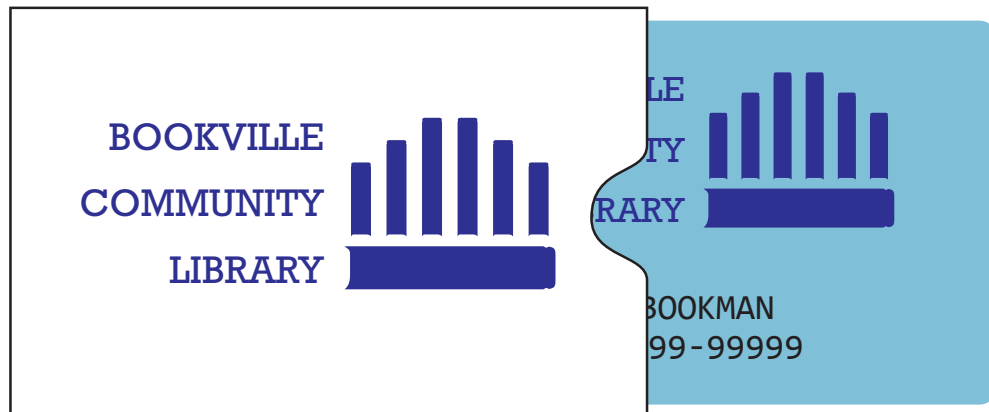


LIBRARY CARD PROTECTION SLEEVES ASI # 86872

Holds all standard size library cards



SLEEVE SIZE
2-1/4" x 3-1/2"



Plain or Custom-Printed in your choice of 65# White Cover or High Strength Orca Laminate.

65# White Cover—our thickest and heaviest. The traditional library card sleeve stock.

Orca—our high strength laminate (thinner than 65# Cover, but even stronger) available in white only.

Both versions are in stock, ready for immediate shipment. Allow 5-7 business days for Custom Printing. Printing on the back side is FREE.

LIBRARY CARD PROTECTION SLEEVES **NEW!**

Available in 65# White Cover or High Strength Orca Laminate

	Item #	500	1,000	2,500	5,000	10,000*
Plain	LC000	\$ 95	\$107	\$171	\$281	\$ 431
Black OR Reflex Blue	LC001	245	277	471	631	1031
1 Color	LC100	295	337	551	731	1131
Black & 1 Color	LC202	365	387	601	781	1231
2 Color	LC200	425	457	671	831	1331

Prices are for the total order and include delivery to anywhere in the Continental United States via UPS Ground.

*Please contact us for pricing if ordering more than 10,000.

EMAIL THIS ORDER FORM AND ART TO: sales@sheppardenvelope.com

THE FINE PRINT

Printing must be line copy or small reverses only. No bleeds. No hairline register. All copy must be approved. Print template provided. Please provide art in EPS vector outline format.

PROOFS (PDF or FAX) — no charge
FLAT CHARGES on initial order:

- Prep and set up @ \$45 flat (one time)
- Exact repeats: \$20/color
- Composition if required: \$30
- PMS ink match @ \$20/color
No charge for PMS Reflex Blue, PMS 185 Red, PMS 348 Green

PACKAGING: 500/box, 5,000 per carton.

DELIVERY: 5-7 working days from OK of proof. Rush service available (please contact us for details).

SHIPPING: UPS charges from Auburn, MA 01501

TERMS: We are pleased to accept Visa/MasterCard, Discover and American Express at the time of order entry.

EMAIL THIS ORDER FORM AND ART TO:
sales@sheppardenvelope.com

Company Name: _____
 Attn: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone: _____ Fax: _____
 E-mail: _____

– If Not Same As Above Ship To –

Company Name: _____
 Attn: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____

Paper: **65# Cover** **ORCA**
 Ink Color: _____
 Qty: _____ Price: _____
 Charge To: VISA MasterCard Discover AMEX
 # _____ Exp. Date: _____
 Name On Card: _____

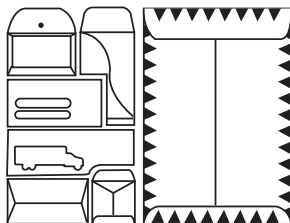
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Since 1921

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Credit Card & Hotel Key Card Sleeves
Miniature Envelopes as small as 1"x1"
Remittance Envelopes
Double Window Envelopes
Tyvek® Envelopes
Litho Conversion for Printers



Envelopes Built to Sustain
the Environment

– Two-Way Envirolope™
– POSTCARDvelope™

Custom Envelopes of all kinds
including 4 color process printing



Pre-press Department Software Requirements

ACCEPTABLE FORMATS:

The most time and cost effective formats for artwork submission are Adobe Illustrator files (Mac OS platform version CS2 or earlier) saved as either .AI, .EPS or .PDF with all text converted to vector outlines.

If embedding art in any of the following raster formats, please adhere to these resolution settings (these also apply when applying compression/downsampling settings to PDFs):

Bitmap—1200 dpi for rasterized line art

tiff—300 dpi for grayscale

jpeg—300 dpi for grayscale



If you cannot supply an Adobe Illustrator .AI, .EPS, or .PDF, we can work with the following applications, but their use incurs a \$50 reformatting charge:

Quark Xpress 6.0/InDesign CS2 (Mac OS platform). Please include fonts and images used.

Adobe Photoshop CS2 (Mac OS platform): PSD, TIFF, EPS, PDF, JPEG. If your PSD file contains text layers, convert them to vector outlines.

SENDING YOUR FILES

E-mail artwork as an attachment to art@sheppardenvelope.com as well as your CSR, and include in the body of the email the name of your Shepco CSR, and the purchase order number associated with your order. If you wish, fax a hard copy of the artwork to 508-754-3108.

Ship/Mail electronic artwork on CD/DVD (include hard copy of contents in package) to Sheppard Envelope, ATTN: Prepress Dept., 133 Southbridge Street, Auburn, MA 01501

IN GENERAL, art or copy that must be re-worked comes under the same heading as author's alterations, and changes are charged @\$50 per hour, with a \$30 minimum. If you are using an outside design studio, please include yourself as an additional e-mail recipient of the art and carefully proof read it. Keep us knowledgeable about the job by faxing us the copy that's on a disc, or is being e-mailed.

Thank you for your business!

Any questions or concerns, no matter how seemingly small, please contact us.

Pre-press Department
Sheppard Envelope
800.325.6622, ext. 19
art@sheppardenvelope.com

Please visit our web site: www.sheppardenvelope.com
133 Southbridge Street, P.O. Box 358, Auburn, MA 01501
phone: 508-791-5588 • 800-325-6622 • fax: 508-754-3108

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