



# Progress Publications®

School Products 2022





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## Folders

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### Quality Statement

We strongly believe in the quality of our service, from the moment we receive your order until it is shipped from our plant. Progress Publications® strives to manufacture the best products at competitive prices. We feel that our products will give students, teachers, and parents the best possible tools to aid in organization and communication.

Thank you for giving us the opportunity to bring you the best products, best service, and best prices. We look forward to doing business with you.

**The Entire Staff, Progress Publications®**

## Suggested Fonts

Choose the font to personalize the cover of your planner or folder.

- Adlib**
- American Typewriter
- Apple Chancery*
- Barmeno
- Bernard**
- BREMEN**
- Charcoal**
- Caslon
- Paisley*
- FAJITA**
- Formata
- Furistuff*
- Geometric**
- Helvetica
- Impact**
- Impress
- Kaufmann*
- Kids
- Geo Slabserif**
- Marker Felt
- New Century
- Schoolbook
- Script*
- VAG Rounded**
- Vineta**

## Standard Ink Colors

Ink swatches may not be true to exact colors.

- Antique Gold Not Shown
- Yellow Gold
- Orange
- Medium Red
- Dark Red
- Maroon
- Light Brown
- Medium Purple
- Dark Purple
- Medium Blue
- Dark Blue
- Teal
- Medium Green
- Dark Green
- Silver
- Grey
- Black

## Foil Colors

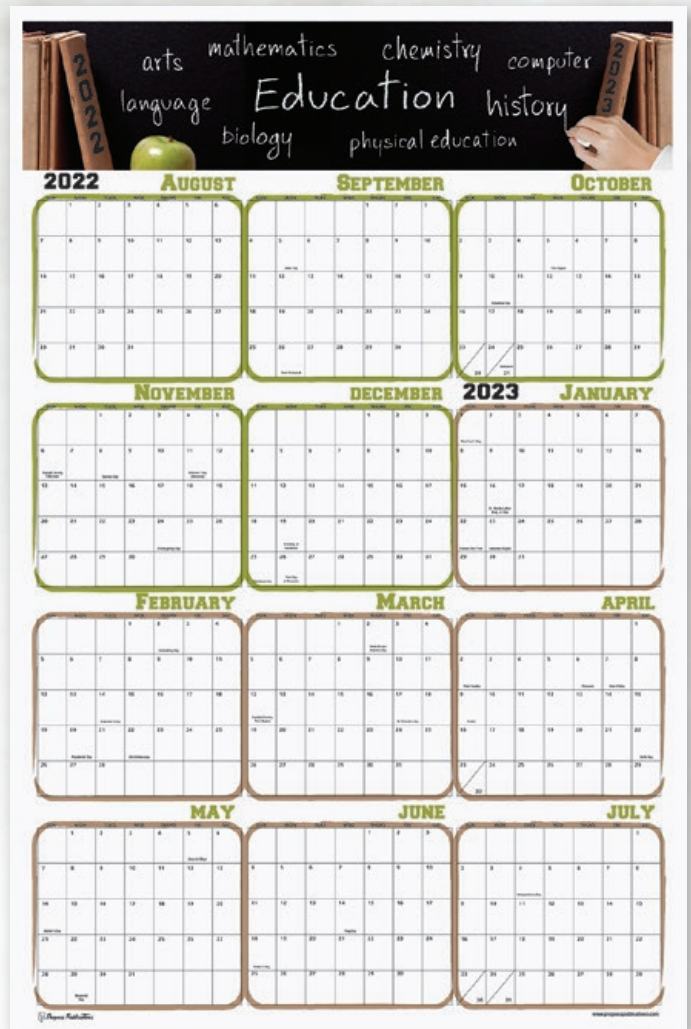
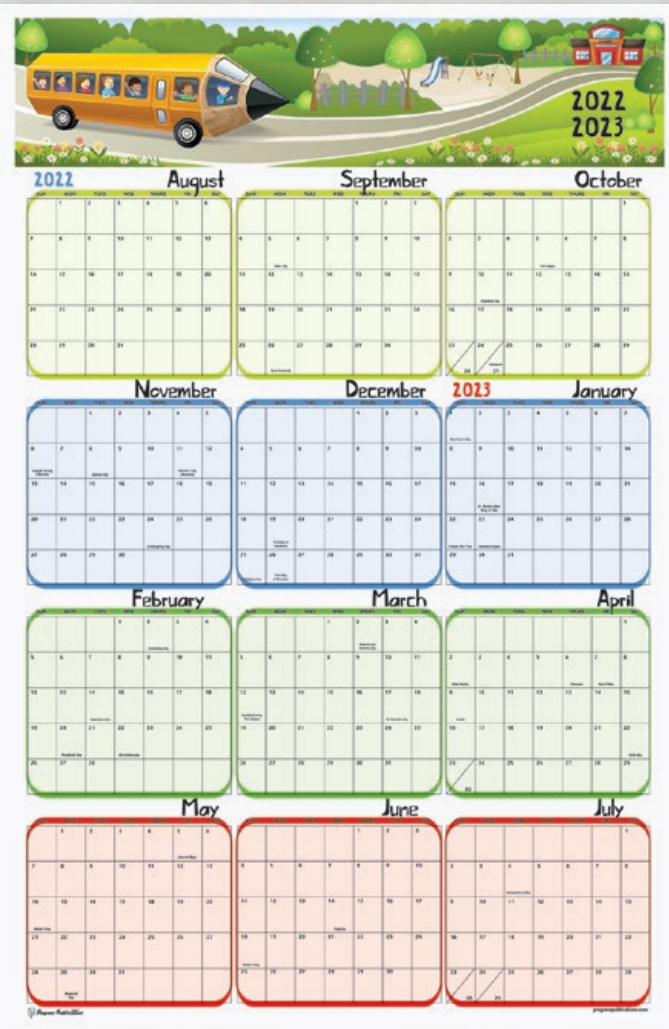
Shiny or Holographic

- Gold
- Blue
- Silver
- Red
- Stars

Progress Publications® recommends that artwork and text be submitted at [progresspublications.com/artwork](http://progresspublications.com/artwork). Electronic submission will ensure high quality. Please see page 23 for more information.

The prices and delivery schedule in this catalog are applicable to the contiguous U.S. only. Please call our office 800.365.3377 for assistance outside of the 48 contiguous states.

# Wall Calendars



## Elementary Calendar

Item# WCAL-School1

Qty	Each
5	\$2.86
10	\$1.89
15	\$1.58
20	\$1.41
25	\$1.29
50	\$1.10
75	\$1.03
100	\$1.01
200	\$1.00
300	\$0.99
500	\$0.97

- Calendars are a big 25" x 38" and printed on 80 lb. smooth offset, in full color for high visibility.

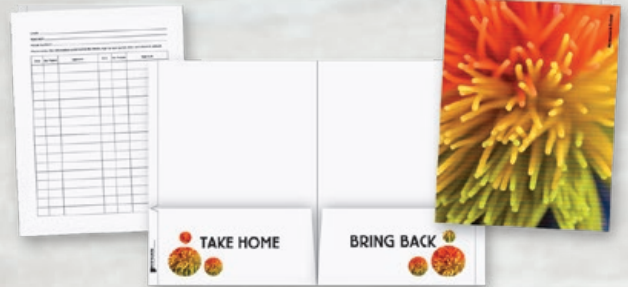
## Secondary Calendar

Item# WCAL-School2

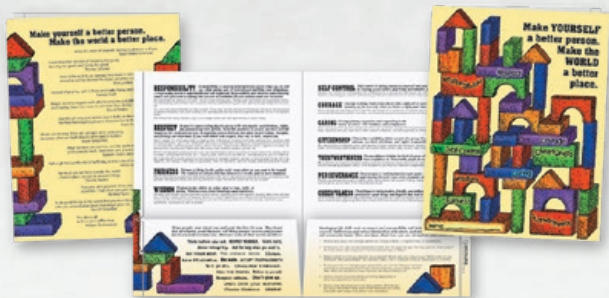
# Stock Unimprinted Folders



Homework Item# SU-1



Homework Item# SU-2



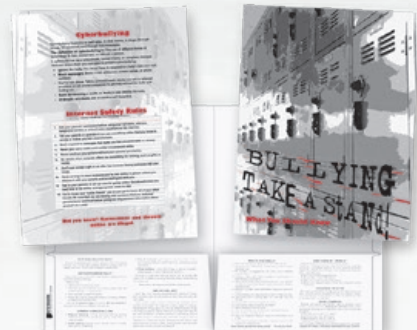
Character Education Item# SU-3



Guest Teacher Item# SU-4



Substitute Teacher Item# SU-5



Bully Education Item# SU-7

**Mix Stock Unimprinted Folders in multiples of 50 for quantity discount.**



Teacher Safety Plan Item# SU-8

This area is kept blank, making it available for your use. Attach a copy of floor plans, maps, or any other special safety information to this stock unimprinted folder.

Qty	Each
5	\$4.82
10	\$2.80
15	\$2.13
20	\$1.77
25	\$1.56
50	\$1.10
75	\$0.93
100	\$0.86
150	\$0.81
200	\$0.77
250	\$0.76
300	\$0.75
350	\$0.74
500	\$0.73
600	\$0.72
900	\$0.68

# Miscellaneous Products Order Authorization Form\*

For ordering assistance, call 800.365.3377. All orders MUST be in writing.

*THIS ORDER INFORMATION PAGE HAS AN UPDATED FORMAT. PLEASE READ CAREFULLY AND FILL OUT COMPLETELY.*

**NOTE:** If you are TAX EXEMPT, you must complete and sign our supplied exemption certificate. The following states require you to use the exemption certificate provided by them: CA, HI, IL, MA, MD, NY, TX, WA. A copy of your state tax exempt form does not qualify. You can request one by email or download it from our website. If the completed exemption certificate is not received, we are required by law to charge sales tax.

School Name \_\_\_\_\_ District Name \_\_\_\_\_

## Stock Unimprinted Folders (p.4) & Wall Calendars (p.3)

- |  |  |
|--|--|
| (1) <b>Homework Folders</b><br><input type="checkbox"/> SU-1 <input type="checkbox"/> SU-2<br>Qty. _____   | (4) <b>Elementary Wall Calendar (min. 5)</b><br><input type="checkbox"/> Laminated<br>Qty. _____ |
| (2) <b>Character/Bully Education Folders</b><br><input type="checkbox"/> SU-3 <input type="checkbox"/> SU-7<br>Qty. _____  | (5) <b>Secondary Wall Calendar (min. 5)</b><br><input type="checkbox"/> Laminated<br>Qty. _____  |
| (3) <b>Guest/Substitute/Safety Plan Teacher Folders</b><br><input type="checkbox"/> SU-4 <input type="checkbox"/> SU-5 <input type="checkbox"/> SU-8<br>Qty. _____ |  |

**MAIL TO:** Progress Publications®, PO Box 191, Columbus, KS 66725-0191 or Fax to 800.572.5163

Hold Product Until: \_\_\_\_\_

### SCHOOL DISTRICT CONTACT INFORMATION

Bill to     Ship to

District \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Accounts Payable Contact \_\_\_\_\_

AP Phone (\_\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_

AP Fax (\_\_\_\_\_) \_\_\_\_\_

AP Email \_\_\_\_\_

### SCHOOL CONTACT INFORMATION

Bill to     Ship to

Name \_\_\_\_\_

Principal \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_

Order Contact \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_

Email \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_

**I have read and agree to the **TERMS AND CONDITIONS** on this form and page 23 of the Progress Publications® catalog.**

**\*\*Order will not be processed without a signature.**

Print Name – Principal, Superintendent, or Purchasing Official

Title

Signature – Principal, Superintendent, or Purchasing Official

Date

### \*\*PAYMENT INFORMATION (check only one)

**Check Enclosed**

**Credit Card**

**Send Invoice** (check only one)

Purchase Order Enclosed

My signature above is authorization for invoicing

**PROOF INFORMATION:** Proofs are not available on exact repeats or print-ready copy. Please ensure that someone is readily available at any time of year to receive and respond to your proof. Immediate response is requested on all proofs. If a proof is requested, your order will not be printed until you have responded with approval or changes. Please watch for an email from Progress Publications®.

