

FOLDER WORKS™





We continue to deliver you
The Best Folder Experience in the industry!

You can count on:

- Friendly & helpful service
- Product expertise
- Answers to all your questions
- Quality products & kept promises

Quality Printing

Stand out from your competition with unique print processes. We offer one of the largest varieties of special print processes you'll find anywhere for presentation folders.

Our printing capabilities include:

- Printing processes:
 - Full Color
 - UV Gloss Coating
 - UV Spot Gloss
 - Foil Stamping
 - Soft Touch Laminate
 - Embossing
 - Foil Embossing
 - Debossing
 - Spot Color
- 24-hour service on standard folders
- Three-day production lead times on over 80% of products

We are **G7 Master Printer** qualified. That means we use the most modern technology, techniques, proofing and press controls required to produce a close visual match from proof to print.

No Surprises, No Overages

There is never a charge for requesting an exact quantity! We will call and get approval before shipping and charging for any overages.

Your Folders, Your Colors

No extra fees for PMS inks!

We won't charge you extra to use the colors you want! Whether you want precise branded colors using the PANTONE® Matching System or prefer the simplicity of choosing from our standard ink selection, you'll pay the same price no matter what spot color ink you choose.

Consistent Pricing

Over the past few years, we have reduced and simplified many of our prices. However, continued aggressive increases from our suppliers are forcing us to adjust our pricing in 2022.



SIX STEPS TO ORDER

1

Select your Style & Quantity

Choose from over 80 standard styles or call for a custom quote.

3

Select your Business Card Slit

- 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 are for position only. Please specify business card slit position on your order.
- For special slit orientation or other slit options, please call for a quote.
- See *page 30* for line diagrams and more details.

2

Select your Stock

42 paper stocks are available. See *page 28* for a complete list and selection guide.

4

Select an Imprint Process

- All standard inks are available in flat printing.
- Foils may be flat or embossed.
- Four color process, embossing and debossing are also available.

5

Send Print-Ready Artwork

See our Electronic Guidelines on *page 31*.

6

Indicate Special Instructions

Make sure you indicate all special instructions on your order including typestyle, point size and positioning.

ICON LEGEND

BEST
SELLER

Best Seller

Based on prior years' history, the item has been a top seller in our product line.

New!

New!

The product or feature is new to our standard catalog offering.

24
HRS

24-Hour Production

The product will be produced within 24 hours if received and approved prior to 12 p.m. CT.

FREE
SHIPPING

Free Ground Shipping

FREE ground shipping to one location is included with the pricing for this product.



Stock Upgrade

These Presentation Folder upgrades have available upgrades for stocks. See *page 29* for upgrade pricing.



Imprint Upgrade

These Presentation Folders have available upgrades for imprint processes. See *page 29* for upgrade pricing.



General Information

The page numbers next to this icon will direct you where to find the general information to help you place your order.

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DIGITAL FOLDER OFFER!



Need custom short-run presentation folders fast? Our most popular folders are digitally printed in full color process with high quality and durable UV inkjet ink – so no coating is necessary!

Because this folder uses the most-ordered stock, style and process, it is all around the most popular folder – great for those who don't know exactly what route to go or if they just want a nice, easy folder to work with. We offer fast turn times, low quantities and free ground shipping (within 24-hours) to one location in the continental United States.

What's included:

MOST POPULAR STOCK - 12PT C1S

MOST POPULAR STYLE - F2 Folder

MOST POPULAR PROCESS - 4-Color Print

QUANTITIES from 25 to 1,000

FREE ground shipping

PRODUCED in 24-hours



STANDARD PRESENTATION FOLDERS

A presentation folder for Children's Hospital is shown on a desk. The folder is white with a purple stethoscope logo and the text "Children's Hospital". It features three photos of children: a girl in a pink jacket, a girl in a white shirt, and a boy in a green shirt. The folder is surrounded by colorful stationery items like pens, scissors, paper clips, and a ruler.

FREE SHIPPING

Standard Presentation Folders

- 24-hour production time for most options
- FREE ground shipping included to one location within the continental United States (Alaska and Hawaii excluded)

BEST SELLER

OUR MOST POPULAR FOLDERS!

Presentation Folders are the ultimate brand enhancer. They provide a showcase piece for use wherever and whenever a professional, organized appearance is needed. Presentation Folders tell everyone: *"This is who I am!"*

i FINAL FOLDING AVAILABLE
Final folding available upon request for standard presentation folders - It's FREE!

A collage of images showcasing an Aviary presentation folder. The collage includes a swimming pool, a golf course, a tennis court, a beach, a hotel room, and a lounge area. The Aviary logo is prominently displayed in the center of the collage.

Style F2

STANDARD PRESENTATION FOLDERS

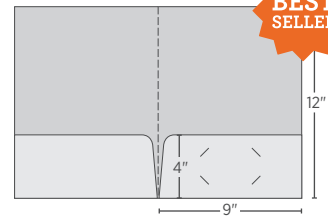


Style F2

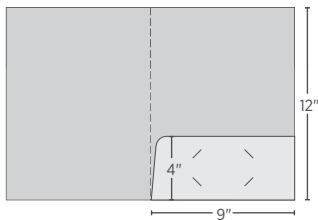


OUTSTANDING BRANDING!

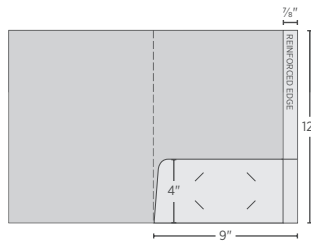
Make professional impressions and promote your business with folders that attract and engage while accentuating the brand.



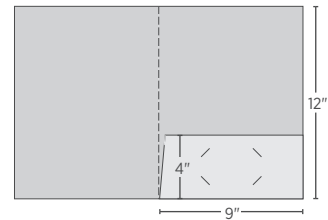
Style #: F2
Standard Two Pockets



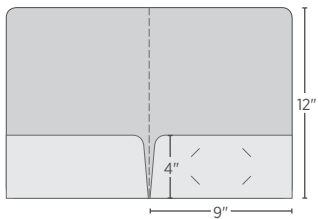
Style #: F1
Standard One Pocket



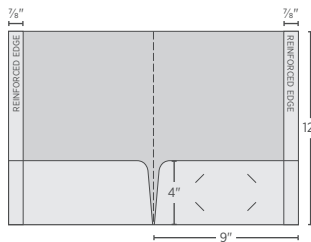
Style #: B1
Standard One Pocket with
One Reinforced Edge



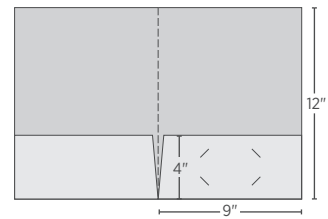
Style #: F1S
Standard One Pocket with
Square Corner Pocket



Style #: F2RD
Standard Two Pockets with
Rounded Corners



Style #: B2
Standard Two Pockets with
Two Reinforced Edges



Style #: F2S
Standard Two Pockets with
Square Corner Pockets

STANDARD PRESENTATION FOLDERS



Base Price — Class 1 Stocks	50	100	250	500	1,000	1,500	2,000	2,500	3,000	5,000
No Imprint 24hr	\$2.066	\$1.232	\$0.846	\$0.711	\$0.648	\$0.586	\$0.543	\$0.513	\$0.502	\$0.495
1 Color 24hr	\$5.642	\$3.388	\$1.860	\$1.291	\$0.930	\$0.799	\$0.717	\$0.691	\$0.629	\$0.559
2 Color 24hr	\$8.271	\$4.804	\$2.561	\$1.660	\$1.133	\$0.935	\$0.816	\$0.804	\$0.705	\$0.612
1 Standard Foil Color* 24hr	\$6.597	\$3.937	\$2.054	\$1.357	\$1.007	\$0.855	\$0.798	\$0.786	\$0.728	\$0.648
Embossing*	\$9.863	\$4.418	\$2.209	\$1.501	\$1.069	\$0.900	\$0.847	\$0.798	\$0.768	\$0.670
Four Color Process 24hr	\$8.055	\$4.405	\$2.655	\$1.799	\$1.224	\$1.044	\$0.903	\$0.849	\$0.781	\$0.665

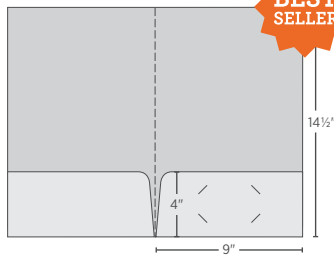
(R) Price shown is per piece. Production time: 24 hours for one, two and four color processes; 2 working days for foiling and 3 working days for embossing. Add 2 days for heavy ink coverage on spot colors. 12 p.m. CT cutoff for artwork. *Price includes one standard foil color or single level emboss with a total coverage area of up to 36 square inches. See separate price grids on page 29 for pricing on imprint and stock upgrades.

LEGAL FOLDERS

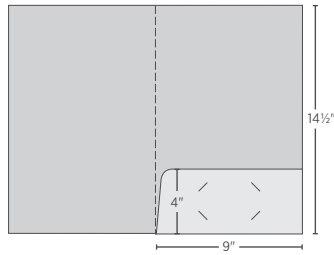


Legal Folders

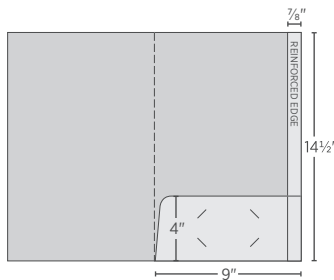
Dress your presentations for success. These one- or two-pocket legal presentation folders help you stay on brand by making impactful first impressions. High-quality paper stocks, one, two or four color process plus the elegance of foil-stamping and/or embossing conveys style and professionalism.



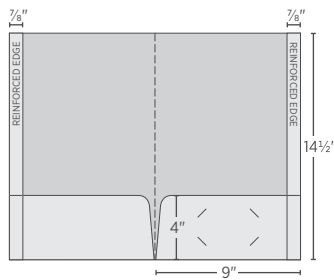
Style #: M2
Two Pocket Legal Folder



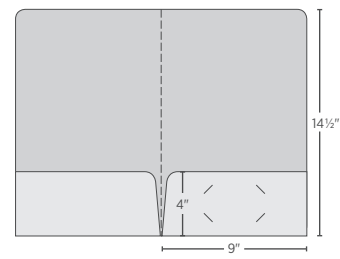
Style #: M1
One Pocket Legal Folder



Style #: L1
One Pocket Legal Folder with One Reinforced Edge



Style #: L2
Two Pocket Legal Folder with Two Reinforced Edges



Style #: M2RD
Two Pocket Legal Folder with Rounded Corners

LEGAL FOLDERS



Base Price — Class 1 Stocks	50	100	250	500	1,000	1,500	2,000	2,500	3,000	5,000
No Imprint	\$6.385	\$3.579	\$2.031	\$1.449	\$1.153	\$1.038	\$0.948	\$0.861	\$0.806	\$0.722
1 Color	\$6.925	\$3.964	\$2.217	\$1.585	\$1.201	\$1.049	\$0.934	\$0.885	\$0.843	\$0.734
2 Color	\$10.093	\$10.801	\$3.084	\$1.984	\$1.417	\$1.177	\$1.077	\$0.959	\$0.913	\$0.771
1 Standard Foil Color*	\$7.494	\$4.295	\$2.375	\$1.637	\$1.190	\$1.089	\$0.953	\$0.904	\$0.873	\$0.766
Embossing*	\$10.250	\$5.511	\$2.568	\$1.753	\$1.256	\$1.130	\$1.003	\$0.953	\$0.926	\$0.815
Four Color Process	\$9.387	\$5.408	\$3.260	\$2.152	\$1.482	\$1.333	\$1.158	\$1.064	\$1.003	\$0.821

(R) Price shown is per piece. Production time: 3 working days. Add 2 days for heavy ink coverage on spot colors. 12 p.m. CT cutoff for artwork. Add 2 working days for quantities of 2,000 and above.*Price includes one standard foil color or single level emboss with up to 36 total square inches of coverage. See separate price grids on page 29 for pricing on imprint and stock upgrades.

