

Request for quotation

Request for paper sample

Checklist for print production

Checklist for electronic file prep

Instructions for posting to FTP site

Envelope templates

1. #10 Commercial
2. #10 Policy
3. #10 Square flap
4. #9 Commercial
5. A-6 Announcement
6. A-2 Announcement
7. #9 Remit
8. #6-1/2 Remit
9. 9 x 12 Catalog
10. 9 x 12 Booklet

Direct mail height-to-length ratio template

Business reply mail sample

Brochure templates

1. 3 panel 3.66 x 8.5 "Z" fold
2. 3 panel 3.66 x 8.5 roll fold - text
3. 3 panel 3.66 x 8.5 roll fold - cover
4. 3 panel 8.5 x 11 roll fold - text
5. 3 panel 8.5 x 11 roll fold - cover
6. 4 panel 4 x 9 roll fold - text
7. 4 panel 4 x 9 roll fold - cover
8. 4 panel 4 x 9 accordion fold
9. 4 panel 4 x 9 gatefold - text
10. 4 panel 4 x 9 gatefold - cover

Business card templates

4-up (3-1/2 x 2)

8-up (3-1/2 x 2)

Folder templates

1. 4 x 9 (2-panel) single pocket
2. 9 x 12 (2-panel) double pocket
3. 9 x 12 (2-panel) single pocket
4. 9 x 12 (2-panel) 1/8" capacity, double pocket
5. 9 x 12 (3-panel) single pocket
6. 9 x 12 (3-panel) double pocket

Decimal equivalents chart

Map to Bordeaux Printers

Capabilities lists

Pre-press output form

