# UNITED PROMOTIONS, INC.

Full Service Digital & Press Printing Photo Lab

Founded 1973

Schools **Day Cares** 

**Prom** 

Sports

Groups

Composites

PROMOTIONS

**Stores** Malls Dance Seniors Studios Weddings

**GotPhoto** darkroom S O F T W A R E

















www.upilab.com sales@upilab.com

433 Lawton Road Charlotte, NC 28216-3317 24 Hour Toll Free Fax

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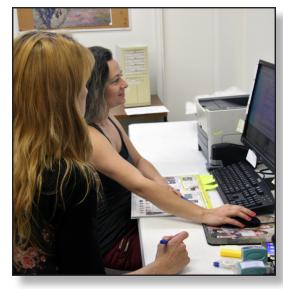
Accounting



Packaging



**Photo Printers** 







Order Entry Shipping Servers

# UNITED PROMOTIONS, INC. FULL SERVICE DIGITAL & PRESS PRINTING PHOTO LAB

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#### **COMPANY POLICIES AND GENERAL INFORMATION** Page 4

General Hours: Monday - Friday 8:30 AM - 5:00 PM Eastern Time **BUSINESS HOURS:** 

Off-Season Hours may vary, call for details

**PRICES:** Subject to change without notice.

Minimum order is \$5.00. **MINIMUM ORDER:** 

Mail CD, FTP, upload images through our website or designated software. All jobs must be **SUBMITTING ORDERS:** 

submitted with a completed print order. Corrections to print orders can be faxed or emailed

but may delay delivery and/or add to the cost. NO VERBAL ORDERS WILL BE ACCEPTED.

TAX EXEMPT INFO: (NC Form E-595E, Back of Book) (Download at www.upilab.com)

All customers <u>must</u> complete sales tax exempt form **E-595E**, providing tax exempt ID for business. United Promotions, Inc. will not be responsible for sales tax. Please mail or fax completed form to our Accounting Dept. Fax (704) 391-2902.

Credit card payment is recommended unless you have been check approved; a check should **PAYMENT & TERMS:** 

> accompany order. Any overpayment will be applied to the next order, unless a refund is requested. Any underpayment will be shipped C.O.D. for the balance. Orders sent in without payment will

be shipped C.O.D. GUARANTEED FUNDS unless a Credit Card is on file.

**SHIPPING CHARGES:** Prepaid orders of \$150.00 or more (excluding supplies, Economy Express orders, prepay flyers

> and items 30" & larger) will receive free shipping via regular U.P.S. and/or U.S.P.S. ground service (provided there is no unpaid balance on account.) If the order is not prepaid,

customers are responsible for shipping charges.

U.P.S., FedEx and U.S. Mail. Shipments may be insured at customer's expense. **SHIPPING METHODS:** 

Shipping is available direct to your customer for a fee of \$3.00 plus actual shipping cost. **DIRECT SHIPPING:** 

**SHIPMENT LIABILITY:** United Promotions, Inc. will not accept responsibility for loss or damage by shipping carrier.

All claims are filed with the shipping carrier.

**RETURNED PACKAGES:** If a package is returned to us through no fault of ours, a \$20.00 service charge will be assessed

as well as the additional shipping charge.

**RETURNED CHECKS:** A \$25.00 NSF fee will be charged for each returned check, regardless of the reason. NSF checks

redeposited and returned for the second time must be covered by guaranteed funds

(i.e. Money Orders, Cashiers Check or Credit Card). Guaranteed funds will be required after

2 NSF checks.

**BILLING & ORDER ADJUSTMENTS:** 

All adjustments must be requested within 15 days from the date the order is shipped from our lab.

If a remake is necessary, we will reprint/remake immediately, and may later require you to: **REMAKES:** 

(1) return the print(s) that is to be re-made, (2) return the original file(s), (3) enclose a copy of the invoice. DO NOT FOLD OR MARK ON PRINTS. Remakes will be shipped back ground

UPS/USPS, any shipping upgrades at customer's expense.

PRINT REGARDLESS: Images that are grossly overexposed/underexposed or show severe color distortion will be

returned unprinted. Should such images cover events which cannot be re-photographed, we will handle them on a "PRINT REGARDLESS" basis with a mutual understanding that the results

may fall short of normally acceptable professional standards.

**OUTSIDE SERVICE** When outside services are required, you will be billed the amount for the work performed

plus a 20% handling charge. **CHARGE:** 

**SAMPLES:** For sample requests, a 40% discount is available from list price, limits apply.

Contact our Customer Service Department for details.

**RUSH ORDERS:** When rush service is requested, please contact our Customer Service Department to determine

availability and cost; a 25% surcharge may apply.

**VOLUME DISCOUNTS:** Contact our Customer Service Department for special quotes on volume finishing.

LIMIT OF LIABILITY: Submitting any tangible or electronic media, image, data, file, card, disc, device, film, print, slide

or negative for any purpose, such as processing, printing, duplication, alteration, enlargement, storage, transmission, or other handling, constitutes an AGREEMENT that any loss or damage to it by our company, subsidiary or agents, even though by our negligence or other fault, will only entitle you to replacement with an equivalent quantity/size of unexposed photographic film or electronic media, and processing of the replacement media. Except for such replacement, our acceptance of the media, image, data, file, card, disc, device, film, print, slide or negative is without other liability, and recovery for any incidental or consequential damages is excluded. No express or implied warranty is provided. We recommend that you keep a copy of the original files or store your film safely as we cannot guarantee the safe keeping of all files. United Promotions cannot be responsible for software you download or purchase to communicate with the lab.

#### NORMAL DELIVERY SCHEDULE

#### TYPE OF ORDER RECEIVED

In lab	Studio Built Orders	ADDITIONAL SERVICES
time	(customer builds orders using software)	<b>Delivery</b> 1 to 3 add-ons - 1 extra lab day
		Time 4 or more add-ons - 2 extra lab days
QUICKSHIP SAME-DAY	(In by 10:00 am out by 5:00 pm) Lustre paper 2½x3½ up to 24x42	Example:
ROES	Pearl paper 2½x3½ up to 24x42	Service Items
	Economy Express	Service Packs (Die Cut & Adhesive available)
1 Lab Day	(In by 5:00 pm out by the next business day)	• Index Prints, Inkjet Service Sticker Prints, Picture Day Stickers • Groups and Big Prints
2 Lab Davis	Express Digital Orders (studio corrected)	Trader Cards, Magazine Covers, Admission Tickets
2 Lab Days	Customer built proofs	Digital Groupmates, Memory Mates
	ROES, Lab Link, GotPhoto, Photolynx Flow,	• Statuettes, Acrylic Cutouts, Acrylic Standups
3 Lab Days	OzE, Express Digital Orders (lab corrected),	Buttons, Mirrors, Magnets     Photo Magnets, Photo Calendars
	UPress Digital Press Printed Products (Press ready artwork)	Pennants, Homeplate Magnets, License Plates, Locker Prints
		Magnetic Message Prints, Locker Mirror Magnets
		• Fun Packs, Keychains, Dog Tags, Bag & Luggage Tags w/ Lanyards
In lab	Lab Built Orders	Mugs, Bottles, Steins, Mouse Pads, Tote Bags     Banners, Wall Clings, Growth Charts, Safety Floor Decals
time	(orders prepared by lab)	BallStars Photo Balls, T-Shirts, Beverage Insulators
	Prepare School Shoot Items	Dye Sub Plaques, Clipboards, Lunch Boxes, Bumper Stickers
	Image Only CD/DVD	• Mini Basketball Goals, Mini Bats, Car Flags
3 Lab Days		Seat Cushions, Puzzles     Action Pearl Prints, Fans
	Annual Prints	• Playing Cards, Fun Posters, Sticker Prints & Mini Print Magnets
	Proofing	• Tattoos, Sharemates, Teddy Bears
	Big Prints only	Christmas Stockings, Ornaments     Christmas Stockings, Ornaments
	Proofs On Envelope	• Selfie Magazines, PACKAGE Photo Magazines, Wrapping Paper • Thermal Tumblers, Phone Snap Sockets
	Proof Package Specials	Rosewood Boxes, Ceramic Tile, Coasters, Flip Flops
	Underclass School Packages Preschool/Day Care Packages	Mobile Device Covers, Metal Prints, Face Masks, Neck Gaiters
	Prom/Dance Packages	Action Metal Prints, Hardboard Panels
	Cap & Gown Packages	Laser Photo Etching     Greeting Cards, Pencil Drawings, Wood Veneer Prints
	Store/Mall Packages	Greeting Cards, Fench Drawings, wood veneer Frints     Gallery Canvas Wraps, Canvas Prints, Acrylic Prints
4 Lab Days	Glamour Packages	Green Screen, Digital Custom Design, Business Cards
,	Church Packages Fund Raising Packages	Print Mounting - Mount Board, Foam Board, Styrene
	Family Packages	<ul> <li>Stand-Outs, Ultra Board, Panel Mounts, Stretcher Frames</li> <li>Gold or Silver Foil Stamping, Matte or Luster Print Matte Spray</li> </ul>
	Sports Packages	Print Texturing, Print Laminating
	Event Packages	• Press Printed Products
	Group Prints only	*Photo Blankets - Special order item; Allow up to two weeks for delivery.
	Reorders Santa Claus Packages	
	School Service Items	DELIVERY CONSIDERATIONS
	Photo CD with Indexing	
	School Image Software CD	• Orders must be in the lab by 12:00 noon to count as a lab day
	ID Cards	• Saturdays, Sundays, and Holidays are not counted as lab days
	Composites	HOLIDAYS:
5 Lab Days	Senior Orders Wedding, Candid, Studio Orders	• New Years Day • Easter • Memorial Day
	Rennaisance Ventura Photographic Albums	• July 4th - Independence Day • Labor Day
	Folios	• Thanksgiving • Christmas
	Proof Booklet	• Special Christmas deliveries - Call lab for availability
	Business Cards	
	Press Printed Products	• The lab will be closed for maintenance
Call Lab	Digital Custom Design	between Christmas and New Years Day
	Laser Photo Etching	Off-Season Hours may vary, call for details

#### HOW TO PLACE A DIGITAL ORDER

SETTING UP A NEW ACCOUNT -Visit our website or call Customer Service for an account number.

**EDIT FEE** - No charge when customer does own image selection.

- Code **EF** with price of \$0.10 per image sent in when lab selects best image.
- Minimum order of \$5.

ROES/UPRESS - Use ROES/UPRESS (Remote Order Entry System) to place your digital order.

- -Download the ROES/UPRESS software from www.upilab.com then click on Startup for ROES instructions.
- -After entering your order in ROES/UPRESS, it will automatically be sent to the lab and a confirmation email will be sent to you.
- **LAB LINK** Call the lab or send an email to request a Lab Link activation file.
  - -The activation file and a download link to the program will be emailed to you.

**GOTPHOTO** - Go to GotPhoto.com and sign up to get a 14-day free trial and personal assistance from GotPhoto staff.

**EXPRESS DIGITAL** - Use Express Digital Software to place an order with the lab.

- -Call lab to establish a **private** LABTRICITY account for best pricing.
- **OZE** Use OzE Software to build your order and send to the Lab.
  - -Download OzE software from the www.upilab.com website and install it on your computer. It is valid for 30 days.
  - -Read the manuals included with the install for OzE instructions, OzE does not support automatic sending via the internet.
  - -OzE will make a CD that has all images and order information.
  - -Send the CD to the lab or send the files via the UPI Website, FTP (see below).

**PHOTOLYNX FLOW** - Use Flow (by Photolynx) to prepare a school order for transmittal to the Lab.

- -Call customer service to obtain a copy of Flow.
- -Prepare camera cards from a school roster for the shoot then take photos and match the images to the names, keeping the cards in numerical shoot order. Add packages and send the info to the lab.
- **FTP** Use the FTP program to upload images/data files and place an order.
  - -Go to www.upilab.com and click on Services.
  - -Then click on FTP-Upload Images
  - -Read the instructions and fill out the form.
  - -Drag and drop files from your computer to the box on the screen.
  - -Click Start Upload to send the files to the lab.

#### DIGITAL PHOTOGRAPHY SOFTWARE

For more detailed information visit www.upilab.com

#### **ROES • LAB LINK • FLOW**



For video tutorials, go to www.upilab.com/ROESTV.html

#### ROES SOFTWARE - UPI LAB ROES UPI SPORTS ROES & UPRESS

ROES software is free and easy to use so you can crop, edit & place orders with our lab. You can create custom templates and packages on the fly. The system runs on Mac and PC format. ROES also includes Packager (build & create packages) and Template Editor (customize templates), or call lab to customize templates. Green Screen selection and ordering is available in ROES; call lab for support. We give an 5% discount off list price on UPI LAB ROES & UPI SPORTS ROES built orders. ROES is available at www.upilab.com. ROES images are available for purchase in CaptureLife. Softworks, which produces ROES, charges \$0.25 -\$1.00 per order submitted.



#### LAB LINK SOFTWARE

UPI's Lab Link software can be used to enter orders for Sports, Daycares, Variety Proofs and Schools. It eliminates the need for repetitive data entry like team, league or child's name. Classes or teams are easily formed so that all items ordered are produced in that order. Since the program communicates with the lab on startup, new products are added as soon as they are available. We give an 5% discount off list price on UPI LAB LINK built orders; check www.upilab.com.



#### **GOTPHOTO**

United Promotions, in partnership with GotPhoto, provides you the photographer with a simple and timesaving way to manage your workflow and sales in one place. With GotPhoto, you can set up easy online ordering, create packages, downloadable files, and more in your own personally branded online shop. When you sign up on GotPhoto.com as a new GotPhoto user, you will receive a free 14-day trial, and 6-months off on subscription fees when you select the Fig. 1 and Fig. 1 You'll also receive personal instructions from GotPhoto's staff to get you set up and ready for receive a free 14-day trial, and 6-months off on subscription fees when you select the Pro Plan. your first photoshoot. You can use QR cards or barcode scanning to shoot volume schools, daycare, sports, etc. When these images are uploaded into the platform, private galleries are automatically created. Features include automated text/email marketing and tiered discounts to drive sales. Placed orders are then automatically transferred to United Promotions, Inc., where the order will be produced and shipped directly to your customers or batch shipped to your destination of choice.

#### DIGITAL PHOTOGRAPHY SOFTWARE

For more detailed information visit www.upilab.com

GOTPHOTO • OZE • CAPTURELIFE • DARKROOM • PHOTOREFLECT LE • CAPTURELIFE • MOREPHOTOS • IMAGEQUIX • PLIC



#### **DARKROOM** (software)

Darkroom Software can be used to place orders through the Labtricity system. UPI also offers FREE PhotoReflect LE software that is just as robust and very similar to the Darkroom software operation. There is a FREE PhotoReflect LE software download and many FREE templates available for both types of software at <a href="https://www.upilab.com/Express-Templates.html">www.upilab.com/Express-Templates.html</a>. There is a software user guide and template loading instructions there as well.



#### **PHOTOREFLECT (Storefront)**

This can be your online storefront software and when coupled with Photoreflect LE or Darkroom. It can be used to proof and sell your photos as well as place your orders with our lab. Photoreflect handles all the secure e-commerce transactions and pay you directly.



#### **OZE DIGITAL IMAGING SYSTEM**

OzEWare is a modular software series that provides a total digital workflow solution for professional labs and photographers.



#### PHOTOLYNX FLOW

Flow® is a capture program that gives you the capability to match student images and data. It has a robust layout creator that allows you to build and print different items such as ID cards, proof sheets and order forms. Use the powerful Green Screen tools in Flow® to knockout and apply your own backgrounds. When all of your images and data are matched and packages are entered, you can send your order directly to your lab. Go to www.photolynx.com for information.

Flow images are available for purchase in CaptureLife.



### CaptureLife service only available with ROES & Flow software

#### **CAPTURELIFE**

United Promotions in partnership with CaptureLife provides you, the photographer, with a simple, easy way to deliver digital images to your customers' smartphone. United Promotions has integrated CaptureLife into its production system so any order you process through us can include the delivery of digital images directly to a customer. With CaptureLife, full resolution images are published directly to customers' smartphones and customers are automatically notified using a personalized text message and email notification reflecting your brand. Now your customers can have immediate access to their digital photos from any device where they can then easily share with family and friends, as well as buy more prints. It's simple and easy and you don't have to do any work. For more information, visit www.capturelife.com. **Digital Credit Fees as follows:** 

CODE	<u>ITEM</u>	COST
DDC1	1 Order Delivery Credit (1-9 Images)	2.10
DDC2	2 Order Delivery Credits (10-99 Images)	4.20
DDC4	4 Order Delivery Credits (100-1000 Images)	8.40



#### **MOREPHOTOS**

MorePhotos is an online image hosting solution which is powered by MorePhotos. There is NO commission fee, but there is a 2 cents per image per month fee for the customer to upload their images. MorePhotos allows you to control the sales transaction which is processed directly through your merchant account. There is a one time \$50.00 set-up fee to prepare your domain or a sub-domain (yourstudio.upipost.com) of our website, plus \$10/month to host your sub-domain at upipost.com. Get a second sale by making prints and other photo products available 24/7 to your customers, their families and friends. Call the Lab today for more information and to get set up on this service.



#### IMAGEQUIX - AVAILABLE NOW

ImageQuix's Unlimited Plan gives you unlimited gallery uploads, images, storage and bandwidth for a \$99 annual membership plus 10% of the retail sales, Imagequix will mail you the 90% balance. To take advantage of this robust software, UPI is now offering this plan: Use ImageQuix to publish image galleries for your clients to view, and send directly to lab for processing and shipment.



#### PLIC BOOKS BY PHOTOLYNX

PLIC is a powerful, intuitive layout software that is custom tailored for the Yearbook/Directory market. Clean, striking layouts can be created in minutes.

Included FREE with items on page 40

**CODE** 

**PASUC** 

PA

MB

#### SCHOOL DATA PROCEDURES

- 1.) Obtain student data file from the school 3 to 4 weeks prior to the shoot.
  - Send data file to our lab for camera card printing. (see back of CD/DVD order form for an example)
  - Camera cards will be shipped to photographer prior to shoot. (sorted by class)
  - Send Proof Envelope, Prepay Flyer, ID Card Layout and CD type(s) if needed.
- 2.) Use Camera Cards at the shoot.
  - Keep cards in shoot order by writing sequence number on back for indexing. (1001 for 1st camera, 2001 for 2nd camera, etc.)
  - Blank cards will be sent to identify anyone without a preprinted card (Manual index fees apply).

COST

- Write package information on the front of the camera card.
- Send camera cards banded in shoot order with plastic ties and CD to lab.
- 3.) Shoot slates.
  - Shoot a slate with the teacher name & grade before each class, prints banded by class.
  - Anyone belonging to another class or staff members should be identified by slates.

Other school data procedures are available via software listed on page 7.

#### PREPARE SCHOOL SHOOT ITEMS • PACKAGE ID • INDEXING • PHOTO CDs

United Promotions, Inc. must receive your package printing orders in order to produce your service items.

	PREPARE SHOOT ITEMS	8	
CODE	ITEM (Available from School Data Program)	COST	
DICC	Camera Cards	.05	
PPF	School Prepay Flyer	.10	
DPC	Design of Package contents (flyer/envelope) setup fee	12.50	
PEP1	Envelope Printing (per side)	.06	
SBCL	Sort by class (per student)	. 04	
RR	*ROES Record (per image)	.05	
	*Charged if customer decides to match name with image using RO	ES	
	INDEXING	-	
<b>CODE</b>	<u>ITEM</u>	<b>COST</b>	
CAM	Indexing from preprinted Camera Cards (from your text file)	.04	
DISO	Indexing without camera cards (text submitted in shoot		
	order, per name)	.12	
DIM	Manually indexed data (per name) (Pre-approved by Lab only)	.75	
	For instructions see back of CD/DVD Print Order Form.		
PACKAGE ID			
<b>CODE</b>	<b>ITEM</b> (Requires Indexing, additional fees may apply)	<b>COST</b>	
PID	Package ID from School Data Program (Label on bag)	.06	
	PHOTO CDs		
CODE	ITEM	COST	
DICD	Image Only CD (75 max images)	10.00	
DVD	Image Only DVD (Computer use only; 225 max images)	20.00	
DYCD	Yearbook/Lunchroom CD with Text File (requires indexing)	30.00	
DSA	School Administrative CD (requires indexing)	45.00	
	(If school orders SIS CD it includes School Pocket SIS - PDA Software)		
DRCD	Digital retouched image CD (retouch fees apply, 25 max images)	5.00	
DACD	Additional copies of Photo CD (exact copy, any variety)	5.00	
CDW	CD with package (8 max images, image only)	2.10	
CDWT	CD with package, with special templates (8 max images)	5.00	
CCDNP	Composite CD without prints		
CCDP	Composite CD with 10+ prints (prints extra)	35.00	
	PRINCIPAL'S ALBUM & MUG BO	nK	
	I KINCHALS ALDUM & MUU DO		

8x10 Photo Principal's Album Setup Charge . . . . . . . 12.50

(Front/back page/laminate/binding; laminated group prints extra)

8½x11 Laser Principal's Album Setup Charge . . .

