

# General Information

## ARTWORK

Please see artwork specification online at [folderexpress.com/artwork-specs](http://folderexpress.com/artwork-specs). Unless the customer requests, IN WRITING, to have them returned, artwork and disks will be destroyed 18 months from the date of receipt. Copy preparation is quoted on request from submitted files or mock-up.

## BUSINESS CARD SLITS

Optional H-1 (horizontal), V-2 (vertical), and E-1 (either horizontal or vertical) business card slits are free if requested. Please be sure to clarify your business card slits on your initial order form as business cards cannot always be added once order is in production. Custom business card slits are available for custom pricing. 4"x9" and 6"x9" folders are only available with the E-1 business card slit. See page 3 for additional information.

The business card slits in the *Sculptured Pockets*® are as shown in the die and on the template. They are not removable or movable. Accommodate for this in your design. Additional costs will be incurred for a custom pocket die pattern.

## CHANGES OR CANCELLATIONS

Cancellation after order is in progress or materials have been ordered will require payment for work performed or re-stocking fees incurred (to be invoiced by us, the manufacturer). Changes to orders in process may or may not require additional costs. These costs will be determined on an individual basis.

## COATING

### Aqueous Coating

Aqueous coating is available in gloss, matte, or satin. Aqueous coating seals ink for faster drying process and may be required on folders requiring shipment in less than five days from order date. Gloss aqueous coating is included on all heavy coverage and four-color process presentation folders. If your customer prefers a matte or satin aqueous this may be requested on your order form.

### Laminate

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 its high gloss greatly enhances the folder's appearance. Lamination is not available on 24-hour production requests.

### UV Coating

UV coating is an add-on price. It must be added to one of the base prices. This price is for coating the front cover, back cover and inside pockets. Coating can be applied only on enamel or clay coated papers such as SBS and colored cover. This liquid gloss coating adds little to the durability of the folders; however, it does protect the color and adds considerably to the folder's appearance. UV coating will show fingerprints on large areas of dark ink. However, a light wiping can easily remove the prints.

### Special Coating Requests

Spot varnish, soft feel aqueous, matte lamination, and strike through aqueous are part of our in-house production capabilities. Our sales team will be happy to quote your special project.

## COST ESTIMATES

Quotes provided without having seen final art and specs are tentative to receipt and approval of same. Larger than catalog quantities require a custom cost estimate. Folder Express® is proud of our aggressive pricing structure on higher quantity breaks; please contact customer service with full product specifications. Cost estimates can be supplied via fax 800.572.1513, e-mail [sales@folderexpress.com](mailto:sales@folderexpress.com), phone 800.322.1064, or online at [selfservice.folderexpress.com](http://selfservice.folderexpress.com).

## CUSTOM DIES

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

## DAMAGED GOODS

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

## EMBOSSING

Emboss is a base price shown on each item and includes a single level blind (no ink) embossed area no larger than that shown. Embossed folders include any base group paper and placement anywhere on the front cover, back cover or inside pockets. The price of the die and ground freight to anywhere in the 48 contiguous United States is also included. The combination of your artwork and paper choice will determine the maximum amount of lift allowed in your embossed design. While there is no additional charge for registering to print, it will require a charge for the printing itself. For areas greater than that shown, or the use of special embossing techniques such as combination, domed or sculptured dies, contact one of our customer service representatives for additional information. All dies remain the property of Folder Express®. Base price includes a one-time rental fee.

## FOIL STAMPING

Foil stamped is a base price on each item and includes a flat stamp no larger than that shown. Folders include up to two areas of foil on the same sheet side, any base group paper, stamping die, one standard foil color, and ground freight to anywhere in the 48 contiguous United States. Standard foil colors, including holographic foils, are listed on page 25. For pricing of foil areas on folders larger than 36 square inches, contact a customer service representative. While there is no additional charge for registering foil to print, it will require a charge for the printing itself. The use of non-standard foil colors or combination dies is an additional cost, so please consult our customer service representatives. All dies remain the property of Folder Express®. Base price includes a one-time rental fee.

## INK

Any standard PMS® ink is available at no extra charge. Orders not specifying a PMS® color will require a color match. Special color match is an additional \$100 per order and will require additional proof and production times. Premium inks are subject to an additional charge.

