



**PREPARING FOR
SUCCESSFUL
PRINTING**

PPI
PRINTING & PROMOTIONAL ITEMS

ASI For You, Inc.

1460 SW 3rd Street, Ste. #B5

Pompano Beach, FL 33069

(954) 545-3533

Fax (954) 545-3503

www.onlinestationery.com

www.ppisales.us

On Demand Printing Full Color & Black and White • Labels • Checks • Invoices • Pin feed Computer Forms • Laser Compatible Forms • Stationery • Commercial Envelopes • Custom Envelopes • Presentation Folders • Post Cards • Booklets • Plasticcoil • Perfect Binding • Coupons • Raffle Tickets • Posters • Signs • Displays • Promotional Items • T-shirts • Polo-Shirts • Caps • Mugs • Chocolate • USB Drives • Pens • 3M Post-It Notes®

Table of Contents

Printing	1
Printing on Demand	2
Variable Data Printing	3
Printing, warehousing & fulfillment	4
Software.	5
Microsoft	6
Adobe	
PDF	7
In-Design	7
Illustrator	8
Freehand	9
Photoshop	9
Quark	10
Corel.	10
Designing for print	11
JPG, RGB, TIFF & EPS.	12
Bleed or no bleed	12
Edge of the sheet	13
Resolution/Quality of Images.	13
Standard Sizes.	15
Standard Paper Sizes	16
Standard Size Envelopes	17
Business Checks	17
Void pantograph.	18
Safety paper	18
Micro printing.	18
Temperature responsive ink.	18
Bleed through numbering.	18
Label, Die Cut Sizes.	19
Labels, Die Cut Rectangular Sizes	19
Circles, Ovals & Seal Shapes	19
Label Paper Stocks.	20
Online Ordering	21

The purpose of this manual is to help customers better prepare for printing. While this guide does not encompass all software, the most popular and consistent software is covered as are the design requirements for the most common forms of printing.

This manual contains brief descriptions relating to software (please read the manuals that came with the software for more detailed information) and printing ideas and requirements.

Should you have any questions or concerns please feel free to contact our design department at robert@asi4u.com.

P r i n t i n g

*On Demand Printing Full Color &
Black and White • Labels • Checks*

*• Invoices • Pin feed Computer
Forms • Laser Compatible Forms •*

Stationery • Commercial Envelopes

• Custom Envelopes • Presentation

Folders • Post Cards • Booklets

• Plasticoil • Perfect Binding •

Coupons • Raffle Tickets • Posters

• Signs • Displays • Promotional

Items • T-shirts • Polo-Shirts •

Caps • Mugs • Chocolate • USB

Drives • Pens • 3M Post-It Notes®



Printing on demand

The possibilities are endless with print on demand. Now price lists, product listings and literature, brochures, sell sheets and post cards can be updated on a regular basis, without having to throw away inventory.

Typically it is less expensive per unit to print 10,000 than 1,000. But what if the material needs to be changed or perhaps you would like the ability to change your printed material as often as you like. Take it one step further and personalize marketing material for salespeople, offices or branches.

In today's marketplace we are all forced to change with the times, why not our printed materials?

We can produce booklets in quantities of 50 or more and either saddle stitch (staple), plastic coil or even pad and perfect bind your Print On Demand materials. Brochures in color or black and white can be folded and stapled inline removing the higher costs typically associated with smaller quantity printing.

Even multi-part unit forms (NCR) can be printed in sets of 50 allowing for testing before a complete roll out. Or how about price lists for each territory even the smaller ones, that you ignored in the past.

Just think of the endless possibilities you and your marketing department can take advantage of.

You can create a marketing template that allows each sales office or department apply items specifically tailored to them. For instance a product listing for multiple markets, each market printing only what it sells. Create thank you post cards or fold over cards with each salesperson's name or branch address and phone numbers.



Variable Data Printing

Take On Demand Printing one step further using Variable Data Printing. Imagine sending out post cards or other marketing material where each recipient receives a customized marketing piece based on you database.

Any element can be dynamic: text, images, color, pages, even entire layouts. Auto fitting capabilities (text and images) so that all of your pictures and text fill fit the areas predefined.

Advanced preflight enables for preview of the design and its variable elements, allowing for specific records to be previewed and even test run all before committing to a production run.

How does it work...

A database might contain all of the regular information (name, address, etc.). What if the database contained male or female, boy or girl, marital status, products already purchased, well then you could design each piece with its own text, images and colors for each preference.

For example blue for boys, pink for girls, and the text and graphics could be more targeted to that audience.

The best part of this is that if for example we were doing post cards 5-1/2 x 8-1/2 (half sheet) where there would be four cards to a printed sheet, each card in that single sheet could be theoretically completely different from front to back or even card to card. And the best part, our Digital On Demand Press does not slow down.

