**LEFAVOR**
ENVELOPE CO.

PRESS SHEET LAYOUT INSTRUCTIONS

- ENVELOPE DIE CUT - is represented by the black outline.
- BLEEDS - Bleeds are represented by the blue outline. Printing must bleed 1/8" beyond the die cut - bleeds may extend farther as long as printing doesn't interfere with another envelope outline/die-cut.
- COLOR BREAKS ON THE FOLDS - Due to the limitations in the manufacture of envelopes, (mainly in the cutting process) we cannot and will not guarantee color breaks on folds. Contact us for other solutions.
- DO NOT PRINT THE OUTLINE OF THE ENVELOPE or LETTERHEAD.
- KNOCK OUTS - Are represented by SOLID blue areas.
- LAYOUTS - VERY CRITICAL! Layouts are specific to press sheet size. If you change the sheet size, you should use the appropriate corresponding layout. Centering a smaller layout on a larger press sheet will cause problems in the cutting process. If your sheet size is not a common size, please request a custom layout.
- GRIP and GUIDE - as noted on layout. Do not print the words Grip and Guide.
- TICK MARKS - print the "V" shaped tick marks.
- COLOR BARS - If color bars are used, make sure they stay at least 1/2" from any envelope outline.
- PAPER GRAIN- Please note the direction of the arrow indicating the necessary direction of paper grain. If you are unable to accommodate the needed direction please notify us as soon as possible.
- DO NOT combine different print copies on each sheet (PLATE) without prior approval. Doing so will result in additional charges.
- LAYOUT GUARANTEE: For successful converting - a proof **MUST BE APPROVED BY** Lefavor Envelope. If the litho supplied does not match the approved layout on the proof exactly Lefavor Envelope **WILL NOT** be liable for the final outcome of the converting.

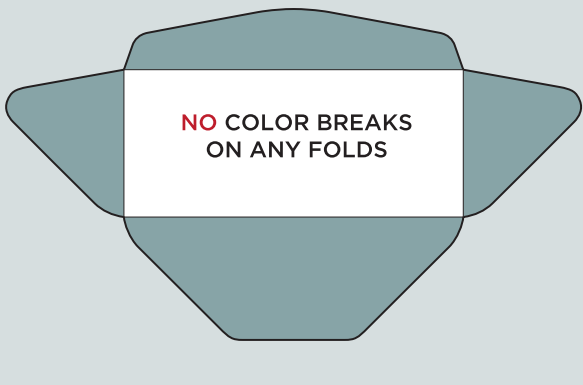
PLEASE send a PROOF (Including color bars if any) to Lefavor Envelope BEFORE printing.

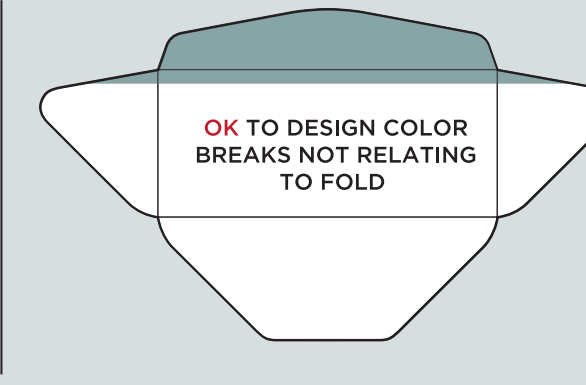
04/2011

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IF YOU HAVE QUESTIONS ABOUT THIS ISSUE, NEED A REVIEW OF THE DESIGN, OR NEED OTHER DESIGN IDEAS/OPTIONS, PLEASE CONTACT US

USE OF THIS LAYOUT
INDICATES AGREEMENT TO THE
PRESS SHEET LAYOUT INSTRUCTIONS
AND CONDITIONS FOUND ON THE
"INSTRUCTIONS" LAYER ON THIS FILE

GRIP

GUIDE