

CUSTOM IMPRINTING FORM FOR RINGBINDERS

How To Customize Carstens Side- and Top-Opening Ringbinders

Step 1. Refer to ringbinder imprinting area guide (pages 2 and 3) and indicate exactly where you would like your logo positioned and printed on your finished side- or top-opening ringbinders. The size of your logo may not exceed the size of the printing areas shown. *Printing areas shown are 85% of actual size.*

Carstens defines camera-ready art as a crisp, clean, black and white image of your facility's logo. We cannot accept colored logos, stationery, photocopies or literature in place of camera-ready art of your logo.

This is camera-ready art

This is not camera-ready art

Step 2. Choose from our list of stock titles or write your own custom title on the order form below. Indicate where you would like the title to appear in areas A-H. Check the dimensions of any title you select. Make sure it will fit in the desired printing area.

Step 3. Refer to Carstens catalog or visit www.carstens.com to choose your ringbinder color and one imprint color (black, gold, silver or white).

Step 4. Mail or e-mail your logo to Carstens in the exact size you wish your logo to appear on your finished imprinted binder.

If sending your logo electronically, send it as a black and white file, actual size, 300 dpi, in either a tiff, eps or pdf format to carstens@carstens.com. **Do not fax artwork. There is a 3-5 working day waiting period for artwork produced or reproduced by Carstens.**

Step 5. Complete the order information section and mail or fax it to:

Carstens Customer Service Department
7310 West Wilson Avenue
Chicago, IL 60706
Fax: 1-800-669-1559

All submissions are subject to review and return to ensure proper imprinting. Custom imprinting requires a minimum order of 25 ringbinders. Imprinting is available in one color per binder. Carstens ringbinder covers are guaranteed for four years. Our custom imprinting may wear with ordinary use and is not subject to the same guarantee. Final positioning of your logo imprint may vary by as much as 1/16" in any direction due to manufacturing tolerances.

Order/Quote Information

Please check one:

