



# ESP PRESENTATION FOLDERS 2019

Call: 419.951.6386  
Email: [ESP@neo.rr.com](mailto:ESP@neo.rr.com)  
[www.ESP.graphics](http://www.ESP.graphics)





We continue to be committed to delivering you **The Best Folder Experience** in the industry!

**You can count on:**

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

**IT'S QUICK & EASY TO REACH US!**

**CALL US AT:**

419.951.6386

**EMAIL US AT:**

ESP@neo.rr.com

**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
  - Spot color
  - Thermography
  - Embossing
  - Foil embossing
  - Debossing
  - Soft Touch Laminate
- 24-hour service on standard folders
- 3-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**

*We Don't Charge Extra 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**

The best things don't change, and our pricing is staying the same or being reduced in 2019! Over the past few years we have reduced and simplified many of our prices. And, we're continuing our commitment to the Best Folder Experience by continuing this precedent in 2019.

## HOW TO ORDER

### SELECT YOUR STYLE & QUANTITY

- Choose from over 80 standard styles or call for custom quote

### SELECT YOUR STOCK

- Over 50 paper stocks are available. See *page 24* for a complete list and selection guide.

### SELECT A BUSINESS CARD SLIT OPTION

- 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 26* for line diagrams and more details.

### SELECT AN IMPRINT PROCESS

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

### SEND PRINT READY ARTWORK

- See our Electronic Guidelines on *page 27*.

### INDICATE SPECIAL INSTRUCTIONS

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

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## ICON LEGEND



### BEST SELLER

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



### NEW

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



### STOCK UPGRADE

These Presentation Folders products have available upgrades for stocks. See *page 25* for upgrade pricing.



### IMPRINT UPGRADE

These Presentation Folders products have available upgrades for imprint processes. See *page 25* for upgrade pricing.



### 24 HOUR PRODUCTION

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



### FREE GROUND SHIPPING

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



### GENERAL INFORMATION

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

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

Free Sales Tools to



### STICKERS

Stick one to every outgoing package.



### POST-IT® NOTES

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



### COUNTER MAT

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.



### BOX STUFFERS

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

## VERTICAL MARKET TARGETS

Looking to target the most popular markets for folders? We recommend:

- Automotive Industry - local dealerships, repair shops, title and lending services
- Construction & Contractors - builders, designers and landscapers
- Education & Academic\* - local schools and universities, related foundations and institutions that support education and educational services
- Finance & Banking\* - local banks, credit unions, loan companies and accounting firms
- Government - city and municipal offices, parks and recreation departments, tourism offices and election offices
- Healthcare & Medical\* - charity organizations, clinics and hospitals, dentists, birth centers, recovery centers and medical device companies
- Hospitality - hotels, convention centers and banquet halls
- Insurance\* - banks, insurance agents and agencies
- Legal - legal firms and support offices
- Non-Profit - charities, foundations and endowments | looking for donors and volunteers
- Real Estate & Development\* - realtors, land developers, architects, city planners and property management companies



Call Us at  
**1-419-951-6386**



# STANDARD PRESENTATION FOLDERS

**FINAL FOLDING AVAILABLE  
UPON REQUEST FOR  
STANDARD PRESENTATION FOLDERS**

**IT'S FREE!**

## Standard Presentation Folders



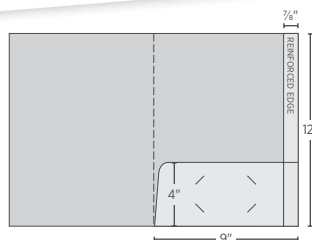
24-hour production time for most options



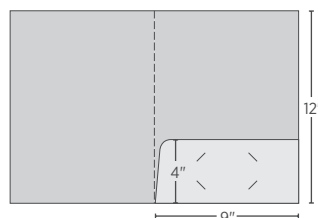
FREE ground shipping to one location within the continental United States (not Alaska and Hawaii) included

Style F2

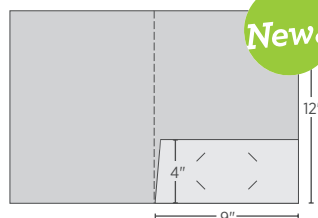
**KNIGHTSWAY**  
INSURANCE



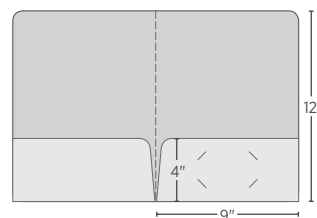
**Style #: B1**  
Standard One Pocket  
with One Reinforced Edge



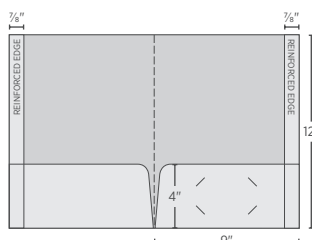
**Style #: F1**  
Standard One Pocket



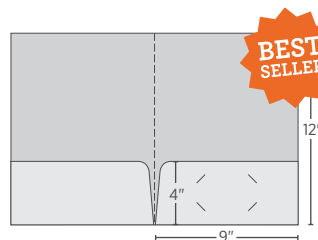
**Style #: F1S**  
Standard One Pocket with  
Square Pocket



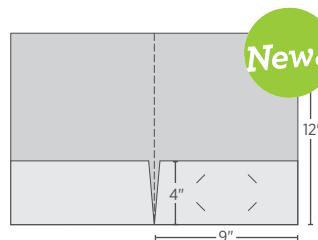
**Style #: F2RD**  
Standard Two Pockets  
with Rounded Corners



**Style #: B2**  
Standard Two Pockets  
with Two Reinforced Edges



**Style #: F2**  
Standard Two Pockets



**Style #: F2S**  
Standard Two Pockets with  
Square 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 <b>24hr</b>	\$1.823	\$1.087	\$0.747	\$0.627	\$0.572	\$0.517	\$0.480	\$0.452	\$0.443	\$0.437
1 Color <b>24hr</b>	\$4.980	\$2.990	\$1.642	\$1.140	\$0.820	\$0.705	\$0.633	\$0.610	\$0.555	\$0.493
2 Color <b>24hr</b>	\$7.300	\$4.240	\$2.260	\$1.465	\$1.000	\$0.825	\$0.720	\$0.710	\$0.622	\$0.540
1 Standard Foil Color* <b>24hr</b>	\$5.958	\$3.555	\$1.855	\$1.225	\$0.910	\$0.772	\$0.720	\$0.710	\$0.657	\$0.585
Embossing*	\$8.908	\$3.990	\$1.995	\$1.355	\$0.965	\$0.813	\$0.765	\$0.720	\$0.693	\$0.605
Four Color Process <b>24hr</b>	\$7.448	\$4.073	\$2.455	\$1.663	\$1.132	\$0.965	\$0.835	\$0.785	\$0.722	\$0.615

Price shown is per piece. Production time: 24 hours for one, two and four color processes, and foil stamping; 3 working days for embossing. Add 2 days for heavy ink coverage on spot colors. 12 p.m. EST 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 25 for pricing on imprint and stock upgrades.



# STANDARD PRESENTATION FOLDERS



## 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!"*

## Stand Out!

Presentation Folders say a lot about your company or event. We offer a variety of processes to make your folder stand out in a crowd.



