2026

THE Leslie COMPANY

PROUDLY MADE IN USA

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THE Leslie COMPANY

Custom Imprinted Presentation Products

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Turned Edge Binders

Turned Edge is a durable construction in which paper or cloth material is glued to chipboard and turned over the edges. This construction is similar to a gameboard. It is also known as casebound binders or hardback binders. Turned Edge Binders are great for high-end presentations or fine-graphics.

Characteristics:

- Durable and made with solid, unitized chipboard
- Constructed with offset printed 100# gloss text or a variety of book cloth materials
- Can choose between gloss or matte laminate.
- Can be offset printed, silk-screened, debossed or foil stamped

Binder Tips:

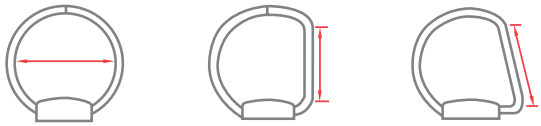
- *Ring Type*
  For the metal or ring in your binder, you have several options. The most common metals have 3 rings and vary from ½" to 3" in diameter.

  - ***Round rings*** are circular and the most common ring used. They are all-purpose and work well for many applications. Round rings can be attached to the spine or back cover.

  - ***D-rings*** are shaped like a backward "D". The flat edge holds the binder contents. The D-ring allows the sheets to lie flat along the straight edge for less wear on the hole punches. D-rings are always attached to the back cover.

  - ***Angle D-rings*** are the same as a D-ring except the straight edge is angled so the ring is wider at the bottom of the ring than at the top. This ring is especially good for larger capacity binders. Angle D-rings are always attached to the back cover.

- *Ring Capacity*
  The ring capacity can be gauged by measuring the inside of the metal mechanism as shown below. Do not measure the outside spine of the binder. The ring capacity is crucial. If too small, all of your material will not fit on the rings and turning the pages could be difficult.



Round Ring D-Ring Angle D-Ring

Sheet Capacity

Ring Capacity	Sheet Capacity (20# Bond)
½"	100
¾"	150
1"	200
1 ½"	300
2"	400
2 ½"	500
3"	600
4" Angle D	800

This chart is based on 20# bond paper.
Leave extra room if you have thicker paper stock or are adding index tabs.

Turned Edge Binders

TURNED EDGE BINDERS

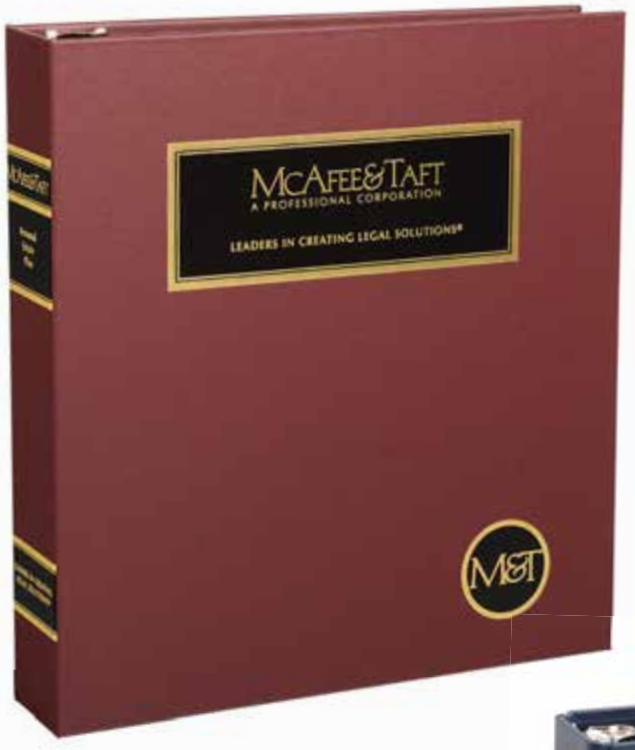
Offset printed sheets are laminated and then turned over solid chipboard offering high quality construction with fine graphic reproduction.

Features:
- Printed on 100# Bright White Text
- Gloss film laminate
- Vyhide Liner
- Flat Spine

Available Options:
- Arrestox Cloth Material
- Skivertex Cloth Material
- Vyhide Liner
- Brass Corners
- Sewing
- Grommeted Finger Pull

11" x 8 1/2" Sheet Size

DIGITAL PRINT IT!



Cloth-Wrapped option

8 1/2"x 11" Sheet Size

Optional Grommet Finger Pull

Turned Edge Binders

SHIPS IN

5

BUSINESS DAYS FROM PROOF APPROVAL

DIGITAL TURNED EDGE BINDERS

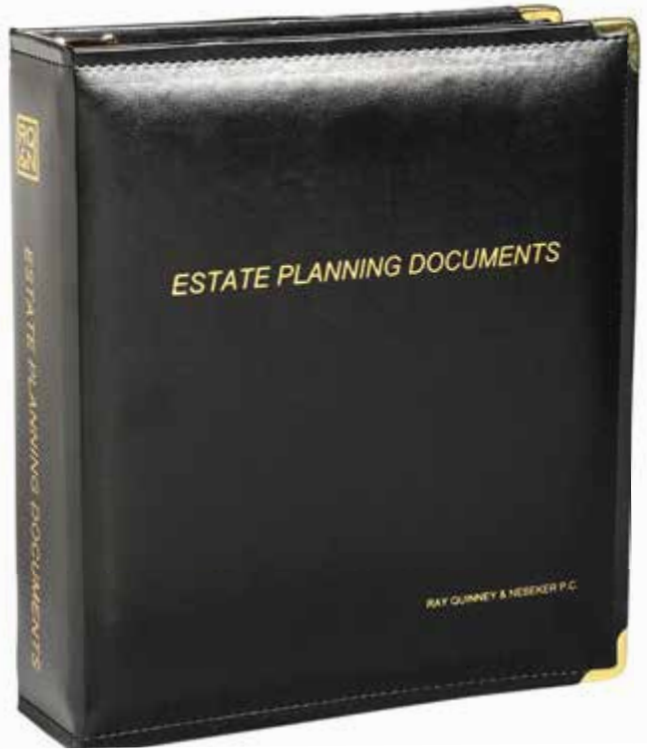
Get full color turned edge binders in smaller quantities! Printed with the latest digital technology for the highest quality and with the same construction as our traditionally printed binders. Includes black or white Vyhide liner.

Capacities Available :

- ½" Round Ring
- 1 "Round Ring
- 1 ½" Round Ring
- 2 ½" Round Ring

TURNED EDGE SEWN BINDERS

Skivertex material is turned over solid chipboard, sewn along the outside edges and lined with a Vyhide liner. Practically any turned edge material can be sewn. The black or white nylon thread enhances the strength and durability. Other color thread is readily available. Add brass or chrome corners for a more polished, high-end look.



Turned Edge Binders

SMALL TURNED EDGE BINDERS

Small Turned Edge Binders provide a high-end image at an affordable price. Each binder is made with care; the outside edges are turned over solid board. Choose from a wide selection of durable cover materials that won't crack or split.

Specifications:

- Printed on 100# Bright White Text with glueable, stampable gloss film laminate.
- 3-Round Rings

Sheet Sizes available:

- 8½"x 5½"
- 9½"x 6"

TURNED EDGE OVERSIZED BINDERS

Stand out and make an impression with our Oversized Turned Edge Binders! Great for showing off your products in a unique and fashionable way. These offset printed sheets are laminated and turned over chipboard for a unique and sturdy construction!

11" x 17" Sheet Size

Turned Edge Binders

RECYCLED CHIPBOARD BINDERS

Recycled Chipboard Binders are a green way to keep documents secure and protected. Constructed with a flat Euroscore hinge and with solid and 100% post-consumer waste chipboard, these binders are a functional and quality product. Chipboard binders can be silk-screened, foil stamped or debossed. Add round corners for no additional charge.

Specifications:
- 100 pt Brown board
- Black board available

ECO OPTIONS AVAILABLE

Optional Spine Wrap

ECO OPTIONS AVAILABLE

RECYCLED TURNED EDGE BINDERS

Constructed with 100% post-consumer waste recycled material.

Recycled Turned Edge Binders provide fine graphic reproduction while using quality eco-friendly products.

Specifications:
- Printed on 80# Smooth Loop White Text
- No lamination

Turned Edge Binders

TURNED EDGE WRAPAROUND BINDERS

Turned Edge Wraparound Binders keep documents secure and protected. The turned edge flap, with solid chipboard construction, ensures materials are held in place. This is a professional and eye-catching binder that will set any presentation apart.

Specifications:
- Includes Euro-Hinge Scoring
- Includes Velcro closures

TURNED EDGE EASEL BINDERS

Turned Edge Easel Binders provide a professional high quality product as well as the functionality you need. The offset printed sheets are laminated and turned over chipboard to produce a sturdy construction.

Turned Edge Easel Binders use:
- Desktop Sales Meetings
- Presentations
- Displays

Specifications:
- Includes Euro-Hinge Scoring
- Includes Velcro Closure

Sheet Sizes Available:
- 11"x 8½"
- 11"x 17"

Vinyl Binders

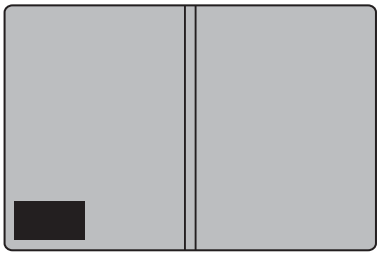
Vinyl is a very popular, all purpose binder material. The binders are created by heat sealing vinyl around chipboard to create the binder case. Vinyl binders are great for seminars, sales meetings, price lists, or reference materials.

Characteristics:

- Good material for a temperate, indoor office environment
- Gives you the leather-like look without the cost
- Comes in a variety of colors and textures
- Can be silk-screened, foil stamped or debossed
- Silk-screened artwork limited to 65 line screen

Binder Tips:

- *Business Card Holders:*
  A clear vinyl pocket for a business card can be placed almost anywhere on the binder. The most common placement is on the inside front cover. The holder can be sealed on 2 or 3 sides.



Inside cover showing location of business card holder.

2-sided seal allows card holder to remain open at top and side

3-sided seal allows card holder to remain open at top only

- *Foil Stamping*
  Foil stamping is the process of applying heat and pressure to a metal die to transfer foil onto the surface. Shiny gold, shiny silver, white, black, metallic red and metallic blue are the most common colors. Other colors and specialty order foils are available.

  Things to consider when preparing artwork for foil-stamping:
  - All lines must be at least 1 point in thickness.
  - All type should be at least 10 points in size. Very thin fonts are not recommended.
  - Reverse type should be bold. Fine reverse type has a tendency to fill in when foil stamped.
  - Eliminate any halftones and screens.

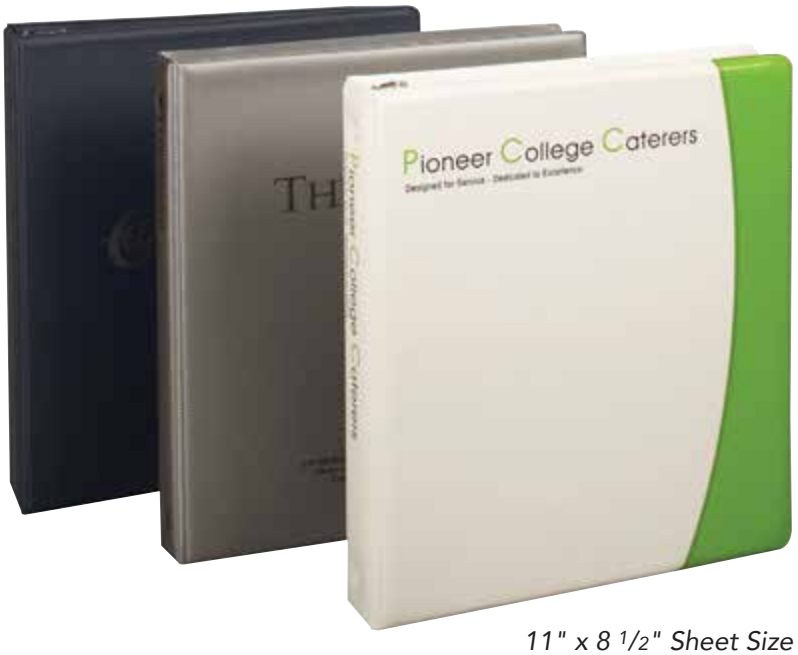
Vinyl Binders

VINYL RING BINDERS

Vinyl Ring Binders make an impressive opening statement. Silk-screening or foil stamping your artwork can customize the quality French Calf or Suedene finish vinyl. Heavy-duty rings and flat chipboard creates a strong constructed binder that will last.

Vinyl ring binders are great for:
- Sales Meetings
- Price Lists
- Reference Materials
- Promotions

Specifications:
- Nine ring sizes from ½" to 5" capacity
- Ring spacing 8 ½" O.C. 4 ¼" I.C. 11" x 8 ½" Sheet Size
- Round rings can be attached to the spine or back cover
- Optional D-Rings and Angle D-Rings are available and are attached to the back cover



11" x 8 ½" Sheet Size

DIGITAL PRINT IT!

Brass or chrome corners add strength and finishing to any binder.

Our vinyl contains recycled content.

RING SIZE*	BINDERS PER BOX	WEIGHT PER BOX
½"	34	34 lbs.
¾"	32	32 lbs.
1"	24	28 lbs.
1½"	18	25 lbs.
2"	12	21 lbs.
2½"	10	22 lbs.
3"	8	18 lbs.

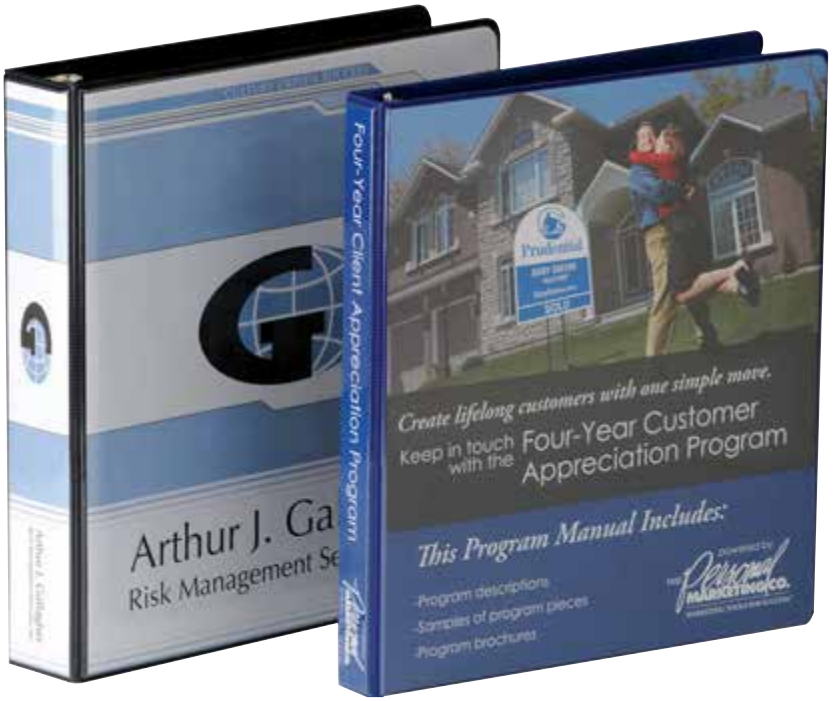
*Round Rings, 11" x 8 ½" Sheet Size

SMALL VINYL RING BINDERS

Small Vinyl Ring Binders are perfect for directories, employee manuals, instruction guides, software manuals and cookbooks. The quality French Calf or Suedene finish vinyl can be customized by silk-screening or foil stamping your artwork.

Sheet Sizes Available:
- 8½"x 5½"
- 9½"x 6"

Vinyl Binders



QUICK SHIP ENTRAPMENT BINDERS

Need 4-color process binders in a hurry? These quick-turn entrapment binders are the answer. Entrapment sheets are printed on 100# Bright White Gloss Text. The entrapment sheets are sealed over solid 100 Pt. chipboard with a .008 crystal clear vinyl over top.

Specifications:

- 1" round ring metal only
- French Calf or Suedene vinyl colors: Black, White or Royal Blue
- 4cp Entrapment sheet included

Available Options:

- One or two pockets
- Business Card Holder

SHIPS IN **72** HOURS FROM PROOF APPROVAL

LANDSCAPE VINYL RING BINDERS

Same great features as our standard vinyl ring binders sized for an 8 ½" x 11" sheet. Can be manufactured from French Calf or Suedene vinyl materials. Foil stamp or silk-screen to fully customize this binder.

- Ring spacing 5 ½" O.C. 2 ¼" I.C. - 8 ½" x 11" Sheet Size

8 ½" x 11" Sheet Size

Our vinyl contains recycled content.

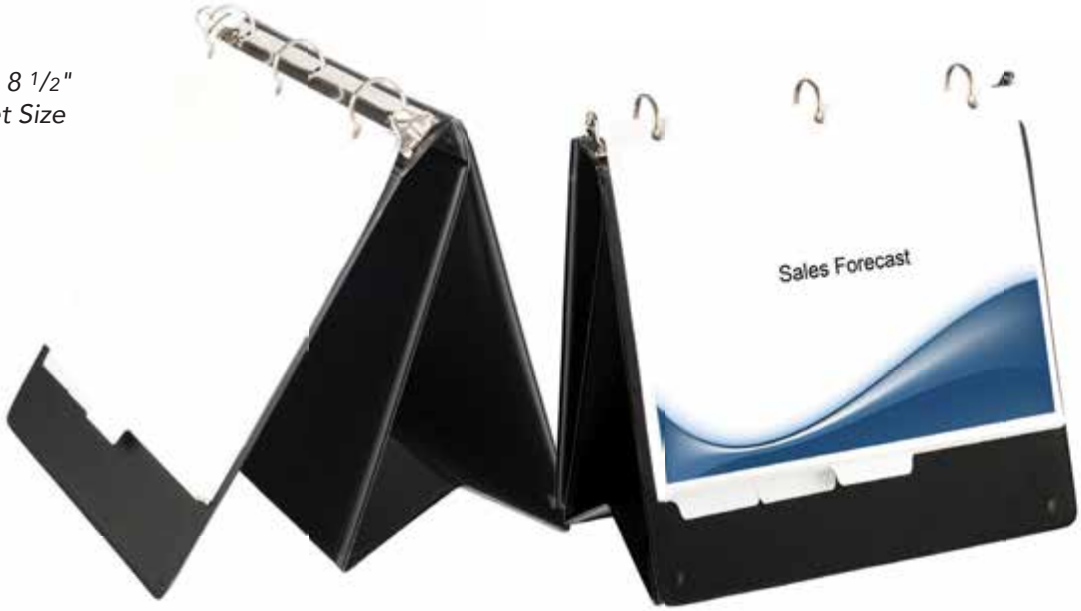
Vinyl Binders

WRAPAROUND VINYL RING BINDERS

The Wraparound Vinyl Ring Binder has a vinyl flap with a Velcro closure that keeps all the contents in place and protected. These binders can be customized by silk-screening or foil stamping your artwork.

- Includes a 5" horizontal inside front pocket and
- Velcro closure on the flap.

11" x 8 1/2" Sheet Size



VINYL PLATFORM EASEL BINDERS

Platform Easel Binders are very popular for desktop sales presentations. Just open up the back panel to create the easel stand and fold the front cover over toward the back.

Sheet Sizes Available::

- 11" x 8 ½"
- 8 ½" x 11"
- 8 ½" x 5 ½"

Vinyl Binders

SNAP BACK EASEL BINDERS

Snap Back Easel Binders make reading easy. They are constructed so the bottom half of the cover bends back from the metal ring. This displays the binder contents at a good reading angle for the user. These binders can be customized by silk-screening or foil stamping your artwork.

Sheet Sizes Available::

- 11" x 8 ½"
- 8 ½" x 5 ½"

VINYL POST BINDERS

Post Binders are specifically designed to hold large quantities of material. They are available in fixed or expandable capacity. These binders can be used to hold numerous catalogs or price sheets.

