



 graphicpress

ordering

306.634.2822

graphicpress.ca

print@graphicpress.ca

1123 fifth street
estevan sask S4A 0Z3

#printedlocally

Graphic Press has been locally owned and operated in Estevan Saskatchewan since 1979. While the faces have changed, our hometown vibe has always remained. We care about our clients and our community, and it is our privilege to be your choice in local printers.



payments

cheque

make cheques payable to:
Estevan Graphic Press Ltd.
1123 5th Street,
Estevan Saskatchewan
S4A 0Z3



e-transfer

e-transfer payments to: finance@graphicpress.ca - payments will be automatically deposited

All invoices are due net 30 days. Customers may be required to pay in advance or place a deposit on projects of any size. A 2% per month late fee will be applied to any invoice paid past the due date.

our printing processes

digital printing

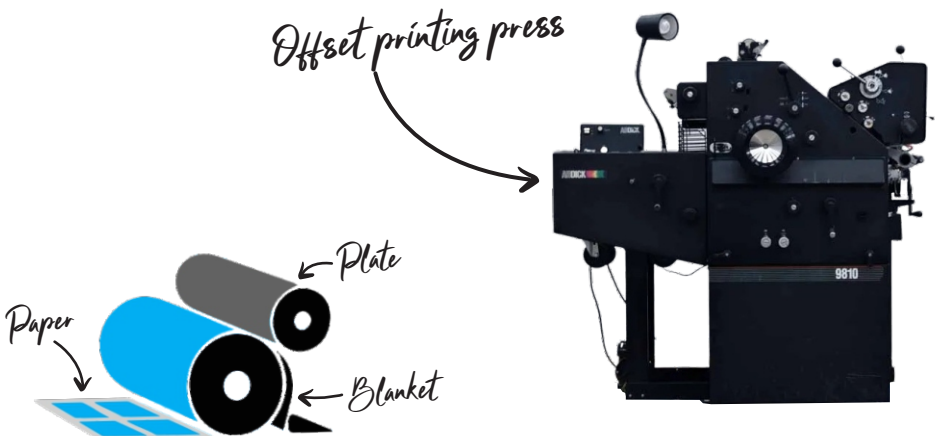
Digital printing is similar to the laser printer you might have at home or work. An image is digitally transferred from the computer to the digital printing press. It uses electrostatic rollers (drums) to apply toner to the sheets of paper in four different colours (CMYK) overlaid to create over 16,000 colours.

Digital printing is ideal for smaller projects as it requires minimal setup, and can create full colour images that are great for marketing products.



offset printing

Our offset printing process uses polyester “plates” which transfer an image that is on the plate onto a rubber “blanket”, and then rolls that image onto a sheet of paper. Offset presses are limited in options and require more setup, but are perfect for projects like forms and envelopes which are typically ordered in large quantities and have more simple one and two colour images.



papers

cover weight vs text weight - A cover weight paper is going to be thick, similar in feel to cardstock. Text weight papers are thinner, more similar to printer and magazine paper. Paper is measured in several different units, including lbs which refers to the paper's weight, and points which refers to the paper's thickness. Paper is also measured in GSMs or "grams per square metre" which is what we primarily use internally at graphic press.

coated vs uncoated - Coated papers include gloss and silk finishes and are often used for marketing materials and premium projects. Unlike laminate, which adds a coating on top of a printed project, coated paper comes with the coating which is applied underneath the image that is printed.

text weight



uncoated

20# bond
60# text
80# text



gloss

80# text
100# text



linen

various
textures
available

cover weight



uncoated

60# cover
80# cover
100# cover
130# cover



gloss

60# cover
80# cover
100# cover
130# cover



silk

60# cover
80# cover
100# cover
130# cover

astrobrights coloured paper



blast off
blue



celestial
blue



cosmic
orange



fireball
fuchsia



galaxy
gold



gamma
green



gravity
grape



lift-off
yellow



lunar
blue



martian
green



venus
violet



vulcan
green



rocket
red



solar
yellow



orbit
orange



outrageous
orchid



planetary
purple



plasma
pink



pulsar
pink



re-entry
red



sunburst
yellow



terra
green



terrestrial
teal

***note** coloured papers can look different in person, if you are looking for something specific, we strongly recommend coming into the office to see the colours in person before we print.