Style F2



Style F2

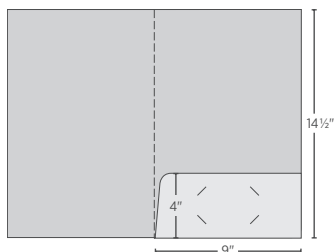


Style F2

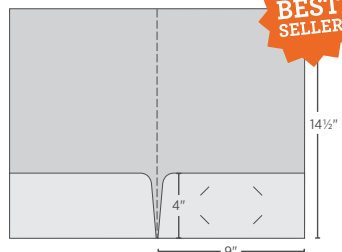
# LEGAL FOLDERS



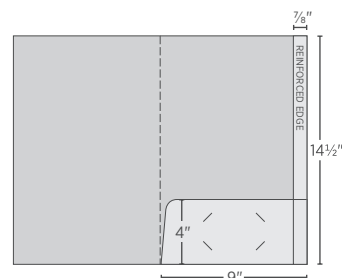
Style M2



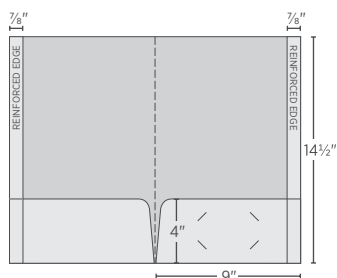
**Style #: M1**  
1 Pocket Legal Folder



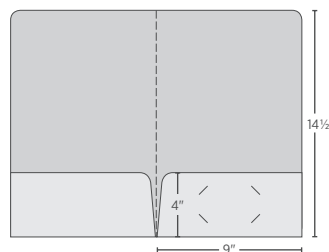
**Style #: M2**  
2 Pocket Legal Folder



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



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



**Style #: M2RD**  
2 Pocket Legal Folder  
with Rounded Corners

## LEGAL FOLDERS



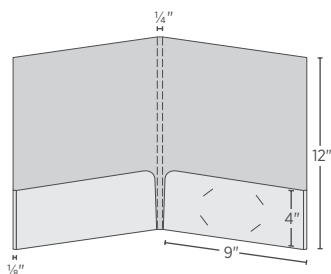
Base Price — Class 1 Stocks	50	100	250	500	1,000	1,500	2,000	2,500	3,000	5,000
No Imprint	\$5.485	\$3.075	\$1.745	\$1.245	\$0.990	\$0.892	\$0.815	\$0.740	\$0.692	\$0.620
1 Color	\$6.225	\$3.563	\$1.993	\$1.425	\$1.080	\$0.943	\$0.840	\$0.795	\$0.758	\$0.660
2 Color	\$9.158	\$4.900	\$2.798	\$1.800	\$1.285	\$1.068	\$0.978	\$0.870	\$0.828	\$0.700
1 Standard Foil Color*	\$6.800	\$3.897	\$2.155	\$1.485	\$1.080	\$0.988	\$0.865	\$0.820	\$0.792	\$0.695
Embossing*	\$9.300	\$5.000	\$2.330	\$1.590	\$1.140	\$1.025	\$0.910	\$0.865	\$0.840	\$0.740
Four Color Process	\$8.517	\$4.907	\$2.958	\$1.952	\$1.345	\$1.210	\$1.050	\$0.965	\$0.910	\$0.745

Price shown is per piece. Production time: 3 working days. Add 2 days for heavy ink coverage on spot colors. 12 p.m. EST 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 25 for pricing on imprint and stock upgrades.

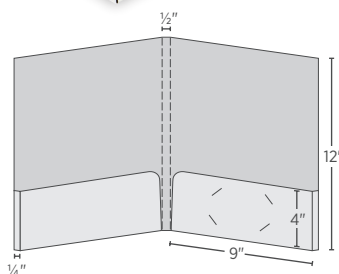
# BOX POCKET FOLDERS



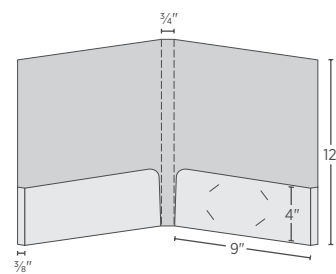
Style BP3



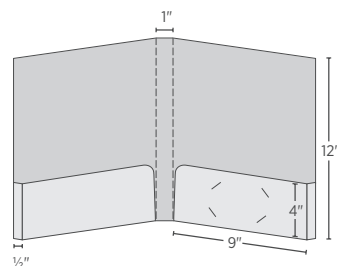
**Style #: BP1**  
Box Pocket Folder  
Holds 50 sheets, 25 in each pocket



**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

- Four styles
- Holds up to 200 pages
- Available with standard base stocks
- See pages 8-9 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	\$2.215	\$1.645	\$1.200	\$1.063	\$0.965	\$0.870	\$0.822	\$0.675
1 Color	\$2.935	\$1.955	\$1.365	\$1.147	\$1.050	\$0.970	\$0.917	\$0.765
2 Color	\$3.590	\$2.265	\$1.500	\$1.262	\$1.145	\$1.070	\$1.012	\$0.835
1 Standard Foil Color*	\$2.870	\$1.970	\$1.355	\$1.142	\$1.080	\$1.015	\$0.973	\$0.830
Embossing*	\$2.905	\$1.990	\$1.370	\$1.155	\$1.095	\$1.025	\$0.985	\$0.840
Four Color Process	\$4.212	\$2.763	\$1.855	\$1.475	\$1.290	\$1.175	\$1.107	\$0.890

Price shown is per piece. Production time: 3 working days. Add 2 days for heavy ink coverage on spot colors. 12 p.m. EST 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 25 for pricing on imprint and stock upgrades.

see pages 24-27



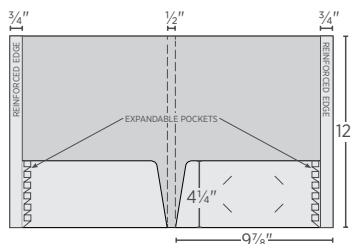
# OVERSIZED/EXPANDABLE FOLDERS- LETTER SIZE



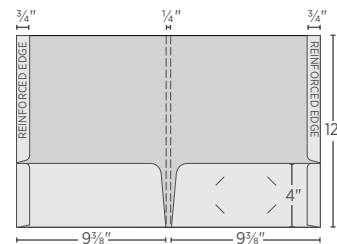
Style G2

## 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.



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



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

## OVERSIZED/EXPANDABLE LETTER SIZE FOLDERS



Base Price — Class 1 Stocks	50	100	250	500	1,000	1,500	2,000	2,500	3,000	5,000
No Imprint	\$4.195	\$2.435	\$1.485	\$1.090	\$0.845	\$0.795	\$0.725	\$0.675	\$0.638	\$0.570
1 Color	\$6.830	\$3.860	\$2.080	\$1.340	\$0.980	\$0.848	\$0.765	\$0.710	\$0.673	\$0.575
2 Color	\$7.970	\$4.500	\$2.565	\$1.695	\$1.195	\$1.027	\$0.860	\$0.795	\$0.743	\$0.630
1 Standard Foil Color*	\$7.250	\$4.000	\$2.085	\$1.335	\$0.990	\$0.862	\$0.795	\$0.770	\$0.737	\$0.665
Embossing*	\$8.820	\$4.865	\$2.425	\$1.545	\$1.110	\$0.950	\$0.860	\$0.805	\$0.770	\$0.700
Four Color Process	\$12.428	\$6.937	\$3.483	\$2.083	\$1.470	\$1.150	\$0.965	\$0.880	\$0.815	\$0.685

Price shown is per piece. Production time: 3 working days. Add 2 days for heavy ink coverage on spot colors. 12 p.m. EST 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 25 for pricing on imprint and stock upgrades.

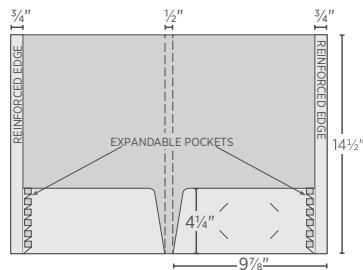
# OVERSIZED/EXPANDABLE FOLDERS - LEGAL SIZE

## Oversized/Expandable Legal Folders

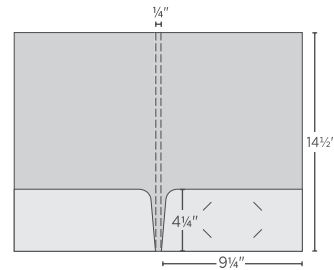
L2G style holds 100 sheets, 50 sheets in each pocket



Style M2EXP



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



**Style #: M2EXP**  
2 Pocket Expandable Legal Size Folder

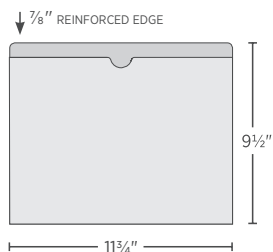
## OVERSIZED/EXPANDABLE LEGAL SIZE FOLDERS



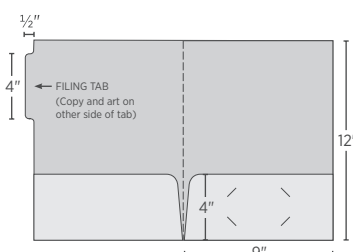
Base Price — Class 1 Stocks	50	100	250	500	1,000	1,500	2,000	2,500	3,000	5,000
No Imprint	\$5.485	\$3.075	\$1.745	\$1.245	\$0.990	\$0.892	\$0.815	\$0.740	\$0.692	\$0.620
1 Color	\$8.775	\$5.015	\$2.405	\$1.565	\$1.150	\$0.992	\$0.910	\$0.850	\$0.795	\$0.705
2 Color	\$10.505	\$5.710	\$2.865	\$1.800	\$1.285	\$1.100	\$1.005	\$0.940	\$0.892	\$0.760
1 Standard Foil Color*	\$8.345	\$4.610	\$2.365	\$1.630	\$1.205	\$1.058	\$0.990	\$0.940	\$0.887	\$0.785
Embossing*	\$10.035	\$5.405	\$2.630	\$1.755	\$1.270	\$1.117	\$1.045	\$0.975	\$0.918	\$0.855
Four Color Process	\$13.383	\$7.555	\$5.090	\$2.887	\$1.778	\$1.430	\$1.247	\$1.138	\$1.065	\$0.855

Price shown is per piece. Production time: 3 working days. Add 2 days for heavy ink coverage on spot colors. 12 p.m. EST 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 25 for pricing on imprint and stock upgrades.

