

## GENERAL ORDERING INFORMATION —

### ORDER BY PHONE OR DISCUSS ORDER OR QUOTE

Call 1-877-294-5028

### ORDER BY E-MAIL

orders@folderworks.com

### QUOTES BY EMAIL

estimating@folderworks.com

### CUSTOMER SERVICE BY EMAIL

customerservice@folderworks.com

### CHANGES OR CANCELLATIONS

Changes to orders in progress may require additional charges and/or time. Cancellations after an order is in progress will require payment for work completed.

## ORDER STANDARD PRACTICES —

**FINAL FOLDING & SHIPPING** - Folders are shipped flat/open. If folders need to be folded in half when shipped, please indicate on order blank. Additional charges may apply to unglued folders.

### BUSINESS CARD SLITS

- Standard business card slit options include horizontal, vertical or half moon slits centered on the pocket.
- Slits can be centered on either the right, left or both pockets for no additional charge.
- The business card slits depicted on the line art for each product style throughout the catalog are for position only. Please specify position on your order.
- For special slit orientation or other slit options call for a quote.



Horizontal



Vertical



Half Moon  
Horizontal



Half Moon  
Vertical



Universal  
Half Moon

### PROOFS

- Your first electronic proof is FREE! A PDF proof is available upon request at time of ordering. Color proofs may not be exact. Add two working days to the production time when requesting a proof. Production days do not start until proof approval.
- Press proofs and Epson proofs available. Call for a quote.

**ART CHANGES** - If your layout requires special attention or your artwork is unsuitable for reproduction, we will make the necessary changes. You will be notified if artwork charges apply.

**OVER/UNDERRUNS** - All presentation folder orders are considered to be "exact quantity" orders. We send you the quantity you order. Absolutely no shortages! And, if we produce extras, we will not automatically send the extras and charge you for them.

**RUSH ORDERS** - If production schedule allows, charges for rush orders are based on time constraints and complexity of the order. Contact us for availability and pricing.

**THIRD-PARTY SHIPPING** - Additional charges apply; contact us for pricing.

**DROP SHIP** - Additional charge applies per location.

**INSIDE COPY** - Printing inside above pockets requires an extra charge due to the additional press run required. Call for quote. Additional production time is also required.

**POCKET COPY** - When laying out copy for folder pockets, allow 3/4" additional margin for reinforced edges. Printing on folder pockets is not considered inside copy.

**DIE CHARGES** - A die setup charge will be applied for custom business card slits, brochure slits, or any custom changes to folder styles. Custom die cut dies will vary in cost according to the size and amount of detail in your design. Call or send design for a quote. Allow 5 working days. Dies will be stored at FolderWorks™ at no additional cost unless otherwise requested. Any die that is not used within 12 months will need to be repurchased.

**ADDITIONAL DIE SETUP** - Additional charges will be applied as necessary if the 36 total square inches of coverage is exceeded for foil and embossing orders.

**COATED STOCKS** - If your artwork requires copy to be printed across score/fold lines (ie. folder spine or pocket folds) we recommend changing to a 14 pt. stock to minimize the potential for cracking along those score/fold lines.

**UNCOATED STOCKS** - If your artwork requires copy to be printed across score/fold lines (ie. folder spine or pocket folds), we recommend changing to a 100 lb. stock to minimize the potential for cracking along those score/fold lines.

**RIGHTS TO PROMOTION & PRICING** - FolderWorks™ reserves the right to use all products in our advertising and displays unless specified in writing at the time of order. Prices are subject to change without notice.

## INKS —

### HEAVY INK COVERAGE

- Any solid or screened areas exceeding 15% of the front or back cover (4" x 4" area) must be flat printed.
- Any solid areas of spot color exceeding 50% of the front or back cover will require the heavy ink coverage add-on price. Additional production time will apply.

**STANDARD AND PMS INKS** - We do not recommend printing ink on dark colored stocks due to the ink discoloring. A no-charge reprint is not available when printing inks on dark colored stocks. All standard and PMS inks are translucent. There is no additional charge for PMS inks.

### COLOR MATCHING

- Industry standard ink densities are used for PANTONE® Matching System (PMS) inks.
- If color matching is needed, a sample is required and must be clarified and approved before production begins.
- Colored stocks may alter the appearance of the chosen ink color(s). Exact match is not guaranteed.

**SPECIAL INK** - Special inks are available per color by selecting from the PANTONE® Color Formula Guide. Requesting an exact match from a color swatch or sample may require an additional color match charge.

**SCREENS** - A screen is a dot pattern of a solid ink color that makes that color look lighter. For example, when red ink is screened it looks pink. There is no additional charge for screens. Standard screen percentage is 20%, which will be used unless otherwise indicated. We use a line screen of 120.

## COATINGS TERMS —

**AQUEOUS COATING:** This is a clear, fast-drying coating used to protect printed pieces. Aqueous satin and gloss coatings are available upon request.

**GLOSS:** This is a glossy coating over the entire printed surface of a folder. See imprint upgrade table below.

**LAMINATING:** Gloss lamination provides a protective coating that produces a shiny, glass-like appearance that enhances the color and vibrancy of inks. Soft touch lamination offers a protective finish with a matte effect and a soft, velvet-like texture. These distinctive features appeal to tactile senses and encourage engagement.

**SPOT GLOSS:** This coating applies a highlighted high gloss sheen to targeted areas of your design.

**UV COATING:** Ultraviolet (UV) coatings provide added durability, and UV cured coatings are thicker and more protective than varnish or aqueous coatings. The following UV coating options are available for use on our coated paper stocks see the table on [page 38](#).