



International  
GRAPHICS

# Professional Images

Your Partners in Printing



Custom designs printed to your personalized requirements  
Ask us how we can help you



## On-Demand Printing

Today, the demand for Full Colour print is exploding. Millions of desktop publishers across the country are looking at the bright and colourful graphics they've just created on their computer and want them commercially printed in colour. Full Colour printing, also known as Process Colour Printing or Process printing, is one of our specialties.

Today, you don't have to tie up large amounts of money to get high quality, Full Colour marketing materials. Our Indigo 5500 Series Printer is highly effective in producing exceptional quality products at competitive prices, provided that files are sent print ready in a compatible format. We can print just about anything in full colour, 1 side or 2 sides on HP digitally approved Coated Stocks, Uncoated Stocks and Synthetic Stocks.

***“We're More Than Just Digital”***

## Traditional Printing

Highly creative individuals can show their professional personalities with high quality spot colour Thermography, Lithography, Flat Foil Stamping, Single Level Embossing, Single Level Foil Embossing, High Speed Envelope printing and Large Run Flyers on our Three Colour Web Press. Additional “In-House” processes include Crash Numbering, Die Cutting, Scoring, Folding, Perforating, Stitching and Shrink Wrapping.

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## BUSINESS CARDS (U.V. Gloss Coated 1 side only)

Business Cards (1-Sided) – 2" x 3½"

House Gloss 12 pt Coated 1 Side

Item# PIFBC40NB (non-bleed)

PIFBC40 (bleed)

Business Cards (2-Sided) – 2" x 3½"

House Gloss 12 pt Coated 2 sides

Item# PIFBC44NB2 (non-bleed)

PIFBC442 (bleed)

Minimum Quantity 250

## MAGNETIC CARDS

Magnetic Cards (1 side only) – 2" x 3½"

White Magnetic Cover

Item# PIMBC40

Minimum Quantity 250

## RACK CARDS

Printed One Sided Card

House Gloss 12 pt Coated 1 side

Printed Two Sided Cards

House Gloss 12 pt Coated 2 sides

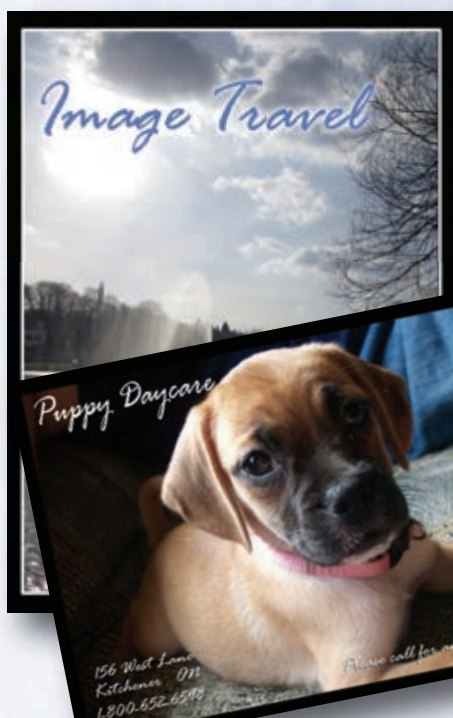
9" x 4" PIRC940 (1 sided)

PIRC944 (2 sided)

8½" x 5½" PIRC840 (1 sided)

PIRC844 (2 sided)

Minimum Quantity 100



## POSTCARDS

### One Sided Cards

House Gloss 12 pt Coated 1 sided

With or Without Bleeds

4" x 6"

Item# PIPC640

4¼" x 5½"

Item# PIPC540

### Two Sided Cards

House Gloss 12 pt Coated 2 sides

With or Without Bleeds

4" x 6"

Item# PIPC644

4¼" x 5½"

Item# PIPC544

Minimum Quantity 100

Quote required if stock is to be substituted



# PREDESIGNED BUSINESS CARDS

It's never been easier to design your own business card. Simply choose from our selection of layouts and select a font to personalize your card. Please indicate font by our 3 or 4 digit code in brackets. Available fonts shown on page 4. A limit of 2 fonts per layout available. **Item # PIFBC50** ( U.V. Gloss Coated 1 side)  
Layouts are available exactly as shown



Layout # 1 Black type only  
Font: Mainline CRB Body TMB



Layout # 2 Black type only  
Font: Mainline CPG Body HEL



Layout # 3 Black type only  
Font: Mainline EUB Body FTM



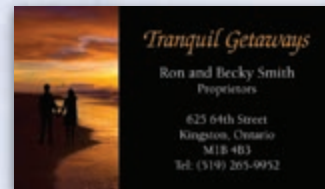
Layout # 4 Black type only  
Font: Mainline CIT Body AVT



Layout # 5 Black type only  
Font: Mainline BKD Body BKD



Layout # 6 White type only  
Font: Mainline ZCI Body BOM



Layout # 7 White & Orange type only  
Font: Mainline ZCI Body BOM



Layout # 8 White & Purple type only  
Font: Mainline CMS Body TMB



Layout # 9 Black type only  
Font: Mainline CIT Body AVT



Layout # 10 White type only  
Font: Mainline CPG Body HEL



Layout # 11 Black & White type only  
Font: Mainline BKD Body TMB



Layout # 12 Pink & Black type only  
Font: Mainline CRB Body FTM



Layout # 13 Pink & White type only  
Font: Mainline CIT Body FTM



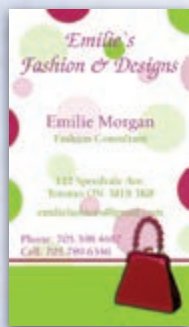
Layout # 14 Green & White type only  
Font: Mainline CIT Body TMB

House Sample  
Gloss 12pt U.V.  
Coated on 1 side

Layout # 19  
White & Orange type only  
Font: Mainline CIT  
Body BOM



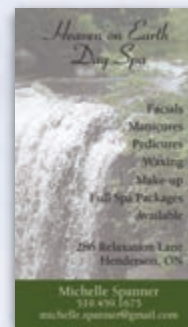
Layout # 15 Black & White type only  
Font: Mainline TMB  
Body TMB



Layout # 16 Pink & Green type only  
Font: Mainline ZCI  
Body BOM



Layout # 17 White & Orange type only  
Font: Mainline CIT  
Body TMB



Layout # 18 Black & White type only  
Font: Mainline CRB  
Body BOM





# AVAILABLE FONTS

Helvetica Neue Roman Lt Std 55 (HEL)  
ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
1234567890&

Futura Medium (FTM)  
ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
1234567890&

Times New Roman MT Std Bold (TMB)  
ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
1234567890&

COPPERPLATE (CPG)  
ABCDEFGHIJKLMNOPQRSTUVWXYZ  
ABCDEFGHIJKLMNOPQRSTUVWXYZ  
1234567890&

*Coronet Bold (CRB)*  
*ABCDEFGHIJKLMNOPQRSTUVWXYZ*  
*abcdefghijklmnopqrstuvwxyz 1234567890&*

*AT Citadel (CIT)*  
*ABCDEFGHIJKLMNOPQRSTUVWXYZ*  
*abcdefghijklmnopqrstuvwxyz 1234567890&*

Avant Garde Book (AVT)  
ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
1234567890&

**Eurostile Bold (EUB)**  
**ABCDEFGHIJKLMNOPQRSTUVWXYZ**  
**abcdefghijklmnopqrstuvwxyz**  
**1234567890&**

Berkeley Old Style (BOM)  
ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
1234567890&

**Bookman Demi (BKD)**  
**ABCDEFGHIJKLMNOPQRSTUVWXYZ**  
**abcdefghijklmnopqrstuvwxyz**  
**1234567890&**

*Zapf Chancery Italic (ZCI)*  
*ABCDEFGHIJKLMNOPQRSTUVWXYZ*  
*abcdefghijklmnopqrstuvwxyz 1234567890&*

*Commercial Script Std Regular (CMS)*  
*ABCDEFGHIJKLMNOPQRSTUVWXYZ*  
*abcdefghijklmnopqrstuvwxyz*  
*1234567890&*

Promoting your business and attracting more clients can be very satisfying when you create your new business identity and brand.

Our design with your message will be a winning combination. Choose one of our Layouts, then make your statement heard by picking the font(s) that will inspire clients to get in touch with you and your business. Each layout is specifically designed to give the best visibility to your information without compromising the message in your background.

