



# PRODUCT GUIDE

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## CAPRI MOUNTED ALBUMS

### Reversible:

Offering complete versatility, the Reversible album offers the ability to place vertical and horizontal multiple size prints on the same page. Over 600 layouts and unique panorama configurations are available.

### Metro Book:

Unites the versatility of our Mounted Reversible Book with the innovative design of a rectangular format. Elegant all black pages are complimented by a slimmer design accommodating a wide variety of mat options.

### Modern Image:

The essence of modern style, the Modern Image is perfectly suited for both digital and film. Classic yet distinctly contemporary, it features unique crisp, invisible hinges and fashionable square corners.

### Flush:

Simple, compact and economical, the Flush album features same size photographs mounted flush to the edge of the page.

### Mini Book:

Small in size, but it is very big in image, the Mini is the ideal album for carrying in a pocket or purse.

## CAPRI SLIP-IN BOUND ALBUMS

### Mosaic:

A spectacular variety of mat shapes allows you to provide customers with an exceptional level of personal expression in a slip-in format.

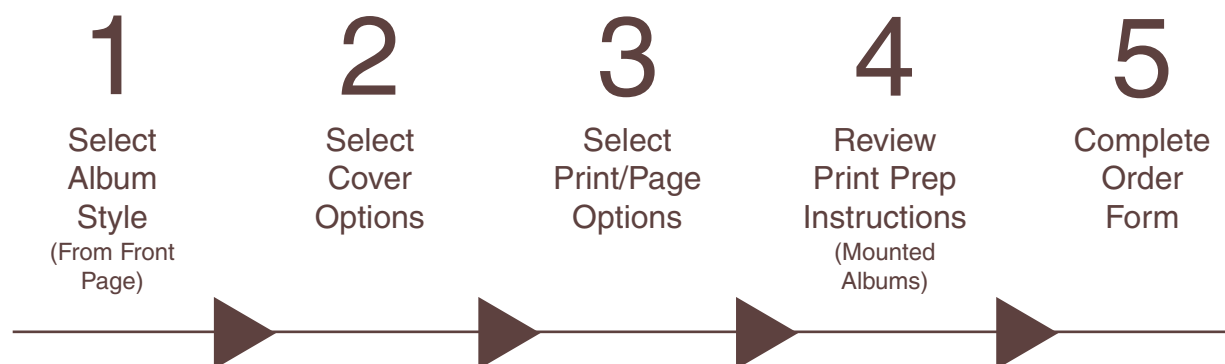
### Gallery

Economical and compact, the Gallery album's 'no assembly' feature allows you to easily insert same-sized prints directly into the page.

## CAPRI FOLIOS

A perfect compliment to any album, Capri folios allow you to showcase specific images in various sizes, including panoramas.

## HOW TO USE THIS GUIDE



## Cover Selections - All Albums and Folios

### COVER MATERIALS

**Mounted Albums** - Grained leather is the standard leather on mounted albums. Book cloth and Mooless leather alternatives may also be selected at no additional charge. All album covers may be upgraded to Milano, Napa or Distressed Leather, as well as specialty Ultrasuede<sup>®</sup> and Bottega contemporary fabrics.

**Slip-In Albums** - Mooless grained leather is the standard vinyl for slip-in albums. All album covers may be upgraded to Mooless Vienna, Mooless Distressed, or Grained, Milano, Napa or Distressed Leather, as well as specialty Ultrasuede<sup>®</sup> and Bottega contemporary fabrics. Book cloth fabric may also be selected at no additional charge.

**Folios** - Mooless grained leather is the standard vinyl for folios. All folios may be upgraded to Mooless Vienna.

### LEATHER

Although we use premium hides, animal skins are subject to natural imperfections, and since no two are alike, there are variations in color and graining.

**Grained** - Embossed for a more traditional look. This is our standard leather for mounted albums. Colors: Antique Black, Antique Silver, Black, Blue, Brown, Cotton Candy, Green, Grey, Ivory, Lavender, Sand, Slate Blue, White, Wine.

**Milano** - Has the soft, subtle, delicate look and feel of kidskin, with a topcoat to protect the finish. Colors: Milano Beige, Milano Black, Milano Blue, Milano Brown, Milano Green, Milano Grey, Milano Ivory, Milano Rust, Milano Sapphire, Milano White, Milano Wine.

**Napa** - Soft and supple leather that is more delicate than grained leather. It is drum-dyed and does not mask scars, scratches or other imperfections occurring naturally in the hide. Colors: Napa Black, Napa Blue, Napa Saddle, Napa Wine.

**Distressed** - Combines a rugged look with a delicate topcoat to protect the finish. Colors: Distressed Black, Distressed Brown, Distressed Butterscotch, Distressed Cognac, Distressed Wine.

## MOOLESS LEATHER

A quality non-leather alternative.

**Mooless Grained** - Embossed for a more traditional look. This is our standard vinyl for slip-in albums. Colors: Mooless Grained Black, Mooless Grained Blue, Mooless Grained Green, Mooless Grained Ivory, Mooless Grained White, Mooless Grained Wine.

**Mooless Vienna** - A soft supple leather-like material. Colors: Mooless Vienna Black, Mooless Vienna Blue, Mooless Vienna Brown, Mooless Vienna Grey, Mooless Vienna Ivory, Mooless Vienna White, Mooless Vienna Wine.

**Mooless Distressed** - A leather-like material that has a rich and rugged look. Colors: Mooless Distressed Black.

## CONTEMPORARY FABRICS

**Ultrasuede®** - The smooth and sensuous feel of suede is enhanced by the surprising durability of fine fabric. Colors: Ultrasuede Black, Ultrasuede Blue, Ultrasuede Brown, Ultrasuede Butterscotch

**Bottega** - The luxurious touch of fine kidsuede combines with the soft, sumptuous feel of Nubuk leather in a unique basket weave texturing. Colors: Bottega Black, Bottega Butterscotch, Bottega Grey

**Book Cloth** - A stylish, sleek-finished fabric that creates a contemporary look. Colors: Black

## COVER IMAGE OPTIONS

**Frameless** - 4x5, 5x5 or 5x7 image is mounted in a recessed opening in the center of the cover.

**Raised** - 4x5, 5x5 or 5x7 image is mounted in a raised frame opening in the center of the cover.

**Sheer** - A unique Plexiglas cover allows first image to be visible.

**Cameo** - Goldtone or silvertone metal cameo frame mounted on the upper left corner of front cover to hold 4x5 print.

## IMPRINTING OPTIONS

### Border Design -

Mounted Reversible	A, BG, D, H, J*, S, W <small>*For 8 x 10 and 10 x 10 albums only</small>
Mounted Metro Book	A, BG, D, H, J**, S, W <small>**For 10 x 12 albums only</small>
Mounted Flush	A†, BG, D, H, J*, S, W <small>†A single line on 5x7 not available on 4x6 or smaller *For 8 x 10 and 10 x 10 albums only</small>
Mounted Modern Image	BG, D, H, S, W
Mosaic Slip-In	A, BG, D, H, S, W
Gallery Slip-In	A, BG, D, H, S, W

See Page 5 for Border Design examples

## IMPRINTING OPTIONS (cont'd)

**Cover Imprint Location** - Custom Text can be imprinted in the center, lower right or spine.

**Imprint Color** - Gold, silver or black foil. Napa, Milano and Distressed Leather, and Mooless Vienna can be branded, which is imprinting without foil.