Using both front end computers and servers tied into our digital press, the digital press runs at its regular speed, only slowing down to add paper and replacement of consumables.

Printing, Warehousing & Fulfillment

ASI For You, Inc. can print, store, pack and fulfill, mail and ship your printing and marketing materials.

For those not seeking all of the above or are just looking for straight printing and shipping your in luck because we offer that as well.

Business Forms

- Corporate Stationery
- Envelopes (standard & custom)
- Business Cards & Thank you cards
- Continuous forms and snap sets
- Tax Forms
- Checks
- Pressure Sensitive & Laser Labels
- Static clings
- Custom tags



Marketing Materials

- Brochures and Flyers
- Presentation Folders
- Binders
- Post Cards
- Foldover Cards
- Booklets & Pads
- Posters (indoor & outdoor UV)
- Laminated cards & sheets
- Promotional Items



S o f t w a r e

*On Demand Printing Full Color &
Black and White • Labels • Checks*

*• Invoices • Pin feed Computer
Forms • Laser Compatible Forms •*

Stationery • Commercial Envelopes

*• Custom Envelopes • Presentation
Folders • Post Cards • Booklets*

• Plasticoil • Perfect Binding •

Coupons • Raffle Tickets • Posters

*• Signs • Displays • Promotional
Items • T-shirts • Polo-Shirts •*

Caps • Mugs • Chocolate • USB

Drives • Pens • 3M Post-It Notes®



Microsoft Products

In general most Microsoft products are not designed for printing to anything other than a desktop printer or plotter. In recent years the software has become much more sophisticated allowing its users to almost match the design capabilities of Desk Top Publishing Software.

Some of the pitfalls related to Microsoft products in relation to printing are low resolution images (typically 72 dpi) which are not suited for high quality printing, font usage that is not cross platform compatible, and page sizes other than the standard letter, legal, tabloid, etc.

When it comes to matching colors, all bets are off. If your design calls for more than one color your only option is four color printing.

If your design calls for only one color, set up the job as black, that way you eliminate the need to print in four colors. There is an exception to this rule when printing to our on-demand system any color other than black prints as four colors. For posters and digital color printing please do set up your job with the colors that you desire - but be forewarned if this job goes to a conventional press the entire design will need its colors changed or require us to print the job in four colors.

All of the warnings aside, we know that some of you will continue to supply artwork designed by one of Microsoft's products, so here are some tips.

If at all possible convert the file to PDF or TIFF format. If that is not possible please include with the file all fonts and images that were placed into the file(s).

By converting the file to PDF what you see on the screen will be pretty much what you will get. Low resolution images are not always noticeable on PDF and when printing to your desktop printer they may seem good enough, but in fact are not.

Adobe (now includes Macromedia)

Adobe products are all pretty much designed for Desk Top Publishing and offer a variety of settings for traditional and on-demand printing. With all of the options available from these programs comes responsibility. Designers can create separations, trapping and layers that will affect how the job prints.

If you are going to supply the document in Acrobat PDF format print to PDF instead of exporting as a PDF. While exporting to PDF is relatively simple, there have been issues related to fonts and image quality that can cause a problem down the line.

If you print to PDF, Acrobat will print a report that could contain warnings related to the job.

Acrobat also contains options when printing to PDF that allow you to choose from formats that are acceptable for different levels of printing (select Press Quality).

Remember to make sure that all images are at 300 dpi (Posters require only 100-120 dpi because of the method used in printing them).

When printing to PDF make sure to select crop marks and registration marks. If the document requires folding be sure to include tick marks in the bleed area (outside of the print area).

One final note make sure the Acrobat file looks and prints the way you want it to. Some PDF files contain a background tint (shade of grey) and in rare cases fonts that do not print.

If you are going to supply the files from one of the following Adobe programs: *Illustrator*, *In-Design*, *Freehand*, *Photoshop*, *Pagemaker*, please read on.

Adobe InDesign (Currently running Ver. CS-5)

InDesign is the replacement to **Pagemaker**.

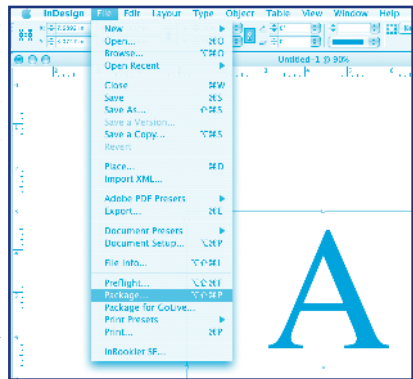
If you don't want to be bothered with the fonts, make sure all of your text boxes are selected and then select Type>Create

Outlines, this will insure that the fonts do not become an issue, because they will be turned into a graphic.

