



VINYL SPECIALTIES



# BINDERS CATALOGUE

2023

# FREQUENTLY ASKED QUESTIONS

## ARTWORK

### **Do you send samples?**

We are more than happy to send samples. However, our sample supply is always changing, so we may not have the sample of a specific style and design on hand.

### **What format of artwork is acceptable?**

Acceptable formats include: Adobe Illustrator/PDF/ESP/JPEG\* (fonts converted to curves).

\*Subject to approval

### **Can I use my own original artwork?**

Yes you may send in your own artwork however please make sure it follows the guidelines, measurements and format.

### **Is the first imprint colour free?**

Yes, first colour imprint is free, however there is a set-up charge of \$35.00 for the first colour imprint.

### **Can I see proofs or mock-ups of my project?**

Yes, we offer digital proofs prior to production.

### **Can you have multi colours?**

You may add multiple colours at an additional cost. To set up a second and subsequent colour there is a set-up charge of \$35.00 added to all orders.

### **Can you colour match?**

Colour matching is possible for an additional charge of \$50.00 per colour. CGG will try to match the colour as close as possible.

### **What kind of printing can you do?**

We offer silk-screening and digital printing. You may give us a call or contact us through email and we can recommend the best techniques for achieving your desired look.

### **What other decorative choices do you have?**

Depending on the design and material we also offer embossing and inlay embossing (if you would like a sample you may request it here).

### **What kind of material can I choose?**

The most common material would be Swade vinyl or print vinyl (if you would like a sample you may request it here)

### **Do you have premium choices?**

Yes, we have our Castilian Vinyl, which is better for embossing and stamping (if you would like a sample you may request it here)

### **What colours are available to choose from?**

Virtual colour proofs are available. However, colours shown may not be an accurate depiction of CGG standard imprint colours. For more information, please refer to our Colour Sample Sheet.

## ORDER PROCESSING

### **How do I get started on a project?**

The best way to get started is to reach out to us through our contact us page or via telephone: 1.800.463.6477

### **What is information is needed to process the order?**

All orders are required to have complete order information, purchase order number, full billing, shipping address, CGG design, printing part numbers, pricing and colours.

Options and upgrades must also be outlined.

### **What is the average lead-time?**

CGG will provide an estimated production timeline (usually 4 to 6 weeks). However, all orders require a signed approval of any or all artwork and measurements before productions may begin.

What is the minimum order for all the products?

Most products start at a minimum of 500. There are some exceptions on projects please give use a call or email to discuss further

### **Are changes possible after order is packed?**

No, any changes to an order once packed, labeled and/or invoiced will incur a \$25.00 service fee, no exceptions.

### **Can I repeat my order?**

Yes, you may repeat your order. Please send a sample layout of the pervious product along with the invoice number with the date so we can duplicate it.

### **What happens if there is spelling or an error on the order?**

CGG Vinyl is not responsible for vagueness or spelling errors on orders. Please proofread all orders carefully before submitting. The distributors are responsible for providing correct pricing on all orders.

### **Can I keep the die that was made for my order?**

All dies remain the property of CGG Vinyl.

### **Could you correct or cancel an order?**

Charges will be made for dies, materials and labour incurred up to the date of cancellation or changes

### **How accurate is the quantity of the product order?**

The purchaser agrees to accept either overage or shortage not in excess of five percent to be charged pro-rate.

### **How do I get a status update on my order?**

You may call or email us and we will ensure you are updated on your project as it enters each stage of production.

### **Can you sign an NDA?**

Yes, we'll happily accommodate your privacy requirements.



## PRICING

### **What type of payment do you accept?**

We accept MasterCard, VISA, E-transfer and Certified Cheques.

### **What is a Film Charge?**

In order for the artwork to be transferred to the product, there is a \$35.00 charge for the artwork (cover and spine per colour).

Adding a back cover will cost \$75.00 (cover, spine and back per colour).

### **What are the fees for original artwork, revision and/or alterations?**

There is an \$85.00 per hour charge to create original graphics or artwork; the same applies to any revisions and alternations.

### **When would the balance be due?**

If you are a new customer, a 50% deposit fee is required; the remaining amount is due at the time of shipping.

