

General Information

An asterisk (*) following the product name denotes a promotional item.

Thickness Options

Our plastic products have a 10 mil teslin core and are then laminated to become a 20 mil or 30 mil piece. Both thicknesses are available in glossy or matte writable finishes. We offer a variety of paper weights for our paper products.

Services & Costs (All priced on a U)

• Barcoding / Numbering	(1 Side included in price)
• Encoding Magnetic Strips	Varies per job
• Personalization	\$0.07 per side
• Matte Writeable Laminate	\$0.06 per side
• Scratch Offs	\$0.06 per label
• Grommeting	\$0.34 per grommet
• Scoring	\$0.06 per score
• Folding	\$0.06 per piece
• Stuffing	\$0.06 per piece
• Affixing (Tipping)	\$0.13 per piece
• Attaching Lanyards, Rings, etc.	\$0.12 per attachment
• Direct Mail Fulfillment	Varies per job
• Setup Charge (4/1) Color	\$145.00

Quotes

Quotes are valid for 30 days unless otherwise noted by your sales representative.

Production Time

Standard production time is 2-3 weeks from final proof approval. Very large or labor intensive orders may require additional time. We do not guarantee Ground shipping on any order placed.

Rush services are available. Please check with your sales representative for additional costs.

Proofs

PDF proofs are emailed for all new jobs at no cost. Press proofs are available for an additional fee.

Artwork

Artwork can be submitted electronically or on a CD. Please follow template guidelines and graphics specs to avoid delays in the proofing process. Templates and detailed graphic specs are available upon request.

- Fonts should also be outlined or converted to curves.
- Embed all placed images.
- Submit artwork at actual size with correct bleeds and safe areas.
- Preferred programs/formats: Illustrator CS6 (ai, eps, pdf), Photoshop CS6 (psd, pdf, tiff), InDesign CS5 (indd), Quark Xpress 9.0 (qxp)

Spot Colors & 4-Color Process

All jobs with spot colors must be submitted in a vector format.

Vector artwork is also preferred for 4-color process artwork, but raster files may be submitted if they are at least 300 dpi at print size.

Pre-Paid Personalization Services

To begin you will place an order for unpersonalized shells and then we will maintain your card inventory. When you need cards, simply email an Excel list to us with the desired personalization and we will then personalize your cards and ship to you or your customer. There will be a processing fee per file sent. Please check with a sales representative for further details.

Direct Mail Fulfillment

We can print all of the pieces here or you can supply us with pre-printed materials. We can then affix your cards, fold, insert and mail the complete package to you or directly to your customer.

*Information must be sent electronically.

*Postage & Freight charges are additional

A cost effective option for personalization, affixing and complete fulfillment!

Please check with a sales representative for further details.

Shipping

All completed jobs are shipped UPS Ground unless otherwise requested. Expedited shipping is available at customer's expense. Customers may request a partial shipment be expedited while the remainder is sent Ground. Jobs are boxed based on quantity, weight, and size of order. Multiple shipping locations will incur an additional fee.

Over-Runs / Under-Runs

It is standard industry practice to ship + / - 10% due to the difficulty of manufacturing exact quantities with our multi step production process.

Cancellations

Customers will be invoiced for any work done and materials used prior to cancellation, or 10% of total job cost.

Product Use

We reserve the right to use all products in advertising, on displays and as samples unless otherwise agreed upon at time of order. All registered trademarks are the property of their respective holders.