You can check if you were successful in converting all of your fonts by Pre-flighting the document (see the next paragraph).

Warning: Any text boxes that contain a fill when converting text to outlines removes the fill from the background.

From Adobe In Design, select File>Preflight to check the status of the job. The program will let you know about the file, what fonts and graphics you are using and your usage of colors.

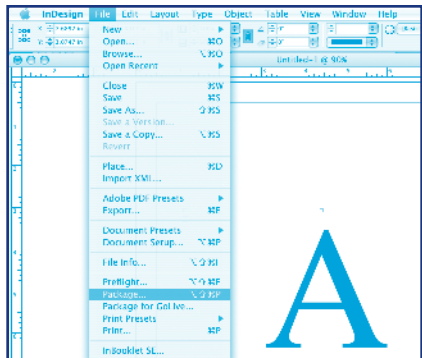


Following your confirmation of the Preflight select File>Package. Package will create a folder to contain all of the parts that make up your document. The folder should contain the file(s), font(s) and graphic(s) that make up the document.

If you like, please include a printout and/or a PDF (low resolution is fine) and include it with your disc.

Adobe Illustrator (Currently running Ver. CS-5)

If you don't want to be bothered with the fonts, make sure all of your text boxes are selected and then select Type>Create Outlines, this will insure that the fonts do not become an issue, because they will be turned into a graphic.



Another option is saving the Illustrator file as an Illustrator-PDF file. If you decide this is

the way to go (we recommend printing to PDF) make sure that your images (color, grey scale, and bit-mapped) are not compressed and not down-sampled below 300 dpi. Fonts should not be subset if you think that we might have to make a correction to any of the text.

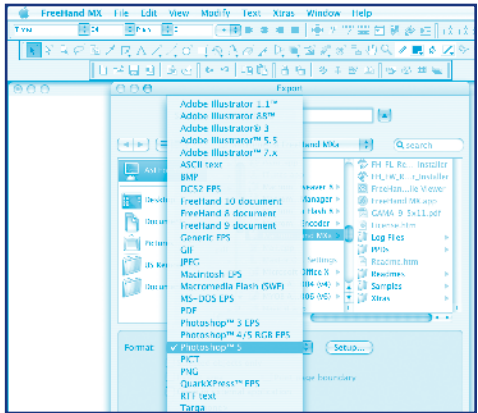
When saving as an Illustrator-PDF file, Illustrator will include any warning related to the file.

Please include with your file any fonts and images that are used in the document.

Freehand (Currently running Ver. 10.4 - Discontinued)

Freehand documents can be saved to Illustrator, PDF and TIFF formats, just remember that when a file is converted there is always a possibility of something being affected.

Please include with your file any fonts and images that are used in the document. Freehand also allows you



to convert text to paths, which will eliminate the need for you to submit any fonts, be aware that any text changes cannot be made once the text is converted.

This product is most likely discontinued, we will try to continue to supporting it for as long as possible.

Photoshop (Currently running Ver. CS-5)

Photoshop files should be saved as 300 dpi (you can view this by selecting Image>Image Size), CMYK (you can view this by selecting Image>Image Mode).

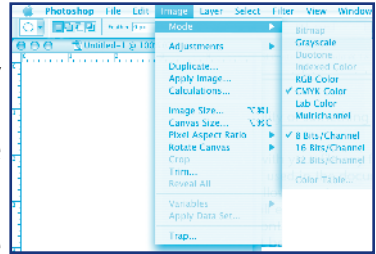
Note: When using our on-demand equipment and for posters we have the capability of printing using RGB.

Make sure the file is saved as either TIFF (compressed is fine) or as Photoshop .psd.

Saving the file as a JPEG or .jpg format will distort text and will change the colors of the pixels.

Before saving make sure to flatten the image and then save the file.

Once an image is flattened we will most likely be unable to make any change or correction to your file, and neither will you so make sure to save it under a different name.

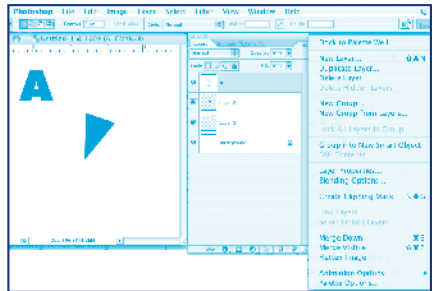


All images placed in Photoshop are physically there and if the fonts are not included with the file the text is rasterized at 300 dpi by Photoshop.

Quark Express (Currently running Ver. 8)

Quark Express allows you to collect all of your files, fonts, and images in one place File>Collect for Output.

If you would like to save your file as PDF, print the file to a PDF, this requires that you have the Acrobat software (not the free version) installed.