**Imprint Font** - Italic or Block. Text can also be printed from artwork supplied by you to create a one-of-a-kind custom logo.

**Imprint Style** - Traditional imprint style appears in the lower right corner with line 1 above line 2. Contemporary imprint style appears in the lower right corner with line 1 horizontal and line 2 vertical forming a right angle.

*See Page 5 for Imprint Style examples*

**5 Band Spine** - Intricately gilded, the five distinctive bands also accommodate your choice of contrasting spine labels that can be elegantly imprinted.

**Spine Tooling** - Fine lines of gold, silver, black or branding are imprinted across the four raised hubs of the spine.

**Studio Imprint** - Appears on the lower left corner of the inside front cover. For a nominal fee, camera-ready artwork may be sent in to have a custom die made and kept on file.

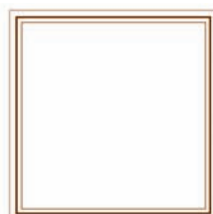
**Swarovski®** - Custom text graces the cover encrusted in Swarovski crystals for a one-of-a-kind look.

**Title Design** - Choose from over 40 title designs on page 5 or customize your own. For custom title designs, on larger albums, Block type (largest font) is recommended.

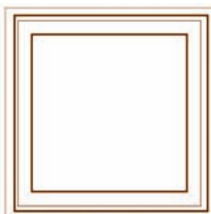
## Title Designs

1. 	11. 	12. 	14. 	31. 
51. 	33. 	53. 	32. 	52. 
34. 	54. 	35. 	55. 	9. 
39. 	59. 	4.  (Monogram)	40. 	60. 
42. 	62. 	41. 	61. 	44. 
64. 	46. 	66. 	5. 	6. 
36. 	56. 	7. 	37. 	57. 
8. 	38. 	58. 	43. 	63. 
45. 	65. 			

## Border Designs



Design A (2 Lines)



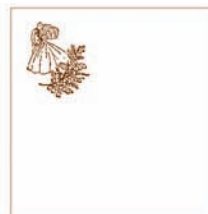
Design J (3 lines)



Design D



Design S



Design BG



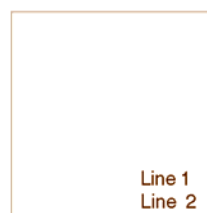
Design W



Design H

## Imprint Styles

Traditional



Contemporary



## MINI BOOK COVER SELECTIONS

Available with 3 different cover options

**Individual Prints** - 12 same size prints (Front Cover should be #1, back cover print should be #12)

**Wraparound Print** - 10 same size prints. Wraparound Cover print should be numbered both #1 and #12. Sizes listed on page 36

**Cover Image Print\*** - 12 same size prints. Cover print should be #1; back cover print should be #12. Please send the full size cover print, we will crop within black matting according to the chart on page 36

\* One line of Cover imprint is available when choosing cover image option only.

Page Options Overview of Options Available for Each Product Line						
	Rev.	Metro	FL	Mos.	Gall.	Folio
<b>Page Colors</b>						
Black	•	•		•	•	
White	•					
Ivory	•			•	•	
<b>Liner Colors</b>						
Gold	•	•				
Silver	•	•				
White	•	•				
Black	•	•				
<b>Page/Tooling Colors</b>						
Black/Gold					•	
Black/Silver					•	
Black/Black					•	
Ivory/Gold					•	
<b>Mat Layouts</b>	•	•		•		•
<b>Mats</b>						
Black/Gold				•		•
Black/Silver				•		•
Black/Black				•		•
Ivory/Gold				•		•
<b>Panorama</b>						
Full	•	•	•	•		•
3/4	•					
Filmstrip	•					
1/2	•	•		•		
Center	•					
<b>Gilding</b>						
Gold	•	•	•	•	•	
Silver	•	•	•	•	•	
Black	•	•	•	•	•	
Ungilded	•	•	•			

## Print/Page Options - Mounted Reversible Album

**Album Sizes** - 3.5x5, 4x5, 4x6, 5x5, 5x7, 6x8, 8x8, 8x10, 10x10, 12x12.

**Page Layouts** - Illustrated on pages 8-22. Please specify both the layout # and their corresponding side #'s on your order form.

**Composite Pages** - Illustrated on page 19.

**Freestyle Page** - Custom hand-cut layout made to your specifications. All openings must be either square or rectangular.

**Page Colors** - select black, white or ivory pages to accent your images.

**Liner Colors** - chose from gold, silver, white and black 1/8" liners to elegantly frame each print.

**Gilding** - Gilding is offered in gold, silver or black\*. We also offer an ungilded option where edges are sanded smooth to retain their natural page color.

*\*Please note: we only recommend choosing black gilding if the page/liner are black, as it may not sufficiently cover any other page/liner color.*

**PANORAMAS** - Illustrated on page 35

**Full Panoramas** are a 2-page spread made from one large print. Print is split at exact center with 1/16" between the halves. Please note your Account # and Order form # on the back of the print, and number the Panorama as TWO prints beginning with an even number side.

**3/4 Panoramas** are available in 8x10/10x10 Reversible albums only. The 12x18 print is split, so one side is 12" and the other is 6". The remaining 6" is flanked by smaller multiple images.

**1/2 Panoramas** are full-page, flush mounted prints.

**Film Strip Panoramas** are available in 8x10 and 10x10 albums only; a 'filmstrip' mat with four 4x5 horizontal openings spans the top or bottom portion of the page. The other portion features a 6x24 panorama image.

**Center Panoramas** are available in 8x10 and 10x10 albums only, a 12x12 center image is flanked by smaller multiple images to the left and the right.

You may trim the print to the specifications noted below, or let us do it for you. There is no limit to the number of panoramas that may appear in any one album but there may not be more than two consecutive panoramas. Crush-proof tubes are available free of charge for shipping purposes. Note: When shipping panoramas separately from your order, please include a photocopy of your order form.

