

## POLICIES, FILE TIPS, AND OTHER SERVICES

A Word In Edgewise, Inc., has served the Portland/Vancouver market since 1997 and celebrated 21 years in business in January, 2011. We are committed to serving our community with honesty, integrity, and respect. We provide a safe, friendly, comfortable, and non-judgmental business environment and fully guarantee your satisfaction.

- *Our Privacy Policy: NO ONE gets your personal information from us. NOT EVER.*
- *All Work is Satisfaction Guaranteed and Discretion is Assured.*
- *“Sensitive” Materials left with us are safe and handled Confidentially.*

**ALL DIGITAL PRINTING is done In-House on Recycled Stock.** Good quality, affordable, short to medium run, quick turnaround print process.

Digital uses toner and is not suitable for certain types of artwork, for example heavy solid color coverage. We always run a digital proof to be sure of quality. If we have any doubts, we will notify you and ask you to view a proof of your job before we print it. We offer an Offset Press option using Recycled Stock and Soy / Veggie Inks.



**LAYOUT:** You can do it. We can do it ~or~ Collaboration is often the key to successful and fulfilling design. Work with **AWIE** on our computer systems, using our software (Adobe Creative Suite 4). YOU play a major role in the creation. It's fun! We archive and safely back up all customer files. Then, when you reorder, the process is simplified. We can make necessary changes here, email them to you to proof, and go to press!

**SCANNING & PHOTO ~or~ IMAGE REPAIR:** We can scan photographs or images up to 11" x 17" in color or grey scale. These can be included in your project. We also offer repairs to damaged photos or other artwork at our hourly rate. We can then give you a printout and an electronic file of the finished work for your archives.

**RATES:** Our rate is \$45 per hour for layout, design, scans, etc. We bill in 20-minute increments (\$15 minimum).

**CAUTION:** Designs that have drawn lines, rectangles, or boxes as borders close to the edge of the item run the risk of the cut making the line/rectangle/box look slightly off center. Especially true on small items such as business cards.

**NO HOSTAGES!** We often have to recreate projects because the customer's previous printer or designer refuses to give them the electronic files. Legal? Well, technically, yes. The creator of a project does have the right to ownership. Ethical? We don't think so. **A Word In Edgewise** does not subscribe to that mind-set. You are welcome to a copy of your files right from the start. (File requests beyond 90 days after creation incur a \$15.00 File Transfer Fee to cover our time.) If, at some point, you decide to take your business elsewhere (we hope not but ...) we will NEVER hold your files hostage and refuse to send you the latest version. We archive inactive accounts for up to three years.

**FILE SETUP:** Set Colors to CMYK before sending. RGB files will be converted to CMYK, potentially altering colors. **AWIE** does NOT guarantee exact color matches (except Offset Pantone® Spot within one shade). We offer FREE color digital proofs so you can decide if colors are close to what you want. Offset proofs are available and but are chargeable and add to production time.

**BLEEDS:** Ink/Toner runs to the very edge. The item must be printed beyond the finished edge to accommodate a cut. If your artwork bleeds you MUST allow at least 1/8" (0.125") additional print margin on ALL SIDES that bleed. There is a \$5 fee per run for digital bleeds. For example, a standard sized business card is 2" x 3.5" but if there is a bleed, the design must be increased to 2.25" x 3.75" to accommodate the trimming.

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**FILE FORMATS:** Our Printing Computer System is PC-based. We accept Adobe® (Acrobat) Reader Files (.PDF), .EPS, or .TIF. Be sure to flatten images embed graphics and set fonts to curves in the file. Native PhotoShop®, InDesign®, or Illustrator® files are also acceptable, and beneficial if we are to do any future editing on the files. We can accept MS Publisher® and MS Word® files. However, they can be problematic for printing and may have to be adjusted for printing. If we encounter a problem with your file as it is sent to us, we will contact you and offer the opportunity for you or your designer to correct the problem and re-send it. If you choose to have us fix your file, our standard rate is \$45/hour with a \$15 minimum, billed in 20-minute increments. Beyond a second incorrect file submission, you may incur a \$5 handling fee. We can also accept CD, DVD, Portable Drive (USB/FW) or Memory Stick if you prefer to stop by.

**NO MATTER THE FORMAT, 300 DPI, LPI, PPI MINIMUM RESOLUTION.**

**PROOF! PROOF! PROOF!** We offer proofing and/or correction services at our standard rate of \$45 per hour. Grammatical errors, misspellings, misplaced or stray graphics will be noted for you and/or your designer. If we have created the file, or have your native files, it can be corrected by us. We will then review the corrected work with you before it is printed to be sure nothing was missed. This can usually be done electronically via email.

**AWIE does give a cursory proof of what is submitted to us BUT that is a courtesy and we assume absolutely NO responsibility for typos, misspellings, or other errors, unless we are hired to do the final proof.**

We cannot overemphasize the need to proof. Mistakes can be costly and reflect badly on your business. If you do not hire a professional proofreader, we recommend you ask someone who is not connected with your business or industry to proof for you. Avoid proofing your own compositions. It is too easy to read what you expect to be there and pass over mistakes. With the exception of highly technical or proprietary information, the further removed the person who does your proofing is from your business and industry, the better.

**REMEMBER! A spell checker is just that. You can have a perfectly spelled word in the wrong place. The average spell checker does not alert you to incorrect context, tense, usage, etc. Therefore, it is imperative that every piece of work be read. The best way is print it out on paper rather than proofing using the computer monitor.**

### **BINDERY SERVICES:**

**Basic Folding Prorated @ \$7.50/500 (\$7.50 Minimum)** Half fold, tri-fold, or double fold up to 8.5" x 14"

**Specialized Folding Prorated @ \$12.50/500 (\$12.50 Minimum)** Odd size/fold -or- double-fold larger than 8.5" x 14"

**Hand Collating Prorated @ \$50/1000 Sheets (\$25 Minimum)**

**Stapling (Saddle Stitch x 2 Staples per Booklet) @ \$50/1000 Staples (\$25 Minimum)**

**Paper Cutting any size @ \$5/1000**

**Legal Info:** At *A Word In Edgewise, Inc.*, we are not judgmental. We are not the "Moral Police." However, we reserve the right to request a statement of ownership or permission of use for anything that appears copyrighted. We do not print anything in violation of copyright laws, nor anything that is illegal. For some "Sensitive" Materials, we may offer only in-house digital options. Discretion is assured.