Corel Products

We currently do not support this program. However, you can save a Corel file as an EPS or Tiff. Please preview the document and print out a copy to see if anything went awry; as an added precaution submit the printed copy with your job. If you have Adobe Acrobat installed (not the free version) you can print the file to PDF.

D e s i g n

*On Demand Printing Full Color &
Black and White • Labels • Checks*

*• Invoices • Pin feed Computer
Forms • Laser Compatible Forms •*

Stationery • Commercial Envelopes

*• Custom Envelopes • Presentation
Folders • Post Cards • Booklets*

• Plasticoil • Perfect Binding •

Coupons • Raffle Tickets • Posters

*• Signs • Displays • Promotional
Items • T-shirts • Polo-Shirts •*

Caps • Mugs • Chocolate • USB

Drives • Pens • 3M Post-It Notes®



Designing for printing

Files that are placed into documents are typically JPG, RGB, TIFF and EPS.

In general stay away from JPG's they compress files and in doing so distort images, image colors and the quality of text. If you are designing for our on-demand or posters JPG's are accepted but we cannot guarantee their quality.

RGB is one format that you can choose for colors. If you are designing for our on-demand or posters RGB is accepted but we cannot guarantee the colors will look like anything you see on screen.

When supplying RGB images we find it necessary to send you a proof before printing.

TIFF format is one of the most accepted image formats, the only thing you have to watch out for is saving it as RGB (see above) or a resolution below 300 dpi. On-demand or posters can accept RGB (see note above).

EPS files are the second most accepted format. But be forewarned they can contain text that require fonts and they may be set up in the wrong color mode (RGB for example). When saving an EPS file make sure to convert fonts to paths (**best option**) or include the font(s) in the EPS file.

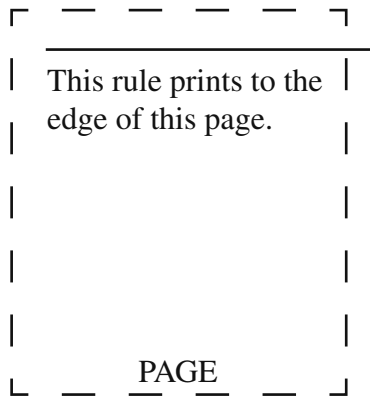
EPS files also contain color information and can create additional printing plates if you are not careful.

EPS files placed into a Desktop Publishing files or Microsoft Word must be included with those files.

Bleed or no Bleed

When ink prints to the edge of the paper it is called a bleed. If your design calls for a bleed, in general it is better to create a 1/4" (0.25 inches) bleed. In the example below the line you will notice goes outside of the page. The reason for this is quite simple, when printing you cannot print to the edge

of the paper. The way we get the image below to print off the page is to print on a larger sheet and then cut the sheet down so the line (or graphic) appears to print to the edge of the paper.



To create a proper bleed make sure that whatever prints to the edge goes over that edge by 1/4" (0.25 inches). Never set a bleed below 1/8" (0.125 inches) or the sheet may need additional trimming. Business cards are a perfect example of only needing 1/8" bleed.

Edge of the sheet

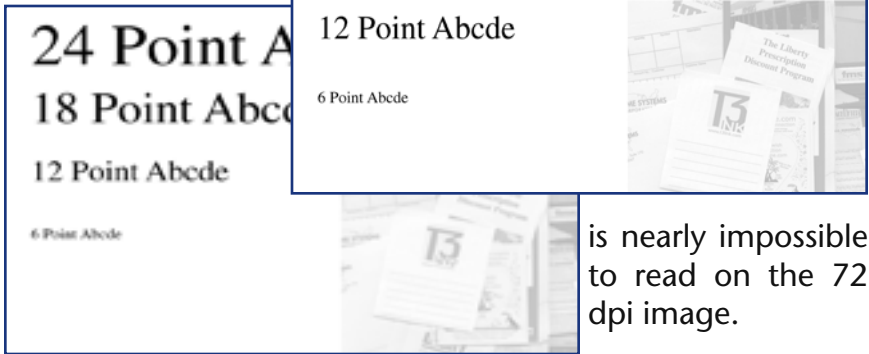
When is too close? The closer you print to the edge of the sheet, the more likely your text or image may get cut off. Typically a safe distance is a 1/4" (0.25 inches), but depending on the type of printing (for example PVC signs require a 1/2" - 1" of non printing up to the edge).

Business cards can handle 3/16" (0.1875 inches). Letterheads require a 1/4" and envelopes are best at 3/8" or more from the edge (of course bar codes on Business Reply have to print to the edge).

