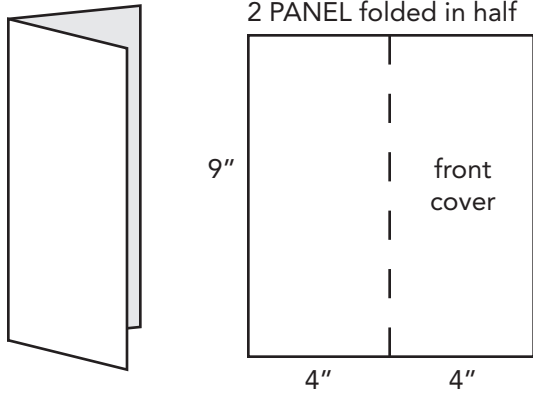


COMMON FOLDS & FOLDING ALLOWANCES - 4 X 9 LAYOUTS

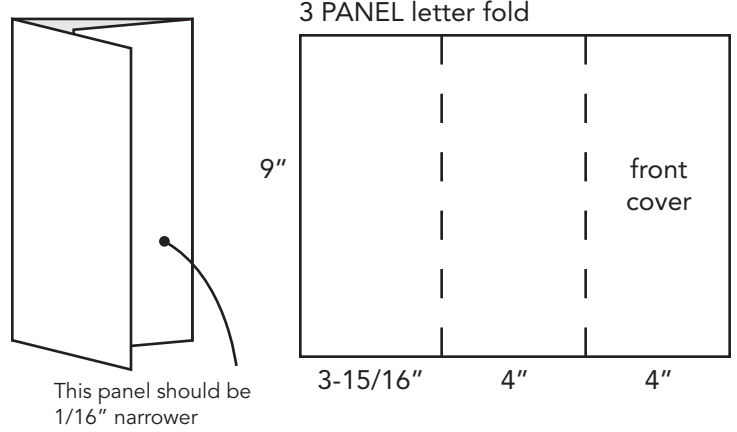
Single Fold

No allowance necessary



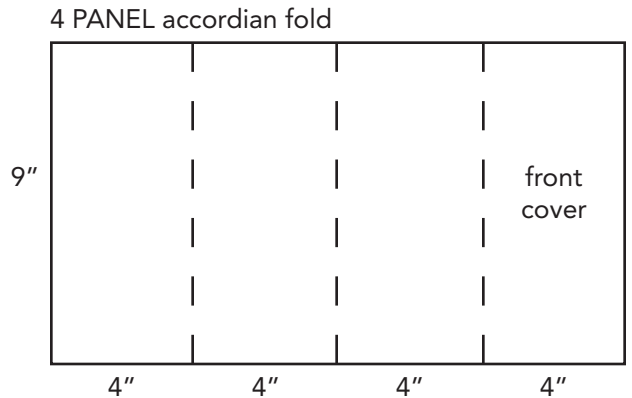
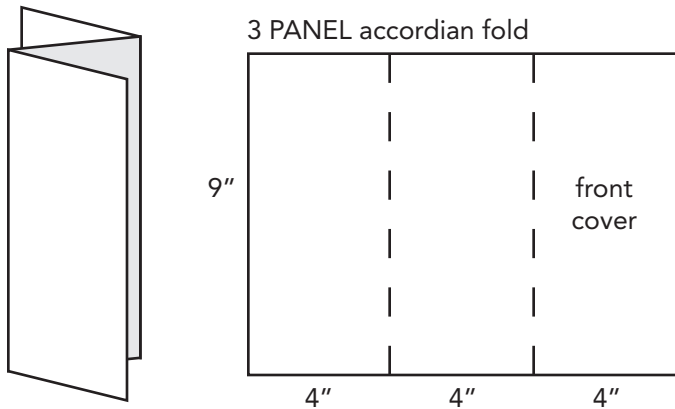
Letter Fold

