

**Post-it® Notes, Die-Cut Notes, Recycled Paper Notes, Executive Style Notes, Angle Note Pads and Notes Cubes (pages 3, 6–15, 18–21, 36)**

**Assortability:**  
Not Available.

**Backsheet Printing Charges:**

Backsheet = Liner of pad or cube.  
Standard backsheets are supplied on **ALL** pads and cubes.  
For custom printed single or multiple backsheets, call for availability and quote.

**Bleeds:**

- **Notes:** No bleeds on quantities less than 500. No bleeds on 2" x 3" and 2-3/4" x 3" sizes. Restrictions apply for copy and design bleeds. Call for approval and quote.
- **Value Priced Program:** Restrictions may apply on bleeds. Call for charges and details.
- **Notes Cubes:**
  - Cube Sheets: No bleeds.
  - Cube Sides: Restrictions apply for copy and design bleeds. Call for approval and quote.

**Colors for Angle Note Standard Designs:**

Standard art requires 2-color printing. Colors for each design are listed below. Additional colors will increase cost.

- **Art 1—Marble:** PMS 149 and Black
- **Art 2—Dollar Bills:** PMS 7479 and Black
- **Art 3—Pennies:** PMS 7507 and PMS 483
- **Art 4—EKG:** PMS 347 and Black
- **Art 5—Writing:** PMS 325 and Black
- **Art 6—Blocks:** PMS 149 and Black
- **Art 7—Stethoscope:** PMS 297 and Black

**Copy Change Charges:**

- **Notes, Executive Style Notes, Die-Cut Notes, Angle Note Pads, Super Sticky:** \$25.00 (G) per copy change—catalog quantities only. **NOTE:** 2 color printing changes in copy allowed with only one of the two colors selected. Copy change location and color must remain the same.
  - Minimum copy change quantity = 500
  - Minimum order quantity = 1000
- **Value Priced Program:** \$25.00 (G) per copy change—orders must be placed in increments of 50 pads per copy. Minimum total order quantity is 500.
- **Notes Cubes:** Call for quote.

**Die Charges:**

- **Standard Die-Cut Shape Pricing:** No additional die or set-up charge when using standard shapes. Not available for quantities under 500. For sheet counts or quantities not shown — call for quote. Visit [www.3M.com/ndl](http://www.3M.com/ndl) for complete list of standard shapes.
- **Custom Die-Cut Shapes:** Call for quote.
- **Value Priced Program:** Not Available.
- **Notes Cubes:** Not Available.

**Imprint Area:**

Visit [www.3M.com/templates](http://www.3M.com/templates) for printing specifications.

**Ink Charges:**

- **PMS Inks:** No additional charge except fluorescent, special mix and metallic: **\$285.00 (G)** per color. PMS Inks not available for Value Priced Program or 4-color process printing (PMS Inks will be converted to closest possible 4-color process match. Exact match cannot be guaranteed).

**Ink Colors:**

- **Popular Standard Inks for Notes, Die-Cut Notes, Angle Note Pads, Super Sticky and Notes Cubes:**

|                  |                |
|------------------|----------------|
| Black            | Green/PMS 347  |
| Blue/PMS 300     | Purple/PMS 527 |
| Brown/PMS 168    | Red/PMS 185    |
| Burgundy/PMS 215 | Teal/PMS 320   |

**NOTE:** PMS number listed next to Standard Color is a very close representation of standard color. Exact match cannot be guaranteed. Not all colors provide high contrast on all products. 4-color process available—call for quote.
- **Popular Standard Inks for Executive Style Notes:**

|              |                  |
|--------------|------------------|
| Black        | Brown/PMS 168    |
| Blue/PMS 300 | Burgundy/PMS 215 |
- **Popular Standard Inks for Value Priced Program:** All PMS inks will be converted to the closest possible 4-color process match. Exact color match cannot be guaranteed. If color match is critical, we suggest using our Exact Color Match offering with true spot color printing. No fluorescent, special mix or metallic inks.