Dressing your brand with fancy fonts will look impressive with your background art, but the real reason for putting this impressive creation together is so that new or loyal clients will be able to view your message and effortlessly get in touch with you. Familiarity lies at the heart of legibility. View a **FREE** proof electronically for all commercial orders to ensure you are satisfied with your creation. **Back copy is available by choosing from our list of fonts (maximum 2 fonts). All back copy will be centered on a 2" x 3.5" business card and will be printed in black only. Extra charge will apply.**



## Sales Sheets – 8½" x 11"

Printed Process Colour 4/0 or 4/4  
With or Without Bleeds  
Minimum quantity 100

House Gloss 80 lb Text Coated on 2 sides  
Item# PISS840 (1-sided)  
PISS844 (2-sided)

House Gloss 100 lb Text Coated on 2 sides  
Item# PISS140 (1-sided)  
PISS144 (2-sided)

## Posters – 17" x 11"

Printed Process Colour 4/0 or 4/4  
With or Without Bleeds  
Minimum quantity 100

House Gloss 80 lb Text Coated on 2 sides  
Item# PIP840 (1-sided)  
PIP844 (2-sided)

House Gloss 100 lb Text Coated on 2 sides  
Item# PIP140 (1-sided)  
PIP144 (2-sided)

House 12 pt Cover Coated on 2 sides  
Item# PIP1240 (1-sided)  
PIP1244 (2-sided)

## Single Fold Brochures

Small 8½" x 11" scored for a 8½" x 5½" fold  
Large 11" x 17" scored for a 8½" x 11" fold  
Printed Process Colour 4/0 or 4/4  
Minimum quantity 100

House Gloss 80 lb Text Coated on 2 sides  
Item# PISB840 (1-sided) PILB840 (1-sided)  
PISB844 (2-sided) PILB844 (2-sided)

House Gloss 100 lb Text Coated on 2 sides  
Item# PISB140 (1-sided) PILB140 (1-sided)  
PISB144 (2-sided) PILB144 (2-sided)

House 12 pt Coated on 2 sides  
Item# PISB1240 (1-sided) PILB1240 (1-sided)  
PISB1244 (2-sided) PILB1244 (2-sided)

*Quote required if stock is to be substituted*





## Trifold Brochures – 8½" x 11"

Printed Process Colour 4/0 or 4/4  
(Z)-fold or (L)etter Fold  
Minimum quantity 100

House Gloss 80 lb Text Coated on 2 sides

Item# PI3P840Z (1-sided) (Z)-fold  
PI3P844Z (2-sided) (Z)-fold  
PI3P840L (1-sided) (L)etter Fold  
PI3P844L (2-sided) (L)etter Fold

House Gloss 100 lb Text Coated on 2 sides

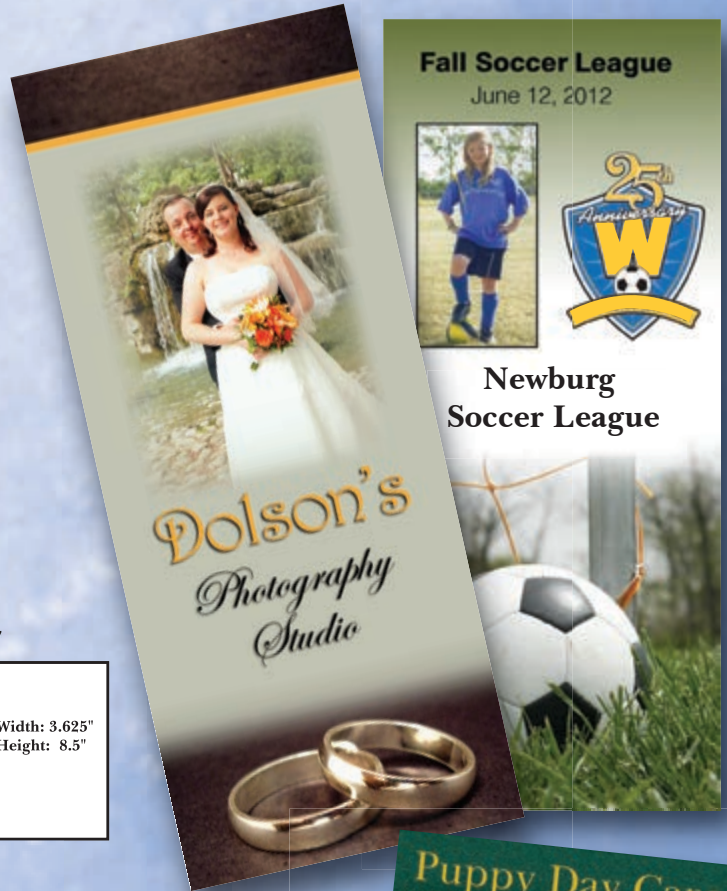
Item# PI3P140Z (1-sided) (Z)-fold  
PI3P144Z (2-sided) (Z)-fold  
PI3P140L (1-sided) (L)etter Fold  
PI3P144L (2-sided) (L)etter Fold

Front 8.5" x 11"

Width: 3.625" Height: 8.5"	Width: 3.687" Height: 8.5"	Width: 3.687" Height: 8.5"
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Back 8.5" x 11"

Width: 3.687" Height: 8.5"	Width: 3.687" Height: 8.5"	Width: 3.625" Height: 8.5"
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## 4 Panel Brochures – 8½" x 14"

Printed Process Colour  
With or Without Bleeds  
(D)ouble Parallel Folded  
Minimum quantity 100

House Gloss 80 lb Text  
Coated on 2 sides

Item# PI4P840D (1-sided)  
Item# PI4P844D (2-sided)

House Gloss 100 lb

Text Coated on 2 sides

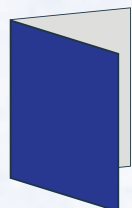
Item# PI4P140D (1-sided)  
Item# PI4P144D (2-sided)

Front 8.5" x 14"

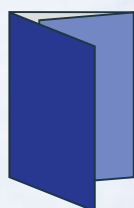
Width: 3.489" Height: 8.5"	Width: 3.49" Height: 8.5"	Width: 3.49" Height: 8.5"	Width: 3.531" Height: 8.5"
-------------------------------	------------------------------	------------------------------	-------------------------------

Inside 8.5"x14"

Width: 3.531" Height: 8.5"	Width: 3.49" Height: 8.5"	Width: 3.49" Height: 8.5"	Width: 3.489" Height: 8.5"
-------------------------------	------------------------------	------------------------------	-------------------------------



Single Fold



Letter Fold



Z-Fold



Double Parallel Fold





## Small Booklets – Self Cover Gloss Text

A booklet with 4-color process is an incredible marketing tool as it describes your products and services on our glossy house paper letting your clients view your products as they were meant to be seen. A booklet can also bring all your brochures together for easy reference. Colour is now an affordable option for short run direct mail to new customers or as a reminder for your already loyal clients. Booklets are very important documents that can make a very positive statement about your company. Number of pages available: 4, 8, 12, 16, 20  
Available in 2 sizes:

### A) 11" x 17" folded to 8 ½" x 11

#### 80 lb Gloss Text

#### 100 lb Gloss Text

8 Page Booklet.....	Item# PI8PBKA844.....	Item# PI8PBKA144
12 Page Booklet.....	Item# PI12PBKA844.....	Item# PI12PBKA144
16 Page Booklet.....	Item# PI16PBKA844.....	Item# PI16PBKA144
20 Page Booklet.....	Item# PI20PBKA844.....	Item# PI20PBKA144

### B) 8 ½" x 11" folded to 8 ½" x 5 ½"

#### 80 lb Gloss Text

#### 100 lb Gloss Text

8 Page Booklet.....	Item# PI8PBKB844.....	Item# PI8PBKB144
12 Page Booklet.....	Item# PI12PBKB844.....	Item# PI12PBKB144
16 Page Booklet.....	Item# PI16PBKB844.....	Item# PI16PBKB144
20 Page Booklet.....	Item# PI20PBKB844.....	Item# PI20PBKB144

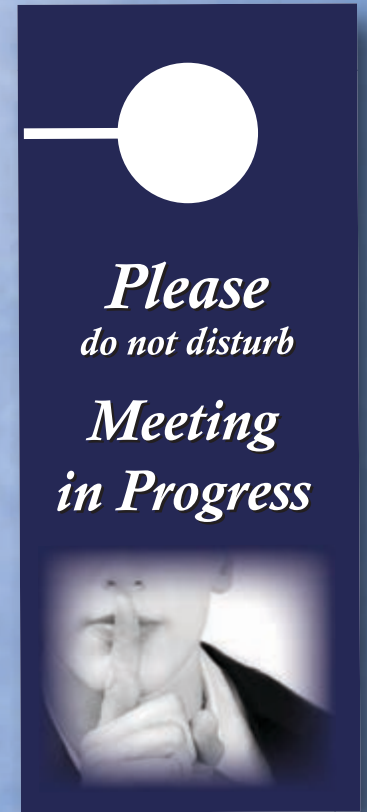
**Instruction Booklets • Manuals • How to Booklet • Short Stories • Tournament Programs**  
**Cook Books • Vacation Biography**







**Placemats 11" x 17"**  
House 60 lb Offset Uncoated  
With or Without Bleeds  
Minimum quantity 100  
Item# PIPM40 (1-sided)  
Item# PIPM44 (2-sided)



**Tickets** 2" x 5½"  
House Gloss 12 pt Coated  
Numbering in 2 Positions  
One Perforation  
Minimum quantity 100  
Item# PIT40 (1-sided)  
Item# PIT44 (2-sided)



**Door Hangers 4" x 11"**  
House Gloss 12 pt Coated  
Die cut for door handle  
Minimum quantity 100  
Item# PI11DH40 (1-sided)  
Item# PI11DH44 (2-sided)



**Table Tents** 4¾" x 5½" folded  
House Gloss 12 pt Coated  
Printed Process Colour  
Scored for easy fold  
Die cut for flap insertion  
Minimum quantity 100  
Item# PITT40 (1-sided)



# WIDE FORMAT BANNERS

A banner provides a flexible, portable and affordable way to put your message in many places. The versatility of full colour banners, whether displayed horizontally, vertically, indoors or out, make them the ideal choice for just about any message you wish to convey. Vinyl banners come in all shapes and when used to their full potential, can increase your business' visibility by almost half! Nothing says 'pay attention' like a full-size advertisement on the side of a building. And don't forget, you can use your banner indoors too. A good logo banner that works at outdoor festivals and expos can work equally well behind your front counter.