Two outside panels: Full size. Inside panel: 1/16" narrower

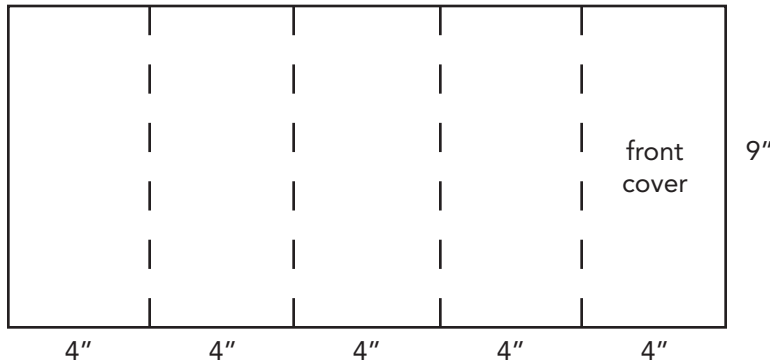


Accordion or Z-fold

No allowance necessary

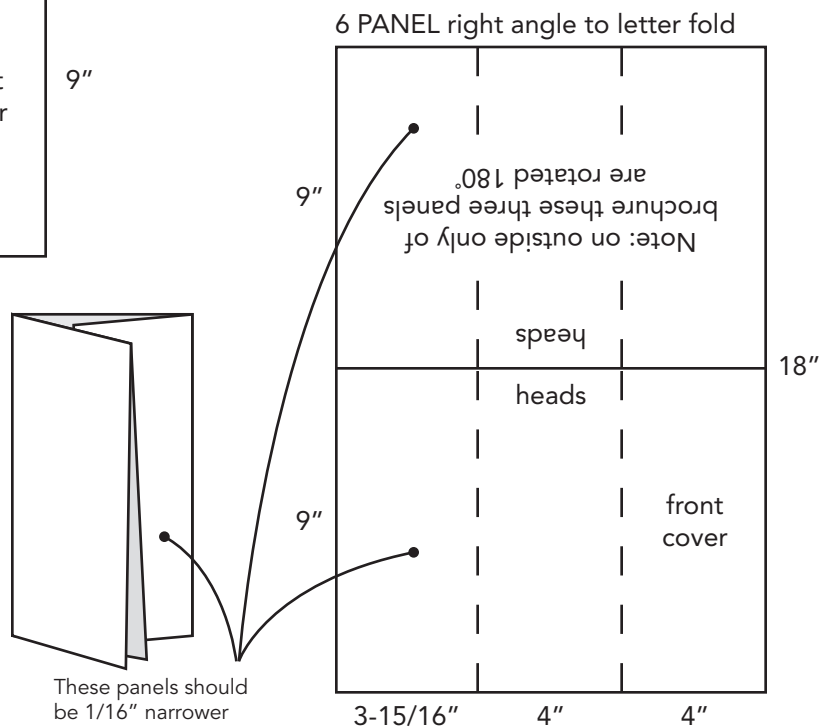


5 PANEL accordion fold



Right Angle to Letter Fold

No allowance necessary

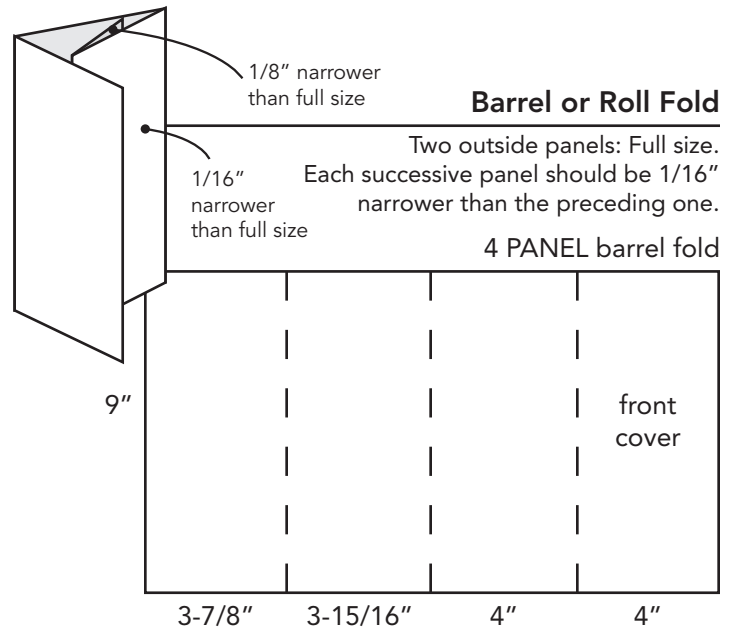
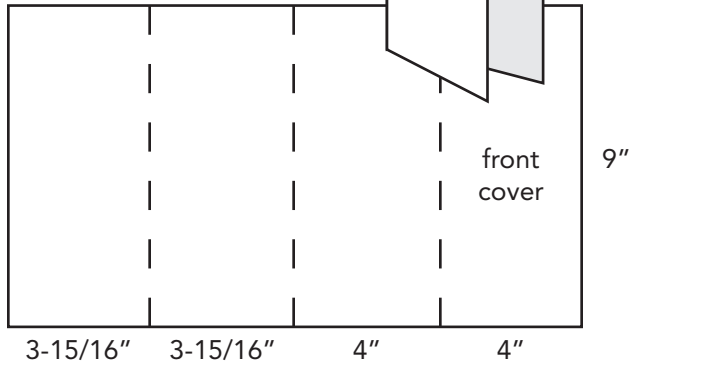