(Binding and cover page, inside pages \$.65 each using code MB)

- Indexing is a way to link personal data. (names, ID numbers, grade, etc.) to image files.
- We encourage you to obtain a text file from the school that contains Student Names, Grade, Homeroom, Teacher/Staff and any other information you will need to complete your job or you may submit a comma separated text file or Excel file in shoot order.
- We will <u>not</u> accept hand written data out of shoot order without prior approval from our Digital Dept. Send original shoot with absentees.
- Image Only CD/DVDs are for proof purposes and are high resolution files.
- Yearbook/Lunchroom CDs will be created according to the guidelines setup by the Yearbook/Lunchroom program your school is using.
- School Image Software CDs are for school administration so they can produce their own ID cards, Certificates and Rolodex Cards.
- Additional copies of your CDs are available for your backup. We encourage photographers to always get an extra copy for your records.
- Digital Image Files are held 30 days after the order has been invoiced.



#### **Normal Delivery Times:**

Prepare Shoot Items - 3 lab days Image Only CD/DVD - 3 lab days Photo CD with Indexing - 5 lab days Shipping: F.O.B. Charlotte, NC

#### ID CARDS • ROLODEX CARDS • SERVICE PACKS

SERVICE TIEMS • ID CARDS			
<b>CODE</b>	ITEM (Requires Indexing)	<b>COST</b>	
IDS	ID Card setup charge - per school, per school year	25.00	
IDC	ID Card (Barcoded if requested, 2 x 3 1/4)	.40	
IDL	Lamination for ID Card (2 1/8 x 3 3/8 laminated)	.20	
RID	Rolodex Cards	.40	
PIDC	Plastic ID Card (color one sided; 30 mil)	.85	
PIDCBW	Plastic ID Card (black & white one sided; 30 mil)	.70	
2PIDC	Plastic ID Card (two sided; 30 mil)	1.10	
IDB	Plastic ID Badge with clip (Hole punch included; 30 mil)	1.20	
2IDB	Plastic ID Badge with clip (Hole punch included; 30 mil)	1.50	
	(Front color, Back Black & White)		
IDP	ID Card Hole Punch	.05	
BL	Breakaway Lanyard	.47	
SBCL	Sort By Class (per student)	.04	
PR23	2½x3½ Color Annual Service Print	.31	
SI2H	2 - 1 <sup>3</sup> / <sub>4</sub> " x 2 <sup>1</sup> / <sub>2</sub> " Service Prints	.32	
SI3H	1 - 21/4" x 31/4" Proof & 2 - Service Prints	.37	
3SPF	3 - UP Service Pack	.37	
5SPF	5 - UP Service Pack	.39	
7SPF	7 - UP Service Pack	.40	
DCU	Die Cut for 5 - UP or 7 - UP service pack	.08	
ADU	Adhesive for 5 - UP or ½ of 7 - UP service pack	.14	
PRSIDC	Press Printed "Keep Them Safe" ID Card (printed both sides)	.42	
ID card or	Badge proof will be sent for approval and must be returned with	hin 10	

Please refer to pg. 8 for indexing guidelines.

Six standard fields we recommend are: Student First Name, Last Name, Grade, Homeroom, Teacher and Student ID.

business days for printing. The proof can be emailed if address is included on order

#### **Additional Fields:**

- School Year Home Phone Student Address
- School Name Emergency Phone Barcode Other



**PRSIDC** 

Age ☐ Male ☐ Female	Other Distinguishing Features:
Height Weight	
Hair Color	Learn how to keep your child safer at: www.missingkids.com

#### **Normal Delivery Time:**

Service Items & ID Cards using School Data Program - 5 lab days

Service Items & ID Cards not using School Data Program - Call Lab Die cut & Adhesive - add 1 lab day

Data merge fee of \$25 may apply if both student name and student ID number are not included.

#### United Promotions, Inc. must receive your package printing orders in order to produce your service items





IDC - ID Card

PIDC - Plastic ID Card

(Image length): • 2- 1 9/16 x 2 5/16 • 2- 1 3/16 x 1 7/8 • 1- 1 1/16 x 1 11/16 • 1- Wallet 2 3/8 x 3 1/4 • ID Card 2 3/16 x 3 5/16

Approx. image size

#### 7-UP Service Pack



#### Approx. Diecut image size (Image length includes

student ID):

- 1- 1 3/8 x 2 7/16, 1- 1 3/8 x 2 • 1- 1 x 2, 1- 1 x 1 1/2
- 1- 7/8 x 1 1/4
- 1- Wallet 2 3/16 x 3 1/8
- ID Card 2 x 3 1/8

#### 3-UP Service Pack

7SPF



3SPF

Approx. image sizes: • 1 x 1½

- 1½ x 2¼
- 21/4 x 31/4



SI3H



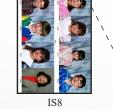
5SPF

#### INDEX PRINTS & LASER PRINTED SERVICE STICKER PRINTS

**CODE ITEM COST ISP** Photo paper Index Sheet 21/4" x 35/16" image size (max 8 images, filename below image) . . . . . . . . . . 1.75 IS8 Photo paper Index Sheet Approx 1\%" x 2\%" image size (max 9 images, filename below image) . . . . . . . 1.75 IS9 IS10 Photo paper Index Sheet Approx 1<sup>3</sup>/<sub>4</sub>" x 2<sup>5</sup>/<sub>8</sub>" image size (max 10 images, filename below image) . . . . . . . . . 1.75 **ISSP** 36 - Laser Service Sticker Prints 1<sup>1</sup>/<sub>4</sub>" x 1<sup>5</sup>/<sub>8</sub>" (Die cut with adhesive back, student data below image, index fees may apply) 2.75 per sheet Other Sizes Available - Call Lab



**NOTE:** Indexing fees may apply.









**CODE** ITEM

COST

PRSPDS1 30-1"x2 5/8" Picture Day Stickers (rectangular) . \$0.60 PRSPDS2 30-1 1/2"x1 1/2" Picture Day Stickers (round) . . \$0.60

Custom Designs avaiable, contact us for more information



SMILE YOUR NEXT SCHOOL DAY IS PICTURE DAY! SMILE
YOUR NEXT
SCHOOL DAY
IS PICTURE DAY

PRSPDS1

PRSPDS2

#### PROOFS ON ENVELOPE INSTRUCTIONS & ENVELOPE PRINTING

- Price information will be inserted if provided (*Insert stuffing fee \$.03 each*).
- The number of package combinations is limited to a total of 15 package per order.
- All envelopes must be returned in shoot order, if not in order a \$25.00 sort fee applies.
- Design of package contents with faxed or email template \$12.50 setup charge plus \$.06 per side print fee (cost of env./flyer additional).
- Package contents can be formatted to fit on many different sizes, Proof Env., Prepay Env. and on the back of School/Sports bags.

#### ENVELOPE PRINTING

Design of package contents envelope layout (allow 5 days for creation) Proof Envelope Printing 1 Side (black & white only)

Proof Envelope Printing 2 Sides (black & white only)

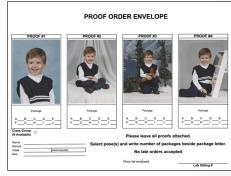
School/Sports/Dance & Custom Prepay Flyers - See Page 38

# CODE COST DPC 12.50 PEP1 .06 PEP2 .12

#### PROOFS ON ENVELOPE

#### 2½ x 3½ COLOR PROOFS ON 9X12 ENVELOPE

<b>CODE</b>	<u>ITEM</u>	<b>COST</b>
PRCE1	1-Pose, 2½ x 3½ Color Proof (envelope included)	.58
PRCE2	2-Poses, 2½ x 3½ Color Proofs (envelope included)	.78
PRCE3	3-Poses, 2½ x 3½ Color Proofs (envelope included)	.98
PRCE4	4-Poses, 2½ x 3½ Color Proofs (envelope included)	1.18
PE912	Proof Envelope only (minimum of 100)	.18



PRCE4 - 4-POSE PROOF ENVELOPE

#### 1-4 POSES BORDERED PROOFS ON 9X12 ENVELOPE

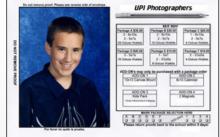
<b>CODE</b>	<u>ITEM</u>	<b>COST</b>
PRBE1	1-Pose 2½ x 3½ Bordered Proof (envelope included)	.66
PRBE2	2-Poses 2½ x 3½ Bordered Proofs (envelope included)	.81
PRBE3	3-Poses 2½ x 3½ Bordered Proofs (envelope included).	.96
PRBE4	4-Poses 2½ x 3½ Bordered Proofs (envelope included).	1.11
PE912	Proof Envelope only (minimum of 100)	.18



PRBE4 - 4-POSE BORDERED PROOFS ON ENVELOPE

#### 3½ x 5 COLOR PROOFS ON 6X9 ENVELOPE

<b>CODE</b>	<u>ITEM</u>	<b>COST</b>
PR351	1-Pose, $3\frac{1}{2}$ x 5 Color Proof (envelope included)	.59
PR352	2-Poses, 3½ x 5 Color Proofs (envelope included)	.94
PE69	6x9 Proof Envelope only (minimum of 100)	.16



PR351 - PROOF ENVELOPE

**SNO** - Studio Name Overlay - \$10.00 per job.

Minimum Order for Proofs on Envelopes - \$5.00

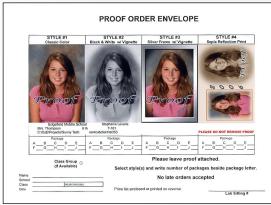
Normal Delivery Time: Proof on Envelope - 4 lab days

#### **SCHOOLS • DAY CARES • ETC.**

#### 4 - 2½ x 3½ VARIETY PROOF ON ENVELOPE

<b>CODE</b>	<b>ITEM</b>	<b>COST</b>
PRVE	4 - 2½ x 3½ Variety Proof (envelope included)	.76
PRVEX	4 - 2½ x 3½ Winter Variety Proof (envelope included)	.76
PRVES	4 - 2½ x 3½ Spring Variety Proof (envelope included)	.76
PRVEF	4 - 2½ x 3½ Fall Variety Proof (envelope included).	.76
PE912	Proof Envelope (minimum of 100)	.18





FALL PRVE - VARIETY PROOF ENVELOPE

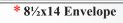
#### LASER PRINTED PROOFS ON ENVELOPE

#### LASER PROOFS ON ENVELOPE

CODE	<u>ITEM</u> <u>COST</u>
PRSDOP1	1-Pose, Color $1^5/8 \times 2^1/4$ Laser Proof on $8\frac{1}{2} \times 14$ Envelope 56
PRSDOP2	2-Pose, Color $1^{5/8}$ x $2^{1/4}$ Laser Proof on $8\frac{1}{2}$ x 14 Envelope 66
PRSDOP3	3-Pose, Color $1^{5/8}$ x $2^{1/4}$ Laser Proof on $8\frac{1}{2}$ x 14 Envelope 76
PRSDOP4	4-Pose, Color $1^{5/8}$ x $2^{1/4}$ Laser Proof on $8\frac{1}{2}$ x 14 Envelope 86
PRSDOP5	5-Pose, Color $1^{5/8}$ x $2^{1/4}$ Laser Proof on $8\frac{1}{2}$ x 14 Envelope 96
PRSDOP6	6-Pose, Color 1 <sup>5</sup> / <sub>8</sub> x 2 <sup>1</sup> / <sub>4</sub> Laser Proof on 8½ x 14 Envelope 1.06
PRSCIP	1-Pose Custom 2½ x 3½ Laser Proof on 6 x 9 Envelope 56
PRSCIP2	2-Pose Custom 2½ x 3½ Laser Proof on 6 x 9 Envelope 66
PRSCLP3	3-Pose Custom 2½ x 3½ Laser Proof on 9 x 12 Envelope 84
PRSCLP4	4-Pose Custom 2½ x 3½ Laser Proof on 9 x 12 Envelope 94

- Subjects must be consistently exposed.
- The first image is duplicated across the bottom in 5 different color effects.\*
- (Color, Color Cameo, Black & White, Sepia, Sepia Tint).
- Back printing not included (charge of .06 per env.)





6x9 Custom Envelope

#### PRESS PRINTED VARIETY PROOFS ON FLYER WITH PAY ENVELOPE

#### PRESS PRINTED VARIETY PROOFS ON FLYER WITH PAY ENVELOPE

(color printing on front & back included)

<b>CODE</b>	<u>ITEM</u>	<b>COST</b>
PRSPRVC	1-Pose Custom Variety Proof on Flyer (8½x14 Flyer with pay envelope)	.66
PRSPRVC2	2-Pose Custom Variety Proof on Flyer (8½x14 Flyer with pay envelope)	.76
PRSPRVC3	3-Pose Custom Variety Proof on Flyer (8½x14 Flyer with pay envelope)	.86
PRSPRVC4	4-Pose Custom Variety Proof on Flyer (8½x14 Flyer with pay envelope)	.96
DPCC	Design of custom proof flyer & package contents with faxed or email template	25.00

Minimum Order for Proofs on Envelopes - \$5.00 Normal Delivery Time: Proof on Envelope - 4 lab days





PRSPRVC

#### UME PACKAGE PRINTS

Lab Color Corrected

#### PRE-SCHOOLS • DAY CARES • UNDERCLASS • PROMS • CAP & GOWN • SANTA CLAUS STORES/MALLS • GLAMOUR • CHURCH • FUND RAISING • FAMILY PACKAGES

UPI is capable of acquiring images from CDs, DVDs and from the internet through FTP. We recommend sending digital images as jpeg. Software approved by lab are ROES, Lab Link, GotPhoto, Express Digital, Photolynx Flow & OzE. Images must be cropped and keyed ready to print. Lab will color correct all images.

UPI Lab Link & ROES orders will receive an 5% discount off list price. VOLUME PACKAGE PRINT PRICES

V	OLUME PACKAGE PRI		A DDITIONAL SEDVICE	FC
V	DLUME PACKAGE PRI	NI PRICES	ADDITIONAL SERVICI School Service Items (School CDs, Package ID, ID	Cards
	(Color•B&W•Sepia, Available from o	ligital files.)	Index Prints, Picture Day Stickers, etc.)	
<b>CODE</b>			T Proofs on Envelope	pages 10-11
	1 0 - 10		Add-Ons	1 8
VP1	1 - 8x10		Quantity Prints, Groups, Big Prints	page 13
VP2H VP44	2 - 3½x5's		Composites & Mosaics	page 13
VP44 VP46	4 - 3½x5's		Trader Cards, Mag Covers, Admission Tickets	page 16
VP46 VP57	1 - 4x6		Digital Groupmates, Memory Mates, Statuettes	page 17
VP3/ VP2	1 - 5x7		Acrylic Cutouts & Stand-ups	page 17
VP3H	1 - 3½x5 & 2 - Wallets		Photo Magnets, Calendars, Pennants, Homeplates	
VP60	2 - 3½x5's & 4 - Wallets		Buttons, Mirrors, Magnets	page 18
VP3	1 - 5x7 & 2 - 3½x5's		Magnets, Message Prints, Mirror Magnets	
VP30H	1 - 4x6 & 2 - 2x3's		License Plate, Locker Prints, Fun Packs	
VP346	3 - 4x6's		Bookmarks, Bag Tags, Key Tags Keychains, Bag Tags with Lanyards, Dog Tags	
VP4H	4 - Wallets		Mugs, Bottles, Steins, Mouse Pads, Tote Bags	
VP4	1 - 5x7, 1- 3½x5 & 2 - Wallets		Banners, Wall Clings, Growth Charts	
VP5H	1 - 3½x5 & 4 - ½ Wallets		Safety Floor Decals, BallStars Balls	nage 22
VP65	2 - 3½x5's & 8 - ½ Wallets		Blankets, T-Shirts, Beverage Insulators	page 22
VP5	1 - 5x7, 4 - Wallets		Dye Sub Plaques, Clipboards, Lunch Boxes	
VP6H	2 - Wallets & 4 - ½ Wallets		Bumper Stickers, Mini Basketball Goals	
VP68	4 - Wallets & 8 - ½ Wallets		Mini Bats, Car Flags	
VP6	1 - 5x7, 1- 3½x5 & 4 - ½ Wallets		Seat Cushion, Action Pearl Prints & Metal Prints	
VP7	1 - 5x7, 2 - Wallets & 4 - ½ Wallets		Puzzles, Fans, Flip Flops, Coasters	page 24
VP8H	8 - ½ Wallets		Sticker Prints & Mini Print Magnets	page 25
VP86	16 - ½ Wallets		Tattoos, Sharemates, Teddy Bears	
VP8	8 - Wallets		Ornaments	
VP9	1 - 5x7 & 8 - ½ Wallets		Portrait Package Magazine, Wrapping Paper	
VP26	8 - ½ Wallets & 18 - Mini Wallets	1.24	Phone Snap Sockets, Thermal Tumblers, Playing Card	
VP13	10x13	2.14	Mobile Phone Device Covers, Metal Prints	
VP14	11x14		Face Masks, Neck Gaiters	page 27
VP16	12x16		Christmas Stockings, Hardboard Panels	
VP20	16x20 Print (with package)		Laser Photo Etching.	page 28
VP24	20x24 Print (with package)		Pencil Drawings, Wood Veneer Prints	
VP30	20x30 Print (with package)		Greeting Cards, Cut-Apart Cards, Gift Tags	
GSF			Templates, Photo Business Cards	page 33
	Green Screen Fee (one background inserted by (Images have to be properly exposed, additional charge	es & extra in-lab days	Bordered Prints, Coffee Table Books	page 34
CCEAD	will apply to improperly exposed images)		Canvas Wraps & Prints, Acrylic Prints	
GSFAB	Each additional background inserted (on same pose)	l by lab05	Digital Retouching & Custom Design	page 35
LUSR	Limited Underclass School Retouch	ing 2.35	Print Mounting, Gold Foil Stamping	
CDW	CD with package (8 max images, image on		Print Spray, Print Texturing, Laminating	
PID	Underclass School Package ID		Supplies, Miscellaneous Supplies	
		F8	Pre Pay Flyers, Press Printed Products	pages 38-45
CBP	UPI LAB LINK & ROES Customer	Built Packages (5	% off list price) Can be use	ed for
	per add .30 for half unit, .54 for ful	•	Drinting or Coo	ial Media
•				<b>o</b>
PPPE	Pack Packages in Window Envelope (p		and othe	
PPCPB	Pack Packages in Clear Plastic Bag (pe			
PPWB	Pack Packages in White Bag (no wind		<b>CDW - \$</b> 2	2.10
BPNB	Bulk Pack (no bag)		Charge CDW CD with peakage (See page	70 <b>9</b> )
Digital V	Volume Package setup fee (per package	e) No Charge	CDW - CD with package (See page 1)	ge 0)
	Color Correcting			INIIZ
Exposures <u>must</u> be consistent, if not, pricing will come from page 31  CUSTOMER BUILT UPI LAB LINK				
•	Minimum Order on Volume Pack		VP1 1-8x10	
Normal	Delivery Times:	9	VP8 8-Wallets	
	Customer Built Packages - 3 lab day	J <b>S</b>	CDW CD with package 2.	
Digital	Lab Built Packages - 4 lab days	, S	Subtotal 5.	20
	ns - add 1 to 2 lab days max		ROES / UPI Lab Link 5% Discount	
1144 01	was I to a law unju little		Total 4.	94

#### **GROUPS • BIG PRINTS • COMPOSITES • MOSAIC PRINTS** Bulk packed by class or team

QUAN	TITY	PRINT	ΓS (per o	quantity	, cost per print)	OVERLAYS, TITLES & BORDERS	
					ALIZED CODE		COST
<b>CODE</b>	<b>ITEM</b>	1-4	5-49	50+	GO	Group Overlay with or without Logo setup fee (Per Overlay)	3.00
G45	4x5	.70	.50	.40		(3 lines of type and a maximum of 40 characters per line.)	
G46	4x6	.70	.50	.40	PN	Group Title with Personalized Names setup fee (Per Group	p) 6.00
G55	5x5	.80	.65	.50		(Up to 30 names \$9.00, additional names .10 per name)	
G57	5x7	.90	.80	.70	BG	Border Groups setup fee (includes one border for entire order)	6.00
G510	5x10	1.70	1.40	1.00		(3 lines of type and a maximum of 40 characters per line.)	
G520	5x20	2.90	2.40	1.95	~~~	COMPOSITES	4.000
G530	5x30	4.95	3.95	2.95	SCSC	Standard Composite Setup Charge (per class)	13.00
G68	6x8	1.30	1.10	.90			27.00
G612	6x12	1.90	1.70	1.50	CCSC	Custom Composite Setup Charge (per class, 45 min. max)	50.00
G88	8x8	1.65	1.45	1.30	MDCC	MOSAIC PRINT	20.00
G810	8x10	1.65	1.45	1.30	MPSC	Mosaic Print Setup Charge	28.00
G812	8x12	2.20	2.00	1.80			
G820	8x20	4.60	3.60	2.60	. 35		
G824	8x24	5.05	4.05	3.05			
G1010	10x10	2.35	2.00	1.70			



GROUP OVERLAY With Logo



**Group Title With** Personalized Names



BORDERED GROUP



Bordered Group



**CUSTOM COMPOSITES** Print size up to 40" x 60"



MOSAIC PRINT



- Detailed View of Mosaic Print Images are modified to help create the mosaic look.

