

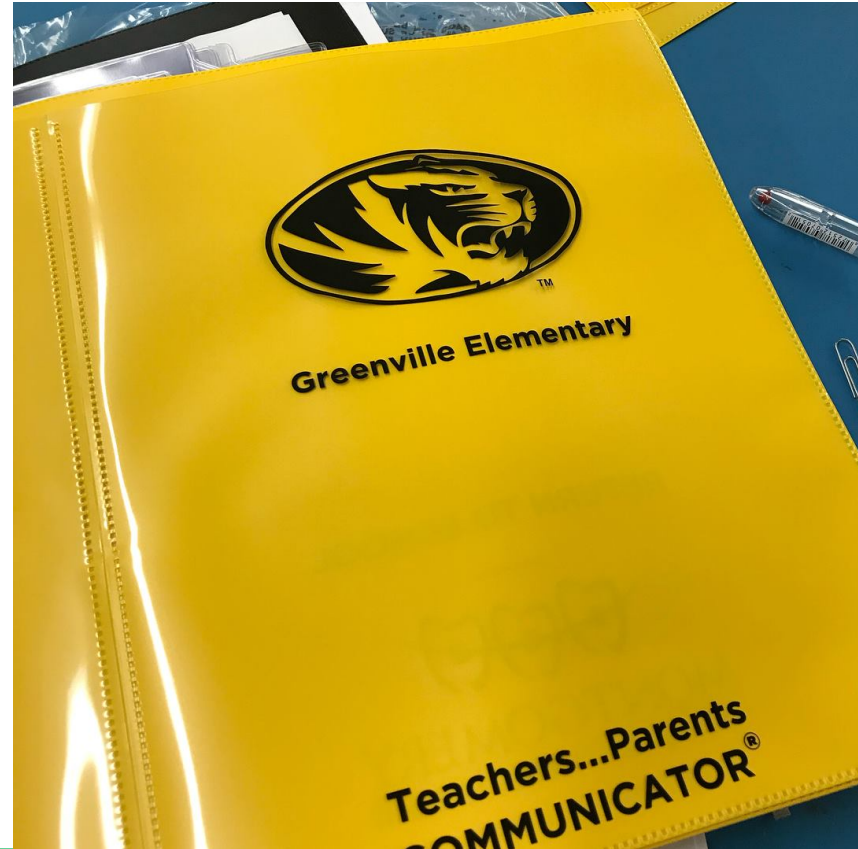
# Ordering Nicky's® Folders With Custom Imprinting

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## **Artwork:** “The image or text you are having imprinted on the Folder”

- This can be a logo, school/company name or logo, and much more.
- Your artwork must be submitted along with your order, please email this information to [art@rochester100.com](mailto:art@rochester100.com) / or upload it to our website Rochester100.com
- We accept .PDF, .JPEG, .DOC, .TIF, .EPS, .AI(300 DPI or better).



## What Size is the Imprint?

- We allow an approximate 4" x 6" imprint area for you, what does this mean? It means you are **not** restricted to lines/letters/ or characters.
- Our art department is more than happy to work with you and your artwork to get proper sizing in order to avoid any extra fees.



## Where can I Imprint on the Folder?

- Typically, we imprint on the front cover of the folder **BUT** we can imprint anywhere (Folder back, inside pockets, etc).
- Please give us a call for a price quote if you want to custom imprint in more than 1 location on the folder (die & set-up fee will apply).



# Our Printing Process

- Our imprint method is called a hot stamp, as we use foil to imprint with, unlike many others who use a silk screen.
- It should be noted **we can only print in one color.**
- Time to pick a color? Some popular colors are (gold, silver, black, and white) but we have many more colors to choose from!



SOLID Black & White



NO Gray Scale



NO Color

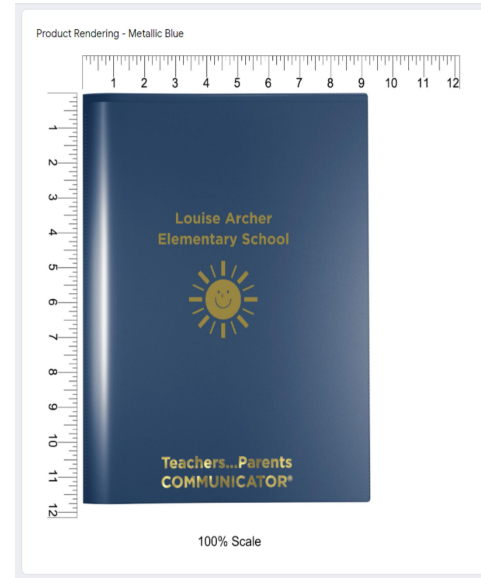


NO Large blocks of color



## Proofing/ Sampling Process *"So we picked where we want to print, what we want to print, and our color, now what?"*

- Proofs are emailed through Google Forms directly from the art department to the customer, you can expect your proof emailed with 1 -2 days after placing an order. We ask you sign and approve before we move forward.
- Once approved, we will prepare the stamping die and offer pre production samples. Pre-production samples are not required but are encouraged if you are unsure about your color selections or would like to see your item before your order. If requested, you will receive one sample of your custom product within 5-7 business days. A separate approval form will be emailed to you and must be returned to us letting us know the sample is approved or disapproved.
- Upon the final approval it is time for production and for you to enjoy the final product!



## Other Considerations

- Production time does vary when having custom imprinting done, production will take approximately 10-15 business days from the day we receive your order to delivery.
- If you'd like a pre-production sample extra processing time may occur.
- More questions? Call us Toll Free 800-498-1463, Monday - Friday 8AM- 4:30PM (Eastern Time). We look forward to working with you.