hammermill coloured paper



blue



buff



canary



cream



goldenrod



green



pink



orchid



salmon



lilac

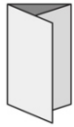
cutting and trimming - Cut to any size, there are no rules in custom printing. Our cutting and trimming services are handled by a century-old guillotine cutter (patented in 1924) that handles huge stacks of paper in a single slice.

stapling - Our industrial stapler can wire stitch stacks over an inch thick, and as thin as 2 or 3 sheets.

folding - We can accomplish multiple custom folds through a state-of-the-art machine with precise accuracy for clean, perfect folds every time.



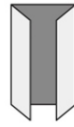
bi-fold



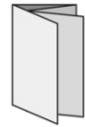
tri-fold



z-fold



3-panel
gate fold



double
parallel fold

padding - Create notepads out of literally any type of paper. Typical notepads are made with 25, 50, or 100 sheets per pad, and a tagboard back, but they can be setup to meet any need.

hole punching - Punch a 1/4" or 1/8" hole into any stack of paper with specific measurements for your project.



1 1/32"



1/4"

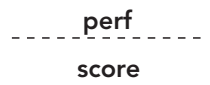


1/8"

coiling - Booklet coiling using plastic spiral coils, plastic cerlox "comb" coils, or metal coils in a variety of colours and sizes.

eyeletting - Add a brass eyelet for a strong hold to easily thread a wire or ring through.

perforating & scoring - Create a tear-away tab or score a line for easy folding with our perforating and scoring services.



laminating - Laminate just about anything with ultra-grip laminates that won't peel or lift. Available in gloss, matte, and new soft-touch.

business cards

First impressions happen quickly. Make it a good one with a professional, high-quality business card! We offer a vast array of options to help make your brand stand out among the rest. Choose from matte or soft touch laminates, square or rounded edges, endless text and graphic options, and more.



\$5 from every order of business cards is donated to United Way



United Way
Estevan

laminating

Premium quality laminating can give your business card an extra level of sturdiness, and an amazing feel. We offer gloss, matte, and soft touch laminates for business cards that will really wow prospective clients.

corner rounding

Rounded corners are a fun way to completely change the look of your business cards. Match your branding and do something completely custom by adding a round corner to one, two or all four sides of your cards.

shape

While the classic business card has always been 3.5" x 2", getting noticed sometimes requires thinking outside the rectangle. Square 2.5" x 2.5" cards are becoming more and more popular, but why stop there, everything we do is custom so make your business cards a little taller or longer than everyone else and stand out.



postcards

Looking to spread a message in a unique and cost-effective way? Try out our postcards! They are a great way to let people know you are out there, as well as provide more information on how to contact you.



common options	size	sides	corners	stock
	4" x 6"	one sided	square	80# uncoated cover
	5" x 7"	two sided	rounded	100# uncoated cover
	custom			80# gloss cover 100# gloss cover

brochures

You can't go wrong with a classic brochure. We offer Tri Fold or Bi Fold layouts, either 8.5x11" or 11x17". You can pick from our existing templates or we can help you create something new and unique that tells a bigger story of your brand, services or products.



common options	unfolded size	print colour	fold	stock
	8.5" x 11"	greyscale	bi-fold	20# uncoated text
	8.5" x 14"	full colour	tri-fold	60# uncoated text
	11" x 17"		z-fold	80# gloss text 100# gloss text

flyers

While we don't recommend dropping them from an airplane over the city (or do we...?), flyers are an effective and affordable way to advertise and get a message or promotion out to as many people possible.



precision targeter

Hit specific areas and demographics with your marketing with Canada Post's precision targeter tool which allows you to send un-addressed mail to specific communities, and narrow it down to farms, businesses, apartments, residences or postal codes. Market to the right demographics and increase your sales.



Physicality

Direct mail gets noticed, opened and read; our brains are hard-wired to pay more attention to it. **74%** of Canadian consumers always or sometimes notice advertising in direct mail.

Source: [Breaking Through the Noise](#), 2015



Data

Target and personalize your marketing message to reach the right people and increase its effectiveness. **86%** of Canadian consumers open mail that's personally addressed to them.