Do not send a proof. I will accept responsibility for any errors.     Please email me a proof of my front cover imprint only.

Name \_\_\_\_\_ Summer Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

\*\*Email \_\_\_\_\_ \*\*Alternate Email \_\_\_\_\_

Alternate email must be a non-school address. This information will not be shared.

\*Order form for 48 contiguous states.

\*\*Required.

# Custom Full-Color Ritefolders® & Handlers



## Guidelines for Sending Your Artwork

Acceptable full-color artwork includes student drawings/paintings, original photographs, and other artwork that has been printed in full color. Please send original copies when possible, but do not send artwork on clothing or black and white artwork. Artwork should be of high quality since it will be treated as print-ready.

If you choose to send your artwork, include all files (original picture files, .eps or .tiff files, etc.) and all of your fonts. If we have any problems with your disk or artwork, we will contact you. In order to ensure quality, your files must be at least 300 dpi. In order to keep production on schedule, please provide us with a number where you can be easily reached.

**Note:** We don't recommend sending images downloaded from the Internet. These images tend to be of low resolution and may not reproduce well on the printed product. Furthermore, there could be issues with copyright restrictions.

**Note:** Signed artwork cannot be duplicated without permission of the artist. Please send permission with the order to avoid any delays.

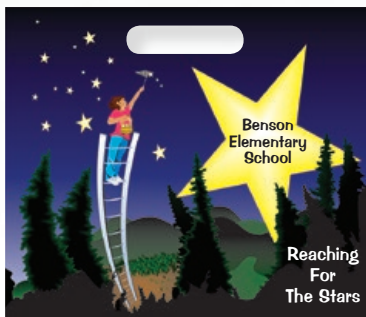
Finished Size: 9<sup>5</sup>/<sub>8</sub>" x 11<sup>3</sup>/<sub>4</sub>"

Pockets: 4<sup>1</sup>/<sub>2</sub>" in height

Prices include **EVERYTHING** listed below.

- Up to one hour of copy preparation
- Two-pocket reinforced folder
- Heavy 16 pt. stock for maximum durability
- Stock pockets and backs on pages 17-18
- Available laminated, acrylic coated, or uncoated\*
- Large foil area see page 20
- Standard foil colors see page 2

\*Your folders will be acrylic coated unless you specify otherwise.



Finished Size: 11" x 12<sup>1</sup>/<sub>2</sub>"

Pockets: 4<sup>1</sup>/<sub>4</sub>" in height

**For Custom Full-Color Handlers add \$100 to Ritefolder™ pricing.**



**Thorton Middle School**

## A Mascot Print 1 Side

Printing on front cover, back cover, and pockets only

### Uncoated/Coated\*

Qty	Each
100	\$7.08
200	\$3.83
300	\$2.73
400	\$2.19
500	\$1.86
750	\$1.46
1000	\$1.17
1250	\$1.09
1500	\$0.94
2000	\$0.84
2500	\$0.79
3000	\$0.76
4000	\$0.69
5000	\$0.66

### Laminated

Qty	Each
100	\$7.72
200	\$4.17
300	\$2.98
400	\$2.39
500	\$2.03
750	\$1.59
1000	\$1.28
1250	\$1.19
1500	\$1.03
2000	\$0.92
2500	\$0.86
3000	\$0.83
4000	\$0.75
5000	\$0.71

### Laminated with foil

Qty	Each
100	\$10.03
200	\$5.43
300	\$3.87
400	\$3.10
500	\$2.64
750	\$2.07
1000	\$1.66
1250	\$1.55
1500	\$1.34
2000	\$1.19
2500	\$1.12
3000	\$1.08
4000	\$0.98
5000	\$0.93

## B Handbook Print 2 Sides

Printing on entire folder (front/back cover, above and on pockets)

### Uncoated/Coated\*

Qty	Each
100	\$9.26
200	\$4.95
300	\$3.51
400	\$2.79
500	\$2.36
750	\$1.94
1000	\$1.54
1250	\$1.39
1500	\$1.21
2000	\$1.07
2500	\$0.97
3000	\$0.91
4000	\$0.81
5000	\$0.77

### Laminated

Qty	Each
100	\$10.09
200	\$5.40
300	\$3.83
400	\$3.04
500	\$2.57
750	\$2.12
1000	\$1.68
1250	\$1.52
1500	\$1.32
2000	\$1.17
2500	\$1.05
3000	\$0.99
4000	\$0.88
5000	\$0.84

### Laminated with foil

Qty	Each
100	\$13.02
200	\$6.96
300	\$4.94
400	\$3.92
500	\$3.32
750	\$2.73
1000	\$2.17
1250	\$1.96
1500	\$1.70
2000	\$1.50
2500	\$1.36
3000	\$1.28
4000	\$1.13
5000	\$1.08

# Stock Full - Color RiteShape™ Folders



Prices for all **RITEShape™** folders include **EVERYTHING** listed below.

Stock full-color mascot or handbook folder including a *Shaped* mascot on the right pocket. Twelve shaped designs to choose from!

See all of our designs online at [progresspublications.com](http://progresspublications.com)

Finished Size: 9<sup>5</sup>/<sub>8</sub>" x 11<sup>3</sup>/<sub>4</sub>"

Pockets: 4<sup>1</sup>/<sub>2</sub>" to 9" sizes vary by style

- Up to one hour of copy preparation
- Two-pocket reinforced folder
- Imprint in black ink **only**
- Heavy 18 pt. stock for maximum durability
- Imprint area on front cover, back cover, inside, and left pocket (no imprint on right pocket)
- Font options available on inside of front cover
- Stock pockets and backs on pages 17-18
- Available acrylic coated or uncoated\*

\*Your folders will be acrylic coated unless you specify otherwise.



## A Mascot Print 1 Side

Printing on front cover, back cover, and pockets only

## B Handbook Print 2 Sides

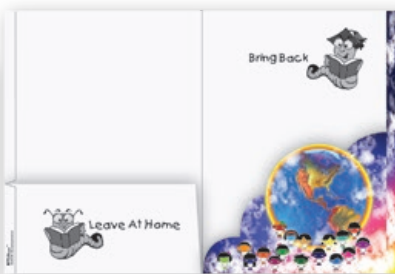
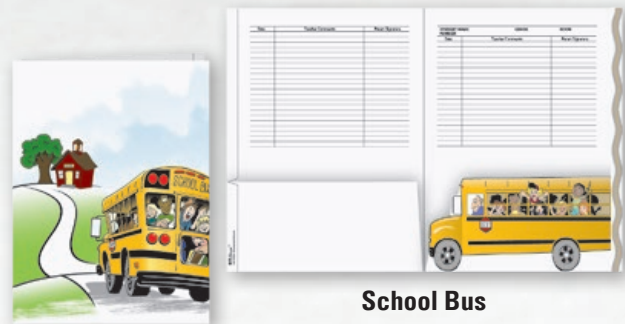
Printing on entire folder (front/back cover, above and on pockets)

### Uncoated/Coated\*

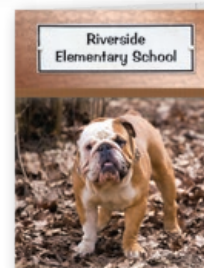
Qty	Each
100	\$2.93
200	\$1.92
300	\$1.46
400	\$1.21
500	\$1.04
750	\$0.94
1000	\$0.85
1250	\$0.82
1500	\$0.80
2000	\$0.78
2500	\$0.77
3000	\$0.77
4000	\$0.77
5000	\$0.77

### Uncoated/Coated\*

Qty	Each
100	\$4.86
200	\$2.92
300	\$2.43
400	\$1.98
500	\$1.71
750	\$1.54
1000	\$1.40
1250	\$1.35
1500	\$1.32
2000	\$1.29
2500	\$1.26
3000	\$1.26
4000	\$1.26
5000	\$1.26



Kids



Bulldog

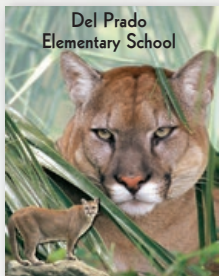
# Stock Ritefolders®



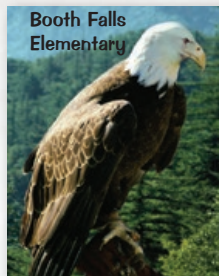
Stock Front Cover and Imprint



## Take A Stand



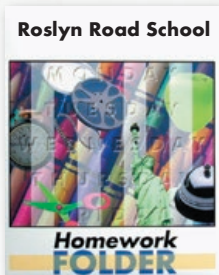
Cougars



Eagles



Hawks/Falcon



Homework



Kids



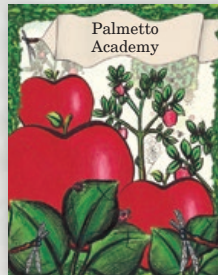
Mustangs



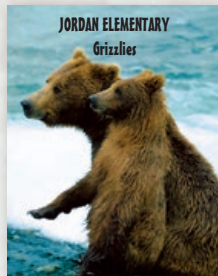
Patriotic



School Bus



Apples



Bears

Stock Ritefolders® feature a preprinted cover with an area for your school imprint (black ink only). Back cover, inside above, and both pockets are blank. The school information of your choice can be imprinted in any of the blank areas.

Finished Size: 9<sup>5</sup>/<sub>8</sub>" x 11<sup>3</sup>/<sub>4</sub>"

Pockets: 4<sup>1</sup>/<sub>2</sub>" in height

Prices include **EVERYTHING** listed below.

- Up to one hour of copy preparation
- Two-pocket reinforced folder
- Imprint in black ink **only**
- Heavy 16 pt. stock for maximum durability
- Font options available on inside of front cover
- Stock pockets and backs on pages 17-18
- Available laminated, acrylic coated, or uncoated\*

\*Your folders will be acrylic coated unless you specify otherwise.