Resolution/Quality of Images

DPI stands for dots per inch, that is how many dots the file contains to describe the image that will be sent to the image setter or printer. The higher the number of dots per inch the

better the quality as shown in the images below. The top image was saved at **300 dpi** while the bottom image was saved as **72 dpi**. The image and the text quality of the top image is obviously cleaner and not as fuzzy, you will also notice that the small text



is nearly impossible to read on the 72 dpi image.

Just like you can have too low a resolution (dpi) your resolution can be too high. The image will not degrade if the image is too high, it makes the file much bigger on disc and requires that the computer take much longer to send the data to the printer or image setter.

So how many dots per inch should you use? The chart below should be able to help you decide.

Type of Printing	DPI	Notes
Posters / Banners	72-150	Above 150 will not show any discernible difference.
Digital Printing/ On Demand	200-300	300 is the best choice if possible.
Offset Printing	266-300	300 is the best choice if possible.
<i>Bit map Images</i>	<i>600</i>	<i>Because there is no shading.</i>

Standard Sizes

On Demand Printing Full Color & Black and White • Labels • Checks

• Invoices • Pin feed Computer Forms • Laser Compatible Forms • Stationery • Commercial Envelopes

• Custom Envelopes • Presentation Folders • Post Cards • Booklets

• Plasticoil • Perfect Binding • Coupons • Raffle Tickets • Posters

• Signs • Displays • Promotional Items • T-shirts • Polo-Shirts • Caps • Mugs • Chocolate • USB Drives • Pens • 3M Post-It Notes®



• Signs • Displays • Promotional Items • T-shirts • Polo-Shirts • Caps • Mugs • Chocolate • USB Drives • Pens • 3M Post-It Notes®

• Signs • Displays • Promotional Items • T-shirts • Polo-Shirts • Caps • Mugs • Chocolate • USB Drives • Pens • 3M Post-It Notes®

• Signs • Displays • Promotional Items • T-shirts • Polo-Shirts • Caps • Mugs • Chocolate • USB Drives • Pens • 3M Post-It Notes®

Standard Paper Sizes

When designing for printing you should consider paper size to optimize usage without too much or any waste. The sizes below are the most common and are submitted as a guide only.

Postcards

4" x 6"

4" x 9"

5" x 7"

5¹/₂" x 4¹/₄"

5¹/₂" x 8¹/₂"

6" x 9"

Pads

5¹/₂" x 4¹/₄"

5¹/₂" x 8¹/₂"

8¹/₂" x 11"

8¹/₂" x 14"

11 x 17"

Posters

12" x 18"

12" x 24"

24" x 24"

24" x 36"

36" x 36"

72" x 36"

Brochures (finished size)

8¹/₂" x 3²/₃" (3 panels)

8¹/₂" x 3²/₃" (3 panels)

5¹/₂" x 8¹/₂" (2 panels)

5¹/₂" x 8¹/₂" (gate fold)

5²/₃" x 11" (3 panels)

Flyers

7" x 10"

8¹/₂" x 11"

11" x 17"

Posters, Standard Sizes

12" x 18", 12" x 24", 24" x 24", 24" x 36"

Standard Poster Material Roll sizes

To take advantage of material without too much or any waste of material for indoor/outdoor posters, consider the width of the material that is used:

24", 36", 50", 60"

Note: Some materials do not come in all sizes. As a general rule, the more popular materials (i.e. paper and vinyl) do.

Common Envelopes & Sizes

Business Envelopes	Size
#10 Regular / Window	4 ¹ / ₈ " x 9 ¹ / ₂ " (Avail. Self Seal)
#9 Regular / Window	3 ⁷ / ₈ " x 8 ⁷ / ₈ "
#6-3/4 Regular / Window	3 ⁵ / ₈ " x 6 ¹ / ₂ " (Avail. Self Seal)
Check Envelope / Window	3 ⁵ / ₈ " x 8 ⁵ / ₈ "
#11 Regular / Window	4 ¹ / ₂ " x 10 ⁵ / ₈ "
#12 Regular / Window	4 ³ / ₄ " x 11
Inside Tint (where see through is an issue)	
#10 Regular / Window	4 ¹ / ₈ " x 9 ¹ / ₂ "
#9 Regular / Window	3 ⁷ / ₈ " x 8 ⁷ / ₈ "
#6-3/4 Regular / Window	3 ⁵ / ₈ " x 6 ¹ / ₂ "
Check Window Envelope	3 ⁵ / ₈ " x 8 ⁵ / ₈ "
Open End & Booklet Envelopes	
6"x9" (24#/28#) (24#/28# - White/Grey/Brown)	Open End / Booklet
6-1/2" x 9-1/2" (24# White/Brown/28# White)	Open End
9 x 12 (24#/28# - White/Grey/Brown)	Open End / Booklet
10 x 13 (24#/28# - White/Grey/Brown)	Open End / Booklet

Additional stock sizes available as well as custom.

