Folder Express®
THINK FAST®
Quality folders, delivered fast... are just the tip of the iceberg.
800.322.1064 • folderexpress.com

There's only one chance to make a first impression! Our wide variety of folders, processes and features is guaranteed to help make that first impression count!

On pages 4-9 you will find our best sellers that are sure to give you a polished and professional look. We also offer several popular folders that are sure to make a statement! Please contact our customer service team for pricing on any of our folders. To see our full selection, go to folderexpress.com.

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Easy to Order

- **Select the Style and Quantity.** Choose from more than 42 listed styles or go to folderexpress.com for more options.
- **Select Preferred Stock.** More than 100 paper stocks available. For additional stocks, please call or go to folderexpress.com.
- **Choose the Imprint Process.** Your choices start with 1- or 2-color printing, and expand to 4-color process printing, foil stamping or blind embossing.
- **Add Features.** Choose additional features. More detailed information regarding features is listed on page 38.
- **Select a Business Card Slit Option.** There are three styles available and included FREE. Special or custom slits are available for an additional cost. See page 38 for more information.
- **Upload Print-Ready Artwork.** Please see page 39 for specific instructions.
- **Special Instructions.** Please indicate any special instructions required to produce your order. We recommend you read the Important Information on page 39 before submitting your order.
- **SelfService.** Our online tool to make order management easy. Log in to place new orders, reorder, check order status, search orders and pay invoices. Go to folderexpress.com and click on the SelfService tab.

800.322.1064
8 a.m. to 5 p.m. Central Time,
Monday-Friday
folderexpress.com

Customer Service Team: sales@folderexpress.com
Online Accounts: selfservice.folderexpress.com
Folder Express: 428 N. Ohio Street, Columbus, KS 66725

ASI/54896 PPAI/357129 SAGE/68319

Stock Paper List

80# Loop Linen Cover Pure White ♻
80# Loop Smooth Cover Pure White ♻
80# Loop Feltmark Pure White ♻
80# Loop Laid Pure White ♻
80# Finch Opaque Smooth Cover White
100# Titan Gloss Cover
12Pt Semi-gloss C1S Cover White
14Pt Semi-gloss C1S Cover White

80# Astrobright Re-Entry Red ♻
80# Astrobright Solar Yellow
80# Astrobright Stardust White ♻
80# Cougar Opaque Smooth Cover White ♻
80# Loop Feltmark Granite ♻
80# Loop Feltmark Ivory ♻
80# Loop Laid Ivory ♻
80# Loop Linen Cover Gray ♻
80# Loop Linen Cover Ivory ♻
80# Loop Smooth Cover Talc ♻
80# Royal Fiber Smooth Cover Birch ♻
80# Royal Fiber Smooth Cover Cream ♻
80# Royal Fiber Smooth Cover Gray ♻
80# Royal Fiber Smooth Cover Natural ♻
80# Royal Fiber Smooth Cover Rose ♻
80# Royal Fiber Smooth Cover White ♻
100# Finch Opaque Smooth Cover White
12Pt Cast Coated C1S Cover White
12Pt Semi-gloss C2S Cover White
14Pt Semi-gloss C2S Cover
16Pt Semi-gloss C2S Cover

80# Strathmore Premium Wove Desert Haze ♻
80# Strathmore Premium Wove Glacier Mist ♻
80# Strathmore Premium Wove Sandstone ♻
80# Strathmore Premium Wove Soft White ♻
80# Via Linen Cover Light Gray ♻
80# Via Linen Cover Pure White
90# Cordwain Leather Cover Blue ♻
90# Cordwain Leather Cover White ♻
90# Cordwain Leather Sky ♻
100# Construction Cover Pure White ♻
100# Cougar Opaque Smooth Cover White ♻
100# Royal Linen Cover Bright White ♻

120# Silk Coated Cover White
150# Manila Tag
+12Pt Color Coated Cover C1S Black
+12Pt Color Coated Cover C1S Navy Blue
+12Pt Color Coated Cover C1S Red
+12Pt Color Coated Cover C1S Silver
+12Pt Color Coated Cover C1S Wine
16Pt Semi-gloss C1S Cover White

80# Carnival Groove Cover Deep Blue ♻
80# Carnival Linen Cover New Black ♻
80# Carnival Linen Cover Deep Blue ♻
80# Carnival Linen Cover Forest Green ♻
80# Carnival Linen Cover Red ♻
80# Classic Crest Smooth Cover Solar White
80# Classic Crest Smooth Cover Antique Gray
80# Classic Crest Smooth Cover Natural
80# Classic Crest Smooth Cover Whitestone
80# Classic Laid Cover Natural
80# Classic Crest Smooth Cover Millstone
80# Classic Laid Cover Avon Brilliant White
80# Classic Laid Cover Baronial Ivory
80# Classic Laid Cover Whitestone
80# Classic Linen Cover Baronial Ivory
80# Classic Linen Cover Avon Brilliant White
80# Classic Linen Cover Natural ♻
80# Natural Parchtone
80# Environment 30% PCW Desert Storm ♻
100# Construction Cover Blacktop ♻
100# Construction Paver Red ♻
100# Construction Timber Green ♻
120# Gloss Coated Cover White

80# Cambric Linen Cover Blazer Blue
80# Carnival Groove New Black ♻
80# Carnival Groove Persian Blue
80# Carnival Linen Cover Beet ♻
80# Classic Columns Solar White
80# Classic Linen Cover Canyon Brown ♻
80# Classic Linen Cover Antique Gray
80# Classic Linen Cover Burgundy ♻
80# Classic Linen Cover Charcoal ♻
80# Classic Linen Cover Patriot Blue ♻

80# Classic Linen Cover Graystone
80# Classic Linen Cover Whitestone
80# Strathmore Grande Cover Blazer Blue
90# Carnival Hopsack New Black ♻
90# Carnival Hopsack Deep Blue ♻
90# Carnival Hopsack Forest Green ♻
100# Classic Crest Smooth Cover Natural White
100# Classic Linen Cover Avon Brilliant White
100# Construction Cover Nightshift Blue ♻
100# Environment 30% PCW Natural ♻
100# Environment 100% PCW White ♻
100# Royal Linen Cover Black ♻
100# Royal Linen Cover Burgundy ♻
100# Royal Linen Cover Emerald Green ♻
100# Royal Linen Cover Midnite Blue ♻
130# Topkote Dull Cover

♻ *Contains recycled material.*

\+ *Blank, foil or emboss only.*
Shade may vary on availability.

Paper Availability Disclaimer: Please note some of the stocks listed in the catalog may be discontinued by the paper mills. If your stock has become unavailable, as of the order date, we will contact you. Folder Express® will not accept responsibility for further costs incurred by stock upgrades; we will do our best to accommodate you and your customer with the latest options. Due to Paper Mill Labor and Pulp shortages, many of our papers are in short or limited supply. It is possible some papers may not be available at time of Order Entry. Paper is sold on a First Come, First Served Basis.

Note: Lined, laid and groove sheets will run the most cost-effective direction. If texture is required in a specific direction, you must request at time of order, and a cost increase may be incurred.

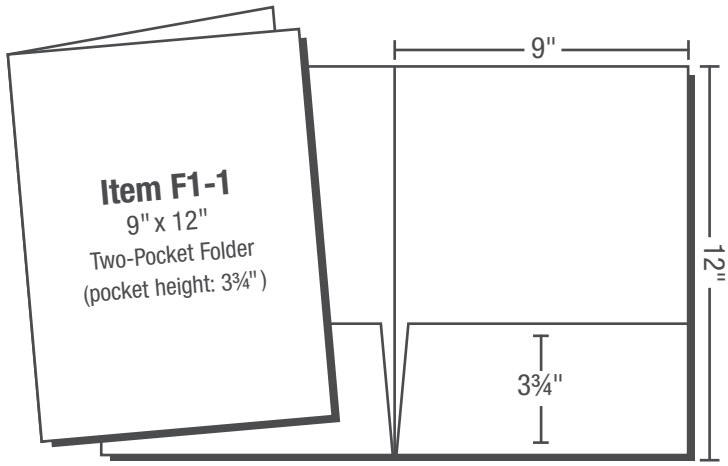
Stocks in orange denote Best Sellers.

FS

Free shipping on all items with this icon. Restrictions apply. See page 39.

Best Sellers

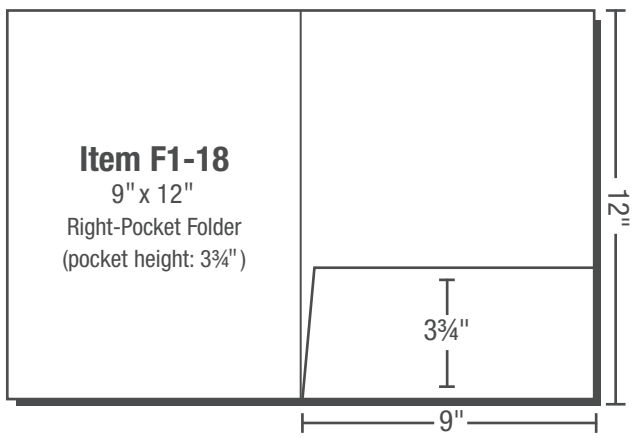
F1-1 Standard Two Pockets



Perfect solution for enhancing your brand in any market! This professional, versatile folder is one of our best sellers.

- Standard two-pocket format
- Printed, foil stamped or embossed

F1-18 Right Pocket

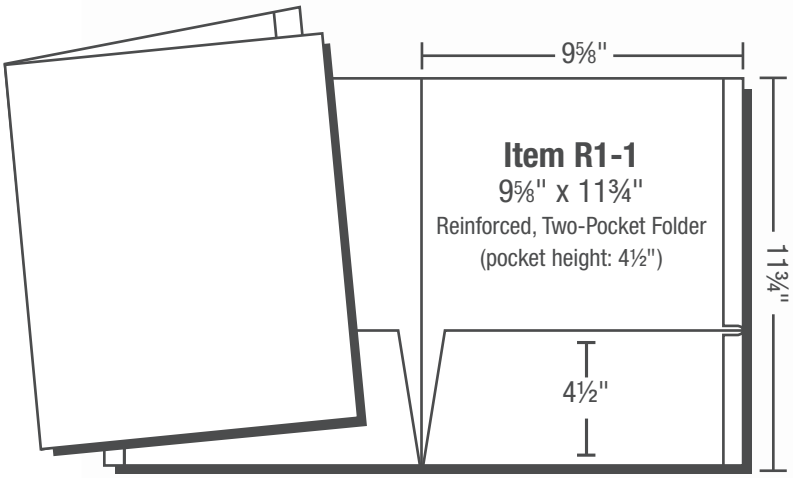


This right-pocket folder is the perfect solution when you don't need two pockets and want to add that little extra printing.

- One, right-side pocket
- Printed, foil stamped or embossed

Best Sellers

R1-1 Reinforced Pockets

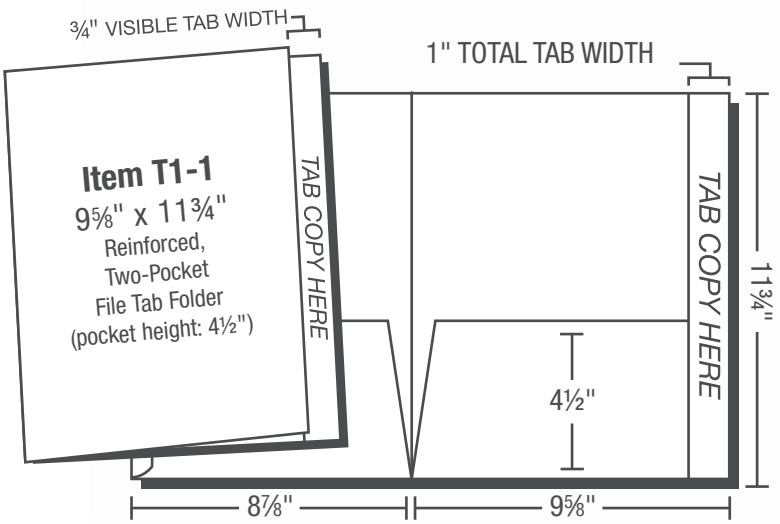


The reinforced folder is the perfect solution when your customer's folder needs to hold up to additional handling.

- Reinforced 4½" pockets
- Printed, foil stamped or embossed

The edges are folded and glued down to the inside for reinforcement.

T1-1 Reinforced Tab



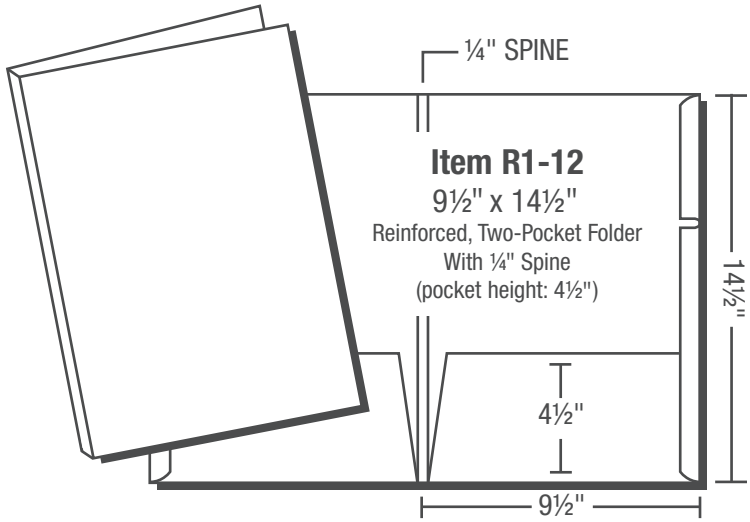
Reinforced and perfect for papers needing to be organized and filed in a folder. Full-length tab printing at no additional cost.

- Reinforced, full-length tab
- Both sides accommodate 8½" x 11" pages

Left pocket reinforcement is not glued down above the pocket for easy insertion of 8½" x 11" pages.

Best Sellers

R1-12 Reinforced Legal Size

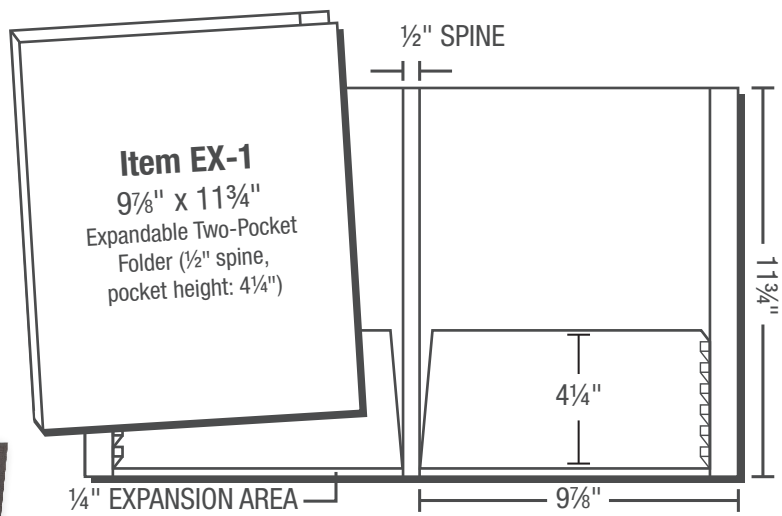


A favorite for legal documents, rental agreements and real estate forms, these are a must have for 8½" x 14" forms.

- ¼" spine for added capacity
- Reinforced sides for stability
- Printed, foil stamped or embossed

The reinforced sides are not glued from the notch down to allow better expansion and protect the edges of the paper.

EX-1 Large



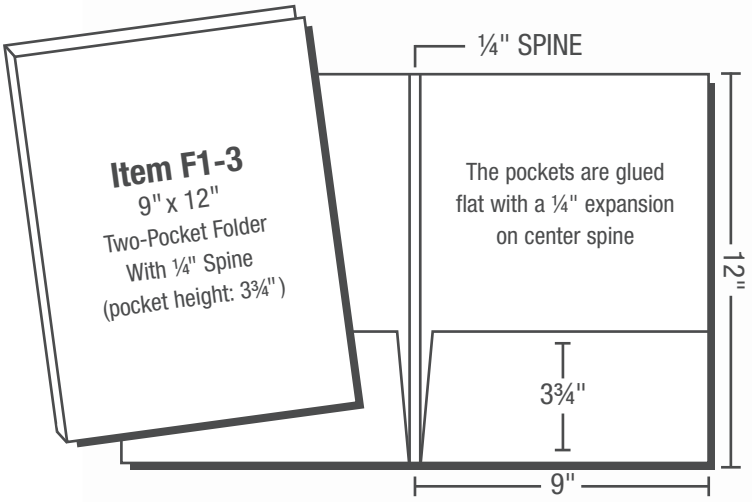
Great for fitting up to 50 sheets in one folder! These store with pockets flat, taking up less space than rigid box pocket folders.

- ½" spine for added capacity
- Expandable pockets for maximum capacity

Pockets remain flat until expanded up to ¼". We recommend the use of 16 pt. C1S for maximum durability.

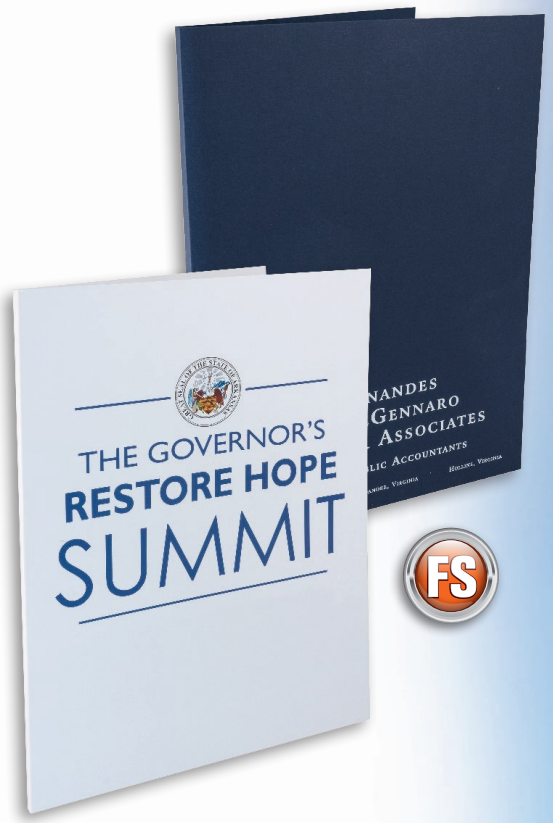
Best Sellers

F1-3 Expandable

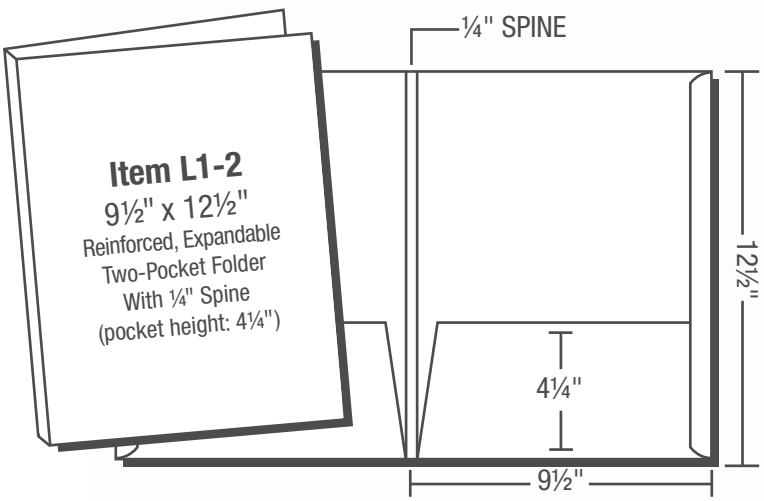


For the customer with a larger volume of documentation, this folder provides the additional capacity to keep documents organized and looking professional.

