

# Business Series Stationery Pricing

**Stocks include:** #1 White Bond, #1 White Bond Envelopes, and White Window Envelopes

## Letterheads:

| Quantity   | Blank Sheets | 1 Standard Ink | 2 Standard Ink Combo | 1 Standard Ink + 1 Foil or 1 Foil | 2 Standard Ink Combo + 1 Foil |
|------------|--------------|----------------|----------------------|-----------------------------------|-------------------------------|
| 100        | 25.85        | 73.85          | 93.85                | 141.85                            | 162.40                        |
| 250        | 35.35        | 81.80          | 114.35               | 163.35                            | 194.80                        |
| 500        | 48.25        | 102.80         | 135.80               | 203.25                            | 239.80                        |
| 1000       | 80.70        | 143.70         | 183.70               | 288.25                            | 328.25                        |
| add'l 500s | 34.70        | 43.70          | 50.70                | 87.25                             | 91.25                         |

## Envelopes:

| Quantity   | Blank Sheets | 1 Standard Ink | 2 Standard Ink Combo | 1 Standard Ink + 1 Foil or 1 Foil | 2 Standard Ink Combo + 1 Foil |
|------------|--------------|----------------|----------------------|-----------------------------------|-------------------------------|
| 100        | 25.85        | 73.85          | 93.85                | 141.85                            | 162.40                        |
| 250        | 35.35        | 81.80          | 114.35               | 163.35                            | 194.80                        |
| 500        | 48.25        | 102.80         | 135.80               | 203.25                            | 239.80                        |
| 1000       | 80.70        | 143.70         | 183.70               | 288.25                            | 328.25                        |
| add'l 500s | 34.70        | 43.70          | 50.70                | 87.25                             | 91.25                         |

**Standard Ink Colors:** Black, Blue (Reflex), Brown (PMS 168), Dark Green (PMS 343), Gold (PMS 873), Gray (PMS 431), Green (PMS 348), Maroon (PMS 208), Orange (PMS 151), PMS Process Blue, Purple (PMS 267), Red (PMS 200), Teal (PMS 321), PMS Yellow.

**Standard Ink Combinations:** Black + Any Standard Ink Color; Blue + Black, Brown, Gold, Gray, or Red; Brown + Black, Blue, or Orange; Gray + Black, Blue, or Maroon; Red + Black, Blue, or Green. Other combinations or PMS colors not shown are available as an Optional Service shown below.

### OPTIONAL SERVICES

|                                                                                                                                                                                                                                                                                                                                                                                                                 |                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>Art Service Level 1</b> <i>each service</i> .....                                                                                                                                                                                                                                                                                                                                                            | <b>\$17.00</b>       |
| color separation • photograph • extensive proof changes • minor alterations to artwork • word art • setting excessive lines of copy, logos, or rules • reverse color fill and knockout • graduated screens or exceeding 3 different screen percentages • setting 3 lines of copy on a curve/angle, or positioning any curved copy with artwork • adding rules, borders, or boxes and placing with your artwork. |                      |
| <b>Art Service Level 2</b> <i>each service</i> .....                                                                                                                                                                                                                                                                                                                                                            | <b>\$33.50</b>       |
| complex artwork alterations • setting more than 3 columns • basic maps (straight type & lines) • placing multiple logos & type on a curve • exact copy placement instructions • touching up electronically sent photos or major touch up to photos we scan • creating art by connecting rules to make multiple boxes • type set with artwork provided by you and generating using native files.                 |                      |
| <b>Bleed</b> ( <i>Vertical or Horizontal</i> ) Ink per unit, per bleed.....                                                                                                                                                                                                                                                                                                                                     | <b>\$10.00</b>       |
| Foil per unit, per bleed.....                                                                                                                                                                                                                                                                                                                                                                                   | <b>Not Available</b> |
| <b>Close Registration</b> per unit Ink-to-Ink; 1/16" or less between colors.....                                                                                                                                                                                                                                                                                                                                | <b>\$8.50</b>        |
| Ink-to-Foil; 1/16" or less between ink + foil.....                                                                                                                                                                                                                                                                                                                                                              | <b>\$17.00</b>       |
| <b>Proof</b> each; after first.....                                                                                                                                                                                                                                                                                                                                                                             | <b>\$3.50</b>        |
| <b>Custom ink Combo</b> per order.....                                                                                                                                                                                                                                                                                                                                                                          | <b>\$42.00</b>       |
| <b>Pantone Ink Match</b> per order.....                                                                                                                                                                                                                                                                                                                                                                         | <b>\$50.00</b>       |