Business Checks

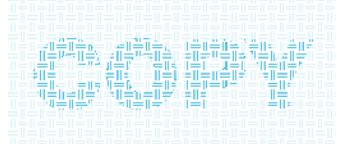
Business checks are available in either continuous (pin feed), book and laser format. There are many check sizes and stub options available. When creating a check take into consideration what kind of envelope you want to use, this can save you turnaround time as well as cost in the printing of the envelope.

Many software vendors offer stock designs, many of which we have duplicated (some of the more popular include: Peachtree®, Quickbooks®, RealWorld®, DocEasy®). If you like you can custom design your own checks.

Due to the rash of counterfeit checks banks now require safety features be placed on checks. The following a few examples of security features available.

Void pantograph

Void Panto (one of the most common) when copied produces the word void or copy on the photocopied image.



The image above demonstrates what happens when the check is copied.

Safety paper

Safety paper is paper pre-printed from the paper manufacturer. This paper is designed to thwart any attempt in either erasing or editing the check. When an attempt is made at erasing a number or character, the background design is erased as well. Typically the design of the background is similar to the one above (without the void or copy feature).

Micro printing

Micro printing is printing a line made up of words or phrases by repeating the text over and over. Copiers and scanners have difficulty in reproducing those small letters. The line below this paragraph is actually "THIS IS A SAMPLE OF MICROPRINTING." repeated over and over again.

Thermochemic ink

This ink is heat sensitive and changes colors when exposed to heat. A designated symbol or even a logo can be used and when rubbed with your fingers will change colors.


Since this feature must be printed copying is virtually eliminated. The image can be a logo or something simple as a circle. The front of the check has a notice to make sure to test the feature.

Bleed through numbering (MICR & Arabic)


When check numbers are printed on a check a special dye which soaks through the paper making it visible on the back side of the check.

This process requires a printing press and is not easily duplicated on your standard duplicator, or copier. The numbers are exactly lined up and typically printed in black with the bleed through in red.

LABELS - Die Cut Sizes

1/2" x 1"	7/8" x 3"	2" x 1-1/4"	3-1/2"* x 1-1/4"
1/2" x 1-1/2"	1" x 3"	2" x 1-1/2"	4" x 2"
1/2" x 1-3/4"	1" x 1"	2-1/2" x 1-1/2"	4" x 3"
1/2" x 2"	1" x 1-1/2"	2-1/2" x 2-1/2"	4" x 4"
3/4" x 1"	1" x 2"	2-3/4" x 1-3/4"	5" x 3"
3/4" x 1-1/2"	1" x 2-1/2"*	2" x 2"	5" x 4"
3/4" x 1-3/4"	1-1/2" x 1-1/2"	2" x 3"* 66.84	
3/4" x 2"	1-1/2" x 3"	3" x 3"* 75.07	

LABELS - Die Cut Rectangular Sizes

1/2" x 2-1/2"	1-1/2" x 4"	2-1/2" x 4-1/2"	4" x 6-1/2"
5/8" x 2"	1-3/4" x 2-1/2"	2-1/2" x 5"	4-1/4" x 3"
3/4" x 2-1/4"	1-7/8" x 4-1/2"	2-1/2" x 7"	4-1/4" x 4-1/4"
3/4" x 2-1/2"	2" x 2-1/2"	2-3/4" x 4"	4-1/4" x 5-1/2"
7/8" x 1-1/4"		3" x 4-3/4"	4-1/2" x 2-3/4"
7/8" x 3-1/2"	2" x 3-1/2"	3" x 6"	4-1/2" x 3-1/2"
1" x 1-3/4"	2" x 4-1/2"	3" x 8"	4-3/4" x 1-1/4"
1" x 2-3/4"	2" x 5"	3-1/4" x 2"	4-3/4" x 1-1/2"
1" x 3-1/4"	2" x 6"	3-1/2" x 3"	5" x 3-1/2"
1" x 3-1/2"	2-1/4" x 1-1/4"	3-1/2" x 3-1/2"	5" x 4-1/2"
1" x 4"	2-1/4" x 1-1/2"	3-1/2" x 5"	5-1/4" x 4"
1" x 5"	2-1/4" x 1-3/4"	3-3/4" x 1-1/4"	5-1/2" x 3"
1-1/4" x 1-3/4"	2-1/4" x 3-3/4"	3-3/4" x 2-3/4"	5-1/2" x 4"
1-1/4" x 2-1/2"	2-1/4" x 6"	3-3/4" x 5-1/2"	5-3/4" x 3-1/2"
1-1/2" x 1-3/4"	2-1/2" x 3"	4" x 3-1/2"	
1-1/2" x 2-3/4"	2-1/2" x 3-1/2"	4" x 4-1/2"	
1-1/2" x 3-1/2"	2-1/2" x 4"	4" x 6"	

