

RECOMMENDED PRINT SPECS - 2020

PRINT ITEM	COLOR	SIZE (HxW)	PAPER QUALITY
Commitment Card	4/4	3.5x8.5"	80lb uncoated cover
#9 Envelope	4/0	Standard	70lb text
Letterhead	4/0	Standard	70lb offset opaque white
#10 Envelopes	4/0	Standard	70lb text
Postcard	4/4	5x7"	14p cover
8-Page Booklet	4/4	6x9"	80lb cover, 8pg Saddle Stitched
12-Page Booklet	4/4	6x9"	80lb cover + 100lb Text, 12pg Saddle Stitched
16-Page Booklet	4/4	6x9"	80lb cover + 100lb Text, 16pg Saddle Stitched
Introduction Brochure	4/4	5.375x9"	100lb text, Actual size 16x9" tri-fold
Creative Giving Handout	4/4	8.5x5.5"	80lb cover, Actual size 8.5x11" bi-fold