## Indoor Hanging Banner

(Up to 48" in Width)

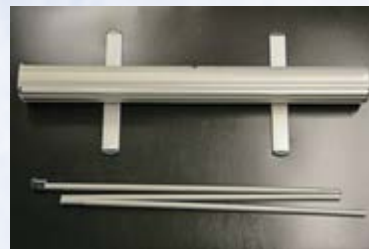
	Length
PIWFB2412.....	12"
PIWFB2424.....	24"
PIWFB2436.....	36"
PIWFB2448.....	48"
PIWFB2460.....	60"
PIWFB2472.....	72"
PIWFB2484.....	84"
PIWFB2496.....	96"
PIWFB24108.....	108"
PIWFB24120 .....	120"



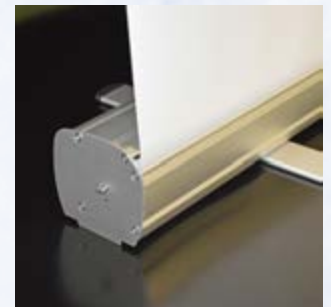
Indoor banners are strong and durable, cost effective and easy to clean. They are 13 oz vinyl material finished with grommets for hanging. Display performance is up to 3 years.

## Retractable Banner Stands

PIRBSTORONTO.....	31.5" x 78.75"
PIRBSEAST.....	33.5" x 60" to 86"
PIRBSGRIMCO.....	33.5" x 78.75"
PIRBSBURNABY.....	33.5" x 78.75"



PIRBSTORONTO



PIRBSTORONTO

Includes a carrying case and comes individually boxed



Back of banner



# DIGITAL POSTERS



Indoor digital posters, printed on high quality heavy weight gloss stock are great for promotions & advertising. We offer an assortment of sophisticated indoor posters, which is well- known for providing the perfect medium of advertising for a variety of purposes. Whether it is the launch of a new product, short-term promotion or long-term promotion of your business; our indoor posters are the perfect means of marketing your business while publicizing any information that you need.

If you are looking to create the best impression of your business or want to attract the attention of spectators, then our indoor posters are the best choice for you. Large format digital poster printing is ideal for one off's and short runs. Print ready files are to be supplied for catalogue pricing. Art creation and/or art manipulation is available at an additional charge.



## Digital Posters

Item #	Size
PIWFP1824.....	18" x 24"
PIWFP2436.....	24" x 36"
PIWFP3636.....	36" x 36"
PIWFP3648.....	36" x 48"
PIWFP4848.....	48" x 48"





# ALL OCCASION CARDS

Make a lasting impression on your friends, family and customers with our personalized All Occasion Cards. These digital cards are offered year-round for your convenience. Our cards come complete with choice of verse, typestyle for personalization and envelope indicated. To be truly unique, brand your cards with your company logo and turn these cards into an advertising opportunity. Your customers will be delighted with your gesture and display your card for everyone to see. When ordering, please indicate verse number and choice of typestyle for personalization. For additional cards or more information please call customer service.



**Balloon Wishes**  
PI33025FCV  
with white unlined envelope  
Price Group: E Size: 5<sup>5</sup>/<sub>8</sub>" x 7<sup>7</sup>/<sub>8</sub>"



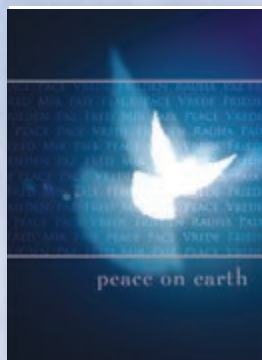
**Chalkboard Wish**  
PI36566FCV  
with white unlined envelope  
Price Group: E Size: 5<sup>5</sup>/<sub>8</sub>" x 7<sup>7</sup>/<sub>8</sub>"



**Grand Celebration**  
PI36511FCH  
with white unlined envelope  
Price Group: E Size: 5<sup>5</sup>/<sub>8</sub>" x 7<sup>7</sup>/<sub>8</sub>"



**Congratulations!**  
PI18253FCH92  
with white unlined envelope  
Price Group: E Size: 5<sup>5</sup>/<sub>8</sub>" x 7<sup>7</sup>/<sub>8</sub>"



**Peace Dove Shadow**  
PI35919FCV  
with silver lined white envelope  
Price Group: E Size: 5<sup>5</sup>/<sub>8</sub>" x 7<sup>7</sup>/<sub>8</sub>"



**Frosty Branches**  
PI39149FCH  
with gold lined white envelope  
Price Group: E Size: 5<sup>5</sup>/<sub>8</sub>" x 7<sup>7</sup>/<sub>8</sub>"



**Eloquent Thank You**  
PI18255FCH92  
with white unlined envelope  
Price Group: E Size: 5<sup>5</sup>/<sub>8</sub>" x 7<sup>7</sup>/<sub>8</sub>"



**Serene Water Drop**  
PI36472FCH  
with white unlined envelope  
Price Group: E Size: 5<sup>5</sup>/<sub>8</sub>" x 7<sup>7</sup>/<sub>8</sub>"



**Snowflake Twilight**  
PI39143FCH  
with silver lined White envelope  
Price Group: E Size: 5<sup>5</sup>/<sub>8</sub>" x 7<sup>7</sup>/<sub>8</sub>"



**Frozen Berries**  
PI40758FCH  
with silver lined White envelope  
Price Group: E Size: 5<sup>5</sup>/<sub>8</sub>" x 7<sup>7</sup>/<sub>8</sub>"



**Peaceful Park Scene**  
PI40765FCH  
with red lined white envelope  
Price Group: E Size: 5<sup>5</sup>/<sub>8</sub>" x 7<sup>7</sup>/<sub>8</sub>"



**Flurried Greeting**  
PI36811FCH  
with silver lined white envelope  
Price Group: E Size: 5<sup>5</sup>/<sub>8</sub>" x 7<sup>7</sup>/<sub>8</sub>"



# ALL OCCASION CARDS



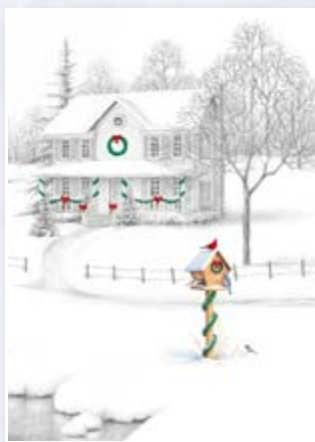
**Chalk Art Christmas**  
**PI35904FCH**  
 with red lined white envelope  
 Price Group : E Size: 5<sup>5</sup>/<sub>8</sub>" x 7<sup>7</sup>/<sub>8</sub>"



**Brilliant Ornaments**  
**PI34800FCH**  
 with gold lined white envelope  
 Price Group : E Size: 5<sup>5</sup>/<sub>8</sub>" x 7<sup>7</sup>/<sub>8</sub>"



**Cardinal Collage**  
**PI35918FCH**  
 with red lined white envelope  
 Price Group : E Size: 5<sup>5</sup>/<sub>8</sub>" x 7<sup>7</sup>/<sub>8</sub>"

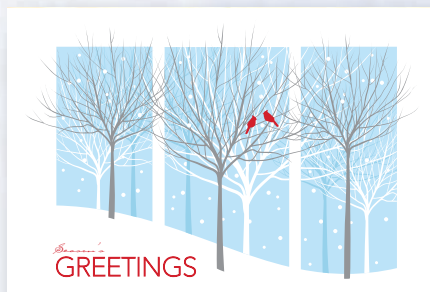


**Wonderfully Inviting**  
**PI40888FC**  
 with red lined white envelope  
 Price Group : E Size: 5<sup>5</sup>/<sub>8</sub>" x 7<sup>7</sup>/<sub>8</sub>"



