside Copy	\$132.90	154.90	176.90	197.90	218.90	317.90	19.80
Full Color Front; Black Inside Copy	\$138.90	166.90	194.90	221.90	248.90	377.90	25.80
Full Color Both Sides	\$145.90	180.90	215.90	249.90	283.90	447.90	32.80
Printed Envelope Flap; Flat Black Ink (add to base price)	\$49.50	53.90	57.90	61.50	64.90	81.90	3.40
UV Coating, Front (add to base price)	\$24.90	27.20	29.50	31.80	34.10	36.40	2.30

5 Bar:

Bright White Linen: BC8-ANP-5FWLN-40

	100	200	300	400	500	1000	Add'l 100
Full Color Front; No Inside Copy	\$148.90	186.90	224.90	261.90	298.90	477.90	33.00
Full Color Front; Black Inside Copy	\$154.90	198.90	242.90	285.90	328.90	537.90	39.00
Full Color Both Sides	\$161.90	212.90	263.90	313.90	363.90	607.90	46.00
Printed Envelope Flap; Flat Black Ink (add to base price)	\$49.50	53.90	57.90	61.50	64.90	81.90	3.40

5¹/₂ Bar:

White Matte Cover 80 lb.: BC8-ANP-5F001-40

White 12 pt. Semi-Gloss, C1S: BC8-ANP-5F580-40

White 12 pt. Semi-Gloss, C2S: BC8-ANP-5F592-40

	100	200	300	400	500	1000	Add'l 100
Full Color Front; No Inside Copy	\$141.40	171.90	202.40	231.90	261.40	402.90	26.50
Full Color Front; Black Inside Copy	\$147.40	183.90	220.40	255.90	291.40	462.90	32.50
Full Color Both Sides	\$154.40	197.90	241.40	283.90	326.40	532.90	39.50
Printed Envelope Flap; Flat Black Ink (add to base price)	\$49.50	53.90	57.90	61.50	64.90	81.90	3.40
UV Coating, Front (add to base price)	\$24.90	27.20	29.50	31.80	34.10	36.40	2.30

(R) Prices effective August, 2008

Price includes one photo scan per card. If no copy color is indicated, black will be used. Flat printed.

Production time: No inside copy- 2-3 working days

With inside copy- 3-4 working days

business announcements

medium



UV Coating

UV coating is used to protect your printed pieces. It provides a high-gloss surface that deters dirt and fingerprints.

NEW Business Announcements- Medium

6 Bar:

White 80 lb. Matte Cover: BC8-ANP-6F001-40

White 12 pt. Semi-Gloss Cover, C1S: BC8-ANP-6F580-40

White 12 pt. Semi-Gloss Cover, C2S: BC8-ANP-6F592-40

	100	200	300	400	500	1000	Add'l 100
Full Color Front; No Inside Copy	\$148.90	186.90	224.90	261.90	298.90	477.90	33.00
Full Color Front; Black Inside Copy	\$154.90	198.90	242.90	285.90	328.90	537.90	39.00
Full Color Both Sides	\$161.90	212.90	263.90	313.90	363.90	607.90	46.00
Printed Envelope Flap; Flat Black Ink (add to base price)	\$49.50	53.90	57.90	61.50	64.90	81.90	3.40
UV Coating, Front (add to base price)	\$24.90	27.20	29.50	31.80	34.10	36.40	2.30

(R) Prices effective August, 2008

Price includes one photo scan per card. If no copy color is indicated, black will be used. Flat printed.