#### COMPOSITE INSTRUCTIONS

Submit every job with a completed Digital Composite Print Order Form, text file(s), original shoot and absentees. Include Composite Title, Print Size, Background Selection, Image Format, Font, etc. A low res proof will be sent by email. Two corrections to the initial proof are free. Additional changes to the layout of composite will be \$6.25 per change.

#### MOSAIC INSTRUCTIONS

Submit minimum of 600 images and a high res logo or other picture. The images will be duplicated as necessary to fill the logo and print. Specify print size and any additional text (ie. school name and school year). Proof will be emailed to customer for approval. One correction to initial proof is free. Additional changes to the layout of mosaic will be \$6.25 per change.

You will be invoiced for the Setup fee when initial proof is delivered. Indexing or Customer's Misspelling will be charged if applicable. Additional instructions see www.upilab.com/composites

60" Wide now available (unmounted only) call lab 16x20 & larger unmounted prints will be rolled and shipped in tube GPCE Group packed individually in window envelope. .10 per Envelope GPCP Group packed individually in Clear Plastic Bag. .09 per Bag GPCW Group packed individually in White Bag, no window . .07 per Bag GBP Groups packed bulk (no bag) . . . . No Charge **Mounting & Laminating** . . . . . . see page 36

G1013

G1016

G1018

G1020

G1024

G1030

G1114

G1120

G1212

G1216

G1218

G1220

G1224

G1230

G1616

G1620

G1624

G1824

G2020

G2024

G2030

G2036

G2040

G2424

G2430

G2436

G2442

G2448

G2454

G2460

G3040

G3048

G3240

G3648

G4040

10x13

10x16

10x18

10x20

10x24

10x30

11x14

11x20

12x12

12x16

12x18

12x20

12x24

12x30

16x16

16x20

16x24

18x24

20x20

20x24

20x30

20x36

20x40

24x24

24x30

24x36

24x42

24x48

24x54

24x60

30x40

30x48

32x40

36x48

40x40

**Inkjet Prints** 

G4060 40x60

3.50

4.30

4.75

5.00

5.50

6.95

4.25

5.95

4.15

7.25

8.45

8.75

11.50

14.50

14.00

16.95

18.50

21.00

21.00

24.00

28.50

31.50

34.00

28.00

35.00

40.00

46.00

50.00

56.00

62.00

62.00

79.00

72.00

95.00

108.00

130.00

Pearl paper & other sizes available, call lab

2.75

3.60

3.75

4.00

4.50

5.50

3.50

4.75

3.50

5.25

6.00

6.75

8.00

10.00

9.50

11.95

12.95

14.25

14.25

18.00

20.50

22.50

25.00

18.00

22.00

26.00

29.00

32.00

35.00

38.00

2.14

3.10

3.25

3.50

3.75

4.25

2.95

3.95

2.90

4.25

4.60

4.95

6.50

8.00

7.00

8.00

9.00

10.00

10.00

12.00

14.00

15.00

17.00

14.00

17.00

19.00

22.00

24.00

26.00

29.00

Call lab for volume pricing

Minimum Order - \$5.00 **Normal Delivery Time:** Quantity Prints - 4 lab days as Add-Ons add - 1 to 2 lab days max

#### SPORTS & EVENT

UPI is capable of acquiring images from CDs, DVDs and from the internet through FTP. We recommend sending digital images as jpeg. Software approved by lab are ROES, Lab Link, GotPhoto, Express Digital, PhotoLynx Flow & OzE. Images must be cropped and keyed ready to print. Lab will color correct all images.

UPI Lab Link & ROES orders will receive an 5% discount off list price.

<b>S1 O</b> 1	RIS & EVENT TACKAGE TRICES
<b>CODE</b>	<u>ITEM</u> <u>COST</u>
EP1	1 - 8x10
EP2H	2 - 3½x5's
EP44	4 - 3½x5's 1.44
EP46	1 - 4x6
EP57	1 - 5x7
EP2	2 - 5x7's
EP3H	1 - 3½x5 & 2 - Wallets
EP60	2 - 3½x5's & 4 - Wallets 1.44
EP3	$1 - 5x7 & 2 - 3\frac{1}{2}x5$ 's 1.44
EP30H	1 - 4x6 & 2 - 2x3's
EP346	3 - 4x6's
EP4H	4 - Wallets
EP4	1 - 5x7, 1- 3½x5 & 2 - Wallets 1.44
EP5H	1 - 3½x5 & 4 - ½ Wallets
EP65	2 - 3½x5 & 8 - ½ Wallets 1.44
EP5	1 - 5x7, 4 - Wallets 1.44
EP6H	2 - Wallets & 4 - ½ Wallets
EP68	4 - Wallets & 8 - ½ Wallets 1.44
EP6	1 - 5x7, 1 - 3½x5 & 4 - ½ Wallets 1.44
EP7	1 - 5x7, 2 - Wallets & 4 - ½ Wallets 1.44
EP8H	8 - ½ Wallets
EP86	16 - ½ Wallets
EP8	8 - Wallets
EP9	1 - 5x7 & 8 - ½ Wallets
EP26	8 - ½ Wallets & 18 - Mini Wallets 1.44
EP13	10x13
EP14	11x14 2.95
EP14	
EP10 EP20	
EP24	
EP30	20x24 Print (with package)       18.50         20x30 Print (with package)       21.50
GSF	
USF	Green Screen Fee (one background inserted by lab per pose)35 (Images have to be properly exposed, additional charges & extra in-lab days
	will apply to improperly exposed images)
<b>GSFAB</b>	Each additional background inserted by lab05
CDW	(on same pose) CD with package (8 max images, image only) 2.10
Pearl pap	er add .30 for half unit, .54 for full unit & .90 for 10x13
CBP	UPI LAB LINK & ROES Customer Built Packages
CDI	(5% off list price)
PPE	Pack Packages in Window Envelope (per package) .10
PPCPB	Pack Packages in Clear Plastic Bag (per package) .09
PPWB	Pack Packages in White Bag (no window)
BPNB	Bulk Pack (no bag)
מאזנם	Daix 1 ack (no oug)
Digital S	ports & Event setup fee (per package) No Charge

SDODTS & EVENT DACKAGE DDICES

## Color Correcting . . . . . . . . No Charge

Exposures <u>must</u> be consistent, if not, pricing will come from page 31 **Minimum Order on Sports & Event Packages** 5.00

#### PRICE EXAMPLES

CUSTOMER BUILT ROES	DIGITAL
SPORTS PACKAGE	LAB BUILT PACKAGE
EP1 1-8x10 1.44	EP1 1-8x101.44
EP5 1-5x7, 4Wallets 1.44	EP5 1-5x7, 4Wallets 1.44
TC8 8-Trader Cards 7.04	
Package Total	TC8 8-Trader Cards <u>7.04</u>
ROES / UPI Lab Link 5% Discount50	Total 9.92
Total 9.42	

#### ADDITIONAL SERVICES

Quantity Prints, Groups, Big Printspage 13	
Composites & Mosaics	
Trader Cards, Mag Covers, Admission Ticketspage 16	
Digital Groupmates, Memory Mates, Statuettespage 17	
Acrylic Cutouts & Stand-upspage 17	
Photo Magnets, Calendars, Pennants, Homeplates page 18	
Buttons, Mirrors, Magnetspage 18	
Magnets, Message Prints, Mirror Magnetspage 18	
License Plate, Locker Prints, Fun Packspage 19	
Bookmarks, Bag Tags, Key Tagspage 19	
Keychains, Bag Tags with Lanyards, Dog Tagspage 20	
Mugs, Bottles, Steins, Mouse Pads, Tote Bagspage 20	
Banners, Wall Clings, Growth Chartspage 21	
Safety Floor Decals, BallStars Ballspage 22	
Blankets, T-Shirts, Beverage Insulatorspage 22	
Dye Sub Plaques, Clipboards, Lunch Boxespage 23	
Bumper Stickers, Mini Basketball Goalspage 23	
Mini Bats, Car Flagspage 23	
Seat Cushion, Action Pearl Prints & Metal Printspage 24	
Puzzles, Fans, Flip Flops, Coasterspage 24	
Sticker Prints & Mini Print Magnetspage 25	
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Supplies, Miscellaneous Suppliespages 37	
Pre Pay Flyers, Press Printed Productspages 38-45	
Can be used for	



#### LABBUILT SPORT & EVENTS ORDER PROCEDURE

- (1) Shoot a numbered slate on the first frame of each CD
- (2) Number each CD in order shot.
- (3) Submit every job with a completed Print Order and copy of Run Sheets.
- (4) List the packages, contents and Add-Ons on the Run Sheet. (5) Add league name to each run sheet. Add team name under each child's
- (6) Fill out a trader card data sheet for each child ordering cards.
- (7) Submit each job individually in a Zip-Loc type bag.

Refer to page 6 for digital ordering methods using software.

#### **Normal Delivery Time**

Digital Customer Pre-Built Packages - 3 lab days Digital Lab Built Packages - 4 lab days Sports & Events Packages - 4 lab days Add-ons - add 1 to 2 lab days max

#### REGULAR GREEN SCREEN

This is only a small sampling of the variety of Green Screen Backgrounds we offer.

Go to our website http://www.upilab.com/greenscreen.html to view all categories and individual offerings.

CODE	<u>ITEM</u> <u>COST</u>
GSF	Green Screen Fee (one background inserted by lab per pose)
GSCF	Green Screen Complex Fee (one background inserted by lab per pose) 60
<b>GSFAB</b>	Each additional background inserted by lab (on same pose)05
	(If subject extends beyond background, a \$10 fee will be applied)









#### SANDWICHED (3D) GREEN SCREEN

- -This GS product is composed of three parts: 1) Background 2) Subject 3) Foreground.
- -Basic Green Screen photography tips still apply.

Proper lighting, no shadows on, or wrinkles in, the green screen itself.

Plus the correct distance from subject to background.

-In addition, the subject must be properly posed to make the sandwich effect look more realistic. Usually a three quarter shot looks best.

Full length is ok but the feet are usually covered by part of the foreground.

- -A head and shoulder shot is too large for most of the 3D scenes.
- -To better predict the combined outcome, it would be best to send some test shots to the lab and order some test prints from them before the actual shoot.

	1
<b>CODE</b>	<u>ITEM</u> <u>COST</u>
GSF	Green Screen Fee (one background inserted by lab per pose)
GSCF	Green Screen Complex Fee (one background inserted by lab per pose) 60
<b>GSFAB</b>	Each additional background inserted by lab (on same pose)05
	(If subject extends beyond background, a \$10 fee will be applied)











More templates are available

#### GREEN SCREEN CUTOUT SERVICE - MERGED GROUPS

Send in green screen images of the children posed for the individual picture and also as a straight on pose for the assembled group picture. We cut them out, add the background to the individual, assemble the group and add a background to it. All images are FTP'd back to you for order placement to the lab.

CODE	<u>ITEM</u>	<u>COST</u>
GSSIND	Green Screen Cutout Per Individual with or w/o background - 8x12 file	
GSSMG	Green Screen Group Merging Fee w/background - 8x12 file (1-10 Subjects)	4.00
GSSMG-20	Green Screen Group Merging Fee w/background - 8x12 file (11-20 Subjects)	8.00
GSSMG-21+	Green Screen Group Merging Fee w/background - 8x12 file (21+ Subjects)	12.00









#### PRICE EXAMPLE

<b>CODE</b>	<b>DESCRIPTION</b>	COST
GSSIND	9 - Individuals (at .50 ea)	4.50
GSSMG	Group Merging Fee	4.00
Total		
	(Print costs are additional)	

#### TRADER CARDS (With team colors, name & individual name if provided)

#### Now in sets of 4

Use Excel Spreadsheet for player info, or go to www.upilab.com/catalog.html for forms

Check ROES for more trader card designs.

Build your orders with UPI LAB LINK & ROES and save 5% off list price.

#### 2-SIDED TRADER CARDS

(Both sides of card are digital with the individual's name and image shown on the front. The player image and stats are shown on the back, if stats are provided.)

#### **Press Printed (Laminated)**

SET OF	<u>CODE</u>	COST
4	PRSLTC4.	2.40
8	PRSLTC8.	4.80
12	PRSLTC12	7.20
16	PRSLTC16	8.60

#### **Lustre Photo Paper**

SET OF	<b>CODE</b>	<b>COST</b>
4	TC4	3.52
8	TC8	7.04
12	TC12	10.56
16	TC16	13.08

#### **Pearl Photo Paper**

SET OF	<b>CODE</b>	<b>COST</b>
4	MTC4	4.04
8	MTC8	8.08
12	MTC12	12.12
16	MTC16	14.16



Standard



All-American



#### 1-SIDED TRADER CARDS

(Front side of card is digital with the individual's image and name, if name provided. Back side of card is blank.)

#### **Press Printed (Laminated)**

SET OF	<b>CODE</b>	<b>COST</b>
4	PRSPTC4.	1.84
8	PRSPTC8.	3.68
12	PRSPTC12	5.52
16	PRSPTC16	6.36

#### **Lustre Photo Paper**

SET OF	<u>CODE</u>	<u>COST</u>
4	1TC4	2.02
8	1TC8	3.96
12	1TC12	6.00
16	1TC16	7.40

#### Pearl Photo Paper

SET OF	<u>CODE</u>	<u>COST</u>
4	M1TC4	2.48
8	M1TC8	4.96
12	M1TC12	7.44
16	M1TC16	8.92





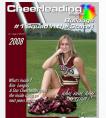


Extreme



Full Contact

#### MAGAZINE COVERS (With team colors, name & individual name if provided)



Standard



**Extreme** 



Dance



(E)	(
EIDER	N
	N
	N
ews & Stats	N
Rising Star	N
	N

**Full Contact** 

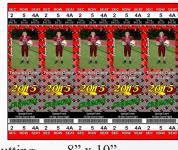
<b>CODE</b>	<u>ITEM</u>	<b>COST</b>
MC10	8x10 Magazine Cover	1.45
MMC10	8x10 Pearl Magazine Cover	1.99
MC13	10x13 Magazine Cover	3.25
MMC13	10x13 Pearl Magazine Cover	4.15
MC20	16x20 Magazine Cover	11.50
MMC20	16x20 Pearl Magazine Cover	13.50

#### ADMISSION TICKETS

(DIE CUT)

<b>CODE</b>	<u>ITEM</u>	<b>COST</b>
MAT10	8x10 5 Admission Tickets (Pearl paper, die cut)	2.30
AT10	8x10 5 Admission Tickets (Laminated, die cut)	2.95
MAT10M	8x10 5 Admission Tickets (Pearl w/magnet back)	4.10
AT30	10x30 Big Admission Ticket	8.50
MAT30	10x30 Big Admission Ticket (Pearl paper)	10.50
AT36	12x36 Jumbo Admission Ticket	13.95
MAT36	12x36 Jumbo Admission Ticket (Pearl paper)	

*Note:* Approx. size of 5 Admission tickets is 17/8"x 73/4" each after die cutting.





12" X 36"

Normal Delivery Time
Customer built add-ons only - 3 lab days Lab built add-ons only - 4 lab days, As add-ons - add 1 to 2 lab days max

#### DIGITAL GROUPMATES (With team colors, name & individual name if provided)

(Groupmate features a Team photo, Individual player photo, League name, Team name, Player name, Current year and two Team colors.)







**Signature Series Groupmate** 

<b>CODE</b>	<u>ITEM</u>	<b>COST</b>
GM10	8x10 Groupmate	2.20
GM10M	8x10 Groupmate (w/magnet back)	4.10
MGM10	8x10 Pearl Groupmate	2.74
MGM10M	8x10 Pearl Groupmate (w/mag. back)	4.74
GM13	10x13 Groupmate	3.25
MGM13	10x13 Pearl Groupmate	4.15
GM20	16x20 Groupmate	11.50
MGM20	16x20 Pearl Groupmate	13.50
	_	

#### **MEMORY MATES**

<b>CODE</b>	<u>ITEM</u>	<b>COST</b>
SM	Small Memorymate (5x7 group, 3½x5 & 4 - ½ Wallets of individual, mount included)	3.20
SM2	Small Memorymate (5x7 group, 3½x5 & 2 - Wallets of individual, mount included)	3.20
SM3	Small Memorymate ( $5x7$ group, $2 - 3\frac{1}{2}x5$ of individual, mount included)	3.20
MM	Medium Memorymate (5x7 group, 5x7 & 4 - Wallets of individual, folder included)	3.80
LM	Large Memorymate (8x10 group, $5x7 & 4$ - Wallets of individual, folder included)	4.35



Small Memorymate- \$3.20



**Medium Memorymate- \$3.80** 



Large Memorymate- \$4.35

#### **ACRYLIC STATUETTES**

#### PREMIUM ACRYLIC STATUETTES

CODE	<b>ITEM</b>	<b>COST</b>
A4ST	4x6 (from $4x6$ print)	. 12.50
A5ST	5x7 (from $5x7$ print)	. 14.50
A8ST	8x10 (from 8x10 print) .	. 16.95
A13ST	10x13 (from 10x13 print)	. 19.95
A18ST	12x18 (from 12x18 print)	. 30.00
A24ST	16x24 (from 16x24 print)	. 42.00
3DB	3D Background	
	(cost of statuette plus \$6.00	))
ASST	Additional Subjects (e.	ach) .50



Standard 3D Background

 CODE
 ITEM
 COST

 PA4ST
 4x6 Prem (from 4x6 print)
 . . . 13.75

 PA5ST
 5x7 Prem (from 5x7 print)
 . . . 16.50

 PA8ST
 8x10 Prem (from 8x10 print)
 . 18.95

 PA13ST
 10x13 Prem (from 10x13 print)
 . 22.95

 PA18ST
 12x18 Prem (from 12x18 print)
 . 33.45

 PA24ST
 16x24 Prem (from 16x24 print)
 . 45.95

(Statuette with 1/8" clear acrylic front with cutout print in middle, back is 1/8" black acrylic)



(Prices include 1 or 2 subjects, add .50 for each additional subject.)