- Expandable ¼" spine for added capacity
- Printed, foil stamped or embossed



L1-2 Reinforced Expandable



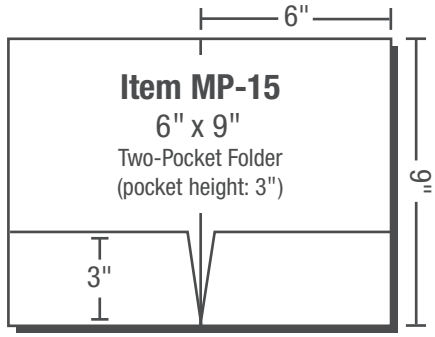
Reinforced AND additional capacity! What a perfect combination for a large volume of paperwork!

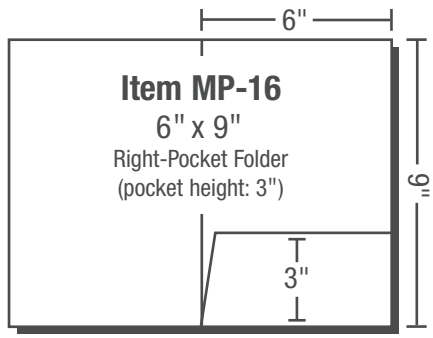
- Reinforced sides
- ¼" spine for added capacity

The reinforced sides of this folder are not glued down above the pockets which allows better expansion and protects the edges of the pages.

Best Sellers

MP-15, MP-16 6 x 9 Presentations

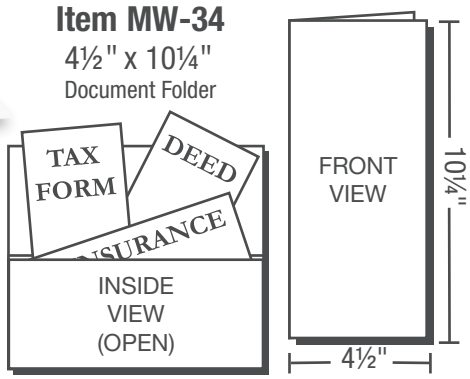




Bigger doesn't always mean better! These two options are commonly used by churches, caterers and medical offices.

- Business card slits available are H-1, H-2, H-4, E-1 and V-2
- Two pockets, or a single right pocket

MW-34 Document Folder



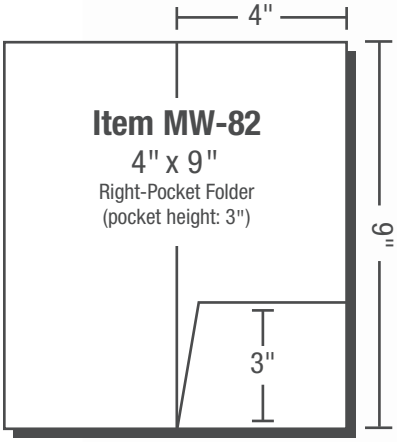
A favorite of auto dealers, tire stores and insurance companies. This wallet-style folder is perfect for storing 8½" x 11" folded documents.

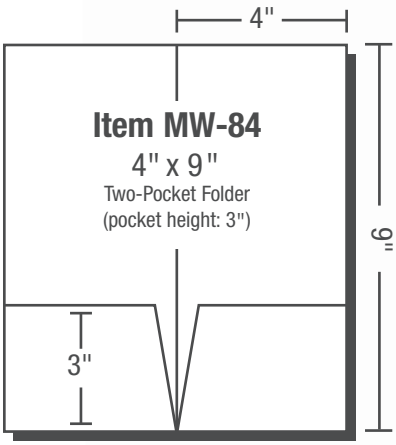
- Printed, foil stamped or embossed
- Standard business card slits are available

This wallet-style folder has many uses. Its wide pouch is glued at both ends. This folder is shipped open.

Best Sellers

MW-84, MW-82 4 x 9 Presentations





These mini-pocket folders are perfect for gift certificates, checks and other small, flat materials!

- Business card slit E-1, H-2 and V-2
- One or two pockets
- Optional inside printing

Popular

When it comes to our folders, the possibilities are endless. You've seen our best sellers, now look through our other popular folders. For more details and pricing, call one of our expert customer service representatives today!

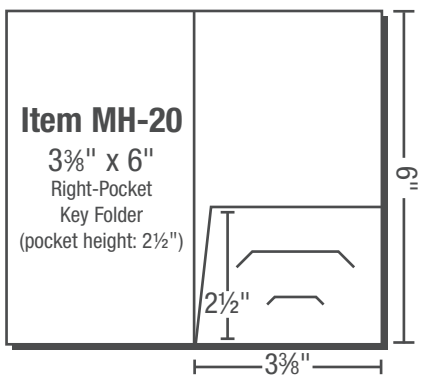
Key Folder

For all hotels, from cozy bed & breakfasts to exclusive resorts, these are ideal and informative. Each has the option of holding either a metal key or a keycard.

MH-20 **3⅜" x 6"**
Right pocket (pocket height: 2½")

MH-21 **3⅜" x 6"**
Left pocket (pocket height: 2½")

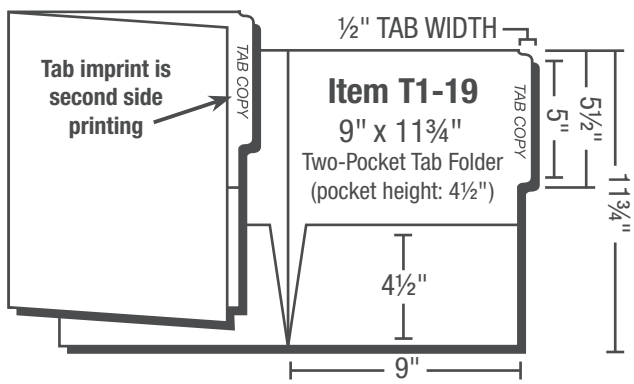
MH-36 **3⅜" x 6"**
2 pockets (pocket height: 2½")



Tab Folder

The tab extension on the back panel of this folder makes it perfect for clients to find in their files.

T1-19 **9" x 11¾"**
Two-pocket tab folder



Popular

Report Covers

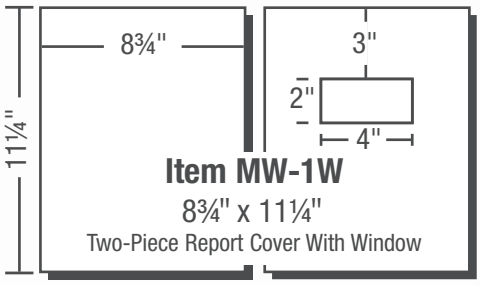
These two-piece report covers that easily change capacity and can be personalized for each client, when they use the window, are often a favorite for accountants. Choose a preferred method to bind them. Also available in one-piece covers for smaller capacity.

MW-1 **8¾" x 11¼"**
2 piece, no window

MW-1W **8¾" x 11¼"**
2 piece, window

MW-83 **9" x 12"**
1 piece, no window

MW-83W **9" x 12"**
1 piece, window



FS

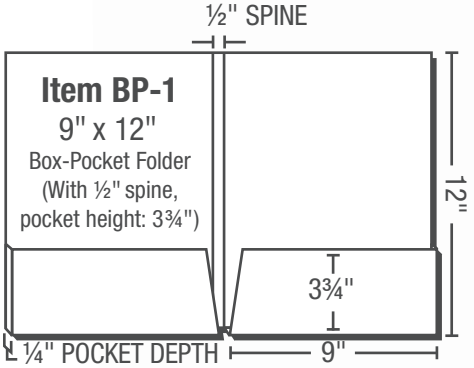
Box Pockets

Use these folders when a neat presentation for stacks of material is needed. High capacity, rigid box pockets are from ¼" to ½" deep. These folders are delivered open.

BP-1 **9" x 12"**
½" spine, ¼" deep and 3¾" high pockets

BP-2 **9" x 12"**
¾" spine, ⅜" deep and 3¾" high pockets

BP-3 **9" x 12"**
1" spine, ½" deep and 3¾" high pockets

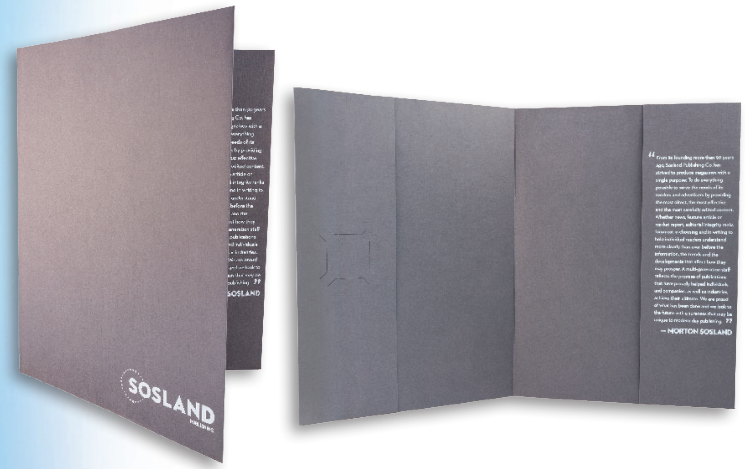


FS

*LTL Shipping only to prevent damage.

Popular

Vertical Pockets

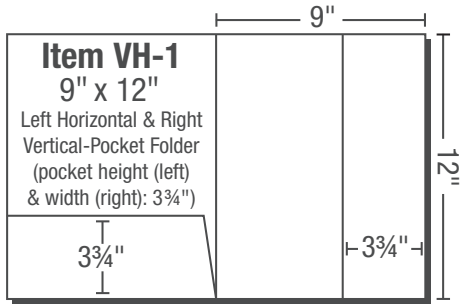


For a distinct presentation that will make the recipient sit up and take notice, vertical pocket folders are the way to go!

VH-1 **9" x 12"**
2 pockets - 1 left horizontal and 1 right vertical

VP-1 **9" x 12"**
1 pocket - vertical on right side

VP-2 **9" x 12"**
2 pockets - vertical on right side and left side



FS

Tri-Panel

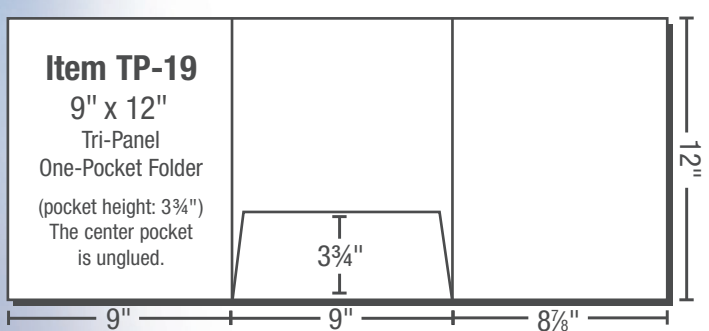
FS

Pack a punch into your presentation with a tri-panel folder. Use both sides for a unique message and still provide handouts with one to three pockets.

TP-18 **9" x 12"**
2 pockets - 1 on left side, 1 on right side, no center pocket

TP-19 **9" x 12"**
1 pocket - center only, pocket is not glued

TP-20 **9" x 12"**
3 pockets - 1 on each panel, left, center and right, center pocket is not glued



3-Ring Paper Binders

All 3-ring paper binders include a durable plastic Tuffy® binding attachment with a side-snap closure. A traditional metal 3-ring binding attachment is available at an additional cost.

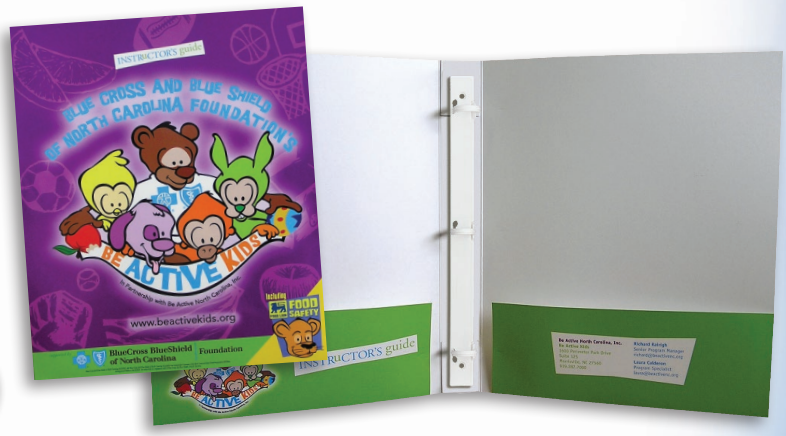
BI-2 **9 13/16" x 12"**
1" spine, no pockets

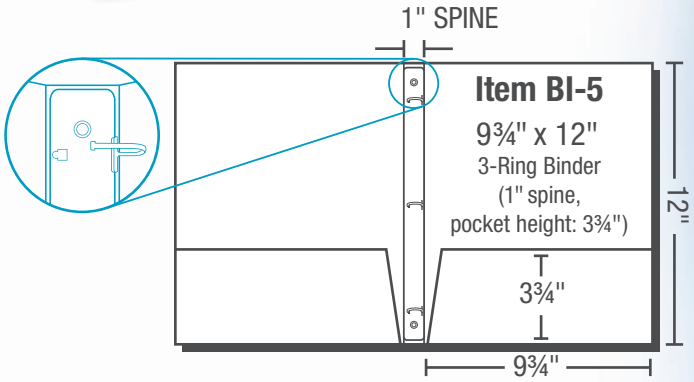
BI-3 **10" x 12"**
1½" spine, no pockets

BI-5 **9¾" x 12"**
1" spine, 2 pockets - 3¾" high

BI-6 **10" x 12"**
1½" spine, 2 pockets - 3¾" high

Heavy stock recommended





Portfolios

These flat portfolios are folded on the center score and glued down on the side edges. Optional round Velcro® closures in white are available for an additional cost.

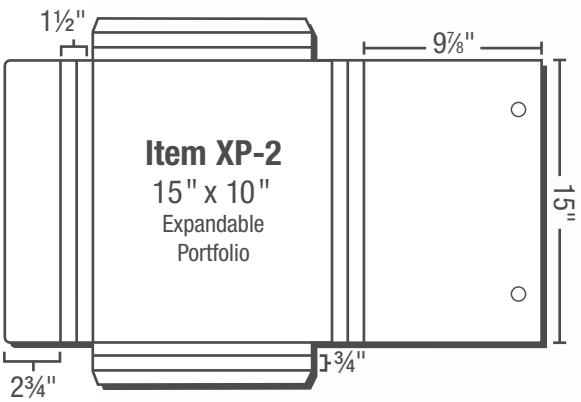
PO-1 **13" x 10"**
Not expandable

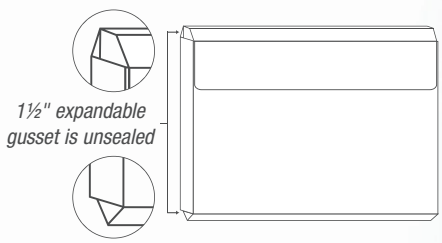
PO-2 **15" x 10"**
Not expandable

XP-1 **12" x 9"**
Expandable

XP-2 **15" x 10"**
Expandable

Heavy stock recommended





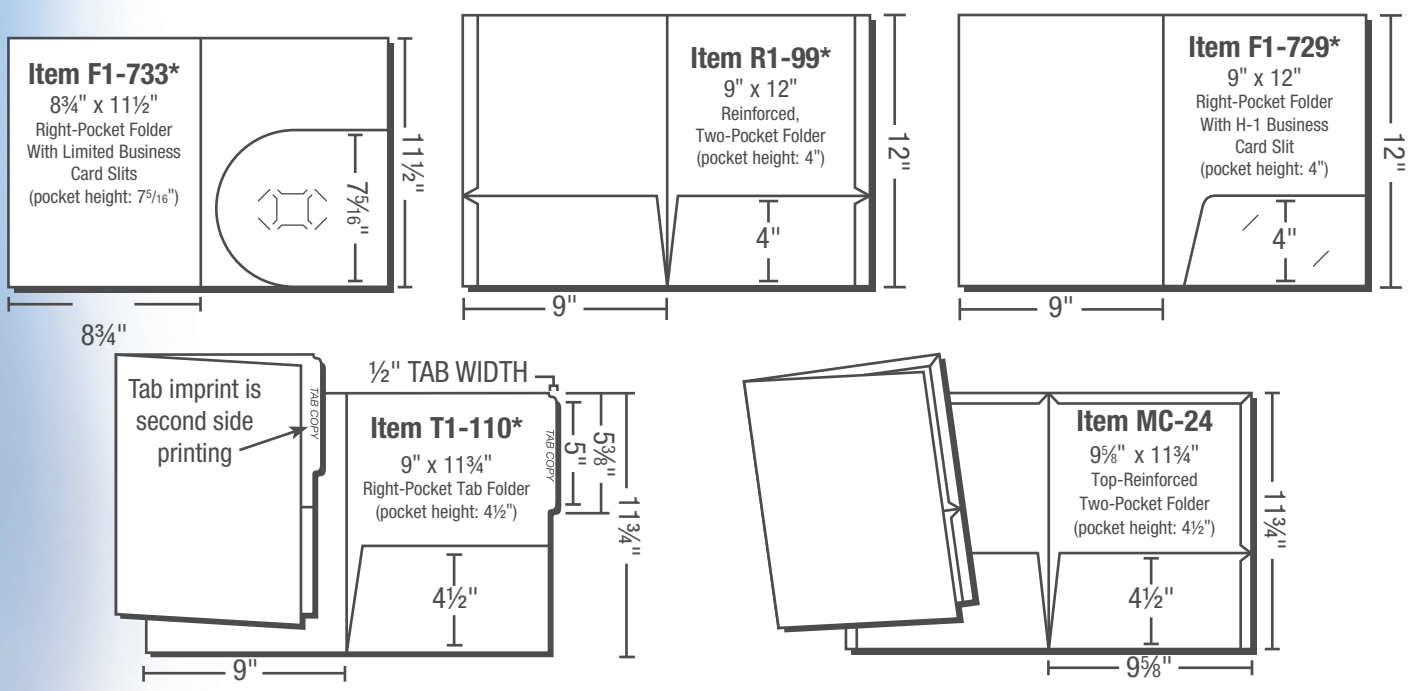
Popular

To create a custom look without the added costs, we have hundreds of non-standard dies. Call or email us with your specific requirements. If we can't find an existing die to meet your unique need, we can create one.