Payment is due upon receipt of goods. Due to the nature of the goods we sell, we do not offer credit until a working relationship has been established and references are provided. Some jobs require a deposit. Delivery to Portland, Oregon and Vancouver, Washington included in price. Shipping elsewhere additional. *All Work is Satisfaction Guaranteed.* We do our best for Quality Control. BUT please check your order and notify us immediately if any goods we deliver fail to meet your expectations. We will correct it - or you owe us +nothing+. If you have already paid, we will refund your money. We do not believe in "store credits." Remember: No Hostages.

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## 2011 DIGITAL PRINTING PRICES

### Ad Rack Cards ~ 4" x 9"

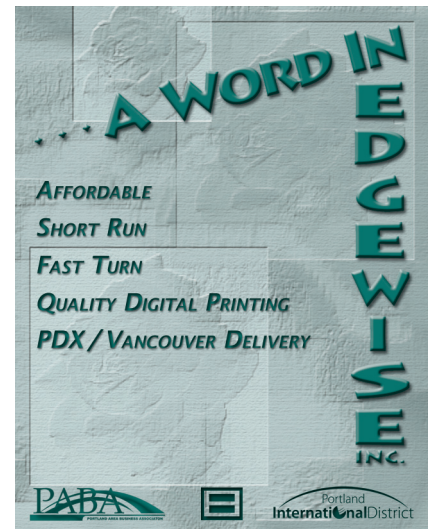
*Printed on High Quality Recycled 100# White Cover Stock*

Colored Stock, Linen Finish, etc. available by request. (Additional charges and/or minimum runs apply.)

*Prices are for PRINTING ONLY* upon receipt of customer-supplied digital artwork Print Ready in Proper Resolution, Sized Correctly.

**PROOF! PROOF! PROOF!** We are not responsible for design errors on work submitted to us unless we are hired to proof your files. PLEASE carefully check your work. Our proofing rate is @\$45/hour billed in 20-minute increments with a \$15 minimum charge. Clients are requested to approve any changes or alterations we make before production.

**Production Time:** 2 to 4 Working Days. Time begins day after order is placed. We print in Adobe® PostScript® Level 3 but exact color match NOT guaranteed. We do offer FREE digital proofs. In addition, we can alter your file to try to color match and that is billed at \$45 per hour with a \$15 minimum.



**\*BLEEDS AT \$5.00 PER RUN PER ORIGINAL.** (A Bleed is when colors run to or off the edge of your project.)

#### Black Printing One Side

|             |             |             |             |             |
|-------------|-------------|-------------|-------------|-------------|
| 100 @ 19.50 | 150 @ 22.50 | 200 @ 24.50 | 250 @ 26.50 |             |
| 300 @ 28.50 | 350 @ 30.50 | 400 @ 31.50 | 450 @ 33.50 | 500 @ 35.50 |

#### Black Printing Both Sides

|             |             |             |             |             |
|-------------|-------------|-------------|-------------|-------------|
| 100 @ 23.50 | 150 @ 25.50 | 200 @ 28.50 | 250 @ 32.50 |             |
| 300 @ 34.50 | 350 @ 36.50 | 400 @ 38.50 | 450 @ 40.50 | 500 @ 42.50 |

**When we say "Full Color Printing" we mean it.**  
**Any color or combination of colors may be used for one price.**

#### Full Color Printing One Side

|             |             |             |             |             |
|-------------|-------------|-------------|-------------|-------------|
| 100 @ 29.50 | 150 @ 39.50 | 200 @ 46.50 | 250 @ 53.50 |             |
| 300 @ 59.50 | 350 @ 63.50 | 400 @ 66.50 | 450 @ 69.50 | 500 @ 72.50 |

#### Full Color Printing Front Color / Back Black

|             |             |             |             |             |
|-------------|-------------|-------------|-------------|-------------|
| 100 @ 34.50 | 150 @ 44.50 | 200 @ 53.50 | 250 @ 61.50 |             |
| 300 @ 69.50 | 350 @ 74.50 | 400 @ 79.50 | 450 @ 83.50 | 500 @ 87.50 |

#### Full Color Printing Both Sides

|             |              |              |              |              |
|-------------|--------------|--------------|--------------|--------------|
| 100 @ 49.50 | 150 @ 61.50  | 200 @ 74.50  | 250 @ 83.50  |              |
| 300 @ 95.50 | 350 @ 105.50 | 400 @ 112.50 | 450 @ 118.50 | 500 @ 123.50 |

**FREE digital proofs. \*BLEEDS AT \$5.00 PER RUN PER ORIGINAL.**

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## 2011 DIGITAL PRINTING PRICES

### Announcements ~ Invitations

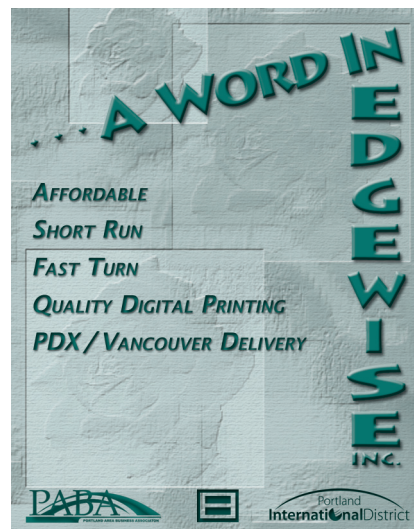
### Thank You Cards ~ Acknowledgments

Printed on High Quality Recycled White or Ivory Front Panel #6 Baronial (6-1/4" x 4-5/8" Single - 6-1/4" x 9-1/4" Folding) Pricing for cards includes unprinted matching envelopes. (Envelope printing prices below card prices.)

Prices are for **PRINTING ONLY** upon receipt of customer-supplied digital artwork Print Ready in Proper Resolution, Sized Correctly.

**PROOF! PROOF! PROOF!** We are not responsible for design errors on work submitted to us unless we are hired to proof your files. PLEASE carefully check your work. Our proofing rate is @\$45/hour billed in 20-minute increments with a \$15 minimum charge. Clients are requested to approve any changes or alterations we make before production.

**Production Time:** 2 to 4 Working Days. Time begins day after order is placed. We print in Adobe® PostScript® Level 3 but exact color match NOT guaranteed. We do offer FREE digital proofs. In addition, we can alter your file to try to color match and that is billed at \$45 per hour with a \$15 minimum. No bleeds on these items.



