

Custom Cut Sheet Forms

90CS1-8.5x5.5 & 90CS1-4.25x11

8-1/2" x 5-1/2" & 4-1/4" x 11" (Half Letter Size)

Product Description

Personalized reams of paper.

Product Specifications

- 8-1/2" x 5-1/2" (Maximum imprint 8" x 5")
- 4-1/4" x 11" (Maximum imprint 3-3/4" x 10-1/2")
- 20# White Paper
- Full color printing available
- No set up charge
- Quantities: Minimum 500 / Incremental 500

Additional Information

Non-Standard Paper Stock: (Call for Quote)

White: 24/60#, 28/70#, 24# White Linen, 24# White Bond 25% Cotton

Color: 20/50#, 24/60#, 24/60# Astro Bright

Non-Standard Ink Colors: Any (Additional Charge Applies - Only applies on single color imprint jobs)

Ink Color Back: Any (Additional Charge Applies)

Proof Charge: Up to 3 Free

Plate Charge: No

Padding: Yes (Additional Charge Applies)

Folding: Yes (Additional Charge Applies)

Drilled Holes (up to 3 per edge): Yes (Additional Charge Applies)

Perforation: Yes (Additional Charge Applies)

Trimming: Yes (Additional Charge Applies)

Numbering: Yes (Additional Charge Applies)

Screens: Yes (No Additional Charge)

PMS Match: NA

Bleed: NA

Turn Time: 5-7 business days

Art Requirements

- High resolution (300dpi) or fully editable vector artwork is required.
- Preferred file formats are InDesign (.indd), Illustrator (.ai or .eps), or Photoshop (.psd).
- If unavailable, artwork can be recreated if one of the following is provided:
 1. Photo/scan of existing artwork
 2. Description of copy and desired layout.

WE CAN MATCH OR DESIGN ANY CUSTOM FORM TO FIT YOUR NEEDS.

ANY SIZE.
ANY STOCK.
ANY STYLE.
ANY INKS.
ANYTHING.

WE CAN MATCH OR DESIGN ANY CUSTOM FORM TO FIT YOUR NEEDS.

ANY SIZE.
ANY STOCK.
ANY STYLE.
ANY INKS.
ANYTHING.

REQUEST FOR CHECK		DATE
Printed to: _____		
Title: _____		
Date needed: _____	Stock # _____	Special Color # _____
Reason to request: _____	Quantity # _____	
REASON CODE: _____	REQ. CODE: _____	REMARKS: _____
APPROVED BY: _____	DATE: _____	

Check off all to avoid extra charges. Blank check must be returned with this request.

REFUND REQUEST		DATE
TO: BOOKKEEPING DEPARTMENT		
Please send check to the address of: _____		
TO: NAME _____	STOCK # _____	
STREET _____		
CITY & STATE _____		
REASON: _____		
ORIGINAL PAYMENT METHOD: <input type="checkbox"/> CASH		RECEIPT # _____
<input type="checkbox"/> CREDIT CARD		
<input type="checkbox"/> CHECK		
<input type="checkbox"/> WIRE		
ACCOUNT TO BE REFUNDED: _____	Requested by: _____	
MANAGER'S NAME: _____	APPROVED OFFICE BY: _____	
APPROVED: YES <input type="checkbox"/> NO: <input type="checkbox"/>		

Standard Stock Colors

White

Standard Ink Colors

Black

Production Notes (For Internal Use)

Production: 020

- Standard color imprint fulfillment.
- InDesign file created using pre-set templates.

Production: 190

- Large quantity (10,000+) fulfillment.
- PDF exported to spec using press templates.
- Outline all fonts in Illustrator prior to production.

Production: 030

- 2-4 color imprint fulfillment.
- InDesign file created using pre-set templates.

Production: 050

- Large quantity (10,000+) fulfillment.
- PDF exported with all fonts outlined.
- Outline all fonts in Illustrator prior to production.