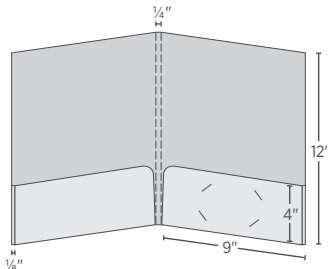
BOX POCKET FOLDERS



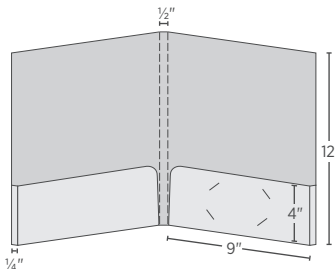
CHECK IT OUT:
Box Pocket Detail



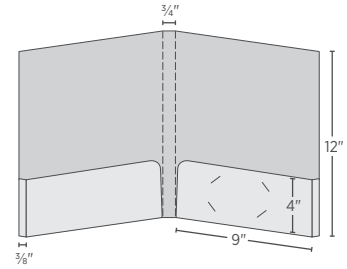
Style BP3



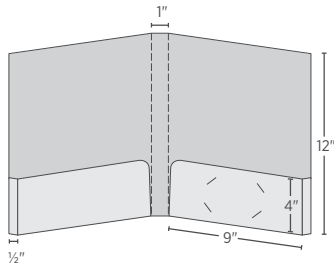
Style #: BP1
Box Pocket Folder
Holds 50 sheets, 25 in each pocket



Style #: BP2
Box Pocket Folder
Holds 100 sheets, 50 in each pocket



Style #: BP3
Box Pocket Folder
Holds 150 sheets, 75 in each pocket



Style #: BP4
Box Pocket Folder
Holds 200 sheets, 100 in each pocket



BOX POCKET FOLDERS

- Holds up to 200 pages
- Available with standard base stocks
- See pages 10-11 for more expandable folder options

BOX POCKET FOLDERS



Base Price — Class 1 Stocks	250	500	1,000	1,500	2,000	2,500	3,000	5,000
No Imprint	\$2.669	\$1.982	\$1.446	\$1.281	\$1.163	\$1.048	\$0.991	\$0.813
1 Color	\$3.552	\$2.366	\$1.652	\$1.388	\$1.271	\$1.174	\$1.110	\$0.926
2 Color	\$4.253	\$2.683	\$1.777	\$1.495	\$1.356	\$1.267	\$1.198	\$0.989
1 Standard Foil Color*	\$3.399	\$2.333	\$1.605	\$1.352	\$1.279	\$1.202	\$1.152	\$0.983
Embossing*	\$3.441	\$2.358	\$1.623	\$1.369	\$1.297	\$1.214	\$1.167	\$0.995
Four Color Process	\$4.685	\$3.074	\$2.064	\$1.641	\$1.435	\$1.307	\$1.231	\$0.990

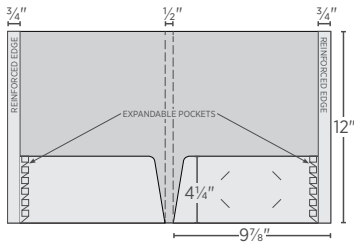
(R) Price shown is per piece. Production time: 5 working days. Add 2 days for heavy ink coverage on spot colors. 12 p.m. CT cutoff for artwork. *Price includes one standard foil color or single level emboss with up to 36 total square inches of coverage. See separate price grids on page 29 for pricing on imprint and stock upgrades.

OVERSIZED / EXPANDABLE FOLDERS

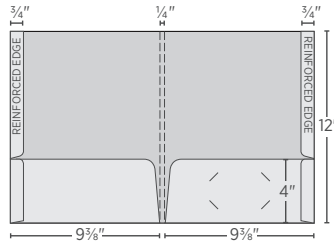


i | **OVERSIZED / EXPANDABLE LEGAL FOLDERS**
L2G style holds 100 sheets, 50 sheets in each pocket

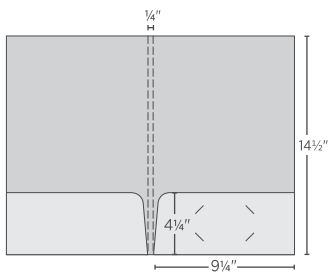
OVERSIZED / EXPANDABLE FOLDERS



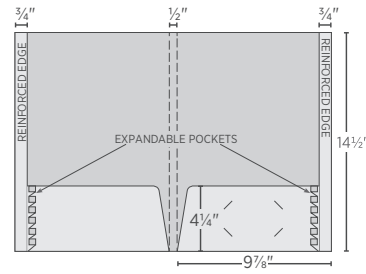
Style #: G2
Two Pocket Expandable Folder with Two Reinforced Edges
Holds 100 sheets, 50 per pocket



Style #: H2
Two Pocket Expandable Folder with Two Reinforced Edges
Holds 50 sheets, 25 per pocket



Style #: M2EXP
Two Pocket Expandable Legal Size Folder



Style #: L2G
Two Pocket Expandable Legal Size Folder with Two Reinforced Edges



EXPANDABLE FOLDERS

Expandable gussets on style G2 leave enough room for big ideas and big documents — a notepad, catalog, or other large documents like tax returns, for instance.

LETTER SIZED OVERSIZED / EXPANDABLE FOLDERS



Base Price — Class 1 Stocks	50	100	250	500	1,000	1,500	2,000	2,500	3,000	5,000
No Imprint	\$4.948	\$2.872	\$1.752	\$1.286	\$0.996	\$0.938	\$0.855	\$0.796	\$0.752	\$0.672
1 Color	\$7.914	\$4.473	\$2.410	\$1.553	\$1.135	\$0.982	\$0.887	\$0.822	\$0.780	\$0.666
2 Color	\$9.399	\$5.307	\$3.025	\$1.999	\$1.409	\$1.211	\$1.014	\$0.938	\$0.876	\$0.743
1 Standard Foil Color*	\$8.215	\$4.532	\$2.363	\$1.513	\$1.122	\$0.977	\$0.901	\$0.872	\$0.835	\$0.754
Embossing*	\$9.766	\$5.387	\$2.685	\$1.710	\$1.229	\$1.052	\$0.952	\$0.891	\$0.852	\$0.775
Four Color Process	\$14.081	\$7.860	\$3.946	\$2.360	\$1.665	\$1.304	\$1.093	\$0.997	\$0.923	\$0.777

(R) Price shown is per piece. Production time: 3 working days. Add 2 days for heavy ink coverage on spot colors. 12 p.m. CT cutoff for artwork. *Price includes one standard foil color or single level emboss with a total coverage area of up to 36 square inches. See separate price grids on page 29 for pricing on imprint and stock upgrades.

LEGAL SIZED OVERSIZED / EXPANDABLE FOLDERS



Base Price — Class 1 Stocks	50	100	250	500	1,000	1,500	2,000	2,500	3,000	5,000
No Imprint	\$6.498	\$3.642	\$2.067	\$1.474	\$1.173	\$1.057	\$0.965	\$0.876	\$0.820	\$0.735
1 Color	\$10.394	\$5.940	\$2.849	\$1.854	\$1.363	\$1.175	\$1.078	\$1.007	\$0.942	\$0.835
2 Color	\$12.443	\$6.763	\$3.394	\$2.132	\$1.523	\$1.303	\$1.190	\$1.113	\$1.057	\$0.900
1 Standard Foil Color*	\$9.884	\$5.460	\$2.801	\$1.931	\$1.427	\$1.254	\$1.173	\$1.113	\$1.051	\$0.930
Embossing*	\$11.370	\$6.124	\$2.980	\$1.989	\$1.439	\$1.266	\$1.184	\$1.104	\$1.041	\$0.969
Four Color Process	\$15.162	\$8.560	\$5.767	\$3.271	\$2.014	\$1.620	\$1.412	\$1.289	\$1.207	\$0.969

(R) Price shown is per piece. Production time: 3 working days. Add 2 days for heavy ink coverage on spot colors. 12 p.m. CT cutoff for artwork. *Price includes one standard foil color or single level emboss with a total coverage area of up to 36 square inches. See separate price grids on page 29 for pricing on imprint and stock upgrades.

FILE FOLDERS

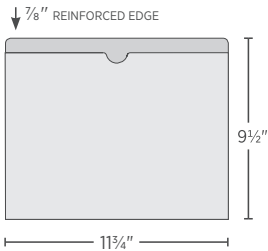


FILE FOLDERS

File folders keep important paperwork neat and organized and the printed tab makes them easy to find in any file cabinet. These folders are ideal for any business that keeps paperwork or customer information on file, such as government offices or financial businesses.