Production time: No inside copy- 2-3 working days

- Size
 - Announcement: 9¼" x 6¼" open; folds to 4⅝" x 6¼"
 - Envelope: 4¾" x 6½"
- Vertical or horizontal layout
- Portrait style or full bleed
- Announcements are scored and shipped flat
- Announcement pricing includes blank baronial (v-flap) envelopes.
- Foil imprint is available; call for quote

large

- Size
 - Announcement: 10 1/4" x 7" open; folds to 5 1/8" x 7"
 - Envelope: 5 1/4" x 7 1/4"
- Vertical or horizontal layout
- Portrait style or full bleed
- Announcements are scored and shipped flat
- Announcement pricing includes blank baronial (v-flap) envelopes
- Foil imprint is available; call for quote



Business Announcements- Large

7 Bar:

White 80 lb. Matte Cover: BC8-ANP-7F001-40

White 12 pt. Semi-Gloss Cover, C1S: BC8-ANP-7F580-40

White 12 pt. Semi-Gloss Cover, C2S: BC8-ANP-7F592-40

	100	200	300	400	500	1000	Add'l 100
Full Color Front; No Inside Copy	\$152.90	194.90	236.90	277.90	318.90	517.90	36.00
Full Color Front; Black Inside Copy	\$158.90	206.90	254.90	301.90	348.90	577.90	42.00
Full Color Both Sides	\$165.90	220.90	275.90	329.90	383.90	647.90	49.00
Printed Envelope Flap; Flat Black Ink (add to base price)	\$49.50	53.90	57.90	61.50	64.90	81.90	3.40
UV Coating, Front (add to base price)	\$24.90	27.20	29.50	31.80	34.10	36.40	2.30

(R) Prices effective August, 2008

Price includes one photo scan per card. If no copy color is indicated, black will be used. Flat printed.

Production time: No inside copy- 2-3 working days

booklets



- Size
 - Small: 5 1/2" x 8 1/2" folded
 - Large: 8 1/2" x 11" folded
- Self-cover booklet
- Call for a quote on additional pages or 100 lb. text stock

Booklets

White 80 lb. Gloss Text

Item Number		100	250	500	1000	2500	5000	Add'l 500
BC8-LBS-59308-40	8 pages- Small	\$449.00	549.00	709.00	999.00	1590.00	2499.00	154.40
BC8-LBL-59308-40	8 pages- Large	\$659.00	859.00	1179.00	1539.00	2479.00	3759.00	243.50
BC8-LBS-59312-40	12 pages- Small	\$673.50	823.50	1063.50	1498.50	2385.00	3748.50	231.60
BC8-LBL-59312-40	12 pages- Large	\$988.50	1288.50	1768.50	2308.50	3718.50	5638.50	365.25
BC8-LBS-59316-40	16 pages- Small	\$898.00	1098.00	1418.00	1998.00	3180.00	4998.00	308.80
BC8-LBL-59316-40	16 pages- Large	\$1318.00	1718.00	2358.00	3078.00	4958.00	7518.00	487.00

(R) Prices effective August, 2008

Price includes saddle stitching. See page 23 for scanning, type and design information. UV coating is not available on this product. Flat printed.

Production time: 8-9 working days

door hangers & rack cards

- Size: 3½" x 8½"
- Vertical or horizontal layout
- Die cut will be a 1" diameter circle positioned ½" from the top with a diagonal slit

