



# ALNA ENVELOPE COMPANY, INC.

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## PRE-PRESS CHARGES

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•**FILM OUTPUT FROM DISC OR E-MAIL:** (PER COLOR OR PLATE)

8-1/2 x 11 or smaller = \$15.00      8-1/2 x 14 to 11 x 17 = \$20.00

\*\*Larger than 11 x 17 = \$40.00

•**SCANS/DUPES:** (From your supplied hard copy or neg. **Based on image size, not envelope size**)

8 x 10 or smaller = \$10.00

\*\*Larger than 8 x 10 = \$20.00

**\*\*NOTE:** Maximum single document size = 12 x 15-1/2

•**SCREENS:** (133 line Preferred) If needed to add to your copy, **Based on image size not envelope size**)

Codes or Form #'s = \$5.00      1 x 1 to 3 x 3 = \$10.00

\*\*Larger than 3 x 3 = \$20.00

•**PROOFS:**

PDF(E-mail) (digital copy only) = \$10.00

**BLUE LINES or BLACK & WHITE (mail or fax)**

8-1/2 x 11 or smaller = \$15.00

Larger than 8-1/2 x 11 = \$20.00

•**TYPESETTING:**

Codes or Form #'s= \$10.00      Barcode only= \$15.00

Simple copy= \$15.00 AND UP (any revisions, address changes, postal indicias, teasers, etc....)

•**FILE ALTERATIONS:**

(graphic enlargements/reductions, corrections, etc....)

MINIMUM CHARGE: \$20.00 for each 15 minutes

**No Charge if negs supplied, as long as there are no alterations necessary.**

**REMEMBER: DELAYS IN PRE-PRESS PRODUCTION MAY AFFECT OUR DELIVERY SCHEDULES!!!**

***We keep Art and Negs on file for 3 years only!***

**\*\*\*\*\*NOTE\*\*\*\*\***

***When sending digital files,  
PLEASE BE SURE TO:***

- *Include all image files and fonts required for your document.*
- *Properly separate colors before sending files.*
- *Include registration marks with all files. (to insure proper positioning)*
- *Include high resolution files when using ".tiff" images. (at least 800dpi preferred)\*\*\**

***\*\*\*ALNA will not be responsible for low resolution files.***

**Send digital art to: [prepdept@alnaenvelope.com](mailto:prepdept@alnaenvelope.com)**