

# 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.

**#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.

**#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.**

**#8 FINISH** – Check the appropriate box. UV coated and laminated folders allow for greater weather resistance. All folders will be UV 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 three options to submit your artwork and text copy.

- 1.) Copy to be typeset (page 23)
- 2.) Emailed to sales@progresspublications.com (page 23)
- 3.) 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 are not responsible for proofs that are not approved in a timely manner.**



This is a Reverse Cover



This is a Standard Cover

## UPLOAD COPY

We do not accept scanned or faxed copy. Email art to [sales@progresspublications.com](mailto:sales@progresspublications.com)

## 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®).

## UV COATING

This is a thin, liquid coating which adds high gloss and weather resistance to the folder. The front and back cover are coated.

## LAMINATING

This is a thin, plastic film coating which adds high gloss and additional durability to the folder. The front and back covers are 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

Exact repeats can be Emailed to [sales@progresspublications.com](mailto:sales@progresspublications.com).

## 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. 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, and may incur typesetting changes.**

## 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®.

The foil area on your PDF proof will be represented in black on a separate page.

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

## PRINTING AREAS

### Front Covers

Up to one hour of total setup time 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. 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

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

You may submit your own copy or select from the stock pockets shown on page 18. It is also possible for us to modify 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

Column B (Handbooks) pricing should be used if you have copy on the inside of the folder above the pockets.

## STUDENT ARTWORK

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

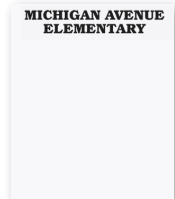
## PROOFS

Upon your request, we will send you a proof of your copy prior to production. 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 received via email. No verbal approvals will be accepted. If you make alterations from your original copy, additional charges may apply.

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 do not send fax proofs due to decreased readability.



(ex. of proof w/ stock cover)

(Continued on Page 23)

## 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

Email to [sales@progresspublications.com](mailto:sales@progresspublications.com)

Unformatted Microsoft Word® documents work best. Native Adobe files and PDFs are also acceptable.

Please include all fonts used if possible. Handwritten copy is not accepted, although short, legible changes written in margins or between paragraphs are suitable.

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

For additional information, please call our office.

## PREVIOUSLY PUBLISHED MATERIALS

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 email files to [sales@progresspublications.com](mailto:sales@progresspublications.com). However, if you request a proof, you must still read the proofed information for accuracy. Uploaded copy works best when sent as an unformatted Microsoft Word® document. High-resolution PDF files are also useable. We accept original files from the following programs: Microsoft Word®, Illustrator®, Photoshop®, InDesign®, Publisher®. We cannot guarantee quality of embedded images. All raster images and photos should be at least 300 ppi at the size they are to be printed.

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 or delays 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. Each folder panel (inside left, right, or back) will hold approximately two pages of typed text, sent to us on 8½" x 11" formatted documents, single-spaced, using one-inch margins and 10 pt. type. If you submit more or less than the text copy suggested below, the size of the printed copy will be affected.

## 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.

2026-2027 catalog prices are in effect through January 1, 2027. 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)**

## 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®**