Door Hangers

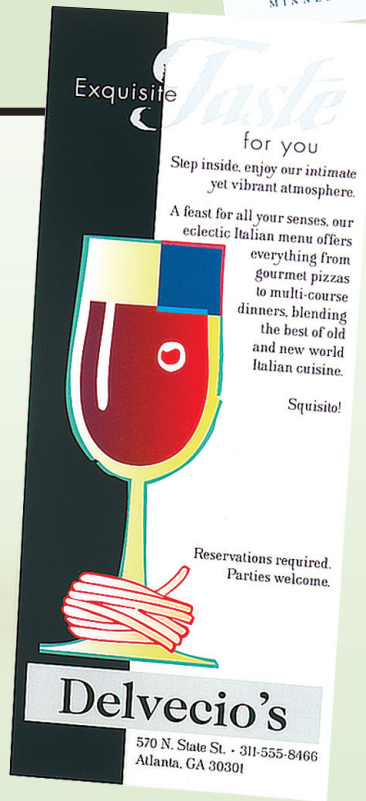
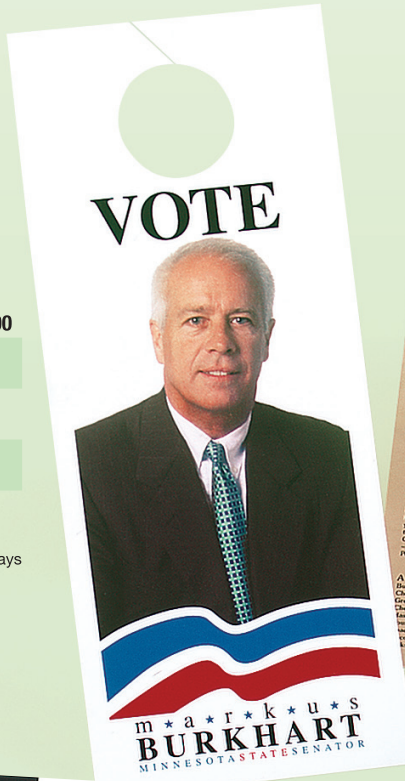
White 12 pt. Gloss Cover, C2S: BC8-AKP-592-40

	250	500	1000	Add'l 500
Full Color Front; No Back Copy	\$269.00	305.90	369.90	64.00
Full Color Front; Black Back Copy	\$280.25	328.40	414.90	72.90
Full Color Both Sides	\$284.00	335.90	429.90	79.90
UV Coating - Front (add to base price)	\$18.15	20.50	25.20	12.60

(R) Prices effective August, 2008

Production time: 3-4 working days

Price includes one photo scan per door hanger. Flat printed.



Acrylic Rack Card Holder
BC8-XH-680-00

Description

- Size: 4½" x 7¼" x 1¼"
- Slant back
- Crystal clear construction
- Holds up to 50 rack cards
- Price per holder: \$5.95 (R)

- Size: 3½" x 8½"
- Vertical or horizontal layout
- Foil Imprint: Call for quote

Rack Cards

White 12 pt. Gloss Cover, C2S: BC8-ARK-592-40

	250	500	1000	Add'l 500
Full Color Front; No Back Copy	\$158.00	185.00	225.00	40.00
Full Color Front; Black Back Copy	\$173.00	215.00	285.00	48.00
Full Color Both Sides	\$208.00	285.00	425.00	52.00
UV Coating - Front (add to base price)	\$19.30	22.90	34.35	17.15

(R) Prices effective August, 2008

Production time: 3-4 working days

Price includes one photo scan per card. Flat printed.



BEAUTY Enhanced

Beauty Enhanced is opening their first store in the Harley area! Come make your life more beautiful with our great treatments and products. Visit with our Professionally Trained Stylists to learn how to look your best.

Better Skin, Better Body, Better Mind

BEAUTY Enhanced

Improve your life and your look with any of our skin, nail or hair treatments and products. Bring in this coupon for \$10 OFF your first product or service.

trading cards, playing cards & bookmarks

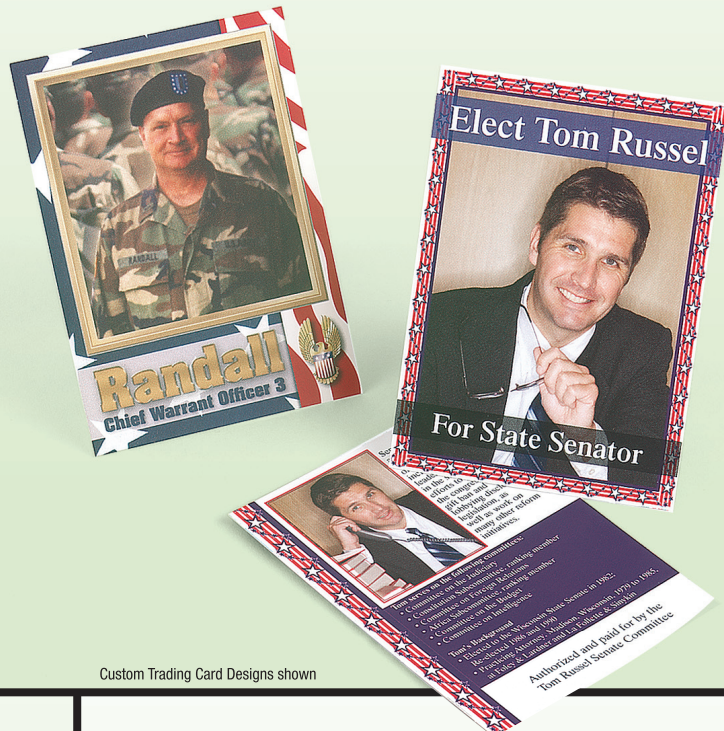
- Size: 2½" x 3½"
- Vertical or horizontal layout