#### Printing Black One Side

|             |             |             |             |             |
|-------------|-------------|-------------|-------------|-------------|
| 25 @ 15.50  | 50 @ 25.50  | 75 @ 35.50  | 100 @ 42.00 | 125 @ 49.50 |
| 150 @ 50.50 | 175 @ 55.50 | 200 @ 60.50 | 225 @ 64.50 | 250 @ 68.50 |

#### Printing Black Both Sides

|             |             |             |              |              |
|-------------|-------------|-------------|--------------|--------------|
| 25 @ 25.50  | 50 @ 40.50  | 75 @ 5.50   | 100 @ 6.50   | 125 @ 7.60   |
| 150 @ 80.80 | 175 @ 89.50 | 200 @ 97.50 | 225 @ 104.50 | 250 @ 110.50 |

#### Printing Black on Envelopes Front or Back Flap:

|             |             |             |             |             |
|-------------|-------------|-------------|-------------|-------------|
| 25 @ 14.50  | 50 @ 22.50  | 75 @ 28.50  | 100 @ 3.50  | 125 @ 39.50 |
| 150 @ 44.50 | 175 @ 49.50 | 200 @ 52.50 | 225 @ 55.50 | 250 @ 58.50 |

#### Printing Full Color One Side

|             |             |             |              |              |
|-------------|-------------|-------------|--------------|--------------|
| 25 @ 25.50  | 50 @ 41.50  | 75 @ 51.50  | 100 @ 61.00  | 125 @ 71.50  |
| 150 @ 80.50 | 175 @ 88.50 | 200 @ 96.50 | 225 @ 102.50 | 250 @ 107.50 |

#### Printing Full One Side and Black Second Side

|              |              |              |              |              |
|--------------|--------------|--------------|--------------|--------------|
| 25 @ 35.50   | 50 @ 55.50   | 75 @ 75.50   | 100 @ 89.50  | 125 @ 101.60 |
| 150 @ 111.80 | 175 @ 120.50 | 200 @ 129.50 | 225 @ 138.50 | 250 @ 144.50 |

#### Printing Full Color Both Sides

|              |              |              |              |              |
|--------------|--------------|--------------|--------------|--------------|
| 25 @ 45.50   | 50 @ 76.50   | 75 @ 96.50   | 100 @ 105.50 | 125 @ 120.60 |
| 150 @ 133.80 | 175 @ 143.50 | 200 @ 152.50 | 225 @ 161.50 | 250 @ 167.50 |

#### Printing Full Color on Envelopes Front or Back Flap:

|             |             |             |             |             |
|-------------|-------------|-------------|-------------|-------------|
| 25 @ 22.50  | 50 @ 35.50  | 75 @ 46.50  | 100 @ 57.50 | 125 @ 66.50 |
| 150 @ 70.50 | 175 @ 76.50 | 200 @ 82.50 | 225 @ 87.50 | 250 @ 91.50 |

**Bleeds NOT Available for this product.**

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## 2011 DIGITAL PRINTING PRICES

### Business Cards ~ Flat Printing ~ Fast Turn

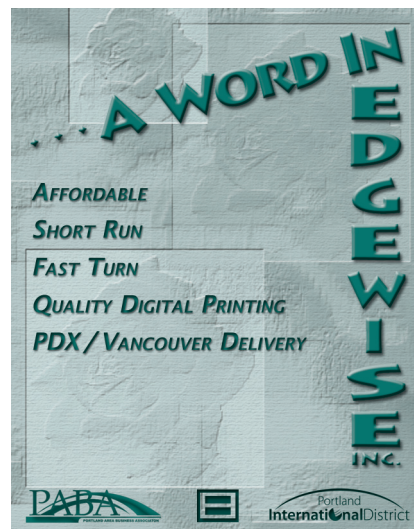
Printed on heavier 12 point (100#) Recycled Cover Stock.  
Colored Stock, Linen Finish, etc., available by request.  
(10 point 80# Cover). Additional charges and/or minimum runs apply.

Prices are for PRINTING ONLY upon receipt of customer-supplied digital artwork Print Ready in Proper Resolution, Sized Correctly.

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**Production Time:** 2 to 4 Working Days. Time begins day after order is placed. We print in Adobe® PostScript® Level 3 but exact color match NOT guaranteed. We do offer FREE digital proofs. In addition, we can alter your file to try to color match and that is billed at \$45 per hour with a \$15 minimum.

**\*BLEEDS AT \$5.00 PER RUN PER ORIGINAL.** (A Bleed is when colors run to or off the edge of your project.)



#### Standard 3.5" x 2" Business Cards - Vertical or Horizontal

##### Black Printing One Side

|             |             |             |             |             |
|-------------|-------------|-------------|-------------|-------------|
| 50 @ 12.50  | 100 @ 13.50 | 150 @ 14.50 | 200 @ 15.50 | 250 @ 16.50 |
| 300 @ 17.50 | 350 @ 18.50 | 400 @ 19.50 | 450 @ 20.50 | 500 @ 21.50 |

##### Black Printing Both Sides

|             |             |             |             |             |
|-------------|-------------|-------------|-------------|-------------|
| 50 @ 15.50  | 100 @ 16.50 | 150 @ 17.50 | 200 @ 18.50 | 250 @ 19.50 |
| 300 @ 20.50 | 350 @ 21.50 | 400 @ 22.50 | 450 @ 23.50 | 500 @ 24.50 |

When we say "Full Color Printing" we mean it.  
Any color or combination of colors may be used for one price.

##### Full Color Printing One Side

|             |             |             |             |             |
|-------------|-------------|-------------|-------------|-------------|
| 50 @ 16.50  | 100 @ 18.50 | 150 @ 20.50 | 200 @ 20.50 | 250 @ 22.50 |
| 300 @ 23.50 | 350 @ 24.50 | 400 @ 25.50 | 450 @ 26.50 | 500 @ 27.50 |

##### Full Color Printing Front / Back Black

|             |             |             |             |             |
|-------------|-------------|-------------|-------------|-------------|
| 50 @ 18.50  | 100 @ 20.50 | 150 @ 22.50 | 200 @ 23.50 | 250 @ 24.50 |
| 300 @ 25.50 | 350 @ 26.50 | 400 @ 27.50 | 450 @ 28.50 | 500 @ 29.50 |

##### Full Color Printing Both Sides

|             |             |             |             |             |
|-------------|-------------|-------------|-------------|-------------|
| 50 @ 25.50  | 100 @ 27.50 | 150 @ 29.50 | 200 @ 31.50 | 250 @ 33.50 |
| 300 @ 35.50 | 350 @ 37.50 | 400 @ 39.50 | 450 @ 41.50 | 500 @ 43.50 |

FREE digital proofs. **\*BLEEDS AT \$5.00 PER RUN PER ORIGINAL.**

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## 2011 DIGITAL PRINTING PRICES

### Brochures ~ Booklets ~ Newsletters ~ Sale Sheets 8.5" x 11" (Bleeds OK\*) ~ 9" x 12" (No Bleed)

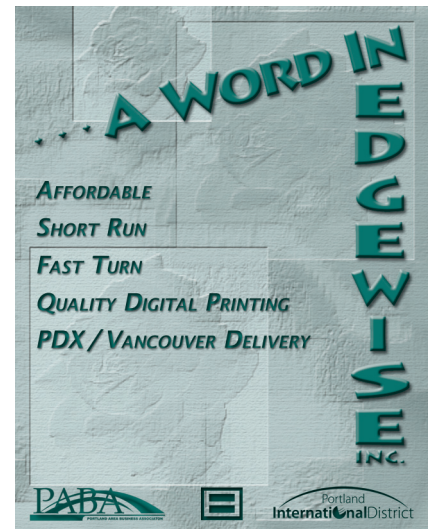
Printed on High Quality Recycled Glossy Text. Colored Stock, Linen Finish available by request. (Additional charges and/or minimum runs may apply.)