Fixed Post Capacities::

- 2"
- 3"
- 4"

Expandable Post Capacities::

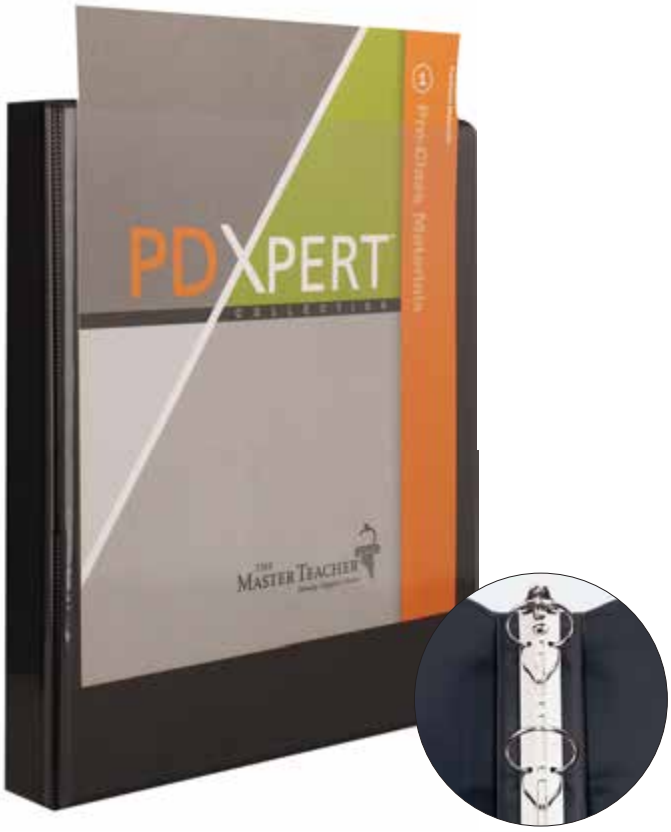
- 2"- 3"
- 3"- 4 ½"
- 4"- 6"

11" x 8 1/2" Sheet Size

Vinyl Binders

VINYL ROUND RING INSERTABLE BINDERS

- Heavy duty ring metals are riveted to spine
- Black or white suedene vinyl with clear overlay pockets on the front cover, spine and back cover
- Includes two horizontal pockets
- Includes two curved sheet lifters in the 1 ½", 2", 2 ½" and 3" binders



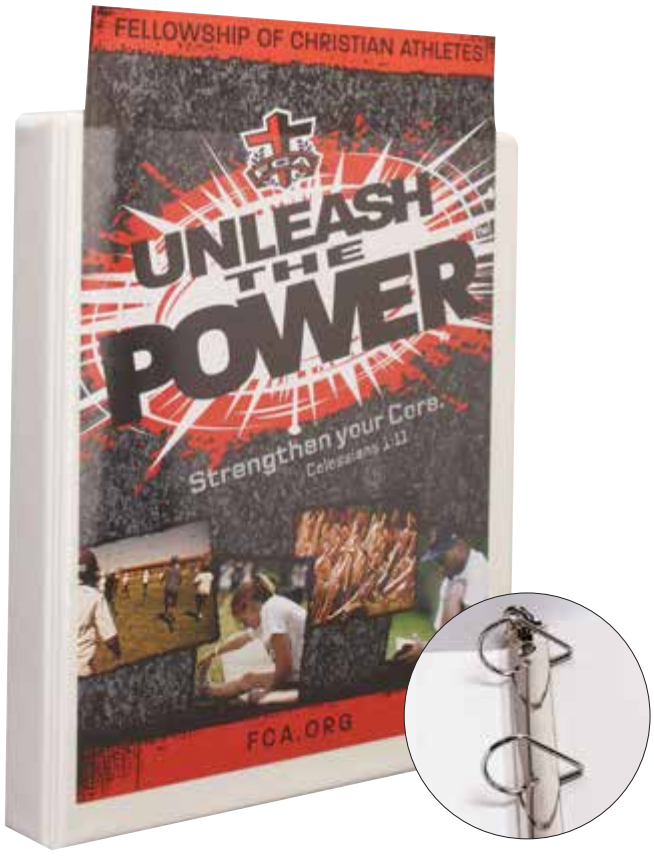
ROUND RING

READY TO SHIP!

VINYL ANGLE D-RING STOCK INSERTABLE BINDERS

The Angle D-Ring allows the sheets to lie flat in the binder for less wear and tear on the binder contents. Customize the binder by slipping your inserts into the clear pockets on the back cover, front cover or spine.

- Angle D-Rings are heavy duty and riveted to the back cover
- Black or white suedene vinyl with clear overlay pockets on the front cover, spine and back cover
- Includes two horizontal pockets
- Includes one 5" flat sheet lifter



ANGLE D RING

Poly Binders

Poly is a durable plastic sheet made from a polyolefin blend. The one piece poly binder construction makes this a more durable and yet less expensive alternative. Poly binders are perfect for reference or training guides that will be frequently handled, for example, manuals in a workshop area.

Characteristics:

- Comes in a wide variety of bright colors of polyethylene and different textures and tints of polypropylene
- Available in different gauges or thicknesses
- Indestructible, high density material that will not fade, crack or tear
- Withstands from -150° to +150° Fahrenheit without changing its form
- Life of hinge exceeds 50,000 flexes
- Can be silk-screened or foil stamped

Binder Tips:

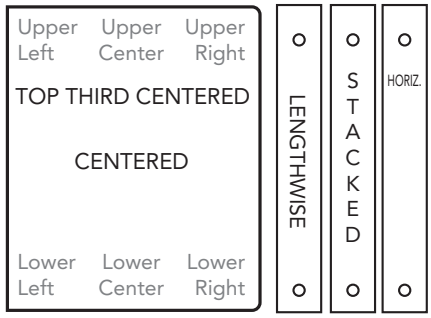
- *Placement of Artwork*

  Artwork can be placed on the outside front or back cover, the spine, or the inside front or back cover. The most common placement for artwork on a poly binder is on the front cover and spine.

  When submitting artwork for binder production, indicate the position the artwork should be placed. Some common placements are diagrammed below. Keep art or copy at least ¼" away from edges, spine and rivets on vinyl and poly products.

  The major concern for art or copy on the spine is that it fits between the rivets. Indicate whether it should be centered between the rivets and whether it should be placed lengthwise, stacked or in the horizontal position.

  Note: Each binder case has different outside dimensions depending on the binder case material, ring size and style. Check with your customer service representative (or request a template) for binder case dimensions based on your specifications.

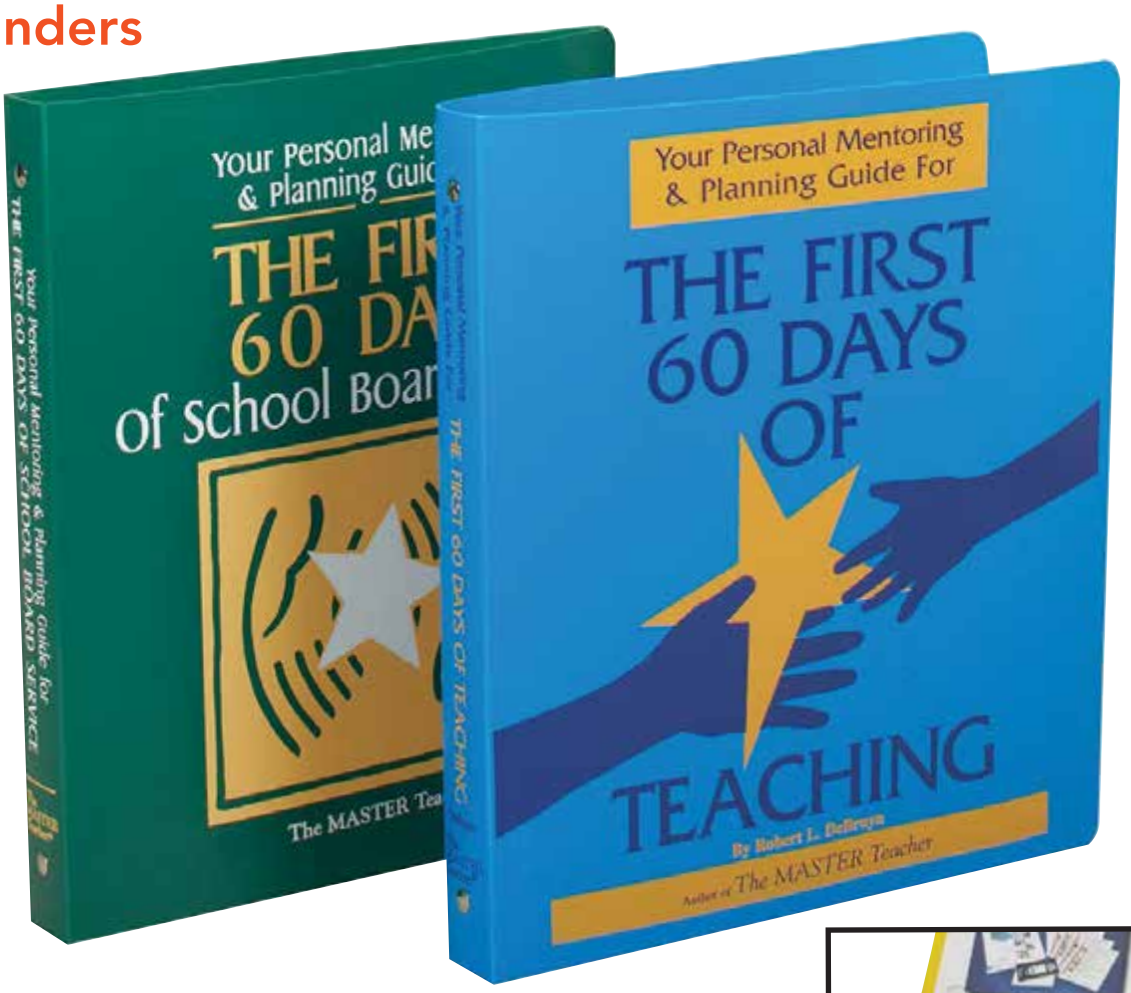


- *Silk-Screening*

  The process of silk-screening is started by the creation of a screen which has the non-printing areas blocked by a stencil. Printing is done by applying ink to the screen, spreading and forcing it through the fine mesh opening onto the printing surface.

  Things to consider when preparing artwork for silk-screening:
  - All lines must be at least 1 point in thickness.
  - All type should be at least 10 points in size. Very thin fonts are not recommended.
  - Reverse type should be bold. Fine reverse type has a tendency to fill in when screened.
  - Halftones or screens should not be more than 70% in value or less than 30%.
  - Silk-screening inks are not opaque. Light colors screened onto dark vinyl or poly can make color matching difficult. The dark base of the vinyl or poly will show through the silk-screened ink.

Poly Binders



Optional - Sonic Welded Pocket

POLYETHYLENE RING BINDERS

Polyethylene ring binders are economical, lightweight and extremely durable. These binders are perfect for reference or training guides that will be frequently handled. Polyethylene is the most widely used plastic for binders and is traditionally opaque.

Specifications
- .023, .035, .055, .075 or .110 gauge polyethylene available
- Matte or crush grain* available
- Round rings, D-rings or Angle D-rings metal options

Available Sheet Sizes:
- 11" x 8 ½"
- 8 ½" x 11"
- 11" x 17"

ECO OPTIONS AVAILABLE

DIGITAL PRINT IT!

Contains 15% - 30% post-industrial content
Ask about 100% recycled poly

RING SIZE*	BINDERS PER BOX	WEIGHT PER BOX
1/2"	84	27 lbs.
3/4"	72	24 lbs.
1"	32	14 lbs.
1 1/2"**	22	14 lbs.
2"**	12	13 lbs.
2 1/2"**	10	13 lbs.

*Round rings, .023 gauge poly, and 11"x 8 1/2" sheet size.
**Recommend using .035 gauge on 1 1/2" cap and .055 gauge on 2" cap and larger.

Poly Binders

POLYPROPYLENE RING BINDERS

Polypropylene ring binders are functional and durable AND clear! Polypropylene binders are able to withstand extreme temperatures or liquids. This binder is durable and won't crack or tear. Polypropylene is typically more translucent in color.

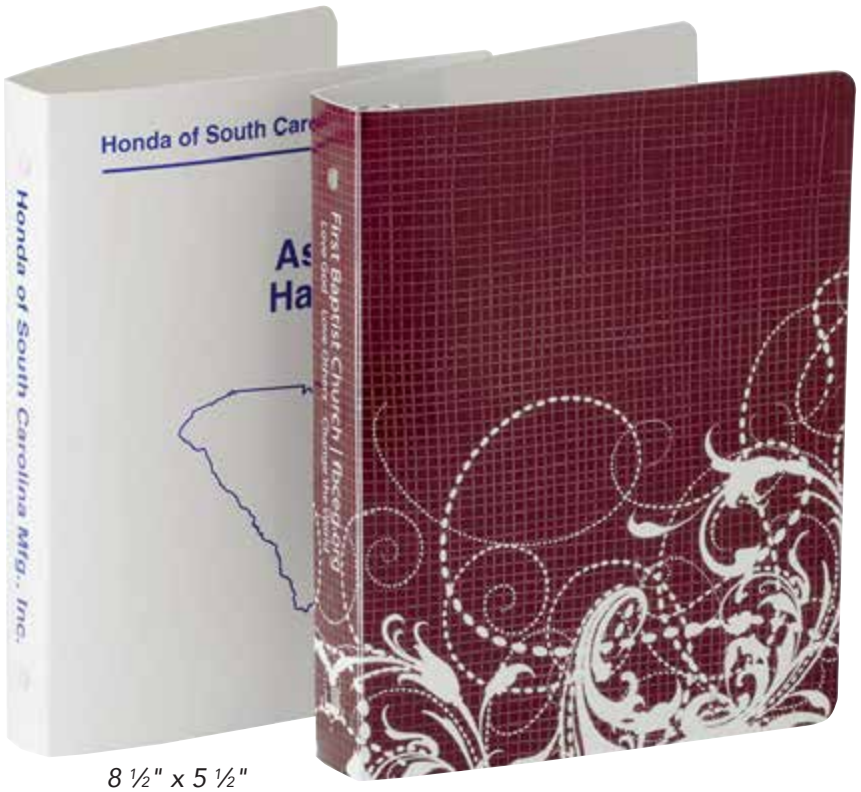
Specifications

- .020, .030, .045 mil polypropylene available
- Matte/Matte, Matte/Smooth or Line/Smooth finishes available
- Clear

DIGITAL PRINT IT!

.020 and .030 mil.

PPSM Smooth/ Matte | PPMM Matte/ Matte | PPSL Lined



8 ½" x 5 ½" Sheet Size

SMALL POLY BINDERS

Small Poly Binders are perfect for manuals, catalogs and reports.

These durable Small Poly Memo Binders resist abrasion and cracking.

Poly Binders

POLY POST BINDERS

Post Binders are specifically designed to hold large quantities of material. They are available in fixed or expandable capacity. These binders can be used to hold numerous catalogs or price sheets. Expandable and fixed post binders available.

11" x 8 ½"
Sheet Size

POLY WRAPAROUND BINDERS

Keep your documents protected with a Poly Wraparound Binder. The die cut tab closure keeps the flap securely closed. The heavy-duty ring metals make this product built to last. Silk-screen to add customization and choose from many poly colors to make this product unique.

Paper Binders

Paper binders are traditionally made out of 18 point white stock. Other paper stocks like 100% post consumer recycled paper or composition stock are readily available. These binders are perfect for short term presentation materials such as weekend seminars or training events.

Characteristics:

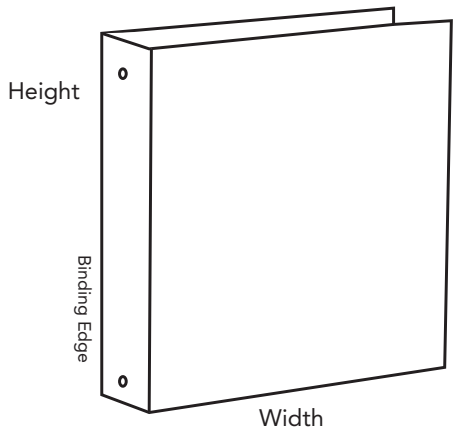
- Can be offset printed, silk-screened, foil stamped, embossed or debossed
- Offset printing is the most common decoration process and allows for finer detail than foil stamping or silk-screening
- Choose between gloss or matte laminate
- Includes heavy-duty metal rings

Binder Tips:

- *Offset Printing*
  This is a printing process in which the ink is transferred from a plate to a blanket which, in turn, does the printing. This process allows printing of fine details such as photographs. The entire master sheet is printed at one time. This allows for multiple pieces to be printed at once.

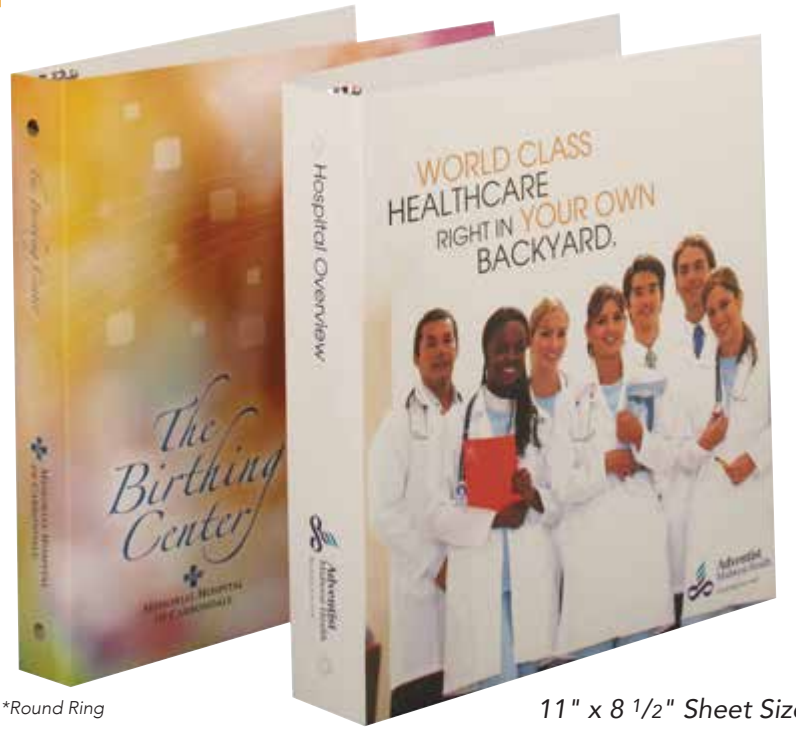
  Things to consider when preparing artwork for offset printing:
  - Halftones and screens should not be more than 90% in value or less than 10%.
  - Reversed art should be at least ½ point in thickness. Very fine lines will have a tendency to fill in when printed.
  - Printing inks are not opaque. Light colors printed on dark paper can make color matching difficult. The dark color of the paper will show through the ink. If a light color is desired on a dark paper stock, consider foil stamping instead of offset printing.

- *Binder Size*
  The size of the binder depends on the size of the sheet of paper it needs to hold. Paper sizes are described as width by height. Binder sizes are described the opposite – height of the binding edge by width.



Each binder case has a different outside dimension depending on the binder case material, ring size, sheet size and style. Check with your sales associate.

Paper Binders



*Round Ring

11" x 8 1/2" Sheet Size

PAPER BINDERS

High quality, soft cover Paper Binders are perfect for short term presentation materials such as media or promotion kits. A stunning binder can be created with a colorful design on the white cover. Binders can be printed, foil stamped or embossed.

Specifications:
- 18 pt C1S
- Gloss Laminate

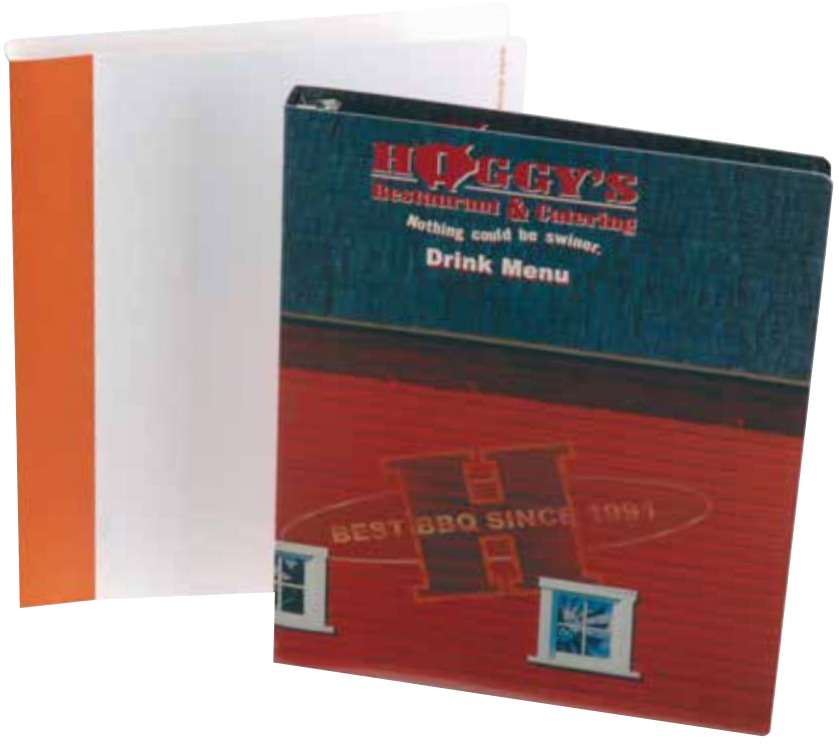
RING SIZE*	BINDERS PER BOX	WEIGHT PER BOX
1/2"	44	15 lbs.
1"	30	14 lbs.
1 1/2"	20	13 lbs.

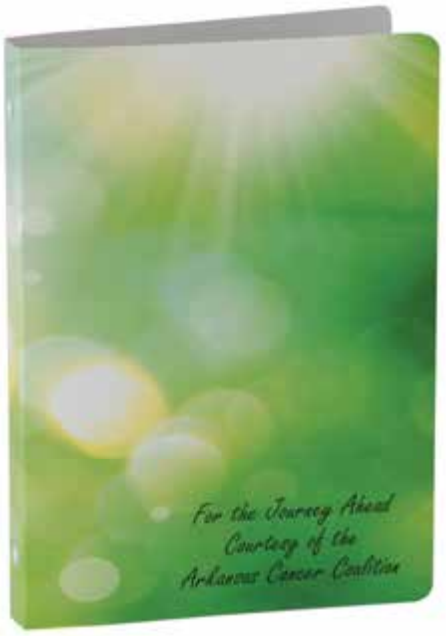
ECO OPTIONS AVAILABLE

RECYCLED PAPER BINDERS

Recycled Paper Binders are ideal for short-term presentations or media and promotional kits. These 100% post-consumer waste binders make a strong environment-friendly statement. Paper Binders can be offset printed, foil stamped or embossed.

Contains 100% post-consumer recycled content.





SMALL PAPER BINDERS

Small Paper Binders provide decoration flexibility and affordability in the junior sheet size. Paper Binders can be offset printed, foil stamped or embossed to create the perfect look.