Custom Folders

TP-287†

†Center pocket does NOT glue.
Right pocket glues on right side only.



**Examples only. Custom folders not limited to these options.*

Call customer service for more options!

Present in style! Any business, small or large, can present their materials with a unique flair. With more than 100 stock dies, you can create that long-lasting impression. Many of our die patterns are industry specific and can be accompanied with **STOCKart** for a quick and easy design.

Imagine the possibilities!

Shapes or Basic:

- Rectangles
- Circles
- Business Card Folders
- Gift Card Folders
- Holiday

City Skylines:

- Atlanta
- Chicago
- Las Vegas
- New York
- San Francisco

Industry Specific:

- Healthcare
- Entertainment
- Service
- Automotive
- Education

F1-1S005

Go to folderexpress.com to learn what dies and **STOCKart** *are available.*

F1-1S067

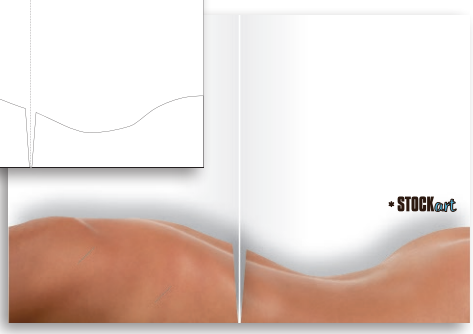
Get noticed with custom pockets!

We can help make your folder designs a reality with custom pockets that say a lot about your company.

Restrictions to keep in mind:

- Pocket height must be no more than 7" from the bottom of the folder.
- The design cannot have any cut-ins, as the scrapping would rip the pocket.
- The glue tabs require a minimum area of 3¾" x 1" on the outside edge of each pocket.
- The central notch cut of the pockets must end in the “v” shape angle.

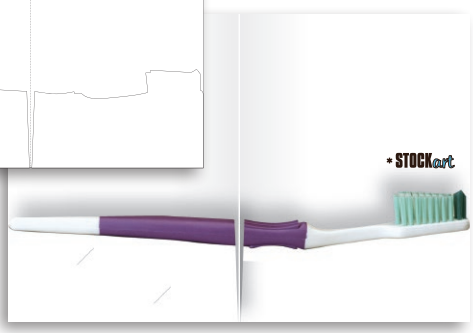
F1-1S006



F1-1S007

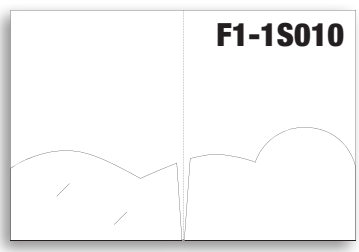
*Alternate business card slit option.

F1-1S008

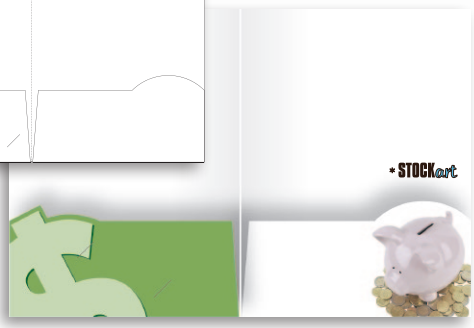


F1-1S009

F1-1S010



F1-1S011



F1-1S012

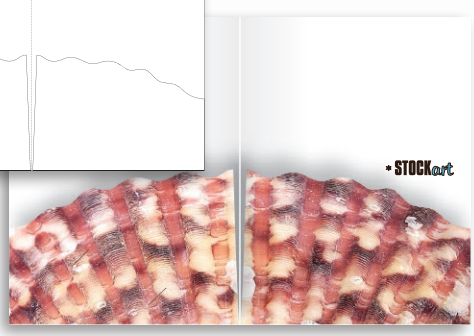
F1-1S013

F1-1S075

*Alternate business card slit option.

F1-1S014

F1-1S015

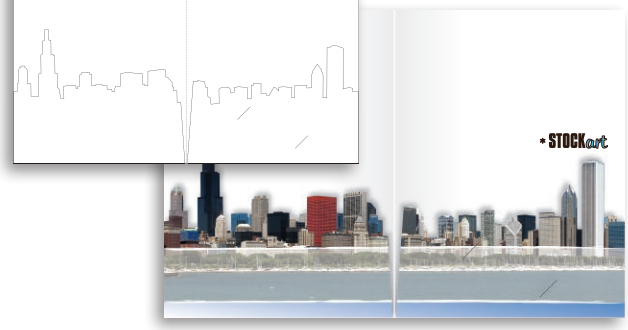


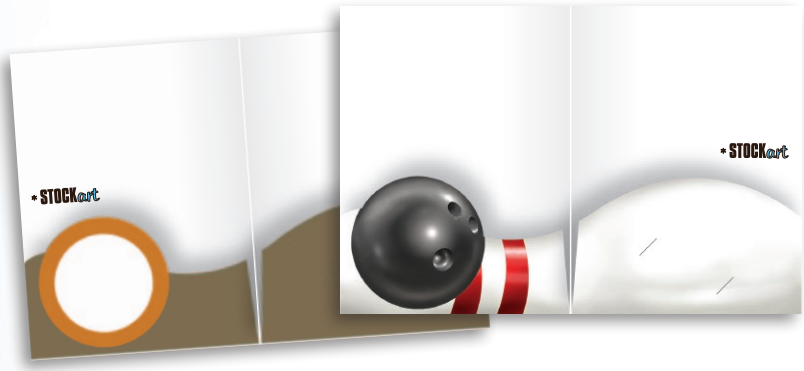
F1-1S016

Sculptured Pockets®

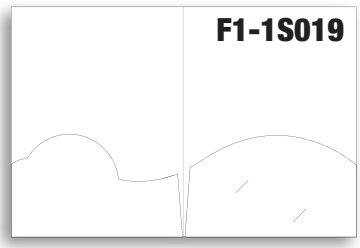
F1-1S017

F1-1S018





F1-1S019

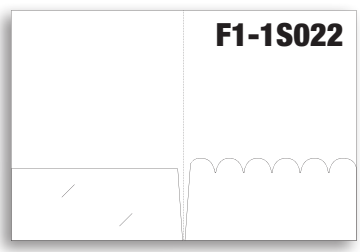


*Alternate business card slit option.

F1-1S020

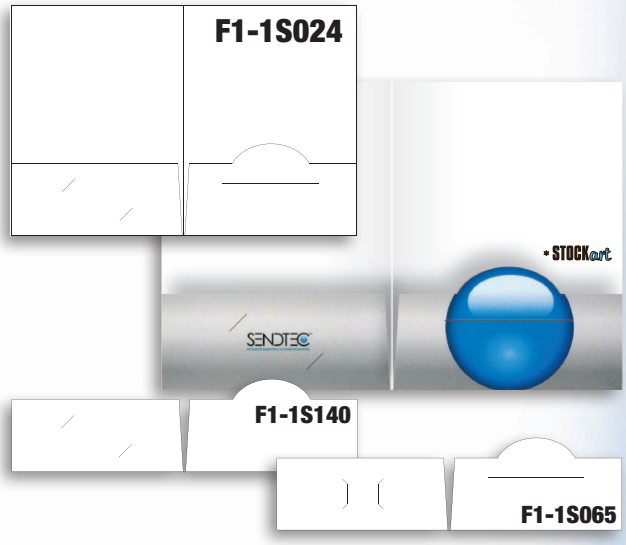
F1-1S021

F1-1S022



F1-1S023

F1-1S024

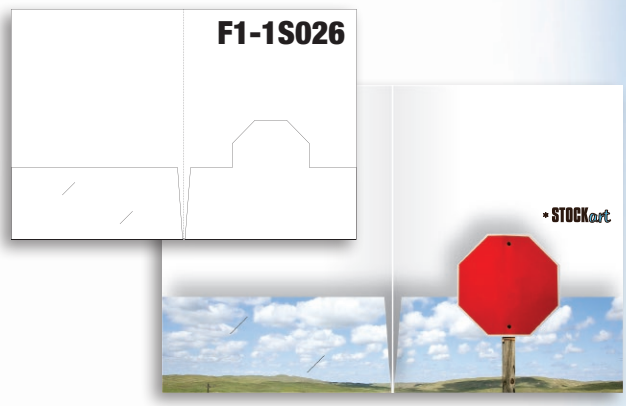


*Alternate business card slit options.

F1-1S025

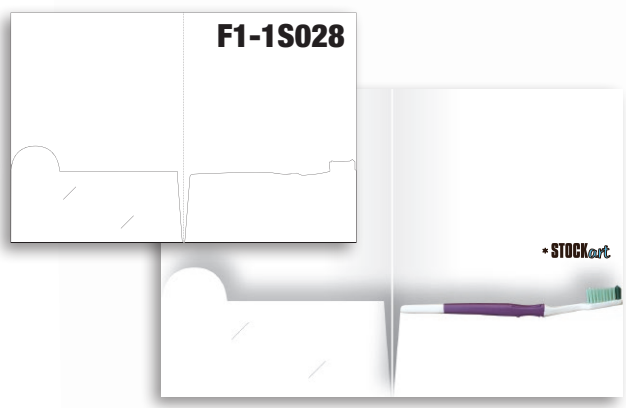
*Alternate business card slit options.

F1-1S026



F1-1S027

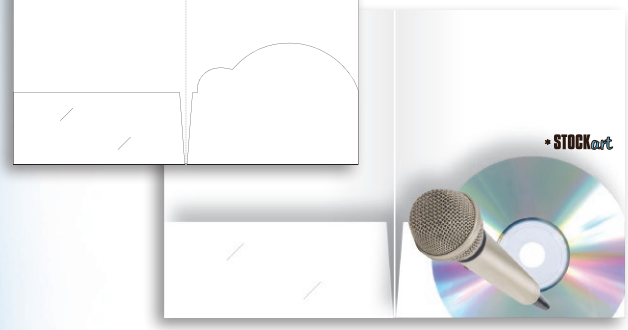
F1-1S028



F1-1S029

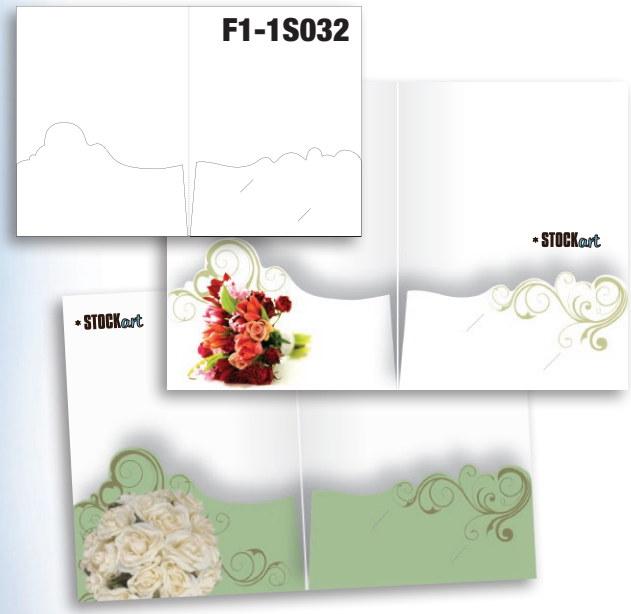
Sculptured Pockets®

F1-1S030

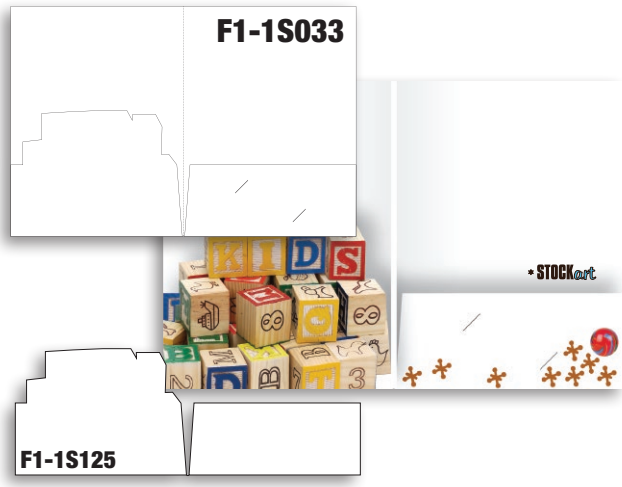


F1-1S031

F1-1S032



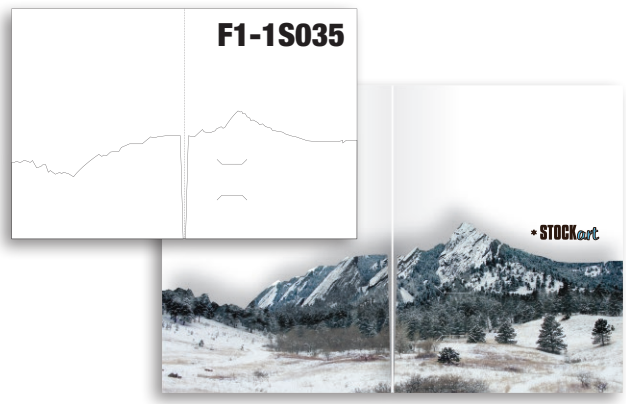
F1-1S033



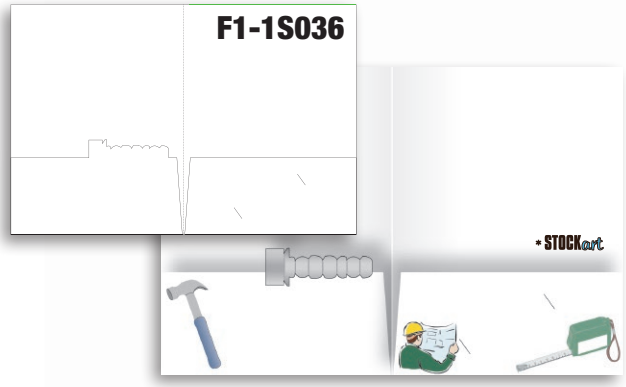
*Alternate business card slit option.

F1-1S034

F1-1S035

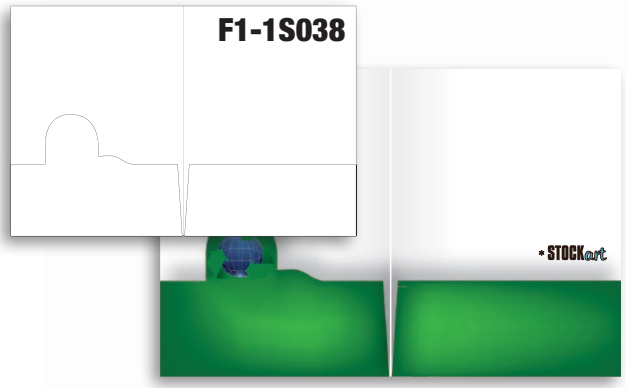


F1-1S036

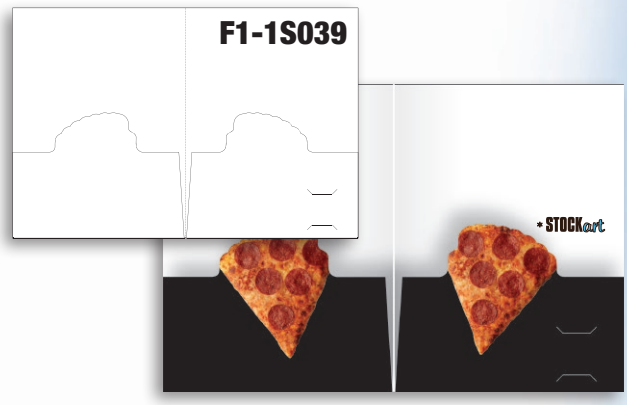


F1-1S037

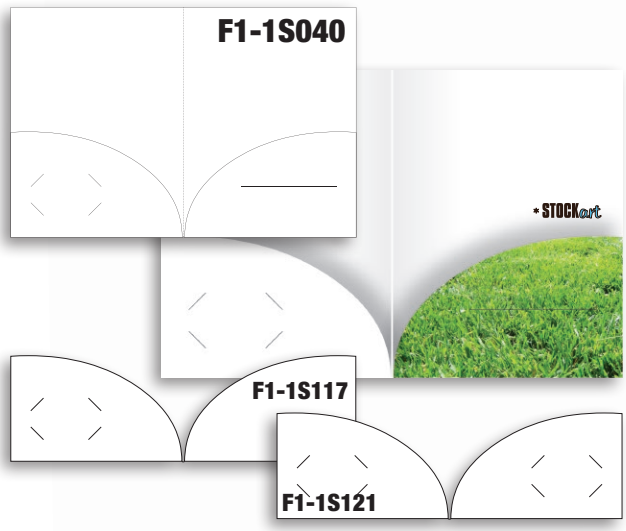
F1-1S038



F1-1S039

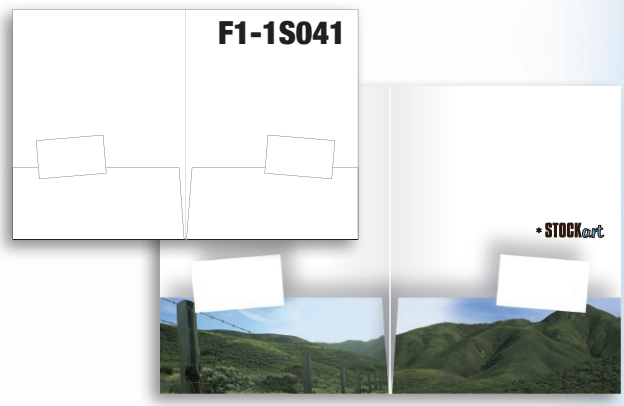


F1-1S040

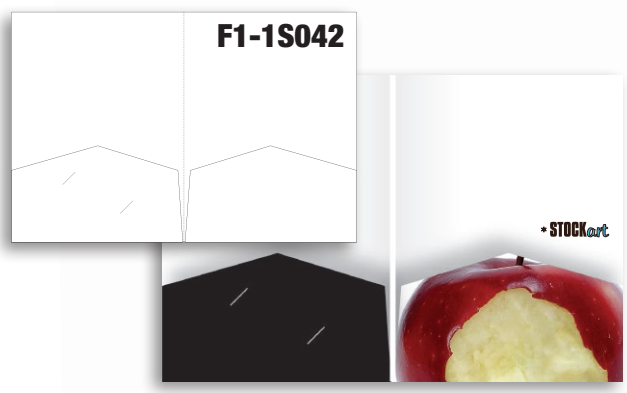


*Alternate business card slit options.