Prices are for PRINTING ONLY upon receipt of customer-supplied digital artwork Print Ready in Proper Resolution, Sized Correctly. Bindery Charges (Folding, Collating, Stapling) Additional. See File Submission page.

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#### Black Printing One Side

|          |          |          |          |          |          |          |          |          |          |
|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| 10<br>@  | 20<br>@  | 30<br>@  | 40<br>@  | 50<br>@  | 60<br>@  | 70<br>@  | 80<br>@  | 90<br>@  | 100<br>@ |
| 5.50     | 9.50     | 13.50    | 16.50    | 19.50    | 20.50    | 22.50    | 23.50    | 25.50    | 27.50    |
| 125<br>@ | 150<br>@ | 175<br>@ | 200<br>@ | 250<br>@ | 300<br>@ | 350<br>@ | 400<br>@ | 450<br>@ | 500<br>@ |
| 31.50    | 34.50    | 38.50    | 41.50    | 47.50    | 52.50    | 59.50    | 64.50    | 68.50    | 71.50    |

#### Black Printing Both Sides

|          |          |          |          |          |          |          |          |          |          |
|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| 10<br>@  | 20<br>@  | 30<br>@  | 40<br>@  | 50<br>@  | 60<br>@  | 70<br>@  | 80<br>@  | 90<br>@  | 100<br>@ |
| 6.50     | 11.50    | 16.50    | 19.50    | 22.50    | 23.50    | 25.50    | 28.50    | 30.50    | 32.50    |
| 125<br>@ | 150<br>@ | 175<br>@ | 200<br>@ | 250<br>@ | 300<br>@ | 350<br>@ | 400<br>@ | 450<br>@ | 500<br>@ |
| 36.50    | 40.50    | 45.50    | 49.50    | 56.50    | 62.50    | 71.50    | 77.50    | 81.50    | 86.50    |

#### Full Color Printing Front Only

|          |          |          |          |          |          |          |          |          |          |
|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| 10<br>@  | 20<br>@  | 30<br>@  | 40<br>@  | 50<br>@  | 60<br>@  | 70<br>@  | 80<br>@  | 90<br>@  | 100<br>@ |
| 9.50     | 14.50    | 20.50    | 24.50    | 28.50    | 30.50    | 32.50    | 35.50    | 38.50    | 40.50    |
| 125<br>@ | 150<br>@ | 175<br>@ | 200<br>@ | 250<br>@ | 300<br>@ | 350<br>@ | 400<br>@ | 450<br>@ | 500<br>@ |
| 46.50    | 50.50    | 57.50    | 62.50    | 70.50    | 78.50    | 89.50    | 95.50    | 101.50   | 106.50   |

#### Full Color Printing Front Color / Back Black

|          |          |          |          |          |          |          |          |          |          |
|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| 10<br>@  | 20<br>@  | 30<br>@  | 40<br>@  | 50<br>@  | 60<br>@  | 70<br>@  | 80<br>@  | 90<br>@  | 100<br>@ |
| 9.50     | 16.50    | 23.50    | 29.50    | 33.50    | 35.50    | 39.50    | 41.50    | 45.50    | 49.50    |
| 125<br>@ | 150<br>@ | 175<br>@ | 200<br>@ | 250<br>@ | 300<br>@ | 350<br>@ | 400<br>@ | 450<br>@ | 500<br>@ |
| 55.50    | 60.50    | 68.50    | 74.50    | 84.50    | 94.50    | 106.50   | 109.50   | 115.50   | 121.50   |

#### Full Color Printing Both Sides

|          |          |          |          |          |          |          |          |          |          |
|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| 10<br>@  | 20<br>@  | 30<br>@  | 40<br>@  | 50<br>@  | 60<br>@  | 70<br>@  | 80<br>@  | 90<br>@  | 100<br>@ |
| 15.50    | 24.50    | 35.50    | 43.50    | 50.50    | 53.50    | 58.50    | 63.50    | 68.50    | 73.50    |
| 125<br>@ | 150<br>@ | 175<br>@ | 200<br>@ | 250<br>@ | 300<br>@ | 350<br>@ | 400<br>@ | 450<br>@ | 500<br>@ |
| 82.50    | 91.50    | 99.50    | 105.50   | 112.50   | 125.50   | 142.50   | 147.50   | 156.50   | 159.50   |

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## 2011 DIGITAL PRINTING PRICES

### Brochures ~ Newsletters ~ Sale Sheets

#### 11" x 17" (Bleeds OK\*)~ 12" x 18" (No Bleed)

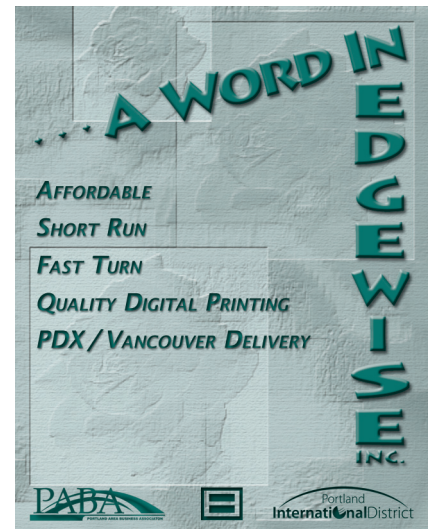
Printed on High Quality Recycled Glossy Text. Colored Stock, Linen Finish available by request. (Additional charges and/or minimum runs may apply.)

Prices are for **PRINTING ONLY** upon receipt of customer-supplied digital artwork Print Ready in Proper Resolution, Sized Correctly. Bindery Charges (Folding, Collating, Stapling) Additional. See File Submission page.

