



PO Box 92801
Rochester, NY 14692
Phone: (585) 475-0200
Fax: (585) 475-0340
customerservice@rochester100.com

Ordering Nicky's® Folders with CUSTOM IMPRINT:

Artwork

The term "artwork" means the image or text you are having imprinted on the folders. *This may be a logo, school name only, school name with logo...etc.* Your artwork must be submitted ALONG with your order or stated on your order. This can be emailed to art@rochester100.com.

We accept .PDF, .JPEG, .JPG, .DOC .TIF, .EPS, .AI (300 DPI or better)

If you are having trouble submitting your artwork, please contact our art department.

Imprint Area

You are **not** restricted to lines/letters/characters, as we allow an approximate 4" x 6" imprint area for you. If your imprint size exceeds the provided space, you may be subject to extra fees. However, our art department will work with you and work around the sizing for you, so you do not have to pay extra.

***Where can I imprint on the folder?**

We typically imprint on the front cover of the folder – But you can imprint ANYWHERE; on the back, inside pockets...Please call for a price quote if you want custom print in more than 1 location on the folder (die and set-up fees will apply)

Imprint Foil

Our imprint method is called HOT STAMP, as we use foil to imprint with. (We do NOT silk screen)

Please note, we can ONLY print in ONE Color Only.

Popular imprint colors; Gold, Silver, Black, White (but we can print in any color you wish)

Proofing/Sampling Process

You will receive a faxed or email proof from the art dept. that you must sign and approve.

Once approved, we will then order the engraving die and have samples made and sent to you for your final approval. Once the samples are approved, we will send the order to production.

To START the proofing/sampling process

YOU MUST SUBMIT YOUR FIRM ORDER AND ARTWORK, TOGETHER.

Email directly to the art dept. (art@rochester100.com)

Production time will vary when having custom imprint done – However as of 2/28/18, production will take approximately 15-20 business days from the day we receive your order to delivery.

*Have Questions? Call us Toll Free, Monday-Friday 8:00am – 4:30pm (Eastern Time)