Source: TNS/Canada Post, *Consumers and Direct Mail*, September 2013



Connectivity

Include direct mail in your marketing mix for greater attention, heightened emotional engagement and stronger brand recall. Integrated direct mail and digital campaigns elicit **39%** more attention (time spent) than digital campaigns alone.

Source: [Connecting for Action](#), 2016

posters

Need to get your message into the public square but don't have a megaphone? Try one of our posters! This is a cost-effective way to bring attention to your business or cause. As much as we are in a digital age, a set of thumbtacks & a bulletin board still attracts a lot of eyes.



common options

size	print colour	bleed	stock
11" x 17"	greyscale	no bleed	60# uncoated text
18" x 24"	full colour	full bleed	80# gloss text
24" x 36"			100# satin text
36" x 48"			

foam boards

Want something a little sturdier than a poster? Our foam board poster backing gives your poster some strength and stability. Our high quality posters, printed and professionally mounted to a foam core backing.



common options

size	print colour	bleed	stock
8.5" x 11"	greyscale	no bleed	60# uncoated text
11" x 17"	full colour	full bleed	80# gloss text
24" x 36"			100# satin text

bookmarks



Bookmarks are a neat promotional product that customers will see over and over again.

common options

size	sides	stock
2" x 8"	one sided	130# uncoated cover
	two sided	130# gloss cover
		130# silk cover

gift certificates

Generate sales for your retail business or restaurant in peak seasons and bring your customers back again and again. Gift certificates don't have to be complicated, a nice standard card, add a perforated stub, numbering, or have them stapled in books.

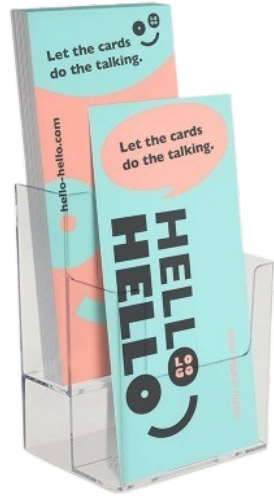


common options

size	print colour	perforated stub	numbering
3.4" x 10.5"	greyscale	add a perforated stub to keep record	add sequential numbers to the certificates
	full colour		

rack cards

When a brochure is a little too much information, and a business card isn't enough, Rack Cards are the perfect in-between. Get quick, easy to ready information about promotions, pricing, or events on a sturdy card stock that will grab your customers attention.



common options	size	print colour	sides	stock
	4" x 9"	greyscale	one sided	100# uncoated cover
		full colour	two sided	100# gloss cover
				130# gloss cover
				130# silk cover

envelope stuffers

You're sending out envelopes anyways, might as well stuff them with some promotional materials. Advertise your latest products, new services, changes to your business and more.



common options	size	print colour	sides	stock
	3" x 8.5"	greyscale	one sided	60# uncoated text
		full colour	two sided	80# gloss text
			100# gloss text	

thank you cards

Say thanks in a personal way. Your images, your message, even your digital signature all on one easy to deliver card. Get custom printed envelopes to go with!



common
options

size	inside	stock
4" x 6"	unprinted	100# uncoated cover
	printed	100# gloss cover

portfolio folders

Blow your customers away with custom printed portfolio folders that show off your brand and make you look like the pro we all know you are. Print the outside front and back and inside flaps, add business card slots to one or both pockets.



extras
add soft-touch
laminate for a
premium feel

menus

When you go out to eat, or you order in, what's most important to you? As fellow foodies, we know how important it is to create an eye-appealing and easy-to-read menu that still contains all the important information consumers want. Talk to our team of designers and print experts about creating a totally custom and amazing new menu, from one pagers, to inserts, to full booklets.

Our menus are made from many different materials including our new synthetic paper which is water-proof and tear-proof.