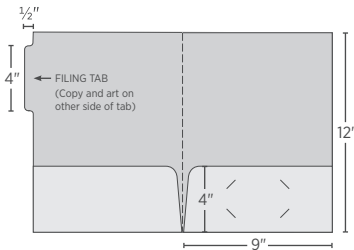


LIFE INSURANCE

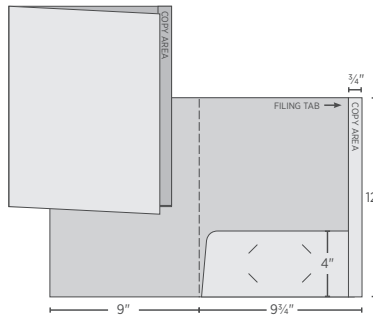


Style #: FJ
File Folder with Reinforced Top Edge

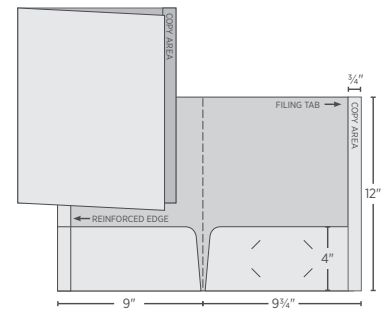
Style C2



Style #: F2T
Tab File Folder with Two Pockets



Style #: C1
One Pocket File Folder with One Reinforced Edge



Style #: C2
Two Pocket File Folder with Two Reinforced Edges

FILE FOLDERS



Base Price — Class 1 Stocks	50	100	250	500	1,000	1,500	2,000	2,500	3,000	5,000
No Imprint	\$4.094	\$2.425	\$1.438	\$1.069	\$0.854	\$0.758	\$0.717	\$0.672	\$0.633	\$0.584
1 Color	\$6.933	\$3.920	\$2.118	\$1.371	\$0.977	\$0.866	\$0.759	\$0.710	\$0.674	\$0.589
2 Color	\$8.781	\$4.962	\$2.828	\$1.736	\$1.163	\$1.003	\$0.876	\$0.821	\$0.779	\$0.672
1 Standard Foil Color*	\$7.879	\$4.238	\$2.119	\$1.413	\$1.005	\$0.897	\$0.799	\$0.755	\$0.725	\$0.641
Embossing*	\$9.128	\$5.107	\$2.277	\$1.494	\$1.043	\$0.933	\$0.821	\$0.766	\$0.736	\$0.652
Four Color Process	\$10.769	\$6.040	\$3.581	\$2.123	\$1.300	\$1.057	\$0.944	\$0.858	\$0.811	\$0.671

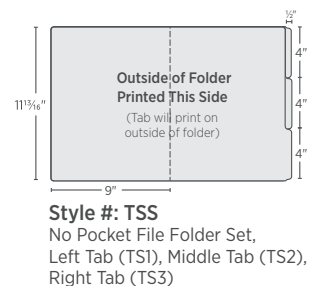
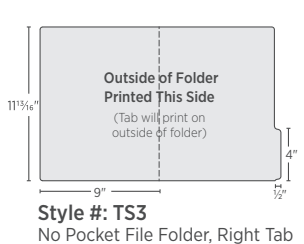
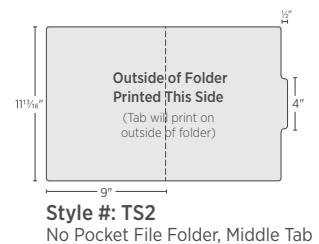
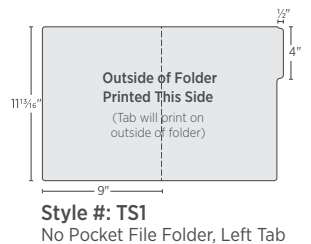
(R) Price shown is per piece. Production time: 3 working days. Add 2 days for heavy ink coverage on spot colors. 12 p.m. CT cutoff for artwork. *Price includes one standard foil color or single level emboss with up to 36 total square inches of coverage. See separate price grids on page 29 for pricing on imprint and stock upgrades.

NO POCKET FILE FOLDERS

Style TSS



CHECK IT OUT:
Outside Tab Printing



NO POCKET FILE FOLDERS

Styles: TS1, TS2, TS3



Base Price — Class 1 Stocks	50	100	250	500	1,000	1,500	2,000	2,500	3,000	5,000
No Imprint	\$2.543	\$1.456	\$0.901	\$0.691	\$0.567	\$0.529	\$0.516	\$0.482	\$0.466	\$0.442
1 Color	\$5.269	\$2.946	\$1.513	\$1.014	\$0.759	\$0.680	\$0.635	\$0.595	\$0.563	\$0.521
2 Color	\$6.436	\$3.841	\$2.060	\$1.193	\$0.844	\$0.737	\$0.669	\$0.623	\$0.588	\$0.541
1 Standard Foil Color*	\$5.770	\$3.618	\$1.713	\$1.169	\$0.904	\$0.790	\$0.750	\$0.716	\$0.680	\$0.614
Embossing*	\$7.073	\$4.326	\$1.850	\$1.255	\$0.949	\$0.822	\$0.782	\$0.734	\$0.706	\$0.633
Four Color Process	\$8.168	\$5.022	\$2.839	\$1.714	\$1.147	\$0.955	\$0.854	\$0.787	\$0.734	\$0.622

(R) Price shown is per piece. Production time: 3 working days. Add 2 days for heavy ink coverage on spot colors. 12 p.m. CT cutoff for artwork. Pricing includes printing on outside of folder ONLY. Please call for quote for interior tab printing. Tabs come off of the front of folder. Please call for quote for tabs that come off of the back. See separate pricing grid on page 29 for pricing on stock upgrades. Price includes one standard foil color or single level emboss with up to 36 total square inches of coverage.

NO POCKET FILE FOLDER SET

Styles: TSS



Base Price — Class 1 Stocks	50	100	250	500	1,000	1,500	2,000	2,500	3,000	5,000
No Imprint	\$7.644	\$4.376	\$2.706	\$2.076	\$1.703	\$1.589	\$1.549	\$1.447	\$1.402	\$1.327
1 Color	\$15.698	\$8.777	\$4.506	\$3.021	\$2.261	\$2.025	\$1.891	\$1.772	\$1.677	\$1.553
2 Color	\$18.668	\$11.140	\$5.974	\$3.460	\$2.447	\$2.137	\$1.940	\$1.806	\$1.704	\$1.570
1 Standard Foil Color*	\$16.890	\$10.591	\$5.015	\$3.423	\$2.646	\$2.312	\$2.196	\$2.096	\$1.990	\$1.797
Embossing*	\$20.159	\$12.328	\$5.273	\$3.577	\$2.706	\$2.341	\$2.228	\$2.091	\$2.011	\$1.802
Four Color Process	\$24.158	\$14.853	\$8.395	\$5.069	\$3.390	\$2.825	\$2.528	\$2.325	\$2.169	\$1.840

(R) Price shown is per set. Production time: 5 working days. Add 2 days for heavy ink coverage on spot colors. 12 p.m. CT cutoff for artwork. Pricing includes printing on outside of folder ONLY. Please call for quote for interior tab printing. Tabs come off of the front of folder. Please call for quote for tabs that come off of the back. See separate pricing grid on page 29 for pricing on stock upgrades. Price includes one standard foil color or single level emboss with up to 36 total square inches of coverage. Set includes one each (TS1, TS2, TS3). Separate artwork is required for all 3 pieces (TS1, TS2, TS3). Price does NOT include collating. Product is shipped flat, call for quote on final fold.

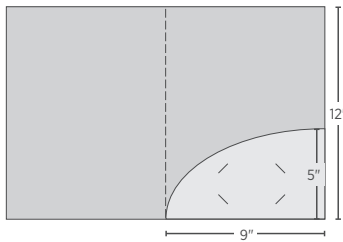
SPECIALTY FOLDERS



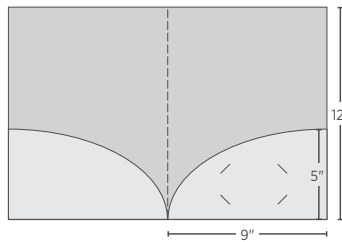
Specialty Folders

For those extra special projects. These one- or two-pocket specialty folders make a bold statement with exquisite style and functionality.

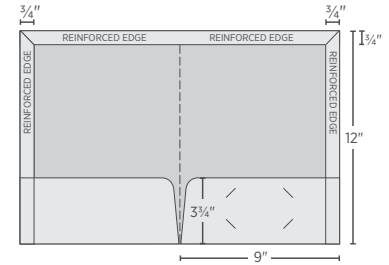
- Stylish, curved pockets help differentiate the folder
- Clean, professional look of BF8 is perfect for tax folders
- Three reinforced edges on TR2 keep sides strong and extra supportive



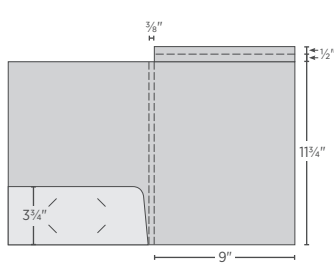
Style #: N1
One Pocket Specialty Folder



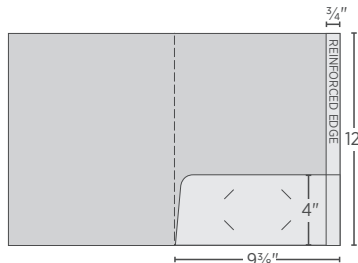
Style #: N2
Two Pocket Specialty Folder



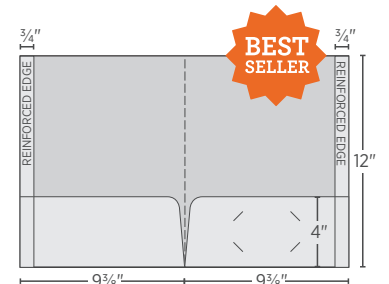
Style #: TR2
Two Pocket Specialty Folder with
Three Reinforced Edges



Style #: BF8
Left Hand Pocket Specialty Folder
with Full Length tab (popular tax folder)



Style #: J1
One Pocket Folder with
One Reinforced Edge



Style #: J2
Two Pocket Folder with
Two Reinforced Edges

SPECIALTY FOLDERS



Base Price — Class 1 Stocks	50	100	250	500	1,000	1,500	2,000	2,500	3,000	5,000
No Imprint	\$4.645	\$2.696	\$1.274	\$0.963	\$0.786	\$0.705	\$0.670	\$0.626	\$0.596	\$0.548
1 Color	\$7.912	\$4.473	\$2.358	\$1.512	\$1.067	\$0.947	\$0.822	\$0.765	\$0.728	\$0.638
2 Color	\$9.028	\$5.101	\$2.906	\$1.847	\$1.230	\$1.059	\$0.917	\$0.856	\$0.814	\$0.696
1 Standard Foil Color*	\$7.424	\$3.986	\$2.260	\$1.496	\$1.087	\$0.919	\$0.873	\$0.819	\$0.790	\$0.693
Embossing*	\$9.631	\$5.187	\$2.462	\$1.594	\$1.135	\$0.953	\$0.896	\$0.841	\$0.806	\$0.701
Four Color Process	\$9.745	\$5.677	\$4.171	\$2.424	\$1.468	\$1.215	\$1.031	\$0.939	\$0.884	\$0.726

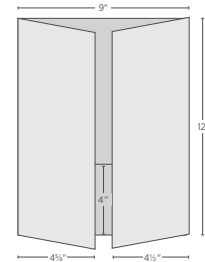
(R) Price shown is per piece. Production time: 3 working days and 2 additional working days for Style TR2. Add 2 days for heavy ink coverage on spot colors. 12 p.m. CT cutoff for artwork.
*Price includes one standard foil color or single level emboss with up to 36 total square inches of coverage. See separate price grids on page 29 for pricing on imprint and stock upgrades.

VERTICAL POCKET, GATEFOLD & LANDSCAPE FOLDERS



VERTICAL POCKET, GATEFOLD & LANDSCAPE FOLDERS

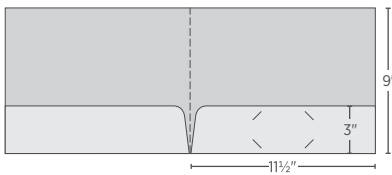
Unique alternative folder styles give a touch of class to any presentation.



