

CUSTOM COASTERS

Top 10 Dos and Don'ts

1. Please **DO** be aware that the coasters only come in the two shapes shown – circle and square.
2. Please **DO** note that the stock your sample coasters are printed on is the only stock available. It is recycled chipboard and we love it because it's so thick and absorbent that unless the coaster is really getting soaked, it is usable numerous times.
3. Please **DO** feel free to order one of the lucite trays along with the coasters! There is a box on the order form you can check if your customer would like one.
4. Please **DO** send custom artwork if you'd like us to use it! We ask that everything be print-ready, ideally in vector format. 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!
5. Please **DO** order double-sided coasters, but be aware they *must* be square! When we go to print the second side, we can line the square coasters up on the press so the two sides print back to back (this isn't possible with round coasters).
6. Please **DO** order two colors on one coaster if you'd like. Again, if you want to do this, the coaster *must* be square. We can't line up round coasters so printing the second color in the right place is impossible!
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 coasters with a bleed. We need to keep ½" of blank space along the edges of the coaster so that the press can grip it for printing.
9. Please **DON'T** order envelopes to match the coasters – we don't have a size that fits! That said, the coasters measure 3x3" if you want to source envelopes independently!
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.