### MOUNTED REVERSIBLE PANORAMAS

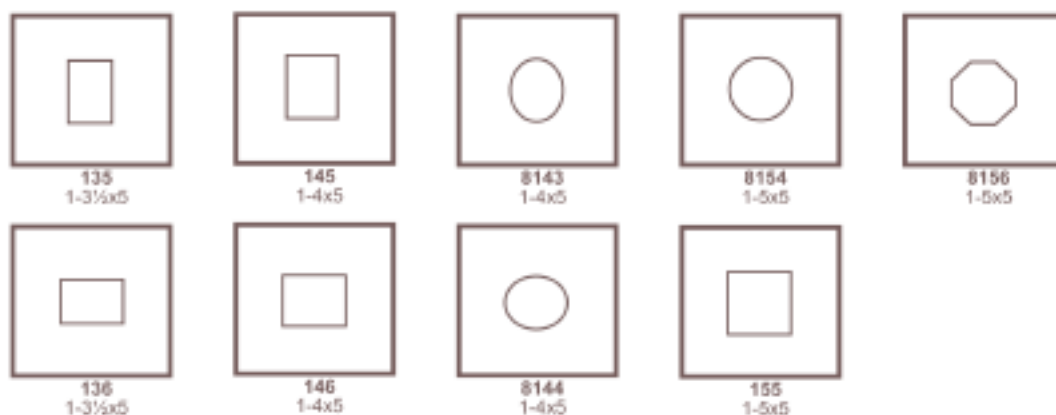
	3 1/2x5	4x5	4x6	5x5	5x7	6x8	8x8	8x10	10x10	12x12
Full	7x14	7x14	9x18	7x14	9x18	10x20	10x20	12x24	12x24	14x28
Half	7x7	7x7	9x9	7x7	9x9	10x10	10x10	12x12	12x12	14x14
3/4	n/a	n/a	n/a	n/a	n/a	n/a	n/a	12x18*	12x18*	n/a
Center	n/a	n/a	n/a	n/a	n/a	n/a	n/a	12x12*	12x12*	n/a
Film Strip	n/a	n/a	n/a	n/a	n/a	n/a	n/a	6x24*	6x24*	n/a

\*Plus additional smaller prints on remaining portion, see page 24 for layouts.

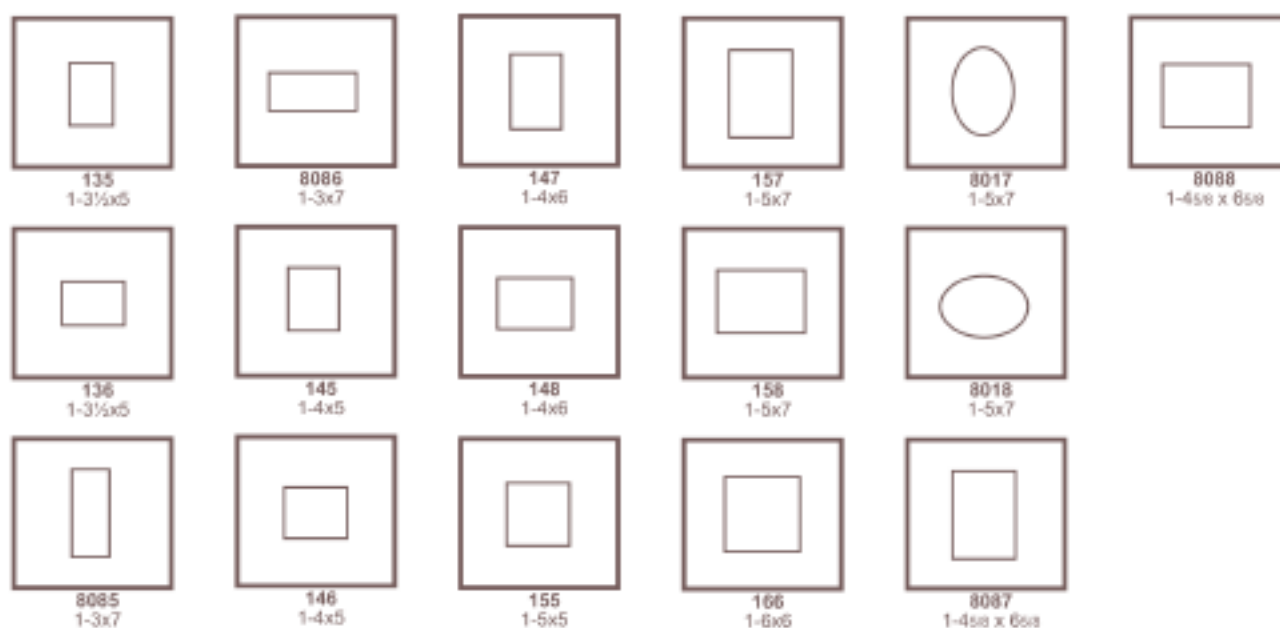
**Shapes** - Ovals (4x5, 5x7, 8x10) Circles (5x5, 8x8, 10x10) Octagons (5x5, 8x8, 10x10) Diamonds (8x8) and arches (8x10) are available. To insure that circles are mounted correctly, we mark the reverse side at the 12 o'clock position for mounting at top center. We do not recommend making circles from prints that have either "tilted heads" or vertical/horizontal lines that don't have a straight edge.

**Trimming** - Prints are machine trimmed 1/8" on all sides. Please trim any prints that require special cropping. Prints for ovals, circles, octagons, diamonds and arches CANNOT be pre-trimmed. Please note the sequence numbers of the prints that have been pre-trimmed in the "Special Instructions" portion of the Order Form, and place them in front of print #1 when packaging. For multiple size prints, please be sure to refer to specific layout (see mounted layout chart) for numbering. If you digitally add text on a print allow 1/2" from edges for trimming.