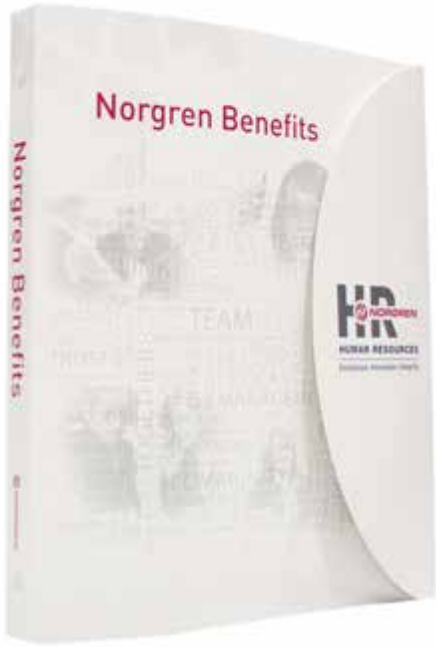
Product Uses
- Membership or Association Directories
- Hospital or Outpatient Guest Services

Specifications:
- 18 pt C1S
- Gloss Lamination

WRAPAROUND PAPER BINDERS

Wraparound Paper Binders keep documents safe and secure. These binders can be customized with offset printing or foil stamping. Ideal for sales meetings, conferences or any short-term use.

Specifications:
- 18 pt C1S
- Gloss Lamination



15 PT. COMPOSITION REGENCY BINDERS

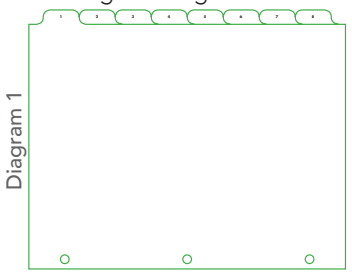
Composition Binders (also known as Regency or Lexide) provide a premium
and high-end look to paper-based binders. Great for short term projects and presentations. Composition Binders can be silk-screened, foil stamped or debossed.

Colors Available: Black, Navy, Maroon, Dark Green

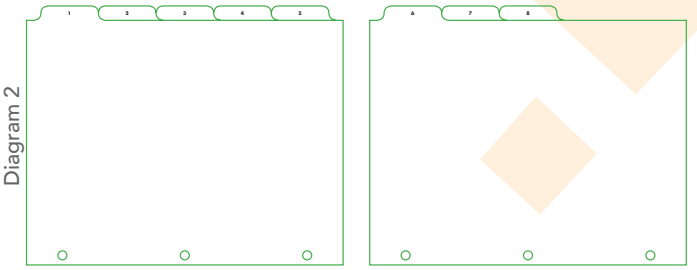
Index Tabs

Cut, Set, Bank

- *Cut* is the tab's proportion of a sheet. A 1/8 cut tab on an 11" x 8-½" sheet size means that eight tabs will fit along the length of the 11" edge.



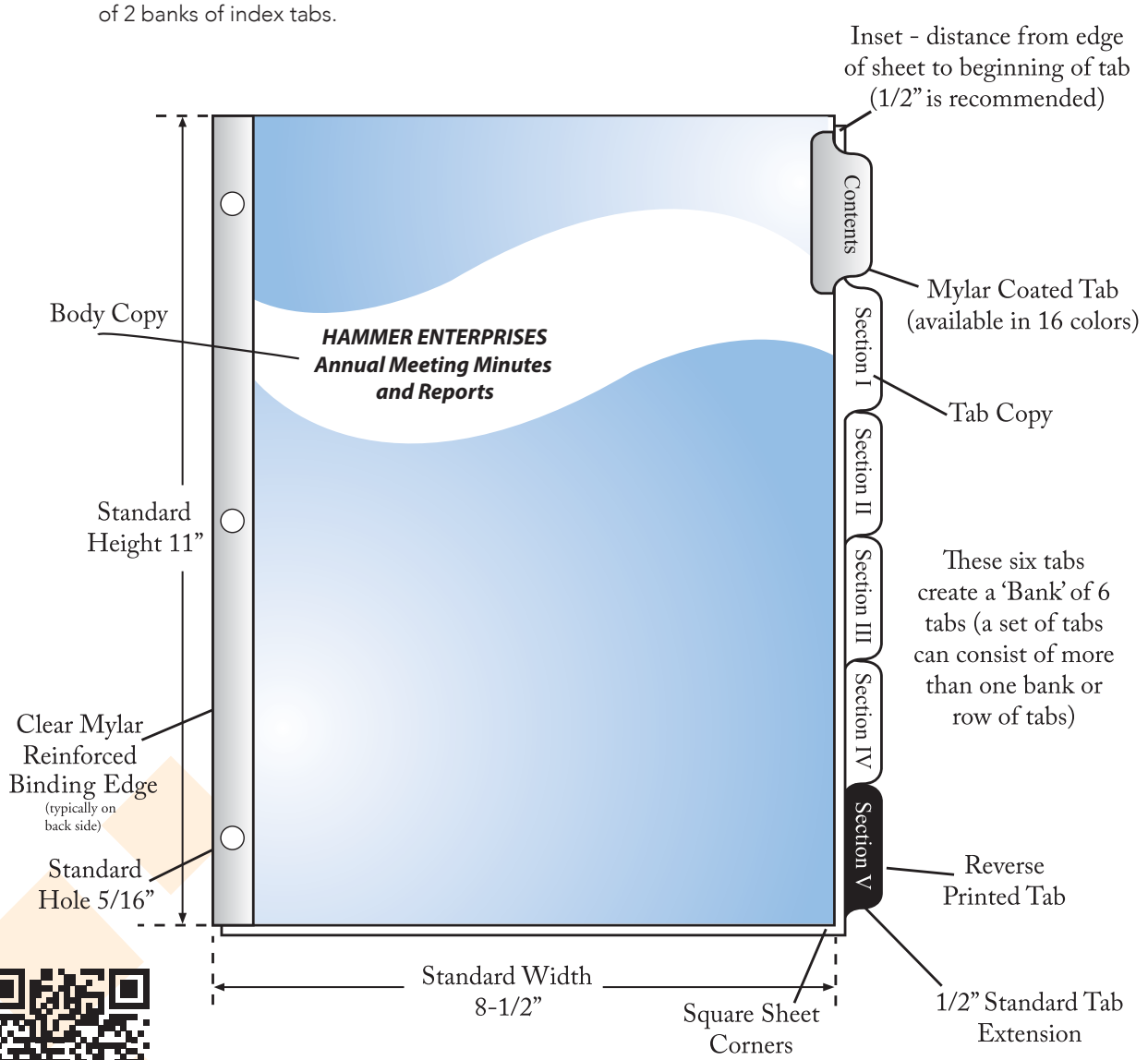
1/8 Cut Tabs



8 tabs in a set - 1/5 Cut - 1st bank with 5 tabs, 2nd bank with 3 tabs

- *Set* is a complete group of tabs. It is all of the index tabs from the first tab to the last. As shown in Diagram 1, if a sales kit has 8 tabs, each sale kit will get a tab set that will include all 8 tabs.

- *Bank* is a group of consecutive tabs that makes up the length of the sheet. Diagram 2 above shows a set of 2 banks of index tabs.



CUSTOM PAPER INDEX TABS

Index Tabs add a professional finish to binder contents. The indexes make it easy for readers to quickly page to a particular section. Mylar coating on the tabs helps protect the tabs from wear and makes them rigid for easy flipping.

Options:
- Paper Stocks: Optional colors in 90# stock are Blue, Canary, Cherry, Green, Gray, Buff, Salmon and 110# white index
- Colored Mylar tab covering
- Special ink colors can be matched
- Printing on the body of the tab
- Reverse printing on tabs
- Shrink wrapping of tab sets
- Tabs collated and inserted

DIGITAL PRINT IT!

STANDARD MYLAR COLORS

315 Lt. Yellow	305 Yellow	515 Amber	505 Orange	705 Pink
205 Red	615 Lt. Green	625 Md. Green	605 Dk. Green	415 Lt. Blue
425 Md. Blue	405 Dk. Blue	805 Purple	115 Gray	915 Brown

NEON MYLAR COLORS

NYST Neon Sun Yellow	NVYT Neon Vibrant Yellow	NFRT Neon Fire Red	NLYT Neon Lemon Yellow	NEBT Neon Electric Blue	NRGT Neon Raging Green
NBRT Neon Burning Red	NFOT Neon Flame Orange	NHPT Neon Hot Pink	NIBT Neon Intensive Blue	NJGT Neon Jungle Green	NSPT Neon Shocking Purple

Standard Delivery

Sheet Sizes:
11" x 8 ½", 9 ½" x 6", 8 ½" x 5 ½", 8 ½" X 11"

Specifications:
- Tab copy typesetting included
- Tab extends ¼", ⅜", or ½" from sheet edge
- Standard stock is 90# white or buff index paper
- Sheets have square corners
- Tabs printed two sides in black ink
- Sheets come with three 5/16" diameter round holes and a 9/16" reinforced binding edge
- Tabs are covered with clear or colored Mylar
- Tabs are packaged uncollated, 1500 sheets in a 30 lb. box.

48 Hour Express Shipment Available

Orders in by noon, central time, are shipped out within two working days GUARANTEED for quantities under 5,000 tabs with pre-approved credit or cash with order and after proof approval.

Sheet Sizes:
11" x 8 ½", 9 ½" x 6", 8 ½" x 5 ½"

Specifications:
- Tab copy typesetting included
- Tab extends ½" from sheet edge
- 90# white index only with square corners
- Tabs printed two sides in black ink only
- Sheets come with three 5/16" diameter round holes and a 9/16" reinforced binding edge
- Tabs are covered with clear or colored Mylar
- Tabs are packaged uncollated
- No body copy printing for 48 hour express shipment

Index Tabs

4-COLOR PROCESS INDEX TABS

Liven up book text with 4-Color Process Index Tabs. These tabs are functional like typical index tabs but with added graphics and fine reprographics. All tabs include clear mylar and reinforced binding strip.

Options
- Lamination – 1-side or 2-sides
- Color Mylar
- Tabs Collated and Inserted

Specifications
- 90# Index White
- 4-Color Process - 1 side only

CUSTOM POLY INDEX TABS

Polyethylene tabs repel moisture and also are easily cleaned which makes them perfect for workshop or lab area usage. These tabs will sustain frequent handling without showing wear.

Sheet Sizes:
11" x 8 ½", 9 ½" x 6", 8 ½" x 5 ½", 8 ½" x 11"

Specifications:
- No charge for tab copy typesetting
- Tab extends ½" from sheet edge
- Tabs printed one side
- 2 or 3 hole punched
- Tabs are packaged uncollated

Options:
- Custom sizes are available
- Poly color change within set
- Silk-screening ink color change within set
- Printing on the body of the tab
- Four Color Process Printing

Contains 15% - 30% post-industrial content

ECO OPTIONS AVAILABLE

DIGITAL PRINT IT!

FOIL STAMPED INDEX TABS

Add class and luxury to functional index tabs! Elevate the presentation by stamping on colored linen or thicker paper stock.

Options:
- Colored Paper Stock
- Standard Foil Colors: Gold, Silver, Red, Blue, White and Black

CUSTOM LEGAL PAPER INDEX TABS

Legal sized index tabs provide functionality and practicality.
The indexes make it easier to locate information.

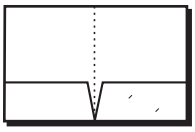
Specifications:
- Tab copy typesetting included
- Tabs printed two sides in black ink
- Tabs are covered with clear Mylar
- Standard stock is 90# white or buff index paper
- 14" x 8 ½" sheet size with ½" tab extension
- Sheet have square corners

Presentation Folders

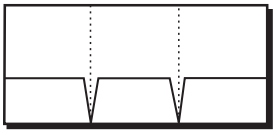
There are a wide range of options for custom presentation folders. Different sizes, paper stocks and decoration options make it possible to create a unique and attractive folder that makes a great impression.

How to order a Presentation Folder

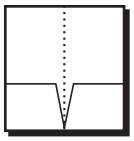
- *Choose a style*
  There are a wide variety of dies to choose from to construct a presentation folder. Die-cutting is when a bigger sheet is cut with a machine to the desired shape. After the material has been die cut it is folded into place. Paper presentation folder pockets are held in place with glue. Poly presentation folder pockets can either be sonic welded for a permanent hold or tucked into place.



2-pocket



Tri-Fold

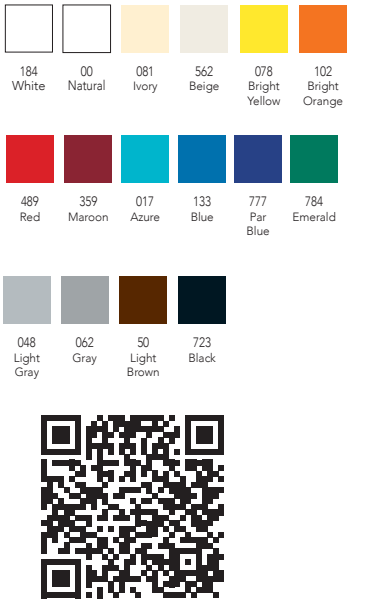


Jr. Size

- *Choose a material*
  Presentation folders can be constructed from paper or poly. Paper presentation folders are the most common and economical. Poly pocket folders are liquid resistant, durable and resilient. Presentation folders constructed from poly thrive in hospital, medical environments or the education setting.

PAPER COLORS

POLYETHYLENE COLORS



- *Choose the decoration*
  When deciding on the decoration process, the material and artwork needs to be considered. Paper presentation folders can be offset printed, foil stamped and/or embossed. Poly pocket folders should be silk-screened.
  - Offset Printing is where ink is transferred from a plate to a blanket which in turn does the printing. This process allows for fine graphic detail.
  - Foil Stamping is the process of applying heat and pressure to a metal die to transfer foil onto the material's surface. It provides a metallic or shiny look that cannot be reproduced with offset printing.
  - Embossing also uses the process of heat and pressure to press a metal die onto the paper surface. The die is pressed into the underside of the material to raise the artwork. This process provides a textured look and feel.
  - Silk-screening is started by creating a screen which the non-printing areas are blocked off by a stencil. Printing is done by applying ink to the screen, forcing it through the fine mesh opening on the poly surface.

Presentation Folders

CUSTOM PRESENTATION FOLDERS

Custom Presentation Folders add an extra professional touch. The quality 12 Pt. white gloss or linen folder stock can be color printed, foil stamped or embossed. Add business card slits, removable Rolodex cards or a tab on the edge of a folder. Choose from letter or legal size folders.

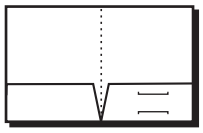
Paper Stocks Available:

- 12 Pt. White C1S High Gloss Cast Coat
- 12 Pt. White C1S
- Linen-White/Natural
- Leatherette-White/Natural
- Felt*-White/Natural
- Smooth-White/Natural
- Verticals*
- Composition*
- Colored stock*

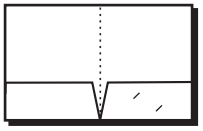
*Extra charges apply. Folders packed 195 to a box. Approximate weight is 20-Lbs.

ECO OPTIONS AVAILABLE

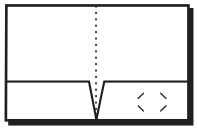
STANDARD BUSINESS CARD SLIT OPTIONS



Butterfly

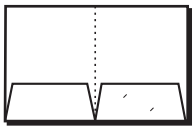


Two Corners

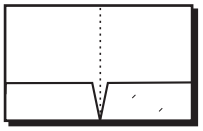


Four Corners

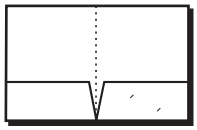
FOLDER OPTIONS



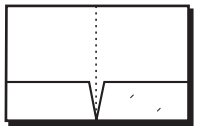
PA0692 Flap Pockets
11 7/8" x 9 3/8"
with 4 3/16" pockets



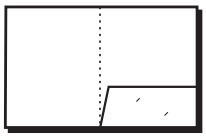
PA0580B Tuck 'N' Fold Pockets
Shipped Flat — Not Glued
11 7/8" x 9 3/8"
with 4 3/16" pockets



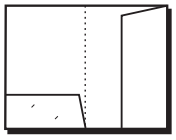
PA0694 Glued Pockets
11 7/8" x 9 3/8" with 4 3/16"
pockets



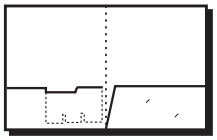
PA1737 Glued Pockets
12"x 9"
with 4" pockets



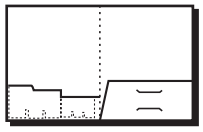
PA0731
Single Glued Pocket
11 7/8" x 9 3/8"
with 4 3/16" pocket



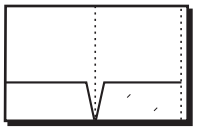
PA1505 Horizontal Pocket
Glued Pockets
11 5/8" x 9"
with 4 7/8" horizontal pocket
and 4" vertical pocket



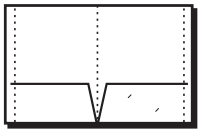
PA0805 Perforated
Rotary Card
Glued Pockets
11 7/8" x 9 3/8"
with 4 3/16" pockets



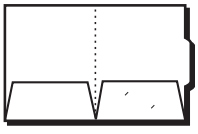
PA2359 Perforated
Double Rotary Cards
Glued Pockets
11 7/8" x 9 3/8"
with 4 3/16" pockets



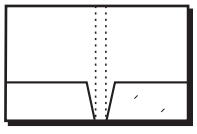
PA1546
Reinforced Index Edge
12" x 9" + 3/4"



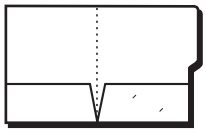
PA2002
Reinforced Edges
12" x 9"



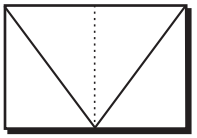
PA0753 1/3 Cut File Tab
Flap Pockets
11 7/8" x 9 3/8"
with 4 3/16" pockets



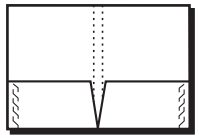
PA2296
1/2" Spine capacity
12" x 9"
with 4" pockets
1/4" box glued pockets



PA837 1/3 Cut File Tab
Glued Pockets
11 7/8" x 9 3/8"
with 4 3/16" pockets



PA2046
12" x 9"
Glued Diagonal Pockets



PA2957
12" x 9 1/2"
1/2" Spine capacity
with 4" pockets
1/4" expansion pockets

Presentation Folders

OVERSIZE PRESENTATION FOLDERS

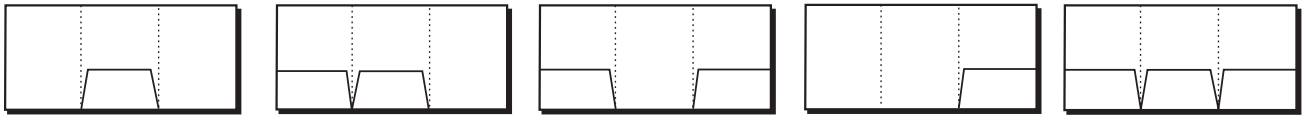
This pocket folder is designed to hold larger documents or oversized marketing pieces. It can be offset printed, foil stamped or debossed. Choose from any of the available white paper stocks or a colored paper stock for an additional charge.

Sizes Available::
- 12 ½" x 9 ½"
- 13 ⅞" x 11 ¾" w/reinforced edge

TRIFOLD FOLDERS

All heads will turn when you present your materials in a 4-color process Trifold Folder. These folders make a dramatic impression. We have multiple styles to choose from. If you have an original idea, our art department can help you implement it from concept to a finished product.

Specifications:
- Panels 12" x 9"
- Choose from 1, 2 or 3 pockets
- Middle pocket is not glued
- White Paper Stock



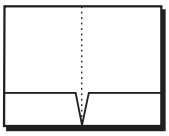
PA2520 PA3056 PA2614 PA3581 PA2146

LEGAL SIZE PAPER PRESENTATION FOLDERS

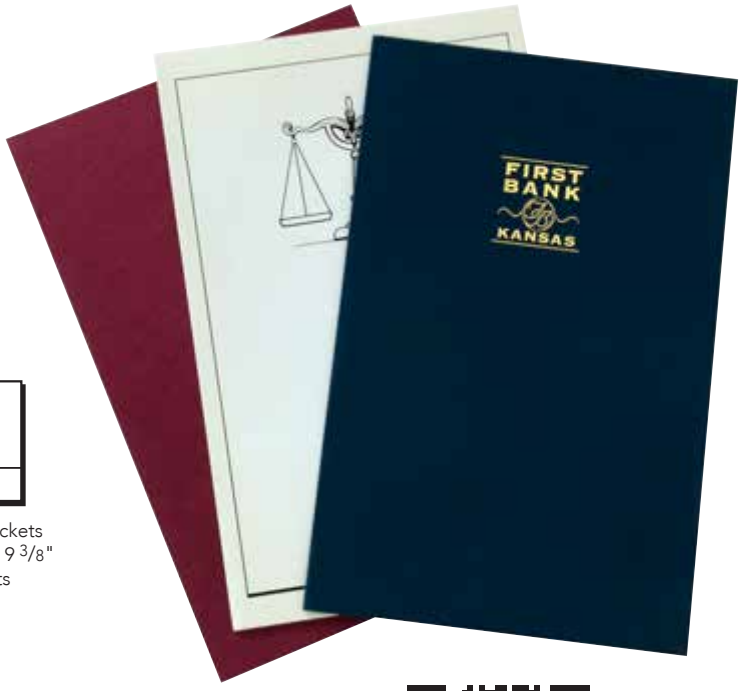
Legal Size Folders provide documents with protection, security and an opportunity for creative corporate branding. Choose from 12 Pt. C1S or our premium colored paper stock. These folders can be offset printed, foil stamped or embossed. Adding business card slits on one pocket or both pockets is always free of charge (see Page 26 for Business Card slit options).

