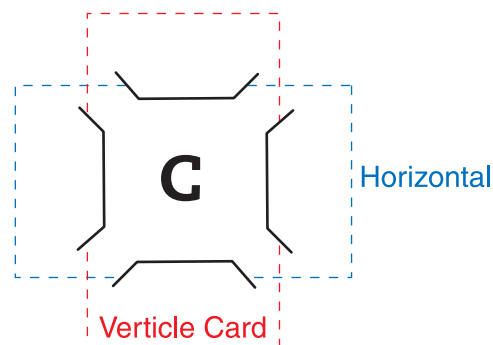
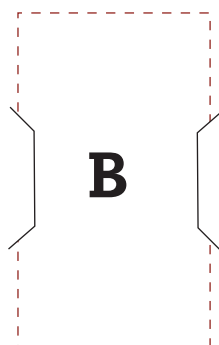
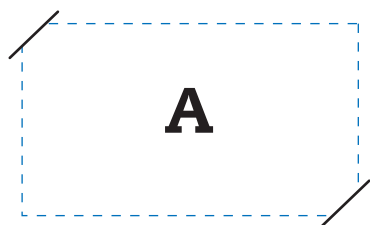




ORDERING INSTRUCTIONS

1. Choose a folder style from our selection of standard folders – custom styles also available.
2. Choose a base stock
 - 100 lb satin cover
 - 100 lb gloss cover
 - 10 pt C1S or C2S
 - 12 pt C1S or C2S
 - Plus a variety of additional colors and finishes.
3. Choose an image process
 - Printing - CMYK and/or PMS ink colors.
 - Foil Stamping
 - Embossing - Most stocks may be embossed. Multi-level or sculpted dies require special pricing.
 - Combination Foil Stamping/Embossing
 - Combination Printing/Foil Stamping/Embossing
4. Decide on business card slits - Standard options are available at no additional charge. BC slits may also be deleted without extra charge. Non standard BC slits will incur an additional charge.



5. Decide on a finishing method
 - Flood varnish – dull or gloss.
 - Spot varnish – dull or gloss.
 - Flood UV coating – gloss only, up to 17" x 22"
6. Call your Victor rep with your specs to get a quote & quote number.
7. Download folder template and create artwork for your folder.
8. Complete order – Send your artwork files and fax your purchase order.