### 5x5 Mounted Reversible Album Layouts

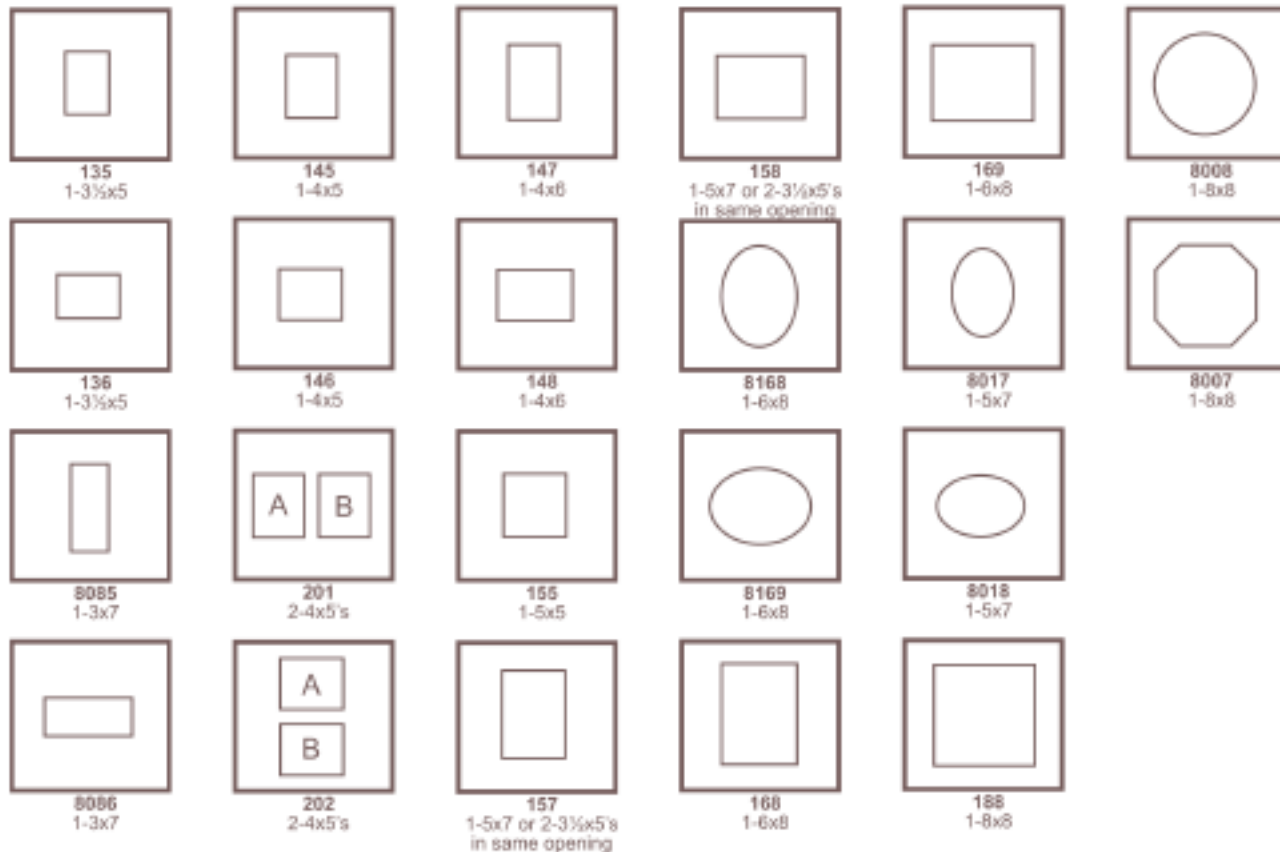


### 5x7 Mounted Reversible Album Layouts

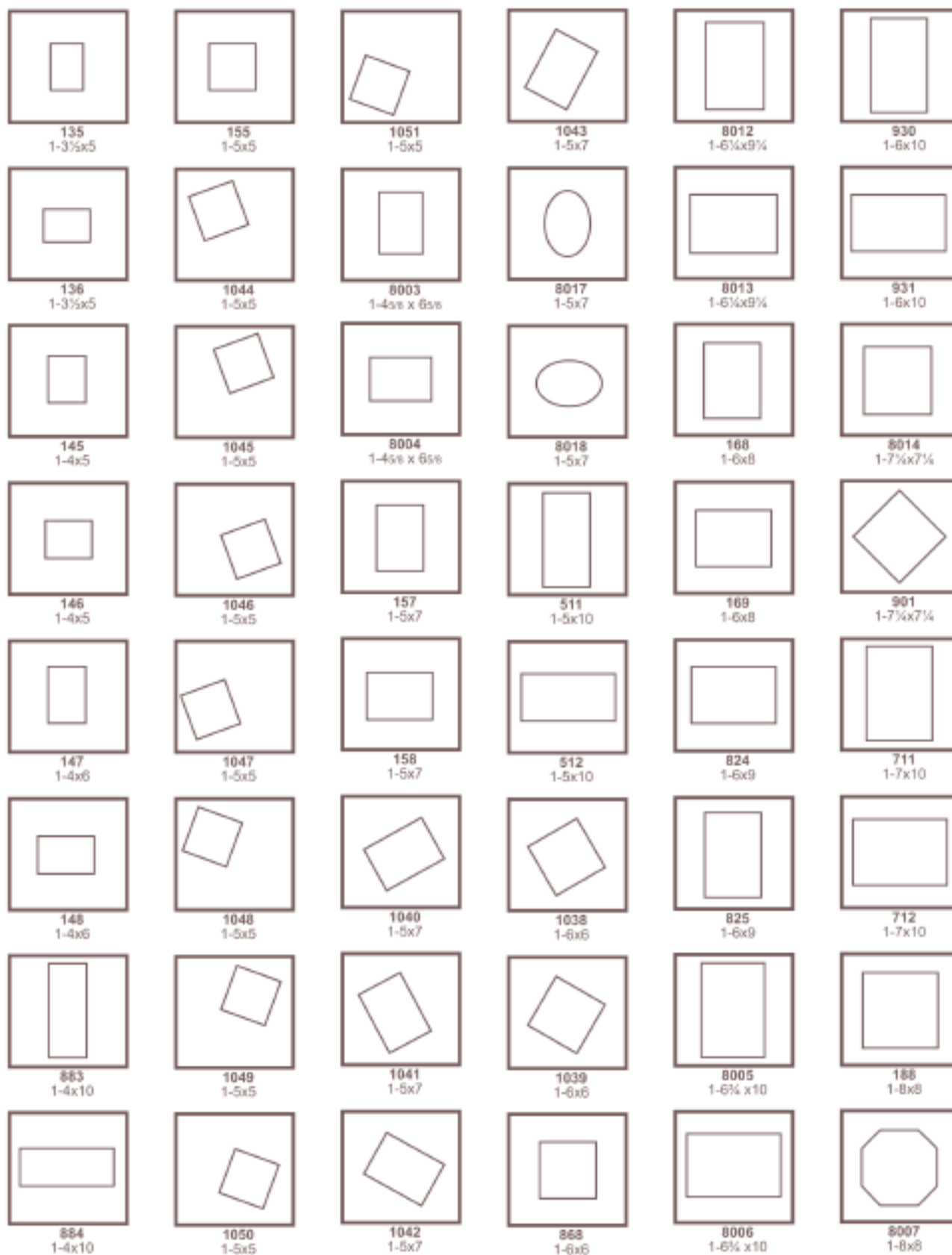