ALTERNATE FOLDS & FOLDING ALLOWANCES - 4 X 9 LAYOUTS

Double Parallel Fold

No allowance necessary

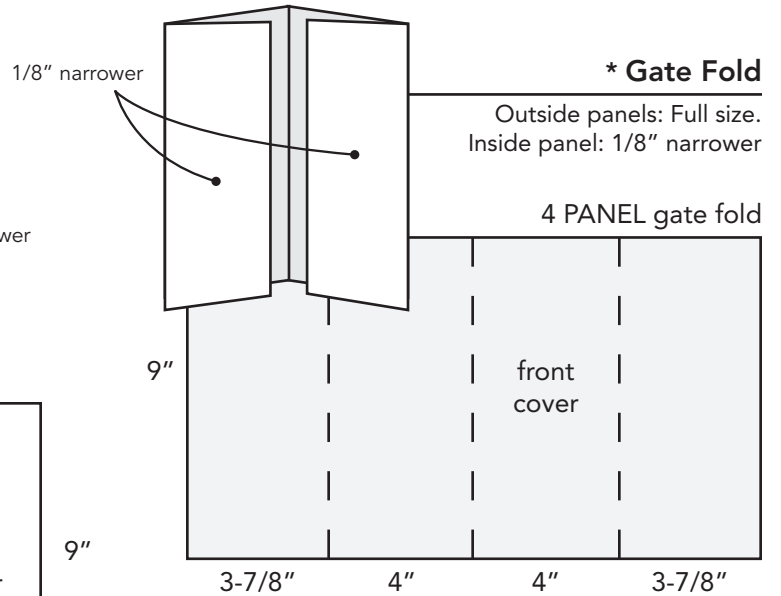
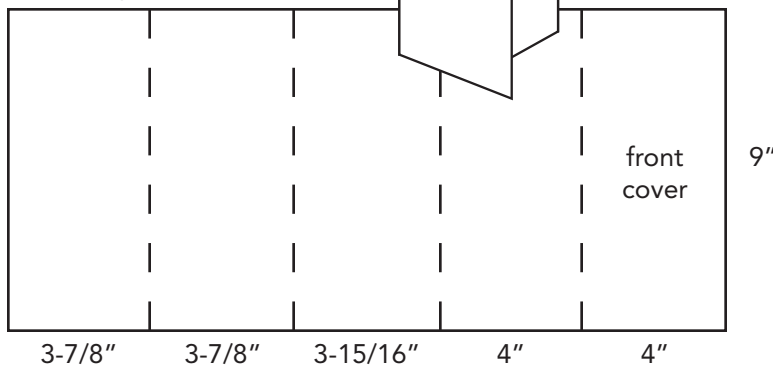
4 PANEL double parallel fold



5-Panel Parallel Fold

Two outside panels: Full size.
Middle panel: 1/16" narrower.
Two inside panels: 1/8" narrower than full size.

5 PANEL parallel fold



* These alternate folds are not covered by standard matrix pricing.

* 6 PANEL folded in half, then letter fold