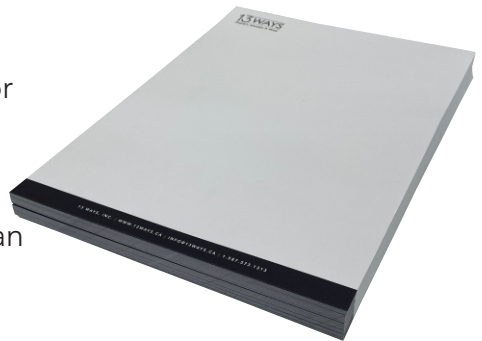
calendars



Give the gift that lasts all year! Custom calendars are an excellent form of advertising, fundraising, or just giving to family and friends. Our metal coil binding has an incredible high-end finish that will make people say “wow”!

letterhead

Custom printed letterhead gives an extra professional edge to your invoices, formal correspondence or client presentations. With designs printed to the very edge of the page on premium papers to give an elegant and high-class feel.



common
options

size	print colour	stock
8.5" 11"	greyscale	20# bond
	pantone	60# text
	full colour	60# linen

buttons

Show us your flair! Buttons are a fun, clever way to promote a cause, political candidate, or just say something fun! We can create custom 2" buttons for any occasion. The best part, there is no minimums or maximums, order 1 button or 1000.



stamps

Stamps are a staple for all businesses and organizations. They are a true time-saver when generating receipts, cheques, letters or other administrative documents. We sell both rubber and self-inking stamps. Free Tip: Don't wear white while you're stamping. You're welcome.



COLOP[®]

clothing tags

We create tags of all kinds – shipping tags, fire extinguisher tags, clothing/product tags... the possibilities are endless. With custom size and paper options available, hole punching and eyeletting, and quality print and design we can make anything you need.



Weddings

with  graphicpress

Make your wedding feel elegant and beautiful with premium quality stationary for your invitations, thank you cards, programs, and more.



come see us
in store for
samples & ideas

birthday invitations

Everyone loves a birthday party. Take your own creations, or something straight from Etsy and bring it to life. We can print off your custom birthday invitations making your child's (or adults, no judgement) party the talk of the town.



obituary cards

Paying tribute to a lost loved one is a very special time. We can help by creating and printing a memorial card that speaks respectfully to their personality and life.



event programs

We help events of all sorts design and print their programs for sports-games, concerts, fundraising events, and more. With dozens of stock options, sizes, and fold options to choose from, we can create anything from a simple post-card style itinerary, to a full multi-page booklet.



event tickets



Selling a premium event ticket demands a premium ticket. We can create gorgeously designed tickets for your fundraising dinner, Christmas party, concert, or special event. With available numbering and perforated tabs, we can help you stay organized and look good doing it.

common
options

size	print colour	perforated stub	numbering
8.5" x 2.2"	greyscale	add a perforated	add sequential
8.5" x 2.75"	full colour	stub to keep record	numbers to the
8.5" x 3.7"			certificates
custom			

raffle tickets

Raffles are one of the most popular fundraisers for non-profits and charities. They're simple, inexpensive to hold, and people love to win them. We work regularly with SLGA to get your tickets setup and designed to meet their standards, and to make quick work for your group so you can make more money to do great things in our community. All of our tickets come with numbering on both the ticket and the stub, include perforating where needed and can be made individually or in books of any quantity, and our design time is always included in the price so you know your costs.



basic raffle tickets

Great for small raffles, we print our most economical tickets in black and white on a coloured text weight paper or cardstock keeping your tickets looking clean, creative, and professional without blowing the budget.

premium raffle tickets

A big giveaway deserves a high quality ticket. Our premium tickets create value and will get you a higher sale price.



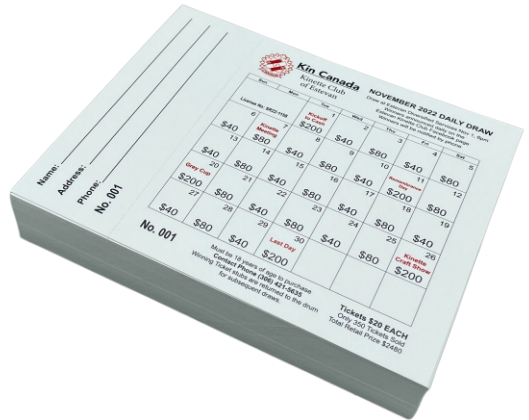
business card tickets

Small, simple, affordable and perfect for fundraisers needing a lot of tickets for a quick draw like a Chase the Ace or 50/50. Stub tickets are a standard business card, perforated down the middle. They're simple, affordable and work great.



cash calendars

Sell tickets to a daily draw with a different prize value every day of the month. Cash calendars give ticket buyers a chance at winning multiple times on the same ticket.