### **Is tax included in the price list?**

Prices do not include taxes or freight.

### **Are changes possible after an invoice is issued?**

Any changes made after an invoice (ie. Shipping address, method of shipping) are subject to \$75.00 handling fee.



## SHIPPING & HANDLING

### **Do you provide the shipping company?**

CGG vinyl has partnerships with a variety of freight companies and we are happy to make a recommendation or set up the shipment for you.

*\*Please indicate if a truck with a tailgate is required or loading dock is available.*

### **Can I use my own shipping company?**

Yes, other means of transportation are welcome at the expense of the customer.

*\*Please indicate if a truck with a tailgate is required or loading dock is available.*

### **Can you ship outside of Canada?**

Yes, we can arrange shipping or work with shipping arrangements made by the customer to ship outside of Canada.

### **Is there a rush order option?**

Rush orders are possible at an additional cost of \$100; this will require both approval and confirmation by the production manager.

### **How much do you charge for shipping?**

Shipping rates are determined by our freight provider and may change. CGG Vinyl has no influence on the cost of shipping but will ensure your product is packed efficiently for safe transit and minimal shipping cost.

### **Is shipping and handling included in the cost?**

Shipping and handling is an additional cost.

### **What happens if my goods are damaged?**

If CGG Vinyl chooses the shipping method, we must be notified within 10 business days of any damaged good. All returned goods will be inspected by CGG and credit will be issued. If the customer chooses the shipping method, then all shipping claims must be addressed directly with the Transport Company.

### **Is insurance on shipped goods a requirement?**

Insurance is recommended on all shipments. CGG vinyl will not be responsible for any damaged or lost shipments if insurance has not been requested.

### **Can shipments be delivered directly to the customer?**

Yes, we can ship directly to the customer at no additional cost; multiple shipments to customers will be charged an additional \$20 per location.

### **Can goods be shipped in the winter?**

In winter months, all vinyl products must be stored and brought to room temperature before handling. Heated transport is recommended during the winter, CGG is not responsible if non-heated transportation is chosen.



## COMPANY FAQ

**Where are you located?**

Our office and our mailing address is at 205 Norseman Street. Toronto, Ontario Canada.

**How do I get in contact with someone?**

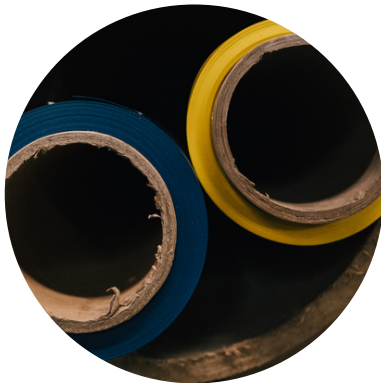
You may call us at 1.800.463.6477 or email us here.

**How long have you been in business?**

The company has been in business for 4 generations since 1873. You can learn more about the company in our about page.

**Are you hiring?**

CGG Vinyl is growing and we are always open to getting to know talents interested in joining our team. If you are passionate about packaging, have great attention to detail, and bring an ownership mindset to the team, please reach out to us.



## BINDER STYLE OPTIONS

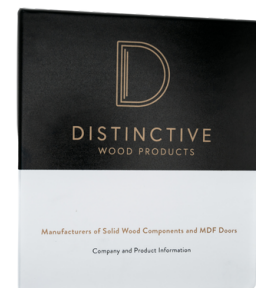
There are various ways to customize a binder. It can be personalized with a logo and design through screen printing, entrapment method, or full-colour process printing directly onto vinyl. Additionally, it can be decorated with foil stamping or de-bossing techniques, or by printing on sheets that can be inserted into clear view vinyl binders.



