

THE PRINT BOOK

Simple ordering solutions



WHY OUTSOURCE *with us?*

- ★ Over 50 years of quality and experience
- ★ Serving Canada and the U.S.A.
- ★ Friendly and reliable sales staff
- ★ Enter and track orders online
- ★ Order and shipping confirmations sent via email
- ★ Weekly proof reminders to keep you on track
- ★ Personalized reorder cards
- ★ Freight included on orders shipped via ground in Canada
- ★ Rush deliveries available
- ★ We do not ship “overs”
- ★ Educational webinars
- ★ Access to marketing tools



We are proud to be
Canada's largest
trade only forms and
labels manufacturer.

Factor Forms & Labels was founded in 1971, in Edmonton, Alberta. That's over 50 years of experience! Since then, we have grown to become Western Canada's largest trade only print supplier, serving both Canada and the United States.

We never sell to the general public, therefore we are always your partner, never your competitor. Providing you with an experienced sales person ensures outsourcing is made easy. Continuing to upgrade and expand our product lines allows us to always elevate our customers' experience.

At a glance...



ARTWORK



CHEQUES & COMPUTER FORMS



MULTIPART FORMS



REGISTER FORMS



ENVELOPES



SHIPPING TAGS



DIGITAL LABELS



DIGITAL PRODUCTS



PRINT & MAILING SERVICES



MARKETING TOOLS



ONLINE SERVICES



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*Need help planning
your next printing project?
Contact us today!*

1-800-661-7243
www.factorforms.com

All products subject to stock availability.

ARTWORK

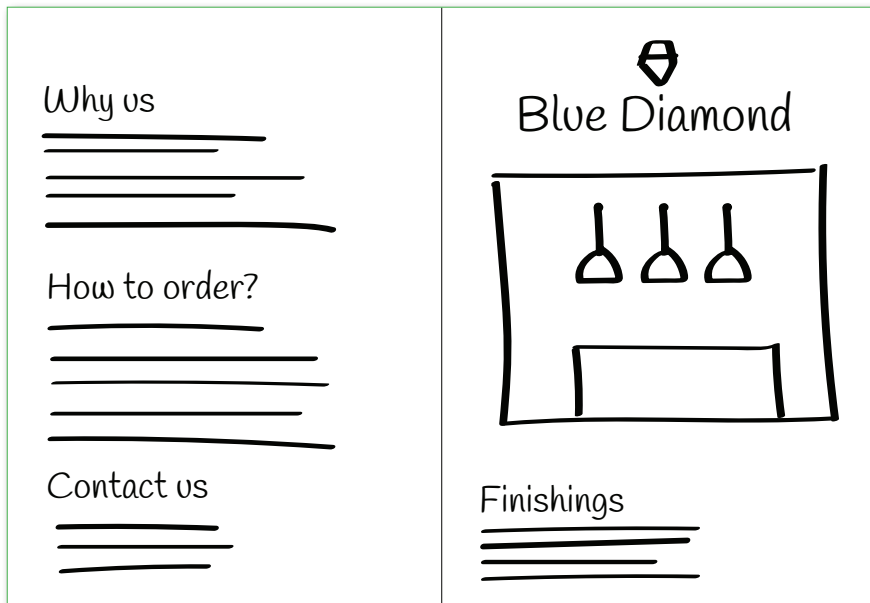
▶ GRAPHIC DESIGN SERVICES

Looking for someone to design your artwork? Our skilled graphic designers have the ability to compose and create eye-catching pieces.

From business forms, to labels, to advertising campaigns, we can help. Team up with us to create attractive artwork that you can be proud of.

We have an hourly rate with a minimum of 30 minutes.

GO FROM THIS



TO THIS





► SUBMITTING FILES

We prefer print-ready PDF files. The PDF should be high resolution (300 dpi or more) or vector based. Files can be sent via email or uploaded through our website.

The checklist below represents many of the details that are required for your file to print correctly.

Size

Your artwork must be created the exact finished size of the job (plus bleed).

Plate Gap

Our presses require 3/8" plate gap. This is the space needed to hold the plate onto the cylinder of the press.

Crop Marks

Please supply standard crop marks so we know where to cut your work.

Fonts

All fonts should be converted to outlines. If you want us to edit your file, please supply the font.

1 Up

Provide your file 1 up only (includes bookwork). We will take care of imposing the art for printing.

Bleed

Does the image or colour go to the edge of your page? If so, you need an extra 1/4" of that image or colour all the way around your document for cutting.

Colour

Your file should be supplied to us in pantone colours or CMYK, depending on the product. Colours will vary when printed on different machines/printers from how they are viewed on your monitor.

File type

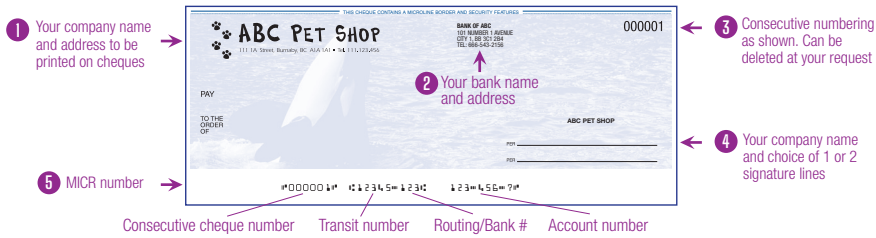
Vector art is preferred. This is an AI, EPS or PDF file with no bitmap images. If you are supplying an image, please provide the file with a resolution of at least 300 dpi or more (the higher, the better).

Margin

Digitally run products ideally require a 1/4" margin on all four sides.

CHEQUES

The first step to the cheque ordering process is knowing which software to use. This will determine the corresponding cheque body. There are 5 main imprint areas on every cheque order as seen in the illustration below.

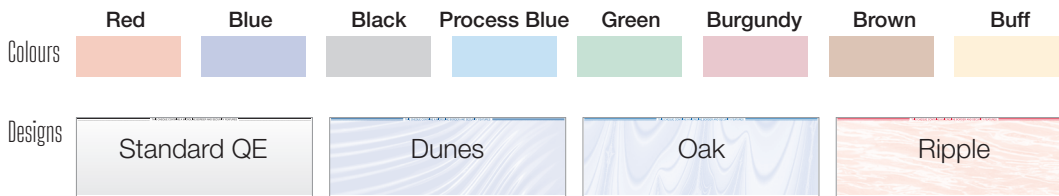


1. Provide your company name and address as you want it to appear on your cheque. There is the option of having your company logo printed.
2. Provide your bank name and address.
3. Provide the consecutive numbering sequence for your cheques.
4. Your company name appears above your choice of 1 or 2 signature lines.
5. Consecutive cheque number, transit number, routing/bank # and account number are required. You may also obtain a MICR specification sheet from your bank.