#### **ACRYLIC CUTOUTS** (WITH MAGNET)

#### **ACRYLIC STAND-UP**

# CODE ITEM COST CO Photo Acrylic Cutout . 3.50 (with magnet; from 3\frac{1}{8}x4\frac{1}{2} print) CO57 Photo Acrylic Cutout . 5.50 (with magnet; from 5x7 print) ECO Exact Acrylic Cutout . 8.95 (with magnet; from 3\frac{1}{2}x5 print) ECO46 Exact Acrylic Cutout . 9.95 (with magnet; from 4x6 print) ECO57 Exact Acrylic Cutout . 11.95 (with magnet; from 5x7 print)



ASUS 10 Sur 1 Stand-Up . 14.50 ASU810 Sur 10 Acrylic Print Stand-Up . 18.95 ASU1013 10x13 Acrylic Print Stand-Up . 22.95 ASU1114 11x14 Acrylic Print Stand-Up . 24.50

(Stand-up 1/8" clear acrylic front with print in middle, back is 1/8" black acrylic)

More designs available



Normal Delivery Time - Customer built add-ons only - 3 lab days Lab built - 4 lab days, As add-ons - add 1 to 2 lab days max

#### PHOTO MAGNETS

#### **CALENDARS • MAGNETS**

<b>CODE</b>	E ITEM COST	
IPM3	2-2½x3½ Individual Magnets 2.10	
IPM4	4-2½x3½ Individual Magnets 3.20	
IPM8	8-2½x3½ Individual Magnets 4.40	
IPM51	1-3½x5 Individual Magnet 2.10	
IPM5	2-3½x5 Individual Magnets . 3.20	
M2	2-4x5 Individual Magnets 3.20	
M4	4-4x5 Individual Magnets 4.40	
MM4	4-4x5 Ind. Magnets ( <i>Pearl</i> ) 5.30	
RM4	4-4x5 Reflection Magnets 4.40	
MR4	4-3½ Round Magnets 5.30	





(Magnets are from same pose)

<b>CODE</b>	<u>ITEM</u>	COST
CM5	$2-3\frac{1}{2}x5$	Cal. Magnets 3.20
CL7	1-5x7 Ca	1. Magnet 3.20
CM7	2-5x7 Ca	l. Magnets 4.40
CL10	8x10 Cal	1.95
CL10M	8x10 Cal	. Magnet 4.40
CL13	10x13 Ca	al 3.50
WCCL10	8x10 Wa	ll Cling Calendar . 5.95

Calendars include the individual's name, team or school name and two team or school colors if provided. Calendar will span a year. Updated Monthly.

#### **Calendar Magnets**

#### **PENNANTS**

#### **CODE** (Two selectable colors) **ITEM COST** 8 x 18 Felt Pennant . . . . . . PPN 4.50 MPPN 5.40 PPN5 8.5x 11 5 Photo Pennant Magnets (photo paper) 4.95 **MWCP** 10<sup>7</sup>/<sub>8</sub> x 23<sup>3</sup>/<sub>4</sub> Mini Wall Cling Pennant . . . . . . 9.95





CODE ITEM **COST** HP55 2-5x5 Homeplate Magnets 4.45 HP10 10x10 Homeplate Magnet. 5.95

HOMEPLATE MAGNET



#### ROUND BUTTONS

#### **MAGNETS**

<b>CODE</b>	<u>ITEM</u> <u>COST</u>
BT1	1-3½ Button Pin 1.75
BT2	2-3½ Button Pins (same Image) 2.95
B21	1-3½ Button Mirror 2.20
B22	2-3½ Button Mirrors (same Image) 3.50
B31	1-3½ Button Magnet 2.30
B32	2-3½ Button Magnets (same Image) 3.60
EBB	Easel back for button









4.5"x7.25"

COST

. .5.50

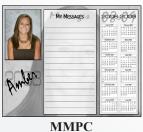
#### LOCKER MIRROR MAGNETS

#### Magnetic Message Prints (Erasable Surface, Dry erase only)

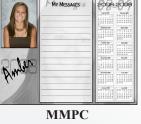
<b>CODE</b>	<u>ITEM</u>	<b>COST</b>
CHL	5x10 Chore List	4.45
MMP	8x10 Message Print	5.15
MMPC	8x10 Message Print Calendar	
(Calendar	will span a year, Updated Monthly.)	

**MAGNETIC MESSAGE PRINTS** 





Printed on Pearl Paper





**Locker Mirror Magnets** 

<b>CODE</b>	<u>ITEM</u>	<b>COST</b>
	5x7 Locker Magnet w/ Heart Mirror	
LMRM7	5x7 Locker Magnet w/ Round Mirror	4.25





Normal Delivery Time - Customer built add-ons only - 3 lab days Lab built - 4 lab days, As add-ons - add 1 to 2 lab days max Minimum Order - \$5.00

#### LICENSE PLATE

<b>CODE</b>	<b>ITEM</b>	6"x 12"	<b>COST</b>
MLPM	License Plate Magn	netic (Pearl paper, die cut)	5.95
LPL	License Plate Lami	nated (die cut)	6.60
LPLM	License Plate Lami	nated Magnetic (die cui	<i>t</i> ) 7.50
LPMT	License Plate Meta	l (approved for outdoor use	e) 10.25
LPF		e	

Novelty items MLPM, LPL & LPLM, not recommended for outdoor use.



#### LOCKER PRINTS

<b>CODE</b>	<u>ITEM</u>	<u>COST</u>
LP MLP	10x18 Locker Print 10x18 Locker Print. (Pearl paper)	
LPMB	10x18 Locker Print. (with magnet back)	6.50
MLPMB	10x18 Locker Print. (Pearl with magnet back)	7.40

Locker Prints and Pennants include the Individual, Team or School name and two Team or School colors if provided.



#### (Press Printed) FUN PACKS

(DIE CUT)

Printed on 16pt. Cover, 2-Sided, Laminated and Die Cut Volume Prices Available, Call Lab.

<b>CODE</b>	<u>ITEM</u>	COST
PRSDH	Door Hanger Fun Pack	. 2.45
PRSFP	Fun Pack	. 2.45
PRSBTKT	5 Bag Tags & 10 Key Tags	. 2.45
PRS27KT	27 Key Tags	
PRSFPKT	Fun Pack with Key Tags	. 2.45
PRSFPBM	Fun Pack Bookmarks	. 2.45

Build your orders with UPI LAB LINK & ROES and save 5% off list price.

(5 Bookmarks)

Fun Pack Bookmarks

Zola



Door Hanger Fun Packs

(1 Doorhanger, 2 Bookmarks,

Fun Pack



(1 Ruler, 4 Bookmarks, 3 Bag Tags)

5 Bag Tags & 10 Key Tags



(Key chain not included)

Fun Pack with Key Tags



(1 Ruler, 4 Bookmarks, 5 Key Tags)

#### (Photo Paper)

4 Bag Tags

#### **BOOKMARKS • BAG TAGS • KEY TAGS • FUN PACK MAGNETS**

(DIE CUT)

CODE	<u>ITEM</u>	<b>OST</b>
BT4	4 Bag Tags (laminated & die cut) 2	2.20
MBM	5 Pearl Bookmarks (die cut only) 2	2.30
<b>SMFPM</b>	6 School Pearl Fun Pack Magnets 5	.25
<b>SMFPMH</b>	3 School Pearl Fun Pack Magnets 3	.95
<b>CMFPM</b>	6 Christmas Pearl Fun Pack Magnets 5	5.25
<b>CMFPMH</b>	3 Christmas Pearl Fun Pack Magnets 3	.95
BTL	Bag Tag Loop (each)	.28

Build your orders with **UPI LAB LINK & ROES** and save 5% off list price.

Visit www.upilab.com for info



3 School Magnets (die cut only)



3 Christmas Magnets (die cut only)



5 Bookmarks



6 School Magnets (die cut only)

6 Christmas Magnets (die cut only)

Normal Delivery Time - Customer built add-ons only - 3 lab days Lab built - 4 lab days, As add-ons - add 1 to 2 lab days max

Minimum Order - \$5.00

#### **KEYCHAINS • KEYTAGS**

#### (Dye-sub Images on Both Sides, Reinforced Plastic unless stated otherwise)

KCH 2½" x 2¼"

#### BAG TAGS & LUGGAGE TAGS (with LOOP)

**KCS** 

2 1/4" Square

<b>CODE</b>	<u>ITEM</u>	COST
BLT2	Set of 2 two sided Bag Tags (2½"x 3½")	2.80
BLT4	Set of 4 two sided Bag Tags (2½"x 3½")	4.95
ABT	Acrylic Bag Tag (3"x 5")	4.10
LTSC	Round Metal Luggage Tag 2- sides (3½")	5.75
LTSR	Rect. Metal Luggage Tag 2-sides (21/2"x 41/4")	5.75
LTLR	Rect. Plastic Luggage Tag 2-sides (3"x 5½")	6.25

ABT

(3"x 5")



BLT2/BLT4  $(2\frac{1}{2}$ "x  $3\frac{1}{2}$ ")

KCC1 2 ¼" dia.



LTSC (31/2")



LTSR LTLR  $(2\frac{3}{4}$ "x 4") (3"x 5\frac{1}{2}")

#### **DOG TAGS**

KCRB 2<sup>1</sup>/<sub>4</sub>" x 1<sup>9</sup>/<sub>16</sub>"

<b>CODE</b>	<u>ITEM</u>	<b>COST</b>
DT1	1 - one sided Dog Tag.	4.10
DT2	2 - one sided Dog Tags	5.95
DT12	1 - two sided Dog Tag.	5.10
DT22	2 - two sided Dog Tags	8.20
DTSF	Dog Tag Silencer Frame	e. 1.50
(frame goe	es around dog tag, cost of dog ta	ig is extra)

KCRA 1<sup>3</sup>/<sub>16</sub>" x 2<sup>15</sup>/<sub>16</sub>"

Printed from same image. Chain included with Dog Tag.



**PKT** 



KCCO 3" tall

DT1

#### **MUGS • BOTTLES • STEINS**

PMB11 PM15 TM14 WB20 WB20S PS22	11oz. Photo Mug	Mug 11oz.	Mug 15oz.	Travel Mug	Bottle	Stein 2207
	For our NEW	Mug Hoz.	Mug 15oz.		Bottle	
Ther	rmal Mugs & Tumblers See Page 26			14oz.	20oz.	22oz.
				(Stainless Steel)	(Aluminum)	

Build your orders with UPI LAB LINK & ROES and save 5% off list price.

#### **MOUSE PADS**

#### **GUSSET BAGS / TOTE BAGS**

111000		00002121100710	122100	
CODE ITEM COST	<u>T</u>		A	
MP Mouse Pad $(7\frac{3}{4} \times 9\frac{1}{4} \times \frac{1}{8})$ 7.95	2020	CODE ITEM COST		
EMP Ergonomic Pad 12.95		GTB Gusset Tote Bag 8.95 (15.75"x15.75" w/7" gusset)		
RMP Round Pad 7.95	Jason Wilks	TB Tote Bag 15.50 (14"x14" white canvas bag)		
(8" Dia.)		(14 x14 white curvus oug)		
<b>Normal Delivery Time</b>			GTB	TB

**Normal Delivery Time** 

**COST** 

**BANNERS** 

CODE

#### Lab Color Corrected

<b>CODE</b>	<u>ITEM</u>	COST
Outdoor V	inyl Banners (16 mil, with 4 Grommets minimun	ı)
BV2436	24x36 (Vinyl Banner)	15.95
BV2448	24x48 (Vinyl Banner)	18.95
BV2460	24x60 (Vinyl Banner)	22.95
BV2472	24x72 (Vinyl Banner)	27.95
BV2496	24x96 (Vinyl Banner)	36.95
BV3660	36x60 (Vinyl Banner)	35.95
BV3672	36x72 (Vinyl Banner)	40.95
BV3696	36x96 (Vinyl Banner)	54.95
BV4896	48x96 (Vinyl Banner)	72.95
HEM	1" Border Reinforcement On 4 Banner Sides	8.00
*Custom V	inyl Banners longer than 96 in. available at \$2	2.40 per square foot.
	oto Paper Banners	1 1
BP1030	10x30 (Photo Paper)	8.95
BP1036	10x36 ( <i>Photo Paper</i> )	11.15
BP1042	10x42 ( <i>Photo Paper</i> )	13.05
* .50 per m	inute design fee waived if built in <b>ROES</b> by o	customer.
MSDB	Multi-Shot Deluxe Action Banner Setup Fee	12.00
		*



**ITEM** Mini Banners (8 mil, with 4 Grommets)







(Banners will be shipped back in roll form.)

#### WALL CLINGS

#### **GROWTH CHART** (All Wall Clings are Inkjet Fabric Print with Repositionable Adhesive Back)

Wall Cling Growth Chart (12 x 43) 10.95

REBECCA

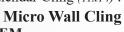
Wall Cling Growth Chart

\*Tear resistant self adhesive release backing. (Maximum width 42") Wall Cling

(Subject cut out) **CODE ITEM** COST WPC36 3ft Wall Cling......31.00 WPC48 4ft Wall Cling............ 38.00 WPC60 5ft Wall Cling . . . . . . . . . 48.00 WPC72 6ft Wall Cling.............. 60.00

Mini Wall Cling

**CODE ITEM COST MWCR** Round Wall Cling (13¾" dia) 10.95 **MWCF** Football Cling (173/4" long) . . 10.95 **MWCH** Homeplate Cling (12% x 12%) 10.95 **MWCM** Megaphone Cling (171/4 x 75/8) 10.95 **MWCP** Pennant Cling (10<sup>7</sup>/8 x 23<sup>3</sup>/4) . . 11.95 WCCL14 Calendar Cling  $(11x14) \dots 10.95$ 



	White wan ching	
<b>CODE</b>	<u>ITEM</u>	<b>COST</b>
MCWCR	Round Wall Cling (8" dia)	5.95
MCWCF	Football Cling (101/4" long)	5.95
MCWCH	Homeplate Cling $(7\frac{3}{4} \times 7\frac{3}{4})$ .	5.95
MCWCM	Megaphone Cling $(13 \times 5\frac{1}{4})$ .	5.95
MCWCP	Pennant Cling $(6^{7/8} \times 19^{3/4})$	6.95
WCCL10	Calendar Cling $(8x10)$	







Calendar





**CODE** 

WCGC







WCGC

**COST** 









Football









**Portrait Cling** 

Normal Delivery Time Customer built add-ons only - 3 lab days - Lab built add-ons only - 4 lab days - As add-ons - add 1 to 2 lab days max Minimum Order - \$5.00



#### SAFETY FLOOR DECALS

<b>CODE</b>	<u>ITEM</u> <u>COST</u>
SFD25	Set of 25 - Safety Floor Decals (6" Round)49.00
SFD50	Set of 50 - Safety Floor Decals (6" Round)90.00
SFD100	Set of 100 - Safety Floor Decals (6" Round). 160.00

Order through ROES to change the background color, and insert a logo to be displayed at the bottom of each decal.





Great for setting safety procedures at picture day or daily use!

#### **BALLSTARS PHOTO BALLS**

<b>CODE</b>	<u>ITEM</u>	<u>COST</u>	<b>CODE</b>	<u>ITEM</u>	<b>COST</b>
PBB	Baseball (with stand)	. 20.95	<b>PMNBK</b>	Mini Basketball (with stand)	. 27.95
PSB	Softball (with stand)	. 24.95	PFLBK	Fullsize Basketball (with stand) .	. 43.95
PMNFB	Mini Football (with stand)	. 23.95	P3GB	3" Golf Ball (with stand)	. 19.95
PMDFB	Mid Football (with stand)	. 30.95	PPB	Pet Ball (with stand)	. 17.95
PMFFB	Fullsize Football (with stand)	. 40.95	P5HP	5" Mini Home Plate (with stand)	. 19.95
			PHP	Hockey Puck	. 17.95



Baseball **PBB** 



Softball **PSB** 



3" Golf Ball P3GB



Mini Football **PMNFB** 



Mid Football **PMDFB** 



Mini Basketball **PMNBK** 



Pet Ball PPB



5" Homeplate P5HP



Hockey Puck PHP

**T-SHIRTS** 

#### **BLANKETS**

#### **CODE ITEM COST FPB** Fleece Photo Blanket 52.95 **PLPB** Plush Photo Blanket. . 56.95



Special order item; Allow up to two weeks for delivery. Blanket will be shipped from another location.

#### 50" x 60"



WHITE	T-SHIRT	
ITEM SIZE	<b>CODE</b>	<b>COST</b>
Kids Small	WKTSS	15.50
Kids Medium	WKTSM	15.50
Kids Large	WKTSL	15.50
Adult Small	WATSS	15.95
Adult Medium	WATSM	15.95
Adult Large	WATSL	15.95
Adult X-Large	WATXL	15.95
Adult XX-Large.	WATXXL	16.95
Image printed or	n front, ad	d \$4.00

to print second image on back. Available only in white.



#### **BEVERAGE INSULATORS**

#### BEVERAGE INSULATORS

<b>CODE</b>	<b>ITEM</b>	COST
BI1	Wrap Around with Velcro.	4.95
BI2	Flat With Bottom	5.65









Wrap around with velcro

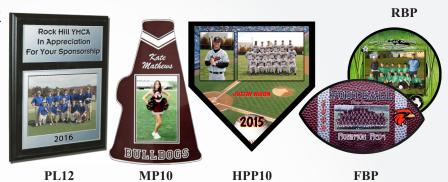
Flat with bottom

#### ADD-ONS

Lab Color Corrected

#### DYE SUB PLAQUES (image printed on plaque)

CODE	LTEM	COST
<u>CODE</u>	<u>ITEM</u>	<u>COST</u>
PL8	6 x 8 Plaque (4.75x6.75)	14.50
PL10	8 x 10 Plaque (6.75x8.75)	16.00
PL12	9 x 12 Plaque (7.75x10.75)	21.50
PL16	11½ x 16 Plaque (10.375x14.75)	34.00
MP10	61/4 x 101/4 Megaphone Plaque	22.00
HPP6	6 x 6 Homeplate Plaque	13.50
HPP10	10 x 10 Homeplate Plaque	21.50
FBP	$6\frac{1}{4} \times 10\frac{1}{2}$ Football Plaque	22.00
RBP	8 <sup>1</sup> / <sub>4</sub> Round Ball Plaque	23.00
PLSU	Plaque Setup Fee by lab	
NOTE:	Setup Fee waived if built by custon	



**CLIPBOARDS** 

CEIL DOILLE	
<u>ITEM</u>	<b>COST</b>
Clipboard (9"x12", 2 sided).	16.95
Clipboard (6"x9", 2 sided)	13.50



**CODE** 

**CLIP** 







CLIP69

#### LUNCH BOX

<u>CODE</u>	<u>ITEM</u>	<b>COST</b>
SB	Snack Box	19.50
LB	Lunch Box	20.50
LBT	Lunch Box (with thermos)	22.95
SW	Side Wrap (additional)	4.95







 $(8\frac{1}{2}" \times 6\frac{3}{4}" \times 4")$ 

#### POLYESTER BUMPER STICKERS

#### **CODE ITEM COST** PRSBS Bumper Stickers (sheet of 2) . . 5.95



 $3\frac{1}{2}$ " x  $10\frac{3}{4}$ " non-tear polyester with adhesive back. (approved for outdoor use)

#### MINI BASKETBALL GOAL

**CODE ITEM COST** MBG Mini Basketball Goal . . (Backboard Size 7"x9") (Includes 4½" Dia. Plastic Basketball)



Small Plastic Basketball will not take an image



#### **MINI BAT**

#### **CODE ITEM COST MBAT** Mini Bat..........12.25 MBATS Mini Bat Stand. . . . . 4.00



18 inch length; 11/4 inch diameter 5 inch image length

#### CAR FLAG (WITH POLE)

<b>CODE</b>	<u>ITEM</u>	<b>COST</b>
DCF2	Double Ply 2 - Sided Car Flag $(10\frac{1}{2}\text{"}x16\text{"})$	17.75



#### **SEAT CUSHION**

#### **PUZZLES**

CODE	<b>ITEM</b>			<b>COST</b>
SC	Seat Cushion	$12^{3/8} x$	137/8.	15.95



	(Printed on Pearl Paper)
<b>ODE</b>	<u>ITEM</u>
10	8x10 Puzzle (60 Piece on low-tack board)

**CO** Z10 9.95 Z10M 8x10 Puzzle Magnet (63 Piece) . . 12.95 ZK10 8x10 Kids Puzzle (6 Piece on acrylic, 12.95

in 10"x12" border)

Z13 10x13 Puzzle (99 Piece on acrylic) 16.95 Z16 12x16 Puzzle (165 Piece on acrylic) 18.95

Z20 16x20 Puzzle (221 Piece on acrylic) 25.95



#### **ACTION PEARL PRINTS**

#### **ACTION METAL PRINTS**

<b>CODE</b>	<b>ITEM</b>	<b>COST</b>
AMD20	16x20 Action Pearl Print	18.95
AMD24	20x24 Action Pearl Print	27.00
<b>MSDA</b>	Multi Shot Deluxe Action Setup Fee .	12.00
(La	arger Print sizes available. Call lab.)	





