



Pocket Folder Guide

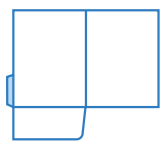
Pocket folders always make a great first impression when used to present literature at meetings and events or to deliver important information to members, employees, and clients.

Standard 9" x 12" folders are the most economical size to accommodate 8.5" x 11" inserts. However, custom folder sizes can be produced with ease. Production time and cost are considerations when creating a custom pocket folder that may include unique shaped pocket dies, hand fabrication, gluing of pockets or fasteners, and paper grain direction requirements to accommodate non-standard inserts.

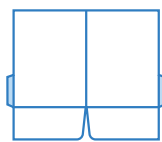
The following are factors that impact production time and cost:

- **Finished Size of Folder**
 - Standard 9" x 12" or custom size
 - 4 panels (2 panels per side) or more
- **Pockets**
 - Number of Pockets: One or more
 - Business Card slits: Standard or custom shape/position
 - Configuration of Pockets: Horizontal or vertical
 - Pocket Height: Standard 4" height or custom height
 - Pocket Shape: Standard horizontal pocket or custom shape
 - Dimension: Flat/fold or depth needed, requiring spine or boxed pockets
- **Type of Paper:** Uncoated/textured or coated one or two sides
- **Ink:** Printing one side or two sides, 4-color process or spot colors, solid ink coverage coatings (aqueous or uv)

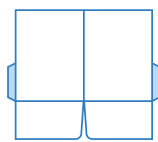
Standard 9"x12" folder sizes and pocket size/shapes, with existing dies available include:



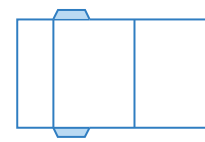
One 4-inch Round Pocket



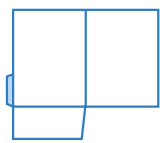
Two 4-inch Round Pockets



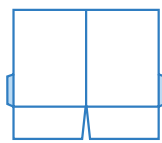
Two 5-inch Round Pockets



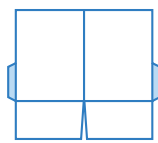
One 4-inch Vertical Pocket



One 4-inch Square Pocket



Two 4-inch Square Pockets



Two 5-inch Square Pockets

For additional assistance, please contact your HBP Account Executive.