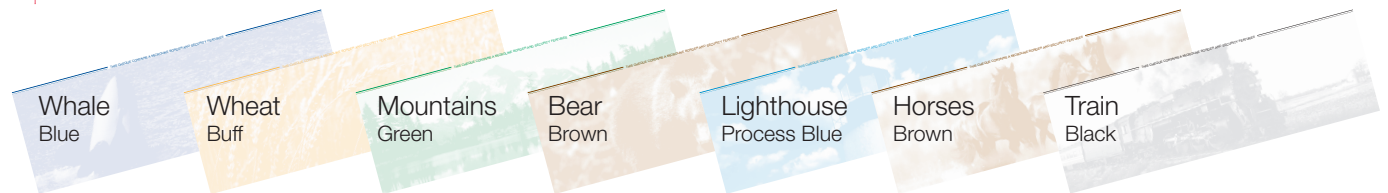
UNDERSTANDING MICR ENCODING	consecutive cheque number	transit number	routing/bank #	account number
	⑈ 000001 ⑈	⑆ ⑆ 2345 ⑈	⑆ 2345 ⑈	⑆ 234567 ⑈
	your numbering series	identifies branch	identifies financial institution	your account

STOCK PANTOGRAPHS

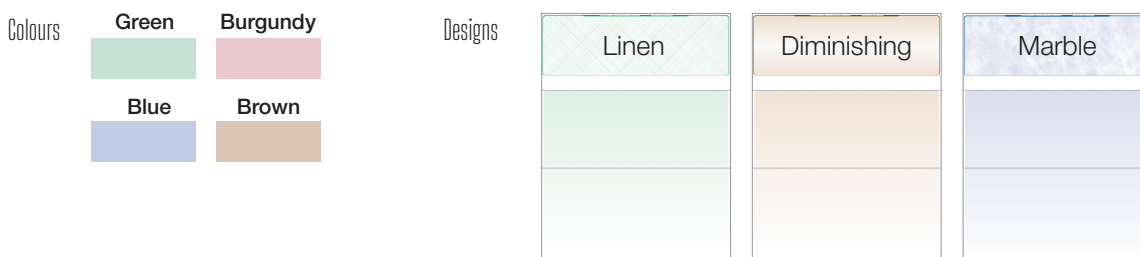
Basic Pantographs

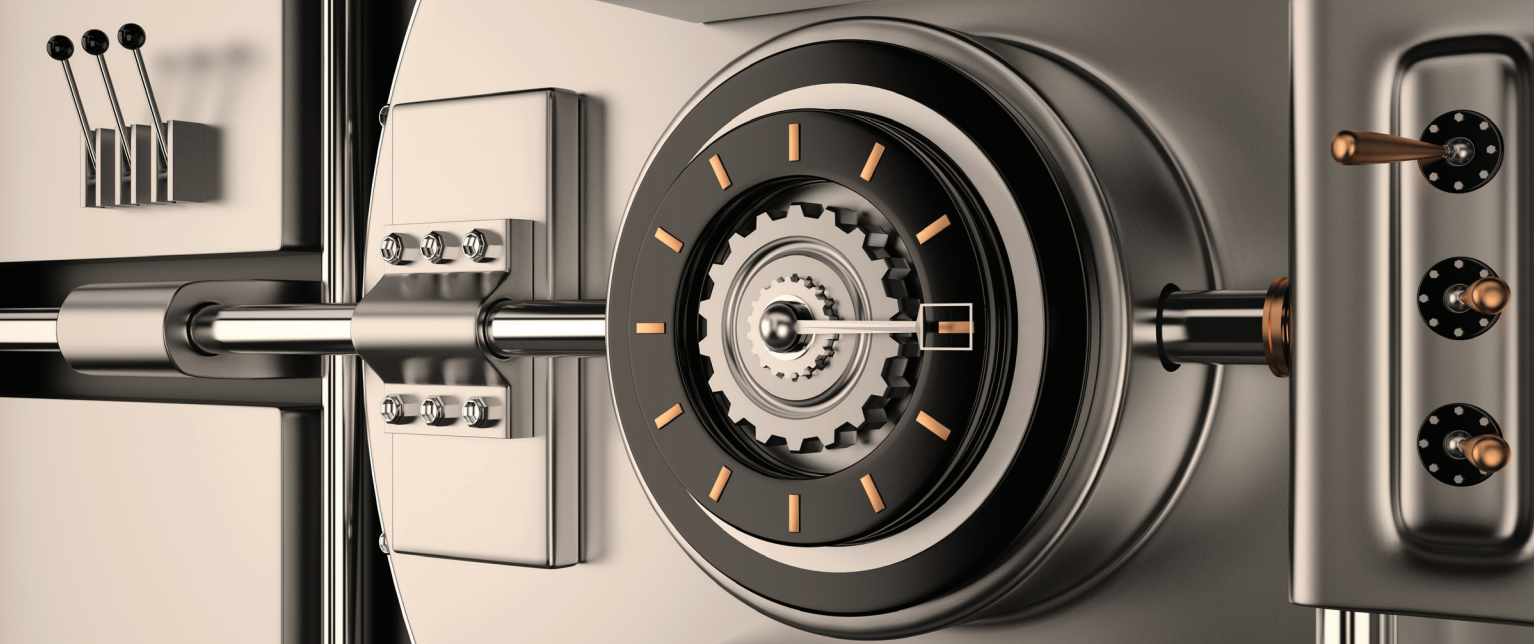


Canadiana Pantographs (Colours available as illustrated only)



Additional styles available with screening on stubs





► SECURITY FEATURES

PRODUCT SPECIFICATIONS



True Fourdrinier paper machine watermark



Bleach and oxidizer reactivity - brown stain



Polar class solvent reactivity



Visible embedded fibers: red and blue



Non-polar class solvent reactivity



Printloc toner adhesion: true security level - toner anchorage for laser printing



Invisible embedded fiber: can only be seen under UV light

EXTRA SECURITY FEATURES FOR ADDED PROTECTION

Warning Bands

Printed warning on document face notifies document handlers and criminals of security features present.

Microprinting

Miniature print appears as a line or rule. Difficult to scan or copy. Can be verified with a magnifying glass. Helps with authentication.

Hologram (available on laser cheques only)*

Add a hologram as an extra visible feature. Holograms are safe to use in laser printers. A hologram cannot be reproduced by copiers or scanners.

SECURITY STOCKS	Pantograph on face	Microline	Chemical alteration indicators	True watermark	Invisible fibres	Printloc toner adhesion	Red & blue fibres visible in paper
Standard-Defensa® True	✓	✓	✓	✓	✓	✓	
Upgrade-Defensa® Premium*	✓	✓	✓	✓	✓	✓	✓

* Additional upcharge

COMPUTER CHEQUES

LASER CHEQUES

▶ STOCK

Standard-Defensa® True

(Upgrade-Defensa® Premium and Hologram available)
2 or 3 parts available

▶ INK

Imprint

Black or choose from a wide variety of PMS ink colours

Pantograph

Stock colours or choose from a wide variety of PMS ink colours

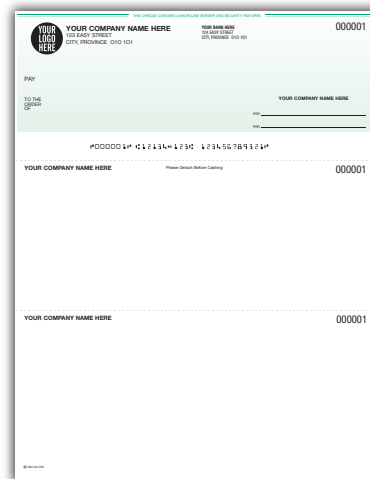
Backprint

40% screened black or choose from a wide variety of PMS ink colours

★ Maximum 4 ink colours total (including backprint)
Full colour options available (see Digital Products section)

▶ NUMBERING

Standard gothic numbering and micr consecutive numbering included



CONTINUOUS CHEQUES

▶ STOCK

Standard-Defensa® True (Upgrade-Defensa® Premium available)

Additional parts printed on **Standard Carbonless**
CFB – white, canary, pink, green, blue, goldenrod
CF – white, canary, pink, green, blue, goldenrod

▶ INK

Imprint

Black or choose from a wide variety of PMS ink colours

Pantograph

Stock colours or choose from a wide variety of PMS ink colours

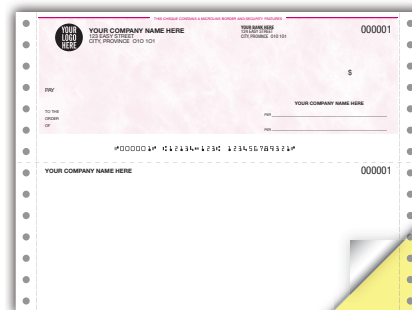
Backprint

40% screened black or choose from a wide variety of PMS ink colours

★ Maximum 5 ink colours total (including backprint)

▶ NUMBERING

Standard gothic numbering and micr consecutive numbering included



HANDWRITTEN CHEQUES

MANUAL CHEQUES

STOCK PANTOGRAPHS

Basic Pantographs (Colours available as illustrated only)