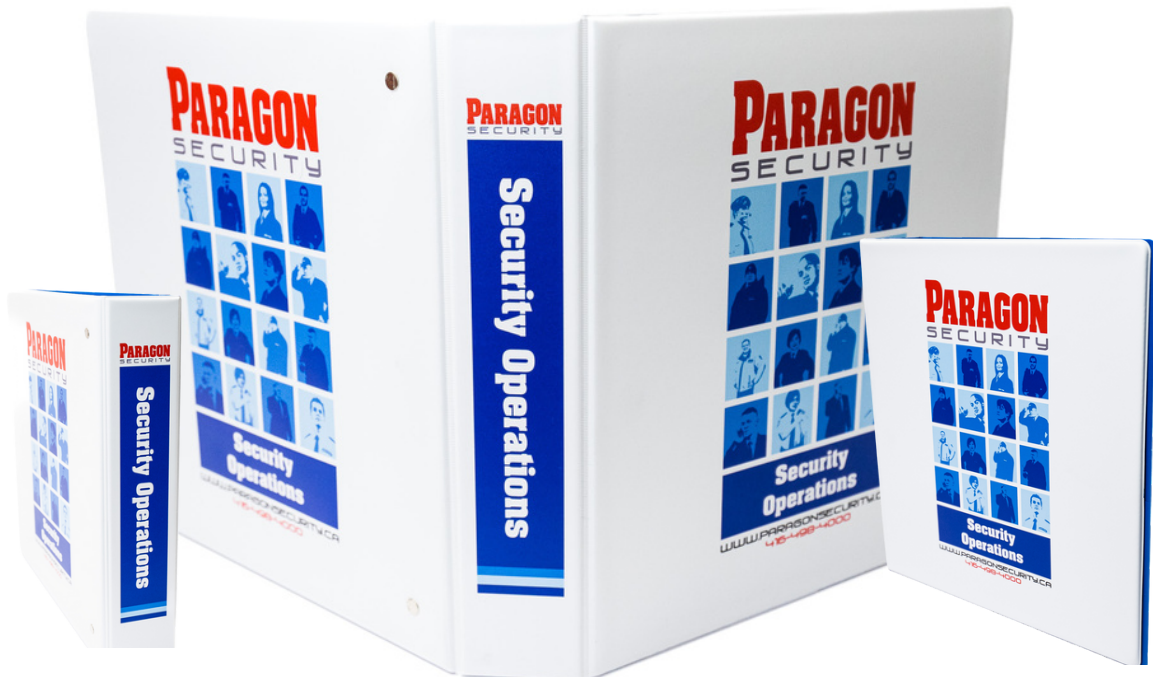
## SILKSCREEN BINDER

Silkscreening is a visually striking art form that enables an endless range of colours to be used. Complex, multicoloured images can be created using halftones and designed to extend beyond the edges for an artistic effect. Silkscreening binders are materials that are used to hold together the pigments in the ink used during the silkscreening process, creating a durable and long-lasting image on the chosen surface.

- Design can be printed in 1, 2, 3 or more colours
- Printing: Front, spine, and/or back cover, and inside







## FULL COLOUR PRINT BINDER

A full colour print binder created with CMYK (Cyan, Yellow, Magenta, and Key/Black) is a visually stunning piece of organizational material. With the ability to print in a wide range of colours, including shades and tones, CMYK ensures that the final product is vibrant and true-to-life. Each of the four colours is printed in a separate pass, with the colours blending together to create a full spectrum of hues. This printing process results in high-quality images, text, and graphics with crisp details and sharp edges. Whether used for professional presentations or personal use, a CMYK printed binder is an excellent way to make a lasting impression while keeping your documents organized.

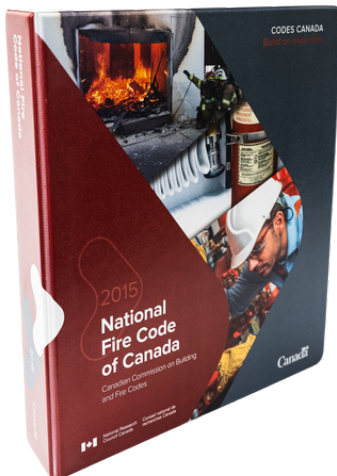




## TRAP-SHEET BINDER

Trap-sheet insert binders feature a clear overlay on the front, back, and/or spine that permits the insertion of a printed sheet, which can be securely "trapped" with your printed insert. This technique creates a visually striking effect and can be utilized with various risers and vinyl binders. The insert, which provides a high visual impact, is perfect for presentations, proposals, or other professional and personal documents. With Trap-sheet insert binders, a customized cover page can be easily added to create an impressive and memorable first impression.