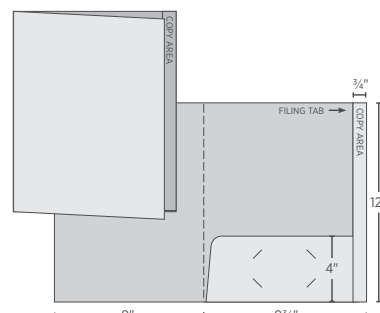
# FILE FOLDERS



**Style #: FJ**  
File Folder with Reinforced Top Edge



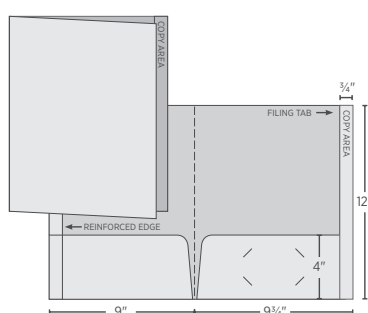
**Style #: F2T**  
Tab File Folder with 2 Pockets



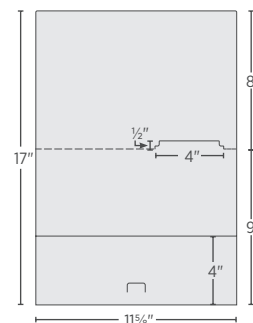
**Style #: C1**  
1 Pocket File Folder with One Reinforced Edge

## File Folders

File folders keep important papers neat and organized, and the printed tab makes these folders easy to find in any filing cabinet. This makes them ideal for any business that keeps paperwork or customer information on file, like government offices or financial businesses.



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



**Style #: FNF**  
Tab File Folder with Pocket

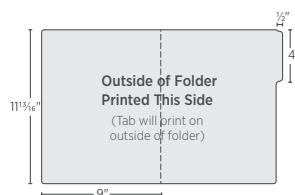
## FILE FOLDERS

Base Price — Class 1 Stocks	50	100	250	500	1,000	1,500	2,000	2,500	3,000	5,000
No Imprint	\$3.715	\$2.200	\$1.305	\$0.970	\$0.775	\$0.687	\$0.650	\$0.610	\$0.575	\$0.530
1 Color	\$6.350	\$3.590	\$1.940	\$1.255	\$0.895	\$0.793	\$0.695	\$0.650	\$0.617	\$0.540
2 Color	\$7.968	\$4.502	\$2.566	\$1.575	\$1.055	\$0.910	\$0.795	\$0.745	\$0.707	\$0.610
1 Standard Foil Color*	\$7.250	\$3.900	\$1.950	\$1.300	\$0.925	\$0.825	\$0.735	\$0.695	\$0.667	\$0.590
Embossing*	\$8.400	\$4.700	\$2.095	\$1.375	\$0.960	\$0.858	\$0.755	\$0.705	\$0.678	\$0.600
Four Color Process	\$9.863	\$5.532	\$3.280	\$1.945	\$1.190	\$0.968	\$0.865	\$0.785	\$0.743	\$0.615

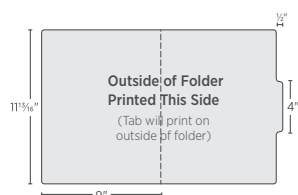
Price shown is per piece. Production time: 3 working days. Add 2 days for heavy ink coverage on spot colors. 12 p.m. EST cutoff for artwork. \*Price includes one standard foil color or single level emboss with up to 36 total square inches of coverage. See separate price grids on page 25 for pricing on imprint and stock upgrades.



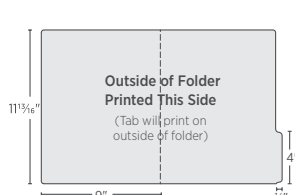
# NO POCKET FILE FOLDERS



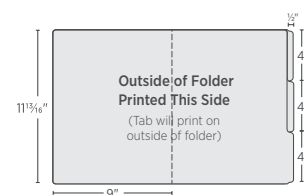
**Style #: TS1**  
No Pocket File Folder, Left Tab



**Style #: TS2**  
No Pocket File Folder, Middle Tab



**Style #: TS3**  
No Pocket File Folder, Right Tab



**Style #: TSS**  
No Pocket File Folder Set,  
Left Tab (TS1), Middle Tab (TS2),  
Right Tab (TS3)

## 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	\$2.245	\$1.285	\$0.795	\$0.610	\$0.500	\$0.467	\$0.455	\$0.425	\$0.412	\$0.390
1 Color	\$4.650	\$2.600	\$1.335	\$0.895	\$0.670	\$0.600	\$0.560	\$0.525	\$0.497	\$0.460
2 Color	\$5.530	\$3.300	\$1.770	\$1.025	\$0.725	\$0.633	\$0.575	\$0.535	\$0.505	\$0.465
1 Standard Foil Color*	\$5.092	\$3.193	\$1.512	\$1.032	\$0.798	\$0.697	\$0.662	\$0.632	\$0.600	\$0.542
Embossing*	\$6.243	\$3.818	\$1.633	\$1.108	\$0.838	\$0.725	\$0.690	\$0.648	\$0.623	\$0.558
Four Color Process	\$7.482	\$4.600	\$2.600	\$1.570	\$1.050	\$0.875	\$0.783	\$0.720	\$0.672	\$0.570

Price shown is per piece. Production time: 3 working days. Add 2 days for heavy ink coverage on spot colors. 12 p.m. EST cutoff for artwork. Pricing includes printing on outside of folder ONLY. Please call for quote for interior tab printing. See separate pricing grid on page 25 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	\$6.398	\$3.662	\$2.265	\$1.738	\$1.425	\$1.330	\$1.296	\$1.211	\$1.174	\$1.111
1 Color	\$13.252	\$7.410	\$3.804	\$2.550	\$1.909	\$1.710	\$1.596	\$1.496	\$1.416	\$1.311
2 Color	\$15.760	\$9.405	\$5.044	\$2.921	\$2.066	\$1.804	\$1.638	\$1.524	\$1.439	\$1.325
1 Standard Foil Color*	\$14.512	\$9.100	\$4.309	\$2.941	\$2.274	\$1.986	\$1.886	\$1.801	\$1.710	\$1.544
Embossing*	\$17.792	\$10.881	\$4.654	\$3.157	\$2.388	\$2.066	\$1.966	\$1.846	\$1.775	\$1.590
Four Color Process	\$21.322	\$13.110	\$7.410	\$4.474	\$2.992	\$2.493	\$2.231	\$2.052	\$1.915	\$1.624

Price shown is per set. Production time: 5 working days. Add 2 days for heavy ink coverage on spot colors. 12 p.m. EST cutoff for artwork. Pricing includes printing on outside of folder ONLY. Please call for quote for interior tab printing. See separate pricing grid on page 25 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.