STOCK

Standard-Defensa® True

2 parts available

INK

Imprint

Black only

Pantograph

Stock ink colours only (as shown above)

Backprint

40% screened black

★ Full colour options available (see Digital Products section)

NUMBERING

Standard gothic numbering and micr consecutive numbering included

SIZE

1 Up (3 1/4" x 11") 2 Up (6 1/2" x 11")

STUBS

Stub A

Stub B

Stub C

Stub D

STYLES

99-01

99-03

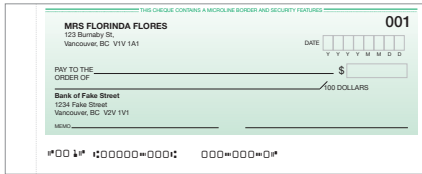
99-02



HANDWRITTEN CHEQUES

PERSONAL CHEQUES

STOCK PANTOGRAPH



Standard - Green

STOCK Standard Defensa® True

INK Imprint Black only

Pantograph Standard Green QE only

Backprint 40% screened black

NUMBERING Standard gothic numbering and micr consecutive numbering included

SIZE 2 3/4" x 6 1/4"

BINDERY Booked with a two page bank ledger at back of book

ATM - Strike Machine		D - Deposit	DC - Debit Card	PC - Home Banking	PP - Pre-Authorized Payment	TB - Telephone Banking	SF - Service Fee	T - Transfer
CHEQUE NO. OR CODE	DATE	DESCRIPTION OF TRANSACTION	PAYMENT TYPE OR WITHDRAWAL	✓	ADDITIONS (+) DEPOSIT OR INTEREST	Y	✓	BALANCE





DEPOSIT BOOKS

LARGE DEPOSIT BOOKS

▶ **STOCK**

Heavyweight Carbonless (20lb)

2 part – CB white, CF pink

3 part – CB white, CFB canary, CF pink

▶ **INK**

Black imprint only

Body template Blue only

▶ **SIZE**

7" x 7"

▶ **BINDERY**

Booked in 25's or 50's

Large Deposit Book design (7" x 7")

SMALL DEPOSIT BOOKS

▶ **STOCK**

Heavyweight Carbonless (20lb)

2 part – CB white, CF canary

3 part – CB white, CFB canary, CF pink

▶ **INK**

Imprint and body template in black only

▶ **SIZE**

9" x 3 2/3"

▶ **BINDERY**

Booked in 25's or 50's

Small Deposit Book design (9" x 3 2/3")

COMPUTER FORMS – LASER & CONTINUOUS

▶ STOCK

Standard Carbonless

CB – white, canary, white self-contained

CFB – white, canary, pink, green, blue, goldenrod

CF – white, canary, pink, green, blue, goldenrod

Heavyweight Carbonless (20lb)

CB – white

CFB – white, canary, pink, green, blue

CF – white, canary, pink, goldenrod

Bond

40M – white, canary, pink, green, blue, goldenrod

48M – white, canary, pink

Tag & Ledger

CF Carbonless, 66M manila/white, 210M manila/white

Bond – 56M manila/white, 200M manila/white

▶ INK

Face

Black or choose from a wide variety of PMS ink colours

Backprint

40% screened black or choose from a wide variety of PMS colours

★ Maximum 5 ink colours total (including backprint)

▶ NUMBERING

One crash numbering position included

Additional numbering position(s) and press numbering available

▶ EXTRA OPTIONS

Extra perforations, designations, mylar, kleenstick, blockout, hole punching, static or variable barcoding/data



MULTIPART FORMS

▶ STOCK

Standard Carbonless

- CB – white, canary, white self-contained
- CFB – white, canary, pink, green, blue, goldenrod
- CF – white, canary, pink, green, blue, goldenrod

Heavyweight Carbonless (20lb)

- CB – white
- CFB – white, canary, pink, green, blue
- CF – white, canary, pink, goldenrod

Bond

- 40M – white, canary, pink, green, blue, goldenrod
- 48M – white, canary, pink

Tag & Ledger

- CF Carbonless, 66M manila/white, 210M manila/white
- Bond – 56M manila/white, 200M manila/white



▶ INK

Face

Black or choose from a wide variety of PMS ink colours

Backprint

40% screened black or choose from a wide variety of PMS colours

- ★ Maximum 5 ink colours total (including backprint)
- Full colour options available (see Digital Products section)

Covers

Front covers and wrap around covers can be printed in black or full colour, single or double sided, with optional numbering series



▶ NUMBERING

- One crash numbering position included
- Additional numbering position(s) and press numbering available
- Jumbo numbering

▶ BINDERY

Trimming, padding, shrinkwrapping, stitching, perfect binding, hole drilling, fan-apart sets, coiling

▶ EXTRA OPTIONS

Extra perforations, designations, mylar, kleenstick, blockout, hole punching, static or variable barcoding/data

DESIGN TEMPLATES

OFFICE

RECEIPT

Two receipt templates are shown. The top one is labeled '000001' and the bottom one '000002'. Both include fields for 'COMPANY NAME', 'ADDRESS', 'Date', 'RECEIVED FROM', '\$', 'DOLLARS', and 'FOR'. Below these are checkboxes for payment methods: ACCOUNT BALANCE, THIS PAYMENT, BALANCE DUE, CASH, CHECK, DEBIT CARD, MONEY ORDER, and CHARGE CARD. A 'BY' field is also present.

90-15 7" x 8 3/8" ~ available 1, 2 or 3 up

MEMO

A memo template labeled '90-04' is shown. It includes fields for 'COMPANY NAME', 'ADDRESS', 'FROM', 'REPLY', 'URGENT', 'AS SOON AS POSSIBLE', 'DATE', 'SUBJECT', 'POSTAL CODE', 'MESSAGE', 'REPLY FROM', and 'REPLY DATE'. At the bottom, it says 'MEMO' and 'RESPONDENT: RETURN YELLOW'.

90-04 8 1/2" x 8 5/8"

HOTEL/MOTEL

STATEMENT

A statement template labeled '91-01' is shown. It includes fields for 'COMPANY NAME', 'ADDRESS', 'STATEMENT DATE', 'TO', 'POSTAL CODE', and 'AMOUNT PAID'. Below is a table with columns: DATE, ITEM, CHARGES, CREDITS, and BALANCE. The table is divided into 'BALANCE FORWARD' and 'BALANCE'. At the bottom, it says '91-01' and 'PLEASE PAY LAST AMOUNT IN BALANCE COLUMN'.

91-01 5 2/3" x 9 1/8"

PURCHASE ORDERS

A purchase order template labeled '93-01' is shown. It includes fields for 'COMPANY NAME', 'ADDRESS', 'AB 000001', 'PURCHASE ORDER', 'DATE REQUESTED', 'SHIP VIA', 'TO', 'SHIP TO', 'QUANTITY', 'DESCRIPTION', 'PRICE', and 'AMOUNT'. At the bottom, it says '93-01' and 'PLEASE LET US KNOW RIGHT AWAY IF YOU ARE UNABLE TO SUPPLY ANY OF THE ABOVE AS SPECIFIED'.

93-01 5 2/3" x 9 1/8"

A purchase order template labeled '93-02' is shown. It includes fields for 'COMPANY NAME', 'ADDRESS', 'PURCHASE ORDER AB 000001', 'DATE OF ORDER', 'SHIP VIA', 'DATE REQUESTED', 'SHIP VIA', 'TO', 'SHIP TO', 'DATE REQUESTED', 'SHIP VIA', 'P.O.#', 'TERMS', 'QTY ORDERED', 'QTY RECEIVED', 'DESCRIPTION', 'UNIT PRICE', 'UNIT', and 'AMOUNT'. At the bottom, it says '93-02' and 'PLEASE LET US KNOW RIGHT AWAY IF YOU ARE UNABLE TO SUPPLY ANY OF THE ABOVE WHEN AND HOW SPECIFIED'.

