

FORMS



Addressing Your Forms Needs!

As the West Coast's leading wholesale print manufacturer, Block Graphics is a trusted supplier of business forms, cut sheets and envelopes and has been for more than 30 years. We offer the quality of a big-city printer, combined with small-town customer service, all at competitive prices. Our dedicated customer service and production teams understand that our ability to deliver as promised, reflects on you and supports your customer relationship.

Two strategically located plants to better serve you!

QUALITY
Printing
Close to
YOU!



Portland, OR

5822 NE Skyport Way
Portland, OR 97218-1248
800.547.3575
info@blockgraphics.com

Sun City, CA

28401 Matthews Road
Sun City, CA 92585
800.247.4471
suncity@blockgraphics.com

Customer Service

Customer satisfaction is a way of life at Block. From the time an order is placed, through processing, printing and delivery, Block Graphics is committed to your satisfaction. We maintain positive relationships with our distributors through active communication channels and superb customer service. When you work with Block, we consider you a part of our team.

Contact Us

Portland:

5822 NE Skyport Way Portland, OR 97218
P.O. Box 13530 Portland, OR 97213-0530
Phone: 800.547.3575
Fax: 800.343.5848
Email: info@blockgraphics.com
Email quote requests to quote@blockgraphics.com
Email art files to artpdx@blockgraphics.com
Email PO's and order information to order@blockgraphics.com

Sun City:

28401 Matthews Road
Sun City, CA 92585
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blockgraphics.com

Artwork

- Block accepts digital files
- Digital files can be submitted by email, website or disk
- Email file limit is 2MB. Please upload larger art files to our FTP site
- CTP Plating Guidelines:
 - Use PDF or PS files. Include 1/8" bleed
 - Spot colors (CMYK for 4-color process on envelopes & letterhead only)
 - Embed or outline all fonts and link or embed the images
 - Standard backers are screened at 50%
- PDF proofs are available only with digital files or with set complete jobs
- Composite files

Supported Applications Include:

- Macintosh Platform
- Adobe Illustrator CC 2014
- Adobe InDesign CC 2014
- Adobe Photoshop CS 6
- Acrobat 10 Professional
- QuarkXPress 8.5
- Forms X

Traditional Forms

Block Graphics specializes in the custom forms you need for your business. With an endless variety of sizes, constructions and options like four-color process, desensitized ink, binding and fulfillment, you can have your form your way.

Types:

- Continuous
- Laser
- Unit Sets



Specialty Forms

Define your business with an attractive, professional form designed for you. Choose from imprinted or blank forms and checks, as well as supplies for nearly every type of business.

Vertical Markets Include:

- Automotive
- Landscaping
- Hospitality
- Home Repair & Construction
- Jewelry & Gifts
- Medical
- Florist
- Transportation & Shipping

The image displays a collection of professional forms designed for various businesses. The forms include:

- REPAIR ORDER:** A form for documenting vehicle repairs, featuring sections for customer information, vehicle details, and a detailed list of parts and labor.
- CORRECTIVE DISCIPLINE COUNSELING SYSTEM:** A form for addressing employee issues, including a verbal counseling verification section and a written warning record.
- SMOG TEST-ONLY INVOICE:** A form for documenting vehicle emissions testing, including a SMOG test/mission check-off section and a final invoice with a grand total.
- EMPLOYEE TERMINATION RECORD:** A form for documenting the termination of an employee, including a summary of the incident and a response.

The forms are designed with clear sections for customer information, vehicle details, and business transactions, ensuring a professional and organized record-keeping system.

Checks

Secure Laser Checks

Block Graphics offers various levels of security options, background patterns and colors. Even the most basic level can be ordered in up to three parts and has security features that exceed industry standards. You can customize these checks with logos and imprint ink color.

Available with:

- Many Standard Ink Colors
- Variety of Security Features
- Security Papers



Blank Checks

If you print your own checks or just the MICR line, partially or non-imprinted checks are available in multiple check positions and perforations to match your software.

Continuous

Whether you order standard or custom continuous checks, multiple security options are available.



We offer you flexibility in ordering the software accounting checks you need for your business. From standard designs to complete customization, your checks will be professional, attractive and will have the top security features in the industry.

Standard Security Features Available on All Tiers:

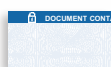
Invisible Embedded Fibers – Only seen under black light, these fibers are embedded into the paper stock for most of our check products.



Microprint Endorsement Lines – Appearing as a solid pattern to the naked eye, these words are printed so small that they cannot be replicated by most copiers or scanners.



Thermochromic Icon – An icon printed in thermochromic ink reacts to changes in temperature.



Warning Band – A printed message that calls attention to the security features that protect the document.



Padlock Icon – An indicator to all parties accepting checks that additional security features have been incorporated, only authorized by the Check Payment Systems Association.



Diagonal Dimensional Backer – Different spacing of diagonal lines used in the check backer deter altering by cut and paste method.

High-Security Features Vary by Tier:

Artificial Watermark – These can be viewed while holding the document at a 45 degree angle. Copiers and scanners capture images at 90 degree angles and cannot read these marks.

True Fourdrinier Watermark – A True Fourdrinier Watermark is a faint design pressed into the paper while it is being manufactured. When held to the light, these watermarks are easily visible from either side of the paper. Copiers or scanners are not capable of replicating True Fourdrinier Watermarks.



Chemical Reactive Paper – Produces a stain when activated with ink eradicator-class chemicals.



Chemical Reactive Box – When checks are printed on Chemical Reactive Paper, there is a warning box that calls the attention of the check verifier.



Hologram – Multicolored three-dimensional image that appears in a reflective material when viewed at an angle.



Invisible Fluorescent Logo – A logo printed in invisible fluorescent ink can only be seen when viewed with a black light. Very useful for authenticating a document.

Toner Adhesion – A chemical coating that fuses the toner to the sheet thus preventing the removal of toner with tape or by scraping.

Visible Embedded Fibers – These fibers that are within the paper stock can be seen with the naked eye.

Full-Bindery Capabilities

Below is a list of finishing and binding options we offer.

- Wrapping
- Stitching
- Folding
- Padding
- Letterhead Boxing



Digital Printing

Our 4-color process digital printing gives you the creative freedom to truly showcase your products and services. No job is too small for digital printing!



- Flyers & Sell Sheets
- Folded Brochures
- Booklets
- Postcards
- Envelopes
- Door Hangers

Shipping/Warehousing

We realize our job doesn't end when printing is complete. We offer customers flexible storage options at all of our locations. With our StorePlus Warehousing Service, customers' orders can be stored and shipped as needed. Warehouse liability insurance is in place to ensure that your merchandise will be safe. Customers are kept up-to-date on inventory levels with regular reporting and are invoiced based on the average number of cartons in storage at the end of each month. Contact a customer service representative today to learn how you can take advantage of StorePlus Warehousing!