Effective 4-4-05





# Trends Series Stationery Pricing

**Stocks include** *(Subject to availability):* **Classic Crest:** Tarragon **Linen:** Bluestone, Agusta Green  
**Environmental:** Desert Storm, Cypress **Laid:** Peppered Bronze, Denim

## Letterheads:

| Quantity   | Blank Sheets | 1 Standard Ink | 2 Standard Ink Combo | 1 Standard Ink + 1 Foil or 1 Foil | 2 Standard Ink Combo + 1 Foil |
|------------|--------------|----------------|----------------------|-----------------------------------|-------------------------------|
| 100        | 25.85        | 73.85          | 93.85                | 141.85                            | 162.40                        |
| 250        | 35.35        | 81.80          | 114.35               | 163.35                            | 194.80                        |
| 500        | 48.25        | 102.80         | 135.80               | 203.25                            | 239.80                        |
| 1000       | 80.70        | 143.70         | 183.70               | 288.25                            | 328.25                        |
| add'l 500s | 34.70        | 43.70          | 50.70                | 87.25                             | 91.25                         |

## Envelopes:

| Quantity   | Blank Sheets | 1 Standard Ink | 2 Standard Ink Combo | 1 Standard Ink + 1 Foil or 1 Foil | 2 Standard Ink Combo + 1 Foil |
|------------|--------------|----------------|----------------------|-----------------------------------|-------------------------------|
| 100        | 25.85        | 73.85          | 93.85                | 141.85                            | 162.40                        |
| 250        | 35.35        | 81.80          | 114.35               | 163.35                            | 194.80                        |
| 500        | 48.25        | 102.80         | 135.80               | 203.25                            | 239.80                        |
| 1000       | 80.70        | 143.70         | 183.70               | 288.25                            | 328.25                        |
| add'l 500s | 34.70        | 43.70          | 50.70                | 87.25                             | 91.25                         |

**Standard Ink Colors:** Black, Blue (Reflex), Brown (PMS 168), Dark Green (PMS 343), Gold (PMS 873), Gray (PMS 431), Green (PMS 348), Maroon (PMS 208), Orange (PMS 151), PMS Process Blue, Purple (PMS 267), Red (PMS 200), Teal (PMS 321), PMS Yellow.

**Standard Ink Combinations:** Black + Any Standard Ink Color; Blue + Black, Brown, Gold, Gray, or Red; Brown + Black, Blue, or Orange; Gray + Black, Blue, or Maroon; Red + Black, Blue, or Green. Other combinations or PMS colors not shown are available as an Optional Service shown below.

### OPTIONAL SERVICES

|                                                                                                                                                                                                                                                                                                                                                                                                                 |                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>Art Service Level 1</b> <i>each service</i> .....                                                                                                                                                                                                                                                                                                                                                            | <b>\$17.00</b>       |
| color separation • photograph • extensive proof changes • minor alterations to artwork • word art • setting excessive lines of copy, logos, or rules • reverse color fill and knockout • graduated screens or exceeding 3 different screen percentages • setting 3 lines of copy on a curve/angle, or positioning any curved copy with artwork • adding rules, borders, or boxes and placing with your artwork. |                      |
| <b>Art Service Level 2</b> <i>each service</i> .....                                                                                                                                                                                                                                                                                                                                                            | <b>\$33.50</b>       |
| complex artwork alterations • setting more than 3 columns • basic maps (straight type & lines) • placing multiple logos & type on a curve • exact copy placement instructions • touching up electronically sent photos or major touch up to photos we scan • creating art by connecting rules to make multiple boxes • type set with artwork provided by you and generating using native files.                 |                      |
| <b>Bleed</b> <i>(Vertical or Horizontal)</i> Ink per unit, per bleed.....                                                                                                                                                                                                                                                                                                                                       | <b>\$10.00</b>       |
| Foil per unit, per bleed.....                                                                                                                                                                                                                                                                                                                                                                                   | <b>Not Available</b> |
| <b>Close Registration</b> <i>per unit</i> Ink-to-Ink; 1/16" or less between colors.....                                                                                                                                                                                                                                                                                                                         | <b>\$8.50</b>        |
| Ink-to-Foil; 1/16" or less between ink + foil.....                                                                                                                                                                                                                                                                                                                                                              | <b>\$17.00</b>       |
| <b>Proof</b> <i>each; after first</i> .....                                                                                                                                                                                                                                                                                                                                                                     | <b>\$3.50</b>        |
| <b>Custom ink Combo</b> <i>per order</i> .....                                                                                                                                                                                                                                                                                                                                                                  | <b>\$42.00</b>       |
| <b>Pantone Ink Match</b> <i>per order</i> .....                                                                                                                                                                                                                                                                                                                                                                 | <b>\$50.00</b>       |