## A Mascot Print 1 Side

Printing on front cover, back cover, and pockets only

## B Handbook Print 2 Sides

Printing on entire folder (front/back cover, above and on pockets)

### Uncoated/Coated\*

Qty	Each
100	\$2.71
200	\$1.78
300	\$1.35
400	\$1.12
500	\$0.96
750	\$0.87
1000	\$0.79
1250	\$0.76
1500	\$0.74
2000	\$0.72
2500	\$0.71
3000	\$0.71
4000	\$0.71
5000	\$0.71

### Uncoated/Coated\*

Qty	Each
100	\$4.50
200	\$2.70
300	\$2.25
400	\$1.83
500	\$1.58
750	\$1.43
1000	\$1.30
1250	\$1.25
1500	\$1.22
2000	\$1.19
2500	\$1.17
3000	\$1.17
4000	\$1.17
5000	\$1.17

### Laminated

Qty	Each
100	\$3.04
200	\$1.99
300	\$1.51
400	\$1.25
500	\$1.08
750	\$0.97
1000	\$0.88
1250	\$0.85
1500	\$0.83
2000	\$0.81
2500	\$0.80
3000	\$0.80
4000	\$0.80
5000	\$0.80

### Laminated

Qty	Each
100	\$5.04
200	\$3.02
300	\$2.52
400	\$2.05
500	\$1.77
750	\$1.60
1000	\$1.46
1250	\$1.40
1500	\$1.37
2000	\$1.33
2500	\$1.31
3000	\$1.31
4000	\$1.31
5000	\$1.31



# Custom One - Color Ritefolders® & Tabfolders



## A Mascot Print 1 Side

Printing on front cover, back cover, and pockets only

### Uncoated/Coated\*

Qty	Each
100	\$2.93
200	\$1.92
300	\$1.46
400	\$1.21
500	\$1.04
750	\$0.95
1000	\$0.88
1250	\$0.81
1500	\$0.74
2000	\$0.68
2500	\$0.63
3000	\$0.58
4000	\$0.53
5000	\$0.49

### Laminated

Qty	Each
100	\$3.10
200	\$2.04
300	\$1.55
400	\$1.28
500	\$1.10
750	\$1.01
1000	\$0.93
1250	\$0.86
1500	\$0.79
2000	\$0.72
2500	\$0.67
3000	\$0.61
4000	\$0.61
5000	\$0.61

### Laminated with foil

Qty	Each
100	\$4.03
200	\$2.65
300	\$2.01
400	\$1.67
500	\$1.43
750	\$1.31
1000	\$1.21
1250	\$1.11
1500	\$1.02
2000	\$0.94
2500	\$0.87
3000	\$0.80
4000	\$0.79
5000	\$0.79

## B Handbook Print 2 Sides

Printing on entire folder (front/back cover, above and on pockets)

### Uncoated/Coated\*

Qty	Each
100	\$4.86
200	\$2.92
300	\$2.43
400	\$1.98
500	\$1.71
750	\$1.57
1000	\$1.44
1250	\$1.33
1500	\$1.22
2000	\$1.12
2500	\$1.03
3000	\$0.95
4000	\$0.88
5000	\$0.81

### Laminated

Qty	Each
100	\$5.15
200	\$3.09
300	\$2.58
400	\$2.09
500	\$1.81
750	\$1.66
1000	\$1.53
1250	\$1.41
1500	\$1.30
2000	\$1.19
2500	\$1.10
3000	\$1.01
4000	\$0.93
5000	\$0.85

### Laminated with foil

Qty	Each
100	\$6.70
200	\$4.02
300	\$3.35
400	\$2.72
500	\$2.35
750	\$2.16
1000	\$1.99
1250	\$1.83
1500	\$1.68
2000	\$1.55
2500	\$1.43
3000	\$1.31
4000	\$1.21
5000	\$1.11

Finished Size: 9 $\frac{5}{8}$ " x 11 $\frac{3}{4}$ "

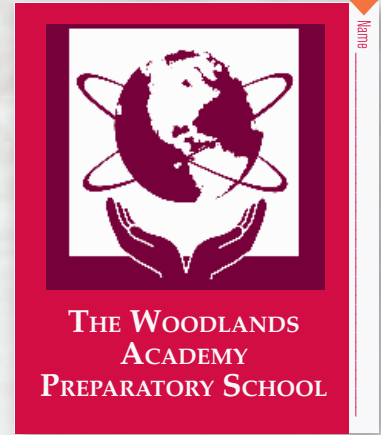
Pockets: 4 $\frac{1}{2}$ " in height

Prices include **EVERYTHING** listed below.

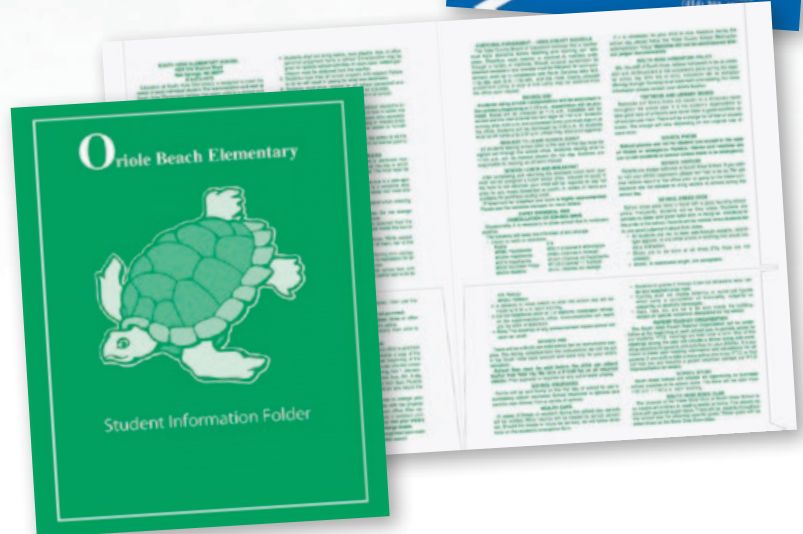
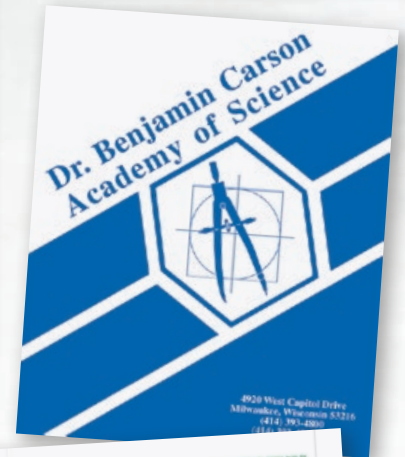
- Up to one hour of copy preparation
- Two-pocket reinforced folder
- Heavy 16 pt. stock for maximum durability
- Stock pockets and backs on pages 17-18
- Available colors listed on inside cover
- Available laminated, acrylic coated, or uncoated\*
- Large foil area see page 20
- Standard foil colors see page 2

\*Your folders will be acrylic coated unless you specify otherwise.

Tabfolders fit any standard file cabinet and are ideal for teachers who want to send assignments home for parent signature or to store student files.



Holographic Red Foil



# Custom Two-Color Ritefolders® & Tabfolders



Finished Size: 9<sup>5</sup>/<sub>8</sub>" x 11<sup>3</sup>/<sub>4</sub>"

Pockets: 4<sup>1</sup>/<sub>2</sub>" in height

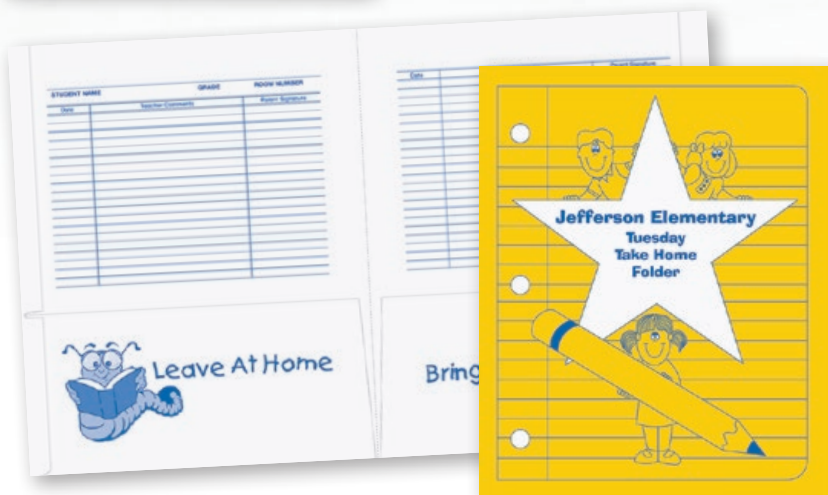
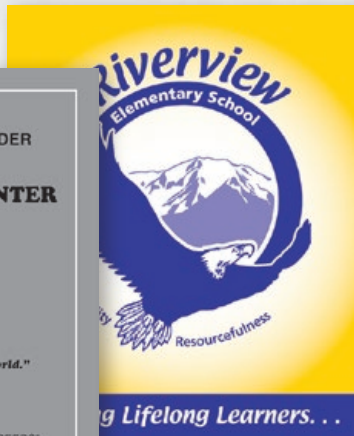
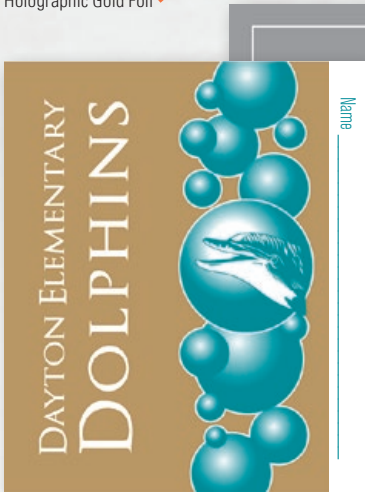
Prices include **EVERYTHING** listed below.

- Up to one hour of copy preparation
- Two-pocket reinforced folder
- Heavy 16 pt. stock for maximum durability
- Stock pockets and backs on pages 17-18
- Available colors listed on inside cover
- Available laminated, acrylic coated, or uncoated\*
- Large foil area see page 20
- Standard foil colors see page 2

\*Your folders will be acrylic coated unless you specify otherwise.



Holographic Gold Foil



## A Mascot Print 1 Side

Printing on front cover, back cover, and pockets only

### Uncoated/Coated\*

Qty	Each
100	\$4.27
200	\$2.65
300	\$1.95
400	\$1.58
500	\$1.26
750	\$1.14
1000	\$1.04
1250	\$0.92
1500	\$0.83
2000	\$0.77
2500	\$0.70
3000	\$0.64
4000	\$0.59
5000	\$0.54

### Laminated

Qty	Each
100	\$4.87
200	\$3.02
300	\$2.23
400	\$1.81
500	\$1.44
750	\$1.30
1000	\$1.18
1250	\$1.05
1500	\$0.95
2000	\$0.87
2500	\$0.80
3000	\$0.73
4000	\$0.67
5000	\$0.62

### Laminated with foil

Qty	Each
100	\$6.43
200	\$3.99
300	\$2.94
400	\$2.38
500	\$1.90
750	\$1.72
1000	\$1.56
1250	\$1.38
1500	\$1.25
2000	\$1.15
2500	\$1.05
3000	\$0.97
4000	\$0.89
5000	\$0.82

## B Handbook Print 2 Sides

Printing on entire folder (front/back cover, above and on pockets)

### Uncoated/Coated\*

Qty	Each
100	\$7.10
200	\$4.02
300	\$3.26
400	\$2.59
500	\$2.08
750	\$1.88
1000	\$1.70
1250	\$1.51
1500	\$1.37
2000	\$1.26
2500	\$1.15
3000	\$1.06
4000	\$0.97
5000	\$0.89

### Laminated

Qty	Each
100	\$8.09
200	\$4.59
300	\$3.71
400	\$2.95
500	\$2.37
750	\$2.15
1000	\$1.94
1250	\$1.73
1500	\$1.56
2000	\$1.44
2500	\$1.31
3000	\$1.20
4000	\$1.11
5000	\$1.02

### Laminated with foil

Qty	Each
100	\$10.68
200	\$6.06
300	\$4.90
400	\$3.90
500	\$3.13
750	\$2.83
1000	\$2.56
1250	\$2.28
1500	\$2.06
2000	\$1.90
2500	\$1.73
3000	\$1.59
4000	\$1.46
5000	\$1.35

# Stock Full - Color Rules & Folders



Finished Size: 11" x 12½"

Pockets: 4¼" in height

Prices include **EVERYTHING** listed below.