93-02 8 1/2" x 7 5/8"

SERVICE

RECYCLABLE
THIS JOB INVOICE FITS STANDARD #9 & #10 WINDOW ENVELOPES, ALSO #10A WINDOW ENVELOPES.

JOB INVOICE AB 000001

COMPANY NAME
ADDRESS
ADDRESS

PHONE NO. 20
PHONE NO. 20
JOB LOCATION
JOB ORDER

TO: _____

DESCRIPTION OF WORK

QUAN.	MATERIAL	PRICE	AMOUNT	OTHER CHARGES	AMOUNT	
					TOTAL OTHER	
					LABOUR	
					TOTAL	

DATE COMPLETED 20
LABOUR OTHER MATERIALS TOTAL CHARGES SUB-TOTAL SUB-TOTAL P.S.T. TOTAL

PLEASE GO AHEAD WITH THE ABOVE DESCRIBED WORK. I THE WORK IS COMPLETE TO MY SATISFACTION

DATE 20 DATE 20

95-06 8 1/2" x 11 5/8"

SERVICE ORDER

PRODUCT SERVICE CENTRE NUMBER SERIAL NUMBER DEALER NAME CUSTOMER COMPLIANCE

MODEL NUMBER WARRANTY REGISTRATION NO. & EXPIRE PURCHASE DATE

COMPANY NAME
ADDRESS
ADDRESS

LABOUR WARRANTY CONTRACT ESTIMATE

000001

QTY	DESCRIPTION	PRICE	AMOUNT	DATE	DATE PROMISED	DATE OF PHYSICAL REGISTRATION
SERVICE PERFORMED						

TECHNICAL SERVICE TIME
TECHNICIAN

DATE COMPLETED

ALL COMPLETE WORK
CASH DEBIT CARD

TOTAL MATERIALS SERVICE TIME SERVICE CHARGE OTHER SUBTOTAL S.S.T.A.S.T. P.S.T. TOTAL

Signature: _____

COMPANY NAME 000001
ADDRESS
ADDRESS

Designation: CLAIM CHECK (Pis 1 + 2) IDENTIFICATION TAG (Pt 3)

95-09 8 1/2" x 9 1/8"

CONTRACTORS

ELECTRICAL-HVAC

RECYCLABLE

ELECTRICAL Work Order/Invoice 000001

COMPANY NAME
ADDRESS
ADDRESS

PHONE NO. 20
PHONE NO. 20
JOB LOCATION
JOB ORDER

TO: _____

DESCRIPTION OF WORK

QUANTITY	MATERIAL	UNIT PRICE	AMOUNT	DESCRIPTION OF WORK
LABOUR				
TOTAL LABOUR				
TOTAL MATERIALS				
TOTAL LABOUR				
TOTAL OTHER				
TOTAL LABOUR				
TOTAL				

DATE 20

95-16 8 1/2" x 11 5/8"

RECYCLABLE

QUOTATION 000001

COMPANY NAME
ADDRESS
ADDRESS

PHONE NO. 20
PHONE NO. 20
JOB LOCATION
JOB ORDER

TO: _____

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
TERMS & CONDITIONS			
ACCEPTANCE			
TOTAL			

DATE 20 SIGNATURE

94-07 8 1/2" x 11 5/8"

RECYCLABLE

PROJECT INVOICE 000001

COMPANY NAME
ADDRESS
ADDRESS

PHONE NO. 20
PHONE NO. 20
JOB LOCATION
JOB ORDER

TO: _____

QUANTITY	MATERIAL	UNIT PRICE	AMOUNT	DESCRIPTION OF WORK
TOTAL MATERIALS				
TOTAL LABOUR				
TOTAL OTHER				
TOTAL LABOUR				
TOTAL				

DATE COMPLETED

THIS QUOTATION IS BINDING - please go ahead.

94-15 8 1/2" x 11 5/8"



REGISTER FORMS

STOCK

Standard Carbonless

- CB – white, canary
- CFB – white, canary, pink, green, blue, goldenrod
- CF – white, canary, pink, green, blue, goldenrod

INK

Face

Blue or choose from a variety of PMS ink colours

Backprint

40% screened black or choose from a wide variety of PMS colours

★ Maximum 4 ink colours total (including backprint)

NUMBERING

One crash numbering position included

SIZE

- 47 series (4" x 7")
- 57 series (5 1/2" x 7")
- 58 series (5 1/2" x 8 1/2")

DESIGN TEMPLATES

Custom designs available



01

COMPANY NAME
ADDRESS
ADDRESS
ADDRESS

NAME DATE 2002
ADDRESS
ADDRESS
ADDRESS

00001

58-01

02

COMPANY NAME
ADDRESS
ADDRESS
ADDRESS

NAME DATE 2002
ADDRESS
ADDRESS
ADDRESS

00001

57-02

03

COMPANY NAME
ADDRESS
ADDRESS
ADDRESS

NAME DATE 2002
ADDRESS
ADDRESS
ADDRESS

00001

47-03

04*

COMPANY NAME
ADDRESS
ADDRESS
ADDRESS

NAME DATE 2002
ADDRESS
ADDRESS
ADDRESS

00001

57-04

05*

COMPANY NAME
ADDRESS
ADDRESS
ADDRESS

NAME DATE 2002
ADDRESS
ADDRESS
ADDRESS

00001

58-05

06

COMPANY NAME
ADDRESS
ADDRESS
ADDRESS

NAME DATE 2002
ADDRESS
ADDRESS
ADDRESS

00001

47-06

07

COMPANY NAME
ADDRESS
ADDRESS
ADDRESS

NAME DATE 2002
ADDRESS
ADDRESS
ADDRESS

00001

47-07



REGISTER MACHINES
Available upon request

*Available in 57 and 58 series only

ENVELOPES

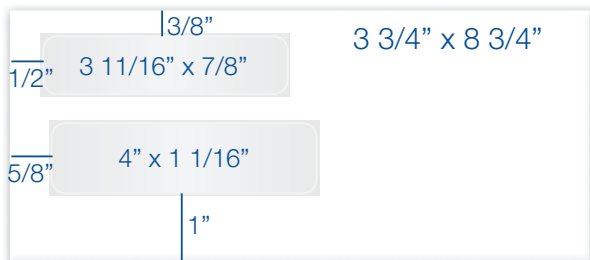
TWINDOW ENVELOPES

▶ STOCK

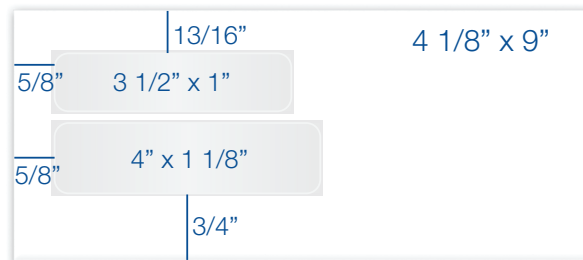
White Security lined

★ No print

20A



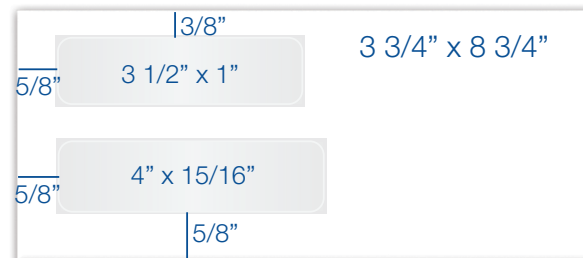
40A



30A



50A



ENVELOPES

STANDARD ENVELOPES

▶ STOCK

White or Kraft
Plain or Window

★ Custom stocks available

▶ INK

Face

Black or choose from a wide variety of PMS ink colours

Backprint

Black or choose from a wide variety of PMS ink colours

- ★ Standard print has maximum 2 colours total, including backprint (runs in 1 pass)
- ★ 3 and 4 colour options available depending on registration (2nd pass required)
- ★ Full colour options available on face only (see Digital Products section)