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**Production Time:** 2 to 4 Working Days. Time begins day after order is placed. We print in Adobe® PostScript® Level 3 but exact color match NOT guaranteed. We do offer FREE digital proofs. In addition, we can alter your file to try to color match and that is billed at \$45 per hour with a \$15 minimum.

\*BLEEDS AT \$5.00 PER RUN PER ORIGINAL. (A Bleed is when colors run to or off the edge of your project.)



#### Black Printing One Side

|          |          |          |          |          |          |          |          |          |          |
|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| 10<br>@  | 20<br>@  | 30<br>@  | 40<br>@  | 50<br>@  | 60<br>@  | 70<br>@  | 80<br>@  | 90<br>@  | 100<br>@ |
| 9.50     | 17.50    | 25.50    | 31.50    | 35.50    | 37.50    | 40.50    | 44.50    | 48.50    | 51.50    |
| 125<br>@ | 150<br>@ | 175<br>@ | 200<br>@ | 250<br>@ | 300<br>@ | 350<br>@ | 400<br>@ | 450<br>@ | 500<br>@ |
| 58.50    | 65.50    | 71.50    | 78.50    | 88.50    | 99.50    | 112.50   | 121.50   | 128.50   | 135.50   |

#### Black Printing Both Sides

|          |          |          |          |          |          |          |          |          |          |
|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| 10<br>@  | 20<br>@  | 30<br>@  | 40<br>@  | 50<br>@  | 60<br>@  | 70<br>@  | 80<br>@  | 90<br>@  | 100<br>@ |
| 11.50    | 22.50    | 31.50    | 35.50    | 42.50    | 44.50    | 48.50    | 52.50    | 56.50    | 61.50    |
| 125<br>@ | 150<br>@ | 175<br>@ | 200<br>@ | 250<br>@ | 300<br>@ | 350<br>@ | 400<br>@ | 450<br>@ | 500<br>@ |
| 68.50    | 77.50    | 86.50    | 94.50    | 105.50   | 118.50   | 135.50   | 145.50   | 154.50   | 162.50   |

#### Full Color Printing Front Only

|          |          |          |          |          |          |          |          |          |          |
|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| 10<br>@  | 20<br>@  | 30<br>@  | 40<br>@  | 50<br>@  | 60<br>@  | 70<br>@  | 80<br>@  | 90<br>@  | 100<br>@ |
| 13.50    | 25.50    | 37.50    | 46.50    | 52.50    | 56.50    | 61.50    | 67.50    | 71.50    | 76.50    |
| 125<br>@ | 150<br>@ | 175<br>@ | 200<br>@ | 250<br>@ | 300<br>@ | 350<br>@ | 400<br>@ | 450<br>@ | 500<br>@ |
| 86.50    | 95.50    | 107.50   | 118.50   | 133.50   | 148.50   | 169.50   | 181.50   | 191.50   | 202.50   |

#### Full Color Printing Front Color / Back Black

|          |          |          |          |          |          |          |          |          |          |
|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| 10<br>@  | 20<br>@  | 30<br>@  | 40<br>@  | 50<br>@  | 60<br>@  | 70<br>@  | 80<br>@  | 90<br>@  | 100<br>@ |
| 15.50    | 31.50    | 44.50    | 54.50    | 63.50    | 67.50    | 73.50    | 78.50    | 85.50    | 92.50    |
| 125<br>@ | 150<br>@ | 175<br>@ | 200<br>@ | 250<br>@ | 300<br>@ | 350<br>@ | 400<br>@ | 450<br>@ | 500<br>@ |
| 104.50   | 114.50   | 128.50   | 140.50   | 158.50   | 177.50   | 202.50   | 206.50   | 219.50   | 230.50   |

#### Full Color Printing Both Sides

|          |          |          |          |          |          |          |          |          |          |
|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| 10<br>@  | 20<br>@  | 30<br>@  | 40<br>@  | 50<br>@  | 60<br>@  | 70<br>@  | 80<br>@  | 90<br>@  | 100<br>@ |
| 30.50    | 46.50    | 67.50    | 82.50    | 94.50    | 100.50   | 109.50   | 120.50   | 128.50   | 140.50   |
| 125<br>@ | 150<br>@ | 175<br>@ | 200<br>@ | 250<br>@ | 300<br>@ | 350<br>@ | 400<br>@ | 450<br>@ | 500<br>@ |
| 155.50   | 172.50   | 188.50   | 200.50   | 212.50   | 238.50   | 270.50   | 280.50   | 295.50   | 302.50   |

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## 2011 DIGITAL PRINTING PRICES

### Post Cards ~ 4-1/4" x 5-1/2" or 4" x 6"

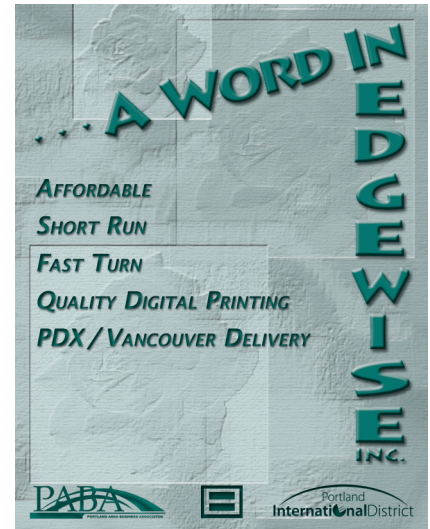
Printed on High Quality Recycled 100# White Cover Stock. Colored Stock, Linen Finish, etc. available by request. (Additional charges and/or minimum runs apply. NOTE: Bleeds on these special stocks may result in a slightly smaller Finish Size.)

Prices are for PRINTING ONLY upon receipt of customer-supplied digital artwork Print Ready in Proper Resolution, Sized Correctly. Bindery Charges (Folding, Collating, Stapling) Additional. See File Submission page.

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**Production Time:** 2 to 4 Working Days. Time begins day after order is placed. We print in Adobe® PostScript® Level 3 but exact color match NOT guaranteed. We do offer FREE digital proofs. In addition, we can alter your file to try to color match and that is billed at \$45 per hour with a \$15 minimum.