**Create Your Own**  
**PIACUSTOM17**  
 with White unlined envelope  
 Price Group: IG Size: 5<sup>5</sup>/<sub>8</sub>" x 7<sup>7</sup>/<sub>8</sub>"

**Please supply artwork as size indicated,  
 and save as an 800 resolution tif or jpg file.**



**Treeline Windows**  
**PI35915FCH**  
 with red lined white envelope  
 Price Group : E Size: 5<sup>5</sup>/<sub>8</sub>" x 7<sup>7</sup>/<sub>8</sub>"



**Wreath of Snowflakes**  
**PI39152FCH**  
 with silver lined white envelope  
 Price Group : E Size: 5<sup>5</sup>/<sub>8</sub>" x 7<sup>7</sup>/<sub>8</sub>"



**Prismatic Impression**  
**PI36812FCH**  
 with gold lined white envelope  
 Price Group : E Size: 5<sup>5</sup>/<sub>8</sub>" x 7<sup>7</sup>/<sub>8</sub>"



# ALL OCCASION GREETINGS

## All Occasion Greetings

Hoping your Birthday is an event to remember! XC818	Many best wishes for a wonderful birthday and a great year. XC884
Our sincerest condolences at this difficult time. Our thoughts are with you XC977	Congratulations! WELL DONE! XC978
We are very grateful to you. Thank you! XC979	Thank you for all your kindness XC980

**Ink colours available in Black, Red, Blue, Brown, Burgundy  
and Hunter Green (Foil imprint not available)**

**All greetings shown are printed in the style as shown. These verses  
are shown for a horizontal format. Verses for vertical cards may have  
different line-breaks than shown on these verse pages.**

## SAMPLE



**Choose from one of the four  
typesyles shown below.**

## Font

**#52** *Holiday Greetings*

**#55** *Holiday Greetings*

**#95A** HOLIDAY GREETINGS

**#95B** Holiday Greetings

## Christmas Greetings

OUR ENTIRE ORGANIZATION JOINS IN SENDING <b>Holiday Greetings</b> WITH EVERY GOOD WISH FOR THE NEW YEAR XC715A	<i>Best Wishes for a joyous Holiday Season and a prosperous New Year</i> XC702A	<i>With best wishes for a very happy holiday season</i> XC703A
Thank you and Best Wishes for the Holiday Season and a Happy New Year XC716A	May every happiness be yours this beautiful Holiday Season and every day in the New Year XC704A	<i>With best wishes for a very happy holiday season</i> <i>Our sincerest and best wishes for the</i> XC703B
<b>MERRY CHRISTMAS</b> and Best Wishes for a Happy New Year XC701A	<i>May all days hold for you the glow and warmth that come with the Holiday Season</i> XC718A	<i>Best Wishes for the Holidays and for Health and Happiness throughout the Year</i> XC720A
Hope your holiday is happy and your New Year filled with joy XC717A	May the blessings of Christmas be with you throughout the New Year XC722A	<i>With Best Wishes for a Merry Christmas and a Happy New Year</i> XC706A



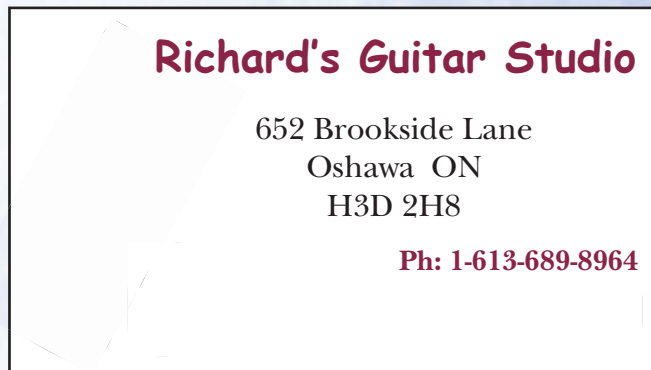
# TRADITIONAL OFFSET SAMPLES

## Traditional Offset

Traditional offset printing enables more choice when it comes to additional print processes and print materials. Many graphic design projects demand unusual paper types and sizes, specialized inks, foils, embossing and finishes. If this is the case with your project, you should use a traditional offset printer. Special effects like spot varnishes are far better quality when done through traditional offset printing.

The combination of the Pantone Matching System and the Pantone inks makes traditional offset printers the best choice when complete control is needed and colour accuracy is paramount. The four colour process used for digital printing simply cannot compete with traditional offset printers, so if colour counts, opt for traditional offset printing.

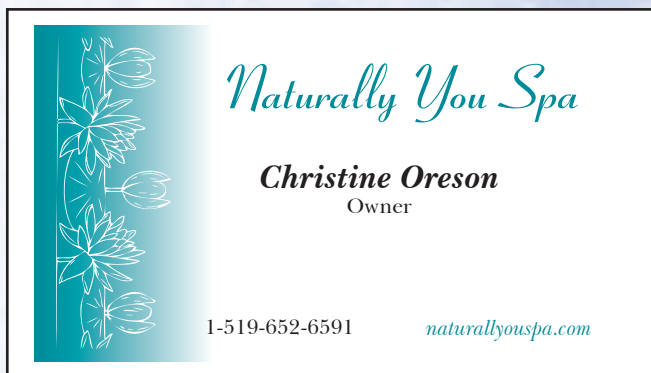
The next four pages feature the colours and textures of our In-House stocks to demonstrate the results of spot colour Lithography and Thermography along with Flat Foil Stamping, Single level Embossing and Single level Foil Embossing.



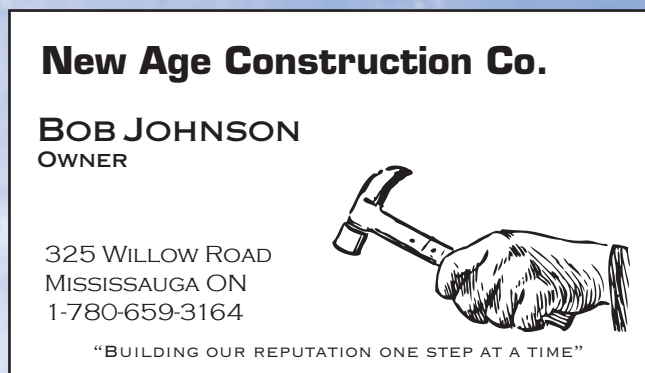
PMS 221/Black Raised Ink  
House Linen Bright White Stock



PMS 469/Black Raised Ink  
Coated 1 sided Stock



PMS 321/Black Raised Ink  
House Fiber Finish Grey Stock



Black Raised Ink  
House Laid Grey Stock

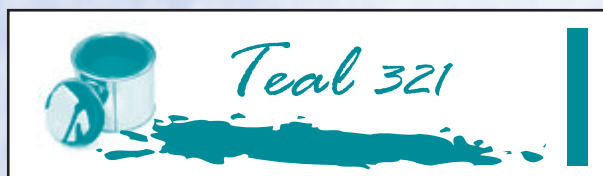


# LITHOGRAPHY SAMPLES

## Standard Colours Lithography (Flat)



## Special Ink Colours



The ink samples shown above are printed on House Artplate White Stock to show their true colour.  
Because inks are translucent, they will vary in colour when printed on coloured stock.  
For best results, avoid using light colours on dark stocks. Special ink colours are available upon request.



# THERMOGRAPHY SAMPLES

## Standard Colours Thermography (Raised)



## Special Ink Colours



The ink samples shown above are printed on House Artplate White Stock to show their true colour.  
Because inks are translucent, they will vary in colour when printed on coloured stock.  
For best results, avoid using light colours on dark stocks. Special ink colours are available upon request.

# FOIL SAMPLES

## Standard Foil Colours



Gold Foil



Red Foil



Silver Foil



Green Foil



Blue Foil



Copper Foil



Silver Foil

Black Coated Stock



Black Raised Ink / Copper Foil

Artplate White Stock



Blue Foil/Embossed

Black Raised Ink

Artplate White Stock



Blind Embossed /Black Raised Ink

White Coated Stock



# PERSONALIZED STOCKS

## Personalized Matching Stationery

Create an identity by matching envelopes to your letterhead and business cards. Different textures, weights, colours and designs will set your business apart from everyone else. Throw away the idea of simple and plain sheets of white copy paper called stationery, and be noticed for the unique business you operate. Branding is for any size of business and leaves a lasting impression on your client. Specialize with thermo print, flat foil stamping, single level embossing and single level blind embossing. Your uniqueness is boundless when you incorporate old world technology with new world images.

The Item #'s below are based on printing Litho or Laser Compatible Thermography in one or two inks. Three or more colours requires a quote.

## Letterhead 8½" x 11"

Letterhead printing is a major part of our business, whether Litho or Laser Compatible Thermography. The premium stocks below stylishly match our House Envelopes and Business Cards in colour and texture. Only cut sheets available, no bleeds.