▶ SIZE

Minimum size 3 1/4" x 4 3/4"
Maximum size 12" x 16"
Size restrictions may apply

▶ #9 ENVELOPES

3 7/8" x 8 7/8"
Backprint available

#9 PLAIN



#9 WITH WINDOW



#9 ARTLINE (plain or with window)



▶ **#10 ENVELOPES**

4 1/8" x 9 1/2"

Backprint available

Peel & seal option

#10 PLAIN



#10 WITH WINDOW



#10 ARTLINE (plain or with window)



▶ **9 x 12 ENVELOPES**

9" x 12"

Backprint available

#7 CATALOGUE



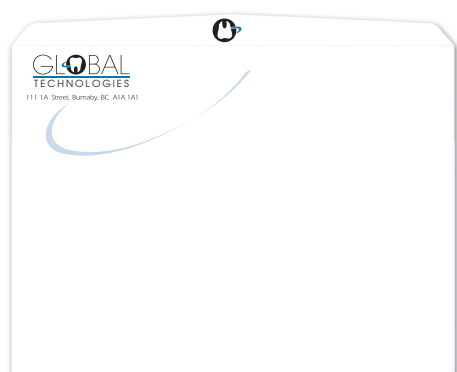
White Wove Open End

#7 CATALOGUE



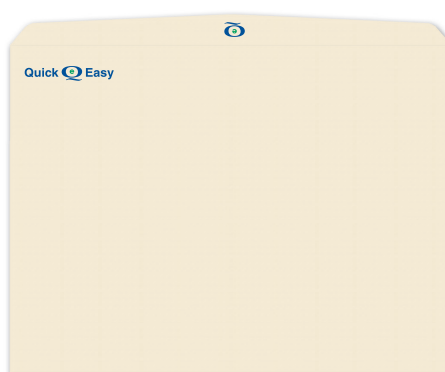
Natural Kraft Open End

#7 BOOKLET



White Wove Open Side

#7 BOOKLET



Natural Kraft Open Side

SHIPPING TAGS

STOCK

#5 and #8 Shipping Tags (10pt)

Manila, white, red, green, blue, yellow

#6 Shipping Tags (10pt)

Manila only

★ Custom colours available

INK

Face

Black or choose from a wide variety of PMS ink colours

Backprint

Black or choose from a wide variety of PMS ink colours

Same ink colours front and back

★ Standard print has maximum 2 colours total, including backprint (runs in 1 pass)

#5 SHIPPING TAG*

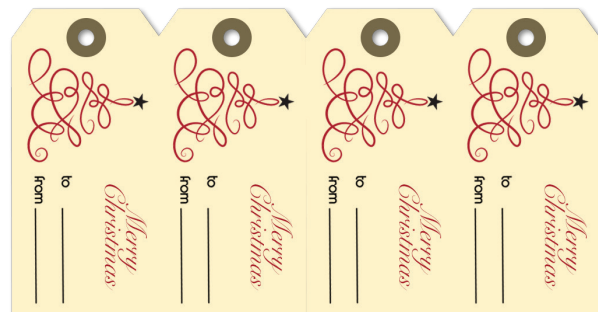
Individual size 4 3/4" x 2 3/8"



Supplied 4 up

#6 SHIPPING TAG*

Individual size 5 1/4" x 2 5/8"



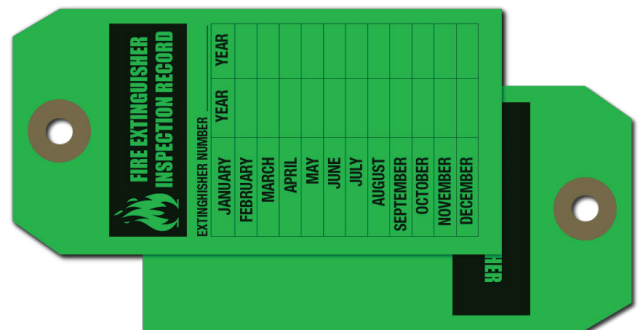
Supplied 4 up

#8 SHIPPING TAG*

Individual size 6 1/4" x 3 1/8"



Supplied 1 up



Supplied 1 up

* Wires available upon request.

DIGITAL LABELS

STOCK ADHESIVES AND FEATURES

	Matte	Semi Gloss	Gloss	Poly	Clear	Metallic	Iridescent/ Metallized	Estate Laid	Thermal	Void Security	Fluorescent
ADHESIVES											
Permanent	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Removable	✓		✓								
Ultra Removable					✓						
Freezer			✓								
FEATURES											
Moisture Resistant		✓	✓	✓	✓	✓	✓			✓	
Water Proof			✓	✓	✓	✓	✓			✓	
Weather Resistant			✓	✓	✓	✓	✓			✓	
Block Out*	✓*										
Writeable	✓	✓						✓	✓		✓

* Matte Block Out is available on permanent adhesive only

INK

Labels are printed digitally with CMYK glossy inks that have UV protection. This resists fading and provides vibrant full colour. The option of opaque white ink enhances images and makes them stand out. We have 3 pricing categories: 1 colour, 2 colour and full colour.



1 colour



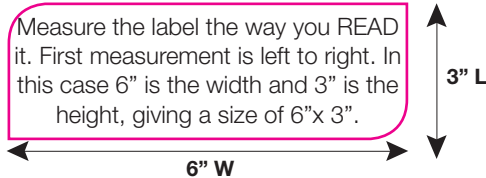
2 colour



Full colour (3 or more)

MEASUREMENTS AND WIND DIRECTIONS

Measure the label the way you READ it. First measurement is left to right. In this case 6" is the width and 3" is the height, giving a size of 6"x 3".



SIZE & SHAPE

Most label sizes are accommodated with sizes ranging from a minimum label size of 1/4" x 1/4" to a maximum label size of 12" x 45" (some restrictions may apply).

Laser die cutting technology allows you to have any custom shape for FREE!



Circle

or



Custom Shape

QUANTITY

We offer a wide range of quantities starting at 1. No minimum quantity. Order what you need.

▶ VARIABLE AND BARCODING

Labels can be consecutively numbered in any colour and any size.

Labels can include consecutive or static barcodes such as 3 of 9, QR codes or UPC codes.



Variable



QR Code



UPC Code



PARS/PAPS

▶ MULTIPLE SKU'S

Grouping labels (same size, stock and shape) gives you a competitive advantage by reducing costs.



▶ FINISHING & ADDITIONAL OPTIONS

Labels are delivered on 3" cores. 1" cores are available upon request.

Labels are supplied on rolls with the option of perforations between each label and in the dieline.

Other options include supplying as sheets or individual, single labels.

Bagging or booking available.

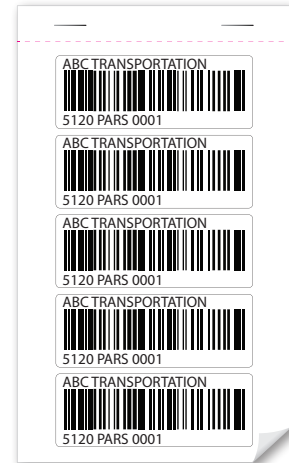
Gloss, white and matte lamination.



Singles



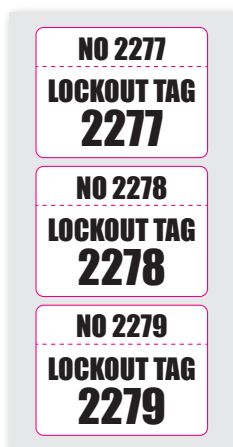
Sheets



Books



Perforation
between labels



Perforation
part of dieline



1" cores



3" cores

DIGITAL LABELS

STOCK SELECTION

MATTE, SEMIGLOSS, MATTE BLOCKOUT, ESTATE LAID (cream, white), FLUORESCENT (green, orange, red, yellow, pink)
Paper based

Regular matte available in permanent and removable adhesive (all others available in permanent only).

