

General Information

Packing Information

All products ship FOB Syracuse, NY 13211

Stik-Withit® Pads			
	SHEET COUNT	#/CARTON	CARTON WEIGHT
SW3x3 Notepads 3x3"	25	500	20
	50	250	20
	100	250	29
SW4x3 Notepads 4x3"	25	500	25
	50	250	24
	100	125	24
SW4x4 Notepads 4x4"	25	500	34
	50	250	34
	100	125	34
SW5x3 Notepads 5x3"	25	500	31
	50	250	31
	100	125	31
SW4x6 Notepads 4x6"	25	250	25
	50	125	25
	100	125	36
SW5x8 Notepads 5x8"	25	200	30
	50	100	30
	100	50	30

Scratch Pads			
NS462 Scratch 4x6x25 sheets	25	250	25
NS465 Scratch 4x6x50 sheets	50	125	25
NS572 Scratch 5x7x25 sheets	25	200	29
NS575 Scratch 5x7x50 sheets	50	100	29
NS382 Scratch 3 1/8 x 8 3/8 x 25 sheets	25	250	28
NS385 Scratch 3 1/8 x 8 3/8 x 50 sheets	50	125	28
NS582 Scratch 5 1/2 x 8 3/8 x 25 sheets	25	200	35
NS585 Scratch 5 1/2 x 8 3/8 x 50 sheets	50	100	35

Stik-Withit® Note Cube® notepads				
SW25 / NC25	2 1/2 x 2 1/2 x 2 1/2"	*	20	10
SW275 / NC275	2 3/4 x 2 3/4 x 2 3/4"	*	20	13
SW2752 / NC2752	2 3/4 x 2 3/4 x 1 3/8"	*	40	13
SW338 / NC338	3 3/8 x 3 3/8 x 3 3/8"	*	20	22
SW3382 / NC3382	3 3/8 x 3 3/8 x 1 3/4"	*	40	22
SW4 / NC4	3 7/8 x 3 7/8 x 3 7/8"	*	20	33
SW42 / NC42	3 7/8 x 3 7/8 x 2"	*	40	34
SW41 / NC41	3 7/8 x 3 7/8 x 1"	*	80	35
SW22	1 7/8 x 1 7/8 x 1 7/8"	*	150	31

Proofs

On catalog quantities or exact reprints we do not require a proof to proceed with production if we have a hard copy image (pdf or jpg) of your art. At your request we will supply one PDF proof by e-mail at no charge. Pre-production proofs on Stik-Withit® notepads printing in digital 4-color process one side are \$100.00 (X).

Pre-production press proofs for Note Cube® notepads:

- Up to 3-color proof cubes are \$50.00 (X) plus \$35.00 (X) for each additional design/color.
- Full-color proof cubes are \$250.00 (X). All proof cubes are printed on the sides only. We will provide a PDF or color laser proof for the flat-sheet imprint if applicable. For quantities of 2000 and above, one proof cube is provided at no charge at our discretion. Additional proofs and revisions are billable and will be quoted for approval before work begins. Examine all parts of your proofs carefully; we will not be responsible for errors after proof approval.

Paper Choices

Stik-Withit® Adhesive notepads are available in 12 standard colors: Ultra-White™, gray, blue, yellow, ivory, green, bright orange, bright green, bright pink, bright yellow, and 100% Recycled white. The colors shown are approximate and may vary from the actual product. Because our inks are translucent, they may change slightly in appearance when printed on our standard color paper stock. Note Cube® notepads are printed on 60# White Offset Paper. Sheet count is approximately 200 sheets per inch. Special colors and other requests are available; call us for a quote.

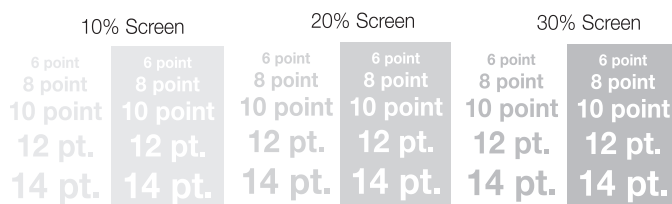
Ink Colors

We do not charge extra for regular PMS (uncoated) ink matches for edge printing. On all Stik-Withit® pads and scratch pads PMS match, fluorescent and flood coating are available. Please call us for a quote.

Foil Colors

Over 50 foil colors are available. Please call customer service for details.

Screening or Ghosting of Artwork



Helpful Hints: If you want an image to appear on the writing surface of your notepad, we recommend you use no less than a 10% screen. We recommend using larger images, such as logos, but avoid text and phone numbers.

Overruns and Underruns

We custom manufacture and the exact number of notepads shipped may vary by up to 5%, over or under, on catalog quantity orders. We will always bill you for the exact amount shipped. We can fill your order to an exact amount for an additional charge. Call us for a quote.

Shipping Information

We usually ship orders via UPS Ground or truck, depending on the size and destination

of the shipment. If you prefer a different carrier, please indicate your preference at the time of your order. We are not responsible for delays or missed deliveries due to errors on the part of freight carriers. Shipping charges are prepaid and added to your invoice, unless you specify otherwise on your purchase order.

Inside Delivery and Special Requirements are available. Please note instructions clearly on your purchase order. The carrier will charge you extra for these services.