Effective 4-4-05

# Executive Series Stationery Pricing

**Stocks include: Classic Crest 28 lb. Writing: Avon Brilliant White, Natural White**

## Letterheads:

| Quantity   | Blank Sheets | 1 Standard Ink | 2 Standard Ink Combo | 1 Standard Ink + 1 Foil or 1 Foil | 2 Standard Ink Combo + 1 Foil |
|------------|--------------|----------------|----------------------|-----------------------------------|-------------------------------|
| 100        | 25.85        | 73.85          | 93.85                | 141.85                            | 162.40                        |
| 250        | 35.35        | 81.80          | 114.35               | 163.35                            | 194.80                        |
| 500        | 48.25        | 102.80         | 135.80               | 203.25                            | 239.80                        |
| 1000       | 80.70        | 143.70         | 183.70               | 288.25                            | 328.25                        |
| add'l 500s | 34.70        | 43.70          | 50.70                | 87.25                             | 91.25                         |

## Envelopes:

| Quantity   | Blank Sheets | 1 Standard Ink | 2 Standard Ink Combo | 1 Standard Ink + 1 Foil or 1 Foil | 2 Standard Ink Combo + 1 Foil |
|------------|--------------|----------------|----------------------|-----------------------------------|-------------------------------|
| 100        | 25.85        | 73.85          | 93.85                | 141.85                            | 162.40                        |
| 250        | 35.35        | 81.80          | 114.35               | 163.35                            | 194.80                        |
| 500        | 48.25        | 102.80         | 135.80               | 203.25                            | 239.80                        |
| 1000       | 80.70        | 143.70         | 183.70               | 288.25                            | 328.25                        |
| add'l 500s | 34.70        | 43.70          | 50.70                | 87.25                             | 91.25                         |

**Standard Ink Colors:** Black, Blue (Reflex), Brown (PMS 168), Dark Green (PMS 343), Gold (PMS 873), Gray (PMS 431), Green (PMS 348), Maroon (PMS 208), Orange (PMS 151), PMS Process Blue, Purple (PMS 267), Red (PMS 200), Teal (PMS 321), PMS Yellow.

**Standard Ink Combinations:** Black + Any Standard Ink Color; Blue + Black, Brown, Gold, Gray, or Red; Brown + Black, Blue, or Orange; Gray + Black, Blue, or Maroon; Red + Black, Blue, or Green. Other combinations or PMS colors not shown are available as an Optional Service shown below.

### OPTIONAL SERVICES

|                                                                                                                                                                                                                                                                                                                                                                                                                 |                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>Art Service Level 1</b> <i>each service</i> .....                                                                                                                                                                                                                                                                                                                                                            | <b>\$17.00</b>       |
| color separation • photograph • extensive proof changes • minor alterations to artwork • word art • setting excessive lines of copy, logos, or rules • reverse color fill and knockout • graduated screens or exceeding 3 different screen percentages • setting 3 lines of copy on a curve/angle, or positioning any curved copy with artwork • adding rules, borders, or boxes and placing with your artwork. |                      |
| <b>Art Service Level 2</b> <i>each service</i> .....                                                                                                                                                                                                                                                                                                                                                            | <b>\$33.50</b>       |
| complex artwork alterations • setting more than 3 columns • basic maps (straight type & lines) • placing multiple logos & type on a curve • exact copy placement instructions • touching up electronically sent photos or major touch up to photos we scan • creating art by connecting rules to make multiple boxes • type set with artwork provided by you and generating using native files.                 |                      |
| <b>Bleed</b> ( <i>Vertical or Horizontal</i> ) Ink per unit, per bleed.....                                                                                                                                                                                                                                                                                                                                     | <b>\$10.00</b>       |
| Foil per unit, per bleed.....                                                                                                                                                                                                                                                                                                                                                                                   | <b>Not Available</b> |
| <b>Close Registration</b> per unit Ink-to-Ink; 1/16" or less between colors.....                                                                                                                                                                                                                                                                                                                                | <b>\$8.50</b>        |
| Ink-to-Foil; 1/16" or less between ink + foil.....                                                                                                                                                                                                                                                                                                                                                              | <b>\$17.00</b>       |
| <b>Proof</b> each; after first.....                                                                                                                                                                                                                                                                                                                                                                             | <b>\$3.50</b>        |
| <b>Custom ink Combo</b> per order.....                                                                                                                                                                                                                                                                                                                                                                          | <b>\$42.00</b>       |
| <b>Pantone Ink Match</b> per order.....                                                                                                                                                                                                                                                                                                                                                                         | <b>\$50.00</b>       |

Effective 4-4-05

## Additional Stationery Pricing Information

### Pricing includes:

### Printing choice of:

**A. Regular Thermography** should not be used in any type of laser printer or heat drum copier. The heat causes the thermographed image to melt. This can result in residue sticking to the drum of the printer or copier.