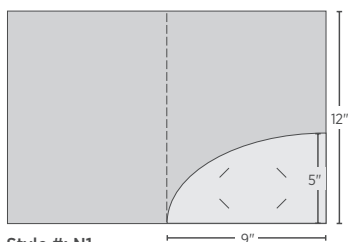
# SPECIALTY FOLDERS



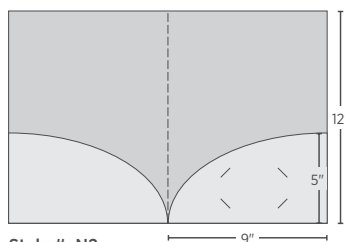
Style N2

## Specialty Folders

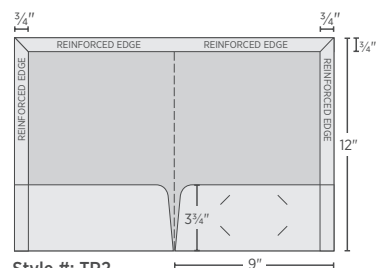
- Curved pockets on N1 and N2 styles
- Three reinforced edges on TR2 style
- BF8 is a popular tax folder style



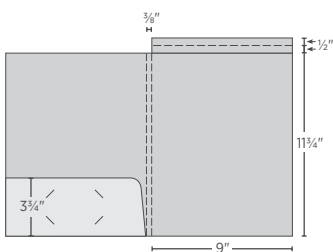
**Style #: N1**  
1 Pocket Specialty Folder



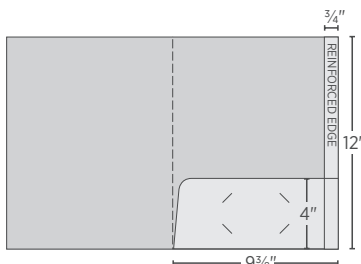
**Style #: N2**  
2 Pocket Specialty Folder



**Style #: TR2**  
2 Pocket Specialty Folder with Three Reinforced Edges



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



**Style #: J1**  
1 Pocket Folder with One Reinforced Edge



**Style #: J2**  
2 Pocket Folder with Two Reinforced Edges

## SPECIALTY FOLDERS



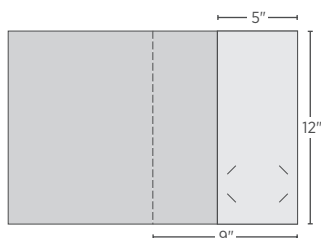
Base Price — Class 1 Stocks	50	100	250	500	1,000	1,500	2,000	2,500	3,000	5,000
No Imprint	\$4.195	\$2.435	\$1.150	\$0.870	\$0.710	\$0.637	\$0.605	\$0.565	\$0.538	\$0.495
1 Color	\$6.828	\$3.860	\$2.035	\$1.305	\$0.920	\$0.817	\$0.710	\$0.660	\$0.628	\$0.550
2 Color	\$7.968	\$4.502	\$2.565	\$1.630	\$1.085	\$0.935	\$0.810	\$0.755	\$0.718	\$0.615
1 Standard Foil Color*	\$6.800	\$3.650	\$2.070	\$1.370	\$0.995	\$0.842	\$0.800	\$0.750	\$0.723	\$0.635
Embossing*	\$8.821	\$4.750	\$2.255	\$1.460	\$1.040	\$0.873	\$0.820	\$0.770	\$0.738	\$0.642
Four Color Process	\$8.925	\$5.200	\$3.820	\$2.220	\$1.345	\$1.113	\$0.945	\$0.860	\$0.810	\$0.665

Price shown is per piece. Production time: 3 working days. Add 2 days for heavy ink coverage on spot colors. 12 p.m. EST 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 25 for pricing on imprint and stock upgrades.

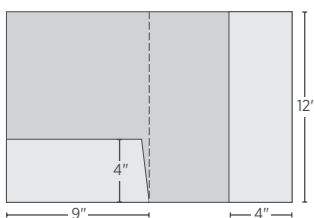
# VERTICAL POCKET, GATEFOLD & LANDSCAPE FOLDERS



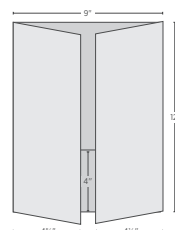
Style LS2



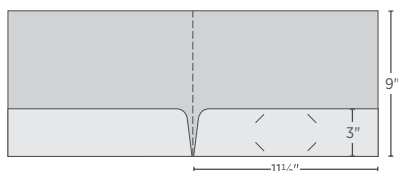
**Style #: V1**  
1 Vertical Pocket Folder



**Style #: HV2**  
1 Vertical Pocket & 1 Horizontal Pocket Folder



**Style #: GATE**  
1 Horizontal Pocket Gatefold Folder



**Style #: LS2**  
2 Pocket Horizontal Folder

## Vertical Pocket, Gatefold & Landscape Folders

Unique alternative folder styles gives a touch of class to any presentation

### 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	\$2.650	\$1.540	\$1.100	\$0.885	\$0.808	\$0.735	\$0.695	\$0.670	\$0.620
1 Color	\$3.735	\$2.035	\$1.315	\$0.995	\$0.873	\$0.805	\$0.780	\$0.760	\$0.685
2 Color	\$4.883	\$2.605	\$1.620	\$1.160	\$0.988	\$0.905	\$0.865	\$0.825	\$0.735
1 Standard Foil Color*	\$4.350	\$2.090	\$1.440	\$1.070	\$0.937	\$0.880	\$0.850	\$0.823	\$0.750
Embossing*	\$4.900	\$2.300	\$1.545	\$1.115	\$0.965	\$0.900	\$0.865	\$0.832	\$0.750
Four Color Process	\$7.320	\$3.680	\$2.313	\$1.502	\$1.225	\$1.150	\$1.060	\$1.003	\$0.855

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. EST 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 25 for pricing on imprint and stock upgrades.



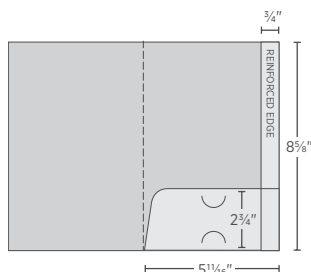
# SMALL FOLDERS - MINI & DOCUMENT



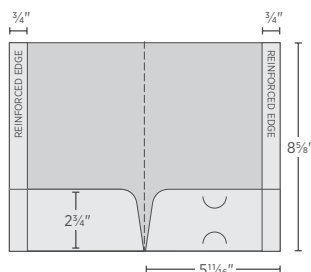
Styles IS2, K

## Did You Know?

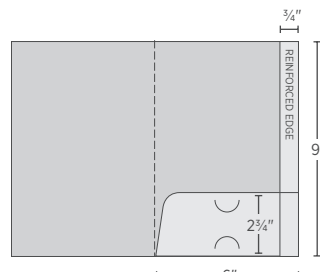
- Expandable document folders have gussets built into the sides and bottom of the folder, giving you more space. The fold over flap with two tab closures keeps contents stored securely.
- Styles I1 and I2 fit in a 6" x 9" mailing envelope.



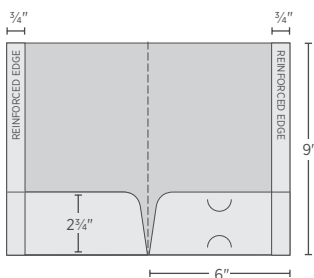
**Style #: I1**  
1 Pocket Mini Folder with One Reinforced Edge



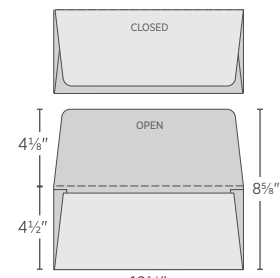
**Style #: I2**  
2 Pocket Mini Folder with Two Reinforced Edges



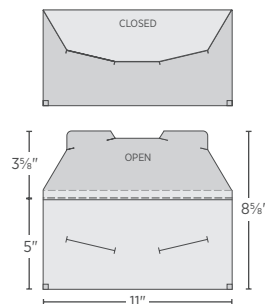
**Style #: IS1**  
1 Pocket Standard Mini Folder with One Reinforced Edge



**Style #: IS2**  
2 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)

## SMALL FOLDERS - MINI & DOCUMENT



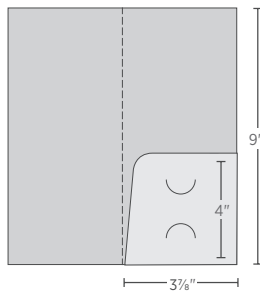
Base Price — Class 1 Stocks	50	100	250	500	1,000	1,500	2,000	2,500	3,000	5,000
No Imprint	\$3.720	\$2.115	\$1.048	\$0.810	\$0.635	\$0.577	\$0.550	\$0.525	\$0.515	\$0.490
1 Color	\$5.232	\$3.042	\$1.575	\$1.010	\$0.730	\$0.647	\$0.610	\$0.575	\$0.550	\$0.495
2 Color	\$6.507	\$3.748	\$2.060	\$1.245	\$0.870	\$0.742	\$0.685	\$0.640	\$0.610	\$0.540
1 Standard Foil Color*	\$6.763	\$3.653	\$1.692	\$1.093	\$0.775	\$0.700	\$0.650	\$0.625	\$0.535	\$0.530
Embossing*	\$7.885	\$4.255	\$2.045	\$1.230	\$0.855	\$0.725	\$0.670	\$0.640	\$0.597	\$0.535
Four Color Process	\$6.768	\$3.903	\$2.430	\$1.610	\$1.093	\$0.983	\$0.875	\$0.785	\$0.705	\$0.637

Price shown is per piece. Production time: 3 working days. Add 2 days for heavy ink coverage on spot colors. 12 p.m. EST 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 25 for pricing on imprint and stock upgrades.