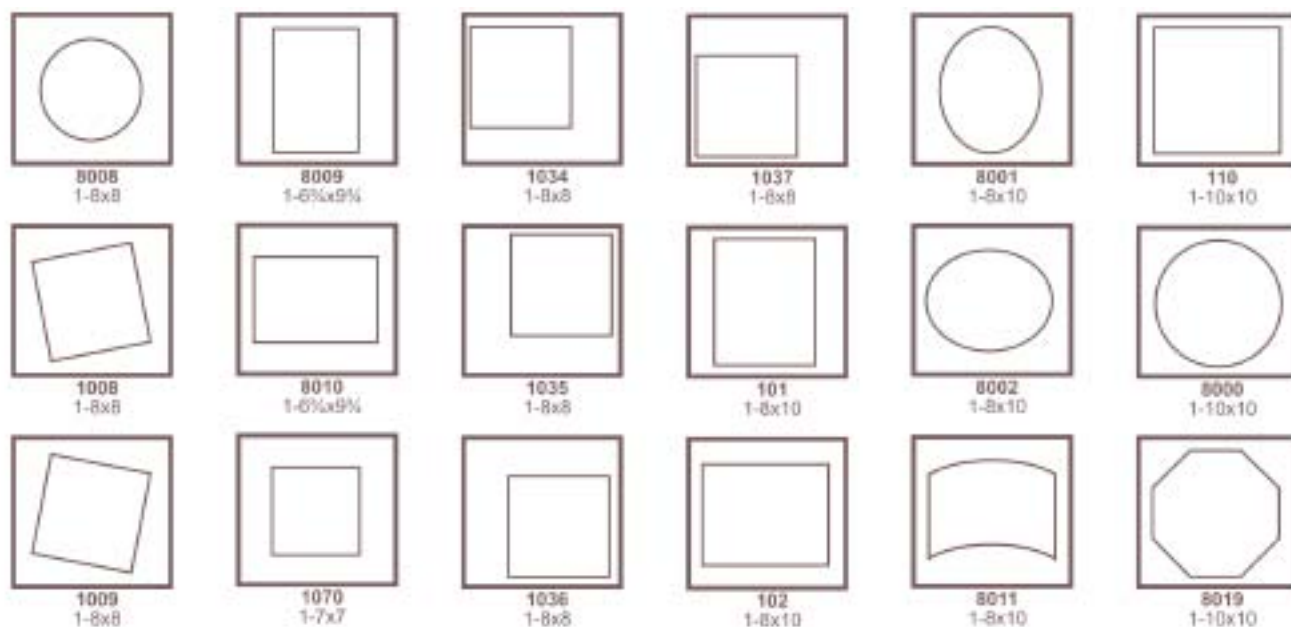
## 8x8 Mounted Reversible Album Layouts



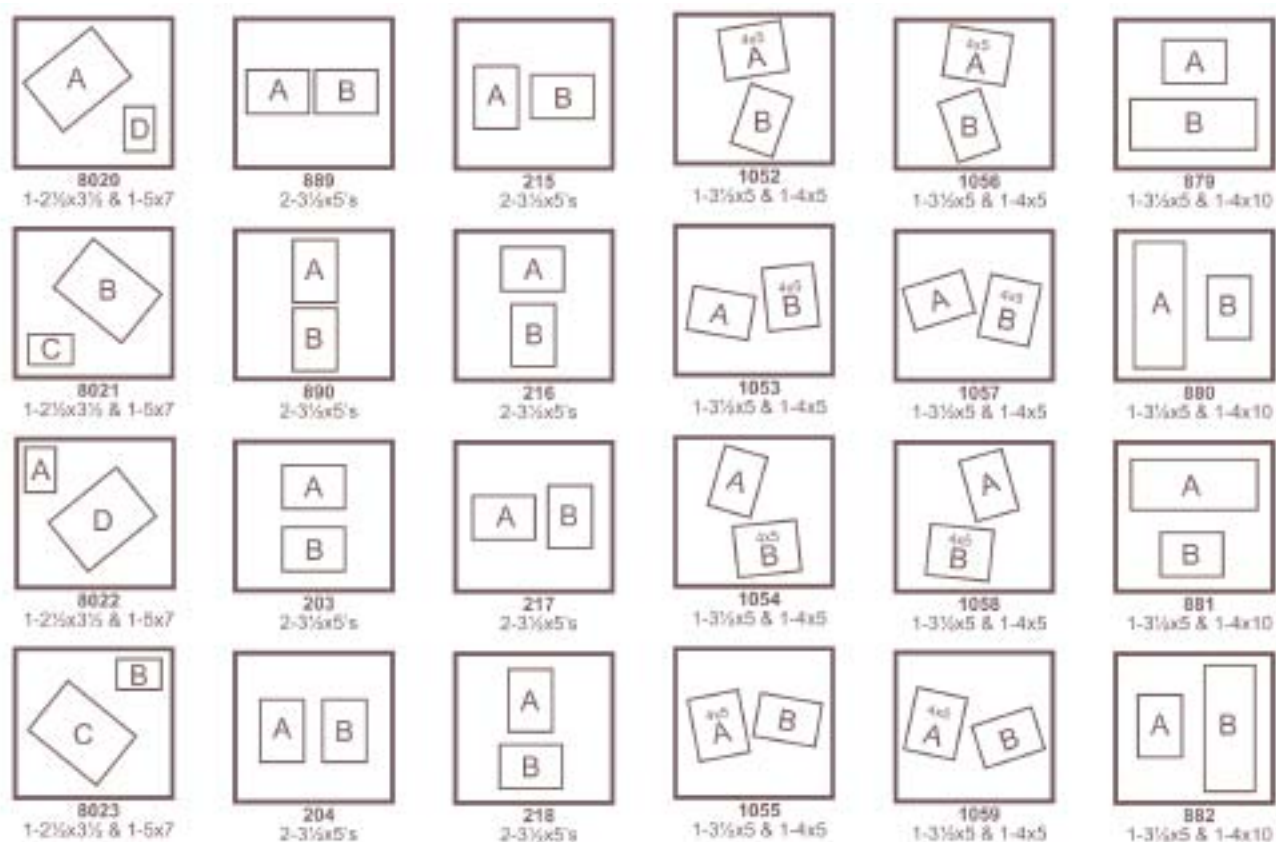
**8x10 / 10x10 Mounted Reversible Album Layouts (1 print/page)**



