

## Binder Capacity

Binders are ordered by ring capacity **NOT BY SPINE WIDTH**. To determine ring capacity of the round ring, measure the inside diameter of the ring. For a D-Ring, measure the straight or angle part of the ring.

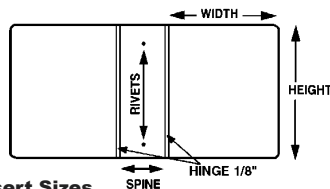


Capacity	Approx. # Sheets	Capacity	Approx. # Sheets
1/2"	100	2"	400
3/4"	150	2-1/2" / 3" D+ (True 2-1/2")	500
1"	200	3" / 4 D+ (True 3")	600
1-1/2"	300	3-1/2" D+ (True 3-1/2")	700
		5" D+ (True 4-1/4")	850

## Artwork Layout

Binder Sizes (Approximate)

Capacity	Height	Width	Spine	Rivet CC	Max. Art Length Spine
<b>11" x 8-1/2"</b>					
1/2" / 3/4"	11-1/2"	9-3/4"	7/8"	9-9/16"	9"
1"	11-9/16"	10"	1-13/32"	9-9/16"	9"
1-1/2"	11-9/16"	10-15/32"	1-13/16"	9-9/16"	9"
2"	11-9/16"	11-1/16"	2-5/8"	9-9/16"	9"
2-1/2" & 3" D+	11-19/32"	11-3/4"	3-1/8"	9-9/16"	9"
3" & 4" D+	11-5/8"	12-1/2"	3-3/4"	9-9/16"	9"
3-1/2" D	11-5/8"	12-1/2"	4-1/4"	9-9/16"	9"
5" D+	11-5/8"	12-1/2"	4-3/4"	9-9/16"	9"
<b>8-1/2" x 5-1/2"</b>					
1/2"	9-1/8"	6-5/8"	15/16"	7-1/16"	6-1/2"
3/4"	9-1/8"	6-7/8"	1-1/8"	7-1/16"	6-1/2"
1"	9-1/8"	7-1/8"	1-3/8"	7-1/16"	6-1/2"
1-1/2"	9-1/8"	7-5/8"	2"	7-1/16"	6-1/2"



## Billboard Binder Insert Sizes

Capacity	Height	Width	Spine Width
1/2" / 3/4"	11-1/8"	9-7/16"	21/32"
1"	11-1/8"	9-3/4"	1-3/16"
1-1/2"	11-1/8"	10-1/8"	1-9/16"
2"	11-1/8"	10-11/16"	2-13/32"
2-1/2" & 3" D+	11-1/8"	11-13/32"	2-29/32"
3" & 4" D+	11-1/8"	12-1/8"	3-1/2"
3-1/2" D+	11-1/8"	12-1/8"	4"
5" D+	11-1/8"	12-1/8"	4-1/2"

**CAUTION:** Grain of sheet should run long on spine insert.

## Entrapment Binder Insert Sizes

Capacity	Front Cover	Spine
1/2" / 3/4"	11-9/32" x 9-11/16"	7/8"
1"	11-5/16" x 9-31/32"	1-3/8"
1-1/2"	11-5/16" x 10-11/32"	1-13/16"
2"	11-5/16" x 10-15/16"	2-5/8"
2-1/2" & 3" D+	11-3/8" x 11-5/8"	3-1/8"
3" & 4" D+	11-5/16" x 12-5/16"	3-5/8"
3-1/2" D+	11-5/16" x 12-5/16"	4-3/32"
5" D+	11-5/16" x 12-5/16"	4-21/32"

Inserts must be trimmed and round cornered (3/8" diameter) to our specifications.

## Ordering Information

### Product Information

**Production:** Normal orders will ship within 15-20 working days after receipt of approved artwork. Allow additional time if proofs are required. **Rush Deliveries are available at an extra cost** - please check with factory.

**Over and Underruns:** Due to variance in manufacturing, we reserve the right to ship over or under as follows: 1,000 or less 10%. 2,500 or more 5%. If exact quantity is required add 10% to the cost of the product.

### Ordering Information

**Purchase Order:** A Purchase Order containing quantity and all necessary information must accompany each order. We cannot be responsible for errors when a written order is not furnished.

**Increase of Order:** Any notification of increase received by factory will be treated as a separate order and billed accordingly.

**Cancellations:** There will be a \$62.50 (G) charge plus any costs incurred up to the time of cancellation.

### Shipping Information

**Shipping:** All pricing is FOB factory. Smaller shipments will be shipped UPS or FedEx Ground. Larger shipments will be shipped prepaid and add by common carrier; a handling charge of 15% will be added. Unless specified, we will select carrier. We cannot be responsible for arrival dates, we can only promise a shipping date.

**Drop or Split Shipment:** We will drop ship directly to your customer. Split Shipment Charge \$15.00 net after first shipment. We will bill order complete at the time of first shipment and will hold merchandise for up to 6 months.

**Freight Claims:** Legal responsibility passes from us to the customer when the merchandise is consigned to a carrier. Damage to merchandise incurred during shipping and / or merchandise lost in transit are the responsibility of the consignee who must file the freight claim. As the shipper, we cannot allow any credit for lost or freight damaged merchandise. We will assist in supplying any information that will be helpful in filing your freight claim.

**Returns:** Return shipments will not be accepted without authorization from the factory. No returns on custom manufactured merchandise. Acceptable stock merchandise returns are subject to a 20% restocking charge, provided merchandise is returned in perfect condition. No returns allowed after 30 days from date of invoice.

**Shortage:** All shortages must be reported in writing within 10 days of receipt of order.

### Miscellaneous Information

**Pricing:** Prices and specifications are subject to change without notification.

**Guarantee:** Merchandise is guaranteed to be free from defective workmanship or material. Defective merchandise should be reported immediately. No claims after 30 days from receipt of merchandise will be honored.

**Terms:** Net 30 days with approved credit. A service charge of 1-1/2% per month (18% per annum) will be added to all balances over 30 days past due.

**Promotion Rights:** We reserve the right to use any products we manufacture in our promotional materials unless specifically denied in writing at the time an order is placed.

Visa / Mastercard Accepted