- Up to one hour of copy preparation
- Two-pocket reinforced folder
- Imprint in black ink **only**
- Heavy 16 pt. stock for maximum durability
- Font options available on inside front cover
- Stock pockets and backs on pages 17-18
- Available laminated, acrylic coated, or uncoated\*
- Large foil area see page 20
- Standard foil colors see page 2

\*Your folders will be acrylic coated unless you specify otherwise.



HD-3



HD-4



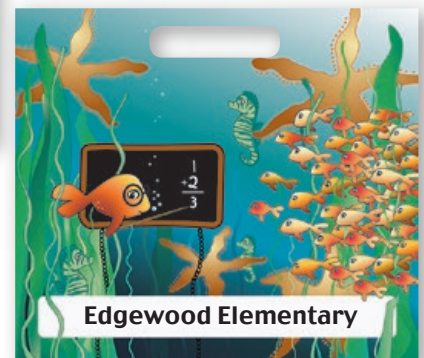
HD-13



HD-9



HD-15



HD-10

## A Mascot Print 1 Side

Printing on front cover, back cover, and pockets only

### Uncoated/Coated\*

Qty	Each
100	\$2.85
200	\$1.87
300	\$1.42
400	\$1.18
500	\$1.01
750	\$0.91
1000	\$0.83
1250	\$0.80
1500	\$0.78
2000	\$0.76
2500	\$0.75
3000	\$0.75
4000	\$0.75
5000	\$0.75

### Laminated

Qty	Each
100	\$3.07
200	\$2.02
300	\$1.53
400	\$1.27
500	\$1.09
750	\$0.99
1000	\$0.90
1250	\$0.86
1500	\$0.84
2000	\$0.82
2500	\$0.81
3000	\$0.81
4000	\$0.81
5000	\$0.81

## B Handbook Print 2 Sides

Printing on entire folder (front/back cover, above and on pockets)

### Uncoated/Coated\*

Qty	Each
100	\$5.04
200	\$2.89
300	\$2.36
400	\$1.92
500	\$1.66
750	\$1.50
1000	\$1.37
1250	\$1.31
1500	\$1.28
2000	\$1.25
2500	\$1.23
3000	\$1.23
4000	\$1.23
5000	\$1.23

### Laminated

Qty	Each
100	\$5.44
200	\$3.12
300	\$2.55
400	\$2.08
500	\$1.79
750	\$1.62
1000	\$1.47
1250	\$1.42
1500	\$1.38
2000	\$1.35
2500	\$1.33
3000	\$1.33
4000	\$1.33
5000	\$1.33

# Custom One - Color Rules & Handlers



Finished Size: 11" x 12½"

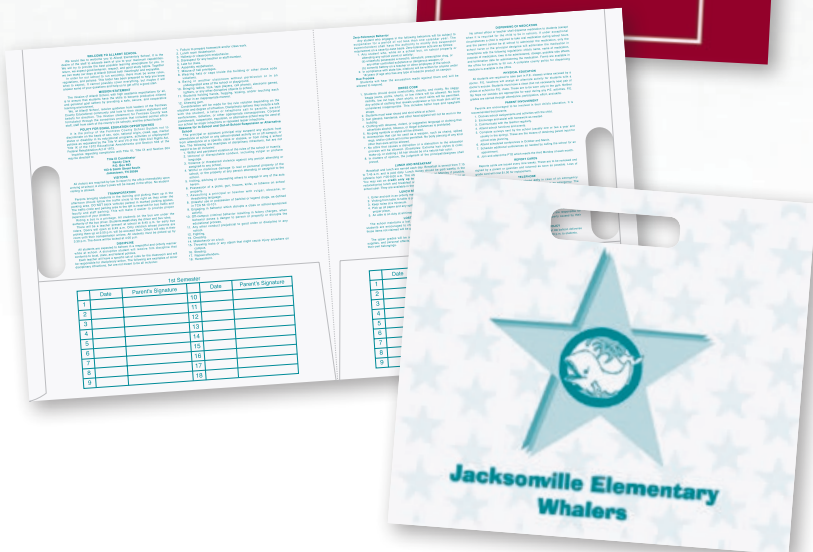
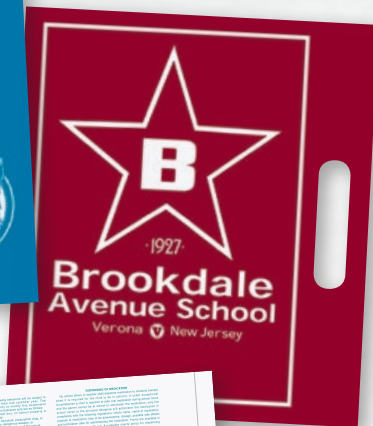
Pockets: 4¼" in height

Prices include **EVERYTHING** listed below.

- Up to one hour of copy preparation
- Two-pocket reinforced folder
- Heavy 16 pt. stock for maximum durability
- Stock pockets and backs on pages 17-18
- Available colors listed on inside cover
- Available laminated, acrylic coated, or uncoated\*
- Large foil area see page 20
- Standard foil colors see page 2

\*Your folders will be acrylic coated unless you specify otherwise.

Handlers have a built-in handle for ease in carrying by small hands.



## A Mascot Print 1 Side

Printing on front cover, back cover, and pockets only

### Uncoated/Coated\*

Qty	Each
100	\$3.37
200	\$2.21
300	\$1.68
400	\$1.39
500	\$1.19
750	\$1.10
1000	\$1.01
1250	\$0.93
1500	\$0.85
2000	\$0.79
2500	\$0.72
3000	\$0.67
4000	\$0.61
5000	\$0.56

### Laminated

Qty	Each
100	\$3.57
200	\$2.34
300	\$1.78
400	\$1.47
500	\$1.26
750	\$1.16
1000	\$1.07
1250	\$0.98
1500	\$0.91
2000	\$0.83
2500	\$0.77
3000	\$0.71
4000	\$0.70
5000	\$0.70

### Laminated with foil

Qty	Each
100	\$4.64
200	\$3.05
300	\$2.31
400	\$1.92
500	\$1.64
750	\$1.51
1000	\$1.39
1250	\$1.28
1500	\$1.18
2000	\$1.08
2500	\$1.00
3000	\$0.92
4000	\$0.91
5000	\$0.91

## B Handbook Print 2 Sides

Printing on entire folder (front/back cover, above and on pockets)

### Uncoated/Coated\*

Qty	Each
100	\$6.43
200	\$3.86
300	\$3.21
400	\$2.61
500	\$2.26
750	\$2.08
1000	\$1.91
1250	\$1.76
1500	\$1.62
2000	\$1.49
2500	\$1.37
3000	\$1.26
4000	\$1.16
5000	\$1.07

### Laminated

Qty	Each
100	\$5.92
200	\$3.55
300	\$2.96
400	\$2.41
500	\$2.08
750	\$1.91
1000	\$1.76
1250	\$1.62
1500	\$1.49
2000	\$1.37
2500	\$1.26
3000	\$1.16
4000	\$1.07
5000	\$0.98

### Laminated with foil

Qty	Each
100	\$7.70
200	\$4.62
300	\$3.85
400	\$3.13
500	\$2.70
750	\$2.49
1000	\$2.29
1250	\$2.11
1500	\$1.94
2000	\$1.78
2500	\$1.64
3000	\$1.51
4000	\$1.39
5000	\$1.28

# Custom Two-Color Rules & Handlers



## A Mascot Print 1 Side

Printing on front cover, back cover, and pockets only

### Uncoated/Coated\*

Qty	Each
100	\$4.66
200	\$2.89
300	\$2.13
400	\$1.73
500	\$1.38
750	\$1.25
1000	\$1.13
1250	\$1.00
1500	\$0.91
2000	\$0.83
2500	\$0.76
3000	\$0.71
4000	\$0.71
5000	\$0.71

### Laminated

Qty	Each
100	\$5.31
200	\$3.30
300	\$2.43
400	\$1.97
500	\$1.57
750	\$1.42
1000	\$1.29
1250	\$1.14
1500	\$1.03
2000	\$0.95
2500	\$0.87
3000	\$0.80
4000	\$0.73
5000	\$0.68

### Laminated with foil

Qty	Each
100	\$7.01
200	\$4.35
300	\$3.20
400	\$2.60
500	\$2.07
750	\$1.88
1000	\$1.70
1250	\$1.51
1500	\$1.36
2000	\$1.26
2500	\$1.14
3000	\$1.05
4000	\$0.97
5000	\$0.89

## B Handbook Print 2 Sides

Printing on entire folder (front/back cover, above and on pockets)

### Uncoated/Coated\*

Qty	Each
100	\$7.73
200	\$4.39
300	\$3.55
400	\$2.82
500	\$2.27
750	\$2.05
1000	\$1.86
1250	\$1.65
1500	\$1.49
2000	\$1.37
2500	\$1.25
3000	\$1.15
4000	\$1.06
5000	\$0.97

### Laminated

Qty	Each
100	\$8.82
200	\$5.00
300	\$4.05
400	\$3.22
500	\$2.59
750	\$2.34
1000	\$2.12
1250	\$1.88
1500	\$1.70
2000	\$1.57
2500	\$1.43
3000	\$1.31
4000	\$1.21
5000	\$1.11

### Laminated with foil

Qty	Each
100	\$11.64
200	\$6.60
300	\$5.34
400	\$4.25
500	\$3.41
750	\$3.09
1000	\$2.80
1250	\$2.48
1500	\$2.25
2000	\$2.07
2500	\$1.88
3000	\$1.73
4000	\$1.59
5000	\$1.47

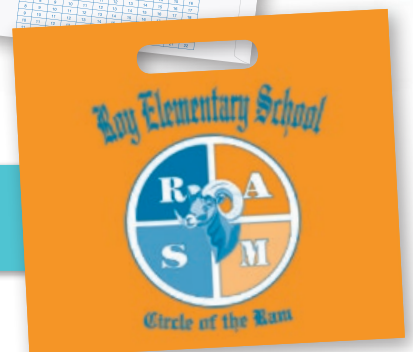
Finished Size: 11" x 12½"

Pockets: 4¼" in height

Prices include **EVERYTHING** listed below.

- Up to one hour of copy preparation
- Two-pocket reinforced folder
- Heavy 16 pt. stock for maximum durability
- Stock pockets and backs on pages 17-18
- Available laminated, acrylic coated, or uncoated\*
- Large foil area see page 20
- Standard foil colors see page 2

\*Your folders will be acrylic coated unless you specify otherwise.



Handlers are great for registration packets!



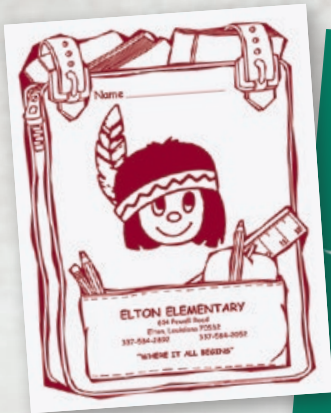
# Custom One - Color Tri - Panels with Stock Punch Cards

All Tri-Panels come complete with three punch-out, wallet-sized cards. You may create your own cards or choose any of our stock cards, which include a student ID, calendar, Just-Say-No, personal information card. These are an excellent choice for an "Activities" folder.

**Note:** Tri-Panels can only be produced with perforated punch cards and cannot be replaced with a regular pocket.

**B**  
**Handbook**  
**Print 2 Sides**

Printing on entire folder (front/back cover, above and on pockets)



Finished Size: 9" x 11 $\frac{3}{4}$ "

Pockets: 4 $\frac{1}{2}$ " in height

Prices include **EVERYTHING** listed below.

