

Ringbinder Artwork Approval

Step 1 Indicate your logo or custom text in the desired location. Logos and/or text can ONLY be imprinted in the shaded areas and are scaled for proof purposes. Image imprint area sizes are the same for both side and top-opening binder styles.

RINGBINDER SPINE

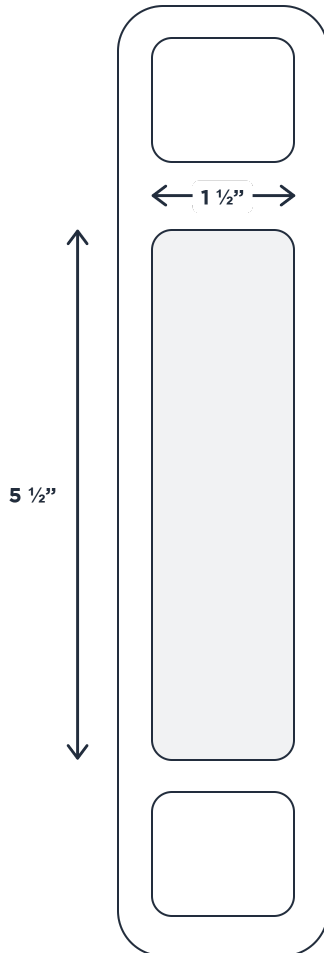


IMAGE AREA
1 1/2"W X 5 1/2"H

RINGBINDER FRONT

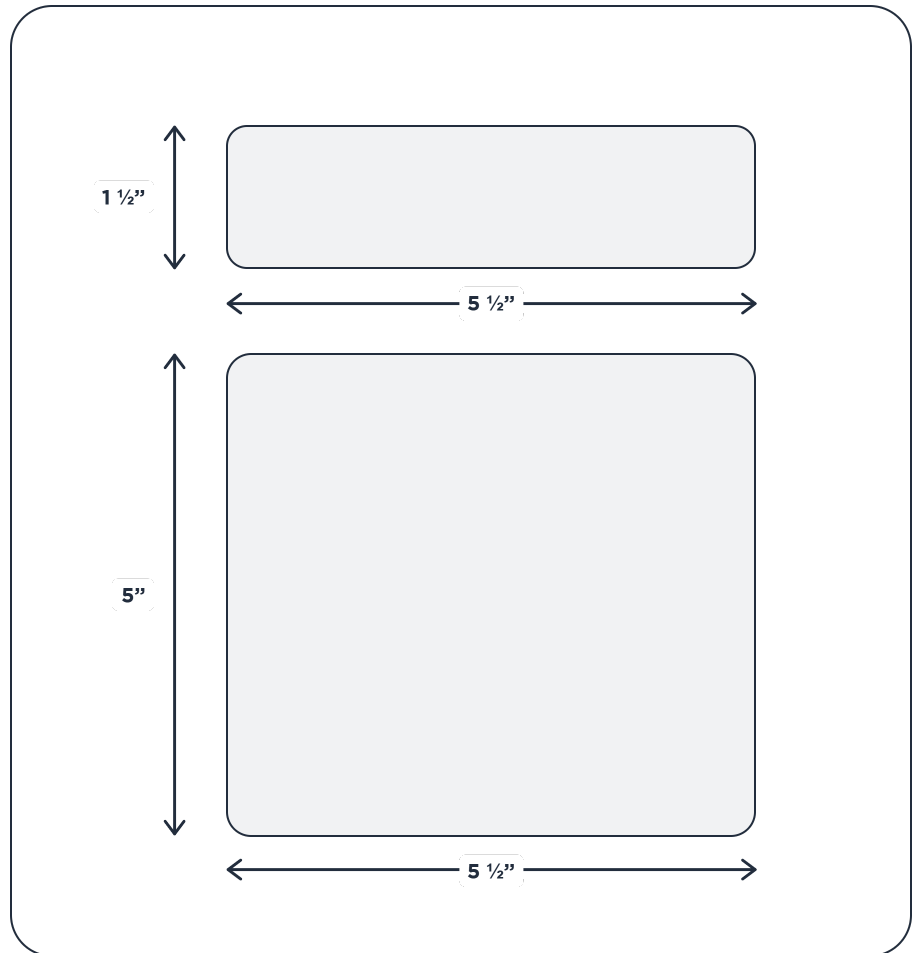


IMAGE AREA 5 1/2"W X 5"H
Logos will be printed in the 1 imprint color selected.