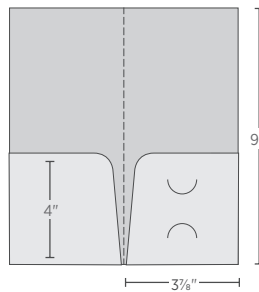
# SMALL FOLDERS - LITERATURE



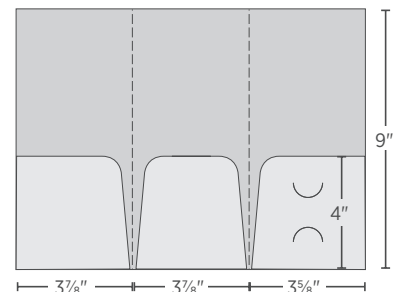
Styles E1, E2



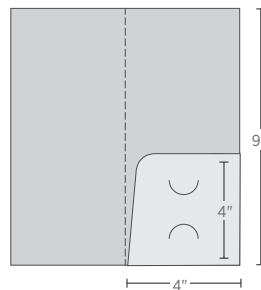
**Style #: E1**  
1 Pocket Small Folder



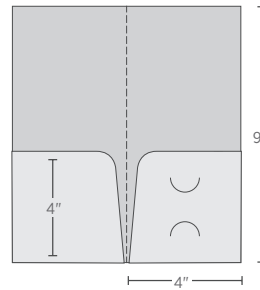
**Style #: E2**  
2 Pocket Small Folder



**Style #: E3**  
3 Pocket Tri-Fold Small Specialty Folder



**Style #: E51**  
1 Pocket Small Folder



**Style #: E52**  
2 Pocket Small Folder

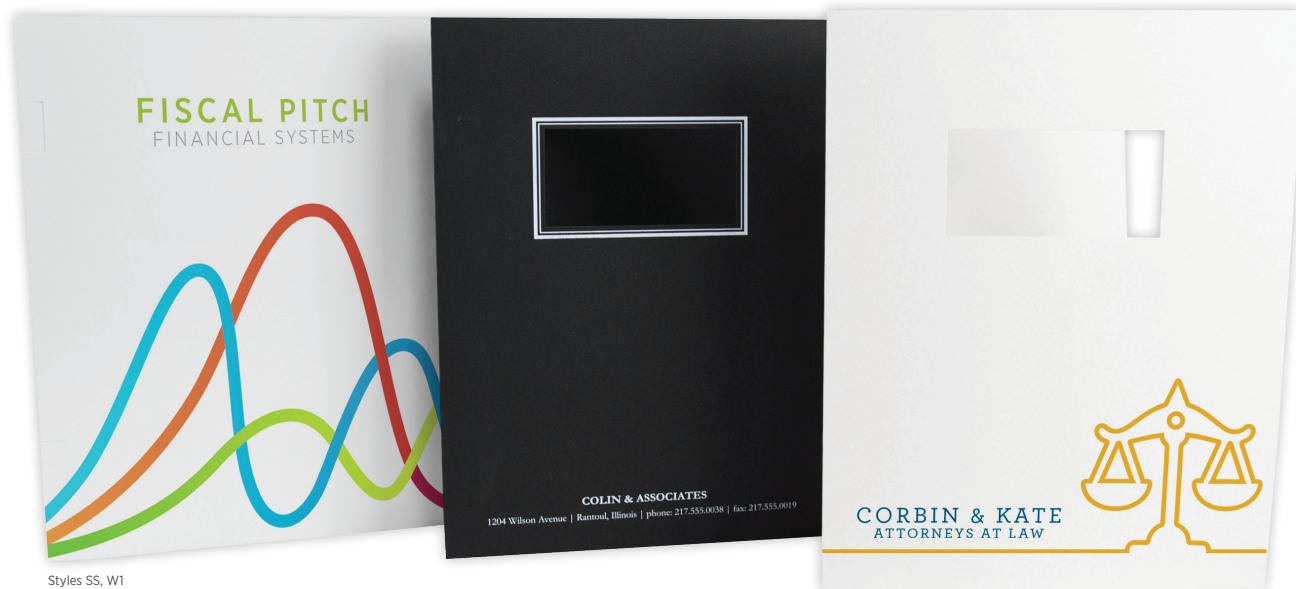
## SMALL FOLDERS - LITERATURE



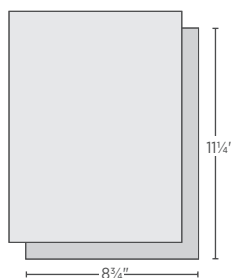
Base Price — Class 1 Stocks	50	100	250	500	1,000	1,500	2,000	2,500	3,000	5,000
No Imprint	\$3.000	\$1.650	\$0.830	\$0.580	\$0.443	\$0.392	\$0.330	\$0.305	\$0.293	\$0.280
1 Color	\$4.888	\$2.740	\$1.480	\$0.890	\$0.615	\$0.503	\$0.475	\$0.438	\$0.430	\$0.380
2 Color	\$6.068	\$3.483	\$1.770	\$1.080	\$0.705	\$0.608	\$0.550	\$0.500	\$0.463	\$0.400
1 Standard Foil Color*	\$5.913	\$3.245	\$1.567	\$0.960	\$0.675	\$0.567	\$0.520	\$0.500	\$0.462	\$0.400
Embossing*	\$7.588	\$4.065	\$1.828	\$1.132	\$0.735	\$0.607	\$0.547	\$0.520	\$0.480	\$0.410
Four Color Process	\$6.600	\$3.828	\$2.457	\$1.560	\$1.017	\$0.832	\$0.715	\$0.620	\$0.542	\$0.420

Price shown is per piece. Production time: 3 working days. Add 2 days for heavy ink coverage on spot colors. 12 p.m. EST 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 25 for pricing on imprint and stock upgrades. Four corner slits not available.

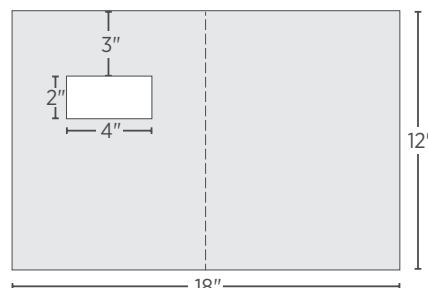
## REPORT & TAX COVERS - STANDARD SIZE



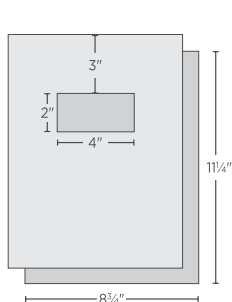
Style #: R1  
1 Piece Report Cover



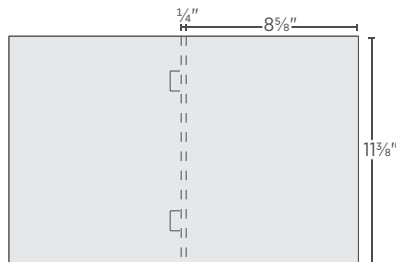
Style #: R2  
2 Piece Report Cover



Style #: W1  
1 Piece Report Cover with Window



Style #: W2  
2 Piece Report Cover with Window



Style #: SS  
Side Staple Tabs Report Cover

## 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	\$1.845	\$1.085	\$0.710	\$0.550	\$0.425	\$0.392	\$0.380	\$0.365	\$0.350	\$0.335
1 Color	\$3.523	\$2.045	\$1.183	\$0.740	\$0.520	\$0.447	\$0.425	\$0.405	\$0.388	\$0.355
2 Color	\$4.955	\$2.818	\$1.592	\$0.985	\$0.660	\$0.555	\$0.505	\$0.480	\$0.455	\$0.400
1 Standard Foil Color*	\$5.225	\$3.075	\$1.448	\$0.958	\$0.670	\$0.610	\$0.570	\$0.525	\$0.505	\$0.470
Embossing*	\$6.680	\$3.727	\$1.542	\$1.005	\$0.732	\$0.637	\$0.590	\$0.542	\$0.518	\$0.475
Four Color Process	\$7.140	\$3.810	\$3.555	\$1.960	\$1.150	\$0.892	\$0.770	\$0.700	\$0.648	\$0.560

Price shown is per piece. Production time: 3 working days. Add 2 days for heavy ink coverage on spot colors. 12 p.m. EST 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 25 for pricing on imprint and stock upgrades.