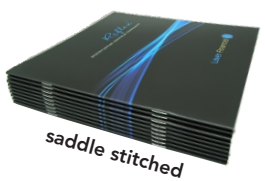
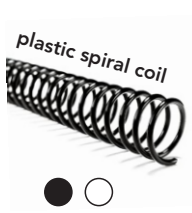
stub tickets

Custom printed stub ticket rolls for 50/50's event entry, drink tickets and more. These classic rolls of tickets are handy for so many different raffles and events and look great with your logo in the middle.



booklets and manuals

Whether it's need-to-know information, training or safety manuals, product brochures (like this one!), or presentations, booklets and manuals are one of our most commonly produced products. We can saddle stitch (staple for regular people) or coil bind books in-house with precision and speed to get your project in your hands quickly.



notepads

Notepads are a handy thing to have around the house or office, so why not add your brand to them. Get custom printed notepads with your logo and contact info. Or create quick and easy form for your business that tear away in an instant.



common options

size	print colour	stock	padding
3.5" x 8.5"	greyscale	20# bond	25 sheets per pad
4.25" x 5.5"	pantone	60# bond	50 sheets per pad
5.5" x 8.5"	full colour	other	100 sheets per pad
8.5" x 11"			

carbonless forms

Quote, invoice, delivery, receipt, and purchase order books are all often forms made with NCR; they allow for multiple copies to be made quickly and easily when the top sheet has been filled in. Sets within the book are on different coloured stock, so you can identify which copy needs to go where, or to whom.

two part

- white
- canary

three part

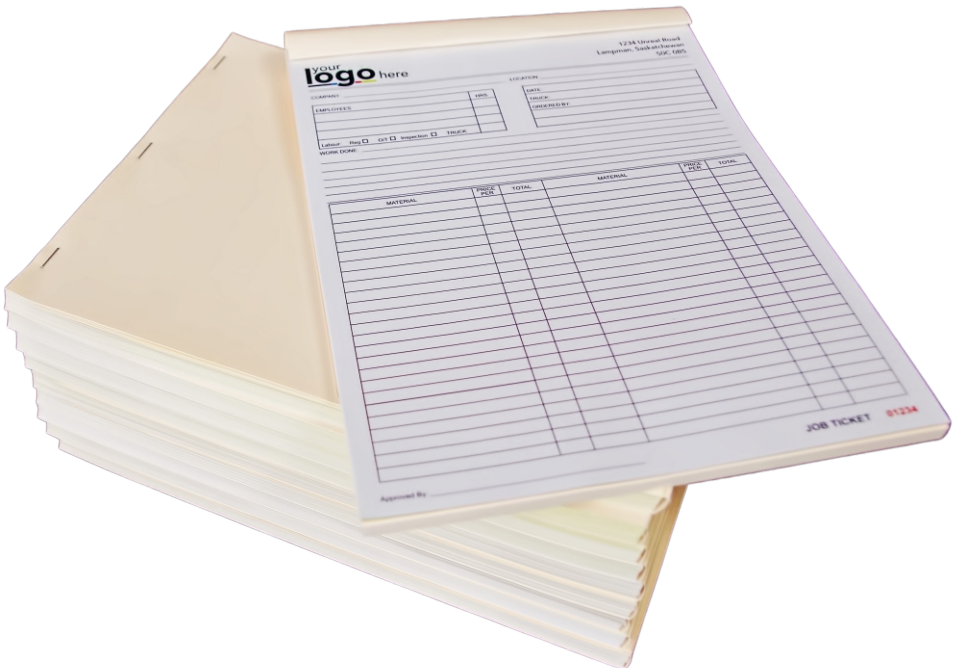
- white
- canary
- pink

four part

- white
- canary
- pink
- goldenrod

five part

- white
- green
- canary
- pink
- goldenrod



no plate fees • no setup fees

forms

Well designed forms can make a business run smoothly; however they are often overlooked. Having a good form to hand out to potential clients or a staff member gives your company a professional and organized appearance.

common options	size	print colour	finishing
	5.5" x 8.5"	greyscale	numbered
	8.5" x 11"	pantone	hole punched
	8.5" x 14"	full colour	in books
	11" x 17"		printed covers

crash numbering

Another important but often under-discussed part of any administrative process is the accurate numbering of forms. Here's a crash course in crash numbering: numbering a multiple part form in a continuous fashion, by making an impression either on carbonless paper or with carbon interleaves. We offer this option with all of our forms.