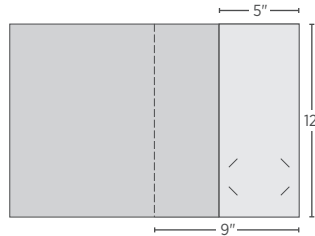
Style #: GATE
One Horizontal Pocket Gatefold Folder

Style N2

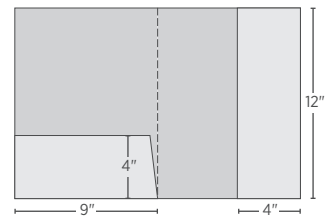
Style GATE



Style #: LS2
Two Pocket Horizontal Folder



Style #: V1
One Vertical Pocket Folder



Style #: HV2
One Vertical Pocket & One Horizontal Pocket Folder

VERTICAL POCKET, GATEFOLD & LANDSCAPE FOLDERS



Base Price — Class 1 Stocks	100	250	500	1,000	1,500	2,000	2,500	3,000	5,000
No Imprint	\$3.140	\$1.824	\$1.303	\$1.049	\$0.957	\$0.871	\$0.823	\$0.794	\$0.735
1 Color	\$4.424	\$2.410	\$1.557	\$1.179	\$1.034	\$0.953	\$0.923	\$0.900	\$0.812
2 Color	\$5.683	\$3.032	\$1.886	\$1.350	\$1.150	\$1.053	\$1.007	\$0.961	\$0.855
1 Standard Foil Color*	\$5.064	\$2.433	\$1.676	\$1.245	\$1.090	\$1.024	\$0.990	\$0.958	\$0.873
Embossing*	\$5.804	\$2.724	\$1.830	\$1.320	\$1.143	\$1.066	\$1.025	\$0.986	\$0.889
Four Color Process	\$8.143	\$4.093	\$2.573	\$1.671	\$1.363	\$1.280	\$1.179	\$1.116	\$0.951

(R) Price shown is per piece. Production time: 3 working days for V1, GATE, and LS2 styles. 7 working days for HV2. Add 2 days for heavy ink coverage on spot colors. 12 p.m. CT cutoff for artwork. *Price includes one standard foil color or single level emboss with up to 36 total square inches of coverage. See separate price grids on page 29 for pricing on imprint and stock upgrades.

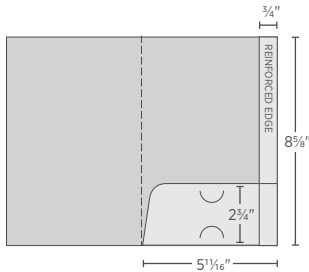
DOCUMENT & MINI FOLDERS



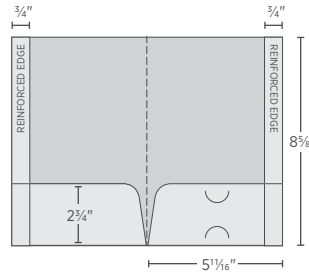
DID YOU KNOW?

- Expandable document folders have gussets built into the sides and bottom of the folder, giving you more space
- The fold-over flap with two tab closures keeps contents stored securely
- Styles I1 and I2 fit in a 6" x 9" mailing envelope

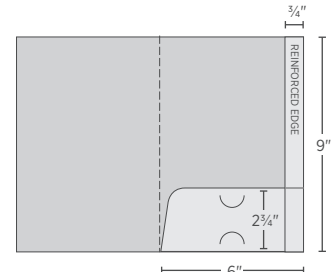
Styles IS2, K



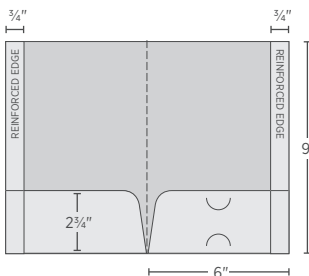
Style #: I1
One Pocket Mini Folder with One Reinforced Edge



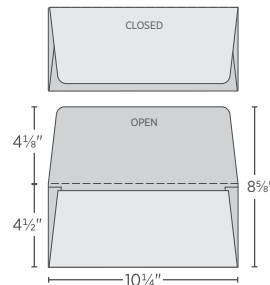
Style #: I2
Two Pocket Mini Folder with Two Reinforced Edges



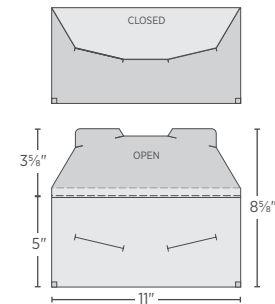
Style #: IS1
One Pocket Standard Mini Folder with One Reinforced Edge



Style #: IS2
Two Pocket Standard Mini Folder with Two Reinforced Edges



Style #: K
Fold Over Flap Pocket Folder



Style #: KCAP
Expandable Fold Over Flap Pocket Folder (3/4" Expansion Gusset)

DOCUMENT & MINI FOLDERS



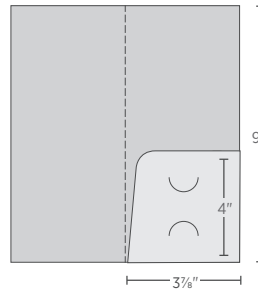
Base Price — Class 1 Stocks	50	100	250	500	1,000	1,500	2,000	2,500	3,000	5,000
No Imprint	\$4.100	\$2.330	\$1.155	\$0.892	\$0.700	\$0.636	\$0.607	\$0.579	\$0.567	\$0.540
1 Color	\$5.928	\$3.446	\$1.784	\$1.144	\$0.827	\$0.733	\$0.691	\$0.651	\$0.624	\$0.561
2 Color	\$7.339	\$4.227	\$2.324	\$1.404	\$0.981	\$0.837	\$0.773	\$0.722	\$0.688	\$0.609
1 Standard Foil Color*	\$7.593	\$4.102	\$1.900	\$1.227	\$0.870	\$0.786	\$0.730	\$0.702	\$0.601	\$0.595
Embossing*	\$8.691	\$4.690	\$2.253	\$1.356	\$0.943	\$0.799	\$0.738	\$0.705	\$0.658	\$0.590
Four Color Process	\$7.389	\$4.261	\$2.653	\$1.757	\$1.194	\$1.073	\$0.955	\$0.858	\$0.770	\$0.695

(R) Price shown is per piece. Production time: 3 working days. Add 2 days for heavy ink coverage on spot colors. 12 p.m. CT cutoff for artwork. *Price includes one standard foil color or single level emboss with a total coverage area of up to 25 square inches. See separate price grids on page 29 for pricing on imprint and stock upgrades.

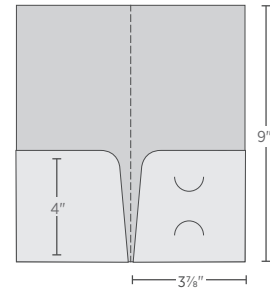


DID YOU KNOW?

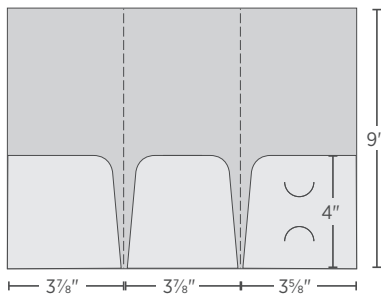
There is no additional charge to add standard business card slits to any folder. Let us know you'd like to add them when placing your order!



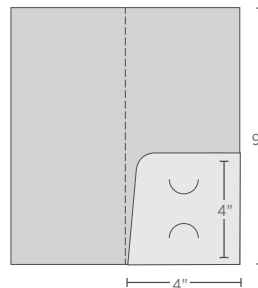
Style #: E1
One Pocket Small Folder



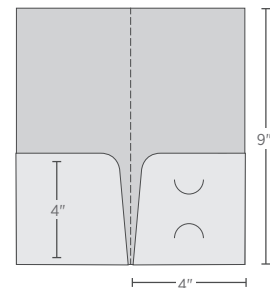
Style #: E2
Two Pocket Small Folder



Style #: E3
Three Pocket Tri-Fold Small Specialty Folder



Style #: ES1
One Pocket Small Folder



Style #: ES2
Two Pocket Small Folder

LITERATURE FOLDERS



Base Price — Class 1 Stocks	50	100	250	500	1,000	1,500	2,000	2,500	3,000	5,000
No Imprint	\$3.554	\$1.955	\$0.983	\$0.687	\$0.524	\$0.465	\$0.391	\$0.361	\$0.347	\$0.331
1 Color	\$5.438	\$3.048	\$1.646	\$0.990	\$0.684	\$0.559	\$0.528	\$0.487	\$0.478	\$0.422
2 Color	\$6.875	\$3.946	\$2.005	\$1.223	\$0.799	\$0.689	\$0.624	\$0.567	\$0.525	\$0.453
1 Standard Foil Color*	\$6.577	\$3.609	\$1.743	\$1.068	\$0.751	\$0.631	\$0.579	\$0.556	\$0.514	\$0.445
Embossing*	\$8.598	\$4.606	\$2.071	\$1.283	\$0.833	\$0.688	\$0.619	\$0.590	\$0.543	\$0.464
Four Color Process	\$7.308	\$4.239	\$2.721	\$1.728	\$1.127	\$0.921	\$0.791	\$0.687	\$0.600	\$0.465

(R) Price shown is per piece. Production time: 3 working days. Add 2 days for heavy ink coverage on spot colors. 12 p.m. CT cutoff for artwork. *Price includes one standard foil color or single level emboss with a total coverage area of up to 25 square inches. See separate price grids on page 29 for pricing on imprint and stock upgrades. Four corner slits not available.

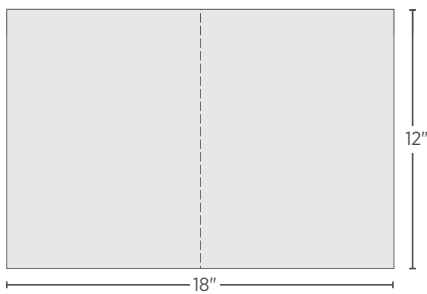
REPORT & TAX COVER FOLDERS



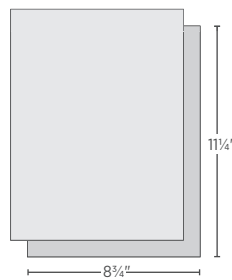
WHEN IT MATTERS

Report covers put that professional touch on important reports and tax presentations.