**\*Customer is responsible for providing trap sheet inserts\***







## HOT FOIL STAMP BINDER

Hot foil stamping is a cost-effective and durable technique for embellishing vinyl products. It involves heating an engraved metal die onto pigmented foil, resulting in a visually appealing imprint that is long-lasting. This method is particularly popular for creating metallic gold and silver accents. When used on vinyl binders, hot foil stamping can enhance their aesthetic appeal and make them stand out. The process creates a raised, three-dimensional effect that adds texture and depth to the design, making it even more eye-catching. This approach is an excellent choice for businesses or individuals who desire a high-quality, long-lasting, and visually appealing way to personalize their vinyl binders.





## EMBOSSING/DE-BOSSING BINDER

Embossed or de-bossed binders are an elegant and understated way to personalize your organizational materials. By adding a three-dimensional effect to the design, it creates an element that is both visually and physically engaging. The final result is a sophisticated and timeless look that is perfect for professional presentations or personal use. To achieve a subtle but visually appealing effect, embossing or debossing can be utilized. Embossing involves compressing the background so that the image appears to be raised, while debossing creates an indentation in the vinyl to depress the image. The most impactful outcome is achieved when using expanded vinyls such as Castilian and Diablo. Whether you are seeking to enhance the aesthetics of your vinyl binder, or to make a lasting impression, embossing or debossing can be an excellent option to consider.





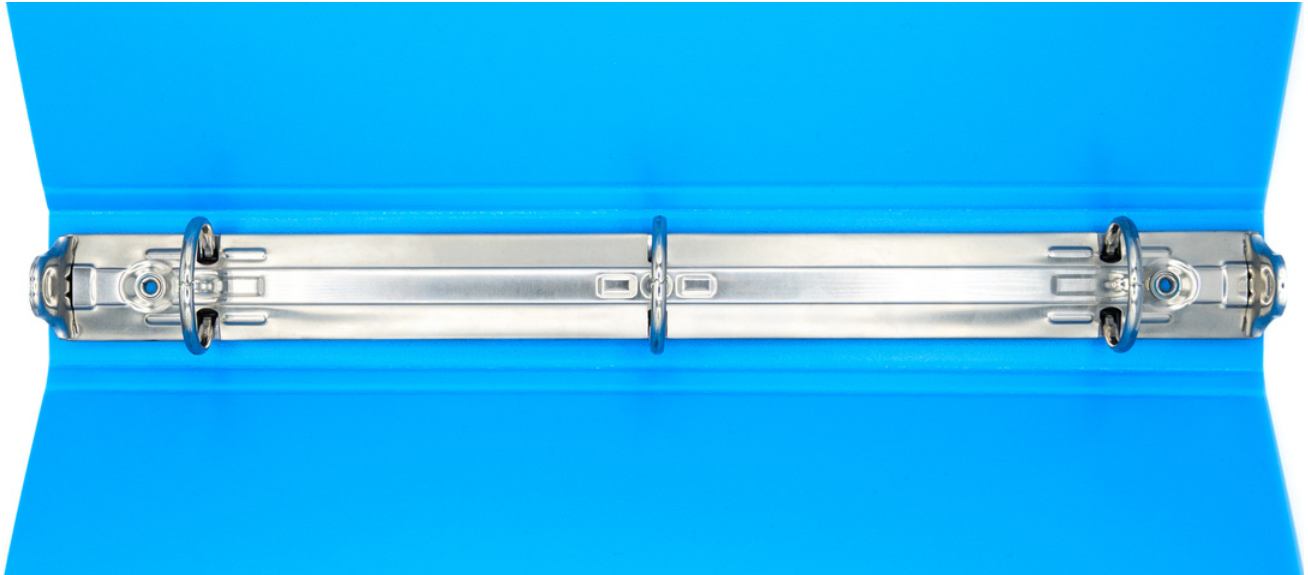


## INLAYING BINDERS

Inlaying is a distinctive printing technique that allows your logo and/or design to be melted into the vinyl. This process creates a seamless and durable imprint that won't fade or peel over time. Inlaying is an excellent option for those who want a clean and polished look for their vinyl binders.