**\*BLEEDS AT \$5.00 PER RUN PER ORIGINAL.** (A Bleed is when colors run to or off the edge of your project.)



#### Black Printing One Side

|             |             |             |             |             |
|-------------|-------------|-------------|-------------|-------------|
| 50 @ 10.50  | 100 @ 14.50 | 150 @ 17.50 | 200 @ 19.50 | 250 @ 21.50 |
| 300 @ 23.50 | 350 @ 24.50 | 400 @ 25.50 | 450 @ 26.50 | 500 @ 27.50 |

#### Black Printing Both Sides

|             |             |             |             |             |
|-------------|-------------|-------------|-------------|-------------|
| 50 @ 13.50  | 100 @ 17.50 | 150 @ 20.50 | 200 @ 23.50 | 250 @ 25.50 |
| 300 @ 27.50 | 350 @ 29.50 | 400 @ 30.50 | 450 @ 31.50 | 500 @ 32.50 |

**When we say "Full Color Printing" we mean it.  
Any color or combination of colors may be used for one price.**

#### Full Color Printing One Side

|             |             |             |             |             |
|-------------|-------------|-------------|-------------|-------------|
| 50 @ 13.50  | 100 @ 19.50 | 150 @ 23.50 | 200 @ 27.50 | 250 @ 31.50 |
| 300 @ 33.50 | 350 @ 37.50 | 400 @ 39.50 | 450 @ 41.50 | 500 @ 42.50 |

#### Full Color Printing Front Color / Back Black

|             |             |             |             |             |
|-------------|-------------|-------------|-------------|-------------|
| 50 @ 17.50  | 100 @ 22.50 | 150 @ 27.50 | 200 @ 32.50 | 250 @ 37.50 |
| 300 @ 41.50 | 350 @ 44.50 | 400 @ 47.50 | 450 @ 49.50 | 500 @ 51.50 |

#### Full Color Printing Both Sides

|             |             |             |             |             |
|-------------|-------------|-------------|-------------|-------------|
| 50 @ 23.50  | 100 @ 34.50 | 150 @ 41.50 | 200 @ 46.50 | 250 @ 50.50 |
| 300 @ 53.50 | 350 @ 55.50 | 400 @ 58.50 | 450 @ 61.50 | 500 @ 64.50 |

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## 2011 DIGITAL PRINTING PRICES

### Post Cards ~ 5-1/2" x 8-1/2" or 6" x 9"

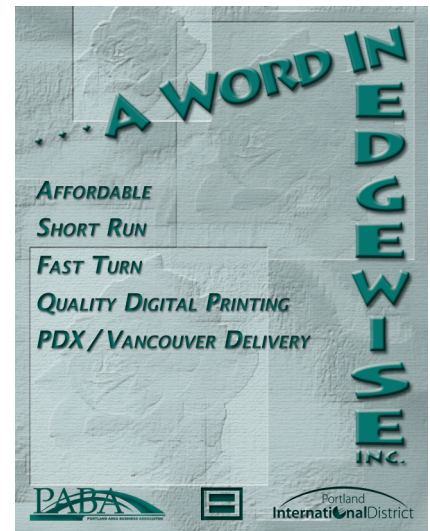
*Printed on High Quality Recycled 100# White Cover Stock.* Colored Stock, Linen Finish, etc. available by request. (Additional charges and/or minimum runs may apply. NOTE: Bleeds on these special stocks may result in a slightly smaller Finish Size.)

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**\*BLEEDS AT \$5.00 PER RUN PER ORIGINAL.** (A Bleed is when colors run to or off the edge of your project.)



#### Black Printing One Side

|             |             |             |             |             |
|-------------|-------------|-------------|-------------|-------------|
| 50 @ 13.50  | 100 @ 19.50 | 150 @ 22.50 | 200 @ 25.50 | 250 @ 27.50 |
| 300 @ 29.50 | 350 @ 31.50 | 400 @ 33.50 | 450 @ 34.50 | 500 @ 35.50 |

#### Black Printing Both Sides

|             |             |             |             |             |
|-------------|-------------|-------------|-------------|-------------|
| 50 @ 18.50  | 100 @ 22.50 | 150 @ 25.50 | 200 @ 28.50 | 250 @ 31.50 |
| 300 @ 33.50 | 350 @ 36.50 | 400 @ 37.50 | 450 @ 39.50 | 500 @ 41.50 |

**When we say "Full Color Printing" we mean it.  
Any color or combination of colors may be used for one price.**

#### Full Color Printing One Side

|             |             |             |             |             |
|-------------|-------------|-------------|-------------|-------------|
| 50 @ 20.50  | 100 @ 29.50 | 150 @ 36.50 | 200 @ 44.50 | 250 @ 51.50 |
| 300 @ 56.50 | 350 @ 61.50 | 400 @ 66.50 | 450 @ 69.50 | 500 @ 72.50 |

#### Full Color Printing Front Color / Back Black

|             |             |             |             |             |
|-------------|-------------|-------------|-------------|-------------|
| 50 @ 24.50  | 100 @ 34.50 | 150 @ 44.50 | 200 @ 52.50 | 250 @ 60.50 |
| 300 @ 67.50 | 350 @ 74.50 | 400 @ 79.50 | 450 @ 83.50 | 500 @ 87.50 |

#### Full Color Printing Both Sides

|             |              |              |              |              |
|-------------|--------------|--------------|--------------|--------------|
| 50 @ 34.50  | 100 @ 51.50  | 150 @ 64.50  | 200 @ 77.50  | 250 @ 90.50  |
| 300 @ 97.50 | 350 @ 104.50 | 400 @ 110.50 | 450 @ 116.50 | 500 @ 122.50 |

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## 2011 DIGITAL PRINTING PRICES

### Posters ~ 8.5" x 11" (Bleeds OK\*) ~ 9" x 12" (No Bleed)

Printed on High Quality Recycled 100# White Cover Stock. Colored Stock, Linen Finish, etc. available by request. (Additional charges and/or minimum runs may apply. NOTE: Bleeds on these special stocks may result in a slightly smaller Finish Size.)

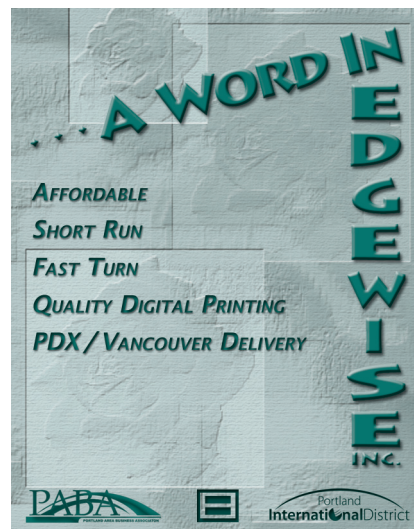
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#### Black Printing One Side

|                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |
|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| 10<br>@<br>7.50   | 20<br>@<br>10.50  | 30<br>@<br>14.50  | 40<br>@<br>17.50  | 50<br>@<br>21.50  | 60<br>@<br>22.50  | 70<br>@<br>23.50  | 80<br>@<br>25.50  | 90<br>@<br>27.50  | 100<br>@<br>30.50 |
| 125<br>@<br>36.50 | 150<br>@<br>40.50 | 175<br>@<br>43.50 | 200<br>@<br>47.50 | 250<br>@<br>53.50 | 300<br>@<br>59.50 | 350<br>@<br>67.50 | 400<br>@<br>72.50 | 450<br>@<br>77.50 | 500<br>@<br>79.50 |