The diagram shows a three-part form labeled 'Part 1', 'Part 2', and 'Part 3'. Part 1 is a white form with a header for 'North Bay Area Clinic' and 'Light Work Request Form'. It contains fields for 'Form No.', 'Requester', 'Request Date', 'Request Description', 'Requester Name', 'Requester Title', 'Requester Phone', 'Requester Email', 'Requester Address', 'Requester City', 'Requester State', 'Requester Zip', 'Requester Fax', 'Requester FIC', 'Requester SIC', 'Requester ICS', 'Requester OCS', 'Requester ACS', 'Requester MCS', 'Requester PMS', 'Requester TMS', 'Requester DMS', 'Requester EMS', 'Requester LMS', 'Requester SMS', 'Requester FMS', 'Requester GMS', 'Requester HMS', 'Requester JMS', 'Requester KMS', 'Requester LMS', 'Requester NMS', 'Requester OMS', 'Requester PMS', 'Requester QMS', 'Requester RMS', 'Requester SMS', 'Requester TMS', 'Requester UMS', 'Requester VMS', 'Requester WMS', 'Requester XMS', 'Requester YMS', 'Requester ZMS'. Part 2 is a yellow form with a 'Project No.' field. Part 3 is a pink form with a 'Project No.' field. The forms are numbered sequentially from 111763 to 111765.

continuous forms

These are very similar to our multi-part forms, however they are perforated together to make a continuous reel of forms.

The image shows a continuous roll of forms. The top form is a 'CONFIRMATION OF ORDER' form for 'Color Detail' with a 'fivepixel' logo. The bottom form is an 'INVOICE' form for 'fivepixel' with a 'fivepixel' logo. The forms are perforated along the edges, indicating they are part of a continuous reel.

shipping and notice tags

We create tags of all kinds – shipping tags, fire extinguisher tags, clothing/product tags...the possibilities are endless. With custom size and paper options available, hole punching and eyeletting, and quality print and design we can make anything you need.



green



orange



manilla



white



yellow

#3 1.875" x 3.75"

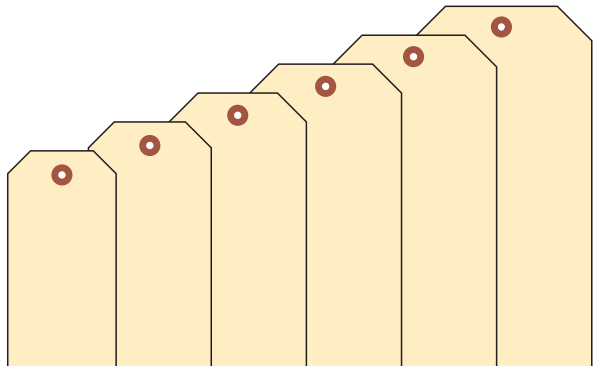
#4 2.125" x 4.25"

#5 2.375" x 4.75"

#6 2.625" x 5.25"

#7 2.625" x 5.25"

#8 2.625" x 5.25"



product labels

Does anybody else get excited about labels, or is it just us? (Cough, nerds!) Labels are important, whether for envelopes, marketing, filing, organizing, or just reminding that office lunch snatcher who's club sandwich that is in the fridge. We offer custom sized labels to suit your needs, for both indoor and outdoor use.



freezer ready options



outdoor approved options



square labels



die cut labels



roll labels

envelopes

Your envelope is the first thing that the person who opens your letter will see. Sure, you can use a standard white envelope...but that is what everyone does. Why not take advantage of this often forgotten opportunity to advertise at every step of the mailing process? Let them see your company and brand up front, from the moment it lands on the mail counter.

paper choice



white



natural kraft

artline security



Artline security lining adds a textured looking print to the inside of the envelope to prevent people from being able to see what is inside the envelope. This is helpful for invoices, cheques, and legal documents.

