

# Napkin Ordering Instructions

When ordering, be sure to specify napkin number, design or monogram, lettering style, layout, quantity and color of print. All designs and lettering styles are interchangeable, unless otherwise noted. Napkin orders may require an additional 3-5 working days production time for some processes.

## COLORS OF PRINT:

Our standard colors of print are available on Supersoft Napkins. Please indicate clearly print color desired.

### Standard Foil Colors\*\*

Color	Sampled on page	Color	Sampled on page
*Black.....	not shown	Pink.....	142
*Claret.....	not shown	Red.....	not shown
Copper.....	not shown	Rose Gold.....	not shown
*Ecru.....	not shown	Royal.....	not shown
*Fuchsia.....	not shown	Sage.....	not shown
Gold.....	139, 140	Silver.....	139, 141
Hunter.....	not shown	*Sky.....	not shown
Lilac.....	not shown	Teal.....	140
*Mango.....	not shown	Violet.....	not shown
*Midnight.....	not shown	*White.....	140
*Mocha.....	140, 142	Wine.....	142
Passion.....	not shown		

\*Non metallic

\*\*Lettering styles CPP and CVL are not recommended for foil printing.

### Standard Ink Colors

Color	Sampled on page	Color	Sampled on page
Berry.....	not shown	Mocha.....	not shown
Black.....	141	Navy.....	not shown
Claret.....	not shown	Olive.....	not shown
Coral.....	not shown	Passion.....	not shown
Emerald.....	not shown	Periwinkle.....	not shown
Fuchsia.....	not shown	Raisin.....	not shown
Ginger.....	not shown	Red.....	not shown
Grey.....	not shown	Rosewood.....	not shown
Lagoon.....	not shown	Sage.....	not shown
Lavender.....	not shown	Sky.....	not shown
Mango.....	not shown	Slate.....	not shown
Marine.....	not shown	Taupe.....	not shown
Midnight.....	not shown	Violet.....	not shown

## CUSTOMER SUPPLIED ART: Extra charge \$25.00 ink, \$40.00 Foil

Please send in camera-ready, black and white artwork with no screening. Also please indicate the positioning of your artwork on the napkin.

## DESIGN:

The design refers to the drawing used with the names. It does NOT refer to the kind or size of napkins. Designs shown may be used with any napkin. If a design is not indicated in the space on the order form marked "Design No.", the napkin will be printed without a design. When ordering a monogram, be sure to include the initial(s) desired.

## NAPKIN SIZES:

All supersoft 3-ply napkins are available in luncheon and beverage sizes. Use luncheon napkins at the reception dinner and beverage napkins at the punch bowl or with cocktails.

## NAPKIN ITEM NUMBER:

Each napkin has an item number which indicates its color, kind and size (see the example below). Be sure to use the correct item number for luncheon or beverage size.

16V	WH	S	B or L
Album code	Color of napkin	Supersoft	Size

## PROOFS:

Proofs of napkins may be mailed or faxed at your request. They will be mailed unless otherwise specified.

Proof charge .....\$7.00

## QUANTITY:

All napkins must be ordered in multiples of 50 with a minimum purchase of 100. When ordering two different sizes of napkins with the same copy, make sure the quantity of each is in multiples of 50 as they will be priced as two separate orders.

Napkins

# Napkin Lettering Styles

Please specify lettering style when ordering napkins. If no lettering style is chosen, we will print in lettering P. The following lettering styles are available on napkins. See pages 2 and 3 for additional lettering styles.

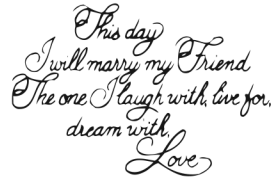
LETTERING B	Sampled on Page 139	Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz 1234567890 &
LETTERING C	Sampled on Page 142	<i>Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz 1234567890 &amp;</i>
LETTERING D	Sampled on Page 142	<b>Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz 1234567890 &amp;</b>
LETTERING HS	Not Sampled	<b><i>Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz 1234567890 &amp;</i></b>
LETTERING M	Sampled on Page 140	<i>Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz 1234567890 &amp;</i>
LETTERING P	Not Sampled	<i>Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz 1234567890 &amp;</i>

# Designs

These designs are available on napkins, invitations and enclosures (if applicable). Designs will be sized appropriately for product selected.



Design: 1075C



Design: 1104C



Design: 1433C



Design: 1627C



Design: 1949C



Design: 2712C



Design: 3301C



Design: 3460C



Design: 3496C



Design: 3540C



Design: 3672C



Design: 3917C



Design: 4437C



Design: 5168C



Design: 5281C



Design: 5341C



Design: 5342C



Design: 5345C



Design: 5550C



Design: 5553C



Design: 5581C



Design: 5615C



Design: 5616C



Design: 5617C



Design: 5628C



Design: 5668C



Design: 5698C



Design: 5701C



Design: 5762C



Design: 5763C



Design: 5799C



Design: 5804C



Design: 5806C



Design: 5807C



Design: 5808C



Design: 6339C

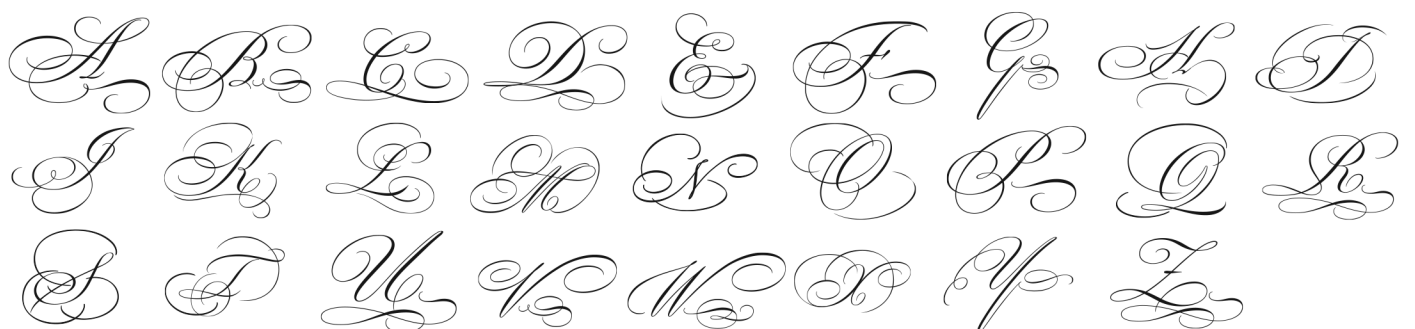
## Napkin Monogram

See page 12 for additional monograms styles.



ACTUAL SIZE

Monogram: 1177M



Please specify letter desired after monogram number.