

CUSTOM IMPRINTING FORM

How To Customize Carstens Side- and Top-Opening Ringbinders

Step 1. Attach camera-ready art of your logo anywhere on areas A-H, indicating exactly where you would like your logo positioned and printed on your finished side- or top-opening binders. 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 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 generic titles listed on page 4 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 binder 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 jpg, tiff or pdf format to carstens@carstens.com.

Step 5. Complete the order information section and mail or fax it along with your binder diagram and camera-ready artwork to:

Carstens Customer Service Department
7310 West Wilson Avenue
Chicago, IL 60706
1-800-782-1524

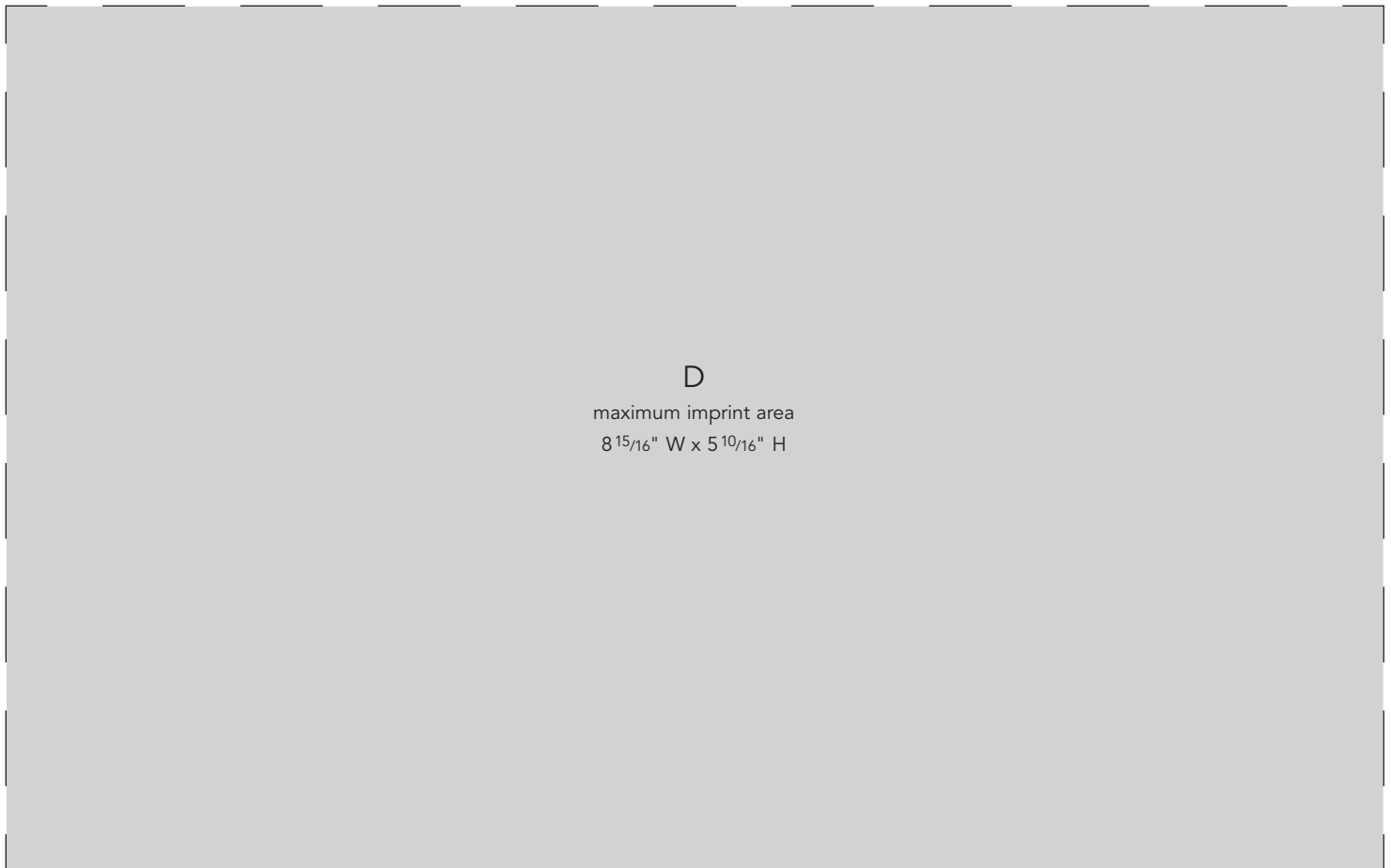
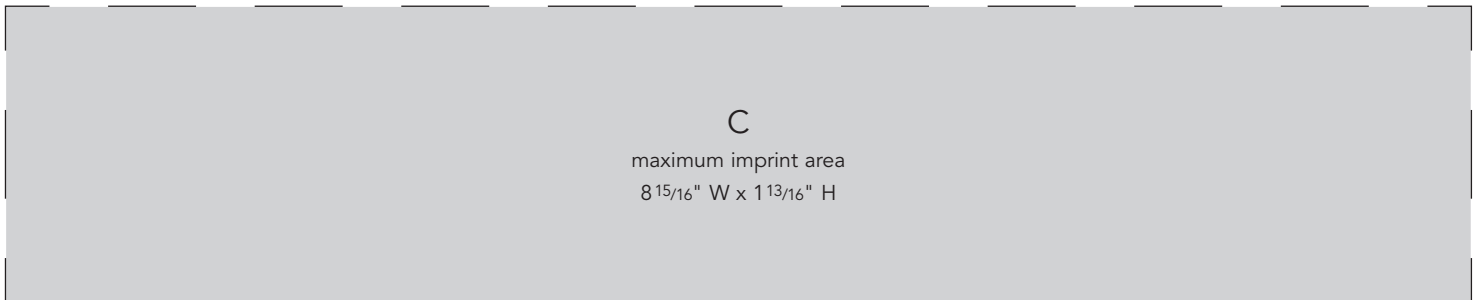
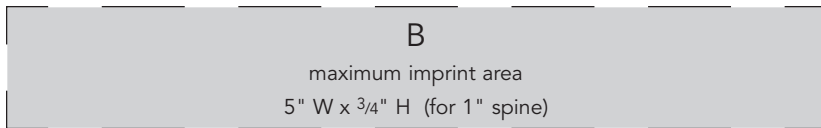
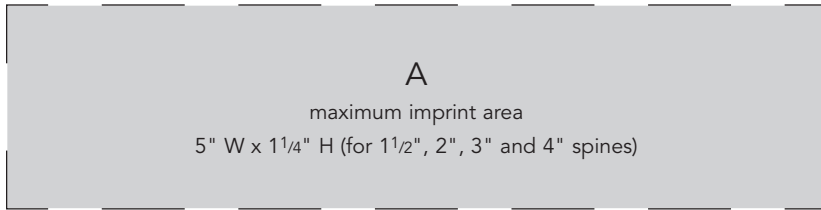