## #10 Premium Open Side Envelopes 4⅛" x 9½"

The premium pre-manufactured envelopes below stylishly match our House Letterheads and Business Cards in colour and texture.

## Thermo Raised Business Cards 2" x 3½"

Business Card printing is a major part of our business that has competitive pricing when using our premium paper and inks. Be remembered by leaving your company name with your client on unique textures and card colours printed in thermographed inks.

Stock	24 lb Writing Letterhead	24 lb Envelope	80 lb Cover Business Card
House Artplate Smooth White .....	LH300 .....	EN300 .....	BC100
House Artplate Smooth Ivory .....	LH200 .....	EN200 .....	BC200
Ultra White Laid .....	LH5100 .....	EN5100 .....	BC5100
Natural White Laid .....	LH5600 .....	EN5600 .....	BC5600
Ivory Laid .....	LH5900 .....	EN5900 .....	BC5900
Grey Laid .....	LH5700 .....	EN5700 .....	BC5700
Recycled Bright White Laid .....	LH5500 .....	EN5500 .....	BC5500
Bright White Linen .....	LH3000 .....	EN3000 .....	BC3000
Warm White Linen .....	LH3400 .....	EN3400 .....	BC3400
Frost Grey Linen .....	LH3600 .....	EN3600 .....	BC3600
Desert Haze Fiber Finish .....	LHRST0 .....	ENRST0 .....	RSTBC0
Grey Fiber Finish .....	LHRG0 .....	ENRG0 .....	RGBC0

House Coated 1 Side (C1S) 12 pt Business Cards (non-coated white on backs)

**White - # BC1000   Black - # BC6200   Silver- # BC6000   Gold- BC6100**

# EVERYDAY ENVELOPES

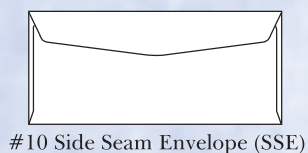
Even in this day of electronic communication and e-commerce, envelopes are more vital today than ever before. They are needed in a large number of applications and are not just for mailing. Envelopes are being used daily in nearly every industry including: Automotive, Hospitality, Medical, Financial and Retail for filing, storage, security, transport and marketing.

The right size of envelope can be as important as the contents when you must consider the volume and size of the documents, the window area including position for visibility of critical information, and artlines for security. See specifications below for today's most common business envelopes.

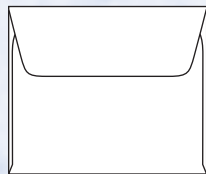
#10 White Wove 24 lb Side Seam Envelopes (SSE) 4 $\frac{1}{8}$ " x 9 $\frac{1}{2}$ "		A -SIZE White Wove Envelope 24 lb (SSE) - Wallet Flap	
Regular (No Window)	Item# F10	A2 4 $\frac{3}{8}$ " x 5 $\frac{3}{4}$ " - Flap 1 $\frac{7}{8}$ "	Item# FA2W
Window	Item# FW10	A6 4 $\frac{3}{4}$ " x 6 $\frac{1}{2}$ " - Flap 2 $\frac{1}{4}$ "	Item# FA6W
Standard Artline Regular (No Window)	Item# F10T	A7 5 $\frac{1}{4}$ " x 7 $\frac{1}{4}$ " - Flap 2 $\frac{1}{2}$ "	Item# FA7W
Standard Artline Window	Item# FW10T		
#9 White Wove 24 lb Side Seam Envelopes (SSE) 3 $\frac{7}{8}$ " x 8 $\frac{7}{8}$ "		#8 White Wove 24 lb Side Seam Envelopes (SSE) 3 $\frac{5}{8}$ " x 6 $\frac{1}{2}$ "	
Regular (No Window)	Item# F9	Regular (No Window)	Item# F6
Window	Item# FW9	Window	Item# FW6
#7 Catalogue Open End 24 lb Centre Seam Envelopes 9" x 12"		#8 Catalogue Open End 24 lb Centre Seam Envelopes 10" x 13"	
White Wove	Item# FG12W	White Wove	Item# FG13W
Natural Kraft	Item# FG12KB	Natural Kraft	Item# FG13KB
#2 WW Booklet Open Side 24 lb (SSE) 5 $\frac{7}{8}$ " x 9"		E.Z. Insert Reply White Wove 24 lb (SSE) – 3 $\frac{3}{4}$ " x 8 $\frac{3}{4}$ "	
Regular (No Window)	Item# FB9W	Regular (No Window)	Item# FEZRE
#10 White Wove 24Lb Peel It! Seal It! (SSE) – 4 $\frac{1}{8}$ " x 9 $\frac{1}{2}$ "		#10 White Wove 24 lb Outside (SSE) – 4 $\frac{1}{8}$ " x 9 $\frac{1}{2}$ "	
Regular (No Window)	Item# F10PS	Regular (No Window)	Item# F10OUT
Window	Item# FW10PS	Window	Item# FW10OUT

Above window envelopes have standard size left windows (1 $\frac{1}{8}$ " x 4 $\frac{1}{2}$ ") and positions from left  $\frac{5}{8}$ " and bottom  $\frac{3}{4}$ ".

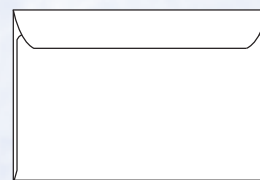
All printing is done on premanufactured envelopes and is based on up to 6 square inches of coverage on the face of the envelope only. Heavy coverage and bleeds will cause unwanted offsetting and/or seam marks.



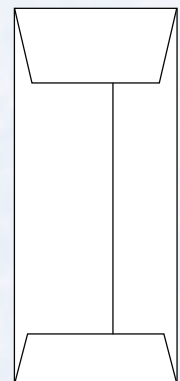
#10 Side Seam Envelope (SSE)



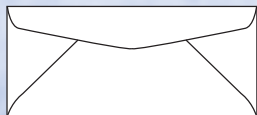
A-Series Envelopes



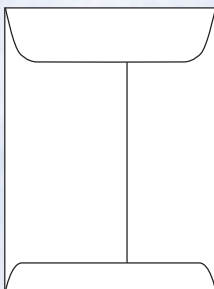
Booklet Open Side (SSE)



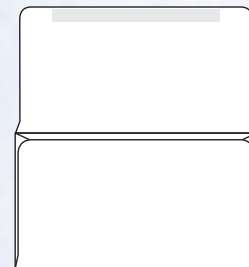
Coin Open End Envelopes



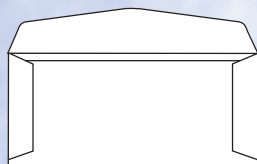
#10 Side Crossback Envelope (C/B)



Catalogue Open End Centre Seam Envelope



#8 Remittance Envelopes



#10 Outside Side Seam Envelope



## Announcement Cards

Custom invitations can really get the word out. Perfect for birthdays, barbeques, housewarming parties or any other occasion you'd like to celebrate. Trying to promote a business event, sale or promotion? Announcements are your best bet for ensuring your customers show up and shop. If you want to add your special touch to your invitation or announcement, think about the perfect message or greeting.

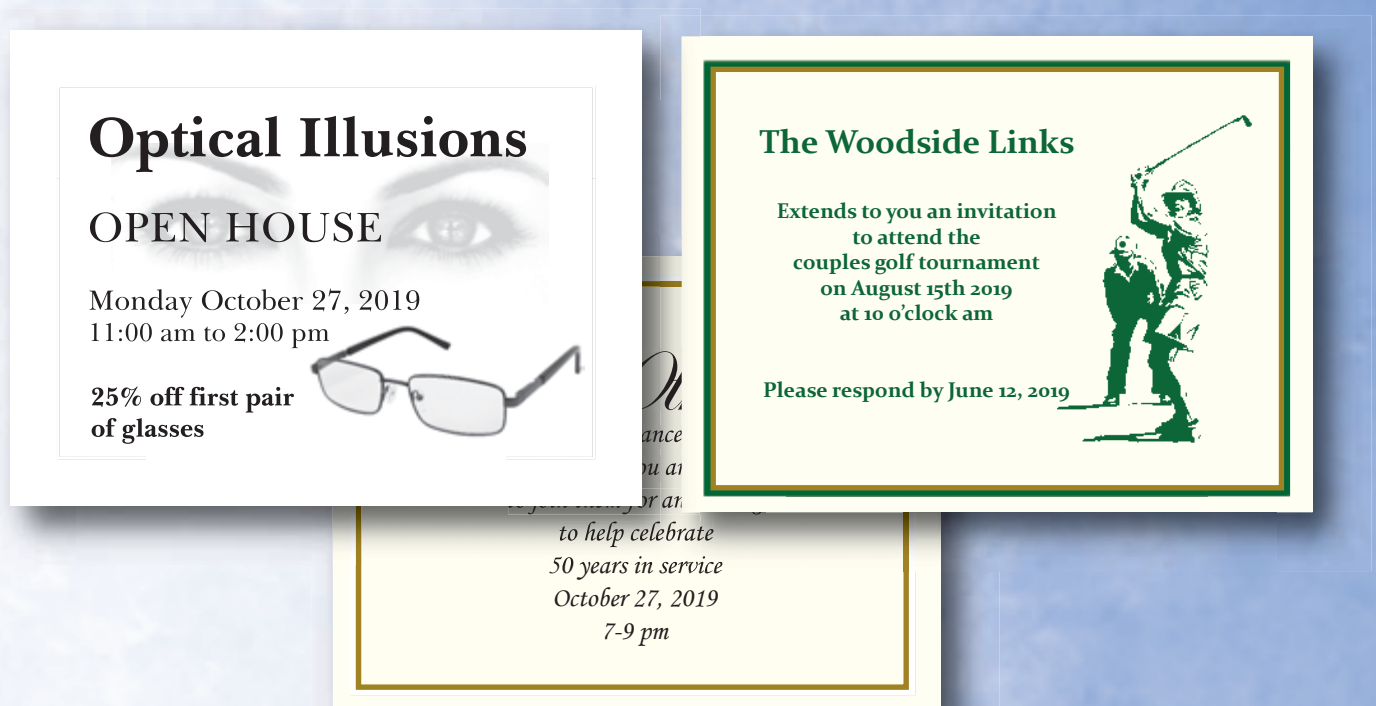
Announcement cards are the first choice of many professionals when it's time to reveal that special event that requires no response. They are available with matching envelopes in 4 sizes and 3 different colours: warm white, white and ivory. Each card is made from a lightweight card stock and features a blind embossed panel or a gold foil embossed border. Uses include: Wedding Invitations, Shower Invitations, Party Invitations, RSVP cards, Dinner Menus, Tournament Events, Survey cards and more.