Paper Stocks Available:

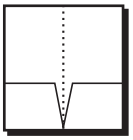
- 12 Pt. C1S High Gloss Cast Coat
- 12 Pt. C1S
- 80# Linen – White
- 80# Leatherette – White
- 80# Smooth – White
- Premium Paper Stocks (extra charges may apply)



PA 1078 Glued Pockets
Legal Size 14 1/2" x 9 3/8"
with 4" pockets



8 1/2" x 3 1/2"
Sheet Size

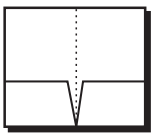


PA0916 Glued Pockets
9"x 4"
with 3" pockets

JUNIOR PRESENTATION FOLDERS

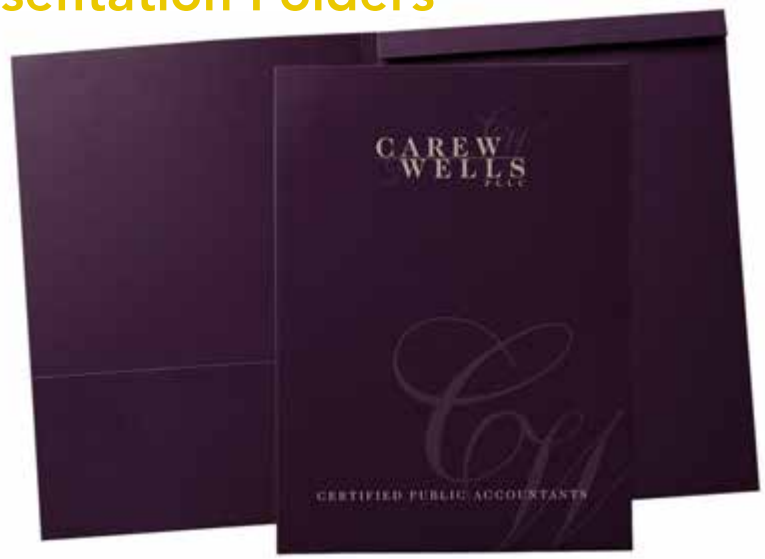
Junior size folders can hold the right amount of paper. Choose from many stock dies or create a custom die and size. Perfect for simple leave-behinds, meeting agendas, surveys, or church membership directories and welcome packets. These folders can be offset printed, foil stamped or embossed.

8 1/2" x 5 1/2"
Sheet Size



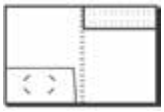
PA0739 Glued Pockets
9" x 6"
with 3" pockets

Presentation Folders

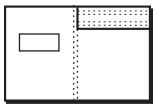


INCOME TAX FOLDERS

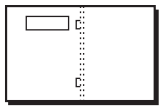
Make income tax season a breeze with no fail, easy to use Income Tax Folders. Specially designed to hold corporate, individual or fiduciary tax returns. The unique flap folds to conceal the staples, creating a professional finished look.



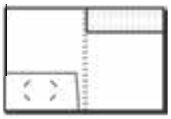
PA3356
11 3/4" x 8 3/4"
1/2" spine



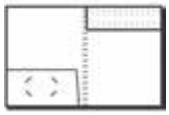
PA3476 Income Tax
Horizontal Staple Tabs
Letter Size 11 1/2" x 9"



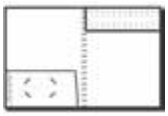
PA2182 Income Tax
Vertical Staple Tabs
Letter Size 11 1/2" x 9"



PA3357
11 3/4" x 8 3/4"
5/8" spine



PA3358
11 3/4" x 8 3/4"
3/8" spine



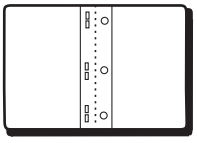
PA3459
11 3/4" x 9 3/8"
3/8" spine w 1/4"
expansion pocket

TANG-&-EYELET FOLDERS

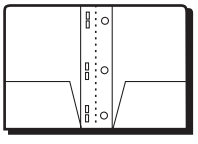
Tang-&-Eyelet Folders hold paper securely so it won't be separated from the folder. Tang-&-Eyelet Folders are perfect for short reference manuals, meeting agendas/ notes or employee manuals. This is an economical alternative to loose-leaf binders.

Options:

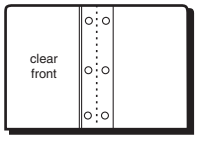
- Clear front cover with paper back cover
- Clear front cover with .016 gauge poly back cover
- 12 Pt. white C1S paper front & back cover
- Pocket only available on paper Tang & Eyelet



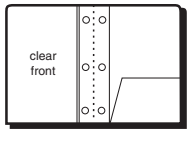
PA2426 Tang-&-Eyelet
Letter Size 11 3/4" x 9"



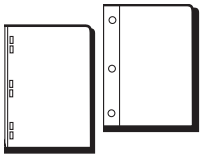
PA2443 Tang-&-Eyelet
Letter Size 11 3/4" x 9"
with 4" pockets



PA2921B Tang-&-Eyelet
Clear Front Cover,
Paper Back Cover



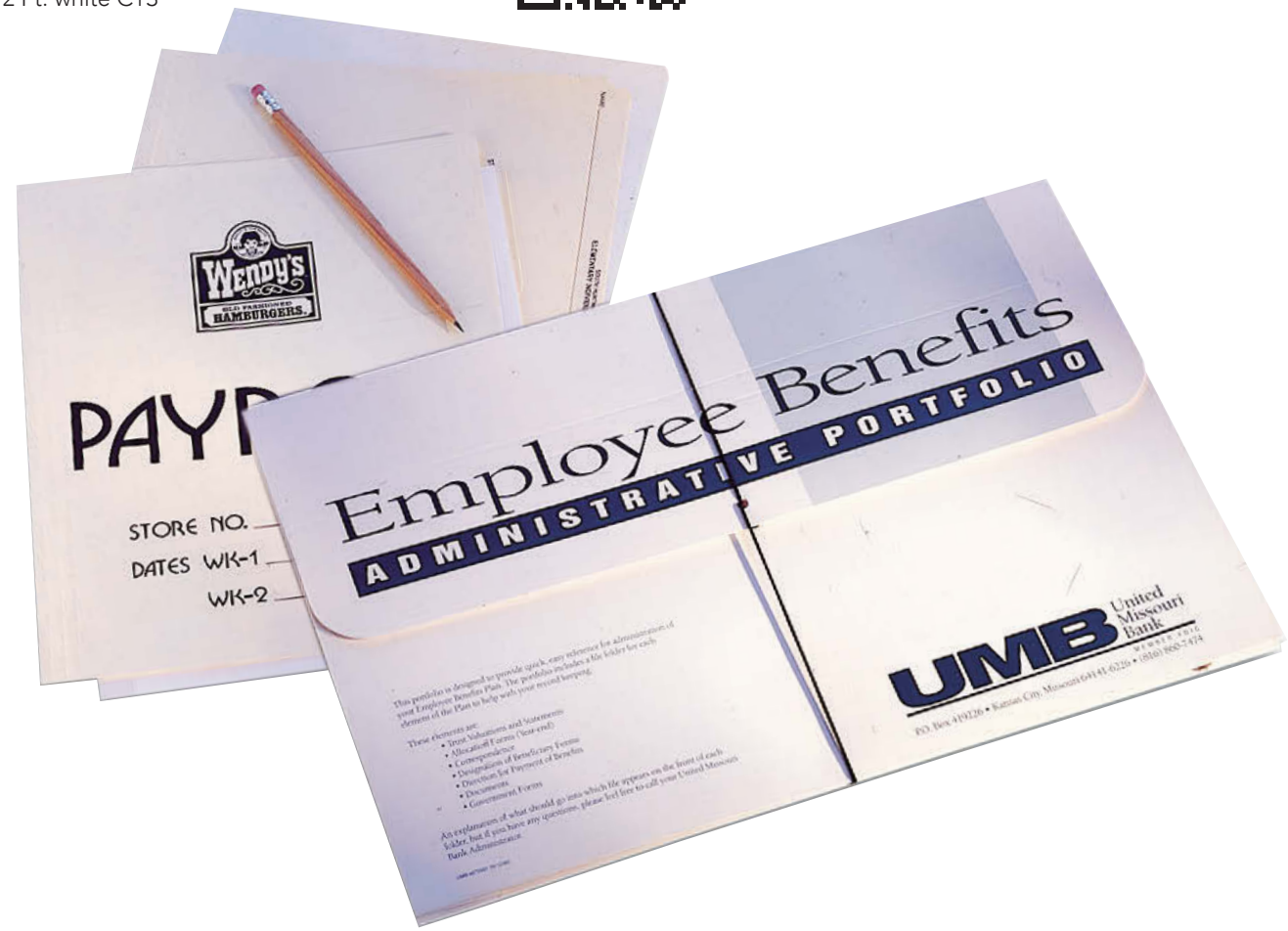
Tang-&-Eyelet
Clear Front Cover,
Paper Back Cover
with 4" pocket
on back cover



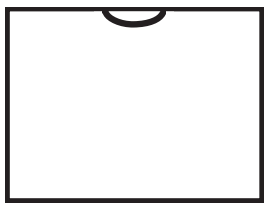
PA3636 2 Piece
Tang-& Eyelet
Landscape or Portrait

FILE FOLDERS

Paper Stocks
- 150# Manila Tag
- 150# White Tag
- 12 Pt. White C1S High Gloss Cast Coat
- 12 Pt. white C1S



Glued File Folders
- 11 ¾" x 9 ½"Thumb notch
- Glued edges



PA4430

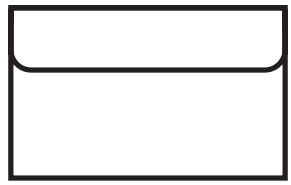
Standard Paper File Folders
- ¾" capacity
- 11 ⅝" x 9" closed size
- Tab is ⅓ cut, one position with a ½" extension

PA2387

Legal Paper File Folder
- ¾" capacity
- 14 ¾" x 9" closed size
- Tab is ⅓ cut, one position with a ½" extension

PA0865

Paper Portvelope
- 12" x 10" closed size
- Flap size 3 ⅝"

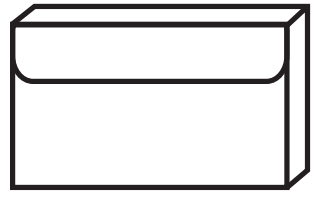


PA3343

Paper Wallet
- 4 ½" x 10" panel size
- Flap size 3 ⅜"

PA2657

Paper Expansion Box
- 1 ½" expanding gusset
- 15" x 10" closed size
- Flap size 3"



PA2081

Presentation Folders

DIGITAL PRINT IT!

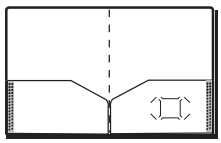
Tuck Tab Pocket Closure

POLY POCKET FOLDERS/DOCUMENT HOLDERS

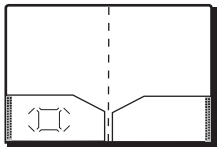
An alternative to paper folders. Constructed of .023 gauge poly, these folders are made to last. They won't split or tear and can be silk-screened or foil stamped.

Ideal product for:
- Lab areas
- Hospitals and doctors offices
- Workshop areas
- Delivery trucks or vans

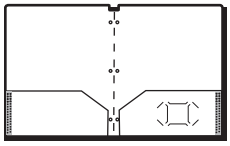
Specifications:
- Constructed with .023 gauge polyethylene
- Holds 11" x 8 ½" sheet size



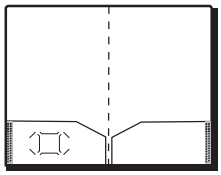
P4126 Sonic Welded Pocket
$11^{11}/_{16}$" x $9\ ^{1}/_{2}$"



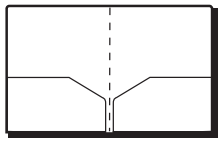
P4100 Sonic Welded Pockets
12" x 9"



P4667 Sonic Welded Pockets
12" x 9"



P4594 Sonic Welded Pockets
$11^{1}/_{2}$" x $9\ ^{3}/_{8}$"



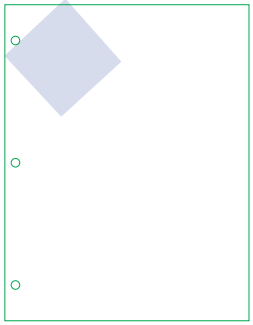
P3256 Poly Tuck Tab
$11^{11}/_{16}$" x $9\ ^{1}/_{2}$"

Report Covers

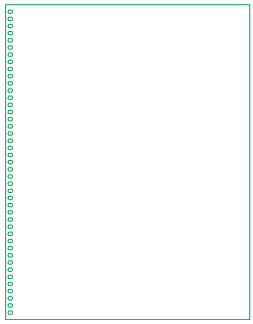
Report Covers, also known as Binding Covers, provide a professional and finished look to any bound document. Report Covers are most commonly constructed with paper or poly.

Punching Patterns

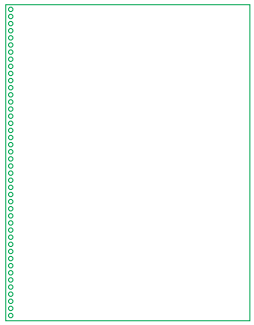
There are a wide variety of punching patterns available. Be careful to choose the one that matches the punch and bind equipment since punch patterns cannot be used interchangeably. Several popular styles are illustrated below.



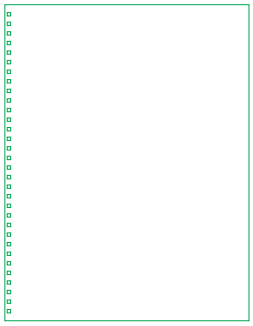
3-Hole Punch
Round Holes, 4.25" on centers, 3 holes



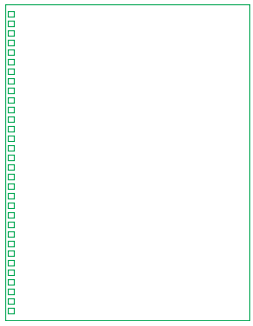
4:1 Coil Oval .25"
4 holes per inch, .25" on center, 43 holes



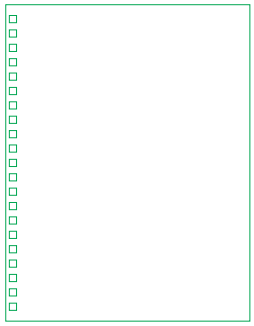
4:1 Coil Round .2475"
4 holes per inch, .2475" on center, 44 holes



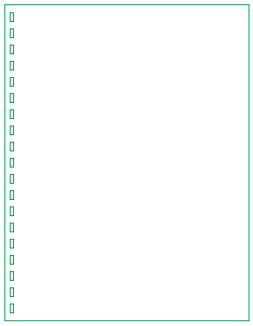
3:1 Square (Twin Loop Wire)
3 holes per inch, .3333"on centers,
32 holes



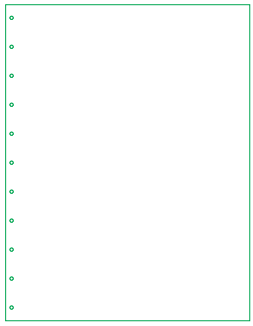
3:1 Oversize Square (Pro-Click)
3 holes per inch, .3333"on centers,
32 holes



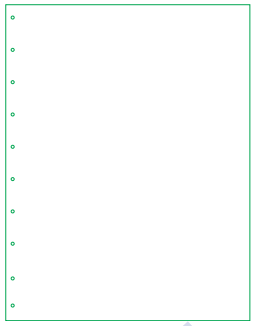
2:1 Square (Twin-Loop Wire)
2 holes per inch, .5"on centers,
21 holes



19-Hole Comb



Velobind
Round Holes, 1" on center, 11 holes



Surebind
Round Holes,10 holes

Did you know? Having the manufacturer pre-punch the report covers extends the life of desktop binding equipment and reduces equipment service issues.

Report Covers

DIGITAL PRINT IT!

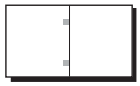
PAPER REPORT COVERS

Paper Report Covers can be printed, foil stamped or embossed.
Choose from two-piece unpunched, two-piece hidden hinge or one piece slide clamp covers.

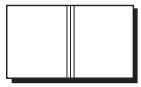
Paper Stock:
- 12 Pt. White C1S High Gloss Cast Coat
- 12 Pt. C1S
- Linen - White
- Felt - White
- Smooth - White

Punching:
- Plastic Comb
- Wire
- Spiral
- Velo

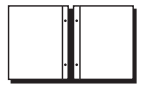
One Piece Report Cover



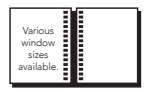
One Piece Staple Report Cover



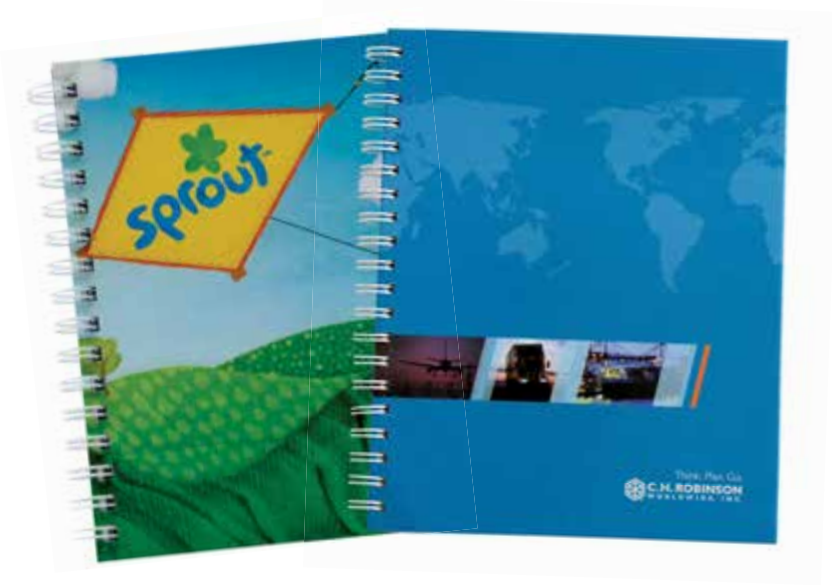
Slide Clamp
PA SC 10 w/o window
11 1/2" x 8 5/8" Closed
PA SC 11 with window
11 1/2" x 8 5/8" Closed



Two Piece Hidden Hinge Cover
PA0920
11 1/4" x 9 3/16" Panels,
3/4" Hidden Hinge
with or without 2 x 4 RC window
2" from top



Two Piece Plastic Comb Cover
PA GBC 10 w/ or w/o window 11 1/4" x 8 3/4"
PA GBC 12 w/ or w/o window 11" x 8 1/2"
PA GBC 14 w/ or w/o window 11" x 9"



TURNED EDGE REPORT COVERS

Enhance the professionalism of reports with Turned Edge Report Covers. The rigid cover is turned over 100 Pt. chipboard and gives documents protection from wear and tear. Choose between a wide variety of cover materials to provide a high-end look.

Specifications:
- 100# Bright White Text
- Gloss Film Laminated

Report Covers

Available Colors:

Black, Navy, Maroon, and Dark Green

15 Pt. Regency & Lexide

COMPOSITION REPORT COVERS

Our quality covers will make a distinct impression for any of your projects. Composition Report Covers offer attractiveness and durability. Covers are available 11" x 8 ½" or 11" x 9" to protect your index tabs. Please specify round or square corners.

DIGITAL PRINT IT!

POLY REPORT COVERS

Poly Report Covers are made from .016 gauge poly which is sturdy and durable, yet flexible without creasing.

Specifications:

- Choose from two piece unpunched or hidden hinge covers
- Hidden hinge 11" x 9", 11" x 8 ½", 11 ¼" x 8 ¾"

Options:

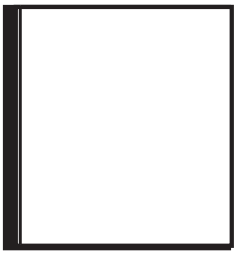
- Covers can be punched with 2 or 3 holes or for plastic combs, velo, spiral or wire
- A standard 2" x 4" window centered left to right 3" from top can be added
- Plastic combs, velobind, spiral, wire, slide clamps, prong fasteners and screw posts available at additional cost

Report Covers

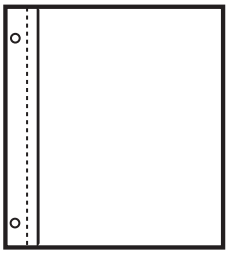
ECO OPTIONS AVAILABLE

CHIPBOARD REPORT COVERS

Need an eco-friendly report cover? Our 50 Pt. Recycled Chipboard report covers are the answer. The solid chipboard can be silk-screened, foil stamped or debossed for customization. Add punching for easy binding.



Clear for Fastback® Binding



One Piece Clear with Paper Hidden Hinge

CLEAR POLY REPORT COVERS WITH PAPER SPINE

Crystal Clear or Frosted Clear cover is married to 80# linen or 12 Pt. C1S. The paper spines allow for binding flexibility and extra reinforcement. This unique report cover can be silk-screened or foil stamped and used with Fastback® binding or any punch & bind equipment.

Text Printing

Text Printing are the sheets that go into binders and can be collated with index tabs. Text Printing can also be referred to as content sheets.

Binding Tips:

There are many choices of how to finish text printing. Here are the most common types of binding.

Fastback® Tape Binding
Binds the document with a thermal adhesive strip that is activated by heat. The sheets of paper bind into the strip while warm and cures as the strip cools.

Wire Binding
This style is also known as twin loop wire, Wire-o, or double wire. Once a book is bound, the document will open completely flat and allow for 360 degree of rotation. Typically, small books utilize 3:1 wire binding and large documents will need 2:1 wire.