This paper based stock is best suited for shipping and address labels, water bottles, labels requiring written information, food, nutrition/ingredients, barcodes, indirect food contact, warehouse, danger, health and safety, construction, beverage bottles, artsy images, gourmet foods and covering old information.



GLOSS

Polypropylene

Available in permanent, removable and freezer adhesives.

This BOPP (Biaxially Oriented Polypropylene) stock is best suited for nutraceuticals, indirect food contact, nutrition/ingredients, corporate identity, barcodes, promotional, product identification, plastic containers, outdoor products and frozen food products.



POLY

Polyester

Available in permanent and supertac adhesives.

This polyester stock is best suited for corporate identity, health and safety, construction, hard hats, outdoor applications, product identification, barcodes and durable goods.

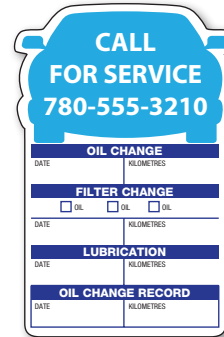


CLEAR

Polyester

Available in permanent and ultra removable.

This polyester stock is best suited for nutraceuticals, packaged products and window applications such as oil change and store front window labels.

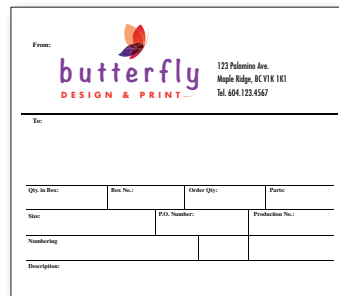


THERMAL TRANSFER

Paper based

Available in permanent adhesive.

This paper based stock is best suited for shipping/address labels, barcodes, food packaging and labels running through thermal printers such as Sato, Zebra, etc.



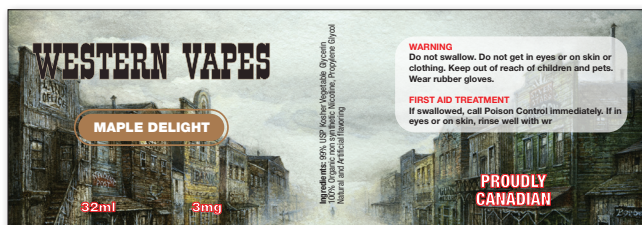
SILVER

Polyester (Bright Silver, Dull Silver)

Paper based (Metallized Silver, Iridescent Silver)

Available in permanent adhesive.

These stocks are best suited for corporate identity, health and safety, construction, property identification, HVAC and artsy images.



DIGITAL LABELS

VOID SILVER

Polyester

Available in permanent adhesive.

This polyester stock is designed for security/tamper resistance and is best suited for security certificates, product authentication, confidential information, security envelopes and packaged products.



▶ OTHER APPLICATIONS

LABEL BUSINESS CARDS

A creative way to promote your brand with your choice of stock.



LABEL MY STUFF

4 sheet package containing 266 total labels that can be used to label anything including school supplies, office supplies, household items, sports equipment and more.





DIGITAL PRODUCTS

▶ HOUSE STOCK

28lb Text
80lb Gloss Text
100lb Gloss Text, Dull Text, Gloss Cover, Dull Cover, Uncoated Cover
120lb Uncoated Cover
C1S 10pt
C2S 10pt, 12pt, 14pt, 16pt
100lb Linen Cover (pure white)
80lb Via Vellum Cover Black
Synthetic

★ Custom stocks available

▶ TONER

Black only or full colour
Clear and silver toner available

▶ SIZE

13" x 27.5" maximum sheet size
12" x 26.5" maximum image size

▶ VARIABLE

Variable data or numbering available in any colour
Restrictions may apply

▶ BINDERY

Trimming, padding, stitching, saddle stitching, scoring, folding, perforating, coiling,
laminating (soft touch, gloss -1.7mil), die cutting, round corners

DIGITAL PRODUCTS

FULL COLOUR LASER CHEQUES

1 part

▶ **STOCK**

Standard-Defensa® True

(Upgrade-Defensa® Premium and Hologram available)

Standard perforations

Standard CPA backprint

▶ **TONER**

Black only or full colour

▶ **SIZE**

8.5" x 11"

▶ **NUMBERING**

Black only



Must have 1/4" margin on all 4 sides

FULL COLOUR MANUAL CHEQUES

1 part

▶ **STOCK**

Standard-Defensa® True

Standard CPA backprint

▶ **TONER**

Black only or full colour

▶ **SIZE**

1 up (3 1/4" x 11")

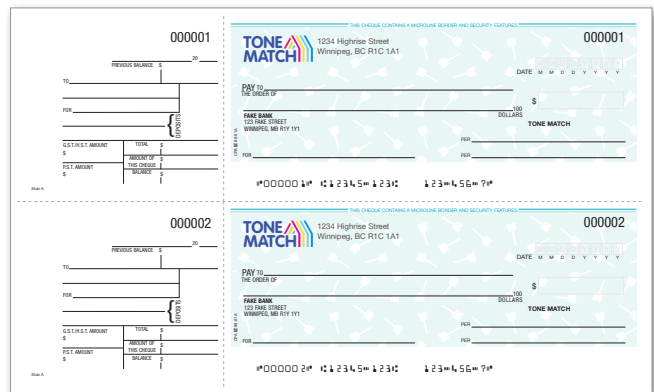
2 up (6 1/2" x 11")

▶ **NUMBERING**

Black only



1 Up - Must have 1/4" margin on all 4 sides



2 Up - Must have 1/4" margin on all 4 sides



MULTIPART FORMS

Up to 5 part forms available

▶ STOCK

Heavyweight Carbonless (20lb)

2 part – CB white, CF canary

3 part – CB white, CFB canary, CF pink

4 part – CB white, CFB canary, CFB pink, CF goldenrod

5 part – CB white, CFB green, CFB canary, CFB pink, CF goldenrod

▶ TONER

Face & Backprint

Black only or full colour

Covers

Front covers and wrap around covers can be printed in black or full colour, single or double sided, with optional numbering series

▶ VARIABLE

Variable data or numbering available in any colour

Restrictions may apply

▶ SIZE

9" x 11"

8 1/2" x 11 1/2"

8 1/2" x 14 1/2"

All sizes include 1/2" booking stub

★ Custom sizes available

▶ BINDERY

Trimming, padding, shrinkwrapping, stitching, hole drilling, fan-apart sets, coiling

▶ EXTRA OPTIONS

Designations, blackout

Extra perforations unavailable

Must have 1/4" margin on all 4 sides



DIGITAL PRODUCTS

MULTIPART RECEIPTS

3 or 4 up

STOCK

Heavyweight Carbonless (20lb)

2 part – CB white, CF canary

3 part – CB white, CFB canary, CF pink

★ Last part in all sets has no perforations and remains in book

TONER

Face & Backprint

Black or full colour only

Covers

Front covers and wrap around covers can be printed in black or full colour, single or double sided, with optional numbering series

VARIABLE

Variable data or numbering available in any colour

Restrictions may apply

SIZE

Individual receipt sizes

3 up (9" x 3 2/3")

4 up (9" x 2 3/4")

All sizes include 1/2" booking stub

BINDERY

Trimming, padding, shrinkwrapping, stitching, hole drilling, fan-apart sets, coiling

EXTRA OPTIONS

Designations, blackout

★ No extra perforations

3 up (9" x 11")
Must have 1/4" margin on all 4 sides

4 up (9" x 11")
Must have 1/4" margin on all 4 sides

ENVELOPES

▶ STOCK

White or Kraft
Plain or window

★ Custom stocks available (restrictions may apply)

▶ TONER

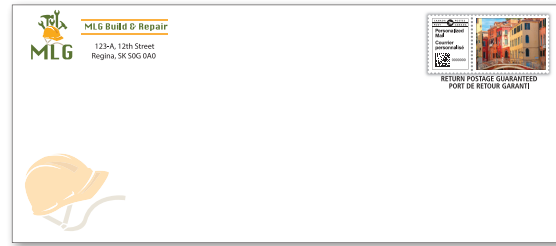
Black only or full colour
Front side printing only