**B. LaserProof Thermography** is heat resistant for use in laser printers or copy machines. LaserProof copy is melt-proof, but will crack if the paper is folded across copy, especially on large coverage areas.

**C. Flat Printing** is also available. Screens can be printed in the middle of a letterhead only if the order is flat printed.

### Ink Stationery:

**A.** Number of sheets of stock ordered.

**B.** Typesetting includes:

1. Up to 15 lines of type selected from the Type Styles page.
2. Up to 7 horizontal and 5 vertical rules.
3. Type styles per specifications.
4. Up to 4 stock logos.

**C.** Thermography or Flat Printing in one standard color or a two-color standard ink combination as shown on the Ink & Foil Samples page.

### Ink & Foil Stationery:

**A.** All items in Ink Stationery section above.

**B.** One disposable, non-reusable die.

**C.** Foil stamping in any offered foil color shown on the Ink & Foil Samples page.

*LIMITATIONS:* We will not foil stamp a solid area more than 1 1/2" square (2.25 inches) or a rule up to 7 1/2" long; and certain typestyles are not recommended for foil imprints. You will be notified of any problems prior to production.

### All Foil Stationery:

**A.** Number of sheets of stock ordered.

**B.** Typesetting includes:

1. Up to 15 lines of type selected from the Type Styles page.
2. Up to 7 horizontal and 5 vertical rules.
3. Type styles per specifications.
4. Up to 4 stock logos.

**C.** One disposable, non-reusable die.

**D.** Foil stamping in any offered foil color shown on the Ink & Foil Samples page.

*LIMITATIONS:* We will not foil stamp a solid area more than 1 1/2" square (2.25 inches) or a rule up to 7 1/2" long; and certain typestyles are not recommended for foil imprints. You will be notified of any problems prior to production.

## Additional Stationery Pricing Information

### Cancellation of an Order:

**Ink Stationery: \$12.50 per unit**

**Foil Stationery: \$15.00 per unit**

A cancellation is stopping your order and taking it out of production after it has been started and before it reaches the press. The cancellation charge includes all work done on your order and other costs involved in locating and removing the order from production. **NOTE:** This charge applies to orders in production or orders pending proof approval. **Requirements:** To cancel a job, you must phone, fax or email us before the job has reached the press. After you call, you will be told if there are any charges for work done on the order. Do not contact us by mail to cancel an order.

### Changes to an Order in Production:

**Ink Stationery: \$10.00 per unit**

**Foil Stationery: \$12.00 per unit**

If your job is in production, the service charge includes locating your order, making the change, and returning your order to production. An order not received or an order "on hold" but not printed, is NOT considered "in production." As with all changes, we guarantee to make the change if the order has not been printed. **Requirements:** You must phone, fax, or email your change request so your job can be taken out of production quickly. Some changes may be too complex to take over the telephone and we will require you to provide new written copy, but you must request the change by phone, fax or e-mail, not by letter.

### Production Tolerances & Variations:

**QUANTITY VARIANCE:** Quantities are plus/minus 3% of finished quantity are considered complete.

**SQUARENESS/MARGINS:** Our production methods are designed to ensure a competitive price while maintaining commercial quality standards of squareness and margins within a run. Envelopes may be 1/32" (2 points) out of square. Likewise the margins can have a plus or minus variance of 1/32" (2 points). Letterheads may be up to 1/16" out of square and can vary in length 1/32" (2 points). Likewise, letterhead margins can have a plus or minus variance of 1/16" (4 points).

**PAPER COLOR VARIANCE:** Due to manufacturing inconsistencies, there may be slight color differences in dye batches in some stocks and between orders.

**RECYCLED PAPERS:** Recycled paper meets E.P.A. specifications for recycled paper. As with all recycled products, paper imperfections and color/finish variations from run to run are to be expected.

**REGISTRATION TOLERANCE BETWEEN INK AND FOIL:** Since ink and foil are applied on two different presses, there is always the possibility of slight movement between the ink and foil registration within a run. For this reason, we require at least 1/16" (4 points) space between ink and foil copy on stationery.