

2 Split Rock Drive Suite 11, Cherry Hill, NJ 08003  
Telephone: 1-856 424-4818 or 1-800 320-1510  
Fax: 1-856 424-5269  
Hours of Operation: 9:00 - 5:30 pm Eastern, M - F  
Customer Service E-mail: [service@garrettspecialties.com](mailto:service@garrettspecialties.com)

**\*\*\*RUSH PROOF\*\*\***  
In order to meet your delivery date, here is a copy of your artwork so you can see what we are sending to the manufacturer to be printed. Immediate approval is required in order to maintain the supplier's production schedule.  
**CAREFULLY REVIEW THE ARTWORK ATTACHED.**

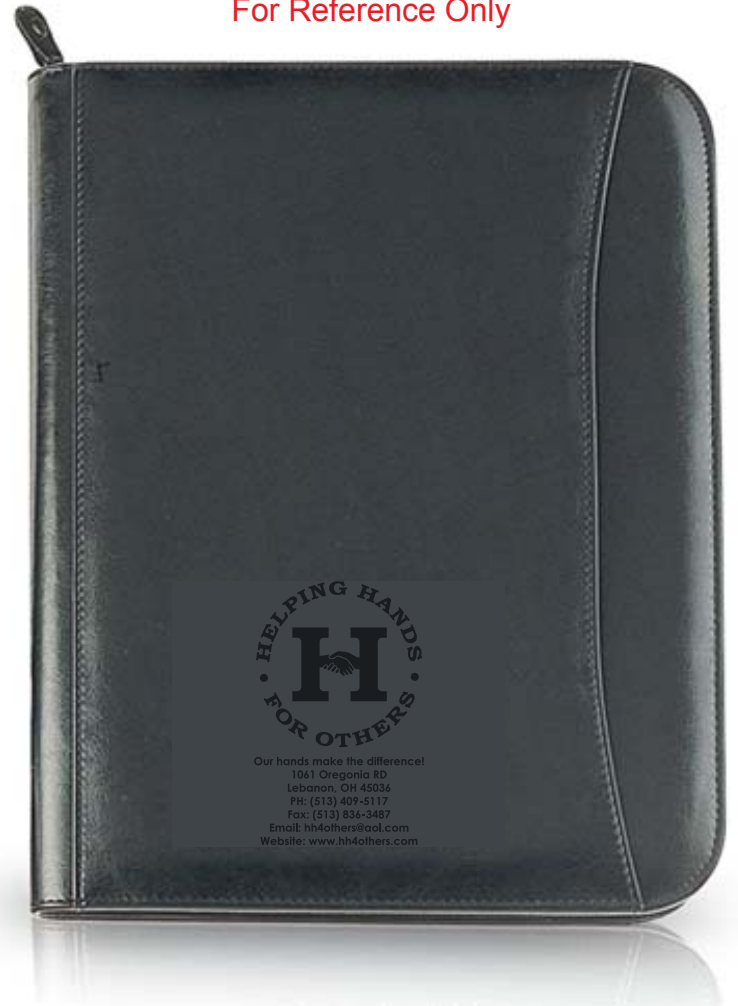
**Order#:** 131174  
**Product:** Office Three-Ring Portfolio: Black  
**Item #:** 1101-309210  
**Imprint Method:** Debossed on the Front  
**Actual Imprint Size:** 2.5"W x 4"H



**Our hands make the difference!**  
1061 Oregonia RD  
Lebanon, OH 45036  
PH: (513) 409-5117  
Fax: (513) 836-3487  
Email: [hh4others@aol.com](mailto:hh4others@aol.com)  
Website: [www.hh4others.com](http://www.hh4others.com)

Actual Size of Imprint  
Dotted Lines Do Not Print

Image Not To Size  
For Reference Only



**\*\*\*IMPORTANT INFORMATION\*\*\* (PLEASE READ)**

Please proof carefully for spelling errors, omissions, and layout accuracy. It is your responsibility to correct any errors. Garrett Specialties assumes no responsibility for errors after a proof has been authorized to print. Please note changes or revisions to your proof from your original instructions may cause revision in your ship date. Delays in paper proof approval also may require a change in your schedule ship dates. Occasionally, some fax machines may distort the image. Please pay close attention to numbers.

It is imperative that you view your e-proof and submit your approval and/or changes promptly to maintain your anticipated delivery date.

Please keep in mind that this virtual proof is not a printed sample of your artwork on our product. The size and placement of the artwork may vary from this proof when actually printed on the product. Carefully review the attached proof for verification of copy & layout.

Due to inherent technical differences in color monitors, the imprint colors and product colors depicted in the attached proof will not resemble those in the final product. We make every effort to match requested custom colors, but cannot guarantee a 100% exact match. Imprints are applied using pad or screen inks. These inks are hand mixed as close as possible to the requested color but may vary 2 to 4 shades. For this reason an exact PMS match cannot be guaranteed.

Your order is ON HOLD until we receive an approval from you in reference to your artwork.