- Up to one hour of copy preparation
- Two-pocket folder with punch cards
- Heavy 16 pt. stock for maximum durability
- Stock pockets and backs on pages 17-18
- Available colors listed on inside cover
- Available laminated, acrylic coated, or uncoated\*
- Large foil area see page 20
- Standard foil colors see page 2

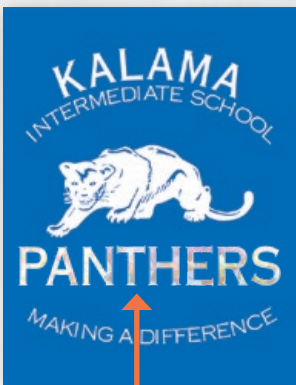
\*Your folders will be acrylic coated unless you specify otherwise.

### Uncoated/Coated\*

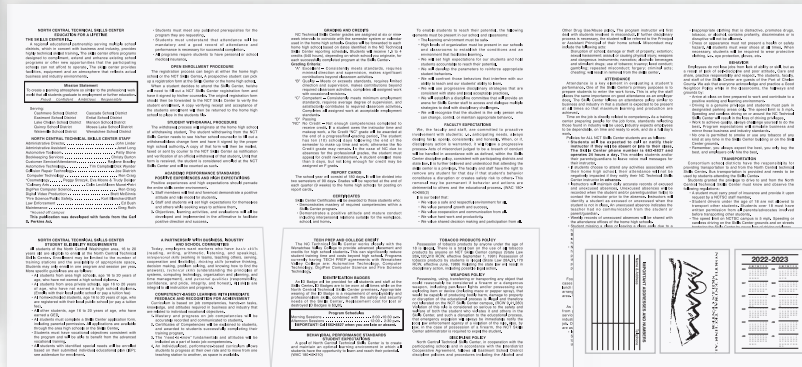
Qty	Each
100	\$8.78
200	\$4.83
300	\$3.51
400	\$2.85
500	\$2.46
750	\$1.93
1000	\$1.67
1250	\$1.51
1500	\$1.41
2000	\$1.23
2500	\$1.16
3000	\$1.12
4000	\$1.06
5000	\$0.98

### Laminated

Qty	Each
100	\$9.57
200	\$5.26
300	\$3.83
400	\$3.11
500	\$2.68
750	\$2.10
1000	\$1.82
1250	\$1.65
1500	\$1.54
2000	\$1.34
2500	\$1.26
3000	\$1.22
4000	\$1.16
5000	\$1.06



Holographic Silver Foil



## Tri-Panel Stock Punch Cards

**STUDENT ID CARD**  
2022-2023

Student Name \_\_\_\_\_

This card certifies that the student named above is a student in good standing at SCHOOL NAME and is eligible for all rights and privileges entitled to all SCHOOL NAME students.

SCHOOL NAME  
ANYWHERE, USA

**Punch Card – G**  
Identification Card

**2022-2023**

AUG	SMTWTFS	FEB	SMTWTFS
1	2 3 4 5 6 7 8	1	2 3 4 5 6 7 8
9	10 11 12 13 14 15	9	10 11 12 13 14 15
16	17 18 19 20 21 22	16	17 18 19 20 21 22
23	24 25 26 27 28 29	23	24 25 26 27 28 29
30		30	
SEP	1 2 3 4 5 6 7 8	MAR	1 2 3 4 5 6 7 8
9	10 11 12 13 14 15	9	10 11 12 13 14 15
16	17 18 19 20 21 22	16	17 18 19 20 21 22
23	24 25 26 27 28 29	23	24 25 26 27 28 29
30		30	
OCT	1 2 3 4 5 6 7 8	APR	1 2 3 4 5 6 7 8
9	10 11 12 13 14 15	9	10 11 12 13 14 15
16	17 18 19 20 21 22	16	17 18 19 20 21 22
23	24 25 26 27 28 29	23	24 25 26 27 28 29
30		30	
NOV	1 2 3 4 5 6 7 8	MAY	1 2 3 4 5 6 7 8
9	10 11 12 13 14 15	9	10 11 12 13 14 15
16	17 18 19 20 21 22	16	17 18 19 20 21 22
23	24 25 26 27 28 29	23	24 25 26 27 28 29
30		30	
DEC	1 2 3 4 5 6 7 8	JUN	1 2 3 4 5 6 7 8
9	10 11 12 13 14 15	9	10 11 12 13 14 15
16	17 18 19 20 21 22	16	17 18 19 20 21 22
23	24 25 26 27 28 29	23	24 25 26 27 28 29
30		30	
JAN	1 2 3 4 5 6 7 8	JUL	1 2 3 4 5 6 7 8
9	10 11 12 13 14 15	9	10 11 12 13 14 15
16	17 18 19 20 21 22	16	17 18 19 20 21 22
23	24 25 26 27 28 29	23	24 25 26 27 28 29
30		30	

**Punch Card – H**  
2022-2023 Calendar

**IMPORTANT ADDRESSES AND NUMBERS**

Name & Address	Telephone

**Punch Card – I**  
Information Card

**PLEDGE CARD**

**JUST SAY NO**

- I pledge to lead a drug free life.
- I want to be healthy and happy.
- I will say no to harmful drugs.
- I will help my friends say no.
- I pledge to stand up for what I know is right.

Signature \_\_\_\_\_

**Punch Card – J**  
Just Say No Card

**IMPORTANT ELEMENTARY TAKS DATES**

Grade	Reading	Mathematics	Science
Grade 3	Sept. 10, 2022	Grade 5	Reading (Intest)
Grade 4	Reading	Grade 5	Spanish Reading (Intest)
Grade 5	Spanish Reading	Grade 5	Science
Grade 6	Reading	Grade 5	Spanish Reading
Grade 7	Writing	Grade 5	TAKS - I Science
Grade 8	SDAA & Writing	Grade 5	Spanish TAKS - I Science
Grade 9		Grade 5	
Grade 10		Grade 5	
Grade 11		Grade 5	
Grade 12		Grade 5	
Grade 13		Grade 5	
Grade 14		Grade 5	
Grade 15		Grade 5	
Grade 16		Grade 5	
Grade 17		Grade 5	
Grade 18		Grade 5	
Grade 19		Grade 5	
Grade 20		Grade 5	
Grade 21		Grade 5	
Grade 22		Grade 5	
Grade 23		Grade 5	
Grade 24		Grade 5	
Grade 25		Grade 5	
Grade 26		Grade 5	
Grade 27		Grade 5	
Grade 28		Grade 5	
Grade 29		Grade 5	
Grade 30		Grade 5	

**Custom Punch Card**  
Schedules, coupons, passes, etc.

### Laminated with foil

Qty	Each
100	\$12.15
200	\$6.69
300	\$4.86
400	\$3.95
500	\$3.41
750	\$2.67
1000	\$2.31
1250	\$2.09
1500	\$1.95
2000	\$1.70
2500	\$1.61
3000	\$1.55
4000	\$1.47
5000	\$1.35

# Custom Two - Color Tri - Panels



**B**  
**Handbook**  
**Print 2 Sides**  
Printing on entire folder  
(front/back cover, above and  
on pockets)

Finished Size: 9" x 11¼"  
Pockets: 4½" in height

Prices include **EVERYTHING** listed below.

- Up to one hour of copy preparation
- Two-pocket folder with punch cards
- Heavy 16 pt. stock for maximum durability
- Stock pockets and backs on pages 17-18
- Available colors listed on inside cover
- Available laminated, acrylic coated, or uncoated\*
- Large foil area see page 20
- Standard foil colors see page 2

\*Your folders will be acrylic coated unless you specify otherwise.

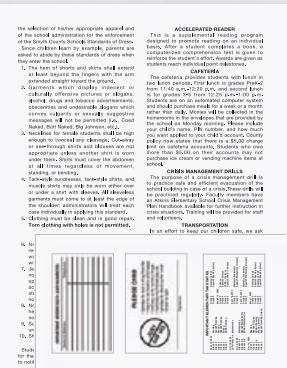
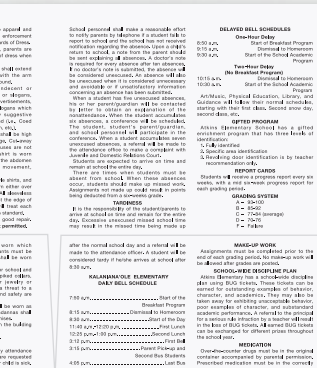
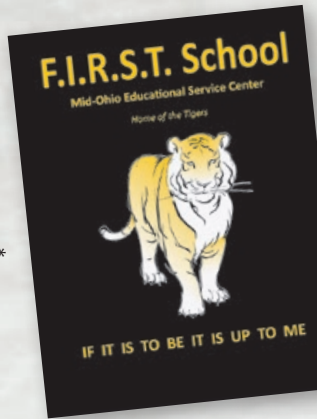
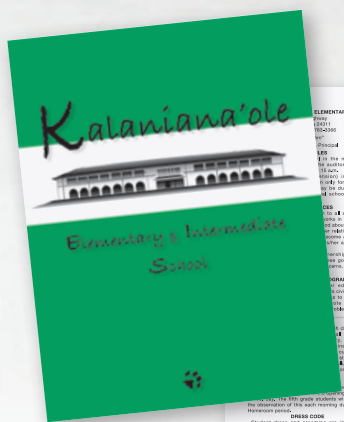
<b>Uncoated/Coated*</b>	
Qty	Each
100	\$11.66
200	\$6.27
300	\$4.47
400	\$3.57
500	\$3.04
750	\$2.32
1000	\$1.96
1250	\$1.74
1500	\$1.60
2000	\$1.37
2500	\$1.27
3000	\$1.21
4000	\$1.13
5000	\$0.95



Holographic Silver Foil  
Foil available on all custom  
front covers.

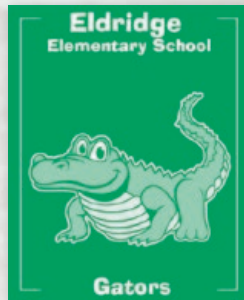
<b>Laminated</b>	
Qty	Each
100	\$12.71
200	\$6.83
300	\$4.87
400	\$3.89
500	\$3.31
750	\$2.53
1000	\$2.14
1250	\$1.90
1500	\$1.74
2000	\$1.49
2500	\$1.38
3000	\$1.32
4000	\$1.23
5000	\$1.16

<b>Laminated with foil</b>	
Qty	Each
100	\$16.27
200	\$8.75
300	\$6.24
400	\$4.98
500	\$4.24
750	\$3.24
1000	\$2.73
1250	\$2.43
1500	\$2.23
2000	\$1.91
2500	\$1.77
3000	\$1.69
4000	\$1.58
5000	\$1.48



See page 14 for punch card options.

# Custom Design Suggestions



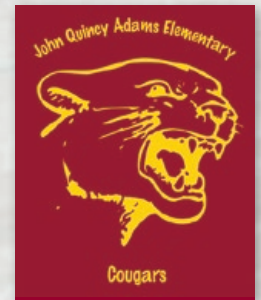
**Style A**  
(Shown as Reverse)  
Outline is sectioned for text placement. Your artwork is placed in the middle.



**Style B**  
(Shown as Standard)  
This features diagonal lines of various sizes. Put your name and/or artwork in the middle.