**Standard 4-Color Process Colors:**

|       |                 |              |
|-------|-----------------|--------------|
| Green | Deep Green      | Forest Green |
| Blue  | Royal Blue      | Navy Blue    |
| Red   | Candy Apple Red | Deep Red     |
| Teal  | Purple          | Orange       |
| Brown | Burgundy        | Cool Gray    |
| Black | Yellow          | Cyan         |
|       |                 | Magenta      |

- **Second Color:** Means two (2) ink colors on one side of sheet or one (1) ink color on each side of sheet.
- **Ink Coverage in Adhesive Area:**
  - **Notes, Die-Cut Notes and Angle Note Pads:** 100% solid copy in the adhesive area is not recommended.
  - **Super Sticky:** No imprint in adhesive area.
  - **Notes Cubes:** 100% solid copy in the adhesive area is not recommended on cube sheets. Ink color on adhesive side of cube may vary slightly from the other sides. 4-color process available—call for quote.
- **Ink Tints:** Available in 5%, 10% or 40%. Screened imprint images not available for Executive Style Notes. **NOTE:** "Phantom" or "shadow" printing should be limited to 5% tint, but consideration should be given as to writeability over image printed.

**Minimum Order:**

- **Notes:**

|   |     |
|---|-----|
| 2" x 3", 2-3/4" x 3", 3" x 3", 3" x 4", | 500 |
| 3" x 5", 4" x 4", 4" x 6":              | 500 |
- **Super Sticky Notes:** 500
- **Executive Style Notes:** 500
- **Value Priced Program:**

|                               |     |
|-------------------------------|-----|
| 2-3/4" x 3", 3" x 4", 4" x 6" | 500 |
|-------------------------------|-----|

Note: Orders must be placed in increments of 500 or 1000 qty.
- **Angle Note Pads:** 500
- **Die-Cut Notes (Standard Shapes):** 500
- **Notes Slim Cubes:** 125
- **Notes Cubes:** For Notes Cubes, minimum quantities vary depending on imprint options:
 

|   |         |
|---|---------|
| 1 or 2 colors: same 1 design all sides:   | 100/250 |
| 1 color: 2 or more different side designs:  | 500     |
| 2 colors: 2 different designs:  | 250     |
| 3–4 colors: same 1 design all sides:  | 250/500 |
| 4 different designs, each side a different 1 color:                                   | 500     |
| 4-color process: 4 different designs, each side a different design (where available): | 250     |

**Packaging Charges and Requirements:**

- **Case Quantity/Weights:** See individual product pages.
- **Die-Cut Notes:** Shipped bulk—call for specifications.
- **Special wrapping or packaging:** Call for quote and availability.
- **Special packaging requirements:** Any special packaging requirements must accompany the order to ensure that an accurate delivery schedule can be established. Inserts or labels must arrive at the factory within **three (3)** working days of a complete order/proof approval, or the delivery schedule will be affected.

**Pallets for Notes Cubes:**

- Call for delivery schedule.
- **Small 2-3/4" x 2-3/4" Mini-Pallet** (fits C345, C690, C2100, N400): **Add 99¢ (G)** for all quantities.
  - **Medium 3-3/8" x 3-3/8" Mini-Pallet** (fits C900, C450, C3100): **Add 99¢ (G)** for all quantities.
  - **Large 4" x 4" Mini-Pallet** (fits C525, C262): **Add 99¢ (G)** for all quantities.

**Paper Change Charges:**

- Copy and ink must remain the same, call for quote.
- Minimum per Change — 500 quantity
  - Minimum per Order — 1000 quantity
  - Not available for Super Sticky and Value Priced Program.