<b>CODE</b>	<u>ITEM</u>	<b>COST</b>
AMP16W	12x16 Action Metal Print	39.45
MSDA	Multi Shot Deluxe Action Setup Fee	12.00

2PM 2 Piece Wall Mount for Large Metal Print 7.00 (recommended for 12x16)

ALE Aluminum Easel Option for Metal Print. . 2.50





#### 2-SIDED FANS • BIG HEAD FANS

<b>CODE</b>	<u>ITEM</u>	<b>COST</b>
PRSFAN	Fan with wooden handle (1-299)	1.30
PRSFAN300	Fan with wooden handle (300-999)	1.10
PRSBHFAN	Big Head Fan with wooden handle	4.95











(7½"x7½" with wooden handle; one side color one side b&w)

**FLIP FLOPS** 

<b>CODE</b>	<u>ITEM</u>	COST
FFAS	Flip Flops Adult Small (9½")	13.95
<b>FFAM</b>	Flip Flops Adult Medium (10½")	13.95
FFAL	Flip Flops Adult Large (11½")	13.95
FFCS	Flip Flops Child Small (63/4")	13.50
<b>FFCM</b>	Flip Flops Child Medium (7½")	13.50
FFCL	Flip Flops Child Large (83/4")	13.50





**COASTERS** 

<b>CODE</b>	<u>ITEM</u>	<b>COST</b>
CRB	4 - Coasters (polyester with rubber backing)	12.25
CCB	4 - Coasters (hardboard with cork backing)	15.25





(3½" Diameter with photo)

#### STICKER PRINTS • MINI PRINT MAGNETS

#### **TATTOOS**

#### 21 - Peel & Stick Prints or Mini Print Magnets

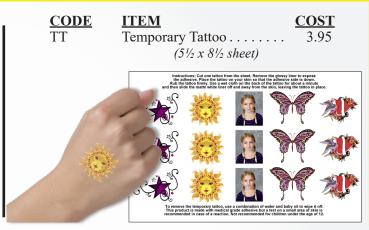
CODE	IIEWI	COS
SP	Sticker Prints	2.50
	(63) 103 01 11	

(6" x 10" Sheet die cut with Adhesive back) **MSP** Pearl Sticker Prints . . . . . 2.99

(6" x 10" Sheet die cut with Adhesive back) Mini Print Magnets . . . . . 4.65 (6" x 10" Sheet die cut with Magnet back) **MPM** 



Approx. die cut size 11/4"<sub>x</sub> 15/8"



#### **SHAREMATES**

#### **COST** 8x10 Vinyl Fabric ShareMate Removable Stickers 3.95



**ITEM** 

**CODE** 

SHM8





(Other designs available, visit ROES.)

#### **TEDDY BEAR**

CODE TB1 **TBTS** 

**ITEM COST** Teddy Bear (12" bear with photo t-shirt) 14.50 Tiny T-Shirt Only (with photo) ..... 6.50



#### **ORNAMENTS**





**COST CODE ITEM MPO** Metal Photo Ornament (2-sided)... 9.95 **CPO** Ceramic Photo Ornament (2-sided) 10.95 **SBF** 2.50 10.95 **ECORN** 1-Exact Cutout Ornament.....

These items can be ordered through ROES or LabLink

Fancy

Rectangle











Snowflake



Fancy Square

Heart



Ball



**SBF** 

Ceramic & Metal Ornaments come with a white satin ribbon.

#### PORTRAIT PACKAGE MAGAZINE

CODE **ITEM PRSPPM** 

Portrait Package Magazine..... 3.75

Includes a Magazine Cover, Calendar, and also a Color and B&W of the following: PORTRAIT PACKAG

1 - 8x10, 2 - 5x7, 4 - 4x5, 8 - Wallets, 8 -  $\frac{1}{2}$  Wallets!











**COST** 















#### WRAPPING PAPER (with images)

#### THERMAL MUGS & TUMBLERS

CODE	<u>ITEM</u>	COST
PRSWRP	Mini Photo Wrapping Paper (13"x19")	3.10
	Long Mini Photo Wrapping Paper (12.5"x25.5")	
WRP	Photo Wrapping Paper (35.5"x36" on premium paper, on roll)	
WRPA	Adt'l Length of Photo Wrapping Paper per foot (ex. 35.5"x-	48")5.50



Visit ROES for all designs.

**COST** 

9.95

CODE **ITEM COST** Thermal Mug (White, 15 oz) . . . . 20.95 **TMW** 

**TMSS** Thermal Mug (Stainless Steel, 15 oz) 20.95 TTW Thermal Tumbler (White, 20 oz). 21.95 **TTSS** Thermal Tumbler (Stainless Steel, 20 oz) 21.95

(Dye-sublimated)





**TMW** 

**TTSS** 

#### PLAYING CARDS

**CODE PRSDPC** Deck of Playing Cards



See next page for mobile devices

#### PHONE SNAP SOCKET

**CODE ITEM PSWSB** 

PSWSW **PSSS** 

Phone Snap Socket - Black, with Stickers 6.80 Phone Snap Socket - White, with Stickers 6.80 Phone Snap Socket Stickers (qty. 15) . . . . 2.50



**PSWSB** 



**PSSS** 

**Normal Delivery Time** 

#### ADD-ONS Lab Color Corrected

#### MORILE DEVICE COVERS

	WIODILE DEVICE COVERS				
<b>CODE</b>	<u>ITEM</u>	<b>COST</b>	CODE	<u>ITEM</u>	<u>COST</u>
IPHBW6	Black iPhone 6 Cover	. 10.95	GVIII	Galaxy S8 Case (Black)	. 11.95
IPHBW6P	Black iPhone 6+ Cover	. 10.95	GVIIIP	Galaxy S8+ Case (Black)	. 11.95
IPHBW7	Black iPhone 7 Cover	. 10.95	NOC	Nook Notebook	. 23.00
IPHBW7P	Black iPhone 7+ Cover	. 10.95	KTP	Kindle Touch (Black)	. 19.00
IPHB8	Black iPhone 8 Cover	. 10.95	KFN	Kindle Fire Notebook	. 23.00
IPHB8P	Black iPhone 8+ Cover	. 10.95	IPM	iPad Mini (Black)	. 21.00
<b>IPHBXR</b>	Black iPhone XR Cover	. 11.95	IPDF	iPad Folding Cover (Leather)	. 30.95
IPHBX/XS	Black iPhone X/XS Cover	11.95			















NOC

**KTP** 

**IPHBXR** 

**KFN** 

IPHBW6P

**IPDF** 

#### **METAL PRINTS**

<b>CODE</b>	<u>ITEM</u> <u>COST</u>
MP7W	5x7 Metal Print White Coating
MP7C	5x7 Metal Print Clear Coating 13.95
MP8W	8x8 Metal Print White Coating 19.45
MP8C	8x8 Metal Print Clear Coating 19.45
MP10W	8x10 Metal Print White Coating 19.95
MP10C	8x10 Metal Print Clear Coating 19.95
MP10WC	8x10 Metal Print Curved White Coating(2-sided) . 22.95
MP14W	11x14 Metal Print White Coating
MP14C	11x14 Metal Print Clear Coating
MP12W	12x12 Metal Print White Coating
MP12C	12x12 Metal Print Clear Coating
MP16W	12x16 Metal Print White Coating
WM4	4x4 Wall Mount Option for Metal Print 7.00
ALE	Aluminum Easel Option for Metal Print 2.50
2PM	2 Piece Wall Mount for Large Metal Print 7.00
	(recommended for 11x14 or larger)





Normal Delivery Time: Metal Prints - 3 lab days

#### ROSEWOOD BOXES

<u>ITEM</u>	COST
Rosewood Jewelry Box (6"x6"x234" with tile image).	20.95
Rosewood Heart Box $(5"x4\frac{1}{2}"x2" with tile image)$	25.95
Rosewood Pencil Holder (5"x5"x2" with tile image).	16.95



**CODE** 

RJB

**RHB** 

PH





PH

**CODE ITEM COST** 4CGT 4<sup>1</sup>/<sub>4</sub>x4<sup>1</sup>/<sub>4</sub> Color Glossy Ceramic Tile . . 6.95 6CGT 6 x 6 Color Glossy Ceramic Tile . . . 10.75 TS Tile Stand .....

**COLOR GLOSSY CERAMIC TILE** 





**Normal Delivery Time** 

#### FACE MASKS/NECK GAITERS

<b>CODE</b>	Z ITEM	<b>COST</b>
LFM	Large Face Mask	9.95
SFM	Small Face Mask	8.95
NG	Neck Gaiter	9.95
SNG	Small Neck Gaiter	8.95

Place any Photo, Logo, Image or Design you like into the template. Create your very own style of mask for you or your customer!









#### **CHRISTMAS STOCKINGS**

#### HARDBOARD PANELS

#### **CODE ITEM COST** Christmas Stocking . . 9.75 **CHS** (Approx 16" length, cloth, Image size $4\frac{1}{2}$ " $x6\frac{1}{2}$ ")



<b>CODE</b>	<u>ITEM</u> <u>COST</u>
HP5735	3½x5 & 5x7 Hinged Panel 13.95
HP7E	5x7 Hardboard Panel with Easel 11.95
HP6E	6x6 Hardboard Panel with Easel 11.95
HP10E	8x10 Hardboard Panel with Easel 14.95
HP102E	10x10 Hardboard Panel with Easel 16.95







LASER PHOTO ETCHED PRODUCTS

CODE	<u>ITEM</u>	<b>COST</b>	CODE ITEM	COST
ASF	Acrylic Snowflake Ornament (Approx 41/2"x 41/2"	") 10.95	TI66 Ceramic Tile etched image (6"x 6")	15.95
AHO	Acrylic Heart Ornament (Approx 4½" x4½")	. 10.95	TS Tile Stand	1.30
ACW	Acrylic Candy Wreath Orn. (Approx 41/2"x 41/2")	10.95	RCT Round Cork Trivet (Approx 7" Diameter)	7.95
ASM	Acrylic Snowman Ornament (Approx 41/2" x 41/2")	10.95	CBB Cork Bulletin Board (Approx 14"x 14")	13.95
TI44	Ceramic Tile etched image $(4\frac{1}{4}x 4\frac{1}{4})$	. 12.95	Other custom products available call lab for estimated	pricing



Snowflake **ASF** 



41/4x41/4 Tile **TI44 Normal Delivery Time** 



**AHO** 



Candy Wreath ÁCW



**ASM** 



6x6 Tile **TI66** 



Round Cork Trivet **RCT** 



Cork Bulletin Board **CBB** 

#### PENCIL DRAWING

#### WOOD VENEER PRINTS





Vignetted, Printed on Felt Cover Stock Front side COLOR and back side BLACK AND WHITE CODE **ITEM COST** PRS810PD 8x10 Pencil Drawing . . . . . . 2.20 11x14 Pencil Drawing . . . . . 3.25 PRS1114PD PRS1218PD 12x18 Pencil Drawing . . . . . 4.25



CODE	<u>ITEM</u>	<b>COST</b>
PRS810WV	8x10 Wood Veneer Print	. 3.25
PRS1114WV	11x14 Wood Veneer Print	. 5.25
(Mounting)	Recommended, see Page 36)	

#### PHOTO GREETING CARDS

Visit www.upilab.com/greetingcards.html for over 100 greeting cards.

<u>ITEM</u> (Minimum of 12 cards) <u>CO</u>	<u>DE COST</u>	
Standard or Bordered 4x8 Luster Greeting Card (with envelope) GC	L .38	
Premium 4x8 or 5x7 Luster Greeting Card (with envelope) PGG	CL .58	(For ange anint of
Standard or Bordered 4x8 Pearl Greeting Card (with envelope) GC	M .68	(For press printed
Premium 4x8 or 5x7 Pearl Greeting Card (with envelope) PCM	M .83	greeting cards use UPress.)
Greeting Card Name imprinting available		

Built in **ROES** no setup charge applied.

Standard





Bordered





Size: 4" x 8" Size: 4" x 8"

Size: 5" x 7"

#### **CUT-APART CARDS**

<u>ITEM</u>	<b>CODE</b>	<b>COST</b>
8x10 Valentines sheet (8 cards).	.CAV	1.50
8x10 Easter sheet (8 cards)	.CAE	1.50
8x10 Graduation sheet (8 cards)	. CAG	1.50
8x10 Wedding sheet (8 cards)	. CAW	1.50



#### **GIFT TAGS**

**ITEM CODE COST** 24 Gift Tags (approx. 1½"x 3½") . . . . . PRSGT Other sentiments available



#### **ECONOMY EXPRESS**

IN BY 5PM; SHIPS THE NEXT BUSINESS DAY

**Envelope Available** (per sitting)



- 1. ROES discount does NOT apply to Economy Express orders.
- 2. Next day delivery: In by 5pm; Ships the next day.
- 3. No individual color correction.
- 4. Credit card payments ONLY.
- 5. Shipping is not free. (Choice of shipping options)
- 6. Minimum order is \$5.00
- 7. We recommend you calibrate your monitor to the lab and send in a print test.

Options for Packaged In Envelope orders						
PPPE	Pack Packages in Window Envelope	.10				
<b>PPCPB</b>	Pack Packages in Clear Plastic Bag	.09				
PPWB	Pack Packages in White Bag (no window)	.07				

	UNPACK	AGED	PACKAGED IN	ENVELOPE
ITEM	CODE	COST	CODE	COST
2 - Wallets	EE23	.24	EEP23	.25
3½ x 5	EE35	.24	EEP35	.25
4x5	EE45	.24	EEP45	.25
4x6	EE46	.24	EEP46	.25
5x7 or half sheet	EEHS	.46	EEPHS	.50
8x8	EE88	.91	EEP88	.98
8x10 or full sheet	EEFS	.91	EEPFS	.98
10x10	EE10	1.12	EEP10	1.22
10x13	EE13	1.44	EEP13	1.58
11x14	EE14	1.70	EEP14	1.80
12x12	EE12	1.90	EEP12	2.25
16x20	EE20	11.00	EEP20	12.50
20x24	EE24	15.00	EEP24	18.75
20x30	EE30	19.00	EEP30	23.25
24x30	EE2430	20.00	EEP2430	28.00
24x36	EE36	24.00	EEP36	33.75

**Time Zone: Eastern Standard Time** 

#### **SAME DAY DELIVERY ROES**

IN BY 10:00 AM; OUT BY 5:00 PM

#### **PROOF PRICES**

		<u>Pearl</u>	<u>re</u>	<u>Lust</u>	SIZE
	<b>COST</b>	<b>CODE</b>	<b>COST</b>	<b>CODE</b>	<b>ITEM</b>
Normal Delivery Times:	.51	SDMDPR23	.36	SDDPR23	$2\frac{1}{2} \times 3\frac{1}{2} \dots$
Same Day ROES	.66	SDMDPR35	.46	SDDPR35	$3\frac{1}{2} \times 5 \dots$
In by 10:00 am; Out by 5:00 pm	.66	SDMDPR45	.46	SDDPR45	4x5
	.66	SDMDPR46	.46	SDDPR46	4x6

#### **PRINT PRICES**

SIZE	Lust	<u>re</u>	<u>Pear</u>	<u>l</u>	
<b>ITEM</b>	<b>CODE</b>	<b>COST</b>	<b>CODE</b>	<b>COST</b>	
3½ x 5	SDD35	.90	SDMD35	1.10	
4x5	SDD45	.90	SDMD45	1.10	
4x6	SDD46	.90	SDMD46	1.10	
5x5		1.10	SDMD55	1.30	
5x7 or half sheet	SDD57	1.15	SDMD57	1.45	Same Day ROES Instructions
8x8	SDD88	2.30	SDMD88	2.84	1. Visit our website at www.upilab.com/roes.html
8x10 or full sheet		2.30	SDMD1	2.84	
8x12		3.10	SDMD812	3.70	2. Click Launch Quick Ship ROES
10x10		3.30	SDMD10	3.90	Ship
10x13		4.90	SDMD13	5.80	3. Click "Sizes" and choose Show Sizes Palette
11x14		6.75	SDMD14	7.65	3. Chek Sizes and choose show sizes I arette
12x12		6.75	SDMD12	7.65	4. Cli-l- "C-t-l"
12x16		9.50	SDMD16	10.50	4. Click "Catalogs" and choose Same Day ROES
16x20		22.00	SDMD20	24.00	
16x24		24.00	SDMD1624	26.50	5. Start building your ROES order
20x20		27.00	SDMD2020	29.50	
20x24		31.00	SDMD24	34.00	6. Individual Color Correction Included
20x30		37.00	SDMD30	40.00	
24x30		45.00			7. 5% Discount does not apply with Same Day ROES
24x36		52.00			
24x42	SDD2442	59.00			Minimum Order - \$5.00