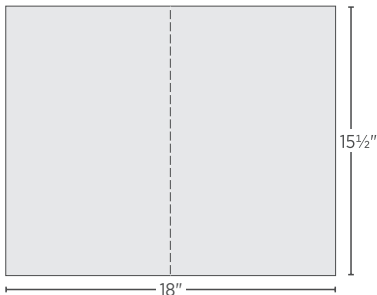


## When it Matters

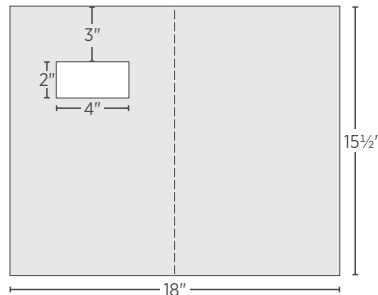
Report covers put that professional touch on important reports and tax presentations.



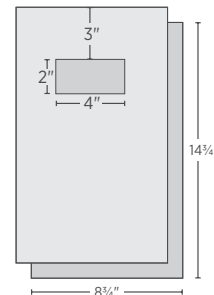
Style WIL



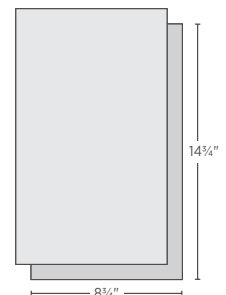
Style #: R1L  
1 Piece Legal Report Cover



Style #: W1L  
1 Piece Legal Report Cover with Window



Style #: W2L  
2 Piece Legal Report Cover with Window



Style #: R2L  
2 Piece Legal Report Cover

## 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	\$2.215	\$1.340	\$0.910	\$0.750	\$0.655	\$0.625	\$0.610	\$0.590	\$0.563	\$0.525
1 Color	\$5.185	\$2.855	\$1.660	\$1.115	\$0.860	\$0.767	\$0.715	\$0.680	\$0.662	\$0.600
2 Color	\$6.630	\$3.880	\$2.145	\$1.310	\$0.950	\$0.817	\$0.760	\$0.710	\$0.673	\$0.615
1 Standard Foil Color*	\$5.530	\$3.300	\$1.755	\$1.195	\$0.905	\$0.815	\$0.765	\$0.750	\$0.737	\$0.710
Embossing*	\$7.250	\$3.860	\$1.925	\$1.305	\$0.980	\$0.850	\$0.810	\$0.770	\$0.747	\$0.710
Four Color Process	\$8.273	\$4.455	\$3.788	\$2.070	\$1.285	\$1.067	\$0.915	\$0.850	\$0.808	\$0.760

Price shown is per piece. Production time: 3 working days. Add 2 days for heavy ink coverage on spot colors. 12 p.m. EST 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 25 for pricing on imprint and stock upgrades.

# PHOTO SLEEVES & CERTIFICATE HOLDERS



Style CH

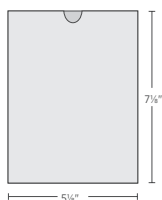
Style PHS

## Here's Another Idea

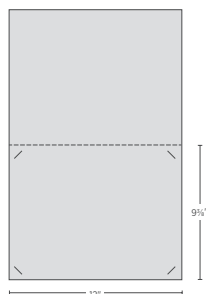
Use Photo Sleeves & Holders as a way of delivering a special message to your employees, clients, or community.

## 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

Base Price — Class 1 Stocks	50	100	250	500	1,000	1,500	2,000	2,500	3,000	5,000
No Imprint	\$4.295	\$2.455	\$1.240	\$0.860	\$0.640	\$0.567	\$0.530	\$0.510	\$0.493	\$0.485
1 Color	\$7.340	\$3.960	\$1.870	\$1.200	\$0.885	\$0.768	\$0.730	\$0.715	\$0.705	\$0.645
2 Color	\$8.835	\$4.970	\$2.375	\$1.490	\$1.100	\$0.913	\$0.820	\$0.775	\$0.765	\$0.700
1 Standard Foil Color*	\$7.430	\$4.005	\$1.900	\$1.225	\$0.910	\$0.853	\$0.805	\$0.785	\$0.775	\$0.745
Embossing*	\$8.725	\$4.610	\$2.120	\$1.315	\$0.955	\$0.867	\$0.830	\$0.800	\$0.793	\$0.750
Four Color Process	\$9.300	\$5.932	\$4.440	\$2.490	\$1.460	\$1.167	\$0.985	\$0.870	\$0.787	\$0.710

Price shown is per piece. Production time: 3 working days. Add 2 days for heavy ink coverage on spot colors. 12 p.m. EST 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 25 for pricing on imprint and stock upgrades.



Style: PHS

## CERTIFICATE HOLDERS

Base Price — Class 1 Stocks	50	100	250	500	1,000	1,500	2,000	2,500	3,000	5,000
No Imprint	\$2.050	\$1.205	\$0.790	\$0.630	\$0.540	\$0.508	\$0.495	\$0.475	\$0.453	\$0.425
1 Color	\$4.405	\$2.405	\$1.365	\$0.900	\$0.685	\$0.617	\$0.580	\$0.550	\$0.518	\$0.470
2 Color	\$5.505	\$3.315	\$1.860	\$1.065	\$0.755	\$0.645	\$0.595	\$0.560	\$0.527	\$0.475
1 Standard Foil Color*	\$5.225	\$3.075	\$1.630	\$1.085	\$0.805	\$0.713	\$0.670	\$0.645	\$0.627	\$0.600
Embossing*	\$6.680	\$3.725	\$1.815	\$1.200	\$0.880	\$0.763	\$0.705	\$0.665	\$0.638	\$0.605
Four Color Process	\$10.087	\$6.072	\$3.495	\$2.000	\$1.190	\$0.933	\$0.795	\$0.735	\$0.697	\$0.640

Price shown is per piece. Production time: 3 working days. Add 2 days for heavy ink coverage on spot colors. 12 p.m. EST 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 25 for pricing on imprint and stock upgrades.



Style: CH

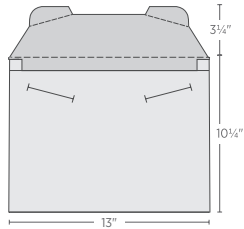
# STANDARD, LEGAL PORTFOLIOS & MAILERS

## A One-of-a-Kind Experience

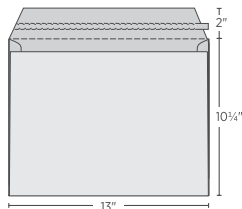
Add a feeling of elegance and importance to big life events! Personalized portfolios are an ideal way to package mortgage papers for a first home purchase, and mailers make receiving a certificate in the mail more exciting.



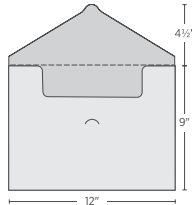
Style TAB



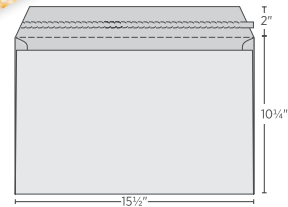
Style #: TAB  
Tab Mailer



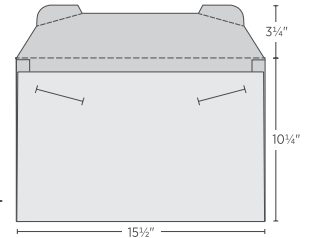
Style #: ZIP  
Zip Strip Mailer with Tape Strip



Style #: PNE  
Portfolio  
Holds up to 25 sheets



Style #: ZIPL  
Zip Strip Mailer  
with Tape Strip



Style #: TABL  
Tab Mailer

## 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	\$3.000	\$1.600	\$1.385	\$1.130	\$0.987	\$0.910	\$0.880	\$0.827	\$0.650
1 Color	\$4.850	\$2.645	\$1.780	\$1.305	\$1.100	\$0.970	\$0.905	\$0.858	\$0.755
2 Color	\$6.385	\$3.295	\$2.215	\$1.525	\$1.257	\$1.090	\$1.005	\$0.943	\$0.805
1 Standard Foil Color*	\$4.900	\$2.670	\$1.785	\$1.340	\$1.145	\$1.020	\$0.965	\$0.938	\$0.875
Embossing*	\$5.948	\$2.860	\$1.882	\$1.390	\$1.178	\$1.040	\$0.983	\$0.953	\$0.882
Four Color Process	\$8.518	\$5.060	\$2.980	\$1.855	\$1.563	\$1.370	\$1.190	\$1.100	\$0.960

Price shown is per piece. Production time: 5 working days. Add 2 days for heavy ink coverage on spot colors. 12 p.m. EST 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 25 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

