

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

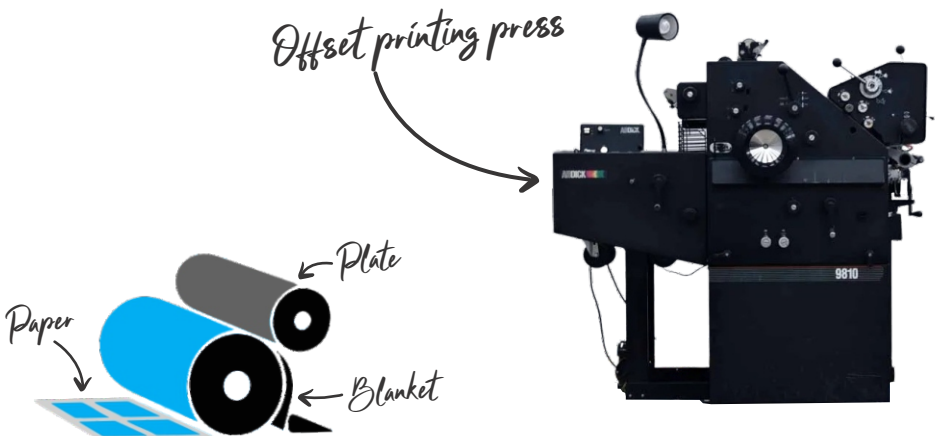
Digital printing is more common to the laser printer you might have at home or work. An image is digitally transferred from the computer to the digital printing press. It uses electrostatic rollers (drums) to apply toner to the sheets of paper in four different colours (CMYK) overlaid to create over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

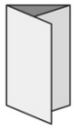
cutting and trimming - Cut to any size, there are no rules in custom. Our cutting and trimming services are handled by a century-old guilotine cutter (patented in 1924) that handles huge stacks of paper in a single slice.

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

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



bi-fold



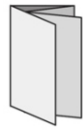
tri-fold



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.

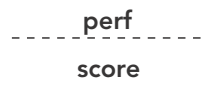
hole punching - Punch a 1/4" or 1/8" hole into any stack of paper with specific measurements for your project.



coiling - Booklet coiling using plastic spiral coils, plastic cerlox "comb" coils, or metal coils in a variety of colours and sizes. See page 27 for more information..

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

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 (we could all use a little more of that in our lives right?). 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

Gift certificates are a staple in any business and represent both a tangible guaranteed purchase for your business, as well as the potential to bring in new clients through each time that gift-receiver ends up in your place of business. Networking matters, and our gift certificates offer the personal touch to make sure you succeed!



common options

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

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 full colour	one sided two sided	100# uncoated cover 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 full colour	one sided two sided	60# uncoated text 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

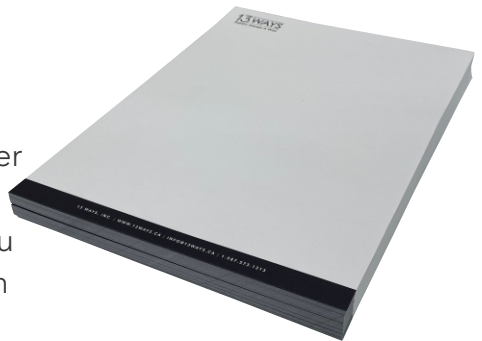


Give the gift that lasts all year! Custom calendars are an excellent form of advertising, fundraising, or just giving to family and friends.

Our metal coil binding has an incredible high-end finish that will make people say “wow”!

letterhead

Letterhead is the next thing the person who opens your letter will see. It is top and centre, so it is important for solidifying an image in the reader so that they can better absorb the meat and potatoes of the letter content. We can help you improve your communications with a great letterhead!



common
options

size
8.5" 11"

print colour
greyscale
pantone
full colour

stock
20# bond
60# text
60# linen

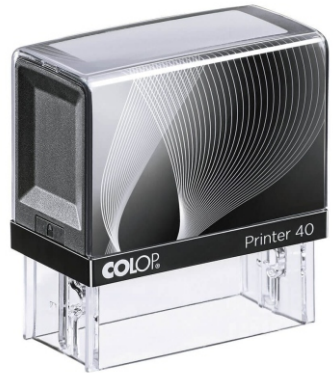
buttons

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. (We're very helpful here at Graphic Press.)