Comb Binding
This type of binding is also called plastic comb binding or spiral comb binding. This process uses 19 plastic combs that fit into the rectangular holes in the paper and report cover. Plastic combs come in a variety of colors and sizes to accommodate different sizes of books.

Coil Binding
This type of binding allows the book to lay open flat and offers 360 degree rotation. Coil binding is also known as spiral binding, spiral coil, ez-coil, plastic coil, or plastikoil. Coil binding is a great option for books that will be mailed or handled frequently since the element is very durable.

Insertion into 3-Ring Binder
Text printing can be inserted or nested into the binder case to save fulfillment time. Shipping text printing while on the rings is not recommended. It can damage the ring mechanism as well as the text printing.

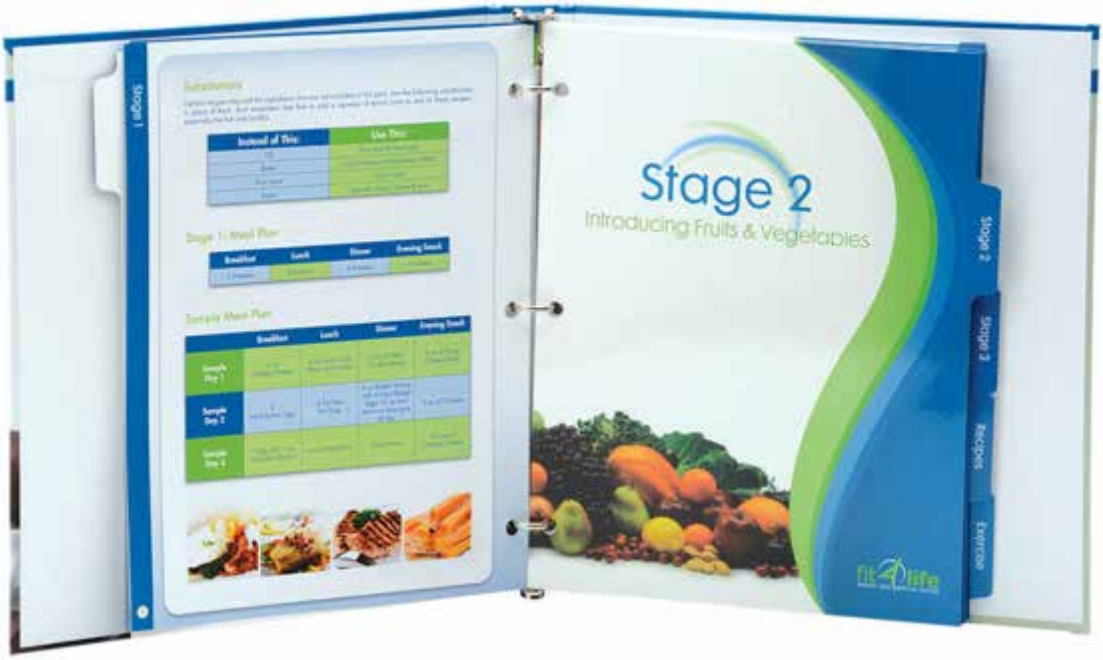
Perfect Binding
This style of binding gathers all of the pages of the book and then glue is applied to the spine edge. After the glued book block dries, the cover is glued to the spine to finish the book. Paperback novels are one example of books that utilize perfect binding.

Saddle Stitching
This economical method of book binding is when gathered sheets are folded and then stapled at the fold line. Two staples, or stitches, are used to bind a book. A common office stapler is NOT used during this process, but a bindery-quality stitcher to ensure a secure and flat bind.

Velobind
A plastic strip with 11 rigid tines is inserted into the paper. The book block is inserted into the binding machine where the machine cuts the excess off the tines and melts the strip to seal. This binding style is intended to be permanent. Velobind is also referred to a strip binding.

Tip when counting pages vs. sheets
Pages and sheets are NOT the same thing. Pages can be numbered on the front and back of the sheet. For example, a book can have 16 pages and only 8 sheets. In this case there are 2 pages per sheet.

Text Printing



DIGITAL TEXT PRINTING

We can print your black and white or color interior pages 1-sided or 2-sided. This is a great, inexpensive way to produce a professionally finished book.

Ideal for:

- Sales Meetings
- Price Lists
- Reference Materials
- Promotions

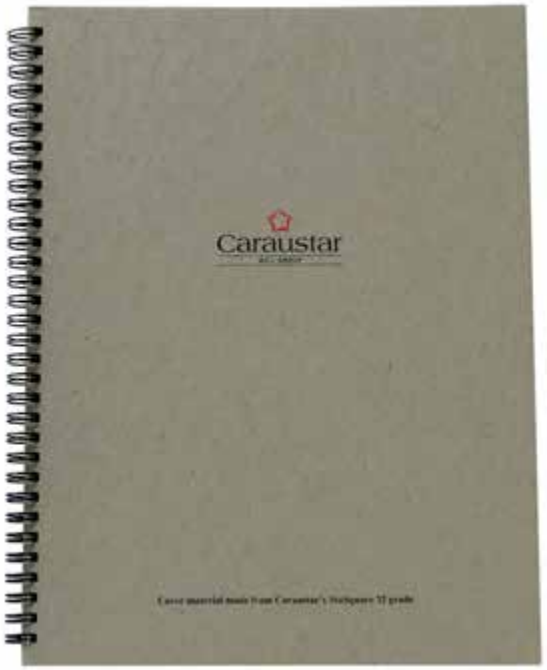
TEXT BINDING

We'll print, collate, tab and bind your entire booklet from start to finish. Choose from our wide selection of custom binding solutions.

Text Binding includes the binding element, punching and binding of text. Cover, text and index tabs are sold separately.

Methods Available:

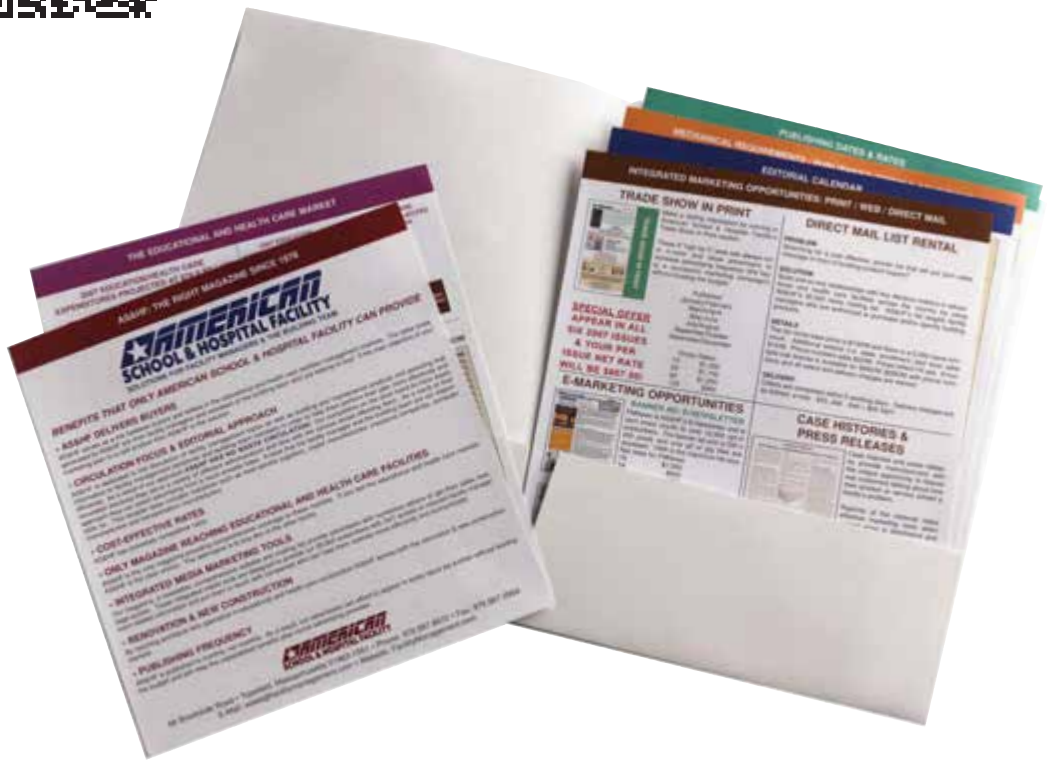
- Fastback® Taping Binding
- Wire Binding
- Comb Binding
- Coil Binding
- Perfect Binding
- Saddle Stitching
- Velobind



SADDLE STITCHED PAGES

Present all of the information needed and keep pockets available for last-minute materials with Saddle Stitched Pages. The sheets are stitched securely into the pocket folder for a polished look.

Specifications:
- Available in 4-page, 8-page, 12-page and 16-pages
- Printed on 100# Gloss Text
- Can be printed in 1-color to 4-color process
- Price includes stitching into pocket folder
- Saddle stitched sheets are only available with pocket folder orders and not sold separately

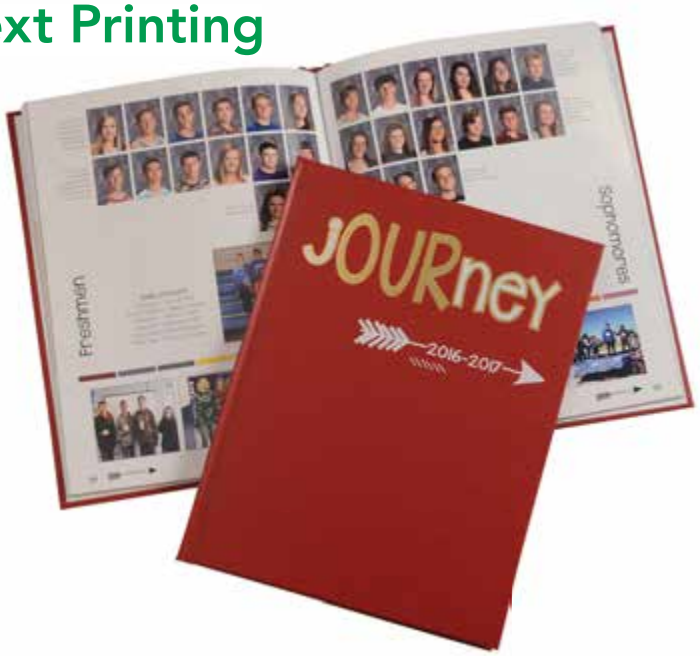


STAGGERED SHEETS

Staggered sheets are printed and trimmed to fit perfectly into the pocket folder. These sheets are easy to read and can serve as a quick reference guide.

Specifications:
- Printed on 1-side
- Optional 2nd side printing available
- Printed on 100# Gloss Text
- Price includes insertion into pocket folder
- Staggered Sheets are only available with pocket folder orders and not sold separately

Text Printing



BOOK PUBLISHING – DIGITALLY PRINTED HARDCOVERS

The hard cover is digitally printed 100# gloss text, laminated and turned over solid chipboard. The text pages are digitally printed on 80# gloss text and are perfect bound into the hard cover. Digital printing allows for each book to be customized for the reader. Holds up to approximately 75 sheets of paper.

BROCHURES

Brochures are an affordable, yet professional way to promote businesses, organizations or services. Different sizes and scoring options accommodate many needs.

Product Uses:
- Envelope stuffers or direct mail pieces
- Restaurant menus
- Mini product catalogs

SELL SHEETS

Sell Sheets are the perfect way to highlight any product or service. Can fit into binders or pocket folders. Printed 1-color to 4-color process.

Product Uses:
- New product launches
- Salesman tools or "leave behinds"

Calendars

Calendars not only have a purpose of tracking important dates and scheduling meetings, but can serve a variety of functions and marketing incentives throughout the year. Our calendars are all custom and made to order!

Paper Stocks

20# Bond – This paper stock is very common in office settings and typically referred to as copy paper. This uncoated stock is very easy to write on with ball point pens, pencils, markers and even crayons. 20# bond is similar paper thickness to 50# offset. 20# bond is most commonly trimmed down to 11" X 8-½" or 11" X 17" sheet size.

Example: Text pages of wirebound calendars print on 20# bond

60# Offset – 60# Offset's most common master sheet size is 25" X 38" or 23" X 35" which allows printing multiple up on one sheet. This paper stock is used for wall calendars that utilize tinning at the top. This is an uncoated stock which makes it easy to write on with many writing instruments.

Example: Tinned wall calendars use 60# offset

70# Offset – It is thicker than 60# offset. This uncoated stock has a matte appearance. This paper is most commonly used on desk calendars because it allows for a quality paper that is not "see through." Many types of writing instruments like gel pens, pencils or markers can write on this stock.

Example: Full size desk calendars utilize 70# offset

100# Gloss Text – This paper stock has a coating applied to both sides of the paper and has a "shiny" appearance after printing. This paper stock showcases 4-color artwork and fine graphics. Due to the coating, ballpoint pens or permanent markers work best with this paper stock.

Example: Small monthly calendars print on 100# gloss text

10 Pt. C1S – The term "C1S" means this paper stock is coated on 1 side only. Typically the side that is being printed is coated and the uncoated side is left blank. This is the ideal paper stock for a single sheet wall calendars.

Example: Single sheet wall calendars are printed on 10 pt. C1S.

Lamination

Many calendar users add lamination to increase the durability of calendars that will be used all year long.

- Gloss - This is the most popular type of laminate and has a high glossy finished look. Gloss lamination highlights rich black inks and full color artwork. For this application, the most common laminate thickness is 1.3 mil, but other mils are readily available. The higher the mil thickness, the more rigid the sheet is.
- Matte – As the name indicates, this laminate has a matte appearance. It does not glare or reflect the light as much as gloss laminate. Matte lamination is more prone to scratching and showing fingerprints.
- Dry Erase – This is a gloss laminate that can to be used with dry-erase markers. This allows for repeated marking and erasing.

Calendars

FULL SIZE DESK CALENDARS

Our Full Size Desk Calendars keep your company's name in front of your customers all year long. You can choose from our stock formats or you can make a custom design to fit your needs.

Specifications:

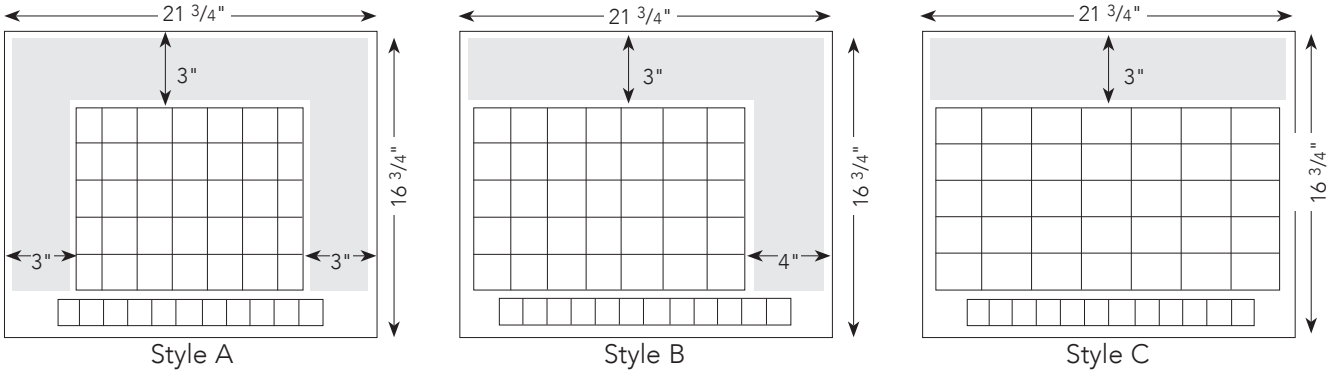
- 16¾"x 21¾" Sheet Size
- 70# Offset Paper
- Optional Julian Numbering
- Vinyl Corners and optional Header
- 12 month
- 2-color imprint (Black plus one color)

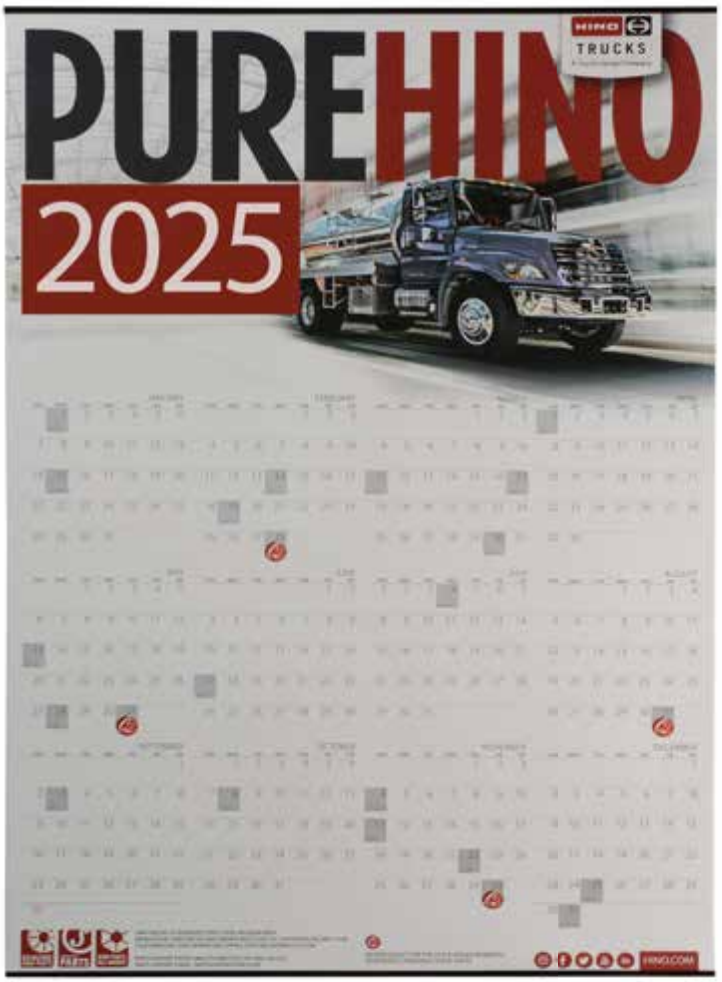
Turned Edge Corner Colors: Burgundy, Black, Green, Blue

Vinyl Corner Colors: Burgundy, Black, Green, Blue, White

Desk Calendars packed 35 per box.
Approximate weight is 30 pounds

PRINTING AREA





WALL CALENDARS - SINGLE SHEET

View the year at a glance with single sheet Wall Calendars. Easily customize the wall calendar with payroll dates, school events or company-wide holidays. The calendar is laminated on one side to protect against wear and tear. All major holidays are printed on the calendar.

Specifications :

- 24" x 36"Sheet Size
- 2 color included (Black plus one color)
- 10 pt C1S
- Top or top/bottom tinning available

Add a grommeted pen loop to hold dry erase marker

JUNIOR SIZE DESK CALENDAR

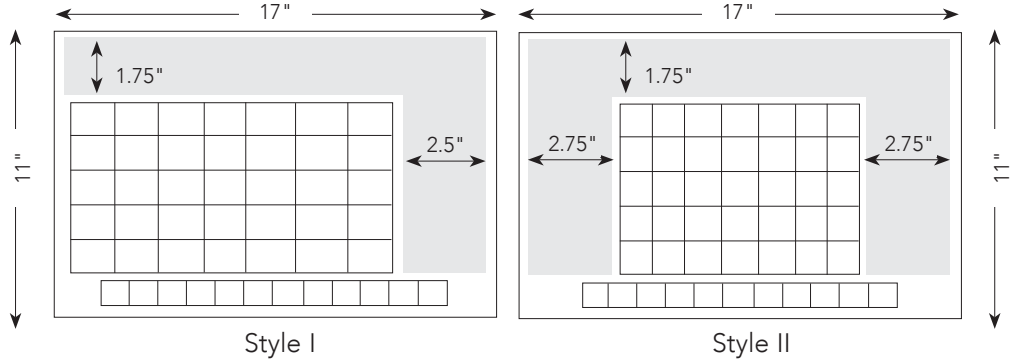
Smaller desk calendar to fit today's streamlined work environment! This calendar is printed on 70# offset and is padded to 22 pt. chipboard.

Specifications:

- 11"x 17" Sheet Size
- 70# Offset Paper
- Optional Julian Numbering
- 12 month
- 4 color imprint

Vinyl Corner Colors:
Burgundy, Black, Green, Blue, White

PRINTING AREA



Calendars

TINNED 12-MONTH WALL CALENDARS

Tinned Wall Calendars provide a large and easy to read month view. The eyelet in the center of the tin makes for simple hanging. The top tinning prevents curling and helps the calendar to hang straight and flat. Add 4-color process to tailor this calendar to suit any office.

Specifications:

- 22" x 18"
- 2-Colors Included (Black plus one color)
- 50# Offset Paper,12 sheets/months
- Black Tinning at Top
- Plastic eyelet for hanging

LARGE MONTHLY WALL CALENDARS

Large Wall Calendars make it easy to view a month at a time while providing an attractive calendar. The ¼"diameter hole provides easy hanging in a cubicle or on a wall.