**Style C**  
Your text is placed between the solid lines with your artwork in the upper left area.



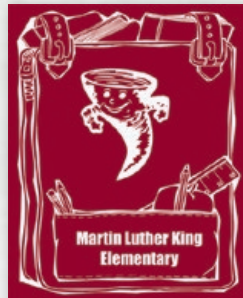
**Style E**  
Upper text is arced and lower text is straight. Add your graphic to the middle.



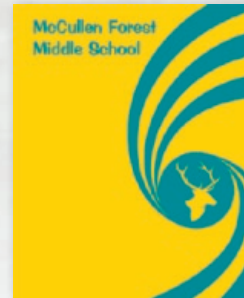
**Style H**  
(Shown as Reverse)  
Space within the circle is for artwork and/or text with text in the banner.



**Style I**  
(Shown as Standard)  
Text can be placed on the wide line around the circle, with artwork in the middle.



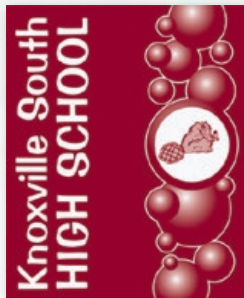
**Style K**  
(Shown as Reverse)  
This bookbag can carry your school name, mascot, mission statement, etc.



**Style L**  
Place your mascot in the circle, then your school name at the top. Ideal for two colors.



**Style AA**  
(Shown as Reverse)  
Place your mascot in the middle and your text at the top and bottom.



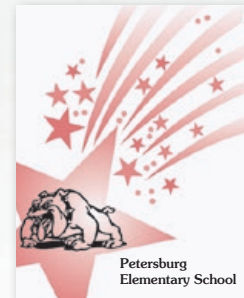
**Style BB**  
(Shown as Reverse)  
Your mascot fits in the circle. Your text can be arranged down the side.



**Style CC**  
(Shown as Reverse)  
This design is perfect for showcasing more than one picture in the circles.



**Style DD**  
(Shown as Reverse)  
Place your picture in the center and your name at the top.



**Style EE**  
Place your mascot in the star and your name across the top or in the corner.



**Style FF**  
(Shown as Reverse)  
Your name and mascot should be placed in the open area.



**Style GG**  
Your mascot can be placed in the circle. Your text can go over the squares or in the circle.



**Style HH**  
Place your mascot and text in the boxes.

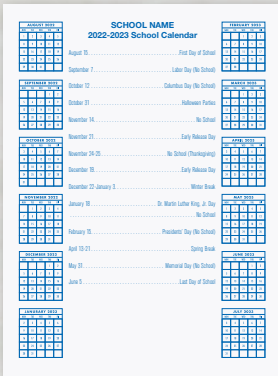
- Indicate your choice on the order form by filling in the appropriate letter.
- Any of these designs can be one or two colors. A one-color folder can be standard or reverse.
- Designate standard or reverse artwork for a one-color folder. A standard design places your copy on a white background. A reverse is the opposite, making the background your chosen color and the imprint white. Indicate on the order form your chosen background and imprint colors.
- These are custom designs. It is up to you to create your look around them. You can also alter the designs to your liking. Please call if you have any questions. Remember that you can design your custom folder without using one of these styles.
- Some designs are positioned differently on a Rules Handler so the design is not obstructed by the handle.

## Need mascot clip art to complete your design?

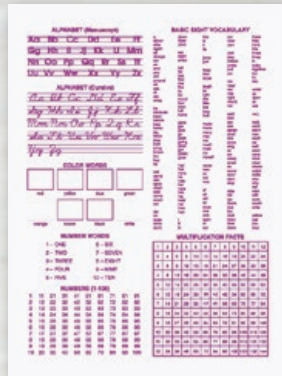
See our mascot/clip art library at [progresspublications.com/mascots](http://progresspublications.com/mascots). At no extra charge, we will place the mascot you desire into your design. Insert the name and number of your chosen mascot under Number 5 of the Folder Order Form (page 21).



# Stock Backs



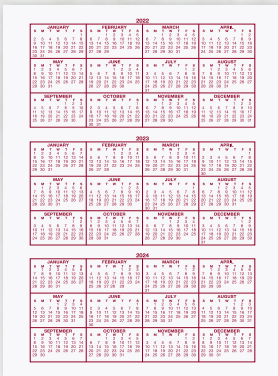
**Calendar – K**  
(Standard Formatting)



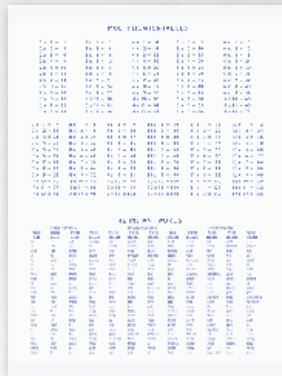
**Elementary Basics – L**



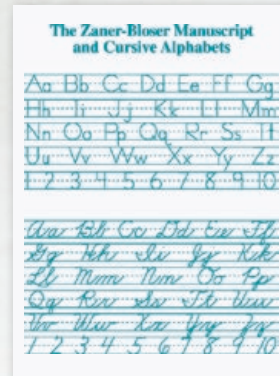
**Homework Record – M**  
(not recommended for coated)



**3-Year Calendar – N**

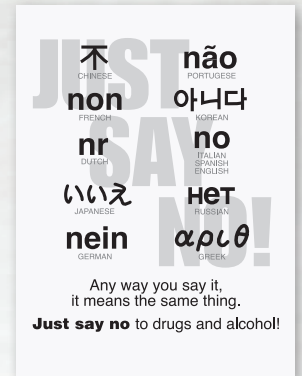


**Multiplication Table/  
Instant Words – O**



**Zaner-Bloser Alphabet – R-2**

The D'Nealian alphabet is no longer available unless the school provides written permission from the copyright holder annually. If permission is not provided with your order, we will use the Zaner-Bloser Alphabet style.



**Just Say No – S-6**

Any way you say it,  
it means the same thing.  
**Just say no** to drugs and alcohol!



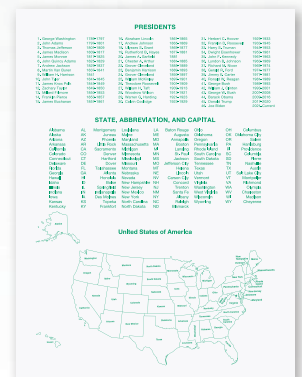
**Drug Free Zone – S-7**



**Bully Free Zone – S-8**



**Presidents/State Info – T-1**



**Presidents/US Map – T-2**

**Many elements from the stock backs can also be used on the pockets. Call our customer service department for more information.**

# Stock Pockets



**SCHEDULE**

Name \_\_\_\_\_  
 Grade \_\_\_\_\_ Locker # \_\_\_\_\_

Period	Subject	Teacher	Room
1			
2			
3			
4			
5			
6			
7			
8			

This area available for continuation of text or your choice of copy.

LENGTH		AREA		WEIGHT		TEMPERATURE	
1 Inch = 25.4 Millimeters	1 Foot = 304.8 Millimeters	1 Sq Ft = 92,903 Sq Cm	1 Gram = .28 Grams	32 Fahrenheit = 0 Centigrade	1 Ounce = .035 Ounce	1 Pound = 454 Grams	1 Kilogram = 2.2 Pounds
1 Kilometer = 1,000 Meters	1 Meter = 3,280.8 Feet	1 Sq Ft = 6,451.6 Sq Cm	1 Gram = .035 Ounce	0 Fahrenheit = -17.8 Centigrade	1 Pound = 16 Ounces	1 Kilogram = 2.2 Pounds	1 Ton = 2,000 Pounds
1 Mile = 1,609.3 Meters	1 Kilometer = .62137 Miles	1 Sq Ft = .0929 Sq M	1 Metric Ton = 1,102 Tons				
1 Meter = 1,000 Millimeters							

CAPACITY							
UNIT	U.S. Fluid Ounce	U.S. Liquid Pint	U.S. Liquid Quart	Cubic Inch	Cubic Centimeter	Liter	Deciliter
1 U.S. Fluid Ounce =	30	1	1	6.1	30.4	1	1
1 U.S. Liquid Pint =	16	1	1	16	473.18	1	1
1 U.S. Liquid Quart =	32	2	1	32	946.35	1	1
1 Cubic Inch =	0.034	0.0044	0.016	1	16.387	0.016	0.016
1 Cubic Centimeter =							
1 Metric Ton =	2,204.6	2,204.6	2,204.6	35.23	1,102.3	1	1
1 Liter =	33.814	0.757	0.946	61.024	1,000	1	1

The figures shown above have been rounded where abbreviation was impossible.

## Class Schedule Half Pocket – A

## Metric Conversion – C

NAME \_\_\_\_\_

TEACHER \_\_\_\_\_

ROOM NO. \_\_\_\_\_

ADDITION TABLE											
+	1	2	3	4	5	6	7	8	9	10	11
1	2	3	4	5	6	7	8	9	10	11	12
2	3	4	5	6	7	8	9	10	11	12	13
3	4	5	6	7	8	9	10	11	12	13	14
4	5	6	7	8	9	10	11	12	13	14	15
5	6	7	8	9	10	11	12	13	14	15	16
6	7	8	9	10	11	12	13	14	15	16	17
7	8	9	10	11	12	13	14	15	16	17	18
8	9	10	11	12	13	14	15	16	17	18	19
9	10	11	12	13	14	15	16	17	18	19	20
10	11	12	13	14	15	16	17	18	19	20	21
11	12	13	14	15	16	17	18	19	20	21	22

CLASS SCHEDULE

Name \_\_\_\_\_ Locker # \_\_\_\_\_

Period	Time	Class	Instructor	Room
1				
2				
3				
4				
5				
6				
7				
8				

## Name Block – E-1 (Half Pocket – E-2)

## Addition Table – G +

## Class Schedule Full Pocket – B

MULTIPLICATION TABLE												
1	2	3	4	5	6	7	8	9	10	11	12	
1	2	3	4	5	6	7	8	9	10	11	12	
2	4	6	8	10	12	14	16	18	20	22	24	
3	6	9	12	15	18	21	24	27	30	33	36	
4	8	12	16	20	24	28	32	36	40	44	48	
5	10	15	20	25	30	35	40	45	50	55	60	
6	12	18	24	30	36	42	48	54	60	66	72	
7	14	21	28	35	42	49	56	63	70	77	84	
8	16	24	32	40	48	56	64	72	80	88	96	
9	18	27	36	45	54	63	72	81	90	99	108	
10	20	30	40	50	60	70	80	90	100	110	120	
11	22	33	44	55	66	77	88	99	110	121	132	
12	24	36	48	60	72	84	96	108	120	132	144	

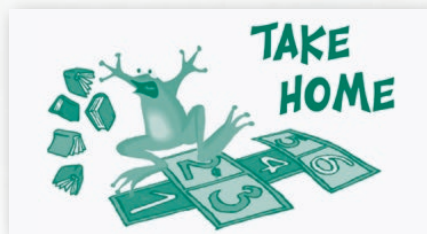
AUGUST 2022		NOVEMBER 2022		FEBRUARY 2023		MAY 2023	
2	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2
2	3	3	3	3	3	3	3
2	4	4	4	4	4	4	4
2	5	5	5	5	5	5	5
2	6	6	6	6	6	6	6
2	7	7	7	7	7	7	7
2	8	8	8	8	8	8	8
2	9	9	9	9	9	9	9
2	10	10	10	10	10	10	10
2	11	11	11	11	11	11	11
2	12	12	12	12	12	12	12
2	13	13	13	13	13	13	13
2	14	14	14	14	14	14	14
2	15	15	15	15	15	15	15
2	16	16	16	16	16	16	16
2	17	17	17	17	17	17	17
2	18	18	18	18	18	18	18
2	19	19	19	19	19	19	19
2	20	20	20	20	20	20	20
2	21	21	21	21	21	21	21
2	22	22	22	22	22	22	22
2	23	23	23	23	23	23	23
2	24	24	24	24	24	24	24
2	25	25	25	25	25	25	25
2	26	26	26	26	26	26	26
2	27	27	27	27	27	27	27
2	28	28	28	28	28	28	28
2	29	29	29	29	29	29	29
2	30	30	30	30	30	30	30
2	31	31	31	31	31	31	31



## Multiplication Table – D

## Calendar – F

## Leave at Home – H + \*



## Bring Back – I \*

## Frog Take Home – W + \*

## Bunny Bring Back – X + \*



**When selecting Class Schedule Pockets, please designate on the order form how many class periods you have.**

Ex: Half-Pocket Schedule, 7 Periods = A7;  
 Half-Pocket Schedule, 9 Periods = A9;  
 Full-Pocket Schedule, 8 Periods = B8.