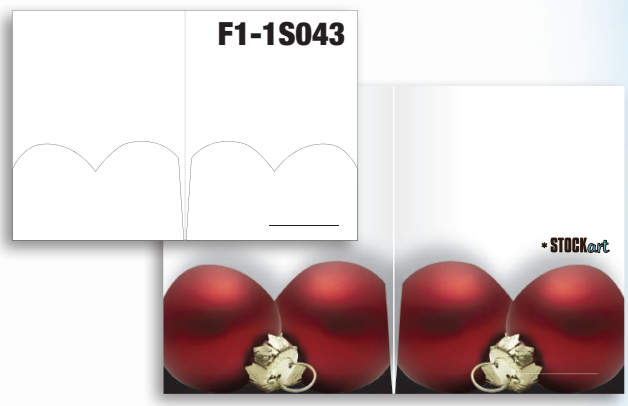
F1-1S041



F1-1S042



F1-1S043



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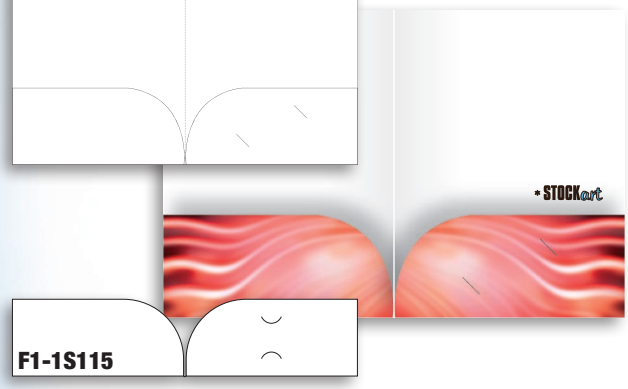
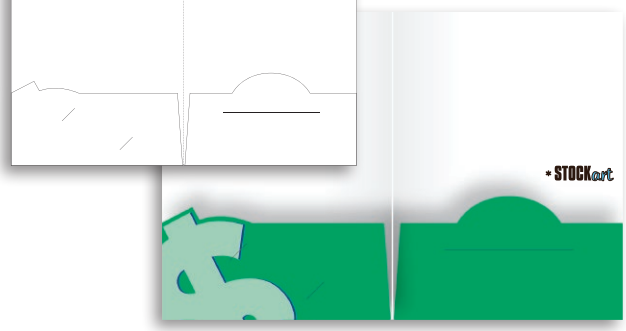


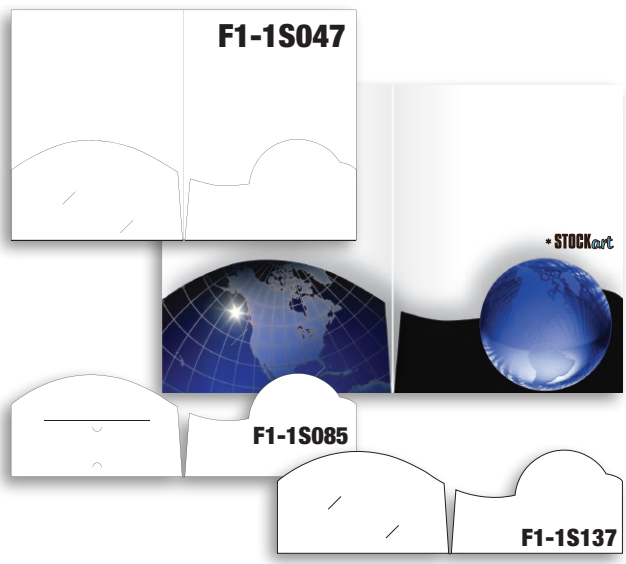
*Alternate business card slit options.

F1-1S045



F1-1S046

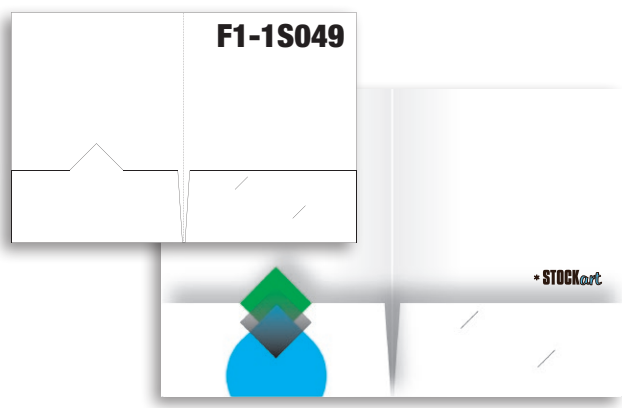
F1-1S047



*Alternate business card slit options.

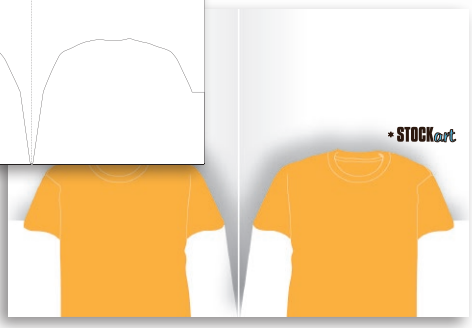
F1-1S048

F1-1S049

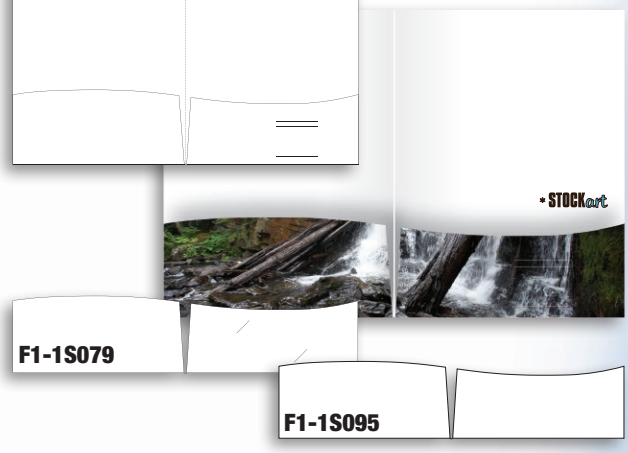


Sculptured Pockets® can and will make a difference. Try some of the **STOCKart** options to get you started on your design.

F1-1S050

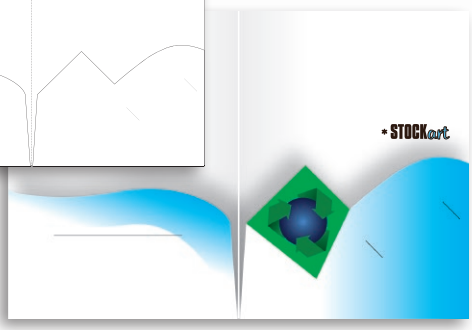


F1-1S051

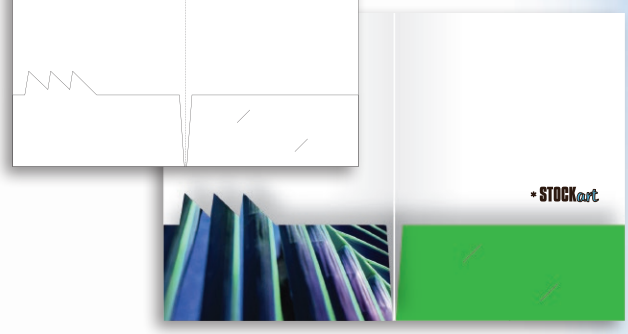


*Alternate business card slit options.

F1-1S052

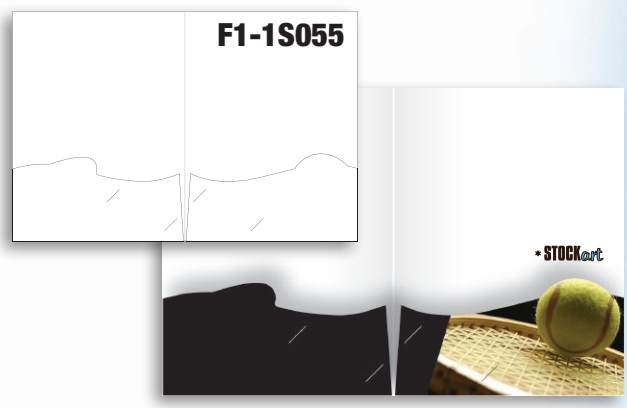


F1-1S053



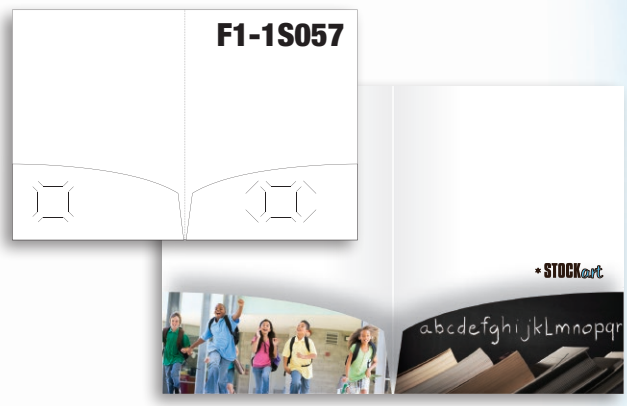
F1-1S054

F1-1S055



F1-1S056

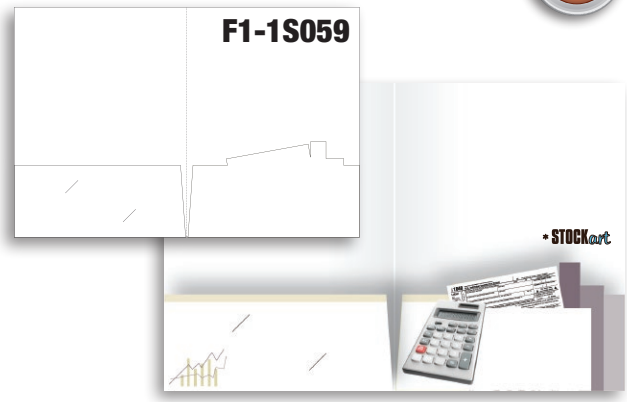
F1-1S057



F1-1S058

*Alternate business card slit options.

F1-1S059



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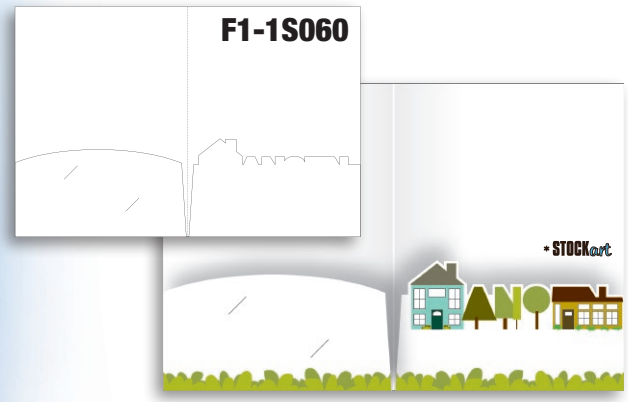
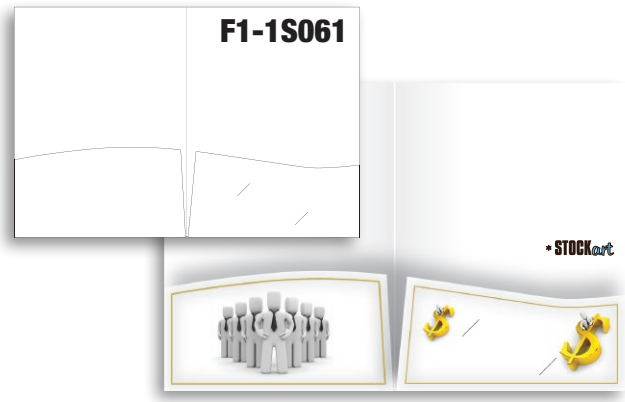
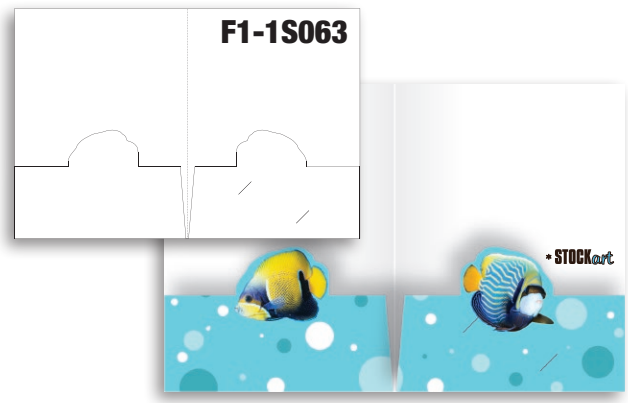


F1-1S061

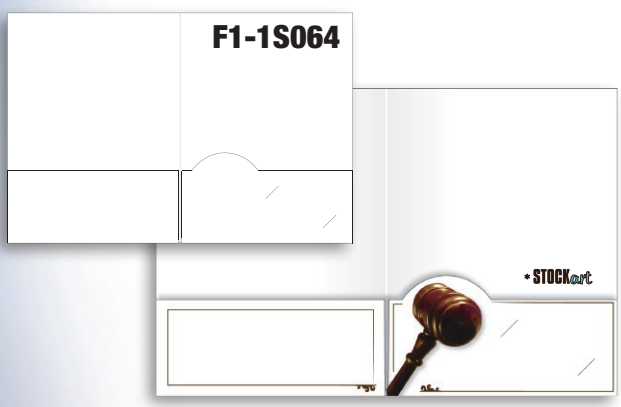


F1-1S062

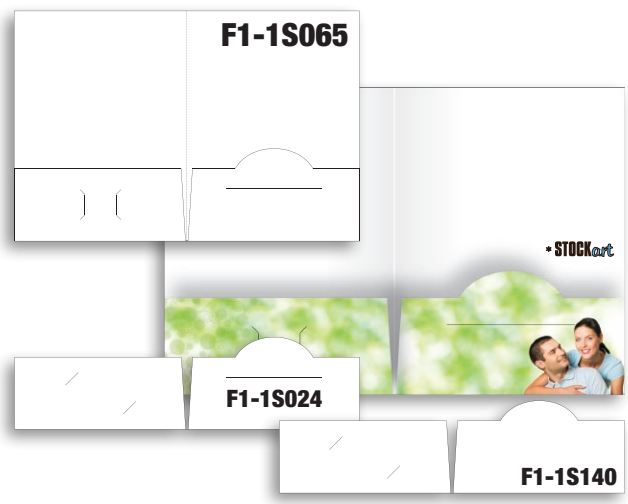
F1-1S063



F1-1S064

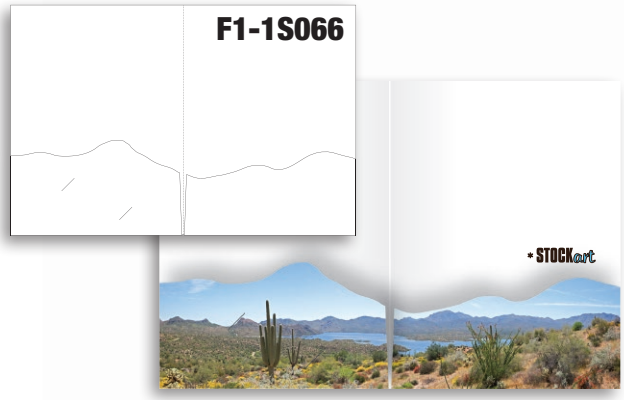


F1-1S065

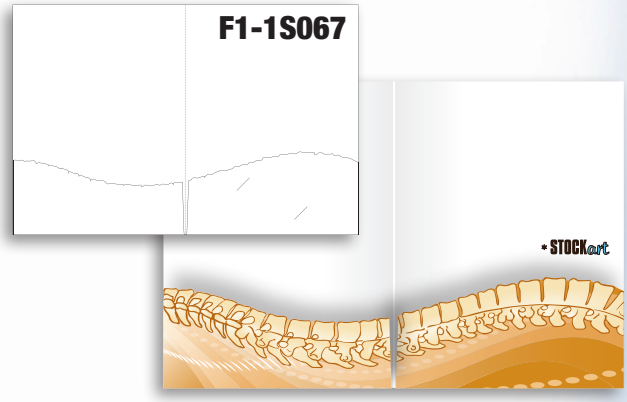


*Alternate business card slit options.

