

General Information

Quotes

Quotes provided without having seen final art and specs are tentative to receipt and approval of same. Larger quantities than listed require a custom quote and will reflect our aggressive pricing structure on higher quantities. Quote requests can be supplied via fax **800.572.1513**, email **sales@folderexpress.com**, phone **800.322.1064**, or online at **selfservice.ennis.com**.

Right to Promotion

We reserve the right to use any items we produce in our advertising, unless you specify otherwise in writing at the time you place your order.

Inks/Special Color Match

Orders not specifying a PMS® color will require a color match. Orders requiring a color match will be an additional cost. These matches will also require additional proof and production times. Standard PMS® inks are offered at no additional charge. Special ink matches are subject to an additional charge.

Stock and Custom Dies

All dies remain the property of Folder Express®. Price includes a one-time die rental fee.

Overruns/Underruns

All orders are subject to the industry standard of being billed for the exact quantity shipped, not to exceed 10% over or 10% under the quantity ordered. **Orders requiring a guarantee of exact quantity ordered must be requested in writing and will be billed an additional 10%.**

Changes/Cancellations

Any cancellation after an order is in progress and/or materials have been ordered will require payment for work performed and any applicable re-stocking fees. Changes to orders in process may or may not incur additional costs and will be addressed on an individual basis.

Shipping Information

FREE shipping by ground transportation is included to one location anywhere in the 48 contiguous states. Customers from other locations will have freight added to their invoices. Next Day Air and Second Day Air are also available from your specified carrier for an additional charge. Air freight charges will be added to your invoice.

Please note on your order if you cannot receive truck shipments or need special considerations. We do not offer a "call when ready" service. If ship method changes while order is in production, the change must be documented in either a fax or email hard copy format. If the order has shipped, no changes to freight method can be made.

Charges for address changes due to an incorrect "Ship to" address will be invoiced separately.

Claims against carrier for cartons damaged in transit or carton shortages are the responsibility of the consignee. Folder Express® will provide documents and/or information to assist. Call for authorization to return any shipments. Claims are not processed past two months of delivery date.

Tax Information

State law requires that Folder Express® have a properly executed, state-approved exemption certificate from all customers who claim sales tax exemption. If the exemption certificate is not received, we are required by law to charge sales tax to: AL, AR, AZ, CA, CO, CT, DC, GA, HI, IA, ID, IL, IN, KS, KY, LA, MA, MD, ME, MI, MN, MO, MS, NC, ND, NE, NJ, NM, NV, NY, OH, OK, PA, RI, SC, SD, TN, TX, UT, VA, VT, WA, WI, WV and WY.

Redos/Errors

If you have any concerns about the product received, please contact customer service promptly. Please note, our liability is specifically limited to the value of the product manufactured. Additionally, when redos are warranted, we will produce the product to the original specifications without alterations. Changes on a redo are subject to management approval and will incur additional costs. Folder Express® is not liable for errors included in customer submitted files, errors produced to signed proof approval specifications, or errors on customer supplied order information (such as stock, finish, or die-cutting details). Folder Express® reserves the right to retrieve all incorrect product when replacing the items.

Terms and Conditions

Your submitted order attests acceptance of these terms and the terms and conditions set out at **printtermsandconditions.com**.

Artwork Requirements

Please Note

Production cannot begin until all correct artwork components are received. Orders with accurate composite files will precede orders requiring placements, adjustments, or typesetting as well as those with incomplete files. If artwork is received that is incomplete and requires adjustments or typesetting, additional costs will be charged.

Please go to **folderexpress.com** to download product order forms and templates. Order forms can be found under the "Contact" heading and templates under the "Find Your Folder" heading. You can upload all artwork, place new and repeat orders, or track orders by clicking "SelfService" and logging in. Sending all art files through our artwork upload tool is the preferred method.

Artwork Upload Tool

Please go to **selfservice.ennis.com** to upload artwork. You will need to log in or register for an online account to use the upload tool.