**8x10 / 10x10 Mounted Reversible Album Layouts (1 print/page)**



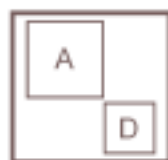
**8x10 / 10x10 Mounted Reversible Album Layouts (2 prints/page)**



**8x10 / 10x10 Mounted Reversible Album Layouts (2 prints/page)**



255  
1-3½x5 & 1-5x7



8024  
1-4x4 & 1-6x6



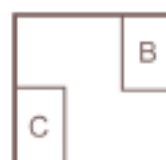
201  
2-4x5's



253  
1-4x5 & 1-5x7



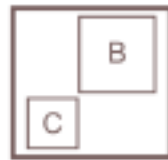
838  
1-4x5 & 1-5x10



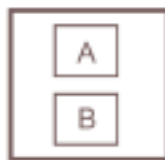
8032  
2-4x5's



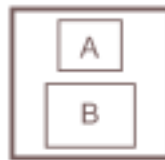
256  
1-3½x5 & 1-5x7



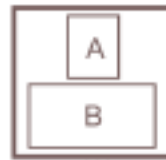
8025  
1-4x4 & 1-6x6



202  
2-4x5's



254  
1-4x5 & 1-5x7



839  
1-4x5 & 1-5x10



8033  
2-4x5's



257  
1-3½x5 & 1-5x7



8026  
1-4x4 & 1-6x6



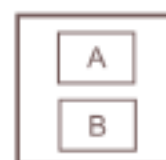
211  
2-4x5's



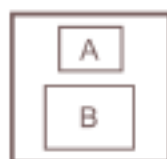
261  
1-4x5 & 1-5x7



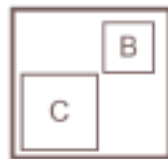
246  
2-4x5's



1095  
2-4x5's



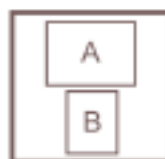
258  
1-3½x5 & 1-5x7



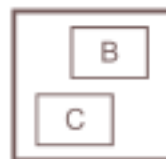
8027  
1-4x4 & 1-6x6



212  
2-4x5's



262  
1-4x5 & 1-5x7



247  
2-4x5's



1096  
2-4x5's



265  
1-3½x5 & 1-5x7



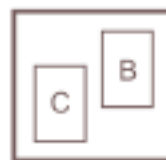
1093  
2-4x5's



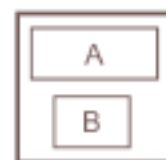
213  
2-4x5's



263  
1-4x5 & 1-5x7



248  
2-4x5's



869  
1-4x5 & 1-4x10



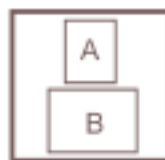
266  
1-3½x5 & 1-5x7



1094  
2-4x5's



214  
2-4x5's



264  
1-4x5 & 1-5x7



249  
2-4x5's



870  
1-4x5 & 1-4x10



267  
1-3½x5 & 1-5x7



908  
2-4x5's



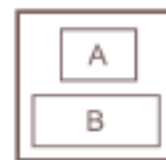
251  
1-4x5 & 1-5x7



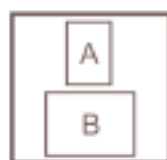
836  
1-4x5 & 1-5x10



8030  
2-4x5's



871  
1-4x5 & 1-4x10



268  
1-3½x5 & 1-5x7



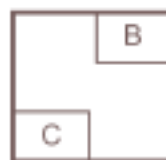
909  
2-4x5's



252  
1-4x5 & 1-5x7



837  
1-4x5 & 1-5x10

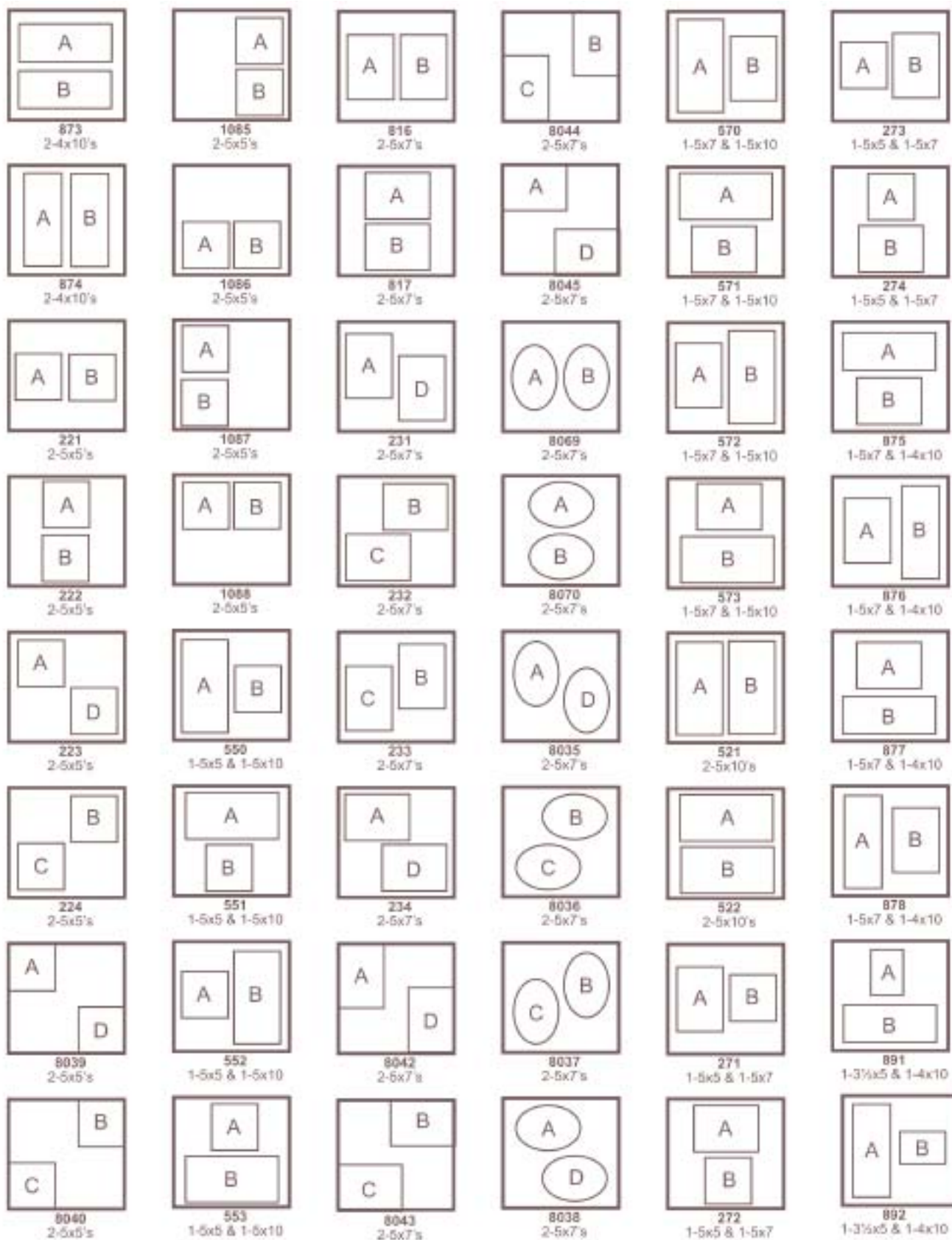


8031  
2-4x5's

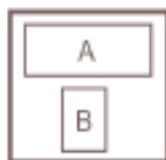


872  
1-4x5 & 1-4x10

**8x10 / 10x10 Mounted Reversible Album Layouts (2 prints/page)**



**8x10 / 10x10 Mounted Reversible Album Layouts (2 prints/page)**

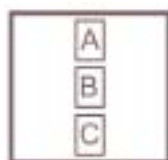


803  
1-3½x5 & 1-4x10

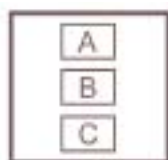


804  
1-3½x5 & 1-4x10

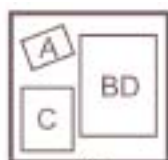
