LEFAVOR
ENVELOPE CO.

PRESS SHEET LAYOUT INSTRUCTIONS

- ENVELOPE DIE CUT - is represented by the black outline.

- BLEEDS - Bleeds are represented by the blue outline. Printing must bleed 1/8" beyond the die cut - bleeds may extend farther as long as printing doesn't interfere with another envelope outline/die-cut.

- COLOR BREAKS ON THE FOLDS - Due to the limitations in the manufacture of envelopes, (mainly in the cutting process) we cannot and will not guarantee color breaks on folds. Contact us for other solutions.

- DO NOT PRINT THE OUTLINE OF THE ENVELOPE or LETTERHEAD.

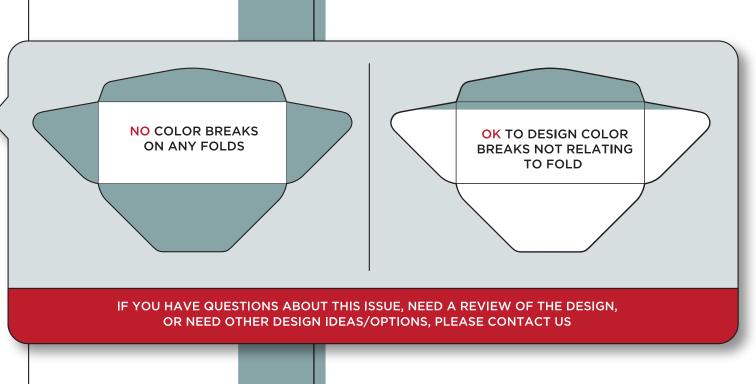- KNOCK OUTS - Are represented by SOLID blue areas.

- LAYOUTS - VERY CRITICAL! Layouts are specific to press sheet size. If you change the sheet size, you should use the appropriate corresponding layout. Centering a smaller layout on a larger press sheet will cause problems in the cutting process. If your sheet size is not a common size, please request a custom layout.

- GRIP and GUIDE - as noted on layout. Do not print the words Grip and Guide.

- TICK MARKS - print the "V" shaped tick marks.

- COLOR BARS - If color bars are used, make sure they stay at least 1/2" from any envelope outline.

- PAPER GRAIN- Please note the direction of the arrow indicating the necessary direction of paper grain. IF you are unable to accommodate the needed direction please notify us as soon as possible.

- DO NOT combine different print copies on each sheet (PLATE) without prior approval. Doing so will result in additional charges.

** LAYOUT GUARANTEE: For successful converting - a proof MUST BE APPROVED BY Lefavor Envelope. If the litho supplied does not match the approved layout on the proof exactly Lefavor Envelope WILL NOT be liable for the final outcome of the converting.

PLEASE send a PROOF (Including color bars if any) to Lefavor Envelope BEFORE printing.

04/2011

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FLAP

GRAIN DIRECTION

NO COLOR BREAKS ON ANY FOLDS

OK TO DESIGN COLOR BREAKS NOT RELATING TO FOLD

IF YOU HAVE QUESTIONS ABOUT THIS ISSUE, NEED A REVIEW OF THE DESIGN, OR NEED OTHER DESIGN IDEAS/OPTIONS, PLEASE CONTACT US

GUIDE

GRIP