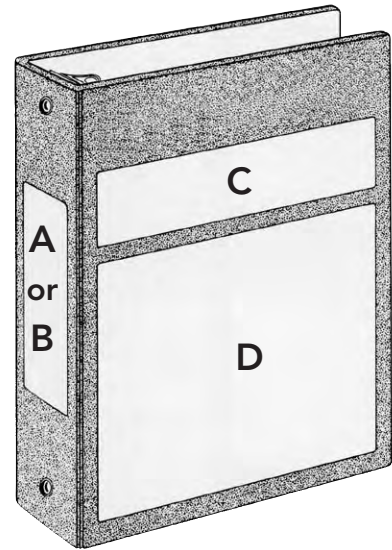
All submissions are subject to review and return to ensure proper imprinting. Custom imprinting requires a minimum order of 25 ringbinders. Imprinting is available in one color per binder. Carstens ringbinder covers are guaranteed for four years. Our custom imprinting may wear with ordinary use and is 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 Information

P.O. Number _____	Imprint Color <input type="checkbox"/> Black <input type="checkbox"/> Gold <input type="checkbox"/> Silver <input type="checkbox"/> 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 _____
<input type="checkbox"/> Generic (see list on page 4) _____	View our catalog or visit www.carstens.com for your desired binder color, number of rings, size and style (side-opening).
<input type="checkbox"/> Custom _____	

Side-Opening Binders

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



Top-Opening Binders

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