**8x10 / 10x10 Mounted Reversible Album Layouts (3 prints/page)**



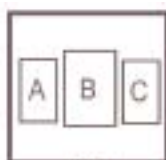
8052  
3-2¼x3½



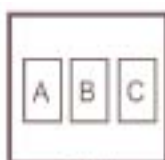
8062  
3-2½ x 4¼



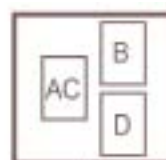
8074  
1-2½x3½, 1-4x5 & 1-6x8



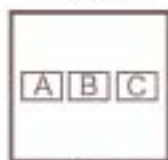
8118  
2-3x5½ & 1-4x6



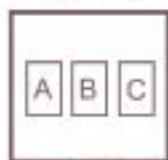
8102  
3-3x5½



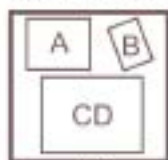
305  
3-3½x5½



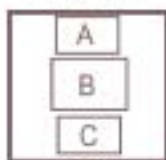
8053  
3-2¼x3½



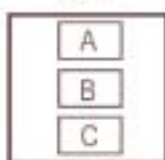
8063  
3-2½ x 4¼



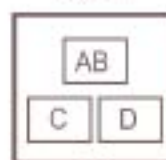
8075  
1-2½x3½, 1-4x5 & 1-6x8



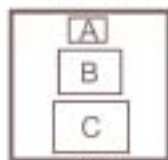
8119  
2-3x5½ & 1-4x6



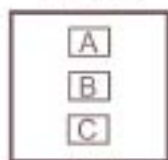
8103  
3-3x5½



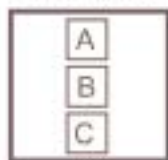
306  
3-3½x5½



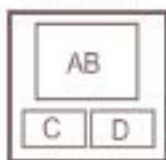
8056  
1-2x3, 1-3½x5, 1-4x6



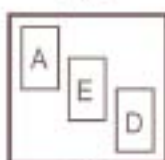
8066  
3-2¼x3½



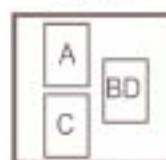
8078  
3-3½x3½



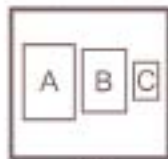
8113  
2-3x5½ & 1-6x8



8104  
3-3x5½



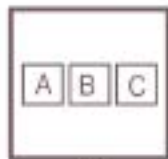
307  
3-3½x5½



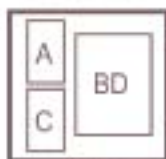
8057  
1-2x3, 1-3½x5, 1-4x6



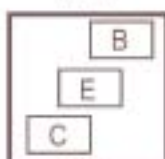
8067  
3-2¼x3½



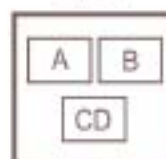
8079  
3-3½x3½



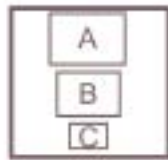
8114  
2-3x5½ & 1-6x8



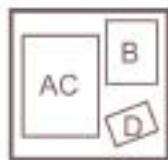
8105  
3-3x5½



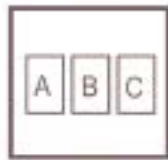
308  
3-3½x5½



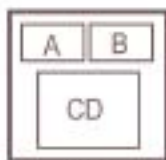
8058  
1-2x3, 1-3½x5, 1-4x6



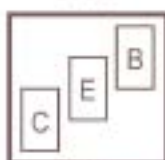
8072  
1-2½x3½, 1-4x5 & 1-6x8



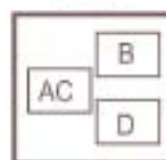
8048  
3-3x4¼



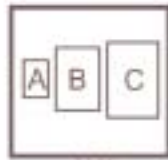
8115  
2-3x5½ & 1-6x8



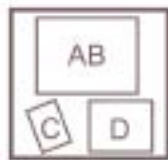
8106  
3-3x5½



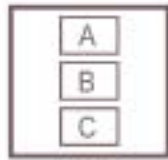
315  
3-3½x5½



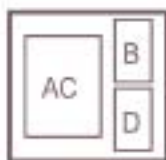
8059  
1-2x3, 1-3½x5, 1-4x6



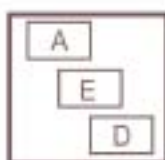
8073  
1-2½x3½, 1-4x5 & 1-6x8



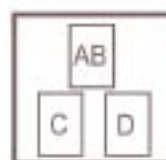
8049  
3-3x4¼



8116  
2-3x5½ & 1-6x8



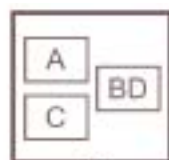
8107  
3-3x5½



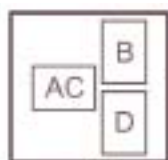
316  
3-3½x5½



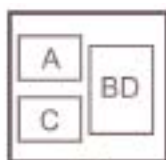
**8x10 / 10x10 Mounted Reversible Album Layouts (3 prints/page)**