LABELS - Circles, Ovals & Seal Shapes

CIRCLES:

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

SEALS:

1-1/4"
1"
1-5/8"
2"
2-1/4"
2-3/4"

OVALS:

7/8" x 1"
1" x 1-1/2"
1-1/4" x 1-3/4"
1-1/4" x 2-1/2"



LABELS - Paper Stocks

Blue Fluorescent
Blue Litho
Clear Polypropylene
Clear Polypropylene Ultra — Removable
Clear Static Cling
Direct Thermal
EDP Litho — Computer
EDP Litho Removable — Computer
Fasprism Classic
Fasprism Glitter Plus II
Fasprism Ice
Fasprism Iridescence
Gold Foil — Removable
Gold Foil — Shiny
Gold Foil — Dull
Gold Mylar — Matte
Gold Mylar — Shiny
Green Fluorescent
Green Fluorescent Removable
Ivory Litho
Ivory Gloss
Laser/Gold Foil
Laser/Silver Foil
Laser/Inkjet Clear Matte
Laser/Inkjet Gloss
Laser/Matte Clear
Laser Opaque
Laser Removable
Laser/White Gloss
Laser Litho
Natural Kraft
Orange Fluorescent (Pumpkin)
Orange Fluorescent Removable
Pli-A-Print (White Litho)
Pink Fluorescent
Pink Fluorescent Removable
PressAbels™ White Gloss
PressAbels™ White —
Polypropylene
Purple Fluorescent
Red Fluorescent
Red Fluorescent Removable
Red Fluorescent Ultra Removable
Recycled Litho
Silver Foil — Removable
Silver Foil — Shiny
Silver Foil — Dull
Silver Mylar — Brushed
Silver Mylar — Matte
Silver Mylar — Shiny
Tamper-Proof — Checker
Tamper-Proof — Destructible
Tamper-Proof — Void
Thermal Transfer
White Polypropylene (Face Adhesive)
White Gloss
White Gloss Cold Temp. — Freezer
White Gloss Opaque
White Gloss Removable
White Gloss Ultra — Removable
White Litho
White Litho Cold Temp. — Freezer
White Litho Opaque
White Litho Removable
White Litho Ultra — Removable
White Static Cling
White Semi-Gloss Tire — Adhesive
White Gloss — Computer
White Opaque Vinyl
White Vinyl
Yellow Fluorescent (Chartreuse)
Yellow Fluorescent — Removable
Yellow Gloss
Yellow Litho
Yellow Vinyl

Order Online

On Demand Printing Full Color & Black and White • Labels • Checks

• Invoices • Pin feed Computer Forms • Laser Compatible Forms • Stationery • Commercial Envelopes

• Custom Envelopes • Presentation Folders • Post Cards • Booklets

• Plasticoil • Perfect Binding • Coupons • Raffle Tickets • Posters

• Signs • Displays • Promotional Items • T-shirts • Polo-Shirts • Caps • Mugs • Chocolate • USB Drives • Pens • 3M Post-It Notes®



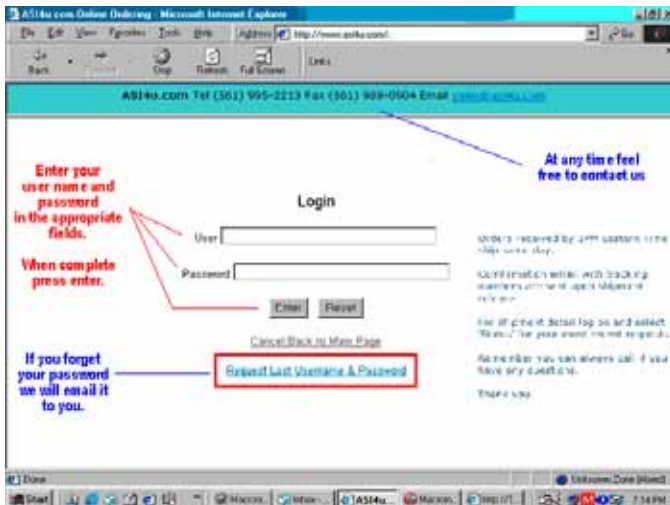
Online Ordering

Submission of orders can be done via phone, fax, email or using our online ordering system. The following pages are a brief description of the ASI For You proprietary web site or you can take a tour online by visiting www.ppisales.com.



Log in Screen.

If the user has misplaced or forgotten their user name and/or password the system will email it to them.