Trading Cards

White 12 pt. Gloss Cover, C2S: BC8-B4T-592-40

	250	500	1000	Add'l 250
Full Color Front; No Back Copy	\$61.90	69.90	85.90	8.00
Full Color Front; Black Back Copy	\$73.15	92.40	130.90	13.90
Full Color Both Sides	\$84.40	114.90	175.90	16.90
UV Coating - Front (add to base price)	\$17.20	18.15	20.50	10.25

(R) Prices effective August, 2008 Production time: 2-3 working days
Price includes one photo scan per card. Flat printed.



Custom Trading Card Designs shown



Large Face Card



Standard Face Card

- Size: 2¼" x 3½"
- Imprint area: 2⅛" x 3⅜"
- Face cards: Choose from Standard or Large Print
- Custom face cards: call for a quote

Custom Playing Cards

White 11 pt. Premium Playing Card Stock: BC8-BPF-620-40

	2	5	10	15	20	25	50
Price per lot	\$59.90	124.50	168.00	236.25	304.00	348.75	667.50

(R) Prices effective August, 2008 Production time: 10 working days
Price includes one photo scan per order. Bleeds are available. Allow ⅛" over trim size for full bleed. Flat printed.



- Size: 2¼" x 8¼"
- Vertical or horizontal layout
- Tassel available in white only
- Assembly required for tassel option

Bookmarks

White 12 pt. Gloss Cover, C2S: BC8-ABK-592-40

	100	250	500	1000	Add'l 500
Full Color Front; No Back Copy	\$67.90	74.90	85.90	97.90	13.50
Full Color Front; Black Back Copy	\$73.50	88.90	113.90	153.90	15.00
Full Color Both Sides	\$78.30	100.90	137.90	201.90	18.00
Holes & Tassels (add to base price)	\$18.00	42.90	71.90	129.90	58.00
UV Coating - Front (add to base price)	\$17.20	17.20	18.15	20.50	10.25

(R) Prices effective August, 2008 Production time: 5 working days
Price includes one photo scan per bookmark. Flat printed.

short run full color Post-it® Notes



Custom Printed Notes



4 x 3 (5 pad) Holder sold separately

Bleeds available at no additional charge!

Acrylic Post-it® Note Holders

4" x 3" (10 pad) BC8-IXH-4X3A-00 (not shown)

4" x 3" (5 pad) BC8-IXH-4X3A5-00

- Crystal clear construction
- Price per holder: \$7.50 (R)



Short Run Full Color Post-it® Notes

White Stock only

Pad Size	Item Number	10	20	40	80	160
3 x 3	BC8-IPC-251-40	\$94.90	114.90	159.90	249.90	369.90
4 x 3	BC8-IPC-351-40	\$109.90	134.90	184.90	259.90	389.90
4 x 6	BC8-IPC-451-40	\$129.90	179.90	269.90	399.90	639.90

(P) Prices effective August, 2008

Price per lot, 50 sheets/pad. 3" x 3" imprint area: 2 5/8" x 2 7/16"; adhesive is on the 3" side. 4" x 3" imprint area: 3 5/8" x 2 7/16"; adhesive is on the 4" side. 4" x 6" imprint area: 3 5/8" x 5 7/16"; adhesive is on the 4" side. Bleeds are available at no extra charge. 1/8" (.0625") should be allowed on all sides. Production time: 1-2 working days

special services

ARTWORK

All prices shown throughout the catalog are based on formatted products or art supplied as print ready. If corrections or modifications are required, your order may be delayed pending clarification or approval. Please review the following pages for any additional charges that may apply.

