IN-HOUSE DESIGNER'S PRODUCTION TOOLBOX

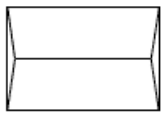
Okay, it's not a toolbox. It's not even a satchel or a case. It's just a very handy piece of paper.
Feel free to copy, cut, share, mount and display as you see fit.

INCHES

PICAS

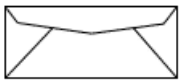
FOR FREE QUOTES, EMAIL nicole@oliveriandco.com

ENVELOPE CHART



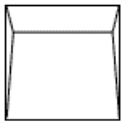
Announcement

A-2	4.375 x 5.75
A-6	4.75 x 6.5
A-7	5.25 x 7.25
A-8	5.5 x 8.125
A-9	5.75 x 8.75
A-10	6 x 9.5



Commercial Flap

#9	3.875 x 8.875
#10	4.125 x 9.5



Square

SQUARE ENVELOPE STANDARD SIZES

5 x 5
5.5 x 5.5
6 x 6
6.5 x 6.5
7 x 7
7.5 x 7.5
8 x 8
8.5 x 8.5
9 x 9
9.5 x 9.5

MAILING TIP:

POSTAL STANDARDS

The USPS allows postcards up to 5.5 x 8.5 at $0.42 postage (quantities over 250 may result on postage savings)

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OLIVERI FTP INSTRUCTIONS

MAC: Use an application like Fetch
PC: Use your browser

HOST: ftp.oliveriandco.com
USER ID: ftp%oliveriandco.com
PASSWORD: oliveri07

GREEN TIP:

NEW LEAF RECYCLED

Our TOP choice for high quality, excellent value recycled stock. Available as coated and uncoated stocks in a variety of weights.

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INSIDER'S TIP:

STOCK PHOTOGRAPHY

Next time you need stock photography for a brochure, newsletter, website, print ad, brochure, whatever...checkout:

istockphoto.com

(Actually, No – first call us and we'll design and print your project so it will not be forgotten anytime soon!)

Short of calling us though, **istockphoto.com** is a terrific resource:

High quality images, helpful search tools, and excellent value.

www.oliveriandco.com

MONEY-SAVING TIP:

COST-CUTTING INVENTORY

If possible, print enough corporate letterhead, envelopes, and business card masters to last at least 6 months (by doing so you won't need to order as frequently and the unit cost goes down.

Print with Oliveri and we'll even warehouse your printed inventory as well as set-up a custom bill-on-release program for all your material).

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Solutions.

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PRODUCTION TIP:

INCH : DECIMAL CONVERSION

1/16	**.0625**
1/8	**.125**
3/16	**.1875**
1/4	**.25**
5/16	**.3125**
3/8	**.3750**
7/16	**.4375**
1/2	**.5**
9/16	**.5625**
5/8	**.625**
11/16	**.6875**
3/4	**.75**
13/16	**.81225**
7/8	**.875**
15/16	**.9375**

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3 pt rule

2 pt rule

1 pt rule

Adobe Garamond, Regular

aA 6pt aA 8pt aA 9pt aA 10pt aA 11pt aA 12pt aA 14pt aA 18pt aA 24pt aA 30pt aA 36pt aA 48pt aA 60pt aA 72pt

5	10	20	30	40	50	60	70	80	90	100
overprint	overprint	overprint	overprint	overprint	overprint	overprint	overprint	overprint	overprint	
reverse	reverse	reverse	reverse	reverse	reverse	reverse	reverse	reverse	reverse	reverse
20% black	20% black		20% black	20% black	20% black	20% black	20% black	20% black	20% black	20% black
40% black	40% black	40% black	40% black		40% black	40% black	40% black	40% black	40% black	40% black
60% black	60% black	60% black	60% black	60% black	60% black		60% black	60% black	60% black	60% black
80% black	80% black	80% black	80% black	80% black	80% black	80% black	80% black		80% black	80% black