Multiple-Drop Shipments: If you want your order shipped to multiple locations, please call us for instructions before providing addresses. Drop ship fee is 6.00 (G) per location. Actual street addresses are required; we cannot ship to P.O. boxes.

Freight Claims: The freight carrier is responsible for loss or damage. You must file a claim with the carrier within 7 days, so please inspect materials immediately upon delivery. We will supply you with all the shipping information and necessary documents, costs, etc., to facilitate your claim.

Artwork Specifications

E-mail purchase order and artwork to orders@notesincusa.com

Compress with Stuff It or Zip to protect your file and save space. Please include complete contact name, company name, purchase order information, e-mail, phone and fax. In addition, we MUST have a hard copy of your artwork to process your order. Please indicate on your purchase order if your art was sent via e-mail and the date it was sent.

Program Formats: We can read Adobe Illustrator, Adobe InDesign, and Adobe Photoshop files. Be certain to include all imported or embedded images (EPS, TIF files, etc.) and all screen and printer fonts used in your layout, or have all fonts converted to curves/outlines. Whenever possible, provide us with vector art. This provides the sharpest, cleanest images on press. Save your vector art as an EPS or PDF file. If you need us to manipulate your art, we can do so for \$75.00 (G) per hour, one hour minimum. We will set up to four lines of type at no charge.

Scanned Art: Any scanned or bitmapped art can be saved as a TIF, EPS or Photoshop file. We prefer TIF. A layered Photoshop file is recommended when type or graphics are on top of, or superimposed over, a photo. Scanned type is not recommended. Please do not send us RGB files. Submit art files in CMYK for full color process printing. Recommended resolution for scanned art is 300 dpi for a photograph and 600 to 1200 dpi for line art. 1200 dpi is recommended for any line art that includes text.

Margin Requirements

For all adhesive and non adhesive products, leave 3/16" open margin on all four sides. We recommend against heavy ink coverage on the adhesive edge of the sheet (about 3/4"). The first dimension listed for each notepad is the adhesive edge. For full bleed, extend art 1/8".

The printed flat sheets on all Note Cube® edge notepads cannot bleed.

Copyrights
We'll print your job according to your specifications; therefore, you agree to assume all liability from any copyright infringements that might result. We've included artwork, designs and trademarks of other companies in this catalog only as examples of our work, not as endorsements of or by those companies. The following are registered trademarks of Notes, Inc.: Metal Notes®, Mouse Notes™, Note Cube®, Pocket Pads®, Shape-Ups™, Stikn Click®, Stik-Withit®, Thins®.

Split-Copy Orders

We can "split" your Stik-Withit® notepad order into versions with different copy, but all versions must have the same ink color(s), paper color, notepad size and sheet count. The recommended number of note pads per copy change is 50 and the cost per copy change is \$31.25 (G). We can also accommodate special requests for copy changes with our digital technology. If your request is different than the recommended 50 note pads, please call customer service for a custom quote.

Avoid Production Problems

- Provide a hard copy (pdf or jpg) of your art
- Avoid low-resolution files; see scanned art recommendations.
- Be certain your purchase orders are complete and include all necessary production, shipping and pricing information. We cannot produce your order without complete, accurate information. Your production time begins when we have all order and credit information and acceptable artwork in hand.

More Fine Print

As a courtesy we currently store digital art files for 18 months before they are permanently discarded. To be certain your files are available for future use, we recommend you retain your own art file archives. PMS colors and screen densities on repeat orders will not match the previous order unless you include a sample from the previous printing with your repeat purchase order. Halftones and black and white photos may be priced as full color.

Large Quantities

We easily accommodate orders larger than the maximum quantity listed in this catalog. Please contact us for details and pricing.

Rush Service

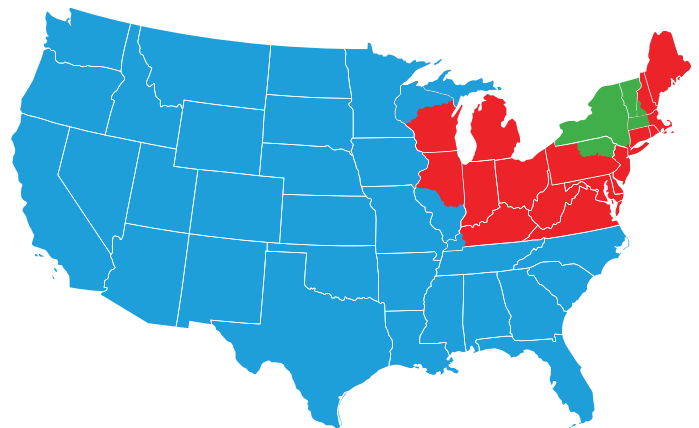
Rush service is available. Call us for details and pricing.

Cancellation Policy

All orders are considered firm, so if you need to cancel you must contact us and receive written confirmation. There is a cancellation fee of \$50 (X) as well as any accrued charges (for materials, artwork, proofs, etc).

SHIPPING

3 DAY SHIPPING ANYWHERE IN THE COUNTRY FOR ANYTHING IN THE CATALOG



1 DAY SHIPPING
2 DAY SHIPPING
3 DAY SHIPPING

AT STANDARD GROUND RATES

Catalog Products & Quantities