- After logging in, click on "Artwork Upload" to send multiple files up to 400 MB at once.
- Zip your fonts and all files to help protect from corruption during upload.
- In the "Comments/Directions" field, please reference your P.O. # and any specific directions associated with your order/files.

Proof Information

All proof charges, if applicable, include Next Day Air Afternoon delivery cost. Quoted production time does not begin until proof has been approved and returned. If your proof is out for approval for more than a month, your order will be automatically cancelled and appropriate production and handling fees billed to you.

If you do not provide a high-resolution PDF with your order, we will supply a proof to you at the costs listed below.

Changes made at proof stage will incur additional charges.

For proofs on custom or new dies, please allow up to one week for proof production.

Approval must be submitted in writing. Color correcting is quoted on an individual basis. We reserve the right to require new, corrected files on any project.

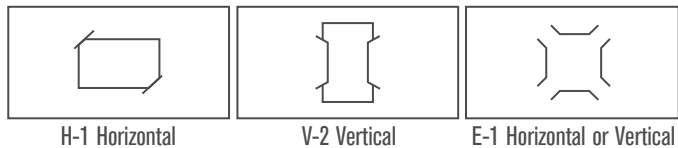
Proof Options:

- No proof
- PDF proof - FREE (Not for color match.)
- Epson® inkjet proof for additional charge. (Four-color process only. **Must be returned to match color at press.**)

Features

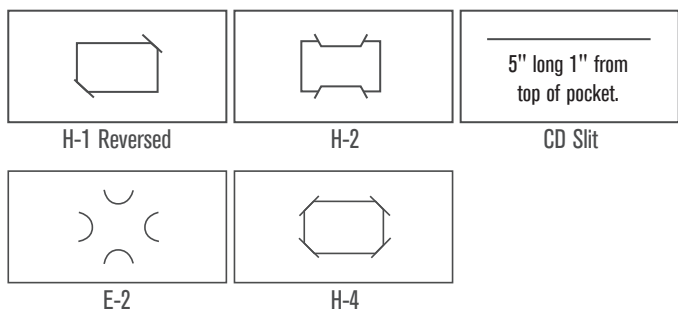
FREE – Optional Business Card Slits

Three versions are offered for FREE on one or both pockets. Please indicate which slit you would like on which pocket. The E-1 slit is the only available option on the 4" x 9" and 6" x 9" folders. **If you do not indicate a style, your folders will NOT have business card slits.**



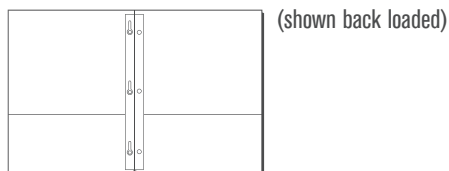
Special Card Slits

You may specify position on pockets as right, left or center. Use of these items may be restricted by folder construction or pocket dimensions. Custom business card slits are available to be made to your specifications. Please contact our customer service team for pricing. On some, but not all folder styles, you may have two sets of card slits on the same pocket. Please call for options.



Spine Prong Attachments

Spine prong attachments are available in white and are stitched into the center score of the presentation folder or report sheets. They are made to hold 8½" x 11", 3-hole punched sheets only. Spine prong attachments are an additional cost.



Coatings

Aqueous Coating – Available in gloss, matte or satin. Aqueous coating seals ink for faster drying process and may be required on folders requiring expedited shipping. **Gloss aqueous coating is included in all heavy coverage and four-color process orders.** If your customer prefers a matte or satin aqueous please specify in writing on your order.

Laminate – One side is an add-on price. It includes gloss lamination of 1.2 mil to the front cover, back cover and inside pockets. Film lamination adds maximum durability to any folder, while enhancing its appearance.