▶ SIZE

Minimum size (3.5" x 3.5")
Maximum size (13" x 18")

▶ VARIABLE

Variable data or numbering available in any colour
Restrictions may apply



Must have 1/4" margin on all 4 sides

PRESENTATION FOLDERS

▶ HOUSE STOCK

100lb Dull Cover
100lb Gloss Cover

★ Custom stocks available (restrictions may apply)

▶ TONER

Black only or full colour
Clear toner available

▶ SIZE

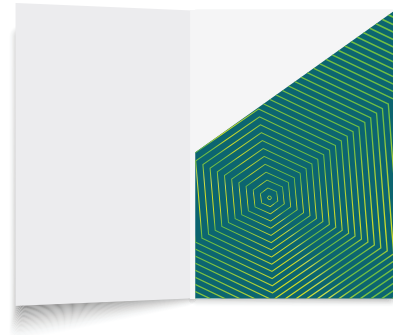
26 1/2" x 12 1/2" (flat)
9" x 12" (closed)

▶ VARIABLE

Variable data or numbering available in any colour
Restrictions may apply

▶ OPTIONS

1 or 2 pockets (4 1/4" side pockets only)
0, 1 or 2 business card slits



DIGITAL PRODUCTS

CALENDARS



Tent Calendars



Wall Calendars



Coiled Wall Calendars

CARDS



Greeting Cards



Postcards



Business Cards



Tent Cards

HOUSE STOCK

- 28lb Text
- 80lb Gloss Text
- 100lb Gloss Text, Dull Text, Gloss Cover, Dull Cover, Uncoated Cover
- 120lb Uncoated Cover
- C1S 10pt
- C2S 10pt, 12pt, 14pt, 16pt
- 100lb Linen Cover (pure white)
- 80lb Via Vellum Cover Black
- Custom stocks available
- Synthetic

★ Custom stocks available

TONER

- Black only or full colour
- Clear and silver toner available

SIZE

- 13" x 27.5" maximum sheet size
- 12" x 26.5" maximum image size

VARIABLE

- Variable data or numbering available in any colour
- Restrictions may apply

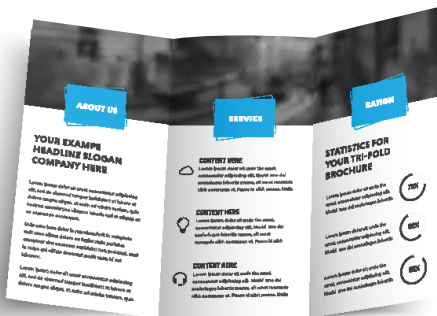
BINDERY

- Trimming, padding, stitching, saddle stitching, scoring, folding, perforating, coiling, laminating (1.7ml gloss or soft touch laminate), die cutting, round corners

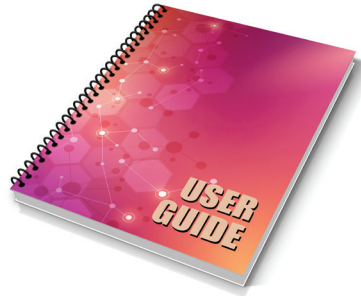
DOOR / BOTTLE HANGERS



BROCHURES / POSTERS / FLYERS



CATALOGUES / BOOKLETS / ANNUAL REPORTS



LETTERHEAD



NOTEPADS



SAFETY FORMS



MENUS



INVITATIONS



TAGS



PRINT & MAILING SERVICES

Connect with existing customers or find new ones by launching a mail campaign today! From printing your products such as letters, flyers, postcards and brochures to variable addressing and now mailing services; we've got you covered! We offer two specific mailing service options.

▶ NEIGHBOURHOOD MAIL

Neighbourhood mail

This mail is non-addressed and can connect you to every home in specific neighbourhoods or regions anywhere across Canada. It allows you to define your targets, so your message gets directed to a single postal code route, or you can refine it even further to reach specific address types or businesses.

Addressed Mail

This type of mail targets an address or an individual.

▶ PACKAGING OPTIONS

Poly Bag

Poly bagging is a quick and economical way to group multiple items into a single mailing vs. mailing them separately. The clear bag allows you to see the contents and comes with a flysheet for addressing. The poly bag size will adjust to the contents so there is more flexibility.

- Standard minimum size 3.9" x 2.8"
- Standard maximum size 14.9" x 14.9"
- Size restrictions may apply



Envelopes

A more common packaging option for mailing is the envelope.

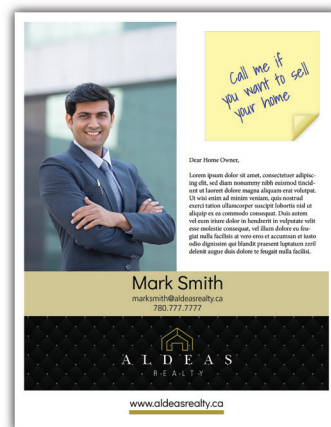
- Standard minimum size 5.6" x 3.6"
- Standard maximum size 9.6" x 6.1"
- Oversize minimum size 5.6" x 3.6"
- Oversize maximum size 13" x 14.9"
- Size restrictions may apply



Here are a few suggestions to help you begin!



Flyers



Post-it Note Mailers



Postcards

MARKETING TOOLS

Grow your profits with marketing pieces developed exclusively for you!

▶ ELECTRONIC MARKETING

Add to your marketing repertoire by downloading ready made marketing artwork from our website. These images can be found under the Dealer Area tab at www.factorforms.com.

Email Advertisements

Send an email campaign to your own database advertising products/services that you can provide. Choose from numerous design options.

Email Banners

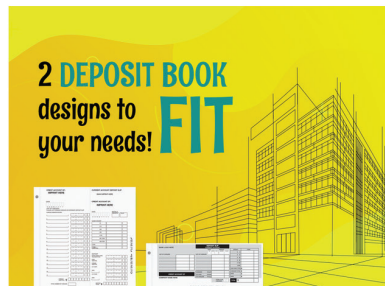
Add one of our product banners to your email signature. This is an effective way to advertise through your daily emails. With 20+ designs available to choose from, you can change them frequently for a fresh look.



More designs available

Social Media Images

Boost your social media presence with a variety of images built specifically for social media platforms such as Instagram and Facebook.



More designs available

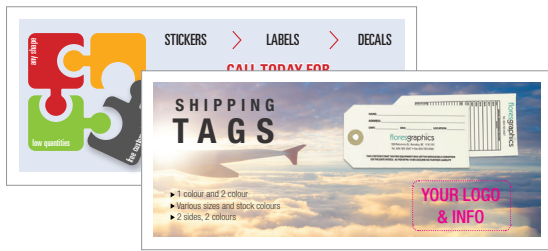
MARKETING TOOLS

▶ PRINTED MATERIAL & PROSPECTING PRODUCTS

Printed advertising pieces help promote your brand with your logo and contact information.

Grow your business by connecting with your existing customers and prospecting new ones. Send personalized advertising pieces through mail campaigns or with statements and invoices. These pieces are also great to add to any packages you send out the door and to use during sales calls.

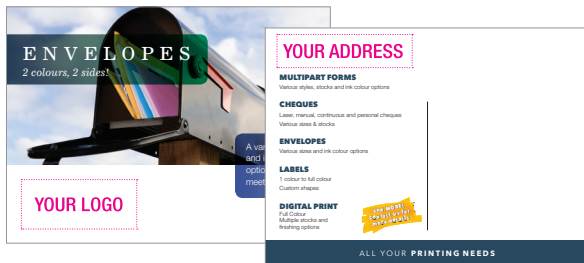
Advertising Inserts



Brochures



Postcards




Labels



▶ SHIPPING LABELS & PACKING SLIPS

Stand out from the crowd by having us add your full colour logo to the shipping labels and packing slips we add to your orders. We can then ship direct to your customer!