F1-1S066



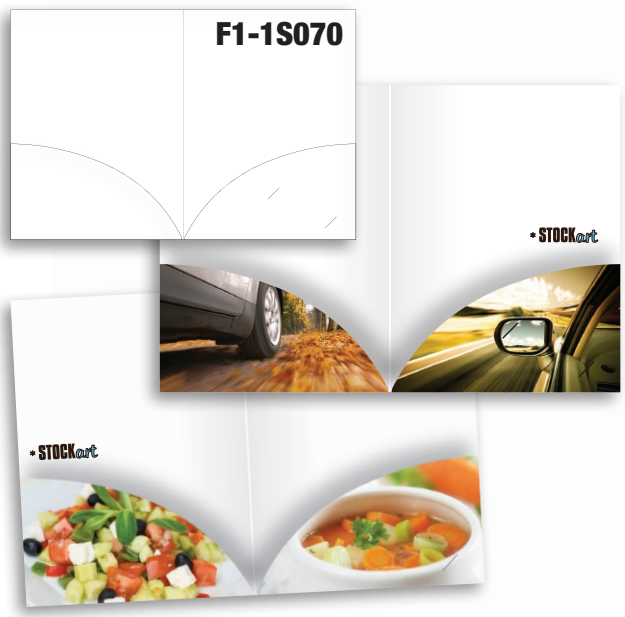
F1-1S067



F1-1S068

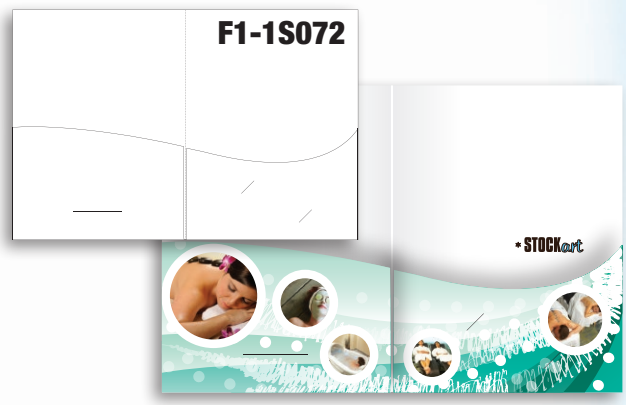
F1-1S069

F1-1S070

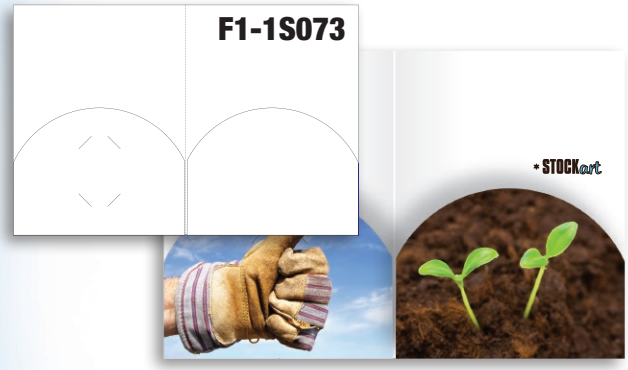


F1-1S071

F1-1S072

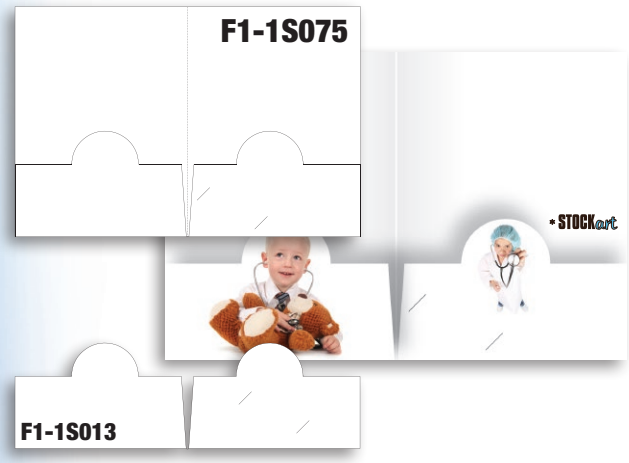


F1-1S073



F1-1S074

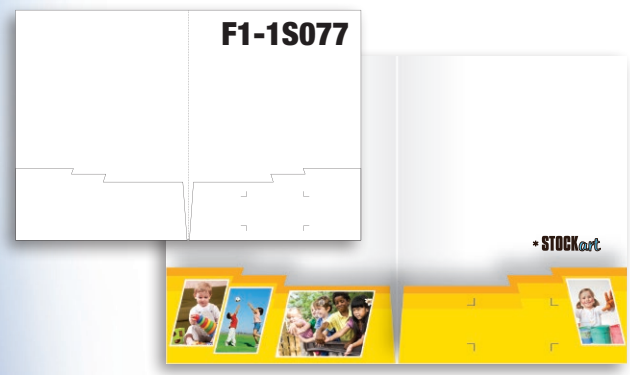
F1-1S075



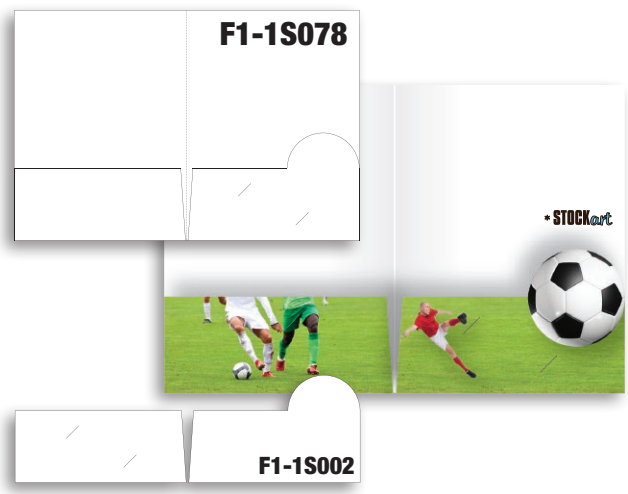
*Alternate business card slit option.

F1-1S076

F1-1S077

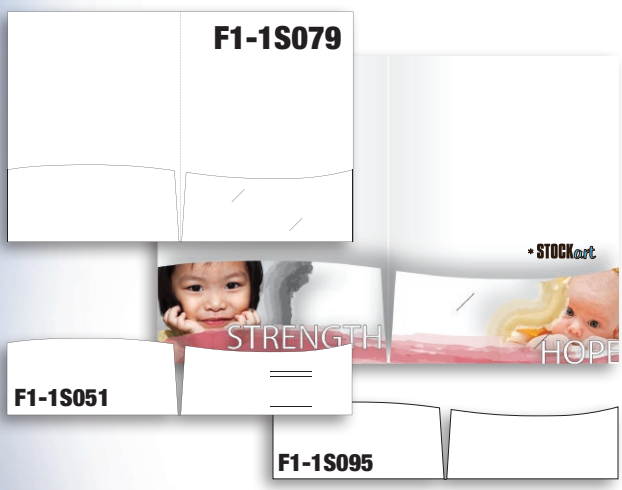


F1-1S078



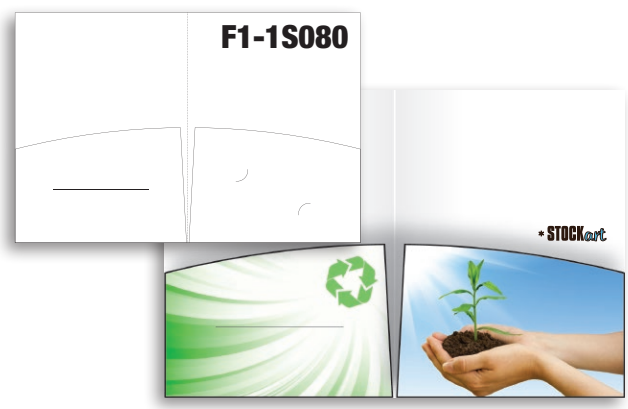
*Alternate business card slit option.

F1-1S079

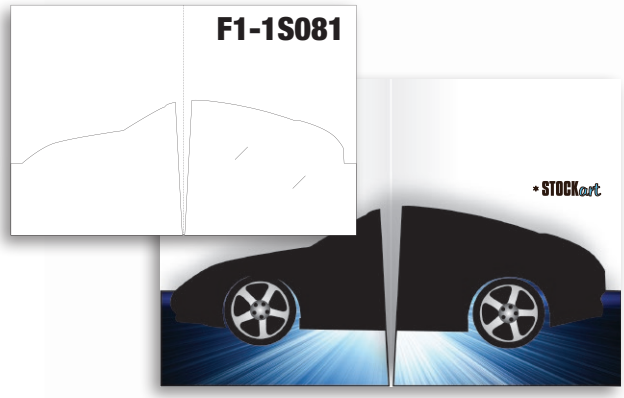


*Alternate business card slit options.

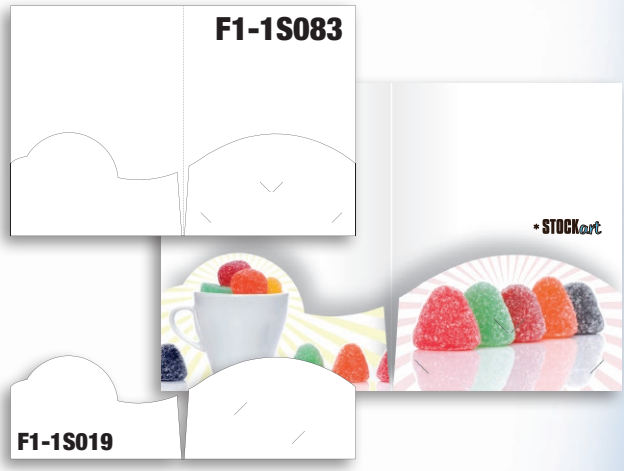
F1-1S080



F1-1S081

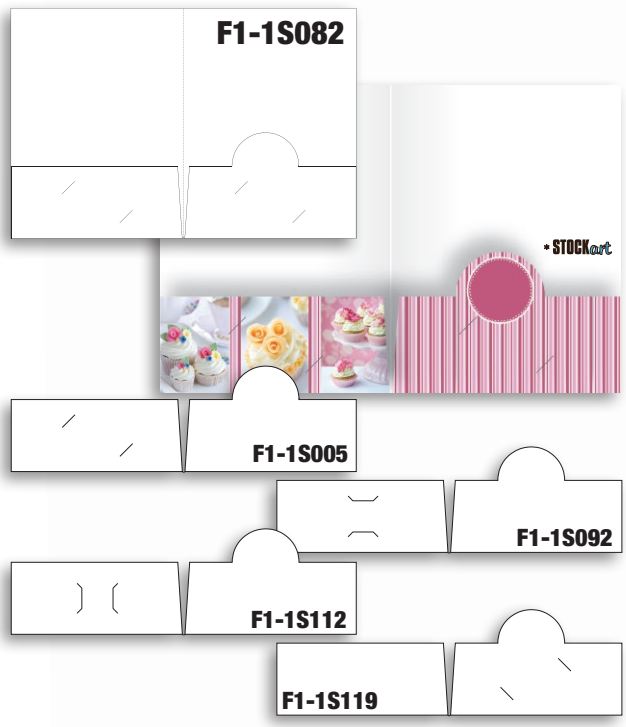


F1-1S083



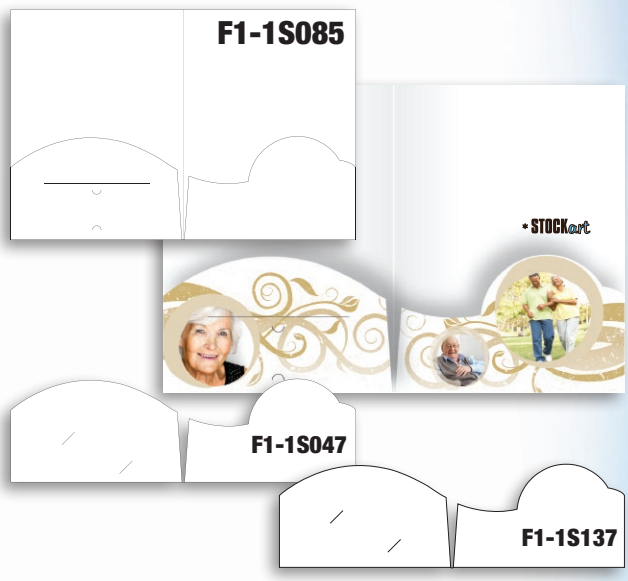
*Alternate business card slit option.

F1-1S082



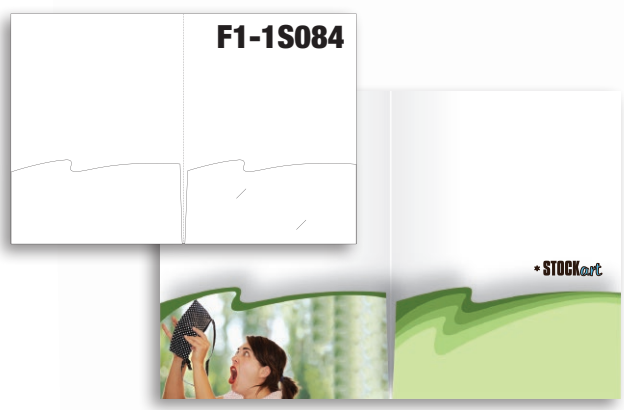
*Alternate business card slit options.

F1-1S085

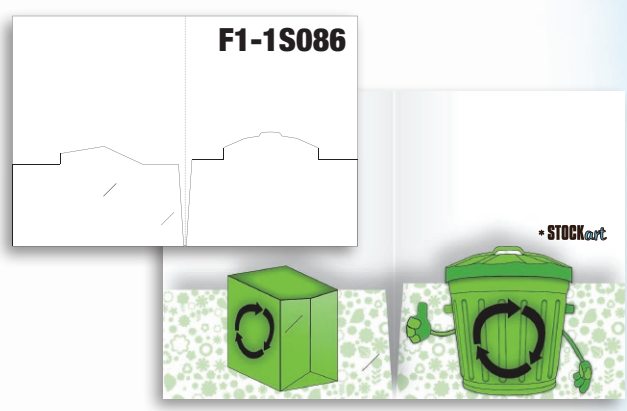


*Alternate business card slit options.

F1-1S084



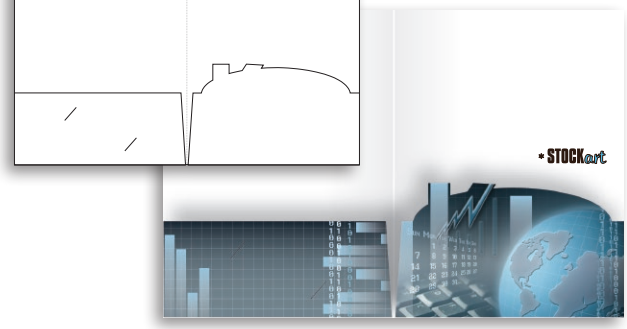
F1-1S086



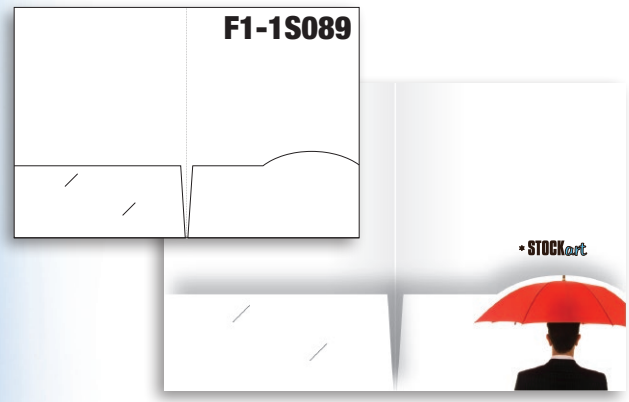
Sculptured Pockets®

F1-1S087

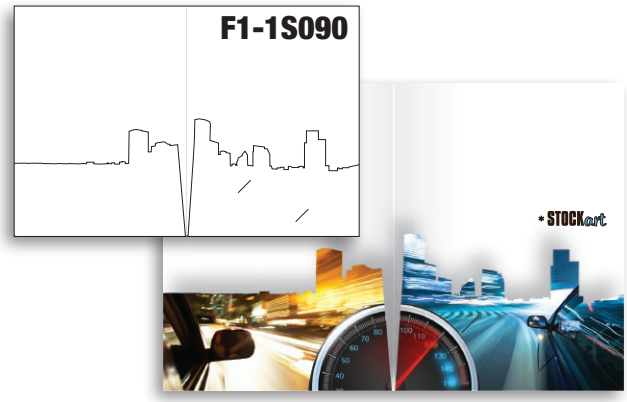
F1-1S088



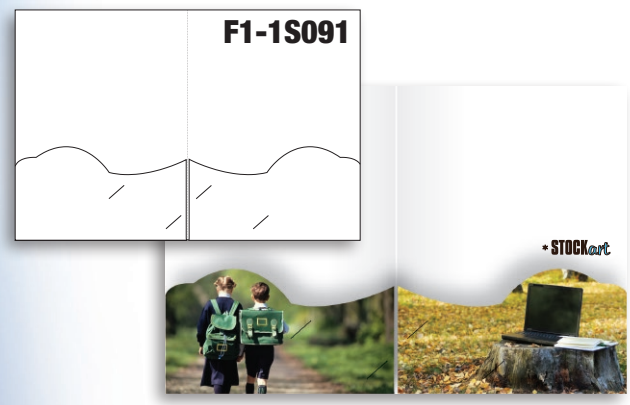
F1-1S089



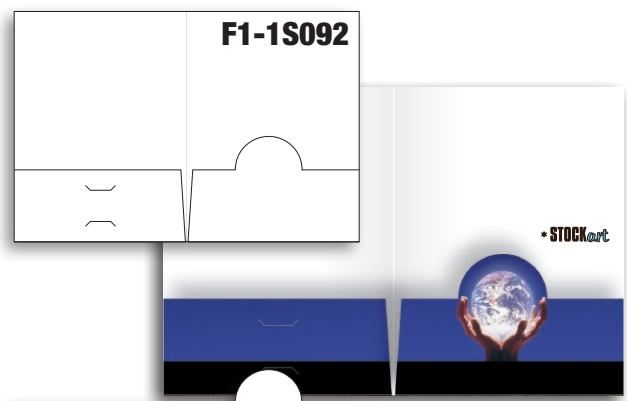
F1-1S090



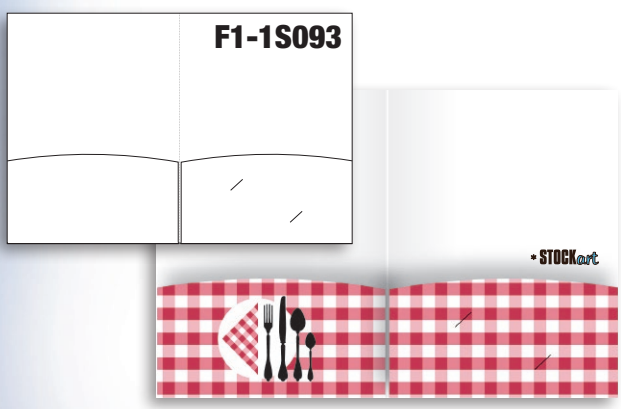
F1-1S091



F1-1S092



F1-1S093



F1-1S005

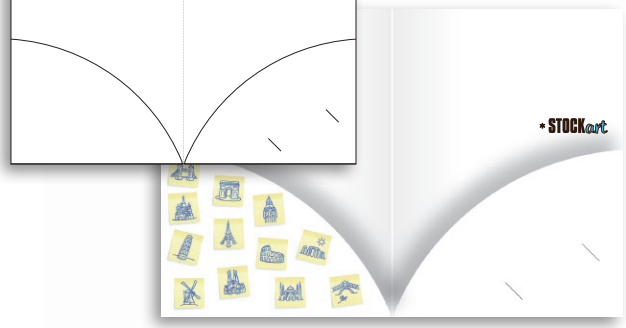
F1-1S082

F1-1S112

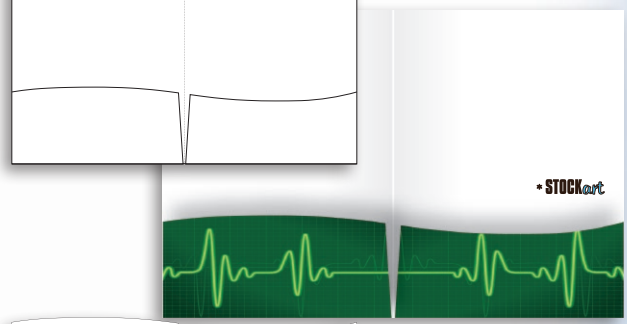
F1-1S119

*Alternate business card slit options.