Minimum Order - \$5.00

#### WEDDING • SENIORS • CANDID • STUDIO • ORDERS & REORDERS

#### PRINT PRICES

PRIN	1 PKIC	<u>ILS</u>			UPI is capable of acquiri
PRINT SIZES	Lustre	<b>Paper</b>	Pearl P	aner	DVDs or from the interne
				_	recommend sending digit
	CODE	COST	CODE	COST	
1 - 8x10		1.65	MD1	2.19	GotPhoto, Express Digita
2 - Wallets		.70	MD23	.90	Images must be cropped Lab will color correct all
$1 - 3\frac{1}{2}x5$		.70	MD35	.90	Lab will color correct all
2 - 3½x5's		.90	MD2H	1.20	Perihing High School
$4 - 3\frac{1}{2}x5$ 's		1.65	MD44	2.19	Class of 2009
1 - 4x5	D45	.70	MD45	.90	
1 - 4x6		.70	MD46	.90	A Recipe for Succes
2 - 4x5's		.90	MD245	1.20	Study while others are Sleep
1 - 5x5		.80	MD55	1.00	while others are Loap
2 - 5x5's		1.10	MD255	1.40	while others are Play
1 - 5x7		.90	MD57	1.20	Dream while others are Wisi
2 - 5x7's	D37	1.65	MD2	2.19	Talisha Winchester
1 - 3½x5 & 2 - Wallets	D2H	.90	MD3H	1.20	
2 21/y 5'2 % 4 Wallata	D511	1.65		2.19	
2 - 3½x5's & 4 - Wallets	D00		MD60		The same of the sa
$1 - 5x7 & 2 - 3\frac{1}{2}x5$ 's		1.65	MD3	2.19	Certificate of Completion
1 - 4x6 & 2 - 2x3's		.90	MD30H	1.20	Nicholas Smith has errord this confident for 5th Grande Protesselon
3 - 4x6's		1.65	MD346	2.19	Seh Grade Promocou
4 - wallets	D4H	.90	MD4H	1.20	
$1 - 5x7$ , $1 - 3\frac{1}{2}x5 & 2 - Wallets$		1.65	MD4	2.19	Class of 2012 No. below the service of the service
$1 - 3\frac{1}{2}x5 & 4 - \frac{1}{2}$ Wallets	D5H	.90	MD5H	1.20	
2 - 3½x5's & 8 - ½ Wallets	D65	1.65	MD65	2.19	A CONTRACTOR OF THE CONTRACTOR
1 - 5x7 & 4 - Wallets	D5	1.65	MD5	2.19	
2 - Wallets & 4 - ½ Wallets		.90	MD6H	1.20	
4 - Wallets & 8 - ½ Wallets		1.65	MD68	2.19	
1 - 5x7, 1 - 3½x5 & 4 - ½ Wallets		1.65	MD6	2.19	
$1 - 5x7$ , $1 - 3/2x3$ & $4 - 7/2$ Wallets $1 - 5x7$ , $2 - $ Wallets & $4 - \frac{1}{2}$ Wallets.		1.65	MD7	2.19	
8 - ½ Wallets		.90	MD8H	1.20	
16 - ½ Wallets		1.65	MD86	2.19	Press Printed Accordi
8 - Wallets	D8	1.65	MD8	2.19	
$1 - 5x7 & 8 - \frac{1}{2}$ Wallets	D9	1.65	MD9	2.19	
8 - ½ Wallets & 18 - Mini Wallets	D26	1.65	MD26	2.19	
1 - 8x8	D88	1.65	MD88	2.19	
1 - 8x12	D812	2.20	MD812	2.80	
1 - 10x10		2.35	MD10	2.95	Save the Date!
$1 - 10x13 \dots \dots \dots \dots$	D13	3.50	MD13	4.40	May 1st, 2014  James & Crystal are getting Married!
1 - 10x18	D18	4.75	MD18	5.75	Charlotte, North Carolina
1 - 11x14	D14	4.25	MD14	5.25	"Save The Date" Magn
1 - 12x12		4.15	MD1212		Digital Red
1 - 12x16	D16	7.25	MD16	8.25	
1 - 16x20	D20	16.95	MD10	18.95	As we obtain your files we
1 - 20x24		24.00	MD24	27.00	the original files. United P
1 - 20x30	D30	28.50	MD30	32.50	original files for 30 days.
			MD30	32.30	time frame should be email
1 - 24x30		35.00			it should reference the original
1 - 24x36		40.00			order contents and image appropriate order. We reco
16x20 & larger unmounted prints				ube	of the original images as v
Pack Prints in Window Envelope	PPPE	.10 (eac	h package)		keeping of all files or imag
Pack Prints in Clear Plastic Bag	<b>PPCPB</b>	.09 (eac	h package)		
Pack Prints in White Bag(no window).		*	h package)		Add-On Specialty Items
		NO Ch			Laser Etched Photo Prod
Bulk Pack (no bag)				. ,	Greeting Cards
LAB LINK & ROES built Prints.		(5% Disco	unt off list	prices)	Pencil Drawings
ADDITIONAL SERVICES					Wood Veneer Prints
48 Wallet Special (wallets die cut, same img.)	. S48	9.48	MD48	13.32	Templates
96 Wallet Special (wallets die cut, same img.)		17.76		24.24	A lhuma
Wallet Gold Foil Setup (1 line, 1st name)			MID	2 1.2 1	Albums
					Canvas Wraps & Prints
Wallet Gold Foil Setup (1 line, 1st & last)					Digital Retouching
Wallet Gold Foil Setup (2 lines, 2 lines ma					Custom Design
Wallet Gold Foil Stamping (per Strike)	GS	.20			Finishing Services
Goldstamp Setup (4x5-11x14 Prints & Folder		8.95			Supplies, etc
Name Overlay on Wallets (per image).					
Die Cut Wallets (½ or full sheet, per sheet) .		.28			Press Printed Products.
Accordion Cards 23/4x35/8 (6-panels, set of 12			Norn	nal De	elivery Times:
Standard Retouching (single head)		4.75	Custor	ner buil	t in software - 3 lab days
Lookup Fee (per image)	LUF	1.60			ng • Candid • Studio Prin
Save the date magnets 3½x4 (set of 2			ing) Reorde	ers • Ser	nior Orders - 4 lab days
2 1110 8110 0 7211 (501 0) 2	, see pag	, jo. price			1 to 2 lah days may

UPI is capable of acquiring images from CDs, DVDs or from the internet through FTP. We recommend sending digital images as jpeg.
Software approved by lab are ROES, Lab Link,
GotPhoto, Express Digital, Photolynx Flow & OzE.
Images must be cropped and keyed ready to print.
Lab will color correct all images.



Senior 6x8 Plaque see page 23



Display Folio see page 37 Certificate see page 43



Press Printed Accordion Card - See Page 42





"Save The Date" Magnets -  $3\frac{1}{2}x4$ - See Page 45

#### **Digital Reorder Guide**

As we obtain your files we can print your reorders from the original files. United Promotions, Inc. will store your original files for 30 days. Reorders placed within that time frame should be emailed to sales@upilab.com and it should reference the original six digit order number, order contents and image number so we can print the appropriate order. We recommend that you keep a copy of the original images as we cannot guarantee the safe keeping of all files or images.

Reeping of an mes of mages.
Add-On Specialty Items see pages 16-29
Laser Etched Photo Products see page 28
Greeting Cards see page 29
Pencil Drawings see page 29
Wood Veneer Prints see page 29
Templates see page 33
Albums see page 34
Canvas Wraps & Prints see page 35
Digital Retouching see page 35
Custom Design see page 35
Finishing Services see page 36
Supplies, etc see page 37
Press Printed Products see pages 38-45

elivery Times: Minimum Order - \$5.00 ilt in software - 3 lab days ling • Candid • Studio Print Orders - 5 lab days

Add ons - add 1 to 2 lab days max

#### PORTRAIT PROOFS

UPI is capable of acquiring images from CDs, DVDs or from the internet through FTP. We recommend sending digital images as jpeg. Software approved by lab are ROES, Lab Link, Express Digital, PhotoLynx Flow & OzE. Images must be cropped and keyed ready to print. Lab will color correct all images.

#### **PROOFS**

UPI LAB LINI	K & ROES o	rders will	receive
an 5%	discount off	list price.	

<b>PROOF SIZES</b>	Lustre	<u>e Paper</u>	Pearl Pa	<u>aper</u>	
<u>ITEM</u>	<b>CODE</b>	COST	<b>CODE</b>	COST	100
$2\frac{1}{2} \times 3\frac{1}{2} \dots$	. PR23	.32	MPR23	.48	
$3\frac{1}{2} \times 5$	. PR35	.40	MPR35	.60	
4x5	. PR45	.40	MPR45	.60	Build your pro
4x6	. PR46	.40	MPR46	.60	, 1
5x5	. PR55	.50	MPR55	.75	
5x7	. PR57	.80	MPR57	1.10	See page 34 fo
8x10	. PR810	1.65	MPR810	2.19	
Studio Name Overlay (per orde	er)SNO	10.00			

oofs with ROES

for border options

	Lustre	<b>Paper</b>	Pearl P	<u>aper</u>	
PROOF PACKAGE SPECIALS	<b>CODE</b>	COST	<b>CODE</b>	COST	
1-8x10 & 2-4x5's (or combination of $1\frac{1}{2}$ sheets)	. PPS1	2.30	MPPS1	3.14	Normal Delivery Time:
1-8x10, 1-5x7 & 2-4x5's (or combination of 2 sheets)	. PPS2	3.00	MPPS2	4.14	Customer built - 2 lab days
1-8x10, 2-5x7's & 2-4x5's (or combination of 2½ sheets)	. PPS3	3.50	MPPS3	4.88	Digital Lab built - 3 lab days
					Proof Package Special - 4 lab days

#### WEDDING • SENIOR • STUDIO PROOF BOOKLETS & PROOF SHEETS

	Lust	re ]	<u>Paper</u>		<u>Pearl I</u>	<u>Paper</u>
<b>ITEM</b>	COD	E	<b>COST</b>		<b>CODE</b>	<b>COST</b>
5x7	Proof Sheet PB7		.90		MPB7	1.20
8x10	Proof Sheet PB10	)	1.85		MPB10	2.39
Proof B	ook Assembly PBA		3.00 (Clear	front	cover with	black back cover)





You may build your own front cover or use our pre-made ROES templates.

5x7 Front Cover

PBC7



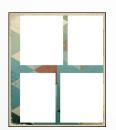




Check ROES for numerous background themes available. You can order a whole book or single sheets.



8x10 Front Cover PBC10











Press Printed Books starting on page 39

#### PORTRAIT PRINT TEMPLATES • PHOTO BUSINESS CARDS Page 33

Lab Color Corrected

#### CLASSIC TEMPLATES

	Lustre P	<u>aper</u>	Pearl Paper		
<b>ITEM</b>	<b>CODE</b>	<b>COST</b>	<b>CODE</b>	<b>COST</b>	
5x10 Template	T510	. 1.90	M510	2.50	
5x32 Template	T532	. 6.25	M532	7.25	
8x10 Template	T10	. 2.10	MT10	2.65	
10x13 Template	T13	. 3.95	MT13	4.85	
10x20 Template	T1020	. 6.50	MT1020	8.00	
10x30 Template	T1030	. 8.25	MT1030	10.25	
11x14 Template	T14	. 5.95	MT14	6.95	
16x20 Template	T20	. 17.95	MT20	19.95	



Build your orders with UPI LAB LINK & ROES and save 5% off list price.

Normal Delivery: Customer Built Templates - 3 lab days Lab Built - 5 lab days As Add On - 1 to 3 lab days max











April 30th 2013

#### **DESIGNER TEMPLATES**

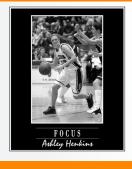


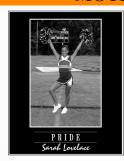






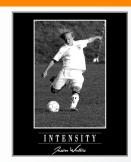
#### **MOTIVATIONAL TEMPLATES**











#### PHOTO BUSINESS CARDS

<b>CODE</b>	(Digital Custom Design fees may apply)	COST
MBC1	2x3½ Pearl Photo Paper Business Cards, set of 100	 21.00
MBC2	2x3½ Pearl Photo Paper Business Cards, set of 200	 38.00

See page 42 for press printed business cards & magnets

## Photo Business Card 2 x 3½ Standard



#### **Normal Delivery:**

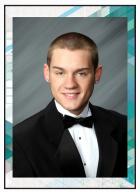
Photo Business Cards As Add Ons - add 1 to 2 lab days max

Minimum Order - \$5.00

#### **BORDERED PRINTS**

Many of our group borders have been converted to borders on any package print; from single 8x10s to multi photo sizes on a single sheet. In addition, there are new designs shown on this page. These and more are available in our ordering software as Bordered Prints.





















#### RENNAISSANCE VENTURA LEATHER COFFEE TABLE BOOKS

CODE	ITEM (Cost of prints included)	COST
VA820	8x8 Ventura Album (10 Inserts/ 20 Prints)	117.00
VA840	8x8 Ventura Album (20 Inserts/ 40 Prints)	142.00
VA1020	10x10 Ventura Album (10 Inserts/ 20 Prints)	148.00
VA1040	10x10 Ventura Album (20 Inserts/ 40 Prints)	178.00
VA1220	12x12 Ventura Album (10 Inserts/ 20 Prints).	156.00
VA1240	12x12 Ventura Album (20 Inserts/ 40 Prints).	190.00
VAMT	Machine Linen Texturing (per print)	25

Present your clients with this high quality photo book. Leather covers feature square cameo window openings for customization. Your photographic prints are mounted onto deluxe inserts to create a beautiful professional product. Perfect for studios.



Normal Delivery: Customer Built Books - 3 lab days Lab Built - 5 lab days

Minimum Order - \$5.00

# WRAPS • ACRYLIC PRINTS • RETOUCHING • DESIGN Page 35 Lab Color Corrected

#### CANVAS WRAPS (On stretcher frame) & CANVAS PRINTS (Unmounted)

Standard Canvas Wrap	Premium Canvas Wrap		-	
( <sup>5</sup> / <sub>8</sub> " Stretcher Bar )	(1 <sup>3</sup> / <sub>8</sub> " Stretcher Bar)	( Unmounted )	*	
ITEM CODE COST	<u>CODE</u> <u>COST</u>	CODE COST	79	
8x10 CW10 $39.95$	PCW1045.95	UCP10 11.95	#	
11x14 CW14 51.95	PCW1457.95	UCP14 23.95		
10x20 CW1020 58.95	PCW102065.95	UCP1020 28.95		
12x24 CW1224 66.95	PCW122477.95	UCP1224 30.95	0 3.1	
16x20 CW20 68.95	PCW2079.95	UCP20 32.95		
20x20 CW2020 75.95	PCW202085.95	UCP2020 36.95		
20x24 CW24 85.95	PCW2495.95	UCP24 41.95		
20x30 CW30 99.95	PCW30110.95	UCP30 45.95		AVAPENCES AND
24x24 CW2424 97.95	PCW2424. 108.95	UCP2424 43.95		
24x30 CW304 120.95	PCW304130.95	UCP304 53.95		
24x36 CW36 138.95	PCW36149.95	UCP36 64.95		
30x30 CW3030 .142.95	PCW3030. 154.95	UCP3030 78.95		
30x40 CW40 165.95	PCW40178.95	UCP40 89.95	Standard	Premium
Other sizes available, call		(Unmounted Canvas	Convoc Wron	Canvas Wrap
(Printed on high quality ca	nvas, wrapped around	Print will be exact size	•	Sunvas Wap
stretcher frame)	* * * * * * * * * * * * * * * * * * * *	with 2" white border or	n all sides.)	

#### ACRYLIC PRINTS

#### **Acrylic Prints** (with or without standoffs)

Pearl print mounted behind 1/4" Clear Acrylic

<b>CODE</b>	<u>ITEM</u>	<b>COST</b>
AP14	11x14 Acrylic Print	45.00
AP20	16x20 Acrylic Print	56.00
AP24	20x24 Acrylic Print	67.00
AP30	20x30 Acrylic Print	79.00

#### **Standoffs**

(set of 4, brushed aluminum, holes ~1" from corners) SOM Medium Standoff ( $\frac{5}{8}$ " width x 1" length).....11.00 SOL Large Standoff ( $\frac{3}{4}$ " width x 1" length) . . . . . . 12.00



Acrylic Print with Standoffs

Closeup of Standoff

#### DIGITAL RETOUCHING

CODE	ITEM	<b>COST</b>
LUSR	Limited Underclass School Retouching (Per head)	2.35
SDR	Standard Digital Retouching	4.75
DR1	Remove Red Eyes	2.00
DR2	Brighten Eye Colors - Whiten Eye Whites	4.00
DR3	Glasses Glare Removed (minimal glare)	5.00
DR4	Remove Eyeglass Shadows	5.00
DR5	Whiten Teeth	5.00
DR6	Braces Removal	12.00
DR7	Soften/Change Facial Glare	5.00
DR8	Stray Hair Removal	5.00
DR9	Remove Blemish - Neck, Hands, Arms, Legs, etc	5.00
	Heavy Retouching	
DR20	Remove Small Object from Image	9.00
DR21	Remove Medium Object from Image	15.00
DR22	Remove Large Object from Image	30.00
DR30	Combine 2 Images	40.00
DR32	Open Eyes (provide eyes in another image or neg)	20.00
DART	Digital Artwork or Restoration (per minute)	.60
DRCD	Digital Retouched Image CD	5.00
21102	(Include a proof with instructions. Clearly mark what is to be re	
DCD	Digital Custom Design	

#### **Retouching Guide**

**Limited Underclass School Retouching** will remove minor blemishes only.

Standard Digital Retouching service will remove blemishes, moles (upon request) and softening or removing lines on face only.

DIGITAL ARTWORK OR RESTORATION Before After





DART Digital Artwork - \$.60 per minute

#### **Normal Delivery Times:**

Canvas Wraps, Acrylic Prints, Digital Retouching, Custom Design - 5 lab days As add-on - add 1 to 2 lab days max

## PRINT MOUNTING (cost of print is additional)

		t Board e Weight)	(White 3)	<b>Board</b> /16" High asity)		e Board / 2mm)	Blac	I-Outs* k Edge ' thick)		Board "thick)		Mounts textured)	Frame	tcher Mounts textured)	Oval St Frame	
SIZE	PRICE	CODE	PRICE	CODE	PRICE	CODE	PRICE	CODE	PRICE	CODE	PRICE	CODE	PRICE	CODE	PRICE	CODE
5x7	4.25	MB7	4.50	FB7	5.50	SB7	17.00	SO7	N/A	N/A	5.00	PM7	8.10	SF7	11.00	SFO7
8x10	6.25	MB10	6.50	FB10	6.75	SB10	22.00	SO10	7.00	UB10	7.00	PM10	9.95	SF10	16.80	SFO8
8x12	6.75	MB812	7.00	FB812	7.50	SB812	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
10x10	6.75	MB1010	7.00	FB1010	7.50	SB1010	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
10x13	7.50	MB13	7.75	FB13	8.25	SB13	N/A	N/A	10.00	UB13	8.00	PM13	N/A	N/A	N/A	N/A
10x20	8.50	MB1020	8.95	FB1020	9.95	SB1020	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
11x14	8.25	MB14	8.50	FB14	9.50	SB14	30.00	SO14	12.50	UB14	10.00	PM14	18.00	SF14	22.60	SFO14
12x12	8.25	MB12	8.50	FB12	9.50	SB12	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
12x16	8.50	MB16	8.95	FB16	10.00	SB16	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
12x18	9.50	MB1218	9.95	FB1218	12.00	SB1218	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
16x16	10.50	MB1616	10.95	FB1616	14.00	SB1616	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
16x20	12.25	MB20	13.50	FB20	16.00	SB20	54.00	SO20	18.00	UB20	16.50	PM20	24.00	SF20	28.40	SFO20
16x24	17.50	MB1624	18.00	FB1624	19.00	SB1624	58.00	SO1624	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
20x20	19.95	MB2020	21.00	FB2020	23.00	SB2020	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
20x24	23.95	MB24	24.50	FB24	26.00	SB24	64.00	SO24	32.00	UB24	26.00	PM24	30.00	SF24	39.95	SFO24
20x30	27.95	MB30	28.50	FB30	30.00	SB30	80.00	SO30	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
24x24	27.95	MB2424	28.50	FB2424	30.00	SB2424	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
24x30	33.95	MB2430	34.50	FB2430	36.00	SB2430	N/A	N/A	40.00	UB2430	N/A	N/A	N/A	N/A	N/A	N/A
24x36	39.95	MB2436	40.50	FB2436	42.00	SB2436	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
24x42	45.95	MB2442	45.00	FB2442	47.00	SB2442	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
30x40	47.95	MB3040	47.00	FB3040	53.00	SB3040	N/A	N/A	56.00	UB3040	N/A	N/A	N/A	N/A	N/A	N/A
32x40	49.95	MB3240	49.00	FB3240	59.00	SB3240	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
40x60	N/A	N/A	102.00	FB4060	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Other sizes available - call lab All 16x20 and larger products add \$5.00 surcharge per shipping box. \*with 4 hanging holes in back 30" and larger products do not receive free shipping, freight charges apply.