PROOFS

Black and white proofs are available. For proofs that require typesetting and design, see Prep Charges below.

\$15.00 per black and white proof for the following:

Business Cards, Letterhead, Envelopes, Mailing Envelopes, Announcements, Postcards, Rack Cards, Trading Cards, Image Labels, Bookmarks, Door Hangers, Playing Cards or Folders

\$30.00 per black and white proof for the following:

Posters, Sales Sheets, Single Fold Pamphlets, Tri-Fold Brochures, Four-Panel Brochures

Booklets - \$30.00 additional per 4 pages, ex. 12 pages = \$90.00

COLOR PROOFS

Color proofs are available on all products. This is NOT a press proof and is approximate color only. This proof should be used to evaluate copy, color breaks and art/photo placement. These proofs are available for \$42.00 per side on all products. As with black and white proofs, if typesetting or design is required, additional charges apply. See Prep Charges below. Shipping costs not included.

PREP CHARGES

If you need scanning or design and typesetting performed, please contact us for a quote on prep charges. NOTE: Add two production days for typesetting and design to the production time of the product.

ART CHARGES

Any file or disk submitted according to our specifications will not incur additional charges. Any disk that is submitted to us that is not print ready and requires any manipulation will accrue a \$70.00 per hour NET fee. We can not guarantee the quality when scanning from pre-printed material. There will be an additional \$25.00 minimum charge to drop backgrounds.

special services & electronic guidelines

NATIVE APPLICATIONS

We accept files created in the following native applications:



Acrobat PDF®	Mac and PC
QuarkXPress®	Mac and PC
Adobe® InDesign®	Mac and PC
Adobe® Photoshop®	Mac and PC
Adobe® Illustrator®	Mac and PC
CorelDRAW®	PC only

We do not accept files created in the following native applications:

PowerPoint®	Mac and PC
Excel®	Mac and PC
Word®	Mac and PC
Publisher®	Mac and PC

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 for the product ordered. Whenever possible, place vector images into the layout before converting to a PDF. Please 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. Please name the PDFs you send without punctuation of any kind (except .pdf), and keep the file names short.

QuarkXPress®

1. **IBM Compatible:** When selecting fonts, you must use only the selected fonts owned by Navitor®, as listed in the Typestyles section. If you are using fonts 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. It will not hold 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 enclosed color specifications for the type of product you are ordering.

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 enclosed color specifications for the type of product you are ordering.

Adobe® Photoshop®

1. Files must be saved as a TIFF without compression.
2. Do not color an image in Photoshop® (for spot printing).
3. Please submit black and white bitmap images at 600 dpi and grayscale images at 600 dpi for standard spot printing. For full color printing or Multicolor inks, CMYK images need to be submitted at 600 dpi. 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 enclosed color specifications for the type of product you are ordering.
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.

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.

(Adobe® Illustrator® continued)

3. Save the file as an Illustrator EPS.
4. Color all text and graphics according to the enclosed color specifications for the type of product you are ordering.

CorelDRAW® — (native files version 12 and lower)

1. We do not recommend this application for full color layouts.
2. If CorelDraw is used for full color layouts, 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. Placed graphics need to be high-quality or good vector art to receive the best quality printed product.
4. Create outlines (text to curves) all type within a native CorelDRAW file.
5. If there are text overflow issues, Navitor may need to resize or reposition text to fit the imprint area.

CorelDRAW® — (exported files)

1. Export as an AI or PDF file.
2. Exported files for full color orders should be opened and viewed before submitting to Navitor to make sure that no color changes have occurred during the export process.
3. Follow established guidelines for all graphics. Placed graphics need to be colored correctly for the product ordered. Placed graphics need to be high-quality or good vector art to receive the best quality printed product.
4. Select the “text to curves” option to eliminate font information from your file.