## OVERRUNS OR UNDERRUNS

Due to the number of production processes involved in the manufacturing of your custom folder, it is not possible to determine the exact quantity we will complete.

1. "Standard Trade Practice" – You will be billed for the exact quantity shipped not to exceed 10% over or under the quantity ordered.
2. "No Overs" – It is possible your order could run short by more than 10%. You must request this in writing.
3. "Exact Quantity" or "No Less Than" – Add 10% to the price of your order for the special handling involved. You must request this in writing.

## PAPER STOCK

Please note that some of the stocks listed in our catalog may be discontinued or the pricing groups changed by the paper mills. The stocks listed here are offered because they are available at the time of catalog print date. If at your order date a stock has become unavailable, our customer service team will contact you. Folder Express® will not accept responsibility for further costs incurred by stock upgrades; we will do our best to accommodate you and your customer with the latest options.

Lined, laid, and groove sheets will be run the most cost-effective direction. If you require the texture to run a certain direction, you must request this at the time of your order and a cost increase may be incurred.

Stocks are run to current paper mill specifications. For customers with repeat business, these products are made to current manufacturer's specifications. Changes in manufacturing site, fiber supply, and post consumer fiber content may introduce slight variations in caliper, shade, and finish compared to historical products.

Rite brand stocks are Folder Express® house sheets. Shade may vary based on availability.

## PRINTING

Printing is a base price shown on each item and includes printing on the front cover, back cover, and inside pockets up to 30% coverage. Any standard PMS® color and any base group paper may be used at no additional cost. Artwork must meet our standard requirements (see the back cover). We will run to standard color densities. We can send you a proof of your digital files at standard proof prices. For additional spot color costs contact customer service.

### Light Coverage

Light coverage is used when 30% or less of the sheet is applied with ink. Bleeds or screens on coated sheets may require a coating.

### Heavy Coverage

Heavy coverage is used when 30% or more of the sheet is applied with ink in solid or screened ink format. You may use solids, screens, or reverses on the front cover, back cover and inside pockets of the folder. Printing heavy coverage on a coated sheet includes an aqueous or varnish. UV coating or lamination is available at an additional cost. Bleeds or screens on coated sheets may require a coating.

## PRODUCTION TIME

Approximate production time is noted for each item. Please note that some items have a separate price table with a corresponding production time. Expedited deliveries are available for many items which include air delivery costs that will be billed per the catalog charts shown. Please mark on the Folder Express® order form the delivery schedule you require and its corresponding cost.

## PROOFS

For pricing information see the back cover.

You must respond to your proof in writing. Color correcting is quoted on an individual basis. We reserve the right to require new, corrected files on any project. For proofs on standard dies, please allow up to two days for production of the proof. For proofs on custom or new dies, please allow up to one week for proof production. All proof charges include next day air afternoon delivery service in the cost. Quoted production time does not begin until proof has been approved (and returned, if color proof). If your folder is out on proof for over a month, we will automatically cancel the order and bill for production and handling fees.

## REDOS/ERRORS

If you have any concerns about product received, please contact customer service promptly so that we can resolve concerns to your satisfaction in a complete and timely manner. 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.

## RIGHT TO PROMOTION

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

## SAMPLES

Call, fax, e-mail sales@folderexpress.com, or request online specific types of samples.

## SHIPPING INFORMATION

Free shipping by ground transportation is included to one location anywhere in the 48 contiguous United States. Customers from other locations will have freight added to their invoices. Please note on your order if you cannot receive truck shipments or you need any special considerations. 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. Refer to the Transit Time Schedule on inside front cover.

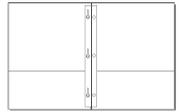
Due to the volume of orders as well as variables, including that we are a three-shift production and shipping facility, we regret that our production staff cannot offer a "call when ready" service. If you choose to change ship methods while your order is still in production, it is enforced that the change be documented from the ordering customer in either a fax or hard copy format. If your order has shipped, you will not have the opportunity to change the freight method and will be held responsible for whatever freight method you chose at order entry point. (Please budget for worst case scenario.) It is not unusual for Folder Express® to ship ahead of an original scheduled date. Folder Express® will not issue discounts for shipping on orders that have shipped early. We strive for on-time or better deliveries and hope you are delighted with our product and production schedule. Charges for address changes due to an incorrect "Ship to" address will be invoiced separately.