## GOLD OR SILVER FOIL STAMPING (Setup fee plus .19 per strike)

CODE	ITEM	COST
WGSU1	Wallet Gold or Silver Foil Stamping setup fee (1 line, first name only)	5.15 per name
WGSU1L	Wallet Gold or Silver Foil Stamping setup fee (1 line, first and last name)	5.75 per name
WGSU2	Wallet Gold or Silver Foil Stamping setup fee (2 lines 2 lines max)	6.10 per name
GSUP	4x5 thru 11x14 Prints, Mounts & Folders Gold or Silver Foil Stamping setup fee (2 lines max)	8.95 per name
GS	Foil Stamping (per strike)	.20

#### MATTE OR LUSTER PRINT SPRAY PRINT TEXTURING

MATTE	LUSTER	ITEM			ITEM	COST
MS7	LS7	$\overline{5}$ x7 and smaller	1.25	PT7	$\overline{5}$ x7 and smaller	.40
MS10	LS10	$8x8, 8x10, 10x10 \dots$			8x8, 8x10, 10x10	.50
MS14	LS14	$10x13, 11x14 \dots \dots \dots$	. 2.50	PT14	10x13, 11x14	.75
MS20	LS20	16x20, 16x24	. 4.00	PT20	16x20, 16x24	3.50
MS24	LS24	20x20, 20x24	. 6.00	PT24	20x20, 20x24	4.00
MS30	LS30	20x30, 24x24, 24x30, 24x36, 24x42	. 9.00	PT30	20x30	4.50
MS40	LS40	30x40, 40x60	. 15.00			

#### **LAMINATING**

CODE	ITEM	COST		ITEM	<b>COST</b>
LA7	$\overline{5x7}$ and smaller	1.00	LA2030	20x30, 24x24	8.00
LA10	6x8, 8x8, 8x10, 10x10	1.60	LA2040	20x40, 24x30	9.50
LA14	8x12, 8x20, 10x13, 11x14	2.00	LA2436	24x36	10.75
LA20	10x20, 12x16	2.40	LA2442	24x42	12.75
LA24	10x24, 12x20	2.90	LA2448	24x48	14.75
LA30	10x30	4.00	LA2460	24x60	19.25
LA1620	16x20	4.50	LA2472	24x72	23.95
LA1624	16x20 16x24, 20x20	5.00 Other sizes available	LA3040	30x40	17.00
LA2024	20x24	6.50 call lab	Nor	mal Delivery Time: Add-	1 lab day

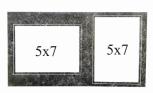
## FOLDERS • MOUNTS

<b>CODE</b>	<u>ITEM</u>	<b>COST</b>
SMM	Small Memorymate Mount (5x7 group & 4x5 individual)	.75
MMF	Medium Memorymate Folder (5x7 group & 5x7 individual)	.90
LMF	Large Memorymate Folder (8x10 group & 5x7 individual)	1.10
BKM	Backpack Memorymate	.75
SDM	School Days Memorymate	.75
GF57	5x7 Gray Folder	.60
GF	8x10 Gray Folder	.75
BF8	Folio (Black & Gold 8x10 Folio: without print & certificate)	2.30





Small Memorymate (With or without sports figures) Mount SMM



Medium Memorymate Folder MMF



Large Memorymate Folder LMF







te School Days Memorymate Mount SDM



5x7 Gray Folder GF57



8x10 Gray Folder GF



8x10 Black & Gold Folio BF8

## MISCELLANEOUS SUPPLIES

<b>CODE</b>	<b>ITEM</b>	COST	<b>CODE</b>	<u>ITEM</u>	<b>COST</b>
ENV-10	8x10 Mailing Envelope	.70	1114WE	11x14 Window Envelope	.25
ENV-14	11x14 Mailing Envelope	.95	57WB	5x7 White Bag	.08
CS10	8x10 Cardboard Sheet		810WB	8x10 White Bag	.09
CS14	11x14 Cardboard Sheet	.28	1114WB	11x14 White Bag	.14
PE69	6x9 Proof Envelope (minimum of 100)	.17	1620WB	16x20 White Bag	.21
PE912	9x12 Proof Envelope (minimum of 100)	.18	810CPB	8x10 Clear Plastic Bag	.12
MT	Mailing Tube (3" diameter)	4.00	1114CPB	11x14 Clear Plastic Bag	.16
BW35	3x5 Bubble Wrap Bag		1620CPB	16x20 Clear Plastic Bag	.20
68GB	6x8 Group Bag (with window)		SL	Shipping Labels	Free
810WF	8x10 Window Envelope				

#### GENERIC PREPAY FLYERS WITH COIN ENVELOPE

<b>CODE</b>	ITEM (Prepay Flyer size 8½"x14")	<b>COST</b>	<b>CODE</b>	<u>ITEM</u>	<b>COST</b>
PSPF	Pre School Prepay Flyer (flyer only, printing extra)	.10	DPC	Design of package contents	12.50
EPF	Elementary Prepay Flyer (flyer only, printing extra)		PEP1	Prepay Flyer Printing 1 side	.06
PPF	School Prepay Flyer (flyer only, printing extra)		CDED1	(Black and White, printing only)	12
SPF	Sports Prepay Flyer (flyer only, printing extra)		CPEP1	Prepay Flyer Printing 1 side (Color, printing only)	.12
DPF	Dance Prepay Flyer (flyer only, printing extra)		D: : 0	, ,,	~

- Price information will be printed on back of prepay flyer.
- \$12.50 design setup charge plus cost of printing fee.
- Normal Delivery 2-3 Days (call Press Department)



#### CUSTOM PREPAY FLYER WITH COIN ENVELOPE PRINTING

<u>CODE</u>	<b>ITEM</b> (Custom Prepay Flyer size 8½"x14")	<b>COST</b>			
PRSCPF2	Custom Prepay Flyer (2 sides black & white)	.18			
PRSCPF1	Custom Prepay Flyer (1 side color, 1 side Blank)	21			
PRSCPF	Custom Prepay Flyer (1 side color, 1 side B/W)	23			
PRSCPFC2	Custom Prepay Flyer (2 sides color)	32			
DPCC	Design of Custom Front & Back package contents	. 25.00 _			
Minimum Order - 100 Pre Pay Envelopes					

Custom design your own prepay flyers!

(Dance Sample)





(Green Screen Sample)

Your Company Name

Packages Prints

Packages Prints

Packages Prints

Specialty Products

Set to Calendars

Set to Grown Revenue Backgrounds

Reychains

We use Green Backgrounds

Reychains

We use Green Backgrounds

Reychains

We use Green Backgrounds

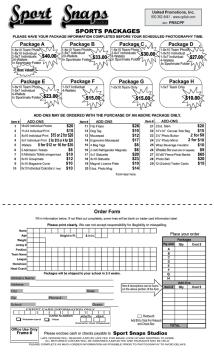
Patriotic Calendars

We use Green Backgrounds

Reychains

Re

(Back Printed Prepay Flyer Example)



Normal Delivery: 3-5 lab days (call Press Department)

#### PRESS PRINTING DESIGN FEE

There is no design fee if the customer builds their order using UPress, PLIC by PhotoLynx or press-ready layout (PDF). If the lab designs the product for the customer, the design fee will be \$0.60 per minute.

<b>CODE</b>	<u>ITEM</u>	<b>COST</b>
PRSDF	Lab-Built Press Printed Design Fee (per minute)	.60

#### WALL CALENDARS

## 13 - Month 8½ x 11 Wall Calendar

100# Gloss Cover 80# Text

(8½x11 Saddle Stitched Calendar, opens up to 11x17)



UPI Lab Code	PRSCL811-1	PRSCL811-5	PRSCL811-100	
Calendar Qty.	1-4	5-99	100+	
# Pages	1-4	3-99		
<b>28</b> pages (13 Month)	\$13.80	\$7.80	\$4.90	
UPI Lab Code	PRSFRC811-1	PRSFRC811-5	PRSFRC811-100	
32 pages (13 Month) Fundraiser Calendar	\$14.60	\$8.60	\$5.70	

- \* Takes one page for image & one page for month.
- \*\*13 month Fundraiser Calendar will include 4 extra template pages in order to sell ads.

Additional pages for ads available.

### **Additional Services Available:**

<u>CODE</u>	<u>ITEM</u>	COST
PRSBLC	Replace Standard Cover with 100# Linen Paper add	0.25/calendar
PRSBPC	Replace Standard Cover with 100# Pearl Paper add	0.50/calendar
PRSBPG	Additional Pages (each, use incriments of 4)	0.20/page

#### PRESS READY SOFT COVER BOOKS

Standard: 8.5x11, Saddle-Stitched, 100# Gloss Cover, 80# Text Gloss, Full Color All Surfaces (1 page per side)

Base Charge + (# of pages per book) = Price per book									
	Page Count must be multiple of 4, and includes front cover, inside front, inside back, and back cover								
Quantity	1-4 Books 5-24 Books 25-49 Books 50-74 Books 75-150 Books 151-250 Books 251-350 Books 351-450 Books 450+ Books							450+ Books	
Item Code	Item Code         PRSB811-1         PRSB811-5         PRSB811-25         PRSB811-50         PRSB811-75         PRSB811-151         PRSB811-251         PRSB811-351         PRSB811-351         PRSB811-351         PRSB811-351							PRSB811-450	
Base Charge	\$8.50	\$5.50	\$3.70	\$2.50	\$1.60	\$1.20	\$1.00	\$.80	\$.60
Per Page Charge	\$.20	\$.20	\$.20	\$.20	\$.14	\$.14	\$.14	\$.14	\$.14

CODE	TTEM	<u>COST</u>
PRSBPG	Press Ready (1-74 Books) per page charge	20
	Press Ready (75-450+ Books) per page charge	

## **Additional Services Available**

<b>CODE</b>	<u>ITEM</u> <u>COST</u>
PRSSQS	Saddle Stitch with Square Spine
PRSBPB	Perfect Binding (recommended for books over 52 pages) add0.25/book
PRSBCB	Black Plastic Coil Binding add
PRSBLC	Replace Standard Cover with 100# Linen Paper add 0.25/book
PRSBPC	Replace Standard Cover with 100# Pearl Paper add 0.50/book



Questions may be forwarded to sales@upilab.com or our toll-free customer service line (800)362-4441. Specialty quotes are available for larger jobs or for jobs that require special considerations.

#### **Normal Delivery Times:**

#### 8½ x 11 VOLUME PRESS PRINTED SOFT COVER BOOKS - CLASS BOOKS, CHURCH DIRECTORIES, ETC.

## PhotoLynx PLIC Built Books





PLIC by PhotoLynx is a software package specialized for yearbook layout. It streamlines the process of creating yearbooks, church directories, and other database-driven album types.



Free PLIC Software (Value up to \$200.00) when ordering 75 or more Books with a 20 page minimum. License good for one year per institution.

										_		
CODE	PRS B811-75	PRS B811-100	PRS B811-150	PRS B811-200	PRS B811-250	PRS B811-300	PRS B811-350	PRS B811-400	PRS B811-450	PRS B811-500	PRS B811-550	PRS B811-600
QTY	75	100	150	200	250	300	350	400	450	500	550	600 +
PAGES		Total	l page cou	nt includes	front cove	r, inside fro	ont cover, l	back cover,	and inside	e back cove	er.	
8	4.87	4.62	4.37	4.12	3.87	3.62	3.37	3.12	2.87	2.62	2.37	2.12
12	5.43	5.18	4.93	4.68	4.43	4.18	3.93	3.68	3.43	3.18	2.93	2.68
16	5.99	5.74	5.49	5.24	4.99	4.74	4.49	4.24	3.99	3.74	3.49	3.24
20	6.55	6.30	6.05	5.80	5.55	5.30	5.05	4.80	4.55	4.30	4.05	3.80
24	7.11	6.86	6.61	6.36	6.11	5.86	5.61	5.36	5.11	4.86	4.61	4.36
28	7.67	7.42	7.17	6.92	6.67	6.42	6.17	5.92	5.67	5.42	5.17	4.92
32	8.23	7.98	7.73	7.48	7.23	6.98	6.73	6.48	6.23	5.98	5.73	5.48
36	8.79	8.54	8.29	8.04	7.79	7.54	7.29	7.04	6.79	6.54	6.29	6.04
40	9.35	9.10	8.85	8.60	8.35	8.10	7.85	7.60	7.35	7.10	6.85	6.60
44	9.91	9.66	9.41	9.16	8.91	8.66	8.41	8.16	7.91	7.66	7.41	7.16
48	10.47	10.22	9.97	9.72	9.47	9.22	8.97	8.72	8.47	8.22	7.97	7.72
52	11.03	10.78	10.53	10.28	10.03	9.78	9.53	9.28	9.03	8.78	8.53	8.28
56	11.59	11.34	11.09	10.84	10.59	10.34	10.09	9.84	9.59	9.34	9.09	8.84
60	12.15	11.90	11.65	11.40	11.15	10.90	10.65	10.40	10.15	9.90	9.65	9.40
64	12.71	12.46	12.21	11.96	11.71	11.46	11.21	10.96	10.71	10.46	10.21	9.96
68	13.27	13.02	12.77	12.52	12.27	12.02	11.77	11.52	11.27	11.02	10.77	10.52
72	13.83	13.58	13.33	13.08	12.83	12.58	12.33	12.08	11.83	11.58	11.33	11.08
76	14.39	14.14	13.89	13.64	13.39	13.14	12.89	12.64	12.39	12.14	11.89	11.64
80	14.95	14.70	14.45	14.20	13.95	13.70	13.45	13.20	12.95	12.70	12.45	12.20

10% Discount from above Yearbook prices when book submitted print ready by April 1st 5% Discount from above Yearbook prices when book submitted print ready by April 15th

3% Discount from above Yearbook prices when book submitted print ready by May 1st

## **Additional Services Available:**

CODE	<u>ITEM</u> <u>COST</u>
PRSVBPG	Additional Pages (page = 1 side) add0.14/page
	Saddle Stitch
PRSSQS	Saddle Stitch with Square Spine
PRSBPB	Perfect Binding (recommended for books over 52 pages) add0.25/book
PRSBCB	Black Plastic Coil Binding add
PRSBLC	Replace Standard Cover with 100# Linen Paper add 0.25/book
PRSBPC	Replace Standard Cover with 100# Pearl Paper add 0.60/book

#### **Normal Delivery Times:**

#### **SELFIE MAGAZINE**

Why use the Selfie Magazine?

SIMPLICITY - Entire product is 12 pages (including covers) and is based on a single image.

LOW COST - Only \$3.75 each.

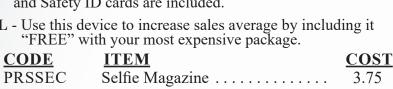
**APPEAL** - Appeals to younger children (up to 10 yrs) and Mom.

**SIZE** - 8"x10" for small hands. Plus it fits easily into a portrait envelope.

**QUALITY** - All pages are 80lb thick cover stock.

**VALUE** - Magazine cover, Calendars, Trading items, Postcards and Safety ID cards are included.

**UPSELL** - Use this device to increase sales average by including it





Girl





Spanish Christmas



Inside Front Cover

















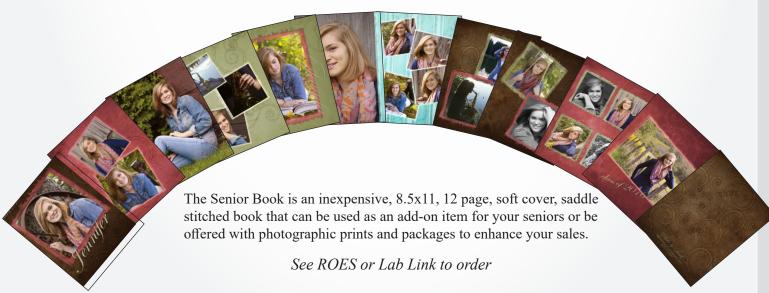




See ROES or Lab Link to order

#### SENIOR BOOK

**CODE ITEM COST PRSSB** 8.5x11 Senior Book . . . . . . . . .



#### **Normal Delivery Times:**

## PRESS PRINTED PRODUCTS



#### PORTRAIT PACKAGE MAGAZINE

CODE COST **PRSPPM** Portrait Package Magazine..... 3.75

Includes a Magazine Cover, Calendar, and also a Color and B&W of the following:

1 - 8x10, 2 - 5x7, 4 - 4x5, 8 - Wallets, 8 -  $\frac{1}{2}$  Wallets!





















.11

.34





#### **BUSINESS CARDS**

#### 2x3½ Press Printed Business Cards

**CODE OTY** 

**ITEM** 

**COST** 

**PRSBC** 1 - 2x3½ Business Card (100# Gloss or Linen) 1 - 2x3½ Business Card Magnet (Magnet Back) **PRSBCM** 

(Minimum of 100)

**Additional Services Available:** 

**CODE** 

**PRSBCPP** Upgrade to 100# Pearl paper add . .05/Card



#### ACCORDION CARDS

4 OR 6 PANELS

 $2^{3}/4 \times 3^{5}/8$  Soft Cover (6 - Panels) (Sold in sets of 12, ships flat)  $4\frac{1}{4} \times 5\frac{1}{2}$  Soft Cover (4 - Panels)

**CODE COST** PRSAC6-1  $12 - 2^3/4 \times 3^5/8$  Accordion Cards . . . . 12.00 PRSAC6-2  $24 - 2^3/4 \times 3^5/8$  Accordion Cards . . . . 23.00

**CODE** PRSAC4-1

 $12 - 4\frac{1}{4}x5\frac{1}{2}$  Accordion Cards . . . . 14.00  $24 - 4\frac{1}{4}x5\frac{1}{2}$  Accordion Cards . . . . 26.00 PRSAC4-2



**CODE** PRSGSUP GS

## **Additional Services Available:**

**ITEM** Gold Foil Stamping Setup Fee (Senior with year) Gold Foil Stamping (per strike)

8.95 0.20 per

**COST** 

**COST** 

#### **Normal Delivery Times:**

UPress Built Press Printed Products (press ready) - 3 lab days Lab Built Cards (press ready) - 5 lab days

#### **CELEBRATION CERTIFICATE**

An inexpensive, press printed product for Pre-School, Kindergarten and 5th Grade graduations. It can be used in conjunction with some additional product for sale such as the graduation/scroll graphics with year.

<u>CODE</u>	<u>ITEM</u>	<b>COST</b>
PRSCERT1	8.5x11 Celebration Certificate	1.15
PRSCERT412	4x12 Folded Celebration Certificate	. 1.15
PRSCERT	11x17 Folded Celebration Certificate.	. 2.10





PRSCERT412





**PRSCERT** 

100# GLOSS OR LINEN

**GRADUATION / FLAT CARDS (2-SIDED)** 

**COST** 

.25/card

**MINIMUM OF 24** 

CODE	<u>ITEM</u>	COST
PRSFL46	4x6 2-Sided Flat Card (with envelope)	.60
PRSFL48	4x8 2-Sided Flat Card (with envelope)	.68
PRSFL49	4x9 2-Sided Flat Card (no envelope)	.70
PRSFL57	5x7 2-Sided Flat Card (with envelope)	.75
PRSFL69	6x9 2-Sided Flat Card (no envelope)	.80
PRSFL810	8x10 2-Sided Flat Card (no envelope)	.90





**Additional Services Available:** 

(Good for graduation, wedding invitations, holidays, etc.)



**MINIMUM OF 24** 

## 100# GLOSS OR LINEN FOLDED CARDS (WITH ENVELOPES)

<b>CODE</b>	<u>ITEM</u>	<b>COST</b>			
PRSFO445	4X4.5 2-Sided Folded Card	1.00			
PRSFO55	5x5 2-Sided Folded Card	1.05			
PRSFO57	5x7 2-Sided Folded Card	1.15			
(Envelopes included with order)					

## **Additional Services Available:**

CODEITEMPRSFOPPReplace Standard Card with 100# Pearl Paper add. .

(Good for graduation, wedding invitations, holidays, etc.)