## National Anthem – Y +

## Flag – Z +

\* Available in Spanish  
 + Half pocket available

# Folder Order Form Instructions



Please fill in your school name at the top of the order form.

*Custom imprinted orders will not be accepted by fax.*

**#1 MOST RECENT PRODUCTION NUMBER** – If you are reordering, please include the production number of your previous folder. The production number has been printed on the left pocket glue tab next to the Ritefolder™ logo. If you are ordering for the first time or are not able to locate your production number, please disregard this line.

**#2 QUANTITY** – You may order any quantity above the minimum of 100. It is not necessary to order in multiples of 100.

**#3 PRICING** – Check the box that corresponds to the column from which you figured your price. Please write the total amount from the catalog. If you require rush service, please call 800.365.3377 for ship dates and pricing.

**#4 TYPE OF FOLDER** – Please check the box that corresponds to the folder you desire. **Check one folder style only.** Check the appropriate box to indicate reverse or standard cover (see example at right) if ordering a one-color folder. A standard cover has a white background with text and artwork in the imprint color. A reverse cover has a background color with the text and artwork in white or screened colors.

**#5 CUSTOM FRONT COVER DESIGN** – Fill in this line only if you **DID NOT** select Stock Full-Color RITESHape™ Folders, Stock Ritefolder®, or Stock Full-Color Rules Handler in Line #4. Suggested styles of front covers are shown on page 16 of this catalog. Check the first box and insert the letter corresponding to the style you desire. If you choose a mascot from the Progress Publications® website, insert the name and number corresponding to the mascot you desire. Check the second box if your custom front cover does not match any of the styles on page 16. Remember to include a mock-up of your design with your order.



This is a Reverse Cover



This is a Standard Cover

**#6 INK COLORS** – Please enter your requested ink colors. All paper is white; therefore, white is not an ink color. Stock background colors are listed below.

- Medium Red
- Orange
- Light Brown
- Dark Green
- Silver\*
- Antique Gold\*
- Medium Blue
- Teal
- Dark Red
- Medium Purple
- Maroon
- Black
- Medium Green
- Dark Purple
- Dark Blue
- Gray\*
- Yellow-Gold\*

\*Those colors shown with an asterisk cannot be used as text colors on a white background.

There will be a \$50 charge for any color not on this list. If you require an exact match to a sample provided, the charge will be \$100.

**#7 FOIL COLOR** – If you choose to have foil, please enter your requested foil color.

- Shiny Blue
- Holographic Red
- Shiny Silver
- Holographic Blue
- Shiny Gold
- Holographic Silver
- Shiny Red
- Holographic Gold
- Holographic Stars

**NOTE: If you request an email proof, the foil area will appear black or mockup gradient.**

**#8 FINISH** – Check the appropriate box. Acrylic coated and laminated folders allow for greater weather resistance. All folders will be acrylic coated unless you specify otherwise.

**#9 INSIDE POCKETS AND TRI-PANEL PUNCH CARDS** – Check all boxes that apply. If stock pockets are used, please indicate correct code number as shown on pages 18. Fill in all necessary tri-panel punch card information (shown on page 14).

**#10 INSIDE ABOVE POCKETS** – Check the appropriate box to indicate if there should be printing above the pockets. Pricing will be from column B (Handbook).

**#11 BACK COVER** – Check all boxes that apply.

**#12 COPY SUBMISSION** – There are four options to submit your artwork and text copy.

- 1.) Print-ready (page 20)
- 2.) Copy to be typeset (page 23)
- 3.) Upload to [progresspublications.com/artwork](http://progresspublications.com/artwork) (page 23)
- 4.) Highlighted changes supplied with folder

**PROOF REQUESTED** – Please refer to the back of the order form to request a proof. **If you request a proof, your order will not be completed until you have given final approval to our office** (refer to “PROOFS” on page 20). **If you do not request a proof, you accept all responsibility for printing errors. You are responsible for receiving and responding to your proof. We cannot be responsible for proofs that are received but not responded to on time.**

## PRINT-READY OR UPLOAD COPY

We accept print-ready copy, but we ask that this copy be sent on clean, white paper typed in very black ink. We may have to reduce the copy to fit our predetermined copy areas. Also, please clearly indicate that your copy is print-ready, otherwise it will be recreated by the typesetting department. There is no additional charge for typesetting English text. Up to one hour of copy preparation. We do not accept scanned or faxed copy. Upload copy to [progresspublications.com/artwork](http://progresspublications.com/artwork), making sure to indicate the name of the school in the comments box and on the order form.

## CHANGES OR CANCELLED ORDERS

Changes to orders in process may or may not require additional cost and are determined on an individual basis. Cancellation after your order is in process will require payment for actual work performed (to be determined by Progress Publications®).

## COATING

This is a thin, liquid coating which adds high gloss and weather resistance to the folder. The front and back cover and the inside pockets are coated. However, if you will be writing on the pockets, you may want to request not to have your pockets coated.

## COLORS

Our Standard Ink Colors are shown on the inside front cover. Also, on page 19, you will find a listing of the colors and which of these can be used as text or background colors. You will notice that white is not listed as a color. This is because all our paper is white; therefore, white is not an ink color.

All text and graphics which appear inside and on the back cover of your folder will be printed in the imprint color, which is why some ink colors cannot be used as imprint colors. On two-color folders, the text color will always be the darker of the two colors.

### Front Covers

The Imprint Color is the color you choose to appear on your one-color folder. The Background Color is not applicable on a one-color folder.

On two-color front covers, "imprint" and "background" may not apply. Always indicate on your graphic where you would like your colors to be placed.

## EXACT REPEATS

Proofs are not available on exact repeat orders that do not require any copy changes. Exact repeats can be sent in at [progresspublications.com/reorder](http://progresspublications.com/reorder).

## REPEAT ORDERS

If you are reordering a similar style folder, please indicate minor changes directly on a copy of your existing folder. If a major area needs changing, cross out the area and place a number, using a black marker, next to that area. On a separate sheet of paper, submit the new or corrected text copy you wish to appear in that area, numbered correspondingly. To delete major areas, cross those areas out.

**Please do not submit your entire folder copy without clearly noting the location of any changes in your text. This will cause a delay in producing your order.**

## FAX ORDERS

Faxed orders are only accepted on unimprinted items or exact repeat orders. If you choose to fax your order, please be sure to follow up that it was received in our office. Progress Publications® cannot process orders with incomplete billing or shipping information. Our fax number is 800.572.5163.

## FOIL STAMPING

Feel free to create your own custom foil design. Custom foil up to 36 contiguous square inches is included in the "LAMINATED with FOIL" price. For areas over 36 sq. in. and less than 49 sq. in., add \$134.80 to the "LAMINATED with FOIL" price. These prices cover die rental only. All dies remain the property of Progress Publications®.

Foil stamping is not available on assignment planners. The foil area on your PDF proof will be represented in black or mockup gradient.

\*Please clearly indicate all areas that are to be foil stamped.



(ex. of PDF proof with star foil, black imprint and white background)

## PRINTING AREAS

### Front Covers

Normal front cover setup is included in the price of our folders. Stock designs (Full-Color Ritefolders®, and Full-Color Rules Handlers) have limited areas available for your school imprint. Please include a copy of your mascot if you wish to have one used where available. We will size your mascot to fit the area available. Custom designs allow you to use the entire cover area for your school imprint. Sample Custom Designs are shown on page 16 of this catalog. You may use one of these styles, modify a style, or completely design your own cover. Send us a clear drawing in black and white and our art department will prepare the final artwork.

### Reverse Front Covers

Reverses are created by making the background your chosen color and your mascot/graphic and text white. It is not necessary to send reversed artwork as our staff will reverse it for you at no additional charge. Artwork, especially that containing screens (shades of colors), may not look good as a reverse; requesting a PDF proof of a reversed cover or a cover with screens is highly recommended.

### Back Covers

Back cover copy preparation is included in the price of all stock or custom folders.

Floor plans are popular items to include on the back cover. Please ensure that all room numbers and titles are legible and correct. Stock backs are shown on page 17.

### Inside Pockets

Copy preparation for the inside pockets is also included in the price of all stock or custom folders.

You may submit your own copy or select from the stock pockets shown on page 18. It is also possible for us to modify, to your liking, any of the stock pockets shown on page 18. Please indicate your choice of stock pockets in the area provided on the order form.

### Inside Above Pockets

Copy preparation for the area above the inside pockets is included in the Column B (Handbook) price listed with each applicable folder.

## STUDENT ARTWORK

Signed artwork cannot be duplicated without permission from the artist. Please include permission with your order to avoid any delays.

## PROOFS

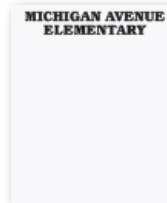
It is often difficult to visualize what a completed product will look like; therefore, upon your request, we will send you a proof of your copy prior to your requested shipping date. (Proofs are not available on print-ready copy, exact repeats, or on some rush orders.) It is important that you proofread this copy before accepting it. **After your approval of the proof, we will accept no responsibility for any typographical errors.** All corrections and proof approval need to be done via email. Of course we will correct all of our typographical errors free of charge. However, if you make alterations from your original copy, the charge will be an additional \$3.25 per column inch. Since we realize school boards love to change policies after you have sent us copy, we allow you three column inches of alterations at no charge.

If you are ordering in the summer, please make sure you identify where you want your email proof to be sent. **Also, when you request an email proof, please provide an alternate email address you have access to over the summer.** If we do not get an approval in writing, **your order will be placed on hold.** This will result in a delay of your shipment date. If you are not available to review your proof, we do not assume responsibility for late shipment.

We send email proofs in PDF format which will require Adobe Reader® to be installed before viewing. When requesting PDF proofs of your order, **please make certain that your level of technology and email account will allow you to receive and view the proof.**

On stock covers your proof will only show your imprint.

We discourage the use of fax proofs due to decreased readability.



(ex. of proof w/ stock cover)

(Continued on Page 23)

# Folder Order Authorization Form

For ordering assistance, call 800.365.3377.

**PLEASE COMPLETE BOTH SIDES OF THE ORDER FORM. ORDER MUST BE SIGNED.**

Instructions for folder orders are on page 19.