Quote only Order

P.O. Number _____

Imprint Color Black Gold Silver White

Quantity of **Side-Opening** Binders (Min. order of 25) _____

Facility Name _____

Catalog # _____ Binder Color _____

Address _____

Rings _____ Binder Size _____

City/State/Zip _____

Quantity of **Top-Opening** Binders (Min. order of 25) _____

Telephone () _____

Catalog # _____ Binder Color _____

Fax () _____

Rings _____ Binder Size _____

E-mail _____

Ringbinder Title _____

Authorized Signature _____

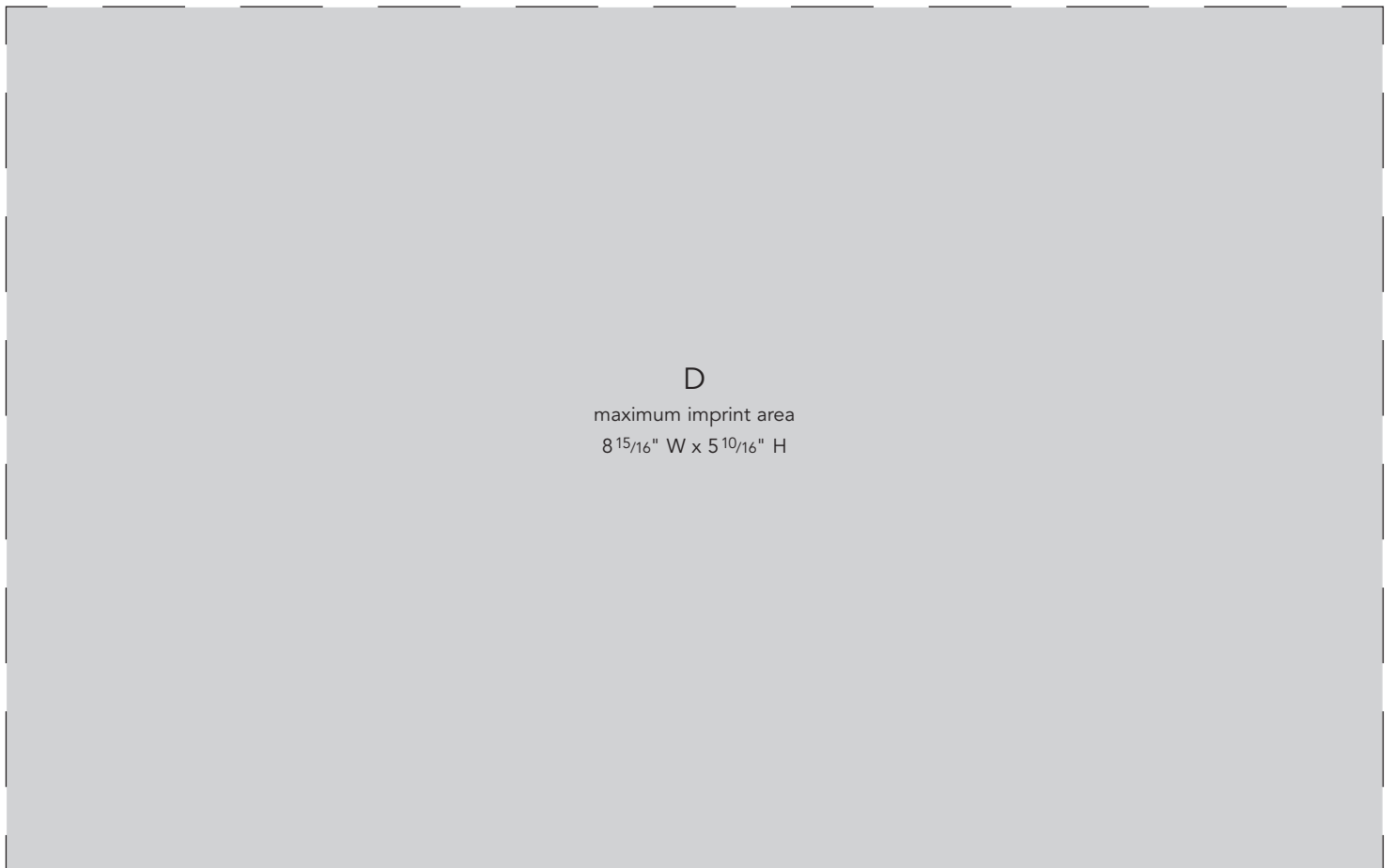
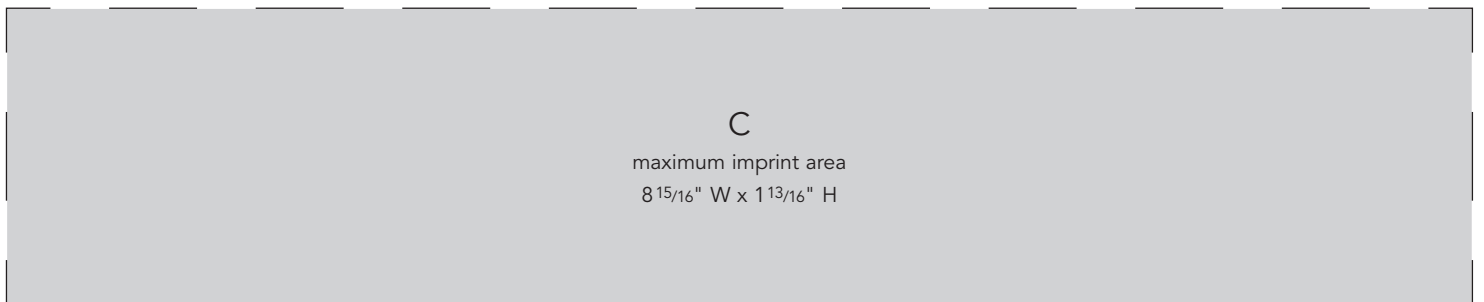
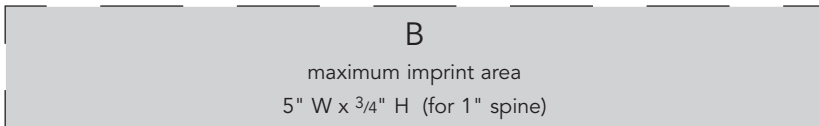
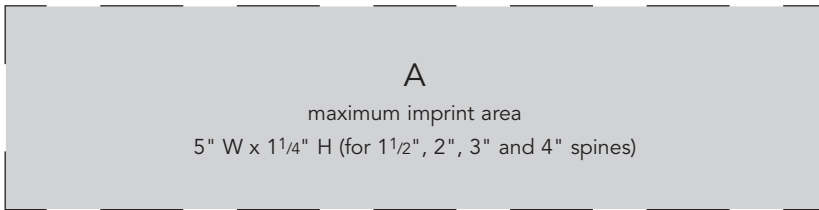
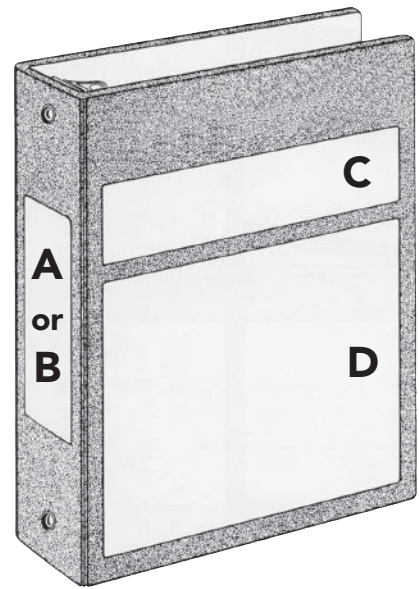
Standard (see list on pages 4 and 5) _____

View our catalog or visit www.carstens.com for your desired binder color, number of rings, size and style (side-opening).

Custom _____

Side-Opening Ringbinder Imprint Areas

Imprint areas are 85% of original size. See measurements for accurate imprint boundaries.



Top-Opening Ringbinder Imprint Areas

Imprint areas are 85% of original size. See measurements for accurate imprint boundaries.