**Paper Colors and Charges:**

- All paper colors are uncoated stock.
- Standard Paper Colors:**
- **Notes, Angle Note Pads and Die-Cut Notes**

|               |            |
|---------------|------------|
| Sky Blue      | Cream      |
| Spring Green  | Light Gray |
| Carnation     | White      |
| Canary Yellow |            |
  - **Executive Style Notes:** White paper strongly recommended with one of the following printed backgrounds: Linen, Granite or Parchment.
  - **Super Sticky:** White paper only.
  - **Value Priced Program:** White paper only.
  - **Notes Cubes:**
    - White paper only for 4-color process printing for all quantities.
    - **C345, C690, C262, C525**  
250–499 quantity: White Paper only  
500–4999 quantity: Sky Blue, Cream, Spring Green, Light Gray, Carnation, White, Canary Yellow.
    - **CM218, C450, C900, C2100, C3100:** White paper only, all quantities.
    - **N400:** 5 colors per cube: Ultra Yellow, Neon Orange, Neon Pink, Peach Azalea and Neon Lime.
    - **Solid Neon/Ultra Notes Cubes:** Add 15% upcharge to base price.
  - **Recycled Paper: 10% Upcharge,** Canary Yellow, White or Spring Green paper only. Meets Federal requirements for recycled content.
  - **Neon/Ultra Papers: 15% Upcharge:** Ultra Yellow Neon Pink Neon Orange Peach Azalea Neon Lime Ultra Grape  
**NOTE:** It is highly recommended that black ink be used on neon and ultra papers.

**Plates, Screens and Set-up Charges:**

**No charge except:** Two-sided printing on notes. (Custom printing on both sides of the Post-it® Note sheet.) Two sets of camera-ready art necessary. A different ink color may be used on each side. All copy and art on the backside of the sheet must be a minimum of 1"-1-3/4" (call for details) from the edge of the paper where the adhesive is applied. **\$145.00 (G)** set-up plus 2 color price applies. Call for quote if more than 1 color per side.

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**As Always...**

- ✓ Free PMS inks\*
- ✓ Free Set-up on Notes and Note Cube Sheets/Sides
- ✓ Free Screens
- ✓ Free Ruled Lines (upon request)
- ✓ Free Virtual Samples
- ✓ Free Typesetting

\*No charge for PMS inks except fluorescent, special mix and metallic. (see page 40)

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**Production Time:**

- **Notes:** Fewer than 10,000 pads— Normal production time is **seven (7)** working days after receipt of complete order or after approval of proof. **Five (5) working day option on 500–2499 quantity:** Standard White paper only. Standard inks only: Black, Blue, Brown, Burgundy, Green, Teal, Purple or Red. Add 15% for heavy ink coverage. Restrictions on bleeds may apply, call for charges and details. Die-cuts, copy change, custom backsheets, backside imprint, Super Sticky and alternating designs are not available.
- **Value Priced Program:** Normal production time is **five (5)** working days after receipt of complete order or after approval of proof. **Special 72-HOUR** production time after receipt of complete order or after approval of proof is available for PD34P-25 note size only at catalog quantities.
- **Die-Cut Notes:** Fewer than 10,000 pads — Normal production time is **seven (7)** working days after receipt of complete order or after approval of proof.
- **Super Sticky Notes:** Fewer than 10,000 pads — Normal production time is **seven (7)** working days after receipt of complete order or after approval of proof.
- **Executive Style Notes:** Fewer than 10,000 pads— Normal production time is **seven (7)** working days after receipt of complete order or after approval of proof.
- **Recycled Paper Notes:** Fewer than 10,000 pads— Normal production time is **seven (7)** working days after receipt of complete order or after approval of proof.
- **Angle Note Pads:** Normal production time is **ten (10)** working days after receipt of complete order or after approval of proof.

- **Notes Cubes:** Normal production time is **seven (7)** working days after receipt of complete order or after approval of proof. Add **five (5)** working days to production time for sheet printing. **Five (5) working day option** (all cube sizes): Side print only, White paper only. Catalog quantities only. **Special 48-HOUR** production time after receipt of complete order or after approval of proof is available on 100–499 quantity of C345 and C690 cube sizes only, 1 or 2 color side printing (same 1 design all sides), White paper only, no sheet imprint.