## SHIPPING INTERNATIONAL

To successfully ship internationally, Folder Express® requires the following items: a faxed retail invoice and all correct international components for the address. Folder Express® will be billing the cost of freight plus an additional \$5.00 per box handling fee. Folder Express® can bill directly to a provided UPS number. However, if the bill is returned from the shipper, the distributor will be invoiced and responsible for lost funds. Folder Express® retains that after the shipment has left the building, we hold no responsibility for the shipment.

## SPINE PRONG ATTACHMENTS

Spine prong attachments are available in white and are stitched into the center score of the presentation folder or report cover. They are made to hold only 8½" x 11" 3-hole-punched sheets. Spine prong attachments are an additional cost of \$0.37 each and add 3 working days to production.



(shown back loaded)

## 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, if the order is shipped to the states listed below. If the ship-to state is not listed below, tax will not be charged.

AL, CA, GA, IA, IL, IN, MA, MO, NE, NJ, NY, OH, PA, TN, TX, and WI

## TERMS AND CONDITIONS

Printing may be paid for by cash, check, VISA®, Mastercard®, Discover®, or American Express®. NO COD's are accepted. FIRST TIME customers must make PAYMENT IN FULL for first order by credit card or check. To apply for an open account, you must have your credit approved by completing OUR CREDIT APPLICATION. If an open account is established, payment in full must be received in 30 days from the date of the invoice. Invoices are sent promptly after shipment of product. Finance charges are 1.5% per month on the TOTAL unpaid balance. We reserve the right to demand payment in full on any job before starting production. A past due balance prohibits the production of a new order. We reserve the right to refuse any job. There will be an extra charge for rush orders. Artwork cannot be returned to customers who owe a past due amount. Returned checks will incur an additional \$25.00 charge. All prices in this catalog and terms are based on U.S. currency only. Out of country orders must be pre-paid by credit card at the value of the U.S. dollar.

Thank you for your cooperation.

# Foil/Emboss Information

## GENERAL INFORMATION

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

## FOIL/EMBOSS DIE CALCULATIONS

To determine the size of your foil stamp or emboss area, you must first draw a box around your 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. This gives you the square inch area for your die.

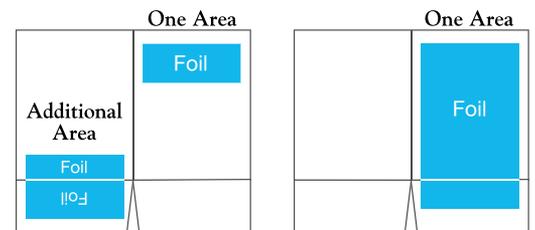
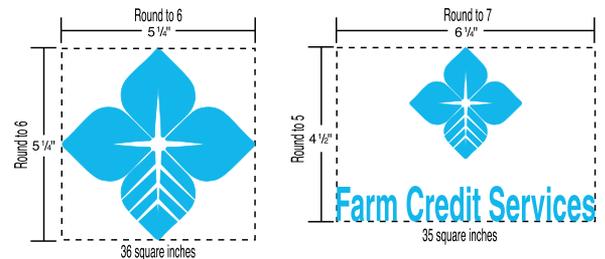
## FOIL STAMP INFORMATION

The base price for foil stamping of 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 in the same foil color. See diagram for how to measure these areas. If you have two foil areas, add the square inches of each area together for your total. If the total is more than 36 square inches, you require additional foil areas or colors, please call or fax our customer service team. See product descriptions for other size limitations.

## 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, flat gold, holographic gold, holographic blue, holographic red

\*Rainbow and holographic foils are better suited for coated sheets.



## EMBOSSING INFORMATION

The base price for emboss 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.

Single-Level Emboss

Single-Level Deboss



## RELIEF LINE DESCRIPTIONS OF OTHER CUSTOM EMBOSES AVAILABLE

Domed Emboss



Domed Deboss



Multi-Level or Sculptured Emboss