UV Coating – Coating can be applied only on enamel or clay coated papers. This liquid gloss coating adds little to the durability of the folders; however, it protects the color and adds to the folder's appearance. UV coating will show fingerprints on large areas of dark ink but with a light wiping can easily be removed.

Special Coating Requests – Spot aqueous, spot UV and matte lamination are available. Call for a quote.

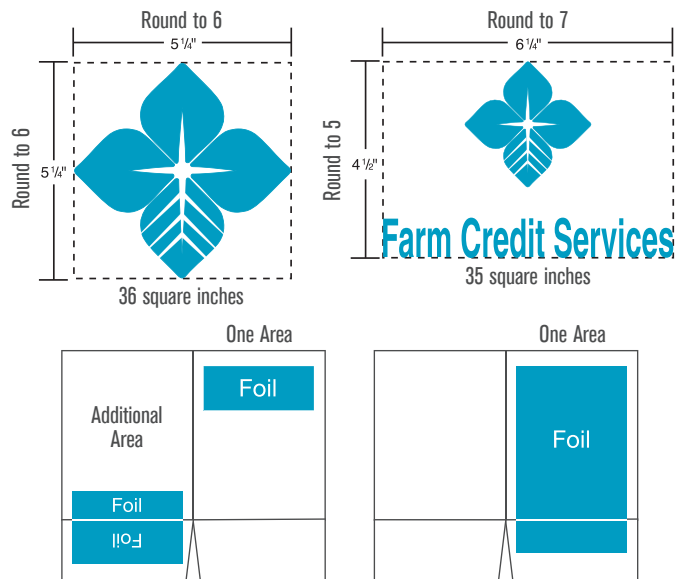
Soft-Touch Aqueous – A translucent coating that produces a soft, velvety feel. Paper will become "soft" to the touch and increases tactile appeal. Using this type of coating helps to protect from scuff marks that can happen during finishing operations like binding, folding or cutting.

Soft-Touch Lamination – A protective finish with a matte effect that offers a velvet like texture. This type of coating is great for both dark and light colors and is very flexible, allowing for bending and folding without tearing or cracking.

Foil/Emboss

All foil/emboss prices are for a one-time die rental only. Dies remain the property of Folder Express®.

Foil/Emboss Die Calculations – To determine the size of your foil/emboss area, first draw a box around the entire image with the lines touching the outermost edges. The edges of the box must run parallel to the edges of the folder. Measure the two perpendicular sides of the box, round each measurement up to the nearest inch, and then multiply the sides times each other for the total square inch area for your die.



Foil Stamp Information – Foil stamping on all folder products includes a total of 36 square inches for up to two areas of foil. Both areas must be on the same sheet side and same foil color. See diagram for how to measure these areas. Add the two foil areas for the total square inches. If the total is more than 36 square inches please call, fax or email our customer service team. See product descriptions for other size limitations. Art needs to be solid-no screens. With foil, image needs to be 1 point or larger (negative space also needs to be 1 point or larger) to avoid dropping out/filling in. Emboss needs to be 2 points.

Standard Foil Colors – All metallic: white, black, teal, copper, red, green, dark blue, purple, burgundy, medium blue, clear, rainbow, shiny silver, holographic silver, flat silver, shiny gold, holographic gold, flat gold, holographic blue, holographic red. (Rainbow and holographic foils are best suited for coated sheets.)

Embossing – This includes a single level blind (no ink) embossed area no larger than shown. The combination of your artwork and paper choice will determine the maximum type of lift allowed in your embossing. Embossing of all folder products includes one area single level emboss up to 24 square inches. If the total is more than 24 square inches, more than one area, or other than single level emboss, please contact customer service for pricing.

Embossing Information

Embossing of all folder products includes one area single level emboss up to 24 square inches. If the total is more than 24 square inches, more than one area, or a variable other than single level emboss, please contact customer service for pricing. See product descriptions for other size limitations.



Relief Line Descriptions of Other Custom Embosses Available