## Blind Embossed Panel Announcements

5-Bar White Panel 4" x 5¼" ..... Item # 50138  
Ivory Linen Panel Folder 8" x 5¼" open, 4" x 5¼" Folded ..... Item # 1016

## Foiled Edged Announcements 6⅛" x 4⅝"

White Card with Blue Ink & Gold foiled Border ..... Item # 963  
Ivory Card with Green Ink & Gold foiled Border ..... Item # 965



## Custom Design your Note Pads

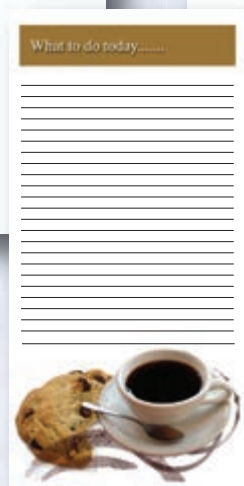
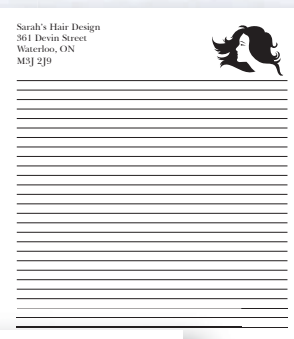
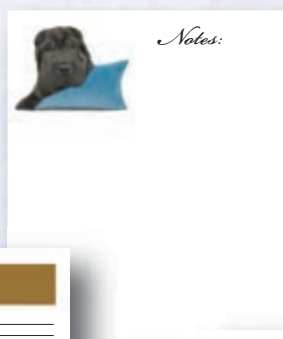
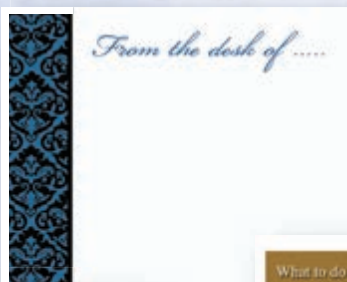
Memo pads are a great way to remind associates that you are only a text, twitter, email or phone call away from being there. Treat a special friend or family member to a personalized note pad to keep beside the home phone or on the counter to update the grocery list. In the workshop, the study, the car, the coach's bag or a purse, the note pad will hold that important information personal. A staple of our digital business that has very competitive pricing when using our house paper and your press ready art. Otherwise special pricing must be quoted to meet your needs.

House White 24 lb Uncoated Bond  
25 or 50 Sheets per Pad without Bleeds

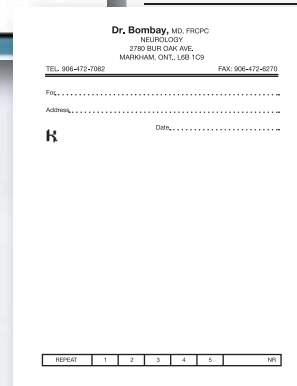
		Black Ink 1/0	Process Colour 4/0
		Item #	Item #
Note Pads 5½" x 4¼"	25 Sheets/Pad	PIB54NP25	PIF54NP25
Note Pads 5½" x 4¼"	50 Sheets/Pad	PIB54NP50	PIF54NP50
Note Pads 8½" x 3½"	25 Sheets/Pad	PIB83NP25	PIF83NP25
Note Pads 8½" x 3½"	50 Sheets/Pad	PIB83NP50	PIF83NP50
Note Pads 8½" x 5½"	25 Sheets/Pad	PIB85NP25	PIF85NP25
Note Pads 8½" x 5½"	50 Sheets/Pad	PIB85NP50	PIF85NP50
Note Pads 8½" x 11"	25 Sheets/Pad	PIB811NP25	PIF811NP25
Note Pads 8½" x 11"	50 Sheets/Pad	PIB811NP50	PIF811NP50



8½" x 5½"



8½" x 3½"



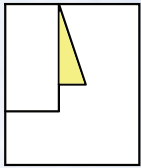
5 ½" x 4 ¼"

All pads include standard backer board



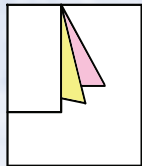
# CARBONLESS FORMS

Fan apart NCR Carbonless forms are for everything from Work Orders to Invoices and are available in a variety of sizes. Create your own art to suit your business or organization's needs with any of the four sizes below. Quotes are available for different sizes. Types of NCR business forms include: Invoices, Delivery Notes and Purchase Orders.



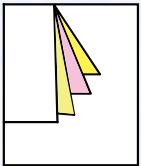
**2 Part**  
- white  
- canary

**Printed in Black Ink**  
No Bleeds  
(Additional charge for standard ink)

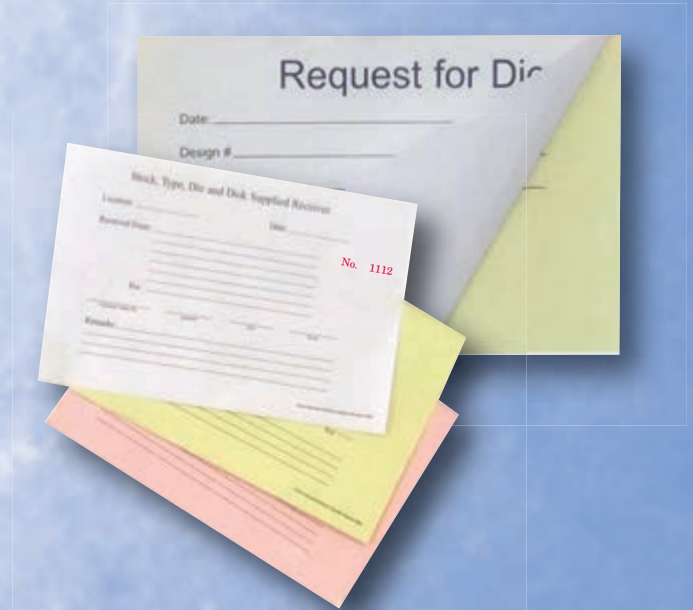


**3 Part**  
- white  
- canary  
- pink

**Consecutive Crash Numbering**  
(Stamped in Red or Black Numbering)



**4 Part**  
- white  
- canary  
- pink  
- goldenrod



**8 1/2" x 5 1/2"**    **Item #**  
2-part    ODCF22  
3-part    ODCF23  
4-part    ODCF24

**8 1/2" x 7"**    **Item #**  
2-part    ODCF32  
3-part    ODCF33  
4-part    ODCF34

**8 1/2" x 11"**    **Item #**  
2-part    ODCF2  
3-part    ODCF3  
4-part    ODCF4

**8 1/2" x 14"**    **Item #**  
2-part    ODCF12  
3-part    ODCF13  
4-part    ODCF14

**Head Bound** - where the short edge is glued

**Side Bound** - where the long edge is glued

**Hole Drilled** - for filing needs  
(additional charge)

## High Volume Printing

If your graphic design project is high volume, traditional offset printing is not only more cost effective but can be quicker. Much of the costs and time involved with traditional offset printing relate to the preparation and press set up. However, if you have a high volume print job the unit costs are drastically reduced, because once the set up is complete the extra units are relatively inexpensive to print.