Specifications:

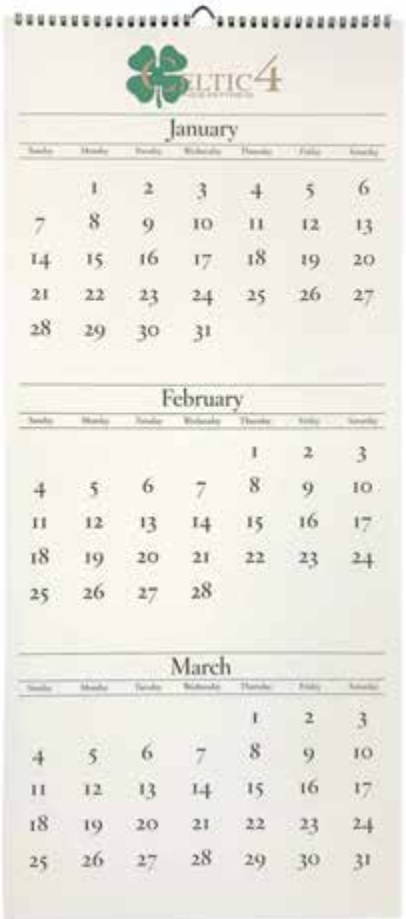
- 22"x 18" Sheet Size
- 70# Offset Paper backed with 22 Pt. Chipboard
- A ¼"diameter drilled hole
- 2 color imprint (Black plus one color)

Panels are bound with black twin loop wire

4 PANEL WALL CALENDAR

View 3 months at once with this 4 Panel Wall Calendar. The top panel allows for corporate branding to be seen all year long. Calendar sheets are 8 ½"x 11", printed on 50# offset in black. Each 11" x 8 ⅞" backer panel is 12 pt. C1S. Each panel includes 12 months.

Specifications:
- Panels 12pt C1S, printing 1-4 colors
- Calender sheets 50# offset, prints in black
- Wire bound



3-MONTH AT A GLANCE CALENDAR

View 3 months at once to assist with future planning. Sheet is 12″ x 18″ bound at the top on the 12″ edge.

Choose between wire binding with a hook a the top for hanging or metal tinning. Includes 12 months (January – December) showing 3 months at a time.

Choose one of our templates or create your own!

Specifications:
- 12"x 18" sheet size
- 100# Gloss text
- Printed 1-4 color process

Calendars

SMALL MONTHLY WALL CALENDARS

Wall Calendars provide functionality and attractiveness that every cubicle or office needs. Each month provides an opportunity for different artwork, message or offering. A ¼" diameter drilled hole is included for easy hanging. Add plastic coil to have 360 degrees of rotation.

Specifications:
- 11" x 17"
- 4/4 printing
- 100# gloss text
- Saddle stitched

Plastic coil bound option

STITCHED WALL CALENDARS

This month at a view Stitched Wall Calendar allows for a unified branding message all year long. The monthly sheets are stitched to the master sheet. The master sheet is 24" x 36" and includes 2 color printing. The monthly sheets are printed 2-colors on 70# offset. Add tinning at the top and/or bottom to add stability.

Specifications:
- 24" x 36" Overall sheet size
- 2 color imprint (Black plus one color)

SMALL VINYL DESK / WALL CALENDARS

Keep your company's name in front of your customers all year with a customized Desk Calendar. Each month has a mini-calendar for the previous and following month. All major national holidays are labeled. Calendar covers can be silk-screened or foil stamped.

- 11" x 8 ½" Sheet Size
- Includes desk calendar and vinyl cover
- Constructed with 45 Pt. chipboard
- Calendar insert printed in black
- Center reinforced vinyl hole for wall hanging
- 12 month
- 2 color imprint (Black plus one color)

WIREBOUND MONTHLY PLANNERS

The wire bound planner is a sleek and practical option for a calendar. The twin-loop wire binding allows for 360 degrees of rotation. The paper covers can be offset printed or foil stamped.

Add a poly cover for more durability and texture. Poly covers can be foil stamped or silk-screened. Choose between 2 standard formats or customize your own!

Standard Formats
- Month view – 12 months, 28 pages
- Month view and weekly view – 12 months/52 weeks, 132 pages
- Create your own!

Standard Formats Include:
- Personal information page
- Notes page
- Advanced planning page
- Previous year and advance year page
- Major holidays included
- 12 Pt. C1S front and back cover - no decoration
- Bright White 20# bond calendar pages, printed in black

Specifications:
- 11"x 8 ½" sheet size or 8½"x 5 ½" sheet size
- 12 pt C1S front and back cover
- 20# bond text pages - Black imprint included

Calendars

PAPER POCKET PLANNER

This month view planner is perfect for quick and easy reference. The finished size is 8 ½" x 5 ½" and includes a personal information page, notes, advanced planning and year-at-a-glance pages. One-color imprinting on the cover is included in the price, making it easy to add any custom logo or design.

Specifications:

- 12 Pt. C1S Cover – 1-color imprint included
- 20# Bright White Bond text sheets - 1/1 black imprint included
- Month View - 12 months, 28 pages.

COMPOSITION CALENDARS

This calendar's easy-to-read month view is convenient and perfect for anyone on the go. The smaller size is compact for a purse, briefcase or backpack. The composition cover provides a polished look all year long.

Standard Format: Month View – 12 months, 28 pages

Sheet Sizes Available :

- 10 ⅞" x 8¾"
- 11" x 8½"
- 8 ½" x 5 ½"
- 5 ½" x 3 ½"

HARDCOVER CALENDAR JOURNAL

The Hardcover Calendar Journal provides high-class functionality. This journal will not be hidden in a drawer or briefcase! Choose from our standard format or customize your own!

Standard Format: Month view and weekly view – 12 months/52 weeks, 132 pages

Sheet Sizes Available: 11" x 8½" 8½"x 5½"

VINYL MONTHLY POCKET PLANNERS

This handy Pocket Planner keeps your company's name in front of your customers for a whole year. Vinyl outside covers can be silk-screened or foil stamped.

Standard Format: Month View – 12 months, 28 pages

Size : 6 ½" x 3 ⅞" closed

Calendars

EASEL DESK CALENDAR

Keep the brand in front of the customer all year long. Twelve calendar sheets are 4 ½" x 4 ½" and digitally printed on 100# gloss text. The solid chipboard is wrapped with black Skivertex and is wire bound at the top to form the table-top easel.

CHIPBOARD EASEL DESK CALENDAR

This calendar won't go unnoticed on a desk. It is low profile and easily mailed. This calendar is digitally printed and gloss laminated before die cutting.

Specifications:

- 50 pt. Black Chipboard Easel
- Flat 11" x 8 ½"
- Folds to 8 ½"x 2 ¾"
- Includes digital printing on 100# gloss text and gloss lamination

Decorating, or imprinting, an item turns a commodity item into a custom made-to-order piece. Knowing which decoration method works best with different substrates will give you the best final outcome.

Offset Printing

Offset Printing is the process in which the offset ink is transferred from a plate to a blanket then to the printing surface. In four color process offset, the four process ink colors of cyan, magenta, yellow and black (CMYK) are used to print the artwork and images. In spot color offset, the Pantone® Matching System is used to print the artwork and images.

Offset printing is traditionally applied to paper.

Silk-screen Printing

Silk-screen printing is the technique that uses a mesh screen to transfer the ink to the material. A negative design is burned onto the screen and then a squeegee moves across the screen forcing the ink thru the mesh openings onto the material.

Vinyl, poly and cloth turned edge materials are typically silk-screened.

Foil Stamping

Foil Stamping involves a metal plate that comes in contact with the metallic foil. It transfers a thin layer of the foil onto the surface. The metal plate is heated and that causes the foil to stick to the surface only in the areas of the designed die. This process is also know as hot stamping, since the die must be heated.

Typically paper, vinyl and cloth turned edge materials can be foil stamped.

Embossing

Embossing is the technique where a die is pressed into the underneath sides of the material to raise the image from the surface. Many times an embossing die is used in conjunction with foil stamping or printing. This gives a textured and more interesting look to the artwork. Blind Embossing is when only the embossing die is used to showcase the artwork.

Only paper can be embossed.

Debossing

Debossing is the opposite of embossing and the image is pressed down into the material. Brass and copper dies are mostly used to create the debossing die.

Paper, chipboard and vinyl products can be debossed.

Digital Printing

Digital Printing involves artwork being processed by a computer and then directly printed onto the surface. Digital printing eliminates the need for printing plates, screens or stamping dies.

Paper, vinyl and poly products can be digitally printed.

Portfolios

VINYL NOTEPAD FOLDERS

Attractive, high quality notepad folders are terrific for seminars, meetings, training sessions, or promotions. The included notepad can be secured with an optional attractive brass clip. Opposite the pad is a boomerang pocket to hold papers or brochures. Rigid 90 Pt. chipboard construction creates a durable folder that won't bend easily.

Specifications:

- Constructed with 90 Pt. solid chipboard
- Ruled notepad and boomerang pocket included
- Standard: 11 3/8" x 9 3/16" closed size
- Junior: 8 1/2" x 5 11/16" closed size
- Legal: 15 3/16" x 8 15/16" closed size

PAPER NOTEPAD FOLDERS

Use our stock 12 Pt. White High Gloss, Linen, Felt, Smooth or Leatherette paper. The notepad folders include a pocket and a ruled notepad.

Specifications:

- Ruled notepad included / 25 sheets per pad
- 1 horizontal pocket included
- 11" x 8 1/2" sheet size or 9"x 6" sheet size

SEWN TURNED EDGE PORTFOLIO

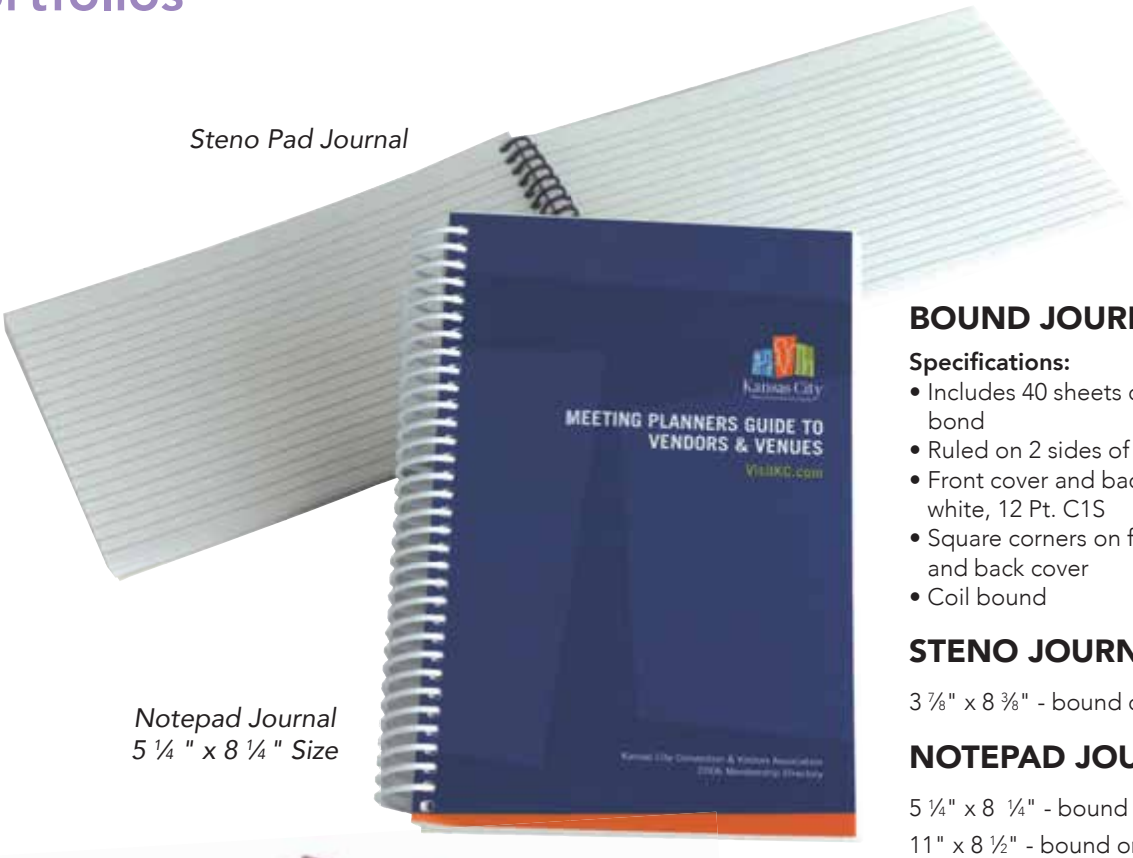
Enhance the look of the portfolio while keeping the functionality. This portfolio is sewn along the outside edges with durable nylon threads. The wire bound book can be customized and is inserted into a turned pocket on the back cover. Constructed with 100# gloss text that has been laminated and then turned over chipboard. The liner is constructed with laminated 100# gloss text. The wire bound book includes 50 sheets of 20# bond with lined sheets.

TURNED EDGE NOTEPAD

Just a fancy version of an old classic! Our Turned Edge Notepad Holders are printed on 100# bright white text, gloss laminated and turned over solid chipboard. This offers the quality and durability of our vinyl notepad holders, but with a little more versatility when it comes to decoration. Offset print, foil stamp or deboss, whatever your decoration needs, we can accommodate!

Portfolios

Steno Pad Journal



Notepad Journal
5 ¼ " x 8 ¼ " Size

BOUND JOURNALS

Specifications:

- Includes 40 sheets of 20 lb. white bond
- Ruled on 2 sides of inside sheets
- Front cover and back cover are white, 12 Pt. C1S
- Square corners on front cover and back cover
- Coil bound

STENO JOURNALS

3 ⅞" x 8 ⅜" - bound on 3 ⅞" side

NOTEPAD JOURNALS

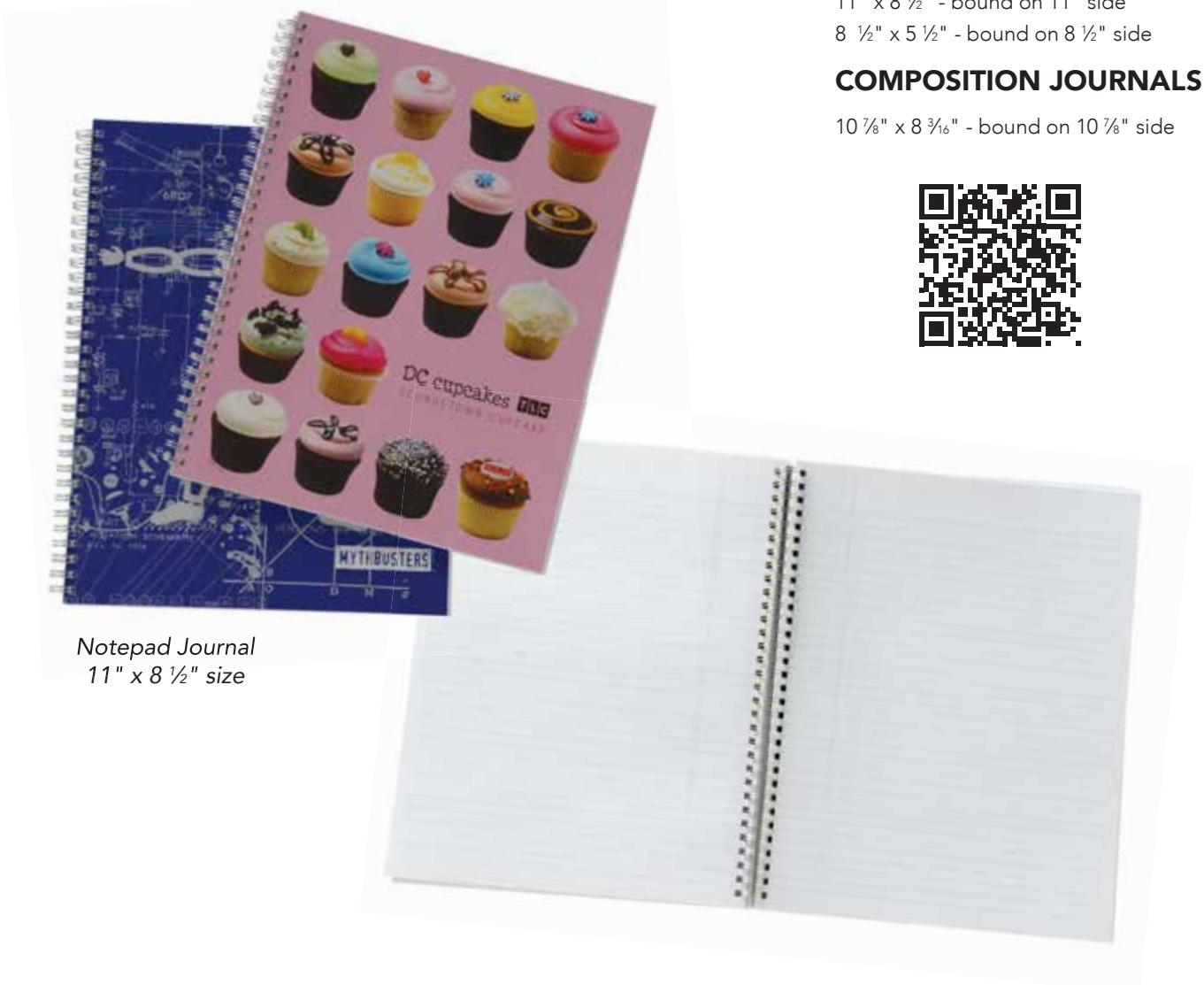
5 ¼" x 8 ¼" - bound on 5 ¼" side

11" x 8 ½" - bound on 11" side

8 ½" x 5 ½" - bound on 8 ½" side

COMPOSITION JOURNALS

10 ⅞" x 8 3/16" - bound on 10 ⅞" side



Notepad Journal
11" x 8 ½" size

PERSONALIZED HARD COVER JOURNALS

These hardcover personalized journals will stand out! The 100# gloss text is digitally printed, gloss laminated and turned over solid chipboard for durability. Personalize each journal for the recipient.
This product is perfect for special celebrations or corporate gifts.

Specifications:
- Digitally Printed
- 1.3 mil Gloss Laminated
- Wire Bound
- 65 sheets of 60# Offset Paper
- 11" x 8 ½" sheet size
- 8 ½" x 5 ½" sheet size

Portfolios

TASK NOTEPAD

Improve your efficiency and ergonomics with a task notepad. This notepad fits next to your keyboard to keep you organized throughout the day. Padded to 22 pt chipboard along the 12″ edge.

Specifications:
- 12" x 3" Sheet Size
- Included 50 sheets 20# white bound
- Includes 1-4 color prints

MOUSE NOTEPAD

Better your desk with a customized notepad. The perfect way to have daily branding exposure. Padded to 22 pt chipboard on the 8″ edge.

Specifications:
- 8" x 6" Sheet Size
- Includes 50 sheets on 20# white bond
- Includes 1-4 color printing

CUSTOM NOTEPADS

Customize our 50 sheet notepads to meet your company's needs! Whether it be for in office use or as a company give-away, these notepads are great for getting your company's information out there!

Specifications:
- 11" x 8 ½", 8 ½" x 5 ½" or 5"x 3" Sheet size
- Includes 50 sheets of 20 lb. white bond
- Includes 1-4 color printing

CLIPBOARD

Keep papers neat and organized with a Turned Edge Clipboard. The metal clip riveted to solid chipboard provides a sturdy writing surface. Use the back side for corporate branding or other graphics.

- Fits 11" x 8 ½" sheet size
- Fits 8 ½" x 5 ½" sheet size
- Printed on 100# gloss text
- Gloss laminated
- Solid chipboard construction

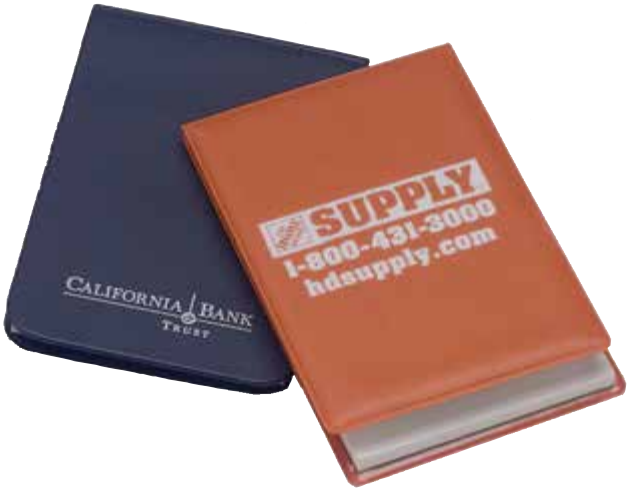
NOTEPAD CASES

- Holds 50 sheets of 20# white or yellow sheets per pad (notepad not included)
- Solid ink coverage in adhesive area not recommended
- 4" x 3" pad

VINYL TALLY PADS

Tally Pads are ideal for jotting notes and can easily slip into a jacket, pocket or purse.

- 40 sheets notepad
- Solid chipboard construction
- Inside front cover 3" horizontal pocket included
- 3"x 4 ⅛" closed



Document Holders

Vinyl Materials

Vinyl was invented in 1920 and is the second largest manufactured plastic resin in the world. Vinyl is moisture and humidity resistant and comes in a variety of colors and finishes.

French Calf Vinyl
This is a smooth finish vinyl. It has lined pattern running throughout that looks similar to the lines on the back of your hand.

Suedene Vinyl
This vinyl has more of a texture compared to French Calf vinyl. The texture looks similar to a suede jacket. French Calf and Suedene vinyl are the most common and economical choices for vinyl products.

Tinted Suedene
This vinyl is more translucent compared to French Calf or Suedene vinyl. It has a texture that is similar to a suede jacket. Tinted Suedene should not be sealed over chipboard, for aesthetic reasons, but would be more suitable for document jackets or portvelopes.

Castilian
This vinyl material has a leather-like appearance. It is considered a premium vinyl and is ideal for debossing or foil stamping. This vinyl is heat sealed to construct the vinyl product.

Montana
Another premium vinyl that has a more defined lined and a two-tone design. This vinyl is great for silk-screening or foil stamping.

Turned Edge Materials

Turned Edge materials used with menu or certificate holders are constructed similar to a gameboard. Premium materials, like those listed below, give a turned edge product an upscale look and feel at an affordable cost.