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:

Full Color process printing:

1. Business cards should have at least 1/8" (.125") margins.
2. Postcards need at least 1/4" (.25") margins.
3. Sales sheets, flyers and brochures require at least 1/4" (.25") margin for the text or other image that doesn't bleed on all sides. If a bleed is wanted, the text still needs to be 1/4" (.25") away from the edge.

Bleed Requirements:

1. 1/8" (.125") should be allowed on all sides. Please make sure the text still maintains the required margin even when graphics bleed.
2. Bleeds are not available on full color letterhead and envelopes without a quote.
3. Bleeds are available at no extra charge on short run full color Post-it® Notes. 1/16" (.0625") should be allowed on all sides.

Please visit Navitor.com for further information on submitting files.

Pantone®, PMS and Pantone Matching System® are Pantone Inc.'s check-standard trademark for color reproduction and color reproduction materials.

posters & labels

Get Your Name Out There
Make your message visible and
affordable with a Poster!

- Size: 11" x 17"
- Vertical or horizontal layout
- Back copy not available

Posters

White 12 pt. Gloss Cover, C2S: BC8-AP-592-40

	25	50	75	100	250	500	1000	Add'l 500
Full Color Front	\$96.90	112.90	128.90	144.90	240.90	349.90	479.90	129.90
UV Coating - Front (add to base price)	\$17.20	18.60	20.00	21.45	29.95	44.10	72.50	36.25

(R) Prices effective August, 2008

Production time: 2-3 working days

Price includes one photo scan per poster. See page 23 for scanning, type and design information. Flat printed.



Introducing...

FasTurn® 4

24 Hour 4-Color Process Labels

- 4-Color Process inks are not fade resistant
- Bleeds: **No additional charge.** 1/8" extension on each applicable side
- UV varnish is applied at **no additional charge**
- Please provide print ready PDF artwork to ensure 24 hour turnaround

FasTurn® 4 4-Color Process Labels

White Gloss Stock

Item Number	Shape	Size	Price per 1000						
			250	500	1000	2000	3000	5000	10000
LZC-FCC-424	Circle	1 1/2"	\$398.84	407.68	617.63	312.55/m	237.23/m	166.53/m	102.78/m
LZC-FCC-444	Circle	2 1/8"	\$398.84	477.04	617.63	312.55/m	237.23/m	166.53/m	102.78/m
LZC-FCC-401	Circle	2 1/2"	\$403.02	486.78	628.36	385.03/m	302.34/m	204.61/m	112.35/m
LZC-FCC-459	Circle	3"	\$409.12	511.36	702.10	405.55/m	317.07/m	215.34/m	130.76/m
LZC-FCC-432	Circle	4"	\$413.16	614.32	782.69	461.41/m	342.22/m	237.54/m	150.96/m
LZC-FCQ-203	Square	3" x 3"	\$409.12	511.36	702.10	405.55/m	317.07/m	215.34/m	130.76/m
LZC-FCQ-205	Square	4" x 4"	\$413.16	626.86	782.69	461.41/m	342.22/m	237.54/m	150.96/m
LZC-FCR-145	Rectangle	2" x 3"	\$403.02	487.98	628.36	385.03/m	302.34/m	204.61/m	112.35/m
LZC-FCR-127	Rectangle	2" x 4"	\$409.12	511.36	702.10	405.55/m	317.07/m	215.34/m	130.76/m
LZC-FCR-185	Rectangle	4" x 6"	\$425.30	682.96	883.79	501.17/m	379.25/m	272.57/m	184.94/m

(P) Prices effective August, 2008

Production time: 24 hours

To ensure 24 hour production on these 4-Color Process Labels, please submit print ready artwork and order information by 4 p.m. CT to ship the following day. Labels are provided on rolls. Proofs are not available due to 24 hour turnaround time.



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