**Proof Charges:**

Available on request with order. When a proof is requested, additional production time may be necessary. Call for confirmation of final delivery schedule.

- **E-Proof: \$8.00 (G).** Allow **three (3)** working days.
- **Black and White Faxed Proof: \$8.00 (G).**

**Press Production:**

To assure customer satisfaction, we recommend a product proof for all 4-color process orders to ensure color expectations. This process takes **five (5)** working days to produce — for pricing, call for quote. Otherwise, provide a high quality color print of which is an accurate representation of the color expectations.

- **Notes, Recycled Paper, Super Sticky: \$145.00 (G)** 1 or 2 color, standard or PMS ink. **Add \$140.00 (G) for Die-cut Notes. Add \$70.00 (G) for Angle Notes.** All others, call for quote. Color separations extra.
- **Executive Style Notes: \$145.00 (G)** Stock background + 1 additional standard color or PMS ink.
- **Notes Cubes: \$62.50 (G)** Actual side printed cube, 1 color, 1 design, standard or special ink. All others, call for quote. **NOTE:** For cubes with sheet printed proofs, see proofs on notes for charges.

**Prototypes:**

Refer to Speculative Samples on page 40.

**Registration:**

“Wrap around” registration; color and copy registration is accurate within 1/32” side printed only. This applies when design or copy wraps around notes cube edges.

**Restrictions:**

- **Notes:**
  - No bleeds on 2" x 3" and 2-3/4" x 3" pads (or smaller).
- **Super Sticky Notes:**
  - White paper only.
  - No imprint in adhesive area.
- **Executive Style Notes:**
  - Super Sticky not available.
  - Screened imprint images are not available.
  - Standard Green, Teal, Red and Purple inks not available.
  - For best results use dark, solid imprint. Background may show through light colored imprint.
- **Value Priced Program:**
  - No PMS, fluorescent, special mix or metallic inks.
  - Restrictions may apply on bleeds, call for charges/details.
  - White paper only.
  - 3" x 4", 4" x 6" or 2-3/4" x 3" size only.
  - No die-cuts.
- **Notes Cubes:**
  - No bleeds on sheet printing.
  - White paper only on quantities under 500. (Excludes N400.)
  - White paper only on CM218, C450, C900, C2100 and C3100 all quantities.
  - No die-cut shapes. ■

**Post-it® Note Organizers, Mini-Sets with Covers, Lint Sheet Pocket Packs and Note Pad Covers (pages 26–27)**

**Assortability:**

Not Available.

**Colors for Standard Items:**

- **Personal Organizer Paks (OPNMP, OPNMF):**
  - **Cover:** White, card stock with protective coating.
  - **Notes:** Standard paper colors — 1" x 3" Neon Pink and 2" x 3" Neon Lime or 3" x 3" Canary Yellow.
  - **Flag colors:** Red, Orange, Yellow, Green and Blue.
- **Mini-Sets with Cover (OPCMP, OPCMF):**
  - **Cover:** White card stock with protective coating.
  - **Flag colors:** Red, Orange, Yellow, Green and Blue.
- **Note Pad Covers (PC34):**
  - **Cover:** White, card stock with protective coating.
  - **Notes:** 3" x 4" Standard White paper
- **Lint Sheets Pocket Pack (PCLS):**
  - **Cover:** Silver Satin or Beige Stripe design on card stock with protective coating.
  - **Lint Sheets:** White

**Copy Change:**

Not Available.

**Imprint Area:**

Visit [www.3M.com/templates](http://www.3M.com/templates) for printing specifications. No imprint on Executive Covers.

**Ink Charges:**

No additional charge except fluorescent, special mix and non-standard metallic: **\$285.00 (G)** per color for all quantities.