Step 2

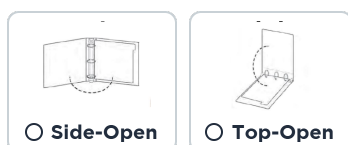
Select your desired hot-foil stamped imprint color:



Select your binder color:



Step 3: Select your binder opening type and spine size.



Side Open Width: ☐ 1/2" ☐ 1" ☐ 2" ☐ 3" ☐ 4"

Top Open Width: ☐ 1" ☐ 2" ☐ 3"

Step 4 continued on page 2 →

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Custom Artwork Approval Form

Step 4

CUSTOM IMPRINT ORDERING INSTRUCTIONS

Complete the bottom portion of this form and return it to First Products along with your electronic artwork. Please send completed forms and artwork to customerservice@firstproducts.com.

ARTWORK REQUIREMENTS

- **Logo Imprinting:** Please provide an digital file of your logo in **.AI, .EPS, .PDF, or high-resolution .PNG format along with this proof.** Vector artwork (.AI, .EPS, or vector PDF) is preferred for the best imprint quality.
- **Artwork Creation Fee:** If suitable digital artwork cannot be provided, First Products can recreate or prepare your logo for production. An additional **\$50.00 artwork preparation fee** may apply.
- **Text-Only Imprinting:** If your ringbinders require **text only**, simply enter the desired text in the appropriate shaded imprint areas on this form and return it to us. We will prepare the artwork at **no additional charge**.

SET-UP & IMPRINT CHARGES

- A one-time **\$250.00 set-up fee** applies for each new die requiring a different **size and/or color**.
- The **spine** and **front cover top** imprint areas are the same size and may use the same die when the artwork or text is identical.
- Each shaded imprint location shown above is considered **one imprint location**. For example, the same logo or text printed on both the spine and front cover is considered **two imprints**, even when the same die is used.
- Imprint charges are based on the **number of imprint locations and quantity ordered**.

MINIMUM ORDER

Custom imprinting requires a minimum order of **25 ringbinders**.

ADDITIONAL ARTWORK / PRODUCTION INSTRUCTIONS:

Approved by

Facility

Date

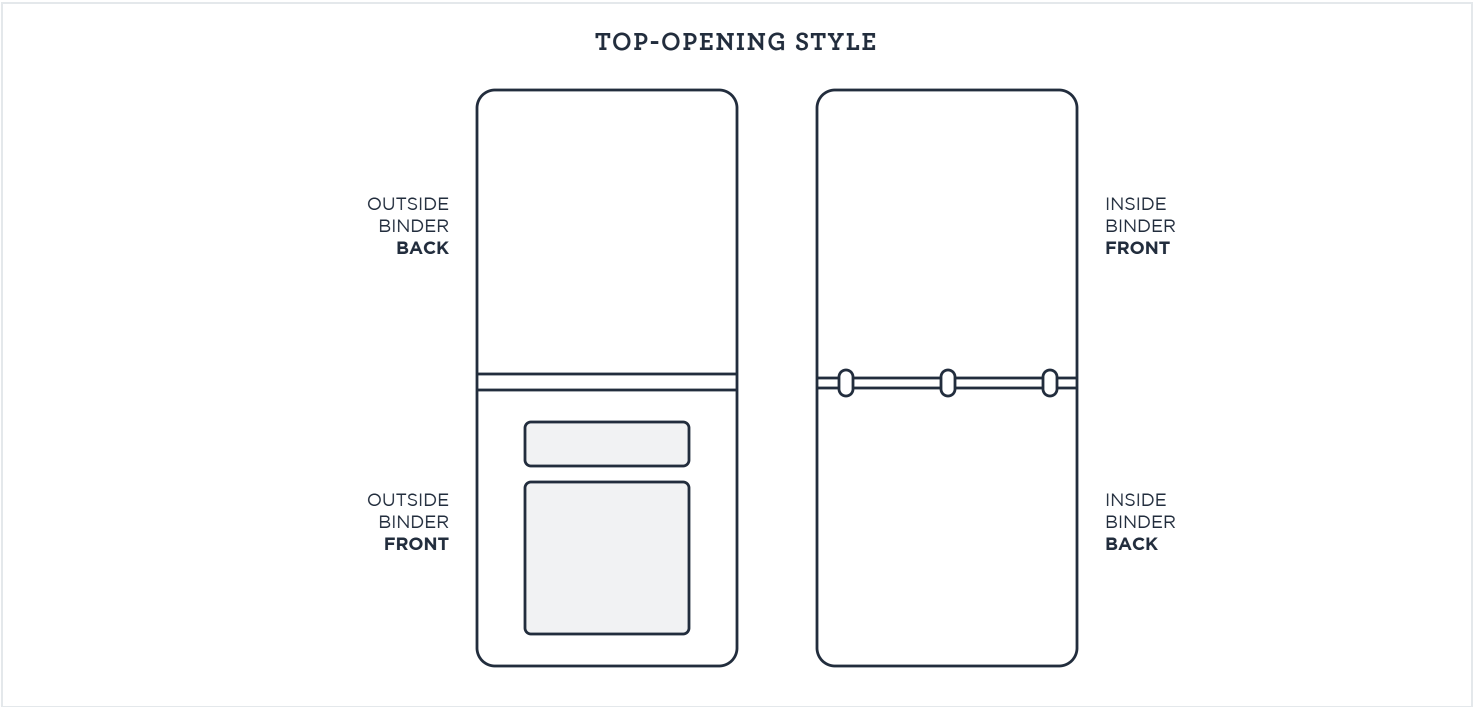
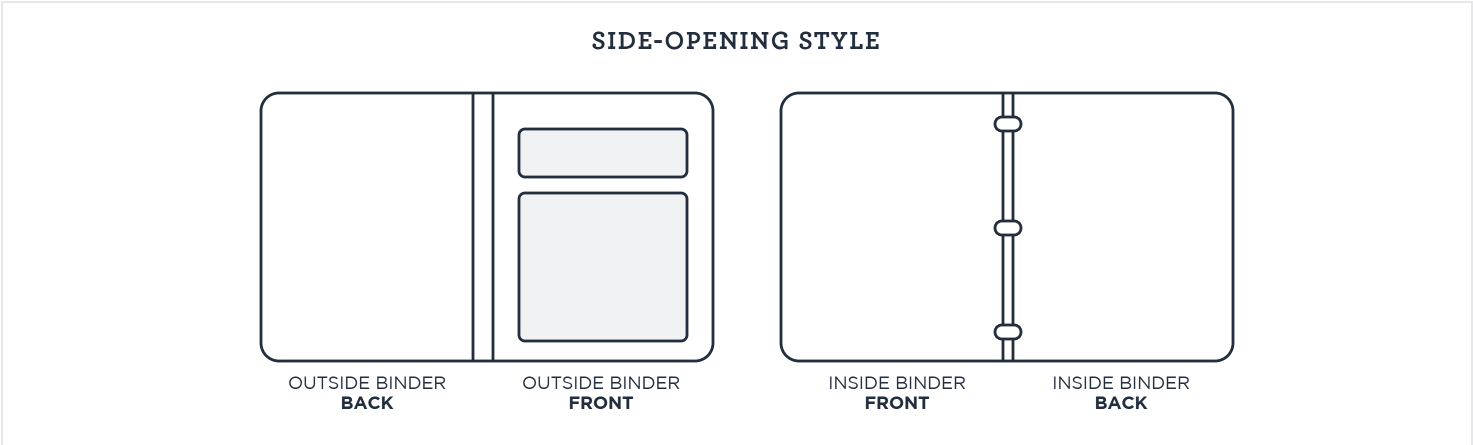
CUSTOMER / FACILITY	PO NUMBER	PROOF DATE	REVISION

Customized Product(s) Return Policy:
NO RETURNS accepted on custom embossed/logo'd charts, clipboards or divider sets except manufacturer defect. Customized product orders require a customer PDF proof authorization (no cost) or a physical sample authorization (\$15 cost ground shipped) prior to production.

Customize your chart binders to better fit your organization's specific needs. First Products offers additional clips and poly stick on pockets in a variety of configurations and sizes, including options for our 1/2" Titan ringbinders.

Use the diagram below to indicate the desired type, quantity, and location of any additional clips or pockets you would like added. Clearly mark each location and provide any additional instructions needed for your custom configuration.

Our team will review your selections and confirm the configuration and any applicable charges before production.



NOTES