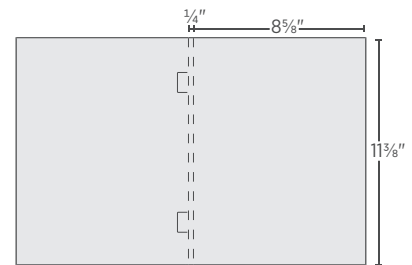
Style W1



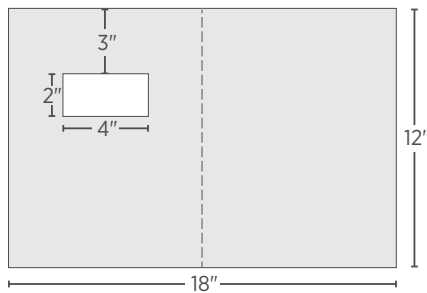
Style #: R1
One Piece Report Cover



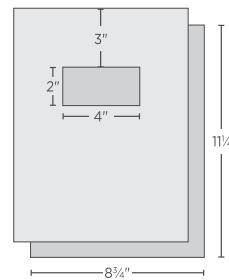
Style #: R2
Two Piece Report Cover



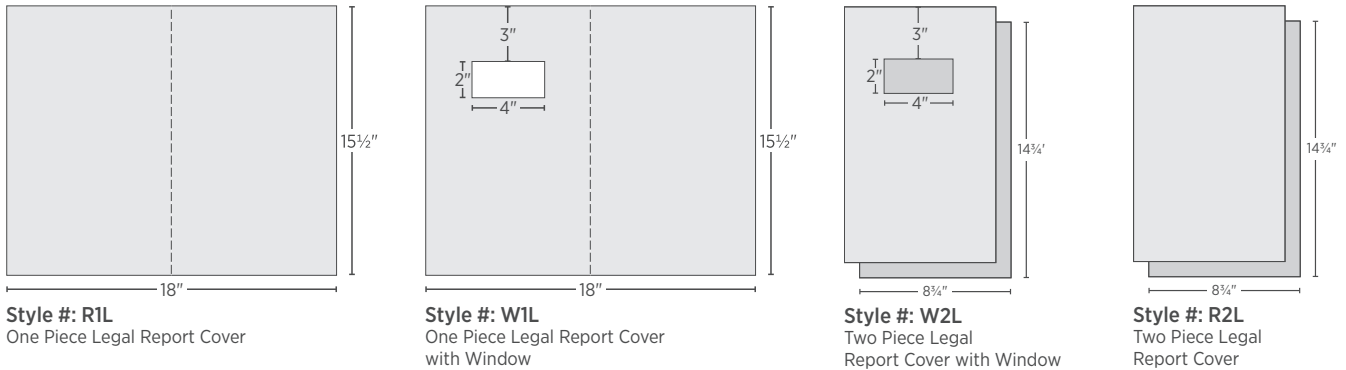
Style #: SS
Side Staple Tabs Report Cover



Style #: W1
One Piece Report Cover with Window



Style #: W2
Two Piece Report Cover with Window



REPORT & TAX COVERS STANDARD SIZE



Base Price — Class 1 Stocks	50	100	250	500	1,000	1,500	2,000	2,500	3,000	5,000
No Imprint	\$2.147	\$1.263	\$0.826	\$0.641	\$0.495	\$0.457	\$0.442	\$0.425	\$0.408	\$0.390
1 Color	\$4.264	\$2.475	\$1.431	\$0.895	\$0.630	\$0.541	\$0.515	\$0.490	\$0.470	\$0.430
2 Color	\$5.870	\$3.338	\$1.886	\$1.167	\$0.782	\$0.658	\$0.598	\$0.568	\$0.539	\$0.474
1 Standard Foil Color*	\$5.920	\$3.484	\$1.640	\$1.086	\$0.759	\$0.691	\$0.646	\$0.595	\$0.572	\$0.532
Embossing*	\$7.362	\$4.108	\$1.699	\$1.107	\$0.807	\$0.702	\$0.651	\$0.597	\$0.571	\$0.523
Four Color Process	\$7.869	\$4.199	\$3.918	\$2.160	\$1.268	\$0.983	\$0.849	\$0.771	\$0.714	\$0.617

(R) Price shown is per piece. Production time: 3 working days. Add 2 days for heavy ink coverage on spot colors. 12 p.m. CT cutoff for artwork. *Price includes one standard foil color or single level emboss with a total coverage area of up to 36 square inches. See separate price grids on page 29 for pricing on imprint and stock upgrades.

REPORT & TAX COVERS LEGAL SIZE



Base Price — Class 1 Stocks	50	100	250	500	1,000	1,500	2,000	2,500	3,000	5,000
No Imprint	\$2.509	\$1.518	\$1.031	\$0.850	\$0.743	\$0.708	\$0.691	\$0.669	\$0.638	\$0.595
1 Color	\$5.875	\$3.235	\$1.881	\$1.263	\$0.975	\$0.869	\$0.810	\$0.770	\$0.750	\$0.680
2 Color	\$7.512	\$4.396	\$2.430	\$1.484	\$1.077	\$0.926	\$0.861	\$0.804	\$0.762	\$0.696
1 Standard Foil Color*	\$6.266	\$3.739	\$1.989	\$1.354	\$1.025	\$0.923	\$0.867	\$0.850	\$0.835	\$0.804
Embossing*	\$8.215	\$4.374	\$2.181	\$1.478	\$1.110	\$0.964	\$0.917	\$0.872	\$0.846	\$0.804
Four Color Process	\$9.373	\$5.048	\$4.292	\$2.345	\$1.456	\$1.209	\$1.036	\$0.964	\$0.915	\$0.861

(R) Price shown is per piece. Production time: 3 working days. Add 2 days for heavy ink coverage on spot colors. 12 p.m. CT cutoff for artwork. *Price includes one standard foil color or single level emboss with a total coverage area of up to 36 square inches. See separate price grids on page 29 for pricing on imprint and stock upgrades.

PHOTO SLEEVES & CERTIFICATE HOLDERS



Style CH

Style PHS



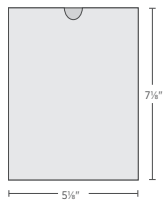
HERE'S ANOTHER IDEA

Use Photo Sleeves & Holders as a way of delivering a special message to your employees, clients or community.

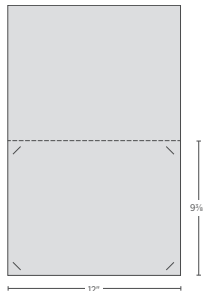


DID YOU KNOW?

Certificate Holders can hold 8 1/2" x 11" or 8" x 10" certificates!



Style #: PHS
Photo Sleeve



Style #: CH
Certificate Holder

Certificate Holder Styles:



DB1

DB2

DB3

PHOTO SLEEVES

Styles: PHS



Base Price — Class 1 Stocks	50	100	250	500	1,000	1,500	2,000	2,500	3,000	5,000
No Imprint	\$4.734	\$2.706	\$1.366	\$0.948	\$0.705	\$0.625	\$0.584	\$0.562	\$0.544	\$0.535
1 Color	\$8.316	\$4.487	\$2.119	\$1.360	\$1.003	\$0.870	\$0.827	\$0.810	\$0.799	\$0.730
2 Color	\$10.010	\$5.631	\$2.691	\$1.689	\$1.246	\$1.034	\$0.930	\$0.878	\$0.867	\$0.793
1 Standard Foil Color*	\$8.418	\$4.538	\$2.153	\$1.388	\$1.031	\$0.967	\$0.912	\$0.890	\$0.878	\$0.844
Embossing*	\$9.616	\$5.080	\$2.337	\$1.449	\$1.053	\$0.956	\$0.915	\$0.882	\$0.874	\$0.827
Four Color Process	\$10.537	\$6.721	\$5.030	\$2.822	\$1.654	\$1.322	\$1.117	\$0.986	\$0.892	\$0.804

(R) Price shown is per piece. Production time: 3 working days. Add 2 days for heavy ink coverage on spot colors. 12 p.m. CT cutoff for artwork. *Price includes one standard foil color or single level emboss with a total coverage area of up to 36 square inches. See separate price grids on page 29 for pricing on imprint and stock upgrades.

CERTIFICATE HOLDERS

Styles: CH

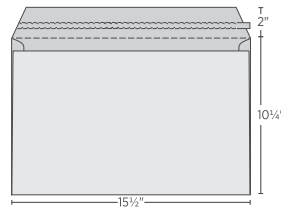


Base Price — Class 1 Stocks	50	100	250	500	1,000	1,500	2,000	2,500	3,000	5,000
No Imprint	\$2.323	\$1.365	\$0.895	\$0.714	\$0.612	\$0.575	\$0.561	\$0.538	\$0.514	\$0.482
1 Color	\$5.263	\$2.873	\$1.631	\$1.075	\$0.819	\$0.738	\$0.693	\$0.658	\$0.619	\$0.561
2 Color	\$6.577	\$3.960	\$2.223	\$1.273	\$0.902	\$0.770	\$0.711	\$0.669	\$0.630	\$0.567
1 Standard Foil Color*	\$6.189	\$3.642	\$1.931	\$1.286	\$0.953	\$0.844	\$0.794	\$0.764	\$0.743	\$0.711
Embossing*	\$7.912	\$4.413	\$2.149	\$1.421	\$1.042	\$0.904	\$0.835	\$0.788	\$0.756	\$0.716
Four Color Process	\$11.429	\$6.879	\$3.960	\$2.266	\$1.349	\$1.057	\$0.901	\$0.833	\$0.790	\$0.725

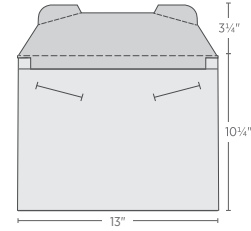
(R) Price shown is per piece. Production time: 3 working days. Add 2 days for heavy ink coverage on spot colors. 12 p.m. CT cutoff for artwork. When placing order please indicate orientation of folder - landscape or portrait. *Price includes one standard foil color or single level emboss with a total coverage area of up to 36 square inches. See separate price grids on page 29 for pricing on imprint and stock upgrades.



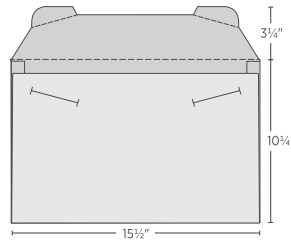
PORTFOLIOS & MAILERS



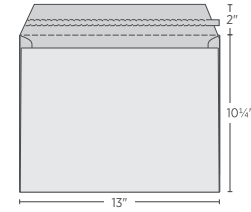
Style #: ZIPL
Zip Strip Mailer with
Tape Strip



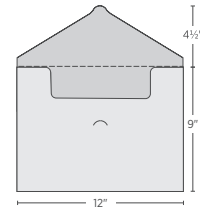
Style #: TAB
Tab Mailer



Style #: TABL
Tab Mailer



Style #: ZIP
Zip Strip Mailer with
Tape Strip



Style #: PNE
Portfolio, holds up to 25 sheets



ONE-OF-A-KIND EXPERIENCE

Add a feeling of elegance and importance to big life events! Personalized portfolios are an ideal way to package mortgage papers for a first home purchase, and mailers make receiving a certificate in the mail more exciting.