### Flyers – 8 1/2" x 11"

Printed House Standard Spot Colour  
Minimum quantity 10,000 Sheets  
House Opaque 20lb or 24lb Bright White Bond

**Item#**    PIHSF10    1/0    (1-sided)  
             PIHSF11    1/1    (2-sided)  
             PIHSF20    2/0    (1-sided)  
             PIHSF21    2/1    (2-sided)  
             PIHSF30    3/0    (1-sided)

### Placemats – 11" x 17"

Printed House Standard Spot Colour  
Minimum quantity 5,000 Sheets  
House Opaque 20lb or 24lb Bright White Bond

**Item#**    PIHSP10    1/0    (1-sided)  
             PIHSP11    1/1    (2-sided)  
             PIHSP20    2/0    (1-sided)  
             PIHSP21    2/1    (2-sided)  
             PIHSP30    3/0    (1-sided)

Based on up to 20% coverage per ink with no bleeds

# GREEN LINE STAMPS



For many years we have always tried our best to produce ecologically friendly products. Because of conscious product development and optimised production technologies, most excess waste is avoided and energy is saved. The GREEN LINE is a unique line of stamps newly created where the products and packaging are made from sustaining and recycled materials.

- Classic Green Line models:  
minimum 75 % recycled plastic used
- Printer Green Line models:  
minimum 80% recycled plastic used
- Printer S200 Green Line models:  
minimum 80% recycled plastic used



Classic Line



Printer Line



Printer S200

Printer 20 Green Line 9/16" x 1 1/2"

**MARY GREENSHINE**  
Greenwheel Park Ind  
Glasgow  
Tel: 0141 204 1234

Printer 30 Green Line 3/4" x 1 7/8"

**GORDON GREENLEAF**  
Emerald-Green Lane Park  
Aberdeen AB12 7PF

Printer 40 Green Line 15/16" x 2 3/8"

**GREEN LINE LTD**  
Advertising Agency

**KIARA'S WEDDING BOUTIQUE**  
452 CONESTOGA AVE  
AYR ONTARIO CANADA K3H 4D8  
Tel: (519) 235-7984 Fax: (519) 498-7139  
Email: Kiarasweddingboutique@gmail.com  
www.kiarasweddingboutique.com

Classic 2300 1 1/4" x 1 13/16"

**GREEN LINE**  
**SECURITY**  
174a - 175c South H  
e-mail: green-line@...

Classic 2600 1 1/2" x 2 5/16"

**BRITISH GREEN FLAG ASSOCIATION**

Unit 54b Severnside Trading Estate  
Hemel Hempstead HP8 7YU  
Tel: 1234 42 82 00, Fax: 1234 42 83 34  
e-mail: british-green-flag@association.co.uk  
www.british-green-flag-association.co.uk

Classic 2360 1 1/4" x 1 13/16"

**RECEIVED**  
**GREEN LINE AGENCY**

Classic 2660 1 1/2" x 2 5/16"

\*\*\* Green Line \*\*\*  
**INTERNATIONAL BANK PLC**

12 NOV

12 NOV 2018

Green Lane 2-7 Moorgate, London EC4R 9JH  
Tel: 01234 767999, Fax: 01234 767998  
e-mail: green@line\_inter-bank.co.uk

Imprint area

Two colour stamp  
in **blue** and **red** only  
as shown below

Printer S260/ Green Line 1" x 1 13/16"

**RECEIVED**  
12 NOV 2018  
BY.: .....

The Spirit of **INNOVATION**



COLOP IS A  
CERTIFIED  
ISO 14001  
ENVIRONMENTAL  
MANAGEMENT  
COMPANY



THE WORKFLOW  
OF THE  
PRODUCTION OF  
THE GREEN LINE  
RANGE, WAS  
AUDITED  
IN THE COURSE  
OF THE ISO 14001  
CERTIFICATION,  
THE COLOP  
GREEN LINE,  
IN PARTICULAR  
FSC CERTIFIED  
(FOREST  
STEWARDSHIP  
COUNCIL)



Handle made of oiled beech!



THE PACKAGING  
MATERIALS ARE  
MADE FROM  
100 %  
UNBLEACHED  
RECYCLED  
CARDBOARD



# PRINTER LINE STAMPS

The Spirit of **INNOVATION**

## The largest range of self-inking stamps

The Printer Line offers a complete choice of sizes from small and handy up to large and generous - the largest range of formats up to square, oblong and even round.

## PRINTER LINE



INDEX CARD  
SHOWS THE  
IMPRINT  
PROTECTED  
BY AN INDEX  
WINDOW



PRINTER STANDARD:  
THE PATENTED  
X-LARGE IMAGE  
WINDOW PROVIDES  
ADDITIONAL SPACE  
FOR BRANDING AND  
PERSONALISATION



REPLACEABLE  
INK PAD FOR  
CLEAN AND CLEAR  
IMPRINTS -  
EASY TO CHANGE



VARIOUS  
MODELS ARE  
AVAILABLE AS  
DATE STAMPS  
OR EVEN  
NUMBERING  
STAMPS

### Printer Line Standard: Printing area

**SCHLACTER & SONS CONSTRUCTION**  
134 WAKE ROBIN DRIVE  
KITCHENER ONTARIO CANADA  
M9U 8J0  
Tel: (519) 643-7984  
Fax: (519) 679-6455  
Email: schlachterconstruction@gmail.com

Printer 60  
37 x 76 mm  
1 1/2" x 3"



### Merrigold Graphics Design Company

Press ready files to be supplied to size  
All stamp art must be 1/16" in from all edges  
Pdf Files Recommended with Minimum 300 dpi  
If necessary, we will reduce the art size to fit the stamp ordered  
Orders must be received and approved by Wednesdays at 10:00am  
Stamps only ship on Thursdays via Purolator  
See Postal Zone on page 19 of our wholesale price book  
All Green zone codes - shipping included  
Pink and Blue zones have additional charges  
Replacement available see Catalogue

**Microban 3900**  
55mm x 106mm  
2 3/16" x 4 3/16"  
Recommended # lines 12

## Printer Line Rectangular:



Printer 55  
40 x 60 mm  
1 9/16" x 2 3/8"



Printer 54  
40 x 50 mm  
1 9/16" x 1 15/16"



Printer 53  
30 x 45 mm  
1 3/16" x 1 3/4"



Printer 52  
20 x 30 mm  
3/4" x 1 1/8"

## Printer Line Oblong:



Printer 45  
25 x 82 mm  
1" x 3 1/4"



Printer 25  
15 x 75 mm  
5/8" x 2 15/16"



Printer 15  
10 x 69 mm  
3/8" x 2 3/4"

## Printer Line Square:

Printer Q 43  
43 x 43 mm  
1 5/8" x 1 5/8"

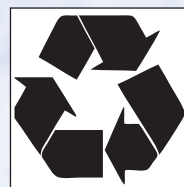
### ROUTE TO:

- ☐ Training Director
- ☐ Office Manager
- ☐ Sales Manager
- ☐ Personnel Officer
- ☐ Art Director
- ☐ Director

Printer Q 30  
31 x 31 mm  
1 1/4" x 1 1/4"



Printer Q 24  
24 x 24 mm  
1" x 1"



Printer Q 17  
17 x 17 mm  
5/8" x 5/8"



Printer Q 12  
12 x 12 mm  
1/2" x 1/2"



## Printer Line Round:

Printer R 50  
Ø 50 mm  
2" dia.



Printer R 40  
Ø 40 mm  
1 5/8" dia.



Printer R 30  
Ø 30 mm  
1 1/4" dia.



Printer R 24  
Ø 24 mm  
1" dia.



Printer R 17  
Ø 17 mm  
5/8" dia.



Printer R 12  
Ø 12 mm  
1/2" dia.





## Personalized labels made fun & easy!

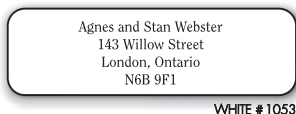
### standard labels

design your own & save  
it's as easy as 1-2-3-4!

STEP  
#1

#### pick a label

Choose from white, silver, clear or gold



WHITE #1053



SILVER #1052



CLEAR #1051



GOLD #1050

STEP  
#2

#### add a FREE monogram or logo

Choose either a stock logo, a single letter monogram or just leave your label plain.

##### MONOGRAM:

ABCDEF GHIJ KLMN  
OPQRST UVWXYZ

##### LOGOS:



STEP  
#3

#### choose the type style

See type styles

If no font is chosen Font Style #1 will be used.

STEP  
#4

#### add your information

You have up to 4 lines and 24 characters (including spaces) per line. You're done!

### designer labels

full-colour designs to create  
a lasting impression

ACTUAL LABEL SIZE - 2 1/2" x 3/4"

STEP  
#1

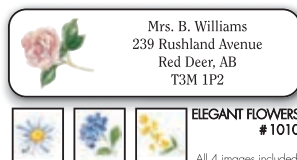
#### pick a design from our collection



CANADIAN FLAG #1013

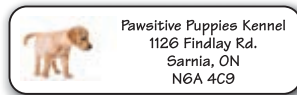


DOUBLE HEARTS #2712C



ELEGANT FLOWERS #1010

All 4 images included.