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 adult, 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 would really speak to their personality and life.



event programs

We help events of all sorts design and print their programs for game-days, 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, they're in-expensive to hold, and people love 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. With incredible design, quality text weight and card papers, and our production quality printing and finishing.



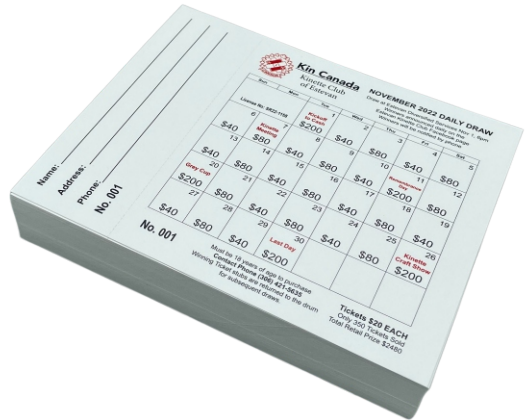
business card tickets

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 50/50s 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

A lot of writing is done with only our thumbs these days. Nonetheless, a good old fashioned notepad and a high-quality pen still have their use! (Don't you love a good pen?) Whether handing them out at conventions, meetings, training, as swag, or any other creative endeavour, we've got you covered in creating a unique and useful notepad.



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"			
custom			

carbonless

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

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"

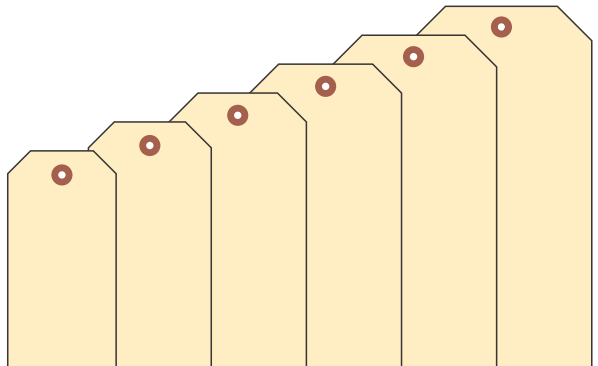
#4 2.125" x 4.25"

#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.

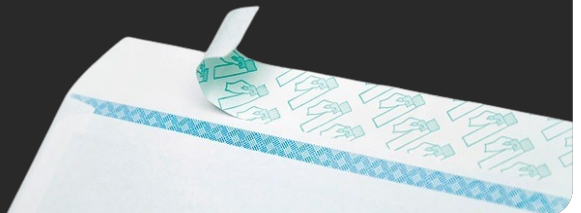
window choice



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

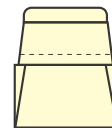


w: 10.00"
h: 13.00"

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"

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

-  red
-  blue
-  black
-  process blue
-  green
-  burgandy
-  reflex blue
-  brown
-  buff

basic pantographs

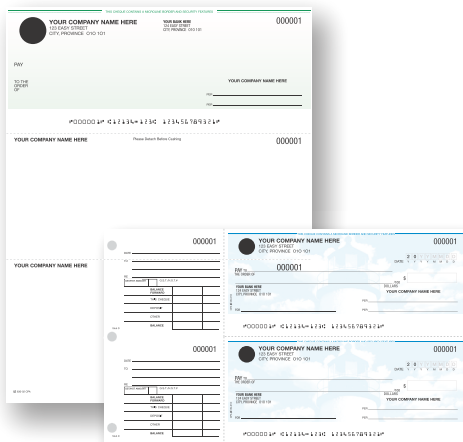


canadiana pantographs



pre-formatted for

- quickbooks pro
- simply accounting
- vigilant
- microsoft dynamics
- accpac
- business vision
- dynacom
- pc law
- new views



copy centre

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

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

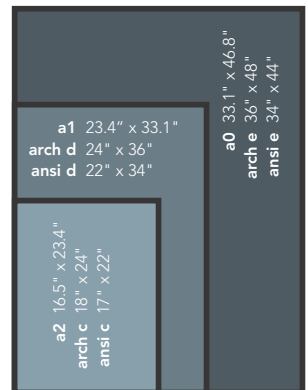
getting started

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






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