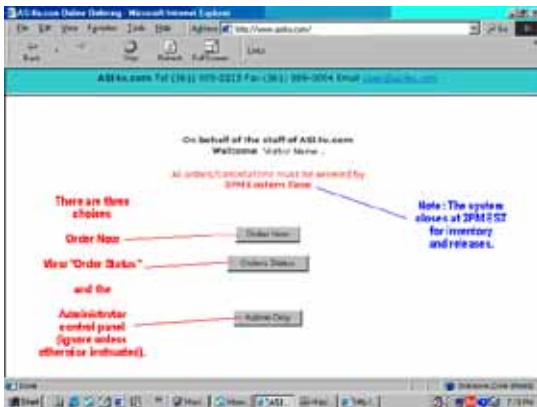


Welcome Screen.

There are three options:

The user can begin ordering or view the status of previous orders placed online.

Admin Only is for pre-designated administrators who have to approve items designated as ship after approval only.



Ordering Screen.

The screen lists all forms their status and whether or not approval is required before shipping.

Each item is listed by item number and is briefly described following that number; along with the revision date and an image of that item if available.



Order Screen - Item.

Once an item is selected a new screen showing whether approval is required, the form number and description, revision date, review image, packages approved for ordering (preset for each location and user) and packaging as well as most recent orders placed and their status. The user can also send instructions for the particular item to the warehouse or administrator.

Form Order Screen

User Name: J2976 Company: J2976
Inventory Issue at 47 this morning 3:30

Approval Required	Form #	Description	Revised	Form Image
N	A1	Compressor Computation	2002-01-01	

Quantity: 1 Packaging: 1 = 50

Note to Warehouse:

Previous orders of this item	Qty Ordered	Shipped	Form on hand
2002-11-29	2	2	0

Current Items on Order.

The user is presented with a laundry list of items they currently have on order as well as the ability to delete those items.

Note: Since each item is recorded separately, even if there is a disconnect from our server, whatever items were already ordered are saved in the system so the user does not have to reenter them.

Update about Thank you

Would you like to add another form?

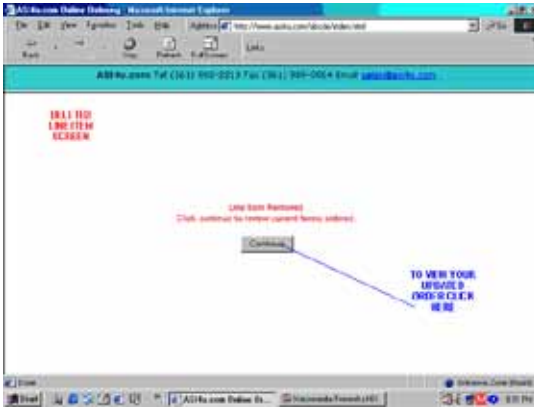
CONTINUE ORDERING OR LEAVE

REMOVE ORDER

Form #	Qty Ordered	Item	Form waiting approval?	Remove Line Item
A1	1	Item	N	<input type="button" value="Remove"/>
EPA	2	Item	N	<input type="button" value="Remove"/>
D	1	Item	N	<input type="button" value="Remove"/>

Item Removed.

Once an item is removed the user is notified of removed item and they can continue removing items as well as removing additional items already ordered online.



Administration Screen.

Items waiting for approval are listed. The administrator can decide on number of items (add, keep or subtract), as well as delete each item requested.

The screenshot shows the Administration Screen with a table titled "Items Waiting For Approval". The table has columns for Item#, Address, Date Recd, Price, Qty, Pack Size, Request, Request Qty, Status, and Action. The table contains 10 rows of data, each with a "Request" button in the Action column.

Item#	Address	Date Recd	Price	Qty	Pack Size	Request	Request Qty	Status	Action
100	[button]	06/20/2008	100.0000	1	1	0	0		[button]
101	[button]	06/20/2008	100.0000	1	1	0	0		[button]
102	[button]	06/20/2008	100.0000	1	1	0	0		[button]
103	[button]	06/20/2008	100.0000	1	1	0	0		[button]
104	[button]	06/20/2008	100.0000	1	1	0	0		[button]
105	[button]	06/20/2008	100.0000	1	1	0	0		[button]
106	[button]	06/20/2008	100.0000	1	1	0	0		[button]
107	[button]	06/20/2008	100.0000	1	1	0	0		[button]
108	[button]	06/20/2008	100.0000	1	1	0	0		[button]
109	[button]	06/20/2008	100.0000	1	1	0	0		[button]

On Demand Printing Full Color & Black and White • Labels • Checks • Invoices • Pin feed Computer Forms • Laser Compatible Forms • Stationery • Commercial Envelopes • Custom Envelopes • Presentation Folders • Post Cards • Booklets • Plasticcoil • Perfect Binding • Coupons • Raffle Tickets • Posters • Signs • Displays • Promotional Items • T-shirts • Polo-Shirts • Caps • Mugs • Chocolate • USB Drives • Pens • 3M Post-It Notes®