#### Black Printing Both Sides

|                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |
|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| 10<br>@<br>8.50   | 20<br>@<br>13.50  | 30<br>@<br>17.50  | 40<br>@<br>21.50  | 50<br>@<br>24.50  | 60<br>@<br>25.50  | 70<br>@<br>27.50  | 80<br>@<br>31.50  | 90<br>@<br>32.50  | 100<br>@<br>35.50 |
| 125<br>@<br>37.50 | 150<br>@<br>38.50 | 175<br>@<br>47.50 | 200<br>@<br>51.50 | 250<br>@<br>58.50 | 300<br>@<br>64.50 | 350<br>@<br>73.50 | 400<br>@<br>79.50 | 450<br>@<br>84.50 | 500<br>@<br>88.50 |

#### Full Color Printing Front Only

|                   |                   |                   |                   |                   |                   |                   |                   |                    |                    |
|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|
| 10<br>@<br>9.50   | 20<br>@<br>14.50  | 30<br>@<br>22.50  | 40<br>@<br>26.50  | 50<br>@<br>31.50  | 60<br>@<br>32.50  | 70<br>@<br>35.50  | 80<br>@<br>38.50  | 90<br>@<br>41.50   | 100<br>@<br>44.50  |
| 125<br>@<br>48.50 | 150<br>@<br>52.50 | 175<br>@<br>59.50 | 200<br>@<br>64.50 | 250<br>@<br>72.50 | 300<br>@<br>81.50 | 350<br>@<br>92.50 | 400<br>@<br>99.50 | 450<br>@<br>105.50 | 500<br>@<br>110.50 |

#### Full Color Printing Front Color / Back Black

|                   |                   |                   |                   |                   |                   |                    |                    |                    |                    |
|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|--------------------|--------------------|
| 10<br>@<br>11.50  | 20<br>@<br>17.50  | 30<br>@<br>25.50  | 40<br>@<br>31.50  | 50<br>@<br>36.50  | 60<br>@<br>38.50  | 70<br>@<br>42.50   | 80<br>@<br>45.50   | 90<br>@<br>49.50   | 100<br>@<br>53.50  |
| 125<br>@<br>57.50 | 150<br>@<br>62.50 | 175<br>@<br>70.50 | 200<br>@<br>76.50 | 250<br>@<br>87.50 | 300<br>@<br>97.50 | 350<br>@<br>106.50 | 400<br>@<br>113.50 | 450<br>@<br>119.50 | 500<br>@<br>126.50 |

#### Full Color Printing Both Sides

|                   |                   |                    |                    |                    |                    |                    |                    |                    |                    |
|-------------------|-------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| 10<br>@<br>18.50  | 20<br>@<br>26.50  | 30<br>@<br>38.50   | 40<br>@<br>47.50   | 50<br>@<br>54.50   | 60<br>@<br>58.50   | 70<br>@<br>63.50   | 80<br>@<br>69.50   | 90<br>@<br>74.50   | 100<br>@<br>80.50  |
| 125<br>@<br>85.50 | 150<br>@<br>94.50 | 175<br>@<br>103.50 | 200<br>@<br>109.50 | 250<br>@<br>116.50 | 300<br>@<br>129.50 | 350<br>@<br>147.50 | 400<br>@<br>153.50 | 450<br>@<br>161.50 | 500<br>@<br>165.50 |

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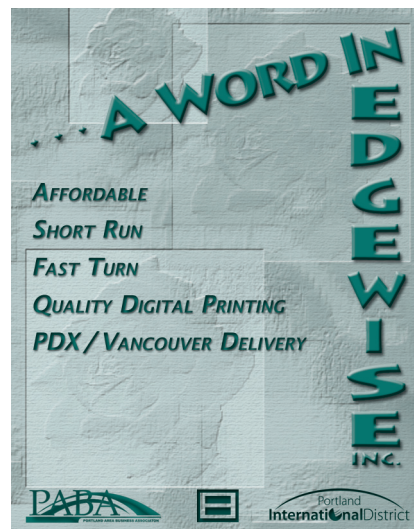
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#### Black Printing One Side

|          |          |          |          |          |          |          |          |          |          |
|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| 10<br>@  | 20<br>@  | 30<br>@  | 40<br>@  | 50<br>@  | 60<br>@  | 70<br>@  | 80<br>@  | 90<br>@  | 100<br>@ |
| 10.50    | 18.50    | 27.50    | 32.50    | 39.50    | 40.50    | 44.50    | 48.50    | 51.50    | 56.50    |
| 125<br>@ | 150<br>@ | 175<br>@ | 200<br>@ | 250<br>@ | 300<br>@ | 350<br>@ | 400<br>@ | 450<br>@ | 500<br>@ |
| 68.50    | 77.50    | 85.50    | 94.50    | 105.50   | 118.50   | 135.50   | 145.50   | 154.50   | 158.50   |

#### Black Printing Both Sides

|          |          |          |          |          |          |          |          |          |          |
|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| 10<br>@  | 20<br>@  | 30<br>@  | 40<br>@  | 50<br>@  | 60<br>@  | 70<br>@  | 80<br>@  | 90<br>@  | 100<br>@ |
| 12.50    | 22.50    | 32.50    | 39.50    | 46.50    | 48.50    | 51.50    | 58.50    | 61.50    | 67.50    |
| 125<br>@ | 150<br>@ | 175<br>@ | 200<br>@ | 250<br>@ | 300<br>@ | 350<br>@ | 400<br>@ | 450<br>@ | 500<br>@ |
| 75.50    | 85.50    | 94.50    | 103.50   | 116.50   | 128.50   | 147.50   | 158.50   | 169.50   | 177.50   |

#### Full Color Printing Front Only

|          |          |          |          |          |          |          |          |          |          |
|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| 10<br>@  | 20<br>@  | 30<br>@  | 40<br>@  | 50<br>@  | 60<br>@  | 70<br>@  | 80<br>@  | 90<br>@  | 100<br>@ |
| 14.50    | 27.50    | 41.50    | 50.50    | 58.50    | 61.50    | 67.50    | 71.50    | 78.50    | 84.50    |
| 125<br>@ | 150<br>@ | 175<br>@ | 200<br>@ | 250<br>@ | 300<br>@ | 350<br>@ | 400<br>@ | 450<br>@ | 500<br>@ |
| 95.50    | 104.50   | 118.50   | 128.50   | 145.50   | 162.50   | 185.50   | 198.50   | 210.50   | 220.50   |