The inlaying print method involves using a heated die to embed the design directly into the vinyl. The melted vinyl fills the engraved spaces, creating a permanent and vivid image that is part of the binder itself. This method produces a raised effect that adds depth and texture to the design. Inlaying is an ideal choice for those who want their logo or design to be the centerpiece of their vinyl binder. It is also a popular choice for businesses or organizations that want to create a high-quality, custom look for their marketing materials or presentations.





## BINDER SIZES

There are a variety of sizes to choose from the most popular being:

- ½"
- ¾"
- 1"
- 1 ½"
- 2"
- 2 ½"
- 3"
- 3 ½"
- 4"

## SHEET SIZES

**Size of the sheet of paper that your binder will hold**

- 8.5" x 11"
- 8.5" x 5.5"
- 9.5" x 6"
- Our standard size binders allow for an additional ½" index tab
- *If your sheet size isn't listed, we can still build a binder to hold your special size*

## RING SIZES



We can install almost any ring metal into vinyl binders including round rings, D-rings and Angle-D rings.

- Standard 3-Ring
- 2-Ring
- 4-Ring
- 6-Ring
- 7-Ring

*...and more*

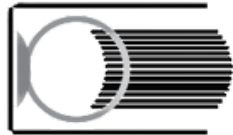






## BINDER RING CAPACITY (PAPER) MAX

### RING SIZE



#### ROUND RING

#### ANGLE D-RING

#### D-RING

5/8"

40

X

X

3/4"

70

X

X

1"

120

200

200

1 1/2"

220

300

300

2"

300

400

400

2 1/2"

X

500

500

3"

X

600

600

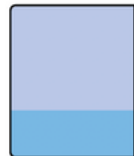
\*For Standard Paper



## POCKETS DIAGRAM

You have the flexibility to choose from a range of pocket options for your binder, which can be placed either inside or outside. Some of the popular pocket options include half pockets, holders for business cards, label holders, and many others. These pockets can help keep your documents organized and easily accessible, making them an essential feature of any high-quality binder.

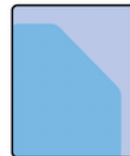
**Internal Pockets (Opaque or Clear)** - not available for polyethylene (contact sales dept. for pricing)



A1-Horizontal Front and/or Back Covers



A2-Vertical



A3-Shaped Slash Pocket



A4-Clear Island Business Card Pocket



Corner Business Card Pocket

**External Pockets (Clear) & Custom Features** - not available for polyethylene (contact sales dept. for pricing)



B1-Clear Overlay Front Cover & Spine for Insertion of Printed Sheet



B2-Full Spine Pocket



B3-Spine Pocket



B4-Spine Pocket

## PADDING

Foam padded board is a great material choice for creating panels that offer a cushioned and luxurious feel to your binder. This type of board can be cut and shaped to fit the exact dimensions of your binder panels, providing a customized and snug fit. The foam padding helps protect the contents of your binder and also gives it a professional and high-quality appearance. With a wide range of colours and textures available, foam padded board can be used to create a binder that perfectly complements your personal or professional style.

## COLOUR FINISHES

When it comes to designing your binder, you'll have plenty of options to choose from. We offer a range of standard colours and finishes, so you're sure to find the perfect match for your personal or professional style. And if you're looking for a leather-like texture, we recommend upgrading from our basic Swade material to our Castilian vinyl. This upgraded vinyl not only offers a plush feel but also has a leather-like appearance that exudes elegance and sophistication. It's perfect for adding foil stamping or de-bossing to showcase your logo or branding. Additionally, screen printing is also an option for customizing your binder with vibrant and colourful designs.