STANDARD PORTFOLIOS & MAILERS

Styles: TAB, ZIP, PNE



Base Price — Class 1 Stocks	100	250	500	1,000	1,500	2,000	2,500	3,000	5,000
No Imprint	\$3.523	\$1.879	\$1.627	\$1.327	\$1.159	\$1.068	\$1.033	\$0.971	\$0.764
1 Color	\$5.396	\$2.942	\$1.980	\$1.452	\$1.224	\$1.079	\$1.007	\$0.955	\$0.840
2 Color	\$7.103	\$3.666	\$2.463	\$1.697	\$1.399	\$1.213	\$1.118	\$1.049	\$0.895
1 Standard Foil Color*	\$5.451	\$2.970	\$1.986	\$1.490	\$1.273	\$1.135	\$1.074	\$1.043	\$0.973
Embossing*	\$6.616	\$3.182	\$2.093	\$1.547	\$1.310	\$1.157	\$1.093	\$1.061	\$0.981
Four Color Process	\$9.476	\$5.629	\$3.315	\$2.064	\$1.739	\$1.524	\$1.324	\$1.224	\$1.068

(R) Price shown is per piece. Production time: 5 working days. Add 2 days for heavy ink coverage on spot colors. 12 p.m. CT cutoff for artwork. *Price includes one standard foil color or single level emboss with a total coverage area of up to 36 square inches. See separate price grid on page 29 for pricing on imprint upgrades. Stock upgrades are available but limited to 10pt., 12pt., 80lb., or 100lb. weight stocks.

LEGAL PORTFOLIOS & MAILERS

Styles: ZIPL, TABL



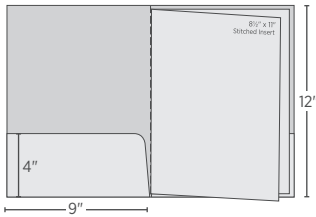
Base Price — Class 1 Stocks	100	250	500	1,000	1,500	2,000	2,500	3,000	5,000
No Imprint	\$3.461	\$1.846	\$1.598	\$1.304	\$1.139	\$1.049	\$1.015	\$0.954	\$0.750
1 Color	\$5.496	\$2.996	\$2.016	\$1.478	\$1.246	\$1.099	\$1.025	\$0.972	\$0.856
2 Color	\$7.136	\$3.682	\$2.475	\$1.705	\$1.405	\$1.218	\$1.123	\$1.054	\$0.899
1 Standard Foil Color*	\$5.476	\$2.984	\$1.995	\$1.497	\$1.279	\$1.140	\$1.078	\$1.048	\$0.978
Embossing*	\$6.616	\$3.182	\$2.093	\$1.547	\$1.310	\$1.157	\$1.093	\$1.061	\$0.978
Four Color Process	\$9.388	\$5.577	\$3.284	\$2.045	\$1.723	\$1.510	\$1.312	\$1.212	\$1.058

(R) Price shown is per piece. Production time: 5 working days. Add 2 days for heavy ink coverage on spot colors. 12 p.m. CT cutoff for artwork. *Price includes one standard foil color or single level emboss with a total coverage area of up to 36 square inches. See separate price grid on page 29 for pricing on imprint upgrades. Stock upgrades are available but limited to 10pt., 12pt., 80lb., or 100lb. weight stocks.

STITCHED INSERTS



Style F1, 8-Page Insert



Style #: F2
4-Page Stitched Insert



STITCHED INSERTS

- Only available for stitching into the following styles: F1, F2, B1, B2, F2RD, FIS, F2S (see page 7)
- 8.5" x 11" or 9" x 12" pages
- Printed on both sides

STITCHED INSERTS

100lb. White Gloss Text or 100 lb. White Dull Text		250	500	1,000	1,500	2,000	2,500	3,000	5,000
4-Page Insert	Full Color Process (4/4)	\$2.692	\$1.822	\$1.134	\$0.987	\$0.914	\$0.814	\$0.749	\$0.619
8-Page Insert	Full Color Process (4/4)	\$4.598	\$2.597	\$1.596	\$1.264	\$1.104	\$1.003	\$0.936	\$0.803
12-Page Insert	Full Color Process (4/4)	\$7.605	\$4.209	\$2.496	\$1.925	\$1.647	\$1.472	\$1.358	\$1.134
16-Page Insert	Full Color Process (4/4)	\$7.818	\$4.391	\$2.677	\$2.106	\$1.837	\$1.662	\$1.546	\$1.318
4-Page Insert	One Color (1/1)	\$2.730	\$1.543	\$0.936	\$0.735	\$0.631	\$0.570	\$0.530	\$0.452
8-Page Insert	One Color (1/1)	\$2.858	\$1.643	\$1.034	\$0.831	\$0.738	\$0.675	\$0.634	\$0.553
12-Page Insert	One Color (1/1)	\$4.214	\$2.384	\$1.455	\$1.145	\$0.997	\$0.903	\$0.838	\$0.720
16-Page Insert	One Color (1/1)	\$4.341	\$2.482	\$1.551	\$1.241	\$1.104	\$1.007	\$0.942	\$0.821
4-Page Insert	Two Color (2/2)	\$3.830	\$2.063	\$1.196	\$0.906	\$0.771	\$0.681	\$0.622	\$0.506
8-Page Insert	Two Color (2/2)	\$3.895	\$2.160	\$1.309	\$1.015	\$0.867	\$0.779	\$0.725	\$0.607
12-Page Insert	Two Color (2/2)	\$6.347	\$3.421	\$1.987	\$1.501	\$1.267	\$1.116	\$1.022	\$0.827
16-Page Insert	Two Color (2/2)	\$6.414	\$3.518	\$2.100	\$1.609	\$1.363	\$1.214	\$1.126	\$0.930

(R) Price shown is per insert set. Stitched Insert orders will only be accepted with the following standard folder styles: F2 (shown above), F1, B1, B2, F2RD, FIS, and F2S. Printed both sides in four color, 1 color or 2 color. Production time: Add 3 working days to the estimated folder production time for stitched inserts. Add 5 working days for quantities 2,000 and above. 12 p.m. CT cutoff for artwork.

TRI-PANEL FOLDERS, CARD CARRIERS & TABLE TENTS

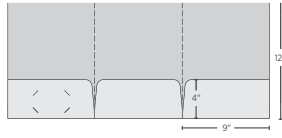


HERE'S ANOTHER IDEA

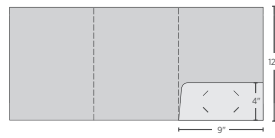
Enhance the look of a gift card simply by pairing it with a card carrier!

Styles F3, CJ, Y, TT46

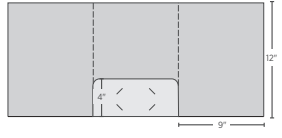
Tri-Panel Folder Styles



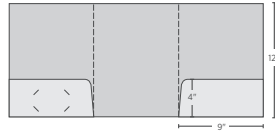
Style #: F3*



Style #: TP1

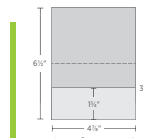


Style #: FM1*

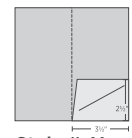


Style #: TP2

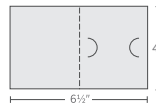
Card Carrier Styles



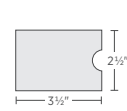
Style #: CF
One Pocket Horizontal
Folded Card Carrier



Style #: Y
One Pocket Vertical
Folded Card Carrier

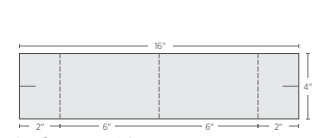


Style #: CU
Folded Card Carrier



Style #: CJ
Sleeve Style Card Carrier

Table Tent Style



Style #: TT46
Table Tent

TRI-PANEL FOLDERS



Base Price — Class 1 Stocks	100	250	500	1,000	1,500	2,000	2,500	3,000	5,000
1 Color	\$4.859	\$2.665	\$1.878	\$1.464	\$1.273	\$1.153	\$1.077	\$1.012	\$0.915
2 Color	\$6.320	\$3.321	\$2.394	\$1.598	\$1.360	\$1.213	\$1.183	\$1.109	\$1.035
1 Standard Foil Color**	\$5.403	\$3.051	\$2.047	\$1.518	\$1.394	\$1.366	\$1.299	\$1.243	\$1.151
Embossing*	\$6.832	\$3.501	\$2.317	\$1.696	\$1.453	\$1.419	\$1.343	\$1.284	\$1.181
Four Color Process	\$9.443	\$4.436	\$2.857	\$1.861	\$1.504	\$1.317	\$1.212	\$1.135	\$0.961

(R) Price shown is per piece. Production time: 5 working days. Add 2 days for heavy ink coverage on spot colors. 12 p.m. CT cutoff for artwork. *F3 center pocket is unglued. FM1 pocket is glued on both sides. **Price includes one standard foil color or single level emboss with up to 36 square inches of coverage. See separate price grids on page 29 for pricing on imprint and stock upgrades.

CARD CARRIERS



Base Price — Class 1 Stocks	250	500	1,000	1,500	2,000	2,500	3,000	5,000
No Imprint	\$1.284	\$0.733	\$0.457	\$0.411	\$0.353	\$0.320	\$0.300	\$0.259
1 Color	\$1.513	\$0.835	\$0.551	\$0.517	\$0.466	\$0.417	\$0.384	\$0.304
2 Color	\$1.694	\$0.889	\$0.714	\$0.651	\$0.569	\$0.466	\$0.419	\$0.345
1 Standard Foil Color*	\$1.494	\$0.986	\$0.753	\$0.624	\$0.454	\$0.425	\$0.362	\$0.322
Embossing*	\$1.854	\$1.155	\$0.805	\$0.628	\$0.457	\$0.438	\$0.363	\$0.325
Four Color Process	\$3.003	\$1.881	\$1.082	\$0.840	\$0.669	\$0.624	\$0.530	\$0.408

(R) Price shown is per piece. Production time: 3 working days. Add 2 days for heavy ink coverage on spot colors. 12 p.m. CT cutoff for artwork. *Price includes one standard foil color or single level emboss with a total coverage area of up to 36 square inches. See separate price grids on page 29 for pricing on imprint and stock upgrades. Paper stocks for style CJ are limited to paper stock weights of 12pt, C1S, and 100lb or greater.

TABLE TENTS



White Semi-Gloss 16 pt. C1S Only	100	250	500	1,000	1,500	2,000	2,500	3,000	5,000
Four Color Process (Printed on one side)	\$3.294	\$1.467	\$0.876	\$0.580	\$0.458	\$0.377	\$0.329	\$0.295	\$0.231

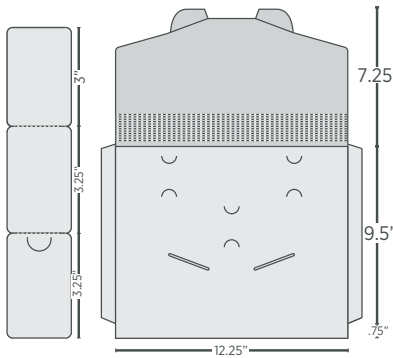
(R) Price shown is per piece. Production time: 3 working days. 12 p.m. CT cutoff for artwork. See separate price grids on page 29 for pricing on imprint upgrades. Call for a quote on other stock options.