**NOTE: If you are TAX EXEMPT, you must complete and sign our supplied exemption certificate. The following states require you to use the exemption certificate provided by them: CA, HI, IL, MA, MD, NY, TX, WA. A copy of your state tax exempt form does not qualify. You can request one by email or download it from our website. If the completed exemption certificate is not received, we are required by law to charge sales tax.**

School Name \_\_\_\_\_ District Name: \_\_\_\_\_

## Folder Order Information

### 1. Most Recent Production Number \_\_\_\_\_

\*If you are placing a reorder, YOUR COPY CHANGES MUST BE CLEARLY MARKED.  
Failure to do so WILL affect your ship date and may also incur extra costs.

Exact Repeat of Previous Production Number

### 2. Quantity \_\_\_\_\_

### 3. Pricing – Folder orders have FREE GROUND SHIPPING

#### Pricing Column Used:

Column A (Mascot) \$ \_\_\_\_\_  Column B (Handbook) \$ \_\_\_\_\_

Rush Orders:  Call 800.365.3377 for ship dates and pricing.

**Rush production time does not include shipping time.**

## 4. Type of Folder (choose only one folder type)

Custom Full-Color (skip #6)

Ritefolder® (p. 6)  Handler (Add \$100 to Ritefolder® pricing)

Stock Full-Color RiteShape™ (p. 7) (skip to #8)

Fill in Name of Cover Design: \_\_\_\_\_

Imprint: \_\_\_\_\_

Font (see Inside Front Cover): \_\_\_\_\_

Custom One-Color Ritefolder® (p. 9) (see #5)

Standard  Reverse

Custom Two-Color Ritefolder® (p. 10) (see #5)

Custom One-Color Tabfolder (p. 9) (see #5)

Standard  Reverse

Custom Two-Color Tabfolder (p. 10) (see #5)

Stock Ritefolder® (p. 8) (skip to #8)

Fill in Name of Cover Design: \_\_\_\_\_

Imprint Copy: \_\_\_\_\_

Font (See Inside Front Cover): \_\_\_\_\_

Stock Full-Color Rules Handler (p. 11) (skip to #8)

Fill in Cover Number: HD- \_\_\_\_\_

Imprint Copy: \_\_\_\_\_

Font (See Inside Front Cover): \_\_\_\_\_

Mascot (HD-3 – Please supply artwork.): \_\_\_\_\_

Custom One-Color Rules Handler (p. 12) (see #5)

Standard  Reverse

Custom Two-Color Rules Handler (p. 13) (see #5)

Custom Tri-Panel (p. 14-15) (see #5)

One-color  Standard

Two-color  Reverse

### 5. Custom Front Cover Design (see p. 16)

Custom Style, letter \_\_\_\_\_ Progress Mascot  
 Name and Number \_\_\_\_\_

See custom design mock-up enclosed with this order.

## Printing and Finishing Information

### 6. Ink Colors: (White does not count as an ink color.)

Imprint Color: \_\_\_\_\_

Background Color (two-color only): \_\_\_\_\_

### 7. Foil:

Foil Stamp Color: \_\_\_\_\_

#### Custom Foil Die:

Small (up to 36 sq. in.)  Large (over 36 & up to 48 sq. in.)  
\$134.80 extra charge applies.

### 8. Finish: Uncoated\*\* Coated

Laminated  Laminated with Foil

\*\*Note: Your folders will be acrylic coated unless you specify otherwise.

## Copy Information

### 9. Left Pocket

Custom/Text

Stock \_\_\_\_\_ (p. 18)

Blank

Tri-Panel Punch Cards \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

(Fill in either "custom" or the appropriate stock punch card letter see p. 14)

### Right Pocket

Custom/Text

Stock \_\_\_\_\_ (p. 18)

Blank

### 10. Inside Above Pockets

Printing (Handbook Folders Only)

Blank (Mascot Folders Only)

### 11. Back Cover

Custom/Text

School Floor Plan/Map

School Calendar (choose from options below)

Use stock back K with standard Progress Publications® formatting (see p. 18)

Use clean, black and white electronic file (such as a PDF or clean black and white, print-ready hard copy supplied by school (faxes are not considered print-ready)

Blank

### 12. How have you submitted your artwork and copy?

Upload to progresspublications.com/artwork

Highlighted changes supplied with folder

Copy to be Typeset

Disk or CD

**REPEAT ORDERS** must be accompanied by a hard copy of your text with all changes clearly indicated. Failure to supply hard copy may result in a delay in production of your order.

### Quality Statement

We strongly believe in the quality of our service, from the moment we receive your order until it is shipped from our plant. Progress Publications® strives to manufacture the best products at competitive prices. We feel that our products will give students, teachers, and parents the best possible tools to aid in organization and communication.

Thank you for giving us the opportunity to bring you the best products, best service, and best prices. We look forward to doing business with you.

# Folder Order Authorization Form

Orders Cannot Be Accepted Without Complete Information Below.

**THIS ORDER INFORMATION PAGE HAS AN UPDATED FORMAT. PLEASE READ CAREFULLY AND FILL OUT COMPLETELY.**

Mail to: Progress Publications®, PO Box 191, Columbus, KS 66725-0191 or Fax to 800.572.5163

**NOTE: If you are TAX EXEMPT, you must complete and sign our supplied exemption certificate. The following states require you to use the exemption certificate provided by them: CA, HI, IL, MA, MD, NY, TX, WA. A copy of your state tax exempt form does not qualify. You can request one by email or download it from our website. If the completed exemption certificate is not received, we are required by law to charge sales tax.**

## SCHOOL DISTRICT CONTACT INFORMATION

Bill to  Ship to

District \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Accounts Payable Contact \_\_\_\_\_

AP Phone (\_\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_

AP Fax (\_\_\_\_\_) \_\_\_\_\_

AP Email \_\_\_\_\_

## SCHOOL CONTACT INFORMATION

Bill to  Ship to

Name \_\_\_\_\_

Principal \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_

Order Contact \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_

Email \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_

**I have read and agree to the **TERMS AND CONDITIONS** on this form and page 23 of the Progress Publications® catalog.**

**\*\*Order will not be processed without a signature.**

Print Name – Principal, Superintendent, or Purchasing Official

Title

Signature – Principal, Superintendent, or Purchasing Official

Date

### \*\*PAYMENT INFORMATION (check only one)

Check Enclosed

Credit Card

Send Invoice (check only one)

Purchase Order Enclosed

My signature above is authorization for invoicing

**Hold Product Until:** \_\_\_\_\_

(If products are undeliverable and returned to Progress Publications®, customer will be billed for additional costs.)

Standard production is approximately six weeks.

Call 800.365.3377 for rush delivery and pricing.

### PROOF REQUEST:

Yes, please send an emailed proof.

No, I accept all responsibility for any errors.

After receipt of proof, you must respond to someone in our Proofs department. Failure to respond to your proof on time will result in the delay of your ship date. **Proofs are not available on exact repeats or print-ready copy. Please ensure that someone is readily available at any time of year to receive and respond to your proof (email or verbal response is required within two working days of delivery of proof). Please watch for an email from Progress Publications®.**

Name \_\_\_\_\_ Summer Phone (\_\_\_\_\_) \_\_\_\_\_

Alternate Phone (\_\_\_\_\_) \_\_\_\_\_

\*\*Email \_\_\_\_\_

\*\*Alternate Email \_\_\_\_\_

Alternate email must be a non-school address. This information will not be shared.

\*\*Required

Actual number shipped will be billed to the customer. All orders are exact quantity.

2022-2023 catalog prices are in effect through January 1, 2023. Prices subject to change without notice.

## RETURNS

Returns will be accepted for unimprinted items only and only within 60 days of invoice. No returns will be accepted on imprinted items. Returned orders will incur a 15% restocking fee.

## RIGHT TO PROMOTION

We reserve the right to use any items we produce in our advertising, unless you specify otherwise in writing, at the time you place your order.

## TRI-PANEL PUNCH CARDS

These three punch-out cards are located on the right detachable inside flap of tri-panels. Suggested uses include student ID card, personal information card, calendar, sports schedules, discount cards, library cards, etc. Stock cards are shown on page 14. The flap and cards are perforated and cannot be replaced by a pocket with regular pocket copy.

## TEXT COPY PREPARATION

Text copy preparation for typesetting is easy. Progress Publications® can accept your text copy in the following forms:

- typewritten pages
- previously published materials
- upload at [progresspublications.com/artwork](http://progresspublications.com/artwork)

Native files or PDFs work best. Please include all fonts used if possible. Handwritten copy is not acceptable, although short, legible changes written in margins or between paragraphs are acceptable.

## THE PRICES IN THIS CATALOG APPLY TO ENGLISH TEXT ONLY

For additional information, please call our office.

## TYPEWRITTEN PAGES

When submitting your text copy on typewritten pages, please remember to number the pages and to place the copy in the order you wish it to appear on the folder.

## PREVIOUSLY PUBLISHED MATERIALS

There is no need to retype already published materials. Just insert those items, indicating the proper order, with your other copy. Using copy from a folder prepared by someone other than Progress Publications® is allowed as long as the material is not copyrighted. We will not reproduce any copyrighted folder or graphic without written permission of the copyright holder. Keep in mind that when you see a copyright symbol it is often for front cover design only and does not apply to the inside text copy. In most cases, you have paid a separate charge for the typesetting and therefore own the rights to that copy.

## SENDING ARTWORK

You may upload artwork files to [progresspublications.com/artwork](http://progresspublications.com/artwork). However, if you request a proof, you must still read the information for accuracy. Uploaded copy works best when sent as a high-resolution PDF, but may also be submitted in its application form including fonts. We accept original files from the following programs: Microsoft Word®, Illustrator®, Photoshop®, InDesign®, Publisher®. We cannot guarantee quality of images embedded in other documents.

If original copy is not submitted in one of the programs listed, it may be necessary to alter the file to get a printable copy. Progress Publications® will not be held responsible for problems caused during this process.

## APPROXIMATE AMOUNT OF TEXT COPY

All copy sent to us is resized by our staff to fit the available text areas. Please use the following guidelines to estimate the amount of copy you may submit. If you submit more or less than the text copy suggested below, the size of the printed copy will be affected.

Each folder panel (inside left, right, or back) will hold approximately two pages of typed text, sent to us on 8½" x 11" paper, single-spaced, using one-inch margins and 10 pt. type.

## Terms and Conditions

All orders must be accompanied by one of the following:

1. An official purchase order from the school or district.
2. If not on a purchase order system, the principal, superintendent, or purchasing official must fill out and sign an Authorization Form. If payment is to be made by an organization (PTA, PTO, ASB, etc.), please submit an Authorization Form signed by an officer of that organization.

Invoices are sent the first business day following shipment and are due 30 days from the invoice date.

2022-2023 catalog prices are in effect through January 1, 2023. Prices subject to change without notice.

Progress Publications® will not sell, rent, or provide your personal information to any third party, unless required to do so by judicial order, process, or rule.

**Additional terms and conditions are set out at [printtermsandconditions.com](http://printtermsandconditions.com)**

### RUSH PRODUCTION

#### **Rush production times do not include shipping time.**

Normal production time is approximately 15 days plus shipping time. We can rush the production time with additional charges.

- For fast service, proofs are available if requested.
- For super fast service, proofs are not available.
- The number of production days is counted as the day copy is received to the day the job ships.
- Please contact our customer service representatives at 800.365.3377 for ship dates and pricing.
- Not available on Planners & Calendars.

### QUALITY STATEMENT

We strongly believe in the quality of our service, from the moment we receive your order until it is shipped from our plant. Progress Publications® strives to manufacture the best products at competitive prices. We feel that our products will give students, teachers, and parents the best possible tools to aid in organization and communication.

Thank you for giving us the opportunity to bring you the best products, best service, and best prices. We look forward to doing business with you.

**The Entire Staff, Progress Publications®**



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