F1-1S094



F1-1S095

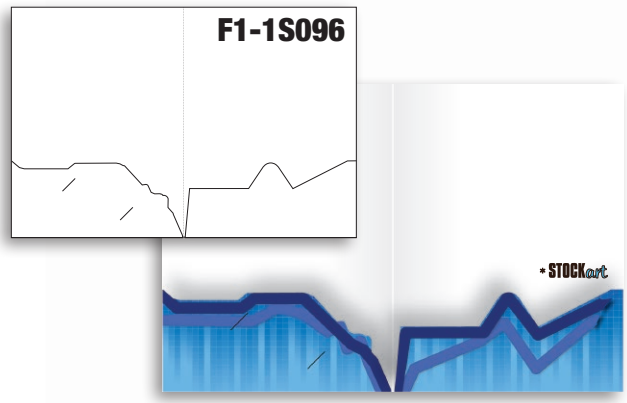


F1-1S051

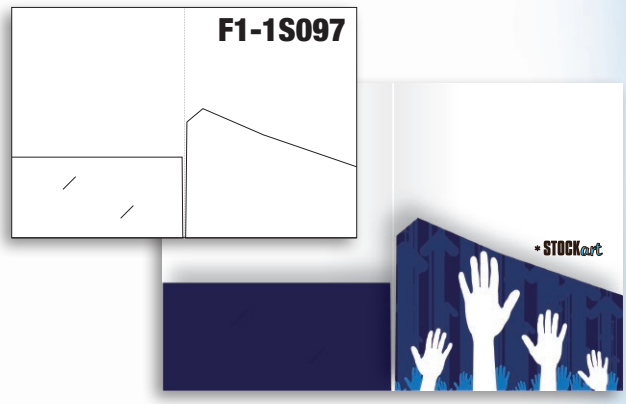
F1-1S079

*Alternate business card slit options.

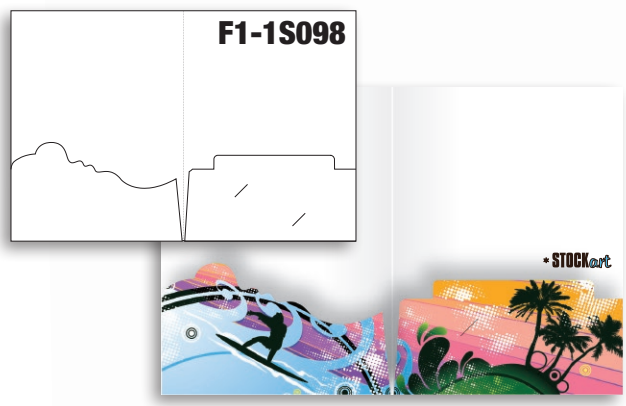
F1-1S096



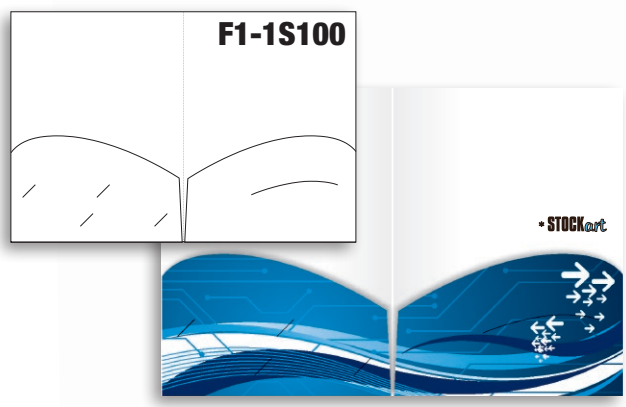
F1-1S097



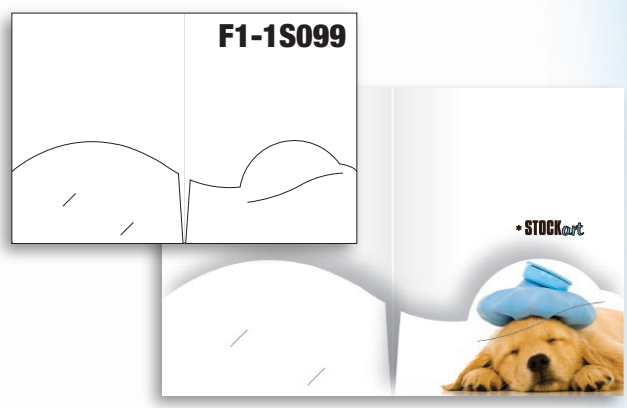
F1-1S098



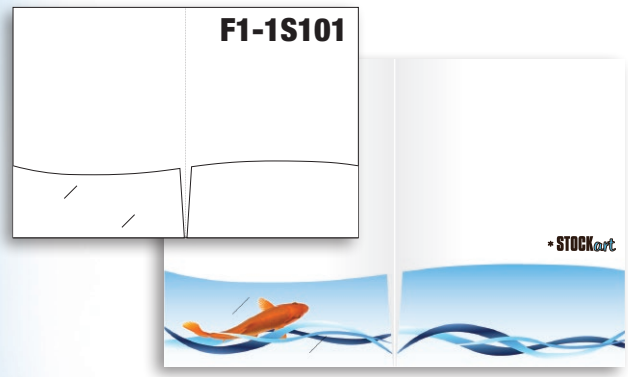
F1-1S100

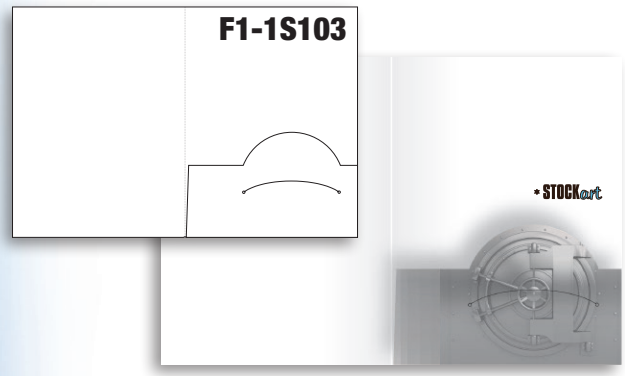


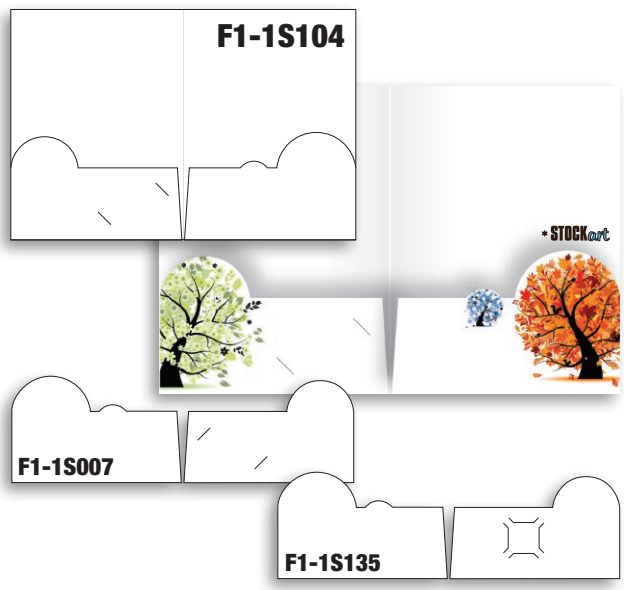
F1-1S099



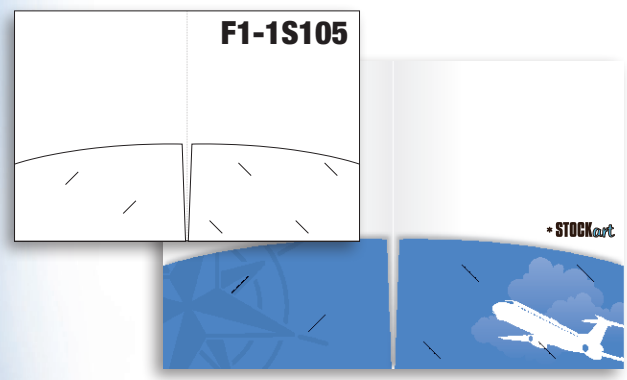
Sculptured Pockets®

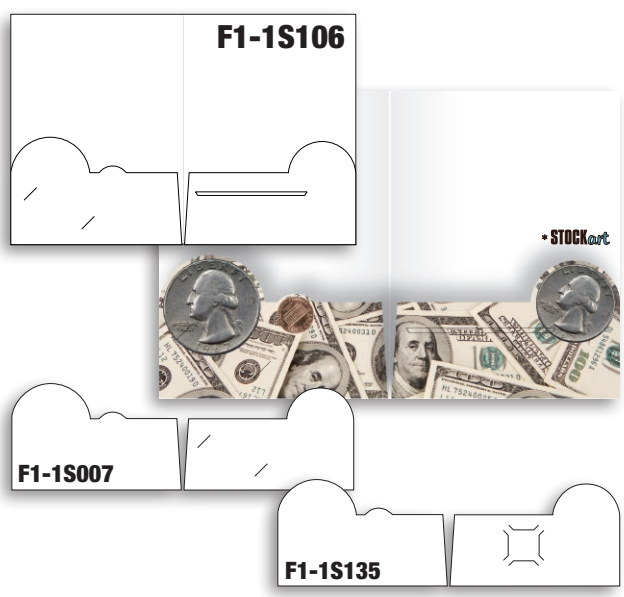




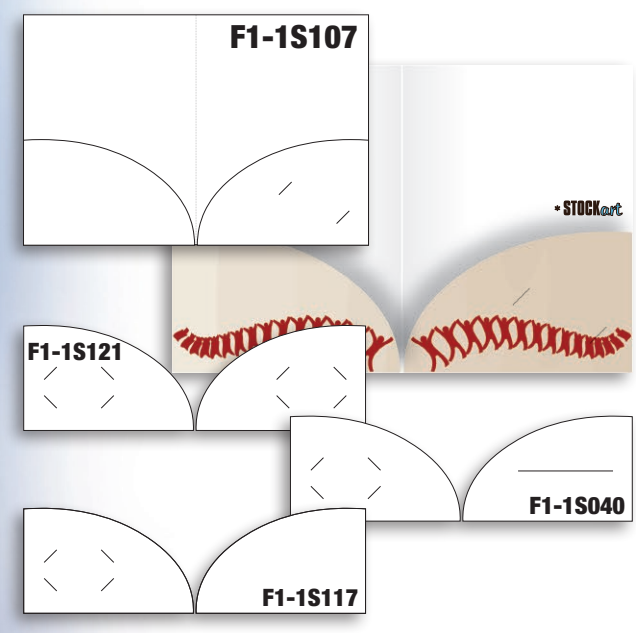


*Alternate business card slit options.



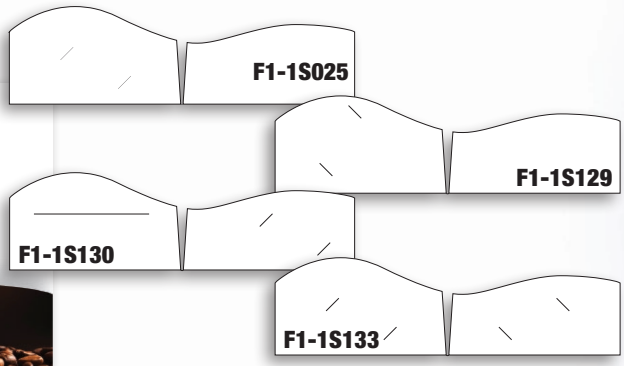


*Alternate business card slit options.



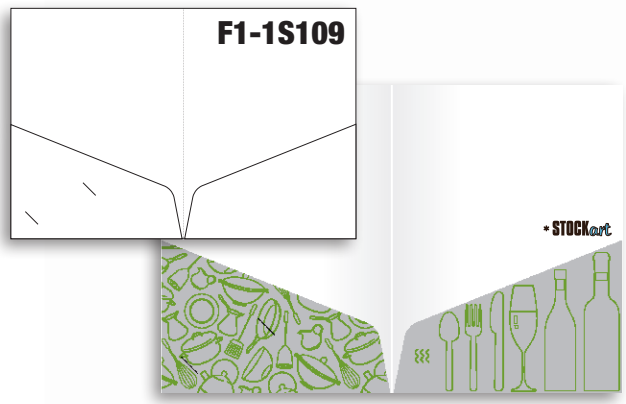
*Alternate business card slit options.

F1-1S108

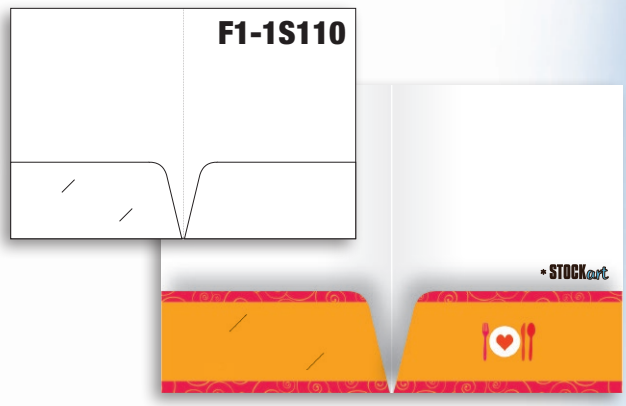


Alternate business card slit options.

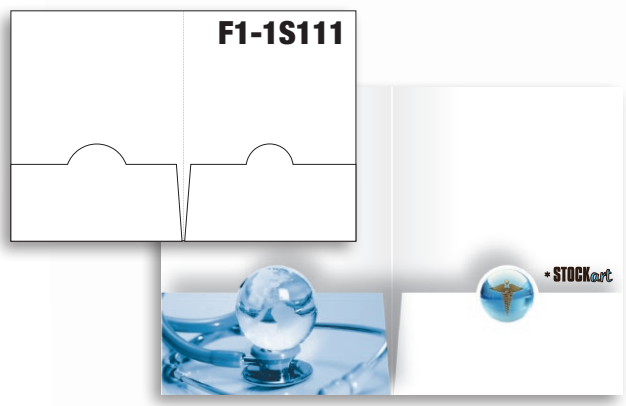
F1-1S109



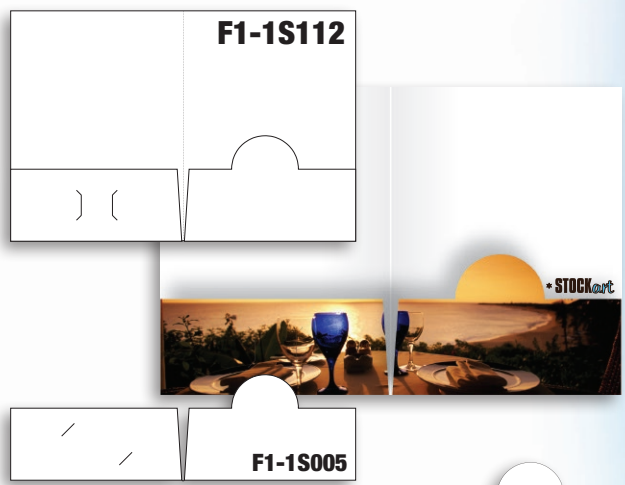
F1-1S110



F1-1S111

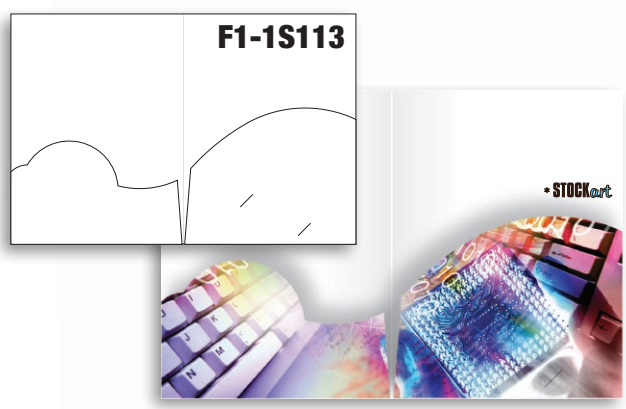


F1-1S112

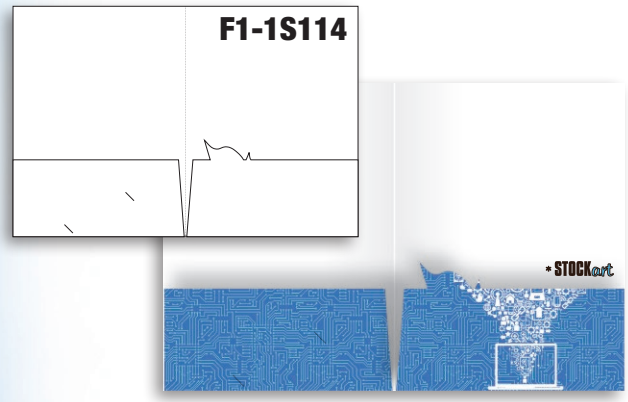


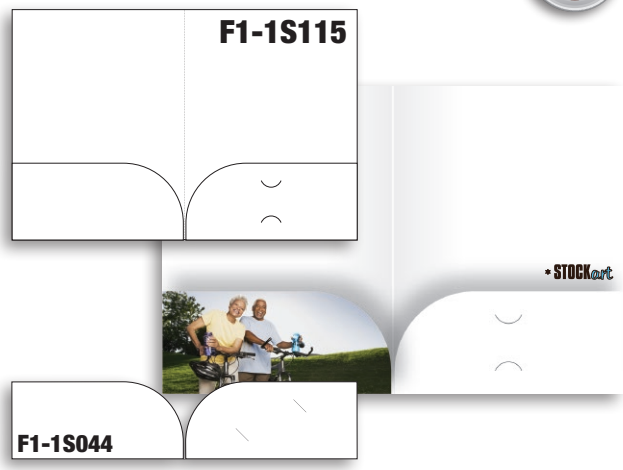
Alternate business card slit options.