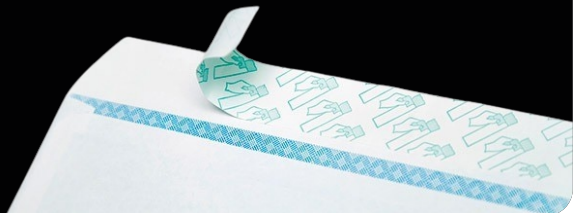
window choice



most envelopes have the option with or without a window

peel'n'stick because licking things is so 2019





Many of our envelopes come with optional peel'n'stick enclosures. Ask us for pricing!



envelope size chart





a-style

The "A" in A-Style stands for announcement. These square flap envelopes are most commonly used with invitations, greeting cards, small booklets and brochures.

a6		w: 6.50" h: 4.75"
a7		w: 7.25" h: 5.25"
a8		w: 8.125" h: 5.50"
a10		w: 9.50" h: 6.00"







commercial

Also known as Business or Regular Envelopes, the majority of business use these standard envelopes to mail to mail letterhead, invoices, cheques, statements, and direct mail.

#7 monarch		w: 7.50" h: 3.875"
#8		w: 8.625" h: 3.625"
#9		w: 8.875" h: 3.875"
#10 standard		w: 9.50" h: 4.125"

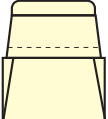
catalogue & booklet

The standard for mailing important documents, annual reports, catalogues, folders, reports and more.

6x9			w: 6.00" h: 9.00"
9x12			w: 9.00" h: 12.00"
10x13			w: 10.00" h: 13.00"

extendo-flap

Also known as remittance or donation envelopes, these have a perforated tear-away stub attached to include information.

6x9		w: 6.00" h: 9.00"
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cheques

Online payment services may dominate these days, but we know that cheques are constantly used to keep businesses and organizations running. We offer professional and stylish cheques with multiple colour options set up to work with any accounting program. Paying out money isn't fun, so why not make it at least look good? Show off that money, honey!

colours



basic pantographs

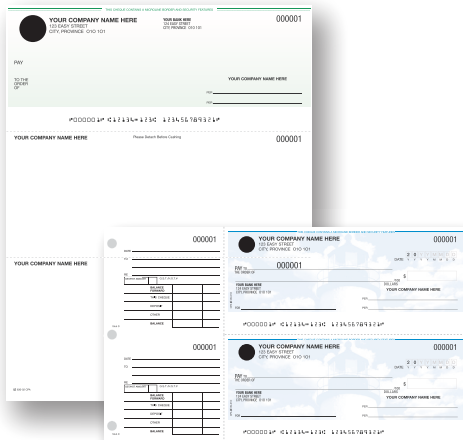


canadiana pantographs



pre-formatted for

- quickbooks pro
- simply accounting
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- microsoft dynamics
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copy centre

Graphic Press is your friendly neighbourhood copy centre! With hundreds of stocks to chose from, fast turn around, and the highest quality production, we can handle all of your photocopy needs!

- ✓ Document Printing
- ✓ Resume Printing
- ✓ File Scanning
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- ✓ Stapling/Coil Binding/Hole Punching
- ✓ Binder/Folder Inserting

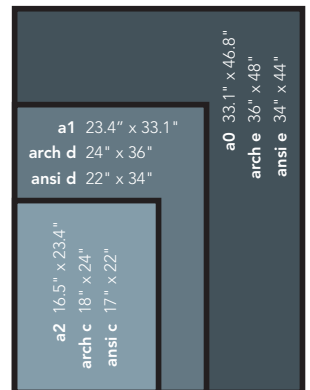
getting started

Ready to print? Then let's get started, here are just a few quick steps to help us get your files done quickly and easily so you can pick them up and go without hassle.


- 1 Send us your files by email to print@graphicpress.ca, or bring them into the store on a flash drive.
- 2 Include instructions such as the size quantity, colour or black and white, single or double sided, and any other important details.
- 3 We'll let you know when your order is ready for pickup, depending on the project it could be same day or a couple of days.

wide format

- + print up to **36" wide** plans and blueprints
- + scan blueprints up to 36" wide to digital file
- + photocopy existing blueprints
- + foam board mounting for 24" wide posters
- + laminating up to 24" wide
- + same or next day service





 306.634.2822

 print@graphicpress.ca

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