From: **FLORES** Call Today!  **GRAPHICS** www.floresgraphics.net
 1-800-444-4444
 223 16th Ave., Burnaby, BC V1K 1K1

To: ATTENTION: Patricia R.

Qty. in Box:	Box No.:	Order Qty:	Parts:
500	2 of 2	1,000	1
Size:	Est. Number:	Production No.:	
4 1/8 x 9 1/2	20326	E0000000	
Numbering:			
	6		2
Description:	#10 PLAIN ENVELOPE		

PACKING SLIP

YEAR MONTH DAY
 DKT NO.

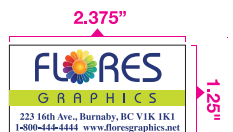
FLORES  **GRAPHICS**
 223 16th Ave., Burnaby, BC V1K 1K1
 1-800-444-4444 www.floresgraphics.net

QUANTITY	DESCRIPTION	NO. CTNS	WEIGHT	FORMED BY CARTON

SHIPMENT REQUIRED RECEIVED BY CUSTOMER RECEIVED BY PRINT NAME



Logo area on Shipping Box Label



Logo area on Packing Slip

ONLINE SERVICES

▶ ONLINE ORDERING

Access our Online Web Portal to place repeat orders with us 24 hours a day, 7 days a week. Quotes are provided instantly. Talk about convenience at your fingertips!

▶ ONLINE TRACKING & HISTORY

Utilize our Quick & Easy tracking tools to check order status, view current quotes and confirmations, search order history, verify job details and link directly to Purolator's online tracking system. This is an easy way to review your client's history to see previous ordering patterns.

▶ FACTOR FORMS & LABELS WEBSITE

Visit our website at www.factorforms.com to access the following information and more!

Products and Services

Online Ordering/Web Portal

BLOG Posts

Subscribe to our monthly emails

Link to our QE Forms website

View previous webinars

How To Videos

Marketing Tools

Upload and Send Art Files

Make a Payment

The screenshot shows the Factor Forms & Labels website homepage. The browser address bar displays 'factorforms.com'. The website header includes the company logo, contact numbers (West 1-800-661-7243, East 1-800-933-0086), and navigation links: 'Upload a File', 'Get a Quote', and 'Make a Payment'. The main navigation menu includes 'About', 'Services', 'Products', 'Contact Us', 'Dealer Area', and 'Online Ordering/Web Portal'. The main content area features a large image of a printing press with the text 'Canada's Largest' and 'TRADE ONLY FORMS AND LABELS MANUFACTURER'. A call to action button says 'NOW AVAILABLE PRINT & MAILING SERVICES! CLICK HERE'. At the bottom of the main content area, there are buttons for 'Blog', 'Dealer Area', and 'Online Ordering/Web Portal'.

TERMINOLOGY

This glossary provides a brief overview of some of the most commonly used industry terms.

Bleed. The extension of the printed image beyond the area to be trimmed. Once trimmed the ink appears to “bleed” off the edge of the paper.

Blockout. A printed pattern that obscures image transfer on selected areas of a form or other printed piece.

CMYK. Cyan, Magenta, Yellow, Black: a combination of these colours combine together to make a colour for printing.

Carbonless Paper. Any paper stock coated, manufactured, or treated to provide part-to-part imaging under pressure without the use of carbon interleaves. CB is the abbreviation for “coated-back” and is typically the front sheet of a set. CF is the abbreviation for “coated-front” and is typically the last sheet of a set. CFB is the abbreviation for “coated front and back” and is typically the middle sheet(s) of a set.

Crash Numbering. The consecutive numbering on forms using carbon or carbonless materials for image transfer. Usually performed on a collator, the number is struck upon the first part and is transferred to the other parts by the carbon or carbonless material.

Designation. Information printed on a form to describe the use or routing of a particular part. This information is “stamped” on the form in red ink and changes from part to part.

Fan-Apart. A multipart form that has a glue line and no stub.

Head-to-Head. The orientation of the back printing in relation to the front printing on a form. In head-to-head orientation, the top of the copy on the back is directly opposite the top of the copy on the face of the form.

LOREM IPSUM DOLOR
ADMISSION FORM

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____
Date of Birth: _____
Gender: Male Female Other
Parent/Guardian Name: _____
Parent/Guardian Address: _____
Parent/Guardian Phone: _____
Parent/Guardian Signature: _____
Parent/Guardian Title: _____
Name of School: _____

Front

TERMS & CONDITIONS

By signing this form, I agree to the following terms and conditions:

1. I understand that this form is for informational purposes only and does not constitute an offer of insurance or any other financial product.

2. I understand that I am responsible for providing accurate and complete information on this form.

3. I understand that I am responsible for paying any applicable fees or charges.

4. I understand that I am responsible for maintaining accurate and complete records of this form.

5. I understand that I am responsible for providing accurate and complete records of this form.

Signature: _____

Back

MICR. The abbreviation for “Magnetic Ink Character Recognition”. It is an automatic data entry system using characters printed according to strict specifications and read by a device. MICR is used extensively on cheques and other documents in the banking industry. The area where the MICR characters appear along the bottom of a cheque is called the MICR clear band. This area is 5/8” wide and extends the entire length of the cheque. No extraneous ink can appear in the clear band.

Pantograph. The background colour or pattern on a cheque. It is used to increase security.

Pantone Matching System. The trade name for a colour matching system used by printers to specify ink for printing. A specific formula is used to produce each shade and each shade is assigned a specific number. Often referred to as “PMS”.

Perfect Bind. This mechanical process adds glue to the edge of a pack of forms to make books.

Per M. The standard reference for “per thousand”, a common method of pricing forms. (“M” is the Roman numeral for 1000).

Plate Gap. The image-free area on a printed piece resulting from the need to lock the ends of the plate to the cylinder. Plate gap is normally 3/8” and the intervals for it are determined by the press cylinder circumference. Plate gap runs across the top of a continuous form and runs the length of a multipart form.

Resolution. The measure of detail in an image usually expressed in dots per inch (dpi). A computer screen views at 72 dpi, most business forms are printed at 300 dpi and most magazines print at 800 dpi. Photographs print at 1200 dpi or higher.

Self-contained paper. The type of carbonless paper that has self-imaging capabilities. Both the chemicals and dyes used to produce images through impact are applied to the same sheet.

Stub. The fastened portion of a multipart form. It is separated by a perforation, and separating the stubs usually removes the carbon interleaves. Stubs are described by their location on a form (top stub, bottom stub, side stub).

Torn-out Size. The size of a form after removing the stub(s).

Tumble. The orientation of back printing as related to front printing on a form. In tumble orientation, the bottom of the copy on the back is directly opposite the top of the copy on the face of the form.

LOREM IPSUM DOLOR
ADMISSION FORM

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____
Date of Birth: _____
Gender: Male Female Other
Parent/Guardian Name: _____
Parent/Guardian Address: _____
Parent/Guardian Phone: _____
Parent/Guardian Signature: _____
Parent/Guardian Title: _____
Name of School: _____

Front

TERMS & CONDITIONS

By signing this form, I agree to the following terms and conditions:

1. I understand that this form is for informational purposes only and does not constitute an offer of insurance or any other financial product.

2. I understand that I am responsible for providing accurate and complete information on this form.

3. I understand that I am responsible for paying any applicable fees or charges.

4. I understand that I am responsible for maintaining accurate and complete records of this form.

5. I understand that I am responsible for providing accurate and complete records of this form.

Signature: _____

Back



CHEQUES

COMPUTER FORMS

MULTIPART FORMS

ENVELOPES

SHIPPING TAGS

LABELS

REGISTER FORMS

DIGITAL PRODUCTS

and more!

Factor Forms & Labels offers a wide variety of products to cover all of your printing needs! From business forms, traditional and digital printing, to the latest in digital labels and laser die cutting technology; we are your one-stop source for print. We are dedicated to providing you with high quality products that meet your client's needs.

ALWAYS YOUR PARTNER, NEVER YOUR COMPETITOR!

1-800-661-7243

www.factorforms.com