F1-1S113

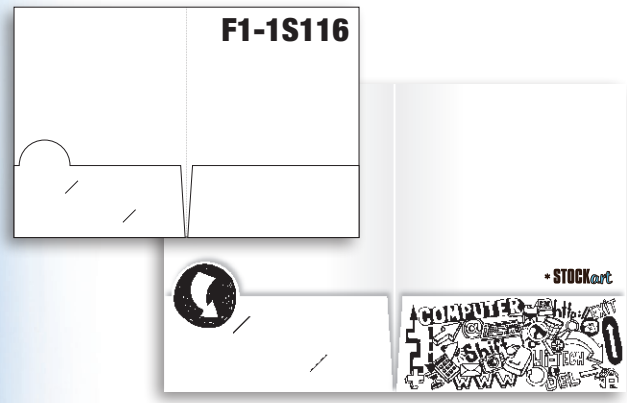


Sculptured Pockets®

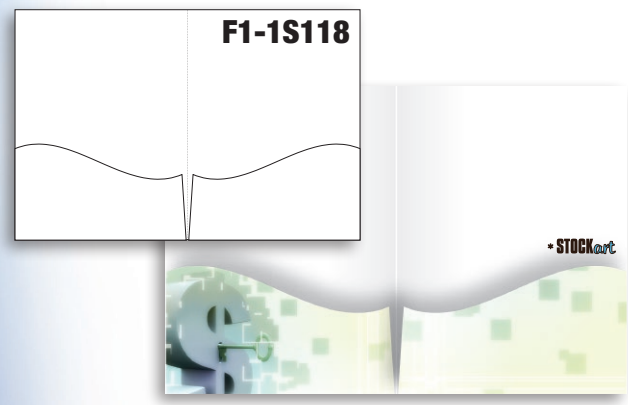


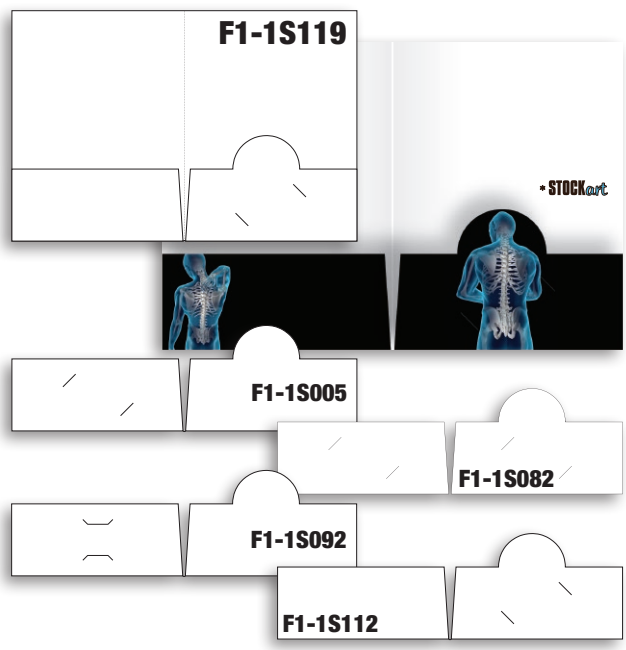


*Alternate business card slit option.

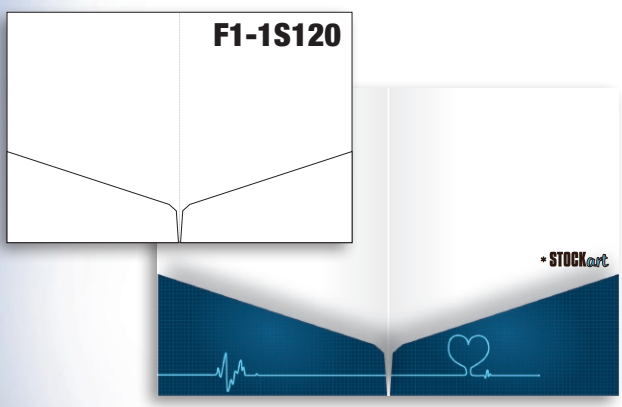


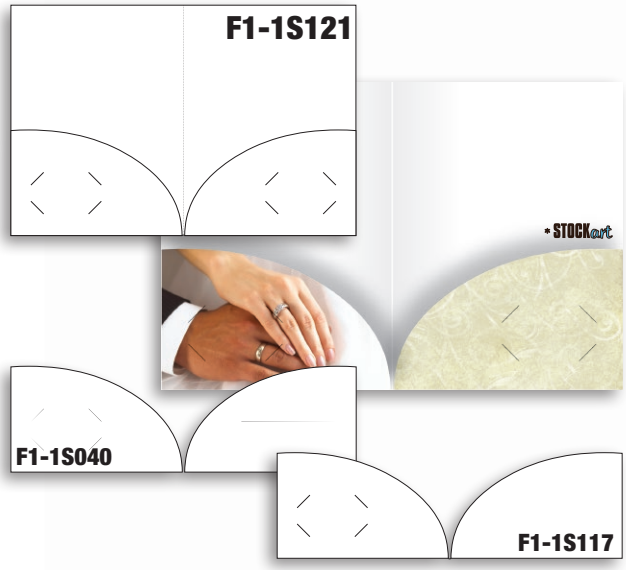
*Alternate business card slit options.



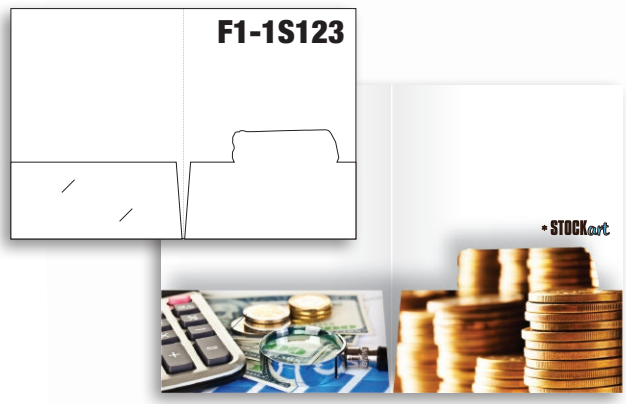


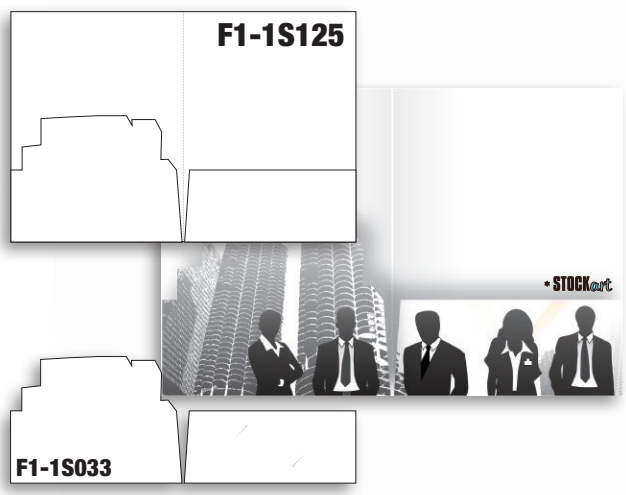
*Alternate business card slit options.



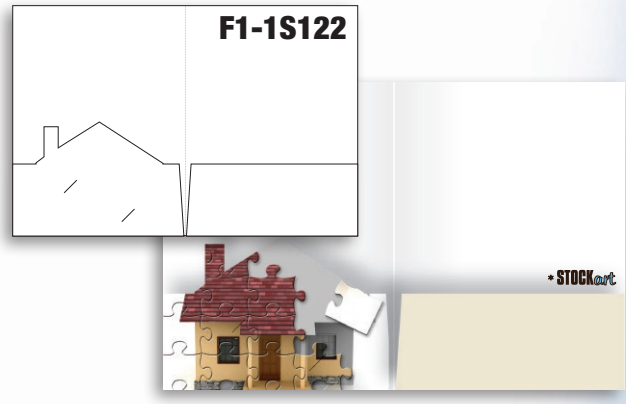


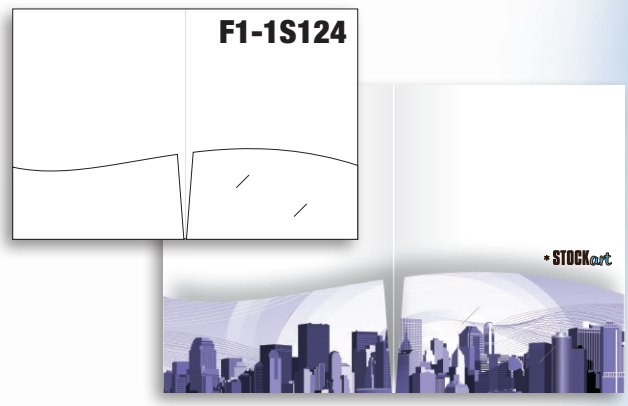
*Alternate business card slit options.

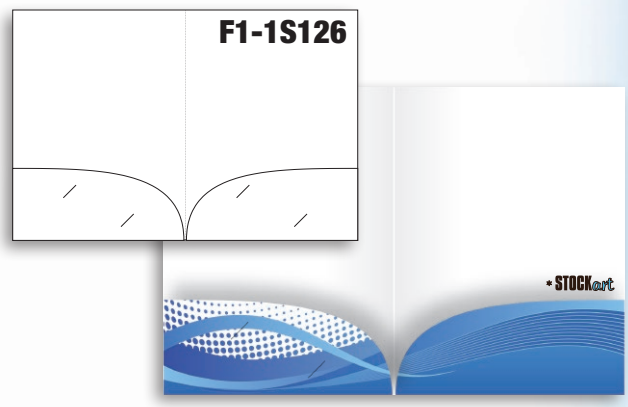


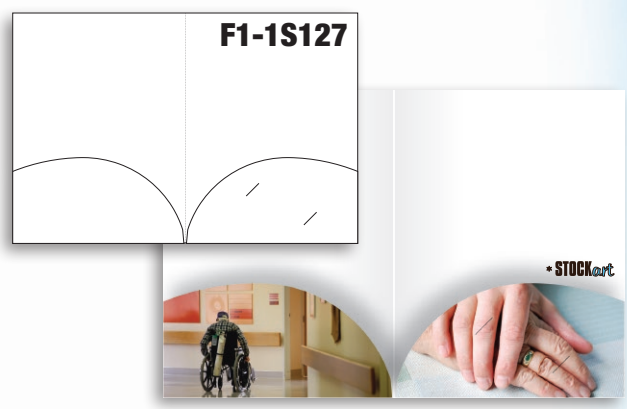


*Alternate business card slit option.

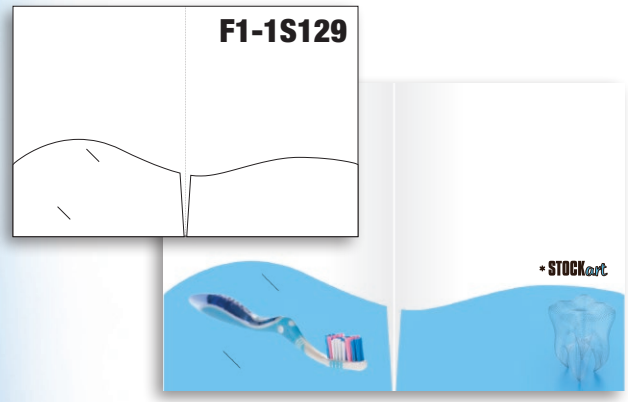


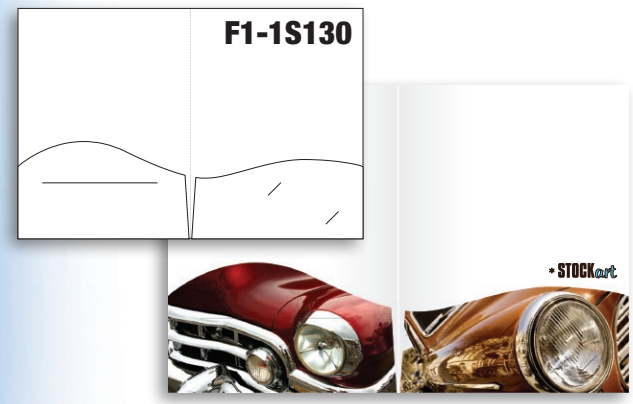




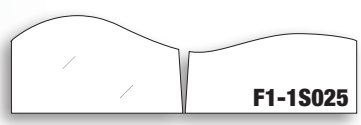


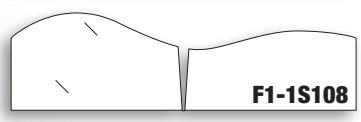
Sculptured Pockets®

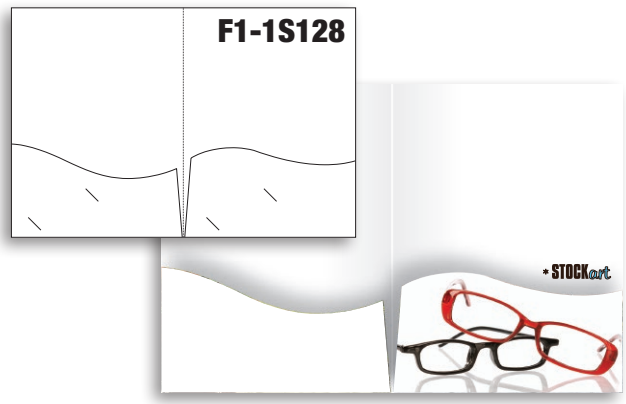


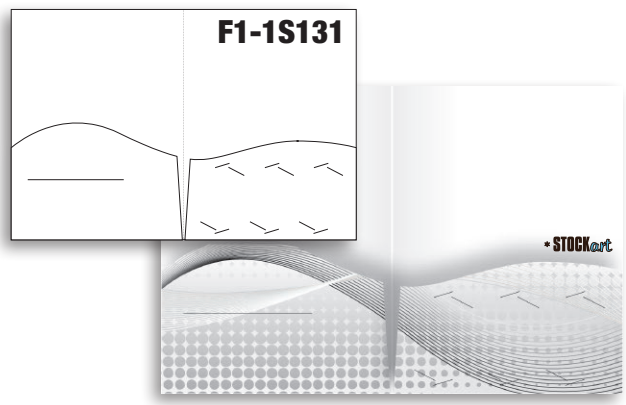


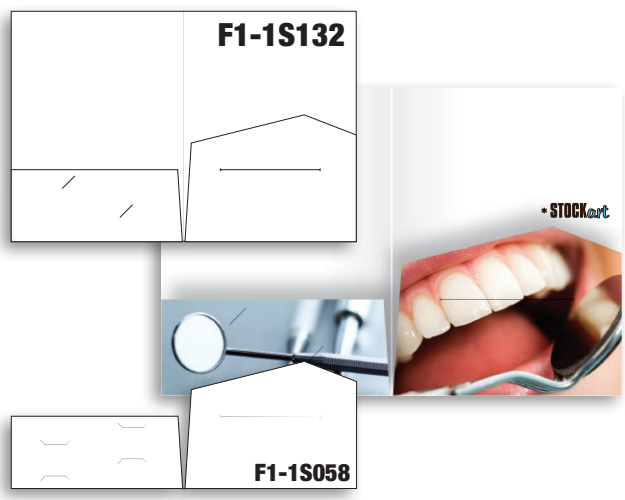
Five dies, same pocket, different slits!





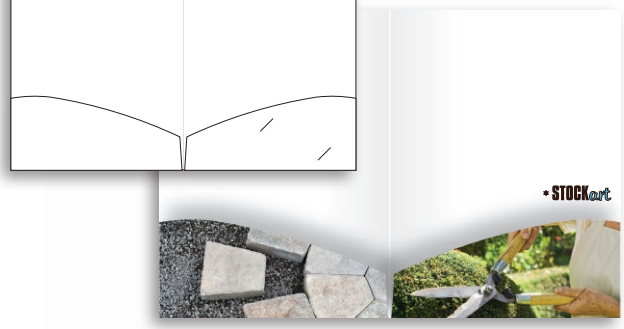




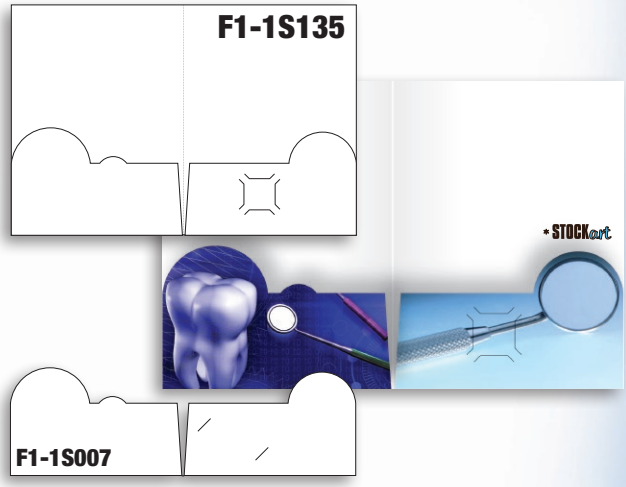


**Alternate business card slit option.*

F1-1S134

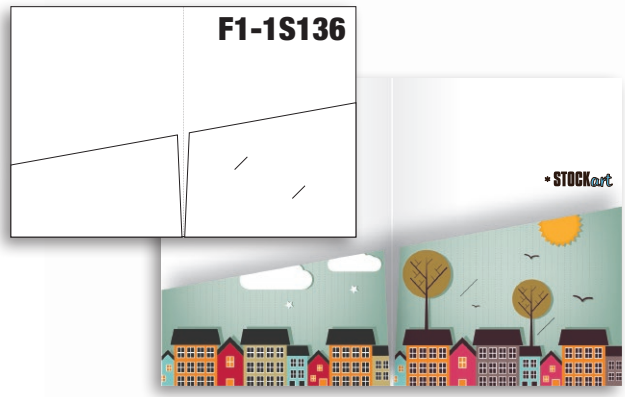


F1-1S135

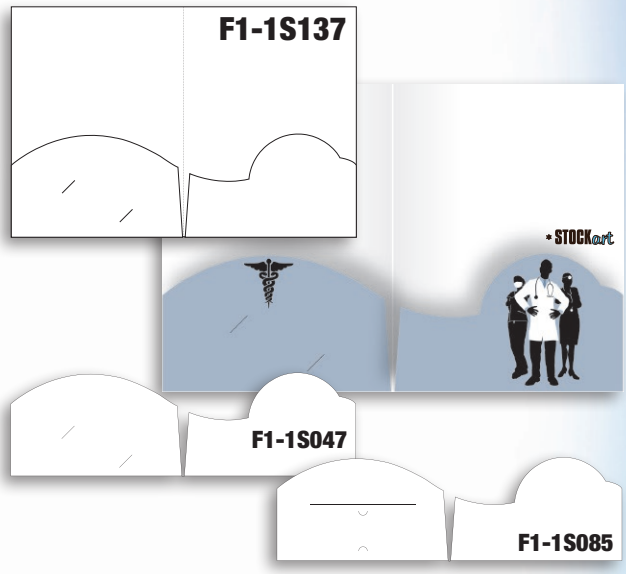


*Alternate business card slit option.