Arrestox
A cloth material that is similar to traditional book binding. This turned edge material can be foil stamped or silk-screened. There are over 30 color swatches to choose from.

Kivar
This simulated leather material can be decorated with silk-screening, debossing or foil stamping. Kivar is comparable and sometimes used interchangeably with Skivertex.

Silktouch Nuba
This material has a supple and luxurious texture. It feels similar to nubuck leather. This durable material looks great foil stamped or silk-screened.

Litho Wrap
100# gloss text paper that is printed, laminated and then turned over solid chipboard. This paper stock can be digitally or offset printed.

Document Holders

TURNED EDGE CERTIFICATE HOLDERS

Turned Edge Certificate Holders provide a high-end look for important occasions, such as graduation, awards, or professional certifications. The printed sheets are laminated and turned over chipboard, providing fine graphic reproduction.

Specifications:
- Holds 11" x 8½" sheet
- Silk Moire Liner
- Includes 4 ribbon corners

Standard Ribbon Colors:
- Red
- White
- Black

8 ½ x 11 Sheet Size

VINYL CERTIFICATE HOLDERS

Vinyl Certificate Holders are the perfect complement for diplomas, awards and certificates. Made to open on the side or the top.

Vinyl covers are long-lasting and give the certificate a professional look and feel. Constructed with 4 clear vinyl corners to hold certificate or one full sheet clear pocket. Holders can be silk-screened or foil stamped.

Specifications:
- Includes 4 clear vinyl corners

Document Holders

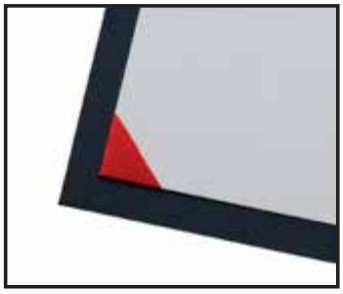
REGENCY CERTIFICATE HOLDERS

Constructed from high-end 15 Pt. Regency cover. Ribbon corners secure the certificate and finish off the look. Foil stamp or silk-screen the cover to add personal flair.

Specifications:
- Includes 4 ribbon corners
- Holds 11" x 8½" sheet size

Standard Regency Colors:
- Black
- Dark Green
- Maroon
- Navy

Standard Ribbon Colors:
- Red
- White
- Black



Ribbon Corner Detail

PAPER CERTIFICATE HOLDERS

Choose Paper Certificate Holders for a less expensive alternative that still protects the document and creates an attractive presentation. Holders can be printed, foil stamped, or embossed.

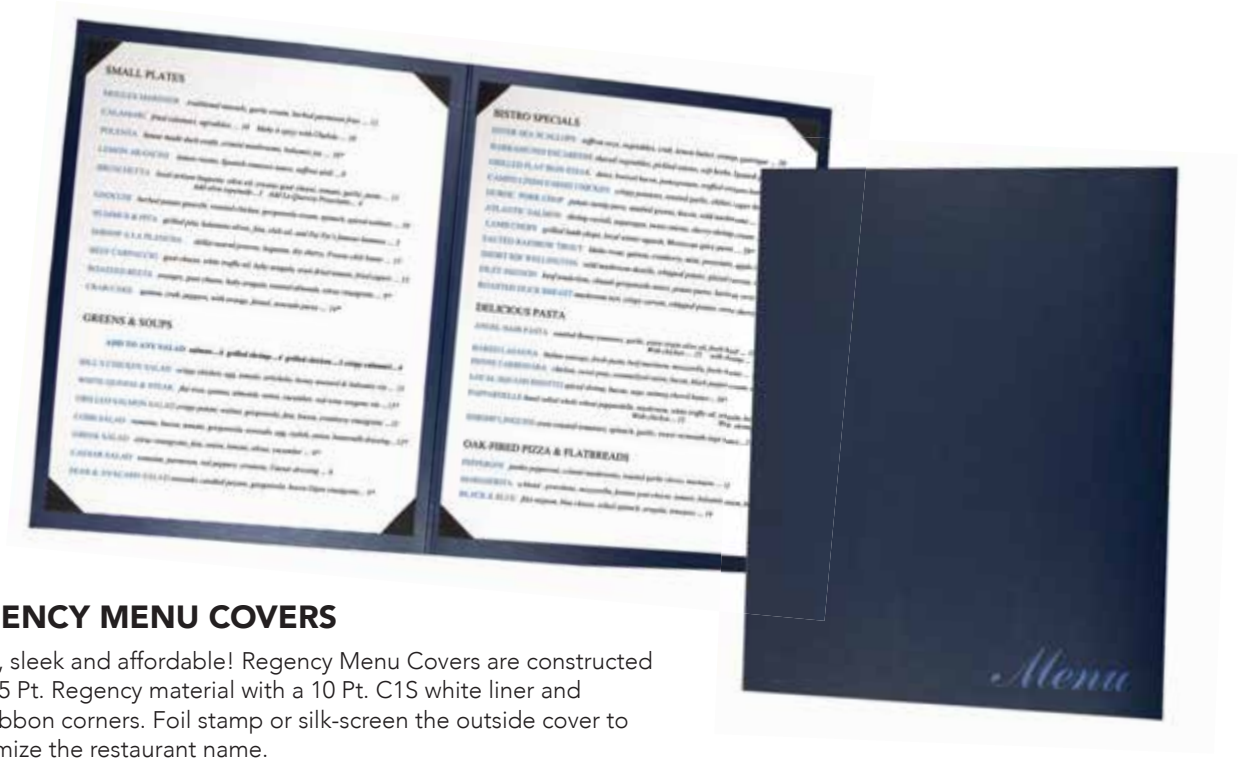
Paper Stock:
- 12 Pt. White C1S High Gloss
- 12 Pt. White C1S
- Linen - White
- Smooth - White
- Felt - White

Specifications:
- Holds 11" x 8½" sheet size
- 4 corner die cut slits
- 4 ribbon corners available

VINYL MENU COVERS

These sleek vinyl menu covers are a great way to dress up any menu! Made of vinyl sealed over chipboard, these covers can be silk-screened or foil stamped. Sure to please any restaurant patron's appetite!

Specifications:
- Two full clear pockets
- Fits 11" x 8½" sheet size



REGENCY MENU COVERS

Smart, sleek and affordable! Regency Menu Covers are constructed with 15 Pt. Regency material with a 10 Pt. C1S white liner and four ribbon corners. Foil stamp or silk-screen the outside cover to customize the restaurant name.

Regency Colors Available:
- Black
- Dark Green
- Maroon
- Navy

Ribbon Colors Available:
- Red
- White
- Black

Specifications
- Includes 4 ribbon corners
- Fits 11" x 8½" sheet size

Document Holders

TURNED EDGE MENU COVERS

Turned Edge Menu Covers provide an elegant option to display any bill of fare. Choose between litho wrapped paper with lamination, Skivertex or Arrestox cloth material. Add padding to the front cover and/or back cover for a premium look. The litho wrap can be offset printed or foil stamped and the cloth material can be silk-screened or foil stamped.

Specifications:
- Moire Liner
- Includes Four Ribbon Corners

Back View of Frame

TURNED EDGE FRAMES & DISPLAYS

Give certificates, photographs and documents a polished presence with Turned Edge Frames & Displays. The 100# Bright White text sheet is gloss laminated and turned over solid chipboard. The frame is die cut for smooth clean edges. The attached stand allows for the frame to stand upright and gives stability.

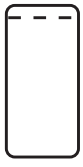
DOCUMENT JACKETS

These vinyl jackets are ideal for insurance policies and financial or legal documents. Choose from single or bifold jackets. Constructed with opaque or clear vinyl. CD or DVD holders are constructed from .008 gauge clear vinyl and are protective and long lasting.

Silk-screen or foil stamp your artwork.

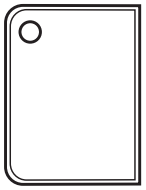
DIGITAL PRINT IT!

V2507



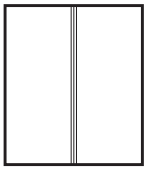
Single Policy Jacket

9 1/4" x 4 3/4"



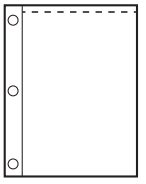
Single Policy Jacket

11 1/16" x 8 15/16"

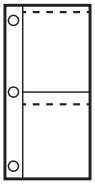


Bifold Policy Jacket

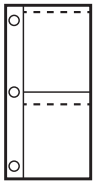
9 9/16" x 4 5/8"



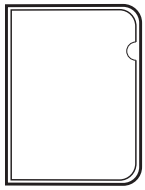
Top Load Sheet Protector



DVD Holder



DVD Holder (Double Sided)



Side Load Sheet Protector

Document Holders

V0114

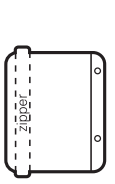
V2710

DIGITAL PRINT IT!

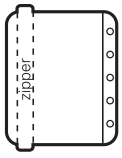
PORTVELOPES

A Portvelope is a vinyl envelope with a flap or zipper-slide closure. They are great document holders that keep your materials clean and protected despite frequent handling. The back of the envelope can be made of clear vinyl so you can see the inside documents. The flap closure can be secured with Velcro.

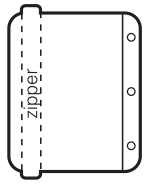
Options:
- Clear or opaque back panel
- Velcro closure for flap can be added
- Business card pocket available



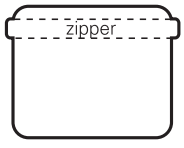
5"x7"
V2274



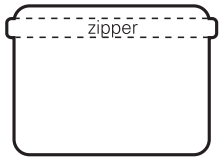
8 1/2" x 5 1/4"
V2348



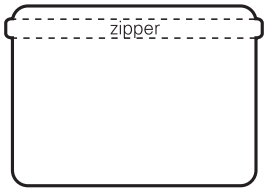
10 1/4" x 8 1/8"
V1876



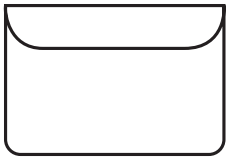
10 1/4" x 8 1/2"
V1902



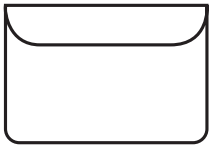
12 5/8" x 9 5/8"
V1868



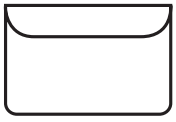
15 3/4" x 11 5/8"
V2710



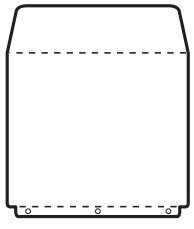
14 1/2" x 10"
with 3 5/8" Flap
V0114



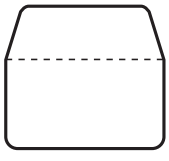
9" x 12 1/2"
with 3 1/2" Flap
V0856



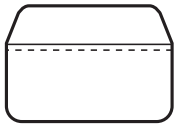
10" x 6 1/2" with
2 3/8" Flap
V1159



11 1/2" x 9 3/4"
with 3" Flap
V2967



9 7/8" x 4 3/4"
with 2 7/8" Flap
V0794



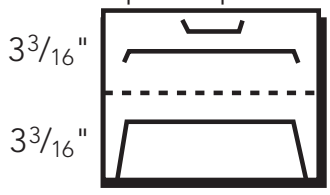
10 1/4" x 4 3/4"
with 2" Flap
V2034

Document Holders

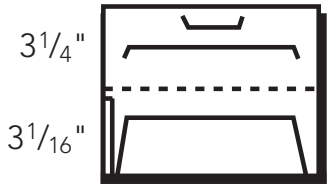
CHECKBOOK COVERS

Your company's name and logo on a Checkbook Cover is an effective way to keep your name in front of customers. Terrific for banks as well as any company whose customers frequently pay by check. Checkbook covers can be silk-screened or hot-stamped.

V0624 Case
Topload pockets



V2532 Case
Sideload Pockets



MAGAZINE COVERS

Create Magazine Covers for offices and reception areas. Imprint your company logo or a "Compliments of..." message on the clear vinyl front. The spine can be printed with the magazine or company name as well. The front is made out of a clear vinyl so the enclosed magazine cover can be seen.

Specifications:

- Clear front cover, opaque vinyl back cover and spine

Document Holders

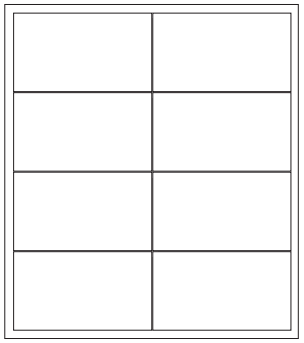
V2390
Three Cards
High

V0537
Two Clear Pockets
(Inside View)

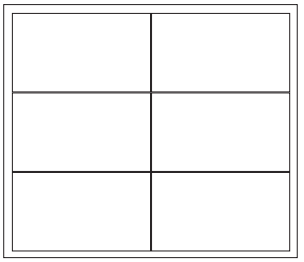
BUSINESS CARD CASES AND FILES

Create custom Business Card Cases for your sales staff, account executives or service representatives.

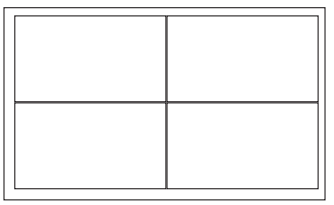
All cases can be customized by silk-screening or foil stamping your artwork.



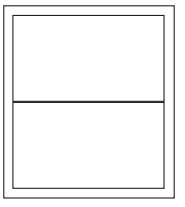
V0642
Four Cards High
9 15/16" x 4 1/2"
Closed



V2390
Three Cards High
7 1/2" x 4 1/2"
Closed



V0654
Two Cards High
5 1/4" x 4 1/2"
Closed



V0537
Two Clear
Pockets
2 3/4" x 4 1/8"

EMERGENCY PROCEDURE MANUALS

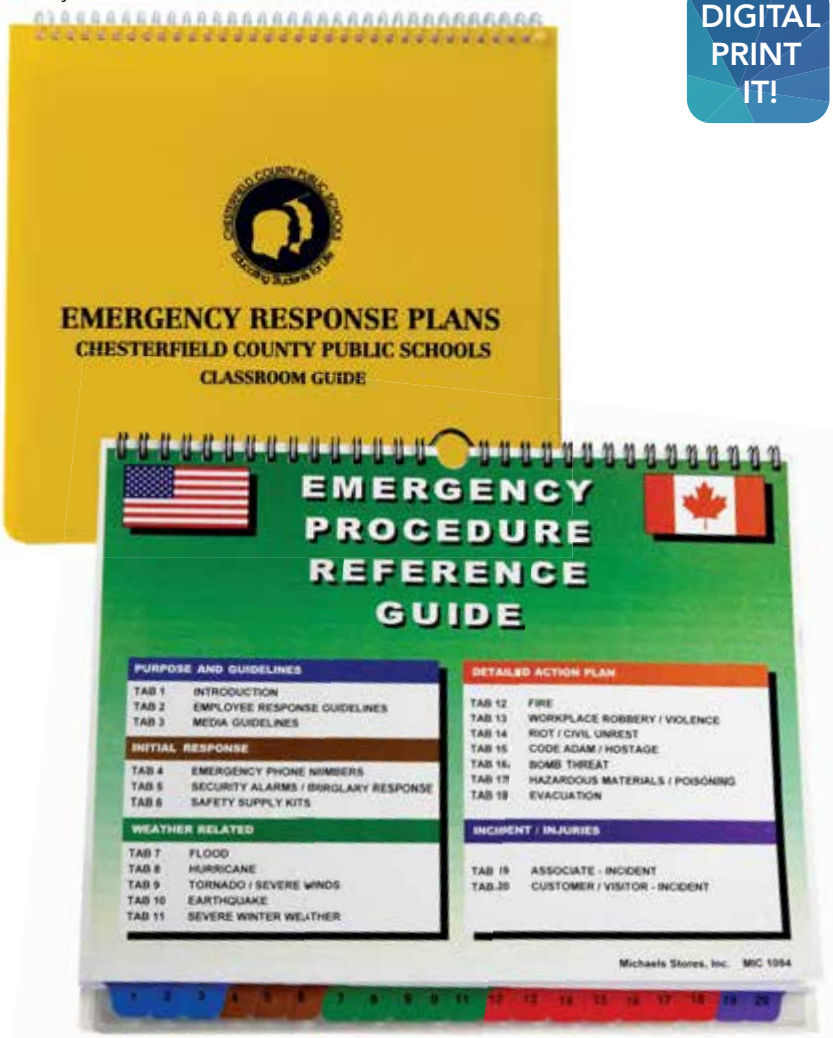
These folders are a great way to display the services and directories of hotels and hospitals.

Poly Manual Specifications:
- .023ga Poly covers
- 8 clear vinyl stagged sheets
- 4 color printed sheets inserted into staggered sheets
- Coil Bound

Paper Manual Specifications:
- 12pt covers
- 21 index tabs
- 4 color printing included
- Wire Bound

Poly Manual

DIGITAL PRINT IT!



ADHESIVE POCKETS

Self-Adhesive Pockets are an economical and fast way to create pockets on already existing products. The adhesive is pre-applied to the vinyl – all you need is to peel and stick! Decorate the self-adhesive pocket with silk-screen or foil stamping. Need a unique shape or size? No problem! We can create a pocket die to match any specifications.

Sizes Available:
- Business card
- CD/DVD
- 4" horizontal pocket

Presentation Packaging

Closures and handles give a finished and secure look for presentation packing.

Pop-Thru Handle
This handle is made from die cut poly. The poly gauge, or thickness, is typically the same gauge as the packaging. This handle best works with poly boxes and is the recommended handle for tuck tab poly boxes. This handle ships separately and must be attached to the packaging.

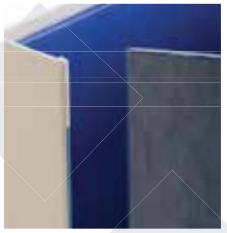
Tuck Tab Closure
A tuck tab closure is part of the die cut box and is only available with poly presentation packaging. The front flap tucks into the back of the box to secure it closed. Tuck Tab poly boxes are only recommended with .023 gauge and .035 gauge poly.

Molded Handle
This handle is an injection molded plastic. It is attached to the packaging and used with Turned Edge and Poly boxes. There is one size and shape of this handle regardless of size, gauge or capacity of the box. This handle is available in black or white.

Molded Latch
This latch helps keep a Turned Edge or Poly box closed. It is made from injected molded plastic and is available in black or white. Typically the color of the latch matches the color of the molded handle.

Snap Closure
A snap closure keeps Turned Edge boxes closed. It is riveted to the flap and front panel. This is available in chrome.

Velcro
This is a two-piece, hook and loop fastener and can be used with Turned Edge, Paper or Poly packaging. The "hook" is the scratchy piece and the "loop" is the more fuzzy piece. The velcro dots are available in black or white. Using either one set or two sets of Velcro dots is common in packaging closures.



Magnet Closure
A magnet closure is concealed in Turned Edge packaging. The strong magnets keep the flap closed and secure.

Presentation Packaging

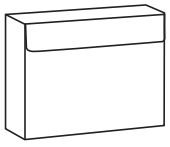
POLY BOXES

Poly Sales Boxes are a unique solution to your presentation packaging needs. They are designed to hold index tab dividers, loose-leaf binders, pocket folders and more!

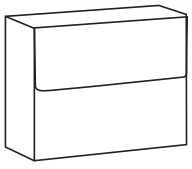
Uses:
- Employee Benefits Packaging
- Sales Kits
- Customer File Storage
- Computer Records Storage
- Estate Planning
- New Product Information
- Real Estate Kits

Contains 15% - 30% post-industrial content

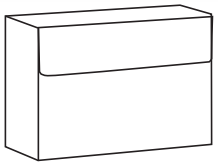
DIGITAL PRINT IT!



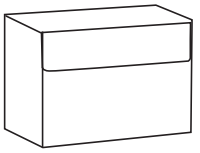
P3850
12" x 9¼"x ½"
Flap 3"



P2962
11¾" x 9⁹⁄₁₆"x 1"
Flap 9⅝"



P3541
14⁷⁄₁₆" x 12"x 1⁷⁄₁₆"
Flap 4"



P5039
12³⁄₁₆" x 9"x 1½"
Flap 5"

CORRUGATED POLYPROPYLENE BOXES

Give your packaging a unique and updated look. Updated look for packaging employee benefits, estate planning and sales presentations. 4mm corrugated polypropylene can be silkscreened and comes in a variety of colors. The box is sonic welded to for stability and security.

Presentation Packaging

TURNED EDGE 2-PIECE BOX

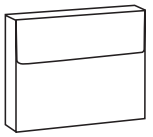
Take packaging to the max! The 2-piece construction provides a sturdy and durable presentation box.

Specifications:
- 100 Pt. Solid Chipboard
- Inside and outside litho wrapped liner
- Gloss Film Lamination

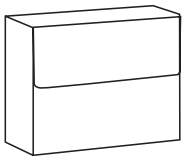
TURNED EDGE FLUSH CUT BOXES

This unique packaging option provides you with functionality and beauty. These boxes are designed to hold index tabs, loose-leaf binders, text sheets, pocket folders and more!

