A Three Leaves, LLC Company
800.726.4139
support@notforprofitprinting.com

NOT FOR PROFIT PRINTING

DISCOUNTED PRINTING FOR NON-PROFIT ORGANIZATIONS

Please refer to the following guidelines to help prepare your file for commercial printing.

Additional charges may apply if the file is not set correctly for press.

Remittance Envelopes, Offering Envelopes, and Carbonless Forms should be set as follows:

NO BLEEDS/MARGINS: ***(Remittance envelopes, carbonless forms and offering envelopes only.)*** Please leave a 1/8" margin around each edge and .25" margin on the bottom of the interior pocket on envelopes. Envelopes and forms are converted prior to printing and therefore cannot contain bleeds.

SOLID BLOCK INK AREAS OR SCREENS: ***(Remittance envelopes, carbonless forms and offering envelopes only.)*** We cannot process files with large amounts of solid black or large screened areas. Products are printed on large, fast presses and ink transfer can occur.

TEMPLATES: Blank templates are available for each of our products on the individual product pages. Please use our templates when setting files. Please provide us with ***1 set of files with the template included***, and ***1 set of files with the template removed for printing***, so that we can see template placing when printing your file.

FONTS: Please outline all fonts when exporting your files.

RESOLUTION: Graphics, logos and images should be 300 dpi. Files submitted with graphics lower than 300 dpi (like those taken from the web, etc) will print fuzzy and pixilated.

COLOR: Files for black ink/1 color printing must be set in 100% black or the spot color you are ordering. Full color products must be set in CMYK format. Please do not send RGB files. Additional charges may apply if the file is not set correctly for press.

FILE FORMAT: Please submit .pdf files whenever possible. We can also accept high resolution (300dpi) .tif or .jpg files. *Please note .tif files will need to be emailed.*

PROOFS ON PRINT-READY ARTWORK:
We do not prepare proofs for print-ready artwork submissions unless you request a proof when submitting your files. We will notify you if there are any problems with your files including text being too close to edges, low resolution issues, etc. If you have questions about a template or file submission please email us at support@notforprofitprinting when placing your order.

You will be notified prior to printing if there are problems with your file.

For additional assistance please email us at:
support@notforprofitprinting.com

GLUE

GLUE AREA - TEXT WILL BE UNDER GLUE PORTION WHEN ENVELOPE IS SEALED

DOTTED LINE REPRESENTS WHERE FLAP WILL FALL - NO TEXT BELOW DOTTED LINE