#### Full Color Printing Front Color / Back Black

|          |          |          |          |          |          |          |          |          |          |
|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| 10<br>@  | 20<br>@  | 30<br>@  | 40<br>@  | 50<br>@  | 60<br>@  | 70<br>@  | 80<br>@  | 90<br>@  | 100<br>@ |
| 15.50    | 32.50    | 48.50    | 59.50    | 68.50    | 71.50    | 80.50    | 86.50    | 94.50    | 100.50   |
| 125<br>@ | 150<br>@ | 175<br>@ | 200<br>@ | 250<br>@ | 300<br>@ | 350<br>@ | 400<br>@ | 450<br>@ | 500<br>@ |
| 114.50   | 124.50   | 140.50   | 154.50   | 174.50   | 194.50   | 213.50   | 227.50   | 239.50   | 253.50   |

#### Full Color Printing Both Sides

|          |          |          |          |          |          |          |          |          |          |
|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| 10<br>@  | 20<br>@  | 30<br>@  | 40<br>@  | 50<br>@  | 60<br>@  | 70<br>@  | 80<br>@  | 90<br>@  | 100<br>@ |
| 22.50    | 50.50    | 71.50    | 88.50    | 103.50   | 109.50   | 120.50   | 131.50   | 140.50   | 152.50   |
| 125<br>@ | 150<br>@ | 175<br>@ | 200<br>@ | 250<br>@ | 300<br>@ | 350<br>@ | 400<br>@ | 450<br>@ | 500<br>@ |
| 171.50   | 189.50   | 206.50   | 219.50   | 232.50   | 260.50   | 296.50   | 308.50   | 325.50   | 331.50   |

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## DIGITAL PRINTING

Quick Copies Budget Fliers + Brochures + Letterhead  
Plain Paper or Customer Supplied  
8-1/2" x 11" (8-1/2" x 14" Add 15%)

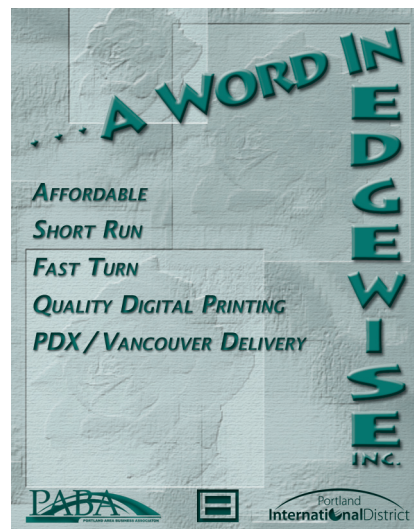
*Printed on Recycled 70# Text Stock*, this paper is a good choice for general use as copies, brochures, inserts, especially time-defined with a short shelf life. Also good for an affordable letterhead. However, we do not recommend this paper for any high end presentations, especially those with heavy saturation. Please refer to *Brochures ~ Fliers ~ Newsletters ~ Sale Sheets* page for high end printing.

*Prices are for PRINTING ONLY* upon receipt of customer-supplied digital artwork Print Ready in Proper Resolution, Sized Correctly. Bindery Charges (Folding, Collating, Stapling) Additional. See File Submission page.

**PROOF! PROOF! PROOF!** We are not responsible for design errors on work submitted to us unless we are hired to proof your files. PLEASE carefully check your work. Our proofing rate is @\$45/hour billed in 20-minute increments with a \$15 minimum charge. Clients are requested to approve any changes or alterations we make before production.

**Production Time:** 2 to 4 Working Days. Time begins day after order is placed. We print in Adobe® PostScript® Level 3 but exact color match NOT guaranteed. We do offer FREE digital proofs. In addition, we can alter your file to try to color match and that is billed at \$45 per hour with a \$15 minimum.

**\*BLEEDS AT \$5.00 PER RUN PER ORIGINAL.** (A Bleed is when colors run to or off the edge of your project.)



### Black Printing One Side

|             |             |             |             |             |
|-------------|-------------|-------------|-------------|-------------|
| 50 @ 6.50   | 100 @ 9.50  | 150 @ 12.50 | 200 @ 14.50 | 250 @ 16.50 |
| 300 @ 18.50 | 350 @ 20.50 | 400 @ 22.50 | 450 @ 24.50 | 500 @ 25.50 |

### Black Printing Both Sides

|             |             |             |             |             |
|-------------|-------------|-------------|-------------|-------------|
| 50 @ 8.50   | 100 @ 12.50 | 150 @ 15.50 | 200 @ 18.50 | 250 @ 21.50 |
| 300 @ 24.50 | 350 @ 27.50 | 400 @ 29.50 | 450 @ 31.50 | 500 @ 33.50 |

**When we say "Full Color Printing" we mean it.  
Any color or combination of colors may be used for one price.**

### Full Color Printing One Side

|             |             |             |             |             |
|-------------|-------------|-------------|-------------|-------------|
| 50 @ 21.50  | 100 @ 32.50 | 150 @ 40.50 | 200 @ 47.50 | 250 @ 53.50 |
| 300 @ 60.50 | 350 @ 66.50 | 400 @ 72.50 | 450 @ 78.50 | 500 @ 84.50 |

### Full Color Printing Front / Back Black

|             |             |             |              |              |
|-------------|-------------|-------------|--------------|--------------|
| 50 @ 26.50  | 100 @ 38.50 | 150 @ 51.50 | 200 @ 61.50  | 250 @ 69.50  |
| 300 @ 78.50 | 350 @ 86.50 | 400 @ 94.50 | 450 @ 102.50 | 500 @ 108.50 |

### Full Color Printing Both Sides

|             |              |              |              |              |
|-------------|--------------|--------------|--------------|--------------|
| 50 @ 34.50  | 100 @ 50.50  | 150 @ 67.50  | 200 @ 79.50  | 250 @ 90.50  |
| 300 @ 98.50 | 350 @ 109.50 | 400 @ 120.50 | 450 @ 129.50 | 500 @ 137.50 |

**Additional Stocks offered below add \$5 per run. Minimum Run of 150 Copies required**  
Linen, Vellum, Astrobright Stocks ~ Weight Varies ~ Colors Vary ~ Available 8.5" x 11" Only  
Bleeds will slightly reduce size. Remember: You can bring us your own paper and pay the base price.

**FREE digital proofs. BLEEDS AT \$5.00 PER RUN PER ORIGINAL.**

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