PLAYFUL PUPPIES #2015

All 4 images included.



BRINGING HOME THE TREE #38255FCS



LOON #1017



BUTTERFLIES #2019



CURIOUS KITTENS #2013

All 4 images included.



FRESH FLOWERS #2023

All 4 images included.



WARM WELCOME #38256FCS

STEP  
#2

#### choose the type style

See type styles

STEP  
#3

#### add your information

You have up to 4 lines and 24 characters (including spaces) per line. You're done!

### type styles

3 to choose from

##### STYLE #2:

AaBbCcDdEeFfGgHhIiJjKkLlMmNnOo  
PpQqRrSsTtUuVvWwXxYyZz

##### STYLE #1:

AaBbCcDdEeFfGgHhIiJjKkLlMmNnOo  
PpQqRrSsTtUuVvWwXxYyZz

##### STYLE #3:

AaBbCcDdEeFfGgHhIiJjKkLlMmNnOoPpQq  
RrSsTtUuVvWwXxYyZz

## Promotional Napkins

Never miss an opportunity to showcase your business during meetings, company functions or corporate events. Ordering our custom promotional napkins to turn something as simple as a napkin into a unique “Branding” event with your identity in front of everyone. Our plush, sturdy 3 ply napkins are available in a variety of colours and in 2 sizes. Customizing them with your one-colour logo or message will truly make these events unforgettable.

**Available Napkin Colours:** White, Ecu, Black, Royal Blue and Red

**Available Ink Colours:** Black, Blue, Hunter, Brown, Red, Fuchsia, Grey and Purple

**Available Foil Colours:** Gold, Silver, Green, Red, Blue and Black

Luncheon - 6½" x 6½" Print area up to approx. 4" x 4"

Beverage - 4¾" x 4¾" Print area up to approx. 2¾" x 2¾"

White Luncheon Napkins.....Item# PIFN20LN

White Beverage Napkins.....Item# PIFN20BN

Ecu Luncheon Napkins.....Item# PIFN24LN

Ecu Beverage Napkins.....Item# PIFN14BN

Black Luncheon Napkins.....Item# PIFN29LN

Black Beverage Napkins.....Item# PIFN19BN

Royal Blue Luncheon Napkins.....Item# PIFN49LN

Royal Blue Beverage Napkins.....Item# PIFN39BN

Red Luncheon Napkins.....Item# PIFN26LN

Red Beverage Napkins.....Item# PIFN16BN

Please allow 5-10 business days for production.

Please note that napkin colours may influence the tint of the ink imprint.

## Process Colour Napkins

One process, four colours CMYK, our selection of custom printed napkins are great for any party or corporate event. Showcase your event with Four Colour process ink on short runs of white cocktail napkins and/or white luncheon napkins at affordable prices.

Please allow 10 - 15 business days.

Item# PI10BNFC White Beverage - 4¾" x 4¾"

Item# PI20LNFC White Luncheon - 6½" x 6½"





Don't limit your business to just sending out postcards, newsletters, sales sheets and announcements without a means to measure its response or to captivate your audience by personalizing each mailing piece.

Variable-data printing (VDP) also known as variable-information printing (VIP) is a form of digital printing, including on-demand printing, in which elements such as text, graphics and images may be changed from one printed piece to the next, without stopping or slowing down the printing process by using information from a database or external file. For example, a set of personalized letters, each with the same basic layout, can be printed with a different name and address on each letter. Variable data printing is mainly used for direct marketing, customer relationship management, advertising, invoicing and applying addressing on selfmailers, brochures or postcard campaigns.

VDP is a direct outgrowth of digital printing, which harnesses computer databases and digital print devices and highly effective software to create high-quality, full color documents, with a look and feel comparable to conventional offset printing. Variable data printing enables the mass customization of documents via digital print technology, as opposed to the 'mass-production' of a single document using offset lithography. Instead of producing 1,000 copies of a single document, delivering a single message to 1,000 customers, variable data printing could print 1,000 unique documents with customized messages for each customer.

When people are constantly bombarded with offers, it's important to remember that personalization gets you a long way. Next time you want to get your message noticed make sure you launch a personalized campaign and you'll see what a difference it makes!

## Formatting Your Spreadsheet

It's easy to format your list in Excel. To assure proper address imprinting, please use the sample file formats below.

Your Excel spreadsheet for letterhead/personalized flyers must contain five column headings. Start by creating headings for each column as shown below. Check that the postal code column is formatted for text. Information will be printed on the envelopes exactly as it appears on your spreadsheet (upper/lower case letters, spacing, punctuation, etc.). Other than the City, Province and Postal Code, each column prints as a separate line. For additional images or graphic changes please indicate file name in column six.

Name	Address line 1	Address line 2	City, Province	Postal Code	File Name
Mr. Smith	136 Speedvale Rd.	P.O. Box 2341	Red Lake, Alberta	M3H 5H9	flower.tif
Mrs. Margaret Jones	73 Conestoga Rd.		New Hamburg, ON	M3A 2B4	

# SUBMITTING YOUR ARTWORK

## Make your document Print-Ready

### Common Reasons Artwork is Not Print-Ready Include:

Wrong document size, low image resolution, insufficient margin, no bleed, fonts not outlined, incorrect colour separations.

**Document Size** should always be set to the finished size of the actual product. Many people leave their document size at 8.5" x 11" (the default letter-size). Setting the document size correctly is important in order to ensure that we understand what the margins are on the final product. Eg. a business card is 2" x 3½"

**Bleed** is art set to print up to the very edges of the finished product (see below): a line, photo, illustration, background, etc. that will "run off the edge" of the paper. Whatever you want to bleed must be positioned PAST the document edges where you want it to bleed. This is due to minor variations in printing, trimming, folding, etc. to ensure that there is no exposed paper on the edge(s). The industry standard is 0.125" (1/8") past the document edge. For setups of booklets or larger items please contact us.

**Margin** is the opposite of bleed: anything that you do NOT want to get cut off shouldn't be placed too close to the document edges. Margin space is especially important regarding text. Industry standard is to never place anything closer than 0.125" (1/8") to the document edge.

**Image Resolution** - all photos and images should be at least 300 to 350 dpi to ensure that they print clearly. Anything lower than this may result in blurry, bit-mapped or pixelated quality.

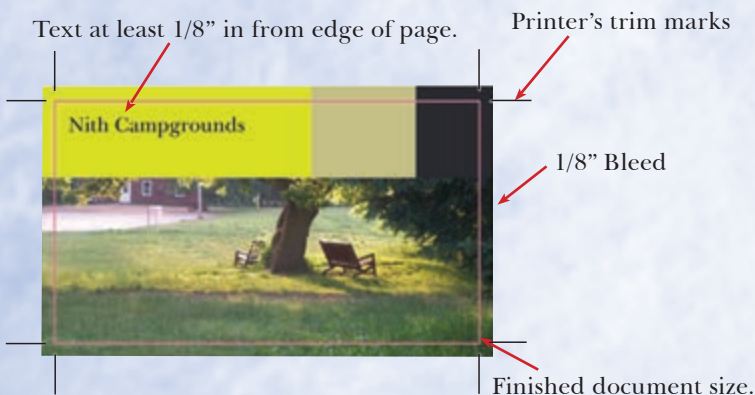
**Note:** images "borrowed" from a website are only 72 dpi. Although they "look fine on the screen", they are not appropriate for commercial quality printing.

**Ink Colours** - CMYK (Cyan, Magenta, Yellow & Black) is the industry standard colour space for full-colour commercial printing. There are also Pantone Solid Colours for "spot colour" printing (such as 2-colour printing). Check your colour separations: all document components (text, images, backgrounds, etc.) should be prepared for the colour mode in which it will be printed: CMYK, Spot-Colour or Greyscale. A colour-separated PDF is an excellent way to cross-check your work for accuracy. Unless you have a calibrated monitor, your artwork is likely to have slightly different colours when printed.

**Font Issues** - There are literally thousands of type fonts available, and no printing company has them all. Outline Your Fonts - many design programs, including Adobe Illustrator, InDesign & CorelDraw, have a method of turning the type fonts into objects, so they are no longer a type font.

**Make a PDF** - there are many advantages to making a PDF of your finished artwork. One of these advantages is that all of the fonts are embedded into the PDF file, so anyone that you send it to is guaranteed to see the type font exactly as you intended.

### Artwork Checklist



- ☒ Check your artwork for spelling mistakes and grammar.
- ☒ Check to make sure all images used are high resolution (300 or more).
- ☒ If the images are linked, you will need to supply the original images.
- ☒ Make sure that bleed and margins are correct.
- ☒ Check ink colours for proper colour separations.