HEALTHCARE FOLDERS

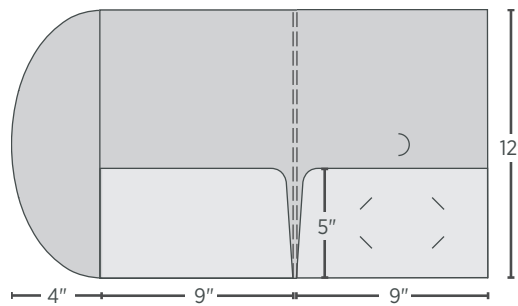


HEALTHCARE FOLDERS

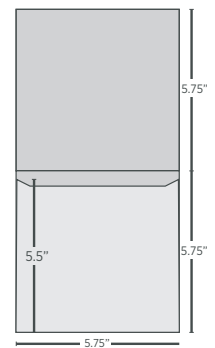
Healthcare folders help hospitals organize patient information about diagnosis, continuing care and hospital resources. As a patient is being discharged, present them with these high-quality branded folders that include educational materials to help them manage their care, information about their next appointment, important numbers to call in case of emergency and details about their medication regimen. Call our customer service team to answer questions and order healthcare folders.



Style #: MAVERICK XL
Expandable portfolio with tab option



Style #: CIRCLE
Two-pocket folder with third panel tuck-in flap



Style #: DYLAN
CD Holder

THE BEST FOLDER EXPERIENCE — WE'RE TAKING IT UP A NOTCH

FolderWorks™ makes it easy to start the folder conversation with your customers. Need an ice breaker to open up the discussion? We've developed unique unbranded tools that can help you crack that ice! Use these **Free Sales Tools** to promote the Folders Category:

STICKERS

Stick one to every outgoing package.



POST-IT® NOTES

Delivering a proposal? Drop a Post-it® on the cover!



COUNTER MATS

Brighten up your counter with a Best Folders Experience Mat.



FLOOR & WINDOW DECALS

Attach promotions to unusual surfaces!



VERTICAL MARKET PRODUCT SAMPLES

Showcase the most popular styles and print processes in a specific market. With **NEW DESIGNS** for 2022!



BOX STUFFERS

Insert in every package to remind your clients that you sell folders!



DON'T JUST TAKE OUR WORD FOR IT! — CUSTOMER REVIEWS

“FolderWorks™ has been an outstanding resource for folders of all kinds. Their flawless quality, unbeatable pricing and great customer service are the reasons I have used them many times on projects small and large. They have been the right choice for my full spectrum of clients.”

- **Dosia, Vernon Company**

“The folders I received were outstanding! My customer was in awe! They look great and you did a great job!”

- **Anonymous**

“This email is to thank you and everyone involved with this order. The order was complex and had several details to cover and you **ALL** made this project a tremendous success! The folders came out beautifully and everyone who has seen them is extremely pleased.”

- **Anonymous**

“My customer was *very, very* impressed and pleased with your folders! You made *me* look very good! I’ve been with you for over 30 years, but this was my first folder order. I was excited but a bit hesitant. But because I was able to **TALK** with someone with a name and phone number it made all the difference...it was actually exciting!”

- **Anonymous**

CUSTOM OPTIONS: CAN'T FIND WHAT YOU'RE LOOKING FOR?

Don't be afraid to call us! If you can't find exactly what your customer wants, give us a call at **800.769.3676**. We have access to thousands of dies that may fit your needs. And, for an order that is truly unique, we would be happy to discuss your one-of-a-kind project and provide you with a quote. We want to talk to you!

ADDITIONAL PRODUCT OPTIONS

POCKET PAGE

The 9" x 12" pocket page allows for quick, secure storage. The single exposed pocket is great for inter-company communication or informational pieces.



LOOSE POCKET UNGLUED FOLDERS

Loose pocket folders are available with or without self-assemble tabs.



STEPPED INSERTS

Stepped inserts provide a way to communicate important information about your business to new or existing customers. They allow messages to be “stacked” upon each other, calling out important features or information.



MULTIMEDIA & FLASH DRIVE HOLDERS

Multimedia and Flash Drive Holders are an excellent way to deliver digital information in a branded protective package. Whether it be financial documents on a flash drive or newborn images on a CD, these holders are sure to please.



PHOTO HOLDERS

Use photo holders as a way of delivering a special message to your employees, clients or community. A tastefully designed photo holder would pair beautifully with a holiday message printed on an announcement or a full color postcard.



Add a Little Luxury to Your Order!

Contact customer service to get started today!



Foil Stamping

Foil represents the peak expression of art design and brings a level of elegance to any product by adding depth and shine and creating a sensory experience.



Print Over Foil Stamping

Printing over foil brings a new level of sophistication. Establish your brand as high-quality by adding print on top of the elegance and shine of foil.



Spot UV Gloss

Make your colors shine and appear more vibrant while drawing attention to targeted areas. Spot UV gloss gives specific elements a nice, glossy sheen.



Raised Foil & Spot Gloss

Bring foil and spot gloss to new levels! Not only do Raised Foil and Raised Spot Gloss add an element of shine to your full color design, they add dimension that makes those design elements stand out even more.



Specialty Stocks

Express the true quality and personality of your business by going for a unique or bolder look with specialty stocks that make a big impact and an even bigger first impression.



AQ Gloss

Water-based and fast-drying, aqueous gloss coating is environmentally friendly and an ideal solution for a less showy and more muted gloss finish while still achieving the "wow" factor.

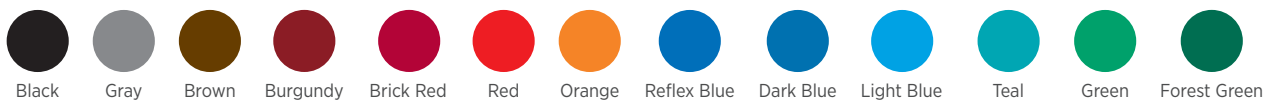
STOCKS, FOILS, INKS & UPGRADES

PRINT PROCESS CODES

ENVIRONMENTAL PAPER CODES****

STOCKS		◎	FC	UV	F	E	LAM	RE	GSC	CN	⊕	PCW	FSC
CLASS 1	White Semi-Gloss 10 pt. C2S	x	x	x	x	x	x						x
	White Semi-Gloss 12 pt. C1S	x	x	x	x	x	x						x
	White Smooth 80 lb.	x	x		x	x	x						x
	Bright White Linen 80 lb.	x	x*		x	x							
	White Silk 100 lb.	x	x	x	x	x	x	x	x		x	10%	
	Warm White Linen 80 lb.	x	x*		x	x			x		30%	30%	
CLASS 2	Manila Tag 150 lb.	x	x*		x	x	x						x
	White Semi-Gloss 12 pt. C2S	x	x	x	x	x	x						x
	White Semi-Gloss 14 pt. C1S	x	x	x	x	x	x						x
	White Semi-Gloss 16 pt. C1S	x	x	x	x	x	x						x
	White Smooth 110 lb.	x	x*		x	x	x						x
	Cougar® White Smooth 100 lb.	x	x*		x	x	x				x	10%	x
	Natural Smooth 80 lb.	x	x*		x	x	x		x		30%	10%	x
	Cobalt Smooth 80 lb.	x			x	x	x						x
	White Fiber 80 lb.	x	x		x	x	x		x		x	x	x
	Sky Blue Linen 80 lb.	x			x	x			x		x	x	
	Ivory Linen 80 lb.	x***	x*		x	x			x		x	x	
	Gray Linen 80 lb.	x			x	x			x		x	x	
	Charcoal Linen 80 lb.	x			x	x			x				
	Navy Linen 80 lb.	x			x	x			x				
	Black Linen 80 lb.	x			x	x			x				
	Burgundy Linen 80 lb.	x			x	x		x	x		x	x	x
	Emerald Green Linen 80 lb.	x			x	x		x	x		x	x	x
	Bright White Linen 100 lb.	x	x*		x	x							
White Felt 80 lb.	x	x		x	x			x	x		x	x	
CLASS 3	White Semi-Gloss 14 pt. C2S	x	x	x	x	x	x						x
	White Semi-Gloss 18 pt. C1S	x	x	x	x	x	x						x
	Natural Fiber 80 lb.	x	x*		x	x	x		x		x	x	x
	Environment® Desert Storm 80 lb.	x**			x	x	x		x		x	30%	x
	Hunter Green Felt 80 lb.	x			x	x		x	x		x	x	x
	Black Felt 80 lb.	x			x	x		x	x		x	x	x
CLASS 4	Red Linen 80 lb.	x			x	x		x	x				x
	CLASSIC CREST® Natural White 80 lb.	x	x*		x	x	x	x	x	x			x
	CLASSIC CREST® Solar White 80 lb.	x	x		x	x	x	x	x	x			x
	CLASSIC® Linen Natural White 100 lb.	x	x*		x	x		x	x	x			x
	Navy Linen 100 lb.	x			x	x		x	x		x	x	x
	Eggplant Linen 80 lb.	x			x	x		x	x	x	x	x	x
CLASS 5	Red Felt 80 lb.	x			x	x		x	x				x
	Pearlized White Smooth 105 lb.		x*		x	x	x		x		x	x	
	Emerald Green Linen 100 lb.	x			x	x		x			x	x	x
	Burgundy Linen 100 lb.	x			x	x		x	x		x	x	x
	Black Linen 100 lb.	x			x	x		x	x		x	x	

STANDARD INK COLORS



FOIL COLORS



Colors shown are a close representation. Exact color will vary.

STOCKS, FOILS, INKS & UPGRADES

STOCK CODES

Point (pt.): Caliper refers to the thickness of a single sheet of paper in thousandths of an inch.

Pound (lb.): Weight of 500 sheets in the stock's industry standard basic size (different for all paper types).

Uncoated Paper: Has a flat finish and is available in many textures. Uncoated has a porous, more natural feel. Most recycled paper is uncoated. Ink will soak into fibers of the paper. As a result, inks will appear different when printed on uncoated paper versus coated.

C1S Paper: Paper coated on one side.

C2S Paper: Paper coated on both sides.

Gloss Finish: Provides a lot of "shine" resulting in higher contrast. Good for full color images where color needs to "pop". However, this finish is very sensitive to dust and fingerprints (on UV Gloss Finish).

Semi-Gloss Paper: Provides a great compromise between a smooth/matte finish and a gloss finish. Helps reduce glare, dust, and fingerprint issues.

Silk: Provides very little glare. Good for enhancing designs with more subdued layouts and color sets.