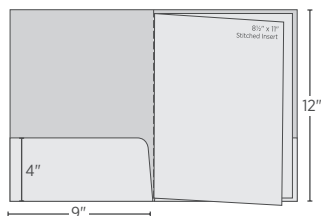
Base Price — Class 1 Stocks	100	250	500	1,000	1,500	2,000	2,500	3,000	5,000
No Imprint	\$3.000	\$1.600	\$1.385	\$1.130	\$0.987	\$0.910	\$0.880	\$0.827	\$0.650
1 Color	\$4.850	\$2.645	\$1.780	\$1.305	\$1.100	\$0.970	\$0.905	\$0.858	\$0.755
2 Color	\$6.385	\$3.295	\$2.215	\$1.525	\$1.257	\$1.090	\$1.005	\$0.943	\$0.805
1 Standard Foil Color*	\$4.900	\$2.670	\$1.785	\$1.340	\$1.145	\$1.020	\$0.965	\$0.938	\$0.875
Embossing*	\$5.948	\$2.860	\$1.882	\$1.390	\$1.178	\$1.040	\$0.983	\$0.953	\$0.882
Four Color Process	\$8.518	\$5.060	\$2.980	\$1.855	\$1.563	\$1.370	\$1.190	\$1.100	\$0.960

Price shown is per piece. Production time: 5 working days. Add 2 days for heavy ink coverage on spot colors. 12 p.m. EST 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 25 for pricing on imprint upgrades. Stock upgrades are available but limited to 10pt., 12pt., 80lb., or 100lb. weight stocks.

# STITCHED INSERTS



Style F2



Style #: F2  
4-Page Stitched Insert

## Stitched Inserts

- Only available for stitching into the following styles: F1, F2, B1, B2, F2RD, F1S, F2S (see page 4)
- 8.5" x 11" or 9" x 12" pages
- Printed on both sides

## STITCHED INSERTS

New!

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)	\$2.273	\$1.538	\$0.957	\$0.833	\$0.772	\$0.687	\$0.632	\$0.522
8-Page Insert	Full Color Process (4/4)	\$3.882	\$2.192	\$1.348	\$1.067	\$0.932	\$0.847	\$0.790	\$0.678
12-Page Insert	Full Color Process (4/4)	\$6.420	\$3.553	\$2.107	\$1.625	\$1.390	\$1.243	\$1.147	\$0.957
16-Page Insert	Full Color Process (4/4)	\$6.600	\$3.707	\$2.260	\$1.778	\$1.550	\$1.403	\$1.305	\$1.113
4-Page Insert	One Color (1/1)	\$2.305	\$1.303	\$0.790	\$0.620	\$0.533	\$0.482	\$0.448	\$0.382
8-Page Insert	One Color (1/1)	\$2.413	\$1.387	\$0.873	\$0.702	\$0.623	\$0.570	\$0.535	\$0.467
12-Page Insert	One Color (1/1)	\$3.557	\$2.013	\$1.228	\$0.967	\$0.842	\$0.762	\$0.708	\$0.608
16-Page Insert	One Color (1/1)	\$3.665	\$2.095	\$1.310	\$1.048	\$0.932	\$0.850	\$0.795	\$0.693
4-Page Insert	Two Color (2/2)	\$3.233	\$1.742	\$1.010	\$0.765	\$0.650	\$0.575	\$0.525	\$0.427
8-Page Insert	Two Color (2/2)	\$3.288	\$1.823	\$1.105	\$0.857	\$0.732	\$0.657	\$0.612	\$0.513
12-Page Insert	Two Color (2/2)	\$5.358	\$2.888	\$1.678	\$1.267	\$1.070	\$0.942	\$0.863	\$0.698
16-Page Insert	Two Color (2/2)	\$5.415	\$2.970	\$1.773	\$1.358	\$1.150	\$1.025	\$0.950	\$0.785

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, F1S, 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. 12 p.m. EST cutoff for artwork.

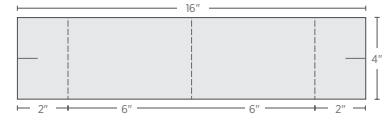


# TRI-PANEL FOLDERS, CARD CARRIERS & TABLE TENTS



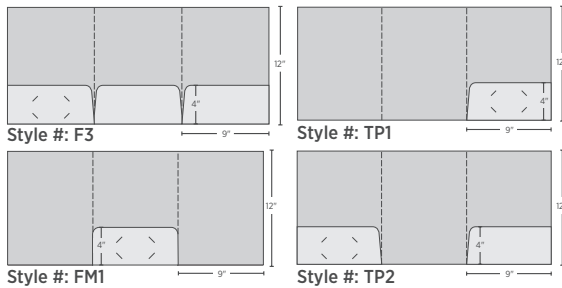
Styles F3, CU, CJ, TT46

## Table Tent Style



Style #: TT46  
Table Tent

## Tri-Panel Folder Styles



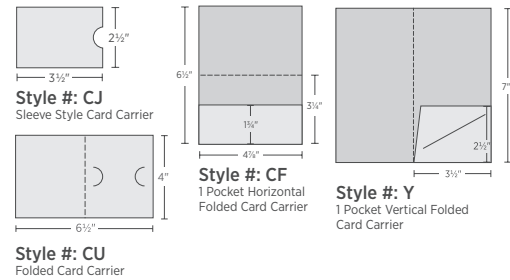
Style #: F3

Style #: TP1

Style #: FM1

Style #: TP2

## Card Carrier Styles



Style #: CJ  
Sleeve Style Card Carrier

Style #: CF  
1 Pocket Horizontal  
Folded Card Carrier

Style #: CU  
Folded Card Carrier

Style #: Y  
1 Pocket Vertical Folded  
Card Carrier

## 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	\$4.288	\$2.352	\$1.657	\$1.292	\$1.123	\$1.017	\$0.950	\$0.893	\$0.808
2 Color	\$5.682	\$2.985	\$2.152	\$1.437	\$1.222	\$1.090	\$1.063	\$0.997	\$0.883
1 Standard Foil Color*	\$4.835	\$2.730	\$1.832	\$1.358	\$1.248	\$1.222	\$1.162	\$1.113	\$1.030
Embossing*	\$6.030	\$3.090	\$2.045	\$1.497	\$1.283	\$1.252	\$1.185	\$1.133	\$1.043
Four Color Process	\$8.568	\$4.025	\$2.592	\$1.688	\$1.365	\$1.195	\$1.100	\$1.030	\$0.872

Price shown is per piece. Production time: 5 working days. Add 2 days for heavy ink coverage on spot colors. 12 p.m. EST cutoff for artwork. \*Price includes one standard foil color or single level emboss with up to 36 square inches of coverage. See separate price grids on page 25 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	\$1.165	\$0.665	\$0.415	\$0.373	\$0.320	\$0.290	\$0.272	\$0.235
1 Color	\$1.250	\$0.690	\$0.455	\$0.427	\$0.385	\$0.345	\$0.317	\$0.251
2 Color	\$1.400	\$0.735	\$0.590	\$0.538	\$0.470	\$0.385	\$0.347	\$0.285
1 Standard Foil Color*	\$1.250	\$0.825	\$0.630	\$0.522	\$0.380	\$0.355	\$0.303	\$0.270
Embossing*	\$1.565	\$0.975	\$0.680	\$0.530	\$0.385	\$0.370	\$0.307	\$0.275
Four Color Process	\$2.650	\$1.660	\$0.955	\$0.742	\$0.590	\$0.550	\$0.468	\$0.360

Price shown is per piece. Production time: 3 working days. Add 2 days for heavy ink coverage on spot colors. 12 p.m. EST 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 25 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)	\$3.105	\$1.383	\$0.825	\$0.547	\$0.432	\$0.355	\$0.310	\$0.278	\$0.217

Price shown is per piece. Production time: 3 working days. 12 p.m. EST cutoff for artwork. See separate price grids on page 25 for pricing on imprint upgrades. Call for a quote on other stock options.

**WE ARE HERE FOR YOU!**

## CONTACT US

Call us for quotes on your custom project or email your specifications.



**419.951.6386**



**ESP@neo.rr.com**

## CUSTOMIZE

We love working through a good challenge with you! If you are in need of a product not found in our catalog, give us a call. We'd be happy to create something unique to impress your customer.

## COLLABORATE

We realize that presentation folders are a big ticket item. Because you may feel more comfortable consulting an expert before ordering, we are ready to put our knowledge and expertise to work for you. We look forward to your call and are excited to speak with you!