F1-1S136

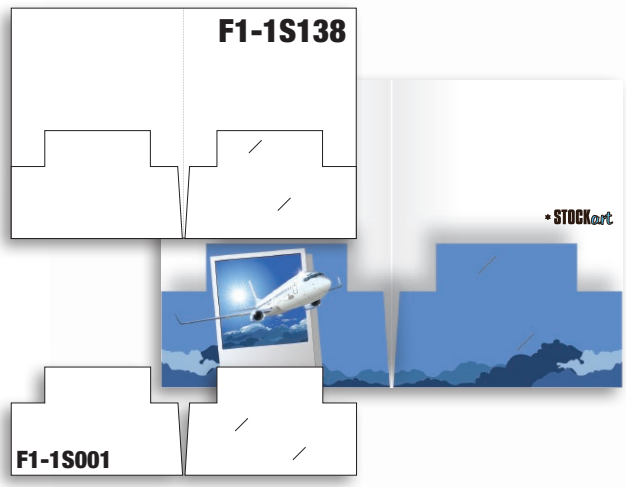


F1-1S137



*Alternate business card slit options.

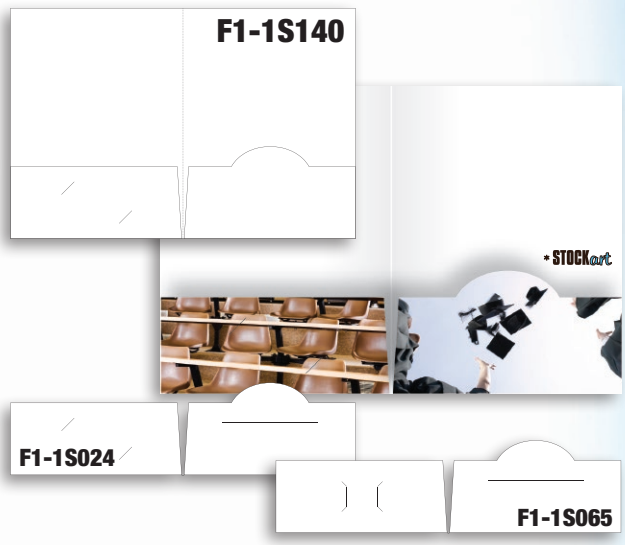
F1-1S138



*Alternate business card slit option.

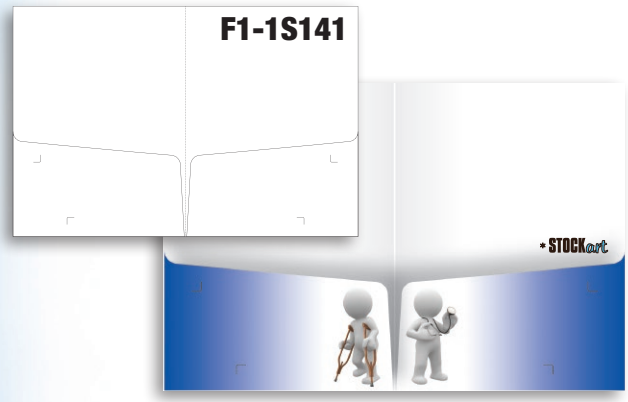
F1-1S139

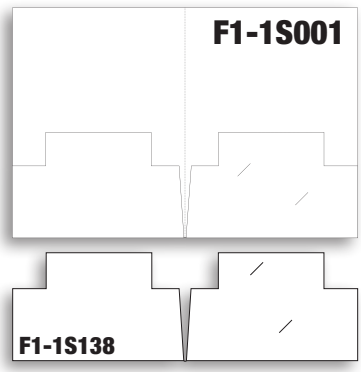
F1-1S140



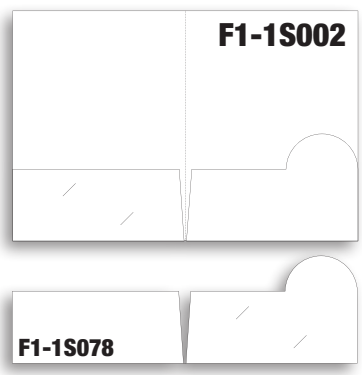
*Alternate business card slit options.

Sculptured Pockets®





**Alternate business card slit option.*



**Alternate business card slit option.*

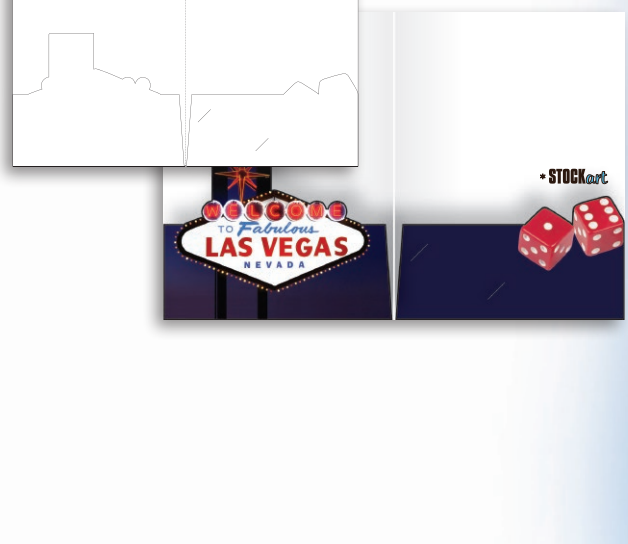
STOCKart

When using a die with stock art available:

- Stock art must be requested on the order form or on the artwork supplied.
- Stock art will be provided as a low-resolution image downloaded from our web site.
- When the file is received, if the low-quality photo was used in the design, we will replace it with our high-resolution image. Proofs are available for quality confirmation.
- The size and position of the specific image cannot change but can be modified to fit your design needs.
- The business card slits in the *Sculptured Pockets*® are as shown in the die and on the template. They are not removable or movable. Accommodate for this in your design. Additional costs will be incurred for a custom pocket die pattern.

F1-1S003

F1-1S004



F1-1S005

F1-1S082

F1-1S119

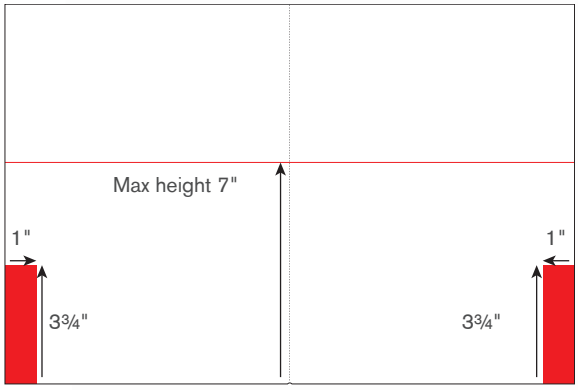
F1-1S112

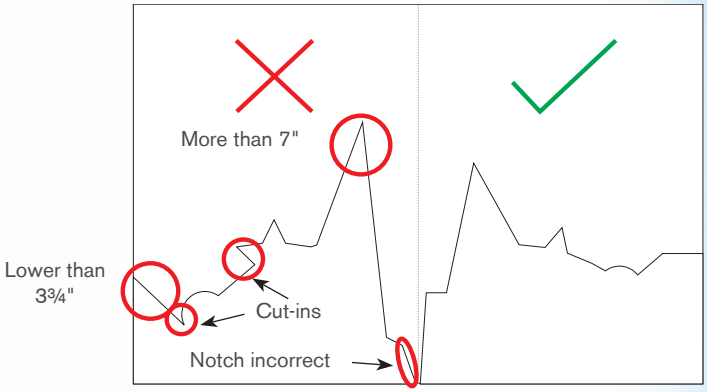
F1-1S092

*Alternate business card slit options.

Create Your Own Custom Pocket!

Feeling creative? Make your own pocket that says a lot about your company. Some restrictions to keep in mind – Pocket height must be no more than seven inches from the bottom of the folder. The design cannot have any cut-ins as the scrapping would rip the pocket. The glue tabs require a minimum area of 3¾" by 1" on the outside edge of each pocket. The central notch cut of the pockets must end in the "v" shape angle.

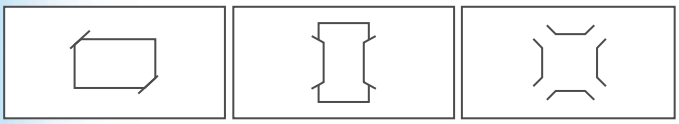




Features

FREE – Optional Business Card Slits

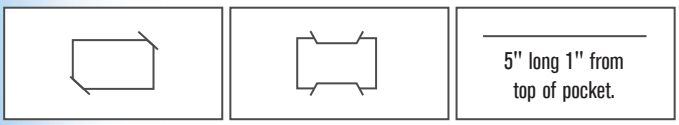
Three versions are offered for FREE on one or both pockets. Please indicate which slit you would like on which pocket. The E-1 slit is the only available option on the 4" x 9" and 6" x 9" folders. **If you do not indicate a style, your folders will NOT have business card slits.**



H-1 Horizontal | V-2 Vertical | E-1 Horizontal or Vertical

Special Card Slits

You may specify position on pockets as right, left or center. Use of these items may be restricted by folder construction or pocket dimensions. Custom business card slits are available to be made to your specifications. Please contact our customer service team for pricing. On some, but not all folder styles, you may have two sets of card slits on the same pocket. Please call for options.

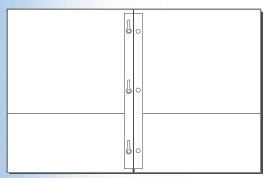


H-1 Reversed | H-2 | CD Slit

E-2 | H-4

Spine Prong Attachments

Spine prong attachments are available in white and are stitched into the center score of the presentation folder or report sheets. They are made to hold 8½" x 11", 3-hole punched sheets only. Spine prong attachments are an additional cost.



(shown back loaded)

Coatings

Aqueous Coating – Available in gloss, matte or satin. Aqueous coating seals ink for faster drying process and may be required on folders requiring expedited shipping. **Gloss aqueous coating is included in all heavy coverage and four-color process orders.** If your customer prefers a matte or satin aqueous please specify in writing on your order.

Laminate – One side is an add-on price. It includes gloss lamination of 1.2 mil to the front cover, back cover and inside pockets. Film lamination adds maximum durability to any folder, while enhancing its appearance.

UV Coating – Coating can be applied only on enamel or clay coated papers. This liquid gloss coating adds little to the durability of the folders; however, it protects the color and adds to the folder's appearance. UV coating will show fingerprints on large areas of dark ink but with a light wiping can easily be removed.

Special Coating Requests – Spot aqueous, spot UV and matte lamination are available. Call for a quote.

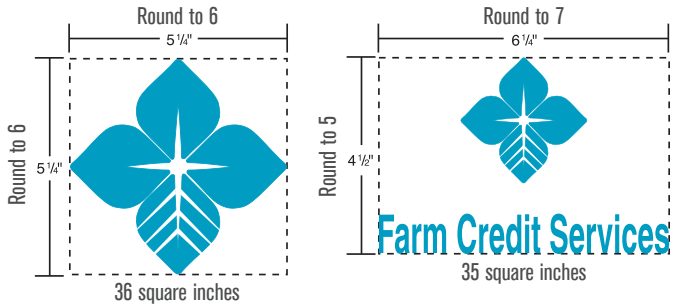
Soft-Touch Aqueous – A translucent coating that produces a soft, velvety feel. Paper will become "soft" to the touch and increases tactile appeal. Using this type of coating helps to protect from scuff marks that can happen during finishing operations like binding, folding or cutting.

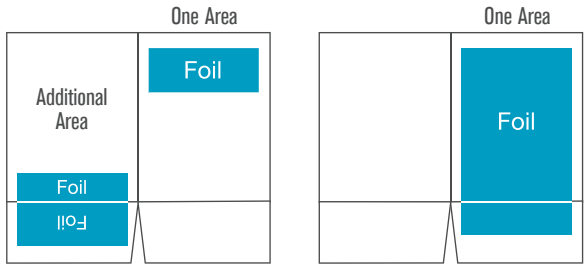
Soft-Touch Lamination – A protective finish with a matte effect that offers a velvet like texture. This type of coating is great for both dark and light colors and is very flexible, allowing for bending and folding without tearing or cracking.

Foil/Emboss

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

Foil/Emboss Die Calculations – To determine the size of your foil/emboss area, first draw a box around the entire image with the lines touching the outermost edges. The edges of the box must run parallel to the edges of the folder. Measure the two perpendicular sides of the box, round each measurement up to the nearest inch, and then multiply the sides times each other for the total square inch area for your die.





Foil Stamp Information – Foil stamping on all folder products includes a total of 36 square inches for up to two areas of foil. Both areas must be on the same sheet side and same foil color. See diagram for how to measure these areas. Add the two foil areas for the total square inches. If the total is more than 36 square inches please call, fax or email our customer service team. See product descriptions for other size limitations. Art needs to be solid-no screens. With foil, image needs to be 1 point or larger (negative space also needs to be 1 point or larger) to avoid dropping out/filling in. Emboss needs to be 2 points.

Standard Foil Colors – All metallic: white, black, teal, copper, red, green, dark blue, purple, burgundy, medium blue, clear, rainbow, shiny silver, holographic silver, flat silver, shiny gold, holographic gold, flat gold, holographic blue, holographic red. (Rainbow and holographic foils are best suited for coated sheets.)

Embossing – This includes a single level blind (no ink) embossed area no larger than shown. The combination of your artwork and paper choice will determine the maximum type of lift allowed in your embossing. Embossing of all folder products includes one area single level emboss up to 24 square inches. If the total is more than 24 square inches, more than one area, or other than single level emboss, please contact customer service for pricing.

Embossing Information

Embossing of all folder products includes one area single level emboss up to 24 square inches. If the total is more than 24 square inches, more than one area, or a variable other than single level emboss, please contact customer service for pricing. See product descriptions for other size limitations.

Single-Level Emboss | Single-Level Deboss

Relief Line Descriptions of Other Custom Embosses Available

Domed Emboss | Domed Deboss | Multi-Level or Sculptured Emboss

Important Information

Quotes

Quotes provided without having seen final art and specs are tentative to receipt and approval of same. Larger quantities than listed require a custom quote and will reflect our aggressive pricing structure on higher quantities. Quote requests can be supplied via fax **800.572.1513**, email **sales@folderexpress.com**, phone **800.322.1064**, or online at **selfservice.folderexpress.com.**

Right to Promotion

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

Inks/Special Color Match

Orders not specifying a PMS® color will require a color match. Orders requiring a color match will be an additional cost. These matches will also require additional proof and production times. Standard PMS® inks are offered at no additional charge. Special ink matches are subject to an additional charge.

Stock and Custom Dies

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

Overruns/Underruns

All orders are subject to the industry standard of being billed for the exact quantity shipped, not to exceed 10% over or 10% under the quantity ordered. **Orders requiring a guarantee of exact quantity ordered must be requested in writing and will be billed an additional 10%.**

Changes/Cancellations

Any cancellation after an order is in progress and/or materials have been ordered will require payment for work performed and any applicable re-stocking fees. Changes to orders in process may or may not incur additional costs and will be addressed on an individual basis.

Shipping Information

FREE shipping by ground transportation is included to one location anywhere in the 48 contiguous states. Customers from other locations will have freight added to their invoices. Next Day Air and Second Day Air are also available from your specified carrier for an additional charge. Air freight charges will be added to your invoice.

Please note on your order if you cannot receive truck shipments or need special considerations. We do not offer a "call when ready" service. If ship method changes while order is in production, the change must be documented in either a fax or email hard copy format. If the order has shipped, no changes to freight method can be made.

Charges for address changes due to an incorrect "Ship to" address will be invoiced separately.

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

Tax Information

State law requires that Folder Express® have a properly executed, state-approved exemption certificate from all customers who claim sales tax exemption. If the exemption certificate is not received, we are required by law to charge sales tax to: AL, AR, AZ, CA, CO, CT, DC, GA, HI, IA, ID, IL, IN, KS, KY, LA, MA, MD, ME, MI, MN, MO, MS, NC, ND, NE, NJ, NM, NV, NY, OH, OK, PA, RI, SC, SD, TN, TX, UT, VA, VT, WA, WI, WV and WY.

Redos/Errors

If you have any concerns about the product received, please contact customer service promptly. Please note, our liability is specifically limited to the value of the product manufactured. Additionally, when redos are warranted, we will produce the product to the original specifications without alterations. Changes on a redo are subject to management approval and will incur additional costs. Folder Express® is not liable for errors included in customer submitted files, errors produced to signed proof approval specifications, or errors on customer supplied order information (such as stock, finish, or die-cutting details). Folder Express® reserves the right to retrieve all incorrect product when replacing the items.

Terms and Conditions

Your submitted order attests acceptance of these terms and the terms and conditions set out at **printtermsandconditions.com.**

Artwork Requirements

Please Note

Production cannot begin until all correct artwork components are received. Orders with accurate composite files will precede orders requiring placements, adjustments, or typesetting as well as those with incomplete files. If artwork is received that is incomplete and requires adjustments or typesetting, additional costs will be charged.

Please go to **folderexpress.com** to download product order forms and templates. Order forms can be found under the "Contact" heading and templates under the "Find Your Folder" heading. You can upload all artwork, place new and repeat orders, or track orders by clicking "SelfService" and logging in. Sending all art files through our artwork upload tool is the preferred method.

Artwork Upload Tool

Please go to **selfservice.folderexpress.com** to upload artwork. You will need to log in or register for an online account to use the upload tool.

- After logging in, click on "Artwork Upload" to send multiple files up to 400 MB at once.
- Zip your fonts and all files to help protect from corruption during upload.
- In the "Comments/Directions" field, please reference your P.O. # and any specific directions associated with your order/files.

Proof Information

All proof charges, if applicable, include Next Day Air Afternoon delivery cost. Quoted production time does not begin until proof has been approved and returned. If your proof is out for approval for more than a month, your order will be automatically cancelled and appropriate production and handling fees billed to you.

If you do not provide a high-resolution PDF with your order, we will supply a proof to you at the costs listed below.

Changes made at proof stage will incur additional charges.

For proofs on custom or new dies, please allow up to one week for proof production.

Approval must be submitted in writing. Color correcting is quoted on an individual basis. We reserve the right to require new, corrected files on any project.

Proof Options:

- No proof
- PDF proof - FREE (Not for color match.)
- Epson® inkjet proof for additional charge. (Four-color process only. **Must be returned to match color at press.**)

Explore the Possibilities with Folder Express!

We're so much more than folders. Call us today!

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THINK FAST®

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QC101