Normal Delivery Times: UPress Built Cards (press ready) - 3 lab days Lab Built Cards (press ready) - 5 lab days

Minimum Order - \$5.00

#### **POSTERS**

#### 100# Gloss or Linen



	11 x	17 Posters	12 x	18 Posters	1	13 x 19 Posters
QTY	COST (ea.)	CODE	COST (ea.)	CODE	COST (ea.)	CODE
1-24	1.50	PRSP1117-1	1.60	PRSP1218-1	1.70	PRSP1319-1
25-74	1.20	PRSP1117-25	1.30	PRSP1218-25	1.40	PRSP1319-25
75-150	.90	PRSP1117-75	1.00	PRSP1218-75	1.10	PRSP1319-75
151+	.65	PRSP1117-151	.75	PRSP1218-151	.85	PRSP1319-151

## **Additional Services Available:**

**ITEM COST** CODE Print on Both Sides add..... 0.20/Poster

Minimum Order - \$5.00

PHOTO NOTEPADS

**BROCHURES** 

**MINIMUM OF 24** 

**COST CODE ITEM PRSNP**  $2 - 3x4^{3/4}$ " Notepads. . . . . 8.95 (100 sheets)



<b>CODE</b>	<u>ITEM</u>	COS
PRSBB811	8½x11 Bifold Brochure	.44
PRSBB1117	11x17 Bifold Brochure	.55
PRSTB811	8½x11 Trifold Brochure	.52
PRSTB1117	11x17 Trifold Brochure	.64

Other sizes available, call lab for volume pricing

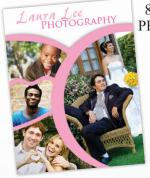


#### **FLAT SHEET FLYERS**

#### **MINIMUM OF 24**

Our press printed flyers are flat sheet products that are great for marketing pieces. They are a great way to get your business advertised or to let your customer know of your next special.

**ITEM COST CODE** PRSSX8511 8½x11 Flyer (One Sided).... .24 PRSDS8511 8½x11 Flyer (Two Sided).... .32 PRSSX8514 8½x14 Flyer (One Sided).... .28 PRSDS8514 8½x14 Flyer (Two Sided). . . . .36





8.5" x 14" PRSDS8514

Note: Prepay Flyers with Coin Envelope on page 38

#### **Normal Delivery Times:**

UPress Built Cards (press ready) - 3 lab days Lab Built Cards (press ready) - 5 lab days



Minimum Order - \$5.00

#### SAVE THE DATE MAGNETS

## Save The Date - Rectangle Magnet (3½ x 4) |

# CODE OTY ITEM COST

PRSSTDRM-1 24 - Save The Date Rec . . 14.48 /.62 ea PRSSTDRM-2 48 - Save The Date Rec . . 28.80 /.60 ea PRSSTDRM-3 72 - Save The Date Rec . . 41.76 /.58 ea PRSSTDRM-4 96 - Save The Date Rec . . 53.76 /.56 ea



## Save The Date - Circle Magnet (31/2")

# CODE OTY ITEM COST

PRSSTDCM-1 24 - Save The Date Circ. 14.48 /.62 ea PRSSTDCM-2 48 - Save The Date Circ. 28.80 /.60 ea PRSSTDCM-3 72 - Save The Date Circ. 41.76 /.58 ea PRSSTDCM-4 96 - Save The Date Circ. 53.76 /.56 ea



#### PRESS PRINTED PHOTO MAGNETS

#### 3½ X 5 MAGNETS

<b>CODE</b>	$\mathbf{Q}\mathbf{T}\mathbf{Y}$	<b>ITEM</b>	<b>COST</b>
PRSM5	1	3½x5 Magnet	2.10
PRSM52	2	3½x5 Magnets	3.60
PRSM54	4	3½x5 Magnets	6.40

# 3½ X 5 MAGNETS (sets of 24) CODE OTY ITEM COST PRSM5-1 24 - 3½x5 Magnets 37.44 PRSM5-2 48 - 3½x5 Magnets 72.96 PRSM5-3 72 - 3½x5 Magnets 106.56 PRSM5-4 96 - 3½x5 Magnets 138.24

#### **6" CIRCLE MAGNETS**

CODE	QTY	<u>ITEM</u>	<b>COST</b>
PRSOCM-1	2	6" Circle Magnets	5.50
PRSOCM-2	4	6" Circle Magnets	10.40
PRSOCM-3	6	6" Circle Magnets	15.48

CODE	<b>OTY</b>	<b>ITEM</b>	COST
PRS412-1	1	4x12 Magnet	5.95
PRS412-2	2	4x12 Magnets	10.95
PRS912-1	1	9x12 Magnet	11.90
PRS1114-1	1	11x14 Magnet	17.40



## 5 X 7 MAGNETS

<b>CODE</b>	$\mathbf{OTY}$	<b>ITEM</b>	COST
PRSM7	1	5x7 Magnet	3.20
PRSM72	2	5x7 Magnets	5.50
PRSM74	4	5x7 Magnets	10.40

# 5 X 7 MAGNETS (sets of 24) CODE OTY ITEM COST PRSM7-1 24 - 5x7 Magnets 60.00 PRSM7-2 48 - 5x7 Magnets 117.60 PRSM7-3 72 - 5x7 Magnets 172.80 PRSM7-4 96 - 5x7 Magnets 225.60

#### 5" X 7" RECTANGLE MAGNETS

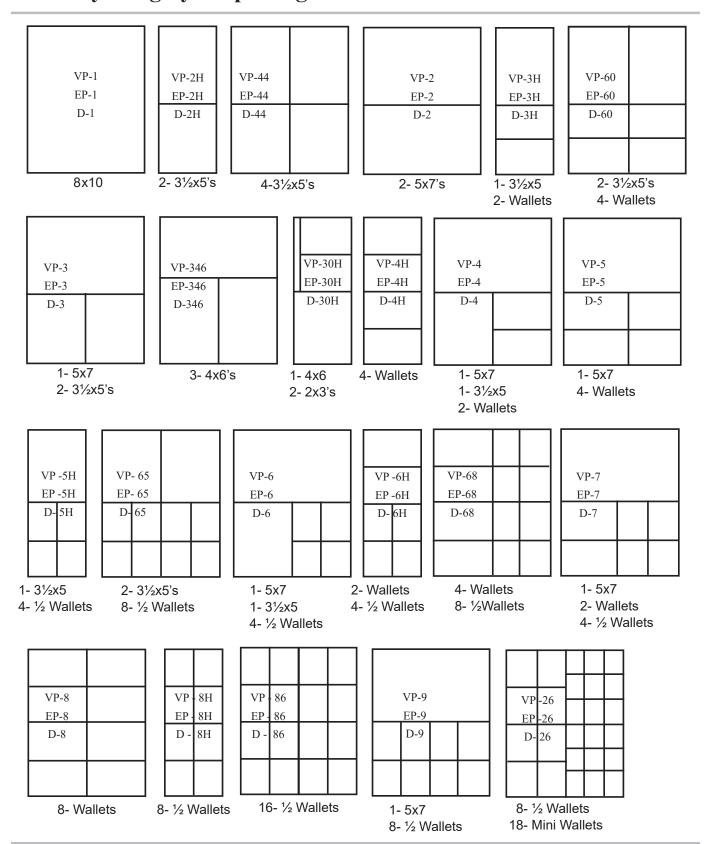
<b>CODE</b>	<b>QTY</b>	<u>ITEM</u>	COST
PRSORM-1	4	5x7 Rect Magnets	10.40
PRSORM-2	8	5x7 Rect Magnets	20.48
PRSORM-3	12	5x7 Rect Magnets	30.48





#### **Normal Delivery Time:**

## You may design your packages or orders from these available units



#### PRINT CODES

VP - Volume Packages See Page 12

EP - Sports & Events Packages See Page 14

D - Wedding • Senior • Studio Prints See Page 31

#### WALLET SIZES

Mini Wallet - 1 1/8 x 1 5/8 ½ Wallets - 1 3/4 x 2 1/2 Wallet - 2 1/2 x 3 1/2

# Stay up to date with United Promotions, Inc. Page 47

#### WWW.UPILAB.COM

Our website is the go-to place for up-to-date pricing and exclusive looks at new products and software.





#### **SIGN UP FOR OUR EMAILS**

Get the latest news on what is going on at United Promotions, Inc and NEW product spotlights!

# **UPI Forms Information**

The pre-printed forms and instructions for several of the United Promotions forms are no longer included in this catalog. All of them are available for download and printing from our website:

www.upilab.com/catalog.html

The forms are:

Digital Print Order Package Print Order Form

Digital Press Print Order Trader Card Data Sheet

CD/DVD Print Order \*Copyright Release Form

Composite Print Order \*E-595E NC Sales Tax Certificate of Exemption

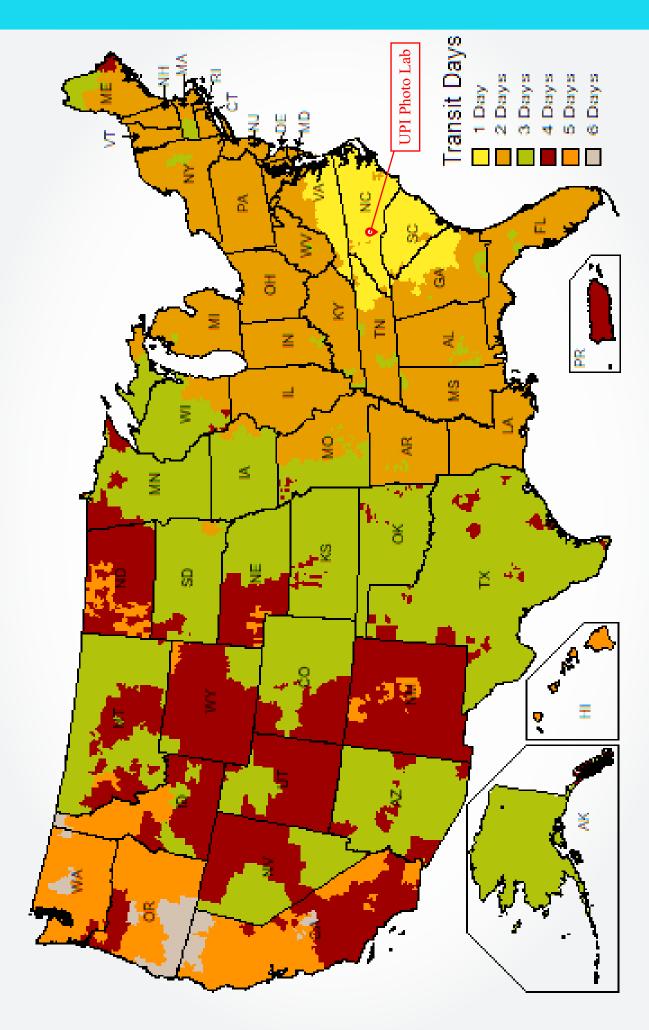
Run Sheet

Page 47

## **COPYRIGHT RELEASE FORM**

COMPANY NAME	CONTACT NAME
CERTEE ADDRESS FOR SOMBANIA	DIJONE MINUDED
STREET ADDRESS FOR COMPANY	PHONE NUMBER
EMAIL ADDRESS	
By submitting the job, you are stating that you	are the owner and convright holder of the
	ware the eviner and copyright heraer or the
images, text and anything within.	
-	CLICE ON CERTAIN CALCALLERY IN FE
	CUSTOMER'S SIGNATURE

<sup>\*</sup> You can sign these forms electronically to become a customer by going to www.upilab.com/signup.html and following the instructions.





## E-595E Streamlined Sales and Use Tax Certificate of Exemption

Do not send this form to the Streamlined Sales Tax Governing Board or the NC Department of Revenue. Send the completed form to the seller and keep a copy for your records. This is a multi-state form for use in the states listed. Not all states allow all exemptions listed on this form. The purchaser is responsible for ensuring it is eligible for the exemption in the state it is claiming the tax exemption from. Check with the state for exemption and requirements. The purchaser is liable for any tax and interest, and possible civil and criminal penalties imposed by the state, if the purchaser is not eligible to claim this exemption.

	iness address		City	State	Country	Zip co	de
C. Nam	ne of seller from whom you are purch	asing, leasing, or renting					
D. Selle	er's address		City	State	Country	Zip co	de
Purch	naser's type of business.	Check the number that o	lescribes your bu	siness.			
01	Accommodation and food	services		nsportation and	warehousin	g	
	2 Agricultural, forestry, fishin	g, and hunting	12 Utili				
	3 Construction 4 Finance and insurance			olesale trade siness services			
	i Finance and insurance 5 Information, publishing, an	d communications	<u>—</u>	fessional services	26		
	6 Manufacturing	a communications	=	cation and heal		ices	
	7 Mining		☐ 17 Nor	nprofit organizati	on		
	Real estate		=	ernment			
	Rental and leasing Retail trade			a business			
		letter that identifies th	<del></del>	er (explain)			
	on for exemption. Check the Federal government (depair				ion#		
$\frac{1}{3}$				icultural product ustrial productior			
$\exists c$	State government Tribal government (name)	(name)		ect pay permit #		•	
$\exists  \bar{D}$	Caralana dimbanaat #			ect mail #			
	Torcigir diplomat #			er <i>(explain)</i>			
				Ci (explain)			
	Resale #						
_	Resale #	the ID number as req	uired in the instru	uctions for each	state in whi	ich vou are clai	mir
denti	Resale # Enter totion. If claiming multiple exe						
denti exemp	fication (ID) number. Enter		he letters identifyi		as listed in S		ch :
Identi exemp	fication (ID) number. Enter otion. If claiming multiple exe	mption reasons, enter t State/Country Rea	he letters identifyi ISON ID Nu	ng each reason	as listed in S	Section 4 for eac State/Country	ch s <b>Re</b>
Identi exemp II AR _	fication (ID) number. Enter otion. If claiming multiple exe D Number	mption reasons, enter t State/Country Rea	he letters identifyi ason ID Nu NV	ng each reason ımber	as listed in S	Section 4 for each	ch s
Identi exemp II AR _ GA _	fication (ID) number. Enter otion. If claiming multiple exe D Number	mption reasons, enter t	he letters identifyi ason ID Nu NV OH	ng each reason ımber	as listed in S	Section 4 for eac	Re
Identi exemp II AR _ GA _	fication (ID) number. Enter otion. If claiming multiple exe D Number	mption reasons, enter t  State/Country Rea	he letters identifyi ason ID Nu	ng each reason ımber	as listed in \$	Section 4 for eac	Re
Identi exemp II AR _ GA _ IA _	fication (ID) number. Enter otion. If claiming multiple exe	mption reasons, enter t	he letters identifyinson ID Nu NV —— OH —— RI —— RI ——	ng each reason umber	as listed in \$	Section 4 for eac	Re
Identi exemp II AR - GA - IA - IN -	fication (ID) number. Enter otion. If claiming multiple exe	mption reasons, enter t	he letters identifyingson ID Nu	ng each reason ımber	as listed in \$	Section 4 for eac	Re
Identi exemp II AR _ GA _ IA _ IN _ KS _ KY _	fication (ID) number. Enter otion. If claiming multiple exe	mption reasons, enter t	he letters identifyi ason ID Nu	ng each reason umber	as listed in \$	Section 4 for eac	Re
Identi exemp II AR _ GA _ IIA _ IIN _ KS _ KY _ MI _	fication (ID) number. Enter otion. If claiming multiple exe	mption reasons, enter t	he letters identifyinson ID Nu	ng each reason	as listed in \$	Section 4 for each	Re
Identi exemp II AR _ GA _ IA _ IN _ KS _ KY _ MN _	fication (ID) number. Enter otion. If claiming multiple exe	mption reasons, enter t	he letters identifyingson ID Number	ng each reason	as listed in S	Section 4 for each	Re
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Identi exemp II AR _ GA _ IA _ IN _ KS _ KY _ MN _ NC _ ND _	fication (ID) number. Enter otion. If claiming multiple exe	mption reasons, enter t	he letters identifyingson ID Number	ng each reason	as listed in \$	Section 4 for each	Re
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#### Streamlined Sales and Use Tax

## **Certificate of Exemption Instructions**

Sections 1-6 are required information. A signature is not required if in electronic form. The purchaser is liable for any tax and interest, and possible civil and criminal penalties imposed by the state, if the purchaser is not eligible to claim this exemption.

Section 1: Check the box for a single purchase and enter the invoice/purchase order number. If the box is not checked, this certificate is considered a blanket certificate and remains effective until cancelled by the purchaser if purchases are no more than 12 months apart, unless a longer period is allowed by a state. In North Carolina, a recurring business relationship exists when a period of no more than 12 months elapses between sales transactions.

Section 2: Enter the purchaser's and seller's name, street address, city, state, country, and zip code.

<u>Section 3 Type of Business</u>: Check the number that best describes the purchaser's business or organization. If none of the categories apply, check 20 and provide a brief description.

<u>Section 4 Reason for Exemption:</u> Check the letter that identifies the reason for the exemption. If the exemption you are claiming is not listed, check "L Other" and provide a clear and concise explanation of the exemption claimed. Not all states allow all exemptions listed on this form. The purchaser must check with that state for exemption information and requirements.

Section 5 Identification ID Number: Enter the ID number as required in the instructions for each state in which you are claiming an exemption.

#### **Purchaser's Instructions:**

Enter the ID number as required in the instructions below for each state in which you are claiming an exemption. Identify the state or if a foreign ID, the country the ID number is from. If multiple exemption reasons are being claimed enter the letters identifying the reasons for exemption as listed in Section 4 for each state.

**ID Numbers for Exemptions** <u>other than resale</u>: You are responsible for ensuring that you are eligible for the exemption in the state you are claiming the tax exemption. Provide the ID number to claim exemption from sales and use tax that is required by the taxing state. Check with that state to determine your exemption requirements and status.

Foreign diplomats and consular personnel must enter their individual tax identification number shown on their sales tax exemption card issued by the United States Department of State's Office of Foreign Missions.

**ID Numbers for** <u>Resale Purchases</u> (Including Drop Shipments): If you are claiming a purchase is not subject to tax because it is for resale (Exemption Reason G.) and you are:

- 1. Required to be registered in the state you are claiming the tax exemption: Provide your sales tax ID number issued by that state. If claiming exemption in OH and registration is not required in the state, enter any tax ID number issued by OH. If claiming exemption in MI and registration is not required in the state, enter "Not Required".
- 2. Not registered in the state you are claiming the tax exemption: Provide your sales tax ID number issued by any state.
- 3. Not required to register for sales tax and you do not have a sales tax identification number from any state: Enter
  - -If you do not have a FEIN, enter a different state-issued business ID number.
  - -If you do not have any state-issued business ID number or FEIN, enter your state driver's license number.
- 4. A foreign purchaser and you do not have an ID number described in 1, 2, or 3: The following states will accept the tax ID number (e.g., VAT number) issued by your country: AR, IN, KS, KY, ND, NJ, OK, RI, SD, TN, UT, WA, WY. All other states require an ID number as listed in 1, 2 or 3.

If you do not have any of the ID numbers listed in 1 thru 4: You are not required to list an ID number for the following states: NE, OH, SD, WI. Enter "Not Required" and the reason for exemption for that state. All other states require an ID number.

#### Seller's Instructions:

The seller is not required to verify the purchaser's ID number or determine the purchaser's registration requirements. (GA requires the seller verify the purchaser's ID number.) The seller is required to maintain proper records of exempt transactions and provide those records to the state when requested in the form in which it is maintained. These certificates may be provided in paper or electronic format. If a paper exemption certificate is not forwarded by the purchaser, the seller must maintain the required data elements required on the form in an electronic format and make it available to Member states when requested. (see N.C. Gen. Stat. § 105-164.28)

The seller is not liable for any tax, interest, or penalty if the purchaser improperly claims an exemption or provides incorrect information on the certificate, provided all the following conditions are met:

- 1. The fully completed exemption certificate or required data elements are provided to the seller at the time of sale or within 90 days subsequent to the date of sale (see N.C. Gen. Stat. § 105-164.28)
- 2. The seller did not fraudulently fail to collect the tax due; and
- 3. The seller did not solicit customers to unlawfully claim an exemption.

**Note:** A seller may not accept a certificate of exemption for an entity-based exemption on a sale made at a location operated by the seller within the designated state if the state does not allow such an entity-based exemption.

**Drop Shipper Instructions:** The drop shipper may accept an ID number to claim the resale exemption as provided above in the Purchaser's Instructions. The ID number may include an ID number issued by another state. This may result in the same ID number being used for multiple states to claim the resale exemption (e.g., a retailer or marketplace seller may only be required to register for sales tax in one state).

<u>Section 6 Sign and Date:</u> Sign and date the certificate of exemption. Print your name along with your title, phone number, and e-mail address where you can be reached if the Department has questions about your certificate of exemption.

## **NOTES**


## NOTES



**Wide Format Printing** 



**School Services** 





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**Production Support** 



Laser Room



**Press Department** 



**Production Management** 



Management

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