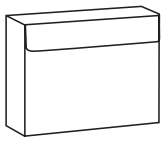
Specifications:
- Gloss Film Laminated
- 50 Pt. black chipboard



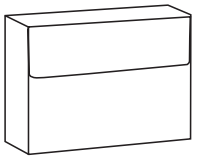
TE3345
11¾" x 9¼"x 1"
Flap 4"



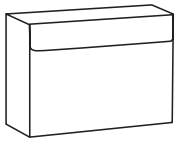
TE3661
12⅞" x 10 ¾"x 3 ½"
Flap 4 ½"



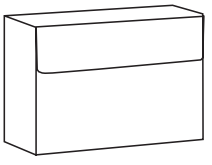
TE2948
13¾" x 9½"x 1¾"
Flap 2"



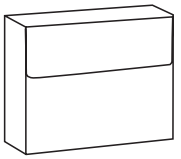
TE4152
12½" x 11¼"x 3¼"
Flap 4"



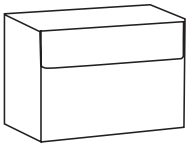
TE2994
11¾" x 10¼"x 3"
Flap 2"



TE4210
13½" x 10"x 3"
Flap 3⅜"



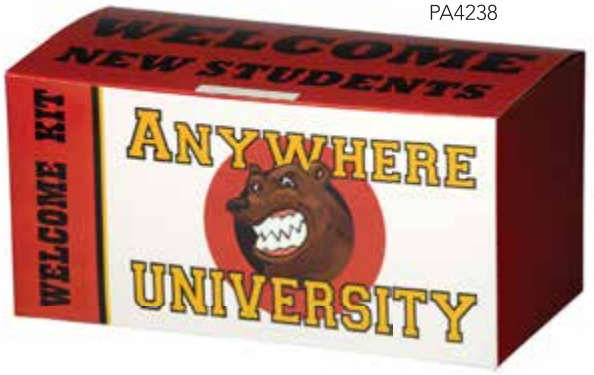
TE3110
12½" x 10"x 2½"
Flap 4"



TE4027
11½" x 9"x 4"
Flap 4"

Presentation Packaging

PA4394



PA4238

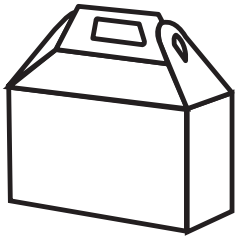
PAPER BOXES

Make packaging stand out with boxes. This is a unique and creative way to package B2B holiday gifts, prize giveaways or fundraiser items.

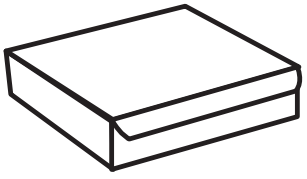
PA4082

Specifications:

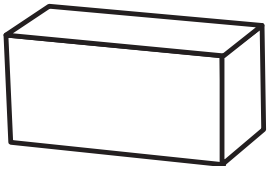
- Paper Boxes printed on bright white 18 Pt. C1S



PA4394
6⅜" x 3⅝"x 3⅜"
with handle



PA4082
9" x 9"x 2⅛"
Square



PA4238
8¼" x 4¼"x 4"
rectangle

PA3436

PA2739

PA3738

DVD/CD PACKAGING

With new technologies emerging at cheaper costs, you need ways to package them with your presentation materials. All of our products are manufactured to protect your products from the elements while showcasing them.

Specialty Items

DIGITAL PRINT IT!

POLY LICENSE PLATES

Ideal for car dealerships, car repair shops or auto paint shops. Clear coat included.

Sizes Available :

- Auto 6" x 12" (P1092)
- Motorcycle 5¼" x 7⅛" (P2080)

Poly Fan

PA4115
7dia w/ diecut handle

FANS

Poly Fans are weather resistant and can be used and reused. Made from .016 gauge polyethylene, there are many colors to choose from.

Paper Fans are offset printed on 12 Pt. C1S and have a wooden handle.

Product Uses:

- Carnivals, Fairs and Festivals
- Sporting Events & Camps
- Trade Show Event Giveaways

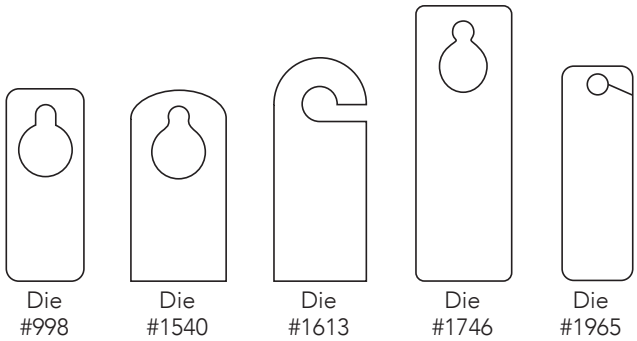
DIGITAL PRINT IT!

PA3354
7 ¾" x 7 ¾"
Square With
Rounded Corners

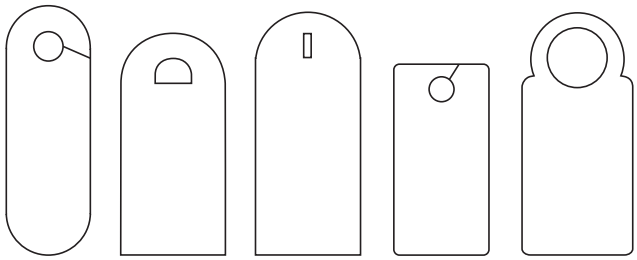
P4115

DOOR HANGERS

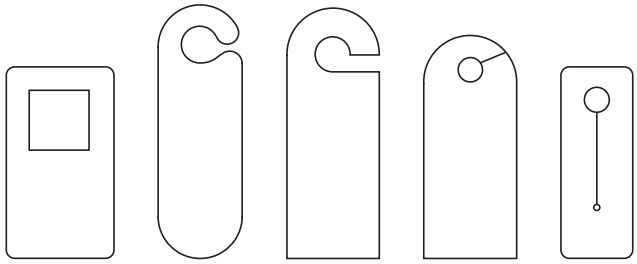
Door Hangers are perfect for hotels, motels, political campaigns and service-people. Choose from paper or plastic.



Die #998 | Die #1540 | Die #1613 | Die #1746 | Die #1965



Die #2007 | Die #2268 | Die #2307 | Die #2323 | Die #2325



Die #2442 | Die #2492 | Die #2666 | Die #2832 | Die #2873

Die #	Size	Imprint Area (approx.)
998	8 1/16" x 3 5/16"	3" x 4"
1540	9 1/4" x 4"	3 3/4" x 4 3/4"
1613	9 3/8" x 3 7/8"	3 3/4" x 6 5/8"
1746	11 1/2" x 4"	3 7/8" x 7 1/4"
1965	9" x 3"	2 3/4" x 7 5/8"
2007	7 3/4" x 2 1/2"	5 7/8" x 2 1/4"
2268	9" x 4 3/8"	4 1/8" x 6 7/8"
2307	10" x 4 3/8"	4 1/8" x 7 7/8"
2323	8" x 4"	3 3/4" x 6 3/8"
2325	10 1/8" x 4 5/8"	4" x 6"
2442	8" x 4 1/2"	4 3/8" x 4 3/8"
2492	7 9/16" x 2 1/2"	5 5/8" x 2 1/4"
2666	10 1/2" x 3 7/8"	8 1/4" x 3 5/8"
2832	9" x 4 3/8"	4 1/8" x 7"
2873	8" x 3"	2 7/8" x 2 1/8"

Specialty Items

YARD SIGNS

Have your message be visible from the car, the road or the sidewalk. Yard Signs are perfect for any political candidate, service industry, retail store promotion or fundraising advertising for an organization or school. Silk-screened inks won't wash away with rain or melt off in the heat. Available in white corrugated plastic. Choose between 1-color to 4-spot color silk-screen printing, or digital print 4 color process.

Specifications :

- 24" x 18"
- Packed 24 per box
- Approximate weight 22 pounds pre box
- Metal stakes sold and ship separately

ECO OPTIONS AVAILABLE

STATIONERY / THANK YOU CARDS

These cards are elegant and affordable. A perfect way to show appreciation and gratitude. Made of 80# smooth coverstock, these cards can be offset printed, foil stamped and/or embossed. A blank envelope is included. Cards fold to 4" x 5 ½".

4" x 5 ½" folded

POLYETHYLENE COLORS

All colors available in .016, .023, .035 and .055 gauge. Limited color availability in .075 gauge.

184 White | 723 Black | 00 Natural | 081 Ivory | 078 Bright Yellow | 102 Bright Orange | 489 Red | 359 Maroon | 017 Azure | 133 Blue | 777 Par Blue | 784 Emerald | 048 Light Gray

PAPER COLORS

Linen 80# Cover

White | Natural | Gray Fiber | Gray | Emperor Gray | Red | Beet | Emerald Green | Midnight Blue | Black

Linen 100# Cover

White | Natural | Beet | Emerald Green | Midnight Blue | Black

Felt 80# Cover

White | Red | Dk Green | Dk Blue | Black

Smooth 65# Cover

Light Blue

Smooth 80# Cover

White | Natural | Sky (Gray) | Red | Black | Kraft

Smooth 100# Cover

White | Haute Red | Midnight Blue | Black

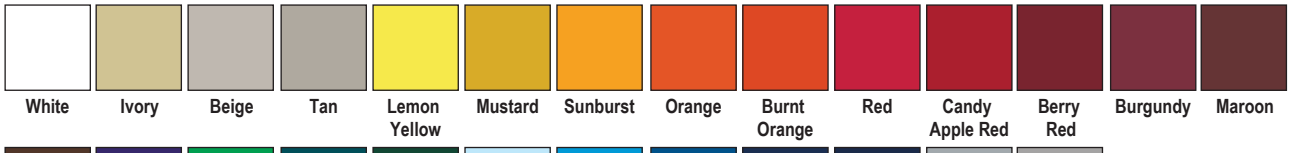
Leatherette 80# Cover

White | Red | Navy | Black

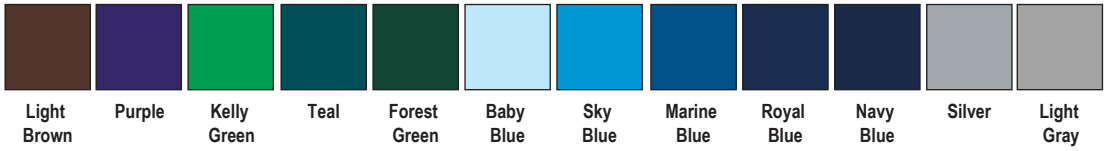
Composition (Regency/Lexide) 15 Pt. Cover

Maroon | Blue | Black

VINYL COLORS



White | Ivory | Beige | Tan | Lemon Yellow | Mustard | Sunburst | Orange | Burnt Orange | Red | Candy Apple Red | Berry Red | Burgundy | Maroon



Light Brown | Purple | Kelly Green | Teal | Forest Green | Baby Blue | Sky Blue | Marine Blue | Royal Blue | Navy Blue | Silver | Light Gray

FREEPORT

Zelda Grey | Dark Grey | Executive Grey | Metallic Charcoal Gray | Black

Burgandy | Navy | Tan Print | Black

SPECIAL

Black Moire | Fluorescent Orange

CASTILLIAN

Bright White | Banker's Grey | Forest Green | Burgandy | Royal Blue | Navy | Black

CORTINA

Admiral Blue | Moonglow | Burgundy | Pecan | Green | Black Non Print

MONTANA

Chocolate | Grey | Royal Blue | Cordovan | Green

SCUBA

Black

General Information

SILK-SCREENING INK COLORS FOR VINYL OR POLY PRODUCTS

002 White
016 Brilliant Yellow*
017 Medium Yellow
019 Permanent Orange*
022 Red
185 Warm Red
186 Red
485 Red
208 Mauve
023 Rhodamine Red
024 Rose
025 Graphic Red*
026 Magenta*
030 Emerald Green
031 Spruce Green
034 Permanent Blue
035 Violet
293 True Blue
037 Reflex Blue
038 Peacock Blue*
007 Brown*
005 Black
040 Gold
042 Silver

*Not lightfast. Not recommended for use on bumper stickers or license plates. For vinyl only.

NOTE: Screen-printing inks are not opaque. Light colors, such as yellow, screened on dark vinyl or poly can make color matching difficult. Colors will match as closely as possible but may not be exact.

OFFSET PRINTING INK COLORS FOR PAPER PRODUCTS

Pantone Process Yellow
Pantone Yellow
Pantone Yellow 012
Pantone Orange 021
Pantone Warm Red
Pantone Red 032
Pantone Process Magenta
Pantone Rhodamine Red
Pantone Purple
Pantone Rubine Red
Pantone Violet
Pantone Cyan
Pantone Process Blue
Pantone Reflex Blue
Pantone Blue 072
Pantone Green
Pantone Process Black

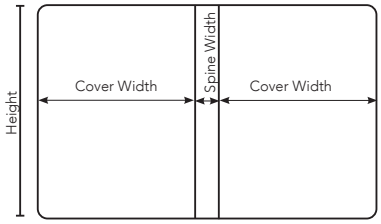
FOIL STAMPING COLORS

White
Black
Metallic Gold
Metallic Silver
Metallic Red
Metallic Blue

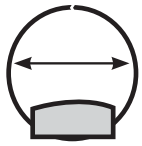
Other colors are available at additional costs.

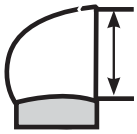
VINYL RING BINDER CASE DIMENSIONS

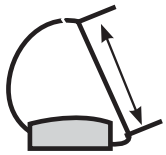
Below are standard case dimensions for vinyl round ring binders. Note: Case dimension will vary slightly with heavy duty, D, or Angle D-Rings.



RING METAL TYPES


ROUND RING


D RING


ANGLE D RING

VINYL RING BINDER CASE DIMENSIONS — **11" X 8 ½" SHEET SIZE**

CAPACITY	HEIGHT	COVER WIDTH	SPINE WIDTH	SHEET CAPACITY OF 20# BOND
1/2"	11 1/2"	9 13/16"	7/8"	100 sheets
3/4"	11 1/2"	10"	1 1/8"	150 sheets
1"	11 17/32"	10 5/32"	1 7/16"	200 sheets
1 1/2"	11 1/2"	10 7/16"	1 7/8"	300 sheets
2"	11 1/2"	11 1/8"	2 11/16"	400 sheets
2 1/2"	11 1/2"	11 11/16"	3 5/16"	500 sheets
3"	11 5/8"	12 1/8"	3 25/32"	600 sheets
4" Angle D	11 3/4"	13"	5"	800 sheets
5" Angle D	11 5/8"	13 1/2"	6 1/4"	1000 sheets

8 ½" X 5 ½" SHEET SIZE

CAPACITY	HEIGHT	COVER WIDTH	SPINE WIDTH	SHEET CAPACITY OF 20# BOND
1/2"	9 1/8"	6 19/32"	7/8"	100 sheets
3/4"	9 1/8"	6 15/16"	1 1/8"	150 sheets
1"	9"	7 1/4"	1 7/16"	200 sheets
1 1/2"	9 1/32"	7 3/8"	2 1/8"	300 sheets
2"	9 3/16"	8 3/32"	2 5/8"	400 sheets

9 ½" X 6" SHEET SIZE

CAPACITY	HEIGHT	COVER WIDTH	SPINE WIDTH	SHEET CAPACITY OF 20# BOND
1/2"	10 1/16"	7 9/32"	15/16"	100 sheets
3/4"	10 1/16"	7 7/16"	1 1/4"	150 sheets
1"	10"	7 3/8"	1 1/2"	200 sheets
11/2"	10 1/16"	8 1/8"	2 5/16"	300 sheets
2"	10"	8 11/16"	2 9/16"	400 sheets

ENTRAPMENT SHEET INSERT DIMENSIONS

Below are live area dimensions (binding edge listed first) for entrapped inserts for vinyl round-ring binders (11"x 8 ½" sheet size). Allow ¼" additional on all edges. The factory will trim the sheet to fit. These dimensions are for entrapment sheets only and will not fit in an insertable binder.

CAPACITY	COVER	SPINE
1/2"	11 7/32" x 9 5/8"	11 7/32" x 27/32"
3/4"	11 1/4" x 9 7/8"	11 1/4" x 15/16"
1"	11 1/4" x 9 15/16"	11 1/4" x 1 3/8"
11/2"	11 9/32" x 10 9/32"	11 9/32" x 1 25/32"
11/2" Straight D	11 5/16" x 10 5/16"	11 5/16" x 2 1/8"
11/2" Angle D	11 1/4" x 10 3/4"	11 1/4" x 1 3/4"
2"	11 9/32" x 10 7/8"	11 9/32" x 2 5/8"
2" Straight D	11 1/4" x 11 1/4"	11 1/4" x 2 25/32"
2 1/2"	11 1/4" x 11 7/16"	11 1/4" x 3 3/16"
3"	11 5/16" x 11 7/8"	11 5/16" x 3 3/4"
4"Angle D	11 3/8" x 13"	11 3/8" x 5 1/8"
5" Angle D	11 5/16" x 12 13/16" "	11 5/16" x 6 3/16"

Price Effective Dates
This catalog is effective January 1, 2025. Prices and information, however are subject to change without notice.

Production
Our production time is approximately 10-15 working days after the receipt of your order and press-ready art. Additional time is necessary if proofs are required. Price and delivery will be acknowledged after receipt of order. Contact your sales associate at once if there are any discrepancies in the acknowledgment.

Confirmation of Orders
No verbal orders will be processed. All orders must be confirmed with a purchase order.

Policy on Overruns
We reserve the right to ship 5% over or under on all products other than paper, of the amount ordered; 10% on paper products. We will invoice accordingly. Requests for exact quantities must be specified on the original order and will add 10% to the price.

Intermediate Quantities
Intermediate quantities will be billed at the lower quantity price.

Returns
Stock merchandise may be returned for credit upon written authorization from factory. The order must be returned freight prepaid and within 30 days of original shipment. A charge of 20% of the net cost of the order will be charged for handling. Any return must have prior approval with code from the factory. Some items, because of their construction, are not returnable - check with customer service.

Order Cancellation
Orders on hold beyond 60 days are subject to cancellation. If the customer initiates cancellation, any work completed will be billable. A minimum charge of $75.00 net will apply unless cancellation is received before the purchase order reaches the Order Processing Department.

Minimum Order
Minimum order is $75.00 net per order.

Less than Minimums
Call factory for prices on any order for less than minimum quantity shown in the catalog.

Increase of Order Quantity
Any notification of increase of quantity received will be treated as a separate order and billed accordingly unless no work has been started on the original order.

Combined Pricing
When ordering a combination of different items, pricing cannot be combined.

Payment Terms
Payment terms are net 30 days. If an open account has not been previously established, cash payment, including cost, freight and overruns, must accompany first order and will be processed when entered. If terms are established, Visa, MasterCard or American Express payments will be processed upon shipment.

Shipping & Handling
All shipments are F.O.B. factory. Under normal circumstances, anything under 200 pounds is sent Federal Express. Large weights are shipped prepaid by common carrier trucks unless otherwise specified. Unless you give specific instructions, we will select the carrier. We cannot be held responsible for arrival date of shipment. Faster shipping methods are available with prior approval. Second and Third Party billing, handling charges will apply.

Drop and Split Shipments
A $10.50 net charge per location is billed for drop shipments. For orders requiring shipment on different dates, please note: The entire order will be billed with the first shipment and the entire order must ship within six weeks of the first shipment or it will be discarded.

Third Party/ Collect or Foreign Shipments
Add $25.00 net for additional handling for Third Party or Collect shipments. Add $50.00 net for additional handling for Foreign Shipments.

Freight Claims
Shortages in the number of cartons or merchandise damaged in transit: It is the responsibility of the consignee to file the claim. As the shipper, we cannot allow any credit, as we cannot file the claim or collect from the carrier. The legal responsibility passes from us to the customer when the merchandise is consigned to a carrier. We will gladly supply any information and/or copies of documents we may have. All merchandise should be inspected immediately upon arrival. If damage is found, contact carrier for inspection. Inspection must be made within 10 days of delivery in order to place a claim.

Artwork
Prices in catalog are based on approved furnished artwork. Call for file transfer instructions or for templates.

Artwork and Copy Errors
Customer-submitted artwork is reviewed before production and every effort is made to ensure accuracy. However, we are not liable for customer submitted or customer approved errors which inadvertently become part of the product.

Foil Stamping or Embossing Die Charges
Vector artwork is necessary to produce a die for foil stamping or embossing. Foil stamping dies are $40.00 net for the first square inch and $1.00 net for each additional square inch. Embossing dies are $100.00 net for the first square inch and $2.00 net for each additional square inch.

4-Color Process
Four color process offset orders require a matchprint proof, add a charge of $195.00 net. Changes will require a second matchprint and an additional $195.00.

Ink Colors
$33.00 net charge for all Pantone color selection.

Personalizations
Many products can be personalized with foil stamp. Setup charge for personalization is $20.00 net. Cost for imprinting 1-99 names is $1.50 net each. 100 or more names is $1.25 net each. Submit a list of names that has been typed and proofed.

Copy and Color Changes
$70.00 net for each plate/screen for silk-screen or offset copy change.
$25.00 net for each vinyl or poly material color change.
$20.00 net for each vinyl or poly ink color change.
$20.00 net for each foil color change.

Proof Charges
First E-Mail PDF Proof: No charge
Second E-mail PDF Proof: $30.00 net
Third E-mail PDF Proof: $45.00 net
Matchprint proof: $195.00 net each
Ink Swatch Proof: No charge
Silk-screen Skin Proof: $90.00 net
Vinyl or Poly Pre-Production Proof: $350.00 net each
Paper or Turned Edge Pre-Production Proof: $750.00 net each
Poly Box Pre-Production Proof: $750.00 net each

Rush Charges
Minimum rush charge of $275.00 net, or 20% of the total order, whichever is greater. Contact customer service for approval.

Limitation of Liability
The Leslie Company and sellers shall not be liable for direct, indirect, special, incidental, or consequential damages upon breach of warranty or contract, negligence, strict liability or other legal theory. When orders are manufactured to customer's specifications, the purchaser agrees to assume any liability resulting from actions or demands brought against the The Leslie Company for patent or copyright infringements.

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