PRINT PROCESS CODES

☉	Spot Color
FC	Full Color Process
UV	UV Gloss Coating
F	Foil
E	Emboss
LAM	Lamination

ENVIRONMENTAL PAPER CODES

CN	Carbon Neutral: This stock was made using carbon neutral processes with energy derived from natural processes that are replenished constantly.
FSC	Forest Stewardship Council: This paper originates in a Forest Stewardship Council (FSC) certified sustainable, well-managed forest.
GSC	Green Seal Certified: Stock contains at least 30% post-consumer material.
PCW	Post-Consumer Waste: This stock was made using a certain percentage of recycled material (post-consumer waste).
RE	Renewable Energy: This stock was manufactured using 100% renewable energy.
♻️	Recycled Material: This stock is made from recycled material.

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 identified in the table on page 28.

Contact us for details.

STOCK UPGRADE

Add Charges to Base Price Per Piece	50	100	250	500	1,000	1,500	2,000	2,500	3,000	5,000
Class 2	\$0.127	\$0.127	\$0.127	\$0.127	\$0.127	\$0.127	\$0.127	\$0.127	\$0.127	\$0.127
Class 3	\$0.242	\$0.242	\$0.242	\$0.242	\$0.242	\$0.242	\$0.242	\$0.242	\$0.242	\$0.242
Class 4	\$0.472	\$0.472	\$0.472	\$0.472	\$0.472	\$0.472	\$0.472	\$0.472	\$0.472	\$0.472
Class 5 Premium Stocks	NA	NA	\$0.702	\$0.702	\$0.702	\$0.702	\$0.702	\$0.702	\$0.702	\$0.702

(R) Price shown is per piece. These stocks are available on any folder product where the Stock Upgrade icon is shown. The price per piece for all stock upgrades do not vary by quantity. Stocks will be printed flat unless otherwise indicated.

LAMINATION UPGRADE

Add Charges to Base Price Per Piece	50	100	250	500	1,000	1,500	2,000	2,500	3,000	5,000
Soft Touch Lamination	\$7.203	\$2.122	\$0.987	\$0.739	\$0.659	\$0.629	\$0.610	\$0.596	\$0.584	\$0.555
Gloss Lamination	\$3.473	\$1.796	\$0.789	\$0.467	\$0.389	\$0.368	\$0.357	\$0.351	\$0.347	\$0.338

(R) Price shown is per piece. Production time: 3 working days. Lamination available single-sided only. For best results recommended use on coated stocks only. Lamination is available on any stock indicated in the stock chart on page 28.

IMPRINT UPGRADE

Add Charges to Base Price Per Piece	50	100	250	500	1,000	1,500	2,000	2,500	3,000	5,000
Heavy Ink Coverage**	\$3.104	\$1.592	\$0.663	\$0.356	\$0.210	\$0.150	\$0.124	\$0.108	\$0.099	\$0.068
UV Gloss Coating	\$1.007	\$0.541	\$0.262	\$0.168	\$0.122	\$0.108	\$0.105	\$0.093	\$0.093	\$0.087
Additional Ink	\$3.003	\$1.530	\$0.629	\$0.329	\$0.187	\$0.136	\$0.108	\$0.097	\$0.083	\$0.057
Additional Foil Stamp Color*	\$3.151	\$1.705	\$0.699	\$0.403	\$0.248	\$0.207	\$0.178	\$0.160	\$0.146	\$0.107
Additional Emboss Area*	\$7.506	\$3.858	\$1.575	\$0.867	\$0.482	\$0.337	\$0.261	\$0.221	\$0.206	\$0.142

(R) Price shown is per piece. *Price includes one standard foil color or single level emboss with a total coverage area of up to 36 square inches. Additional options increase production time, call for estimate. **Heavy ink coverage adds 2 production days.

GENERAL ORDERING INFORMATION

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 they are 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 please 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 2 working days to the production time when requesting a proof. Call for a quote.
- An Epson Proof is also available (or as an alternative) for \$40 per side. This is a high resolution full color process digital proof for color matching and resolution purposes. It is not a fully produced folder; we will ship you a flat sheet of Epson paper printed with your customer's artwork, including die lines for the cut and score areas.
- Press 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.

DIE CHARGES

A die setup charge will be applied for an envelope slit, 4 1/4" custom pad slit, flash drive slits, or file card punch out. 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 price 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 no longer be stored at FolderWorks™ and will need to be repurchased.

ADDITIONAL DIE SET-UP

Additional die set-up charges will be applied as necessary if the 36 total square inches of coverage is exceeded.

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 12 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.

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.

RIGHTS TO PROMOTION & PRICING

FolderWorks™ reserves the rights 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

All standard and PMS inks are translucent. There is no additional charge for 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.

COLOR MATCHING

- Industry standard ink densities are used for PANTONE® Matching System (PMS) inks.
- No extra charge for using 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.

FOIL STAMPING OR EMBOSING

FOIL STAMPING OR EMBOSING DIE CHARGES

For orders with foil stamping or single-level embossing with up to 36 total square inches of coverage, there is no additional charge for dies. For orders not within these parameters or for special foil colors, call or send artwork for a quote. Charges for dies vary according to the size and amount of detail in your design. We will notify you of any additional costs before processing your order. Send actual sized artwork or a sample for an estimated die charge.

FOIL AND EMBOSING DIES

This is a process that combines foil stamping and embossing into one press run. A brass die is required for this process. Send artwork for a quote.

DIE TYPES

Various types of dies are available.

Magnesium Dies: These single level dies are used for foil stamping. They will be recycled after use.

Copper Dies: These single-level dies are used for foil stamping and embossing. Copper dies provide crisp quality without the expense of a brass die. Copper dies are recycled after use.

Brass Dies: These single or multi-level sculpted dies are used for embossing or foil embossing. These dies produce a deep, crisp image with well-defined edges. NOTE: fine lines and type do not foil emboss well. Mail or e-mail artwork for a quote.

COATINGS

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 identified in the table on *page 28*:

Gloss: This coating is a glossy coating over the entire printed surface of a folder. See imprint upgrade table on *page 29*.

Spot Gloss: This coating applies a highlighted high gloss sheen to specific targeted areas of your design. Call for quote.

AQUEOUS COATING

This is a clear, fast-drying coating used to protect printed pieces. Aqueous satin and gloss coatings are available upon request. Call for a quote.

ENVIRONMENTAL PAPER CODES

RE - RENEWABLE ENERGY

This stock was manufactured using 100% renewable energy.

GSC - GREEN SEAL CERTIFIED

Green Seal Certified papers contain at least 30% post-consumer material.

- RECYCLED MATERIAL

This stock is made from recycled material.

FSC - FOREST STEWARDSHIP COUNCIL

This paper originates in a Forest Stewardship Council (FSC) certified sustainable, well-managed forest.

CN - CARBON NEUTRAL

This stock was made using carbon neutral processes with energy derived from natural processes that are replenished constantly.

PCW - POST CONSUMER WASTE

This stock was made using a certain percentage of recycled material (post-consumer waste).

SOFTWARE

NATIVE APPLICATIONS

We accept files created in the following native applications:

- Acrobat PDF (MAC & PC)
- Adobe Photoshop® (MAC & PC)
- Adobe Illustrator® (MAC & PC)
- Encapsulated Postscript Files (EPS)

We DO NOT accept files created in the following native applications:

- Microsoft® PowerPoint® (MAC & PC)
- Microsoft® Excel® (MAC & PC)
- Microsoft® Word® (MAC & PC)
- Microsoft® Publisher® (MAC & PC)
- CorelDRAW® (MAC & PC)

ELECTRONIC GUIDELINES

FILE REQUIREMENTS

Create one item sized correctly per document. Placed graphics and text should be sized at 100%.

FONTS

Using your illustration program, convert all text to curves or create outlines in your files. Never use the stylization palette to bold, italicize, add drop shadow to, or put outlines on your fonts. If you are using fonts not owned by Navitor, outlines must be created in an illustration program before submitting your artwork.

MARGIN REQUIREMENTS

For spot color printing using one or more spot colors, artwork must have the position noted in the special instructions, or a sample must be attached. Four color process printing should have at least 1/8" (.125") margins.

BLEED REQUIREMENTS

Allow 1/8" (.125") on all sides. Make sure the text still maintains the required margin even when graphics bleed.

COLOR REQUIREMENTS

Navitor now has a new Accurate Color System. You can now send your files colored using the intended PANTONE® Matching System (PMS) color instead of having to color it using CMYK colors. Every effort will be made to print your intended color within acceptable standards.

SPOT COLOR PRINTING

Submit black and white bitmap images at 600 dpi and grayscale mode images at 600 dpi for standard spot printing.

FOUR COLOR PROCESS

- Every element of the file must be colored with process CMYK colors (no RGB, indexed color, etc.). Files must be 300 dpi or higher.
- PANTONE® Matching System (PMS) spot colors and process colors are produced using different methods. Therefore, colors produced in four color process will differ from PANTONE® spot colors, sometimes significantly. Refer to a Solid to Process Color Imaging Guide for color conversions.

PRINTING BLACK VS. BLACK FOR FOUR COLOR ORDERS

Use printing black (C-80%, M-80%, Y-80%, K-95%) instead of 100% black when in registration with other colors, in areas with heavy ink coverage, and for bold type or lines (2.5 points or thicker). Use 100% black in all other instances. If the CMYK mixes used in your file do not match the Multicolor numbers chosen, we will use the file as is and print as a "CMYK Scan" with no guarantees.

SWATCH LIBRARY

Our Swatch Library can be installed on equipment that is running any Adobe product. This will give you access to all of our colors and their mix settings to ensure that we print exactly what you create. The instruction file will walk you through process of setting up the file. The library and instructions for installation can be found under "Help and Resources" on our website.

COLORING YOUR ARTWORK FOR SPOT COLORS

COLORING YOUR FILES FOR SPOT COLOR PRINTING

Desired Ink Color	Name Your Color Swatch
Black	Black
Brick Red	Brick Red
Brown	Brown
Burgundy	Burgundy
Dark Blue	Dark Blue
Forest Green	Forest Green
Gray	Gray
Green	Green
Light Blue	Light Blue
Orange	Orange
Red	Red
Reflex Blue	Reflex Blue
Teal	Teal
Any Foil or Embossing	Conversion (CRUCIAL for die ordering)
PMS Ink	Use actual PANTONE® Spot Color Swatch®

COLORING YOUR FILES FOR MULTIPLE SPOT COLOR PRINTING

Desired Ink Color	Use These Colors
Any 2 Standard Colors	Actual Color
Black & 1 PMS Ink	Black & PANTONE® Spot Color Swatch®
2 PMS Inks	PANTONE® Spot Color Swatch®
1 Standard & 1 PMS Ink	Actual Color & PANTONE® Spot Color Swatch®
Black & Foil	Black & Conversion
Black & Embossing	Black & Conversion

NOTE: Files will be used as is if not indicated on your order blank

*When using PANTONE® Spot Color Swatches in your file, they need to be named and colored the actual PANTONE® name and number being used to print your order.

PANTONE®, PMS and PANTONE MATCHING SYSTEM® are Pantone Inc.'s check-standard trademark for color reproduction and color reproduction materials.



Partners
BUSINESS PRODUCTS