## STANDARD INK COLORS



**Lemon Yellow 132**



**Peacock Blue 154**



**Orange 122**



**Yellow 134**



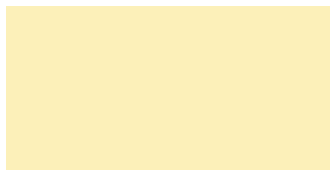
**Reflex Blue**



**Vermillion 124**



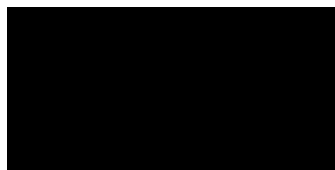
**Dark Green 146**



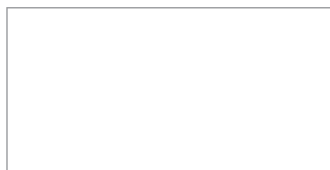
**Beige**



**Fire Red**



**Black**



**White**



**Silver**



**Grey**



**Magenta 166**



**Gold**



**Cool Grey**

These colour swatches should be used as a guide, mail or phone CGG Vinyl for actual sample swatch of ink colours.

***Pantone colour match available at additional cost.***



# VINYL COLOURS *(more colours available)*

## Swade Vinyl

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White - 01



Black - 02



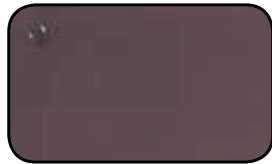
Navy - 03



Forest Green - 04



Royal Blue - 07



Burgundy - 08



Grey - 09



Charcoal - 16



Fair Blue - 06



Red - 05



Dark Green - 10

## Premium Swade Vinyl

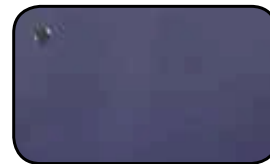
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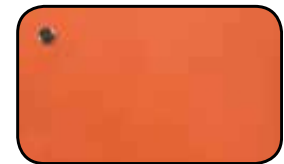
Silver - 13



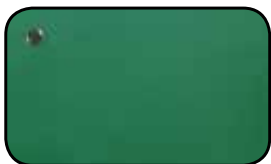
Yellow - 15



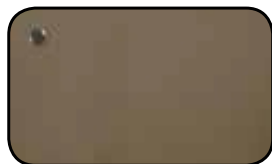
Purple - 30



Orange - 20



Kelly Green - 26



Deep Brown - 34

## Castilian Vinyl - Look of Leather

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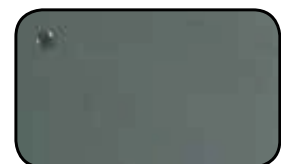
Black - 02



Navy - 03



Burgundy - 08



Charcoal - 16



## IMPRINT OPTIONS SUMMARY

### Silk Screening

The eye-catching fine art of silk screening allows unlimited colour selection. Multi-coloured graphics can utilize halftones and be artistically designed to bleed off the edges.

### Hot Foil Stamping

Hot foil stamping is an economical and long lasting method of decorating vinyl products. An engraved metal die is heated on to pigmented foil. A popular choice for metallic gold and silver imprints.

### Debossing/ Embossing

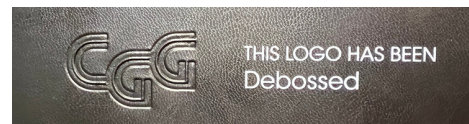
Embossing or debossing is used for a subtle effect. Embossing is the process of compressing the background so that the image appears to be raised. Debossing is achieved by depressing the image into the vinyl. The most dramatic effect is achieved on expanded vinyls such as Castilian and Diablo.

### Full Colour Printing

Full colour printing is a digital method where all ink colours in your design are printed at the same time. This allows for full colour matching, and a wider range of colour blending abilities on custom stickers printed with this method.

### Inlaying

Inlaying is a unique printing method which allows your logo and/or design to be melted into the vinyl.



## CGG Vinyl Specialties has got you covered

Our team of experts is dedicated to delivering high-quality, custom vinyl products that are tailored to your specific needs and preferences.

From custom binders to vinyl organizers, we take pride in offering a wide range of options that allow you to unleash your creativity and make a lasting impression.



With competitive pricing and exceptional customer service, we are committed to ensuring that your experience with us is nothing short of exceptional.

***Contact us today to learn more about our products and services, and let us help you bring your vinyl vision to life.***

Get in Touch with Us



**@cggvinyl**



**cggvinyl.com**



**info@cggvinyl.com**



**1-800-463-6477**

*From small to large, simple to complex, we can create it all with our custom vinyl manufacturing services!*

***Let us bring your vision to life.***