## CALL US!

We want to talk to you! Our friendly and dedicated employees are experts in the most advanced folder production processes and equipment. We can provide you with the answers and ideas you need while delivering the best products you can buy.

**WE ARE  
COMMITTED  
TO DELIVERING  
YOU:**

- Friendly and helpful service
- Answers to all of your questions
- Quality products and kept promises
- Competitive pricing
- Folder knowledge and expertise



## Custom Options: Can't Find What You're Looking For?

Don't be afraid to call us! If you can't find exactly what you want, give us a call at **419.951.6386**. 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.



#### INVENTORY PROGRAMS

Are you a national or regional customer that utilizes a high volume of folders? If you order more than 20,000 folders annually, ask our team if our inventory program would be a cost-effective option.



#### 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.



#### 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.



# PAPER STOCKS

## Print Process Codes

## Environmental Paper Codes

		⦿	FC	UV	T	F	E	RE	GSC	CN	✱	PCW	FSC
	<b>PAPER STOCKS</b>												
<b>CLASS 1</b>	Manila Tag 150 lb.	x	x*		x	x	x						x
	White High Gloss 10 pt. C1S	x	x	x		x	x				10%	x	x
	White Semi-Gloss 10 pt. C2S	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	x						
	White Silk 100 lb. <i>New!</i>	x	x	x		x	x	x	x		x	30%	
	Warm White Linen 80 lb.	x	x*		x	x	x		x		30%	30%	
<b>CLASS 2</b>	White High Gloss 12 pt. C1S	x	x	x		x	x				10%	x	x
	White Semi-Gloss 12 pt. C2S	x	x	x		x	x						x
	White Semi-Gloss 14 pt. C1S	x	x	x		x	x						x
	White Semi-Gloss 16 pt. C1S	x	x	x		x	x						x
	White Silk 120 lb.	x	x	x		x	x	x	x		x	30%	
	White Smooth 110 lb.	x	x*		x	x	x						x
	Cougar® White Smooth 100 lb.	x	x*		x	x	x				x	10%	x
	Warm White Smooth 80 lb.	x	x*		x	x	x		x		30%	30%	x
	Cobalt Smooth 80 lb.	x			x	x	x						x
	White Fiber 80 lb.	x	x			x	x		x		x	x	x
	Sky Blue Linen 80 lb.	x			x	x	x		x		x	x	
	Ivory Linen 80 lb.	x***	x*		x	x	x		x		x	x	
	Gray Linen 80 lb.	x			x	x	x		x		x	x	
	Charcoal Linen 80 lb.	x			x	x	x		x				
	Navy Linen 80 lb.	x			x	x	x		x				
	Black Linen 80 lb.	x			x	x	x		x				
	Burgundy Linen 80 lb.	x			x	x	x	x	x		x	x	x
	Emerald Green Linen 80 lb.	x			x	x	x	x	x		x	x	x
	Bright White Linen 100 lb.	x	x*		x	x	x						
	White Leatherette 90 lb. <i>New!</i>	x		x		x	x						
	White Felt 80 lb.	x	x			x	x	x	x		x	x	x
<b>CLASS 3</b>	White Semi-Gloss 14 pt. C2S	x	x	x		x	x						x
	White Semi-Gloss 18 pt. C1S	x	x	x		x	x						x
	Natural Fiber 80 lb.	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
	Red Linen 80 lb.	x			x	x	x	x	x				x
<b>CLASS 4</b>	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® Laid Silverstone 80 lb.	x				x	x	x	x	x			x
	CLASSIC® Linen Natural White 100 lb.	x	x*		x	x	x	x	x	x			x
	Navy Linen 100 lb.	x			x	x	x	x	x		x	x	x
	Eggplant Linen 80 lb.	x			x	x	x	x	x	x	x	x	x
	Red Felt 80 lb.	x			x	x	x	x	x				x
<b>CLASS 5</b>	White High Gloss 12 pt. C2S					x	x						x
	Pearlized Latte Smooth 105 lb.		x*			x	x		x		x	x	
	Emerald Green Linen 100 lb.	x			x	x	x	x			x	x	x
	Burgundy Linen 100 lb.	x			x	x	x	x	x		x	x	x
	Black Linen 100 lb.	x			x	x	x	x	x		x	x	
	Black High Gloss 12 pt. C1S	x		x		x	x						
	Navy High Gloss 12 pt. C1S	x		x		x	x						
	Silver High Gloss 12 pt. C1S	x		x		x	x						

\* Four Color Process can print on these indicated stocks, but we recommend printing Four Color Process on white for best results. \*\* Black Spot Color ONLY. \*\*\* Some Spot Colors can be printed on these stocks; please call to discuss which colors work best. If your artwork requires copy to be printed across score/fold lines (folder spine or pocket folders), we recommend changing to a 12 pt. or 100 lb. stock to minimize the potential for cracking.



# PAPER STOCKS, FOILS, INKS & UPGRADES

## PREMIUM & ELITE STOCKS (CLASS 5)\*

Premium and Elite stocks are high end stocks that will differentiate you, your company and your project from the competition. These stocks are classified as Class 5 Paper Stocks and available on any folder style unless otherwise specified. Minimum orders of 250 folders are required for all Class 5 stocks.

\*Colors shown are a close representation. Exact color may vary.

## STOCK TERMS

**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.

## PRINT PROCESS CODES

 **Spot Color**

**FC Full Color Process**

**UV UV Gloss Coating**

 **Thermography**

 **Foil**

 **Emboss**

**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.

## 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).

## FOILS\*\*



## STANDARD INKS\*\*\*



## 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**	\$2.740	\$1.405	\$0.585	\$0.315	\$0.185	\$0.132	\$0.110	\$0.095	\$0.087	\$0.060
UV Gloss Coating	\$0.865	\$0.465	\$0.225	\$0.145	\$0.105	\$0.093	\$0.090	\$0.080	\$0.080	\$0.075
Additional Ink	\$2.650	\$1.350	\$0.555	\$0.290	\$0.165	\$0.120	\$0.095	\$0.085	\$0.073	\$0.050
Additional Foil Stamp Color*	\$2.660	\$1.440	\$0.590	\$0.340	\$0.210	\$0.175	\$0.150	\$0.135	\$0.123	\$0.090
Additional Emboss Area*	\$6.625	\$3.405	\$1.390	\$0.765	\$0.425	\$0.297	\$0.230	\$0.195	\$0.182	\$0.125

(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.

## ADDITIONAL STOCK OPTIONS



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	\$0.110	\$0.110	\$0.110	\$0.110	\$0.110	\$0.110	\$0.110	\$0.110	\$0.110	\$0.110
Class 3	\$0.210	\$0.210	\$0.210	\$0.210	\$0.210	\$0.210	\$0.210	\$0.210	\$0.210	\$0.210
Class 4	\$0.410	\$0.410	\$0.410	\$0.410	\$0.410	\$0.410	\$0.410	\$0.410	\$0.410	\$0.410
Class 5 Premium Stocks	NA	NA	\$0.610	\$0.610	\$0.610	\$0.610	\$0.610	\$0.610	\$0.610	\$0.610

(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. Thermography printing is available for limited stocks as noted in the Stock Grid on page 24.

# GENERAL INFORMATION & ELECTRONIC GUIDELINES

## GENERAL ORDERING INFORMATION

### ORDER BY PHONE OR DISCUSS ORDER OR QUOTE

Call 419.951.6386

### ORDER BY EMAIL

ESP@neo.rr.com

### QUOTES BY EMAIL

ESP@neo.rr.com

### CHANGES OR CANCELLATIONS

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

## ORDER STANDARD PRACTICES

### FINAL FOLDING & SHIPPING

Folders are shipped flat/open. If folders need to be folded in half when 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! PDF and color proofs are available. Color proofs may not be exact. Add 2 working days to the production time when requesting a proof. Call for a quote.
- Epson proofs available. Call for a quote.
- 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.

### 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

ESP Graphics™ 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.

### THERMOGRAPHY

Call for quote on available thermography printing. We have extremely limited product availability for thermography. Large imprint areas are not recommended. Thermography cannot be in register with other processes. Thermography is not available with foil or embossing.

### 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 restrictions or 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.

# GENERAL INFORMATION & ELECTRONIC GUIDELINES

## 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

### LAMINATING

Call for pricing and availability. Allow an additional 7 working days.

### 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 24:

**Gloss:** This coating is a glossy coating over the entire printed surface of a folder. See imprint upgrade table on page 25.

**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.

## 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)

## CREATING YOUR FILES

### 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

1/8" (.125") should be allowed 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.

## TERMS OF USE

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Our terms of use contain important information about your rights and obligations.