**Ink Colors:**

- **Standard Ink Colors for Color Match Printing:**

|                |                         |
|----------------|-------------------------|
| Black          | Yellow/Process Yellow   |
| Purple/PMS 527 | Green/PMS 347           |
| Blue/PMS 300   | Gold Metallic/PMS 872   |
| Red/PMS 185    | Silver Metallic/PMS 877 |
| Brown/PMS 168  | Burgundy/PMS 215        |
| Teal/PMS 320   |                         |

**NOTE:** PMS number listed next to Standard Color is a very close representation of standard color. Exact match cannot be guaranteed. Not all colors provide high contrast on all products. Yellow, Gold, Silver not standard for note printing. PMS inks are not available for digital printing. **NOTE:** Black ink is recommended for Neon/Ultra color papers.

**Less Than Minimum Charges:**

Call for quote.

**Minimum Order:**

- **Personal Organizer Paks:**
  - OPNMP-D, OPNMF-D: ..... 100
  - OPNMP-O, OPNMF-O: ..... 500
  - Custom Printed Notes: ..... 500
- **Mini-Sets with Cover:**
  - OPCMP-D, OPCMF-D: ..... 100
  - OPCMP-O, OPCMF-O: ..... 500
- **Note Pad Covers:**
  - PC34-D ..... 100
  - PC34-O ..... 500
  - Custom Printed Notes: ..... 500
- **Lint Sheets Pocket Pack (PCLS):** ..... 250

**Packaging Charges and Requirements:**

- **Case Quantity/Weights:** See individual product pages.
- **Personal Organizer Paks (OPNMP, OPNMF):**
  - Protective coating standard on cover.
  - 25 units per package.
  - Individually packaged in poly bag; Available at extra charge—see product price grid.
- **Mini-Sets with Cover (OPCMP, OPCMF):** Shrink-wrapped, 25 sets per pack. 10 packs (250 units) per case.
- **Note Pad Covers (PC34):**
  - Protective coating standard on cover.
  - Covers and pads are assembled and packaged.
- **Lint Sheets Pocket Pack (PCLS):**
  - Protective coating standard on cover.
  - Bulk Packaged.
- **Special shrink-wrapping or packaging:** Available at extra charge—call for quote. Any special packaging requirements must accompany the order to ensure that an accurate delivery schedule can be established. Inserts or labels must arrive at the factory within **three (3)** working days of a complete order/proof approval, or the delivery schedule will be affected.

**Production Time:**

- **Personal Organizer Paks:**
  - **OPNMP-D, OPNMF-D:** Normal production time is **five (5)** working days after receipt of complete order or after approval of proof. Add **five (5)** working days for sheet printing.
  - **OPNMP-O, OPNMF-O:** Normal production time is **eight (8)** working days after receipt of complete order or after approval of proof. Add **five (5)** working days for sheet printing.
- **Mini-Sets with Covers:**
  - **OPCMP-D, OPCMF-D:** Normal production time is **five (5)** working days after receipt of complete order or after approval of proof.
  - **OPCMP-O, OPCMF-O:** Normal production time is **eight (8)** working days after receipt of complete order or after approval of proof.
- **Note Pad Covers**
  - **PC34-D:** Normal production time is **five (5)** working days after receipt of complete order or after approval of proof. Add **five (5)** working days for sheet printing.
  - **PC34-O:** Normal production time is **eight (8)** working days after receipt of complete order or after approval of proof. Add **five (5)** working days for sheet printing.
- **Lint Sheets Pocket Pack (PCLS):** Normal production time is **five (5)** working days after receipt of complete order or after approval of proof.

**Proof Charges:**

Available on request with order. When a proof is requested, additional production time may be necessary. Call for confirmation of final delivery schedule.

- **E-Proof: \$8.00 (G).** Allow **three (3)** working days.
- **Black and White Faxed Proof: \$8.00 (G).**
- **Matchprint/Epson: \$210.00 (G).**

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