

NOTABLE NAPKINS

Top 10 Dos and Don'ts

1. Please **DO** be aware that napkins come in three sizes – guest towel (4.5x8”), cocktail (5x5”), and luncheon (7x7”).
2. Please **DO** note that napkins can only be foil stamped! We cannot letterpress on them as letterpress uses transparent ink that doesn't show up well on the napkin material. That said, we can print in a matte foil to mimic the look of letterpress or digital printing.
3. Please **DO** feel free to order one of the cocktail or guest towel lucite trays along with the napkins. There is a box on the order form you can check if your customer would like one. Unfortunately we don't have a tray for the luncheon-sized napkins.
4. Please **DON'T** order the napkins with a bleed. We need to keep 1” of blank space along the edges of the napkin for the press to grip it as they are printed.
5. Please **DO** send custom artwork if you'd like us to use it! We ask that everything be print-ready, and submitted as a vector, ideally as an illustrator file or an editable PDF. Not sure if the artwork you have is usable? We're always happy to take a look! Just email it over to proofs@hautepapier.com and we'll get right back to you! Please note that if the artwork is too large to fit within the printable area (see #4!) we'll proof it as large as we can.
6. Please **DO** call us if you need your order to be expedited; standard turnaround time from proof approval is 10 to 14 business days but a rush options are sometimes available. It's important to note that once an order has been approved it cannot be expedited. The decision to rush an order must happen before or at the time of approval.
7. Please **DO** fill out the order form completely before sending it in. It will help us get the order proofed quickly and correctly (thereby getting it to your customer lickety split!) We'll have to track down the missing information before going to proofing, which can really slow the proofing process down.
8. Please **DON'T** order the napkins with printing on both sides. Foiling on napkins can only be done on one side.
9. Please **DON'T** order more than one color printing on a napkin. We can only print with one foil color on the napkin.
10. Please **DON'T** ever hesitate to call us with questions! It's what we're here for! Our phone number is 866.740.4222.