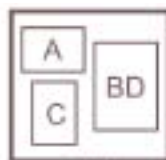
317  
3-3 1/2x5's



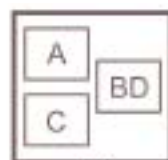
337  
3-3 1/2x5's



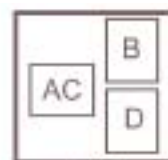
367  
2-3 1/2x5's & 1-5x7



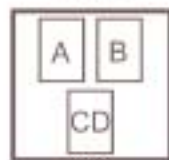
387  
2-3 1/2x5's & 1-5x7



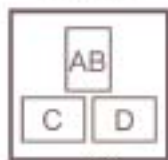
313  
3-4x5's



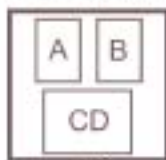
333  
3-4x5's



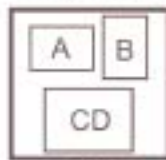
318  
3-3 1/2x5's



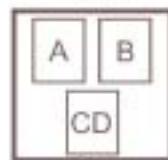
338  
3-3 1/2x5's



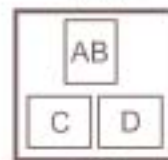
368  
2-3 1/2x5's & 1-5x7



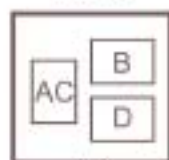
388  
2-3 1/2x5's & 1-5x7



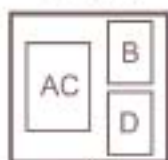
314  
3-4x5's



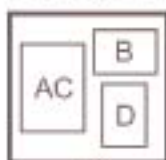
334  
3-4x5's



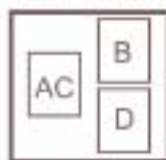
325  
3-3 1/2x5's



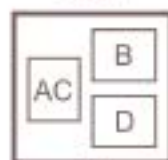
355  
2-3 1/2x5's & 1-5x7



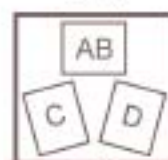
375  
2-3 1/2x5's & 1-5x7



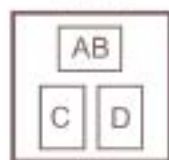
391  
3-4x5's



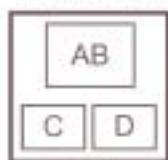
321  
3-4x5's



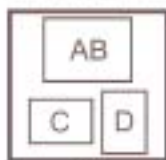
1010  
3-4x5's



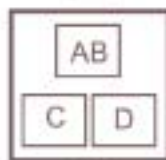
326  
3-3 1/2x5's



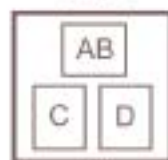
356  
2-3 1/2x5's & 1-5x7



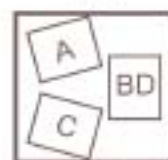
376  
2-3 1/2x5's & 1-5x7



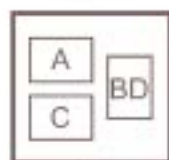
392  
3-4x5's



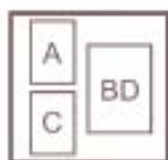
322  
3-4x5's



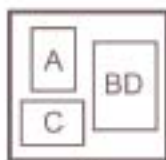
1011  
3-4x5's



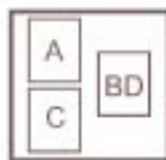
327  
3-3 1/2x5's



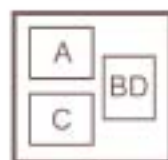
357  
2-3 1/2x5's & 1-5x7



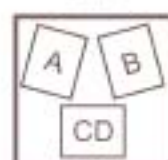
377  
2-3 1/2x5's & 1-5x7



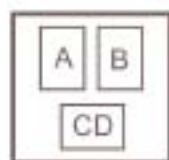
393  
3-4x5's



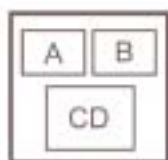
323  
3-4x5's



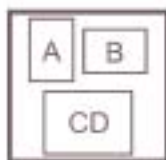
1012  
3-4x5's



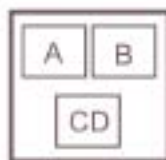
328  
3-3 1/2x5's



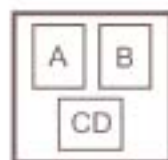
358  
2-3 1/2x5's & 1-5x7



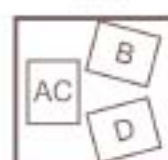
378  
2-3 1/2x5's & 1-5x7



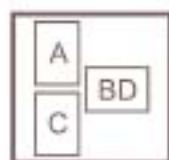
394  
3-4x5's



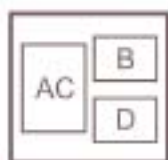
324  
3-4x5's



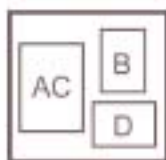
1013  
3-4x5's



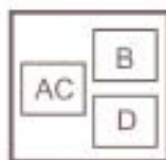
335  
3-3 1/2x5's



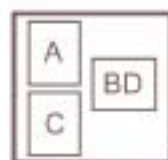
365  
2-3 1/2x5's & 1-5x7



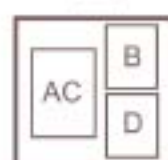
385  
2-3 1/2x5's & 1-5x7



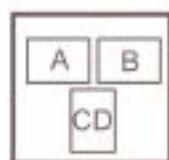
311  
3-4x5's



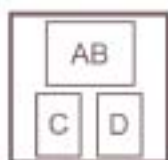
331  
3-4x5's



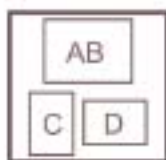
351  
2-4x5's & 1-5x7



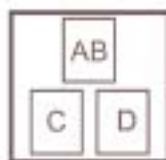
336  
3-3 1/2x5's



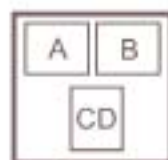
366  
2-3 1/2x5's & 1-5x7



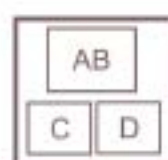
386  
2-3 1/2x5's & 1-5x7



312  
3-4x5's

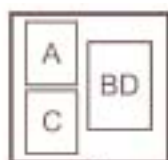


332  
3-4x5's

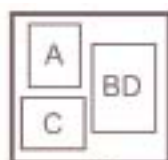


352  
2-4x5's & 1-5x7

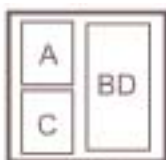
**8x10 / 10x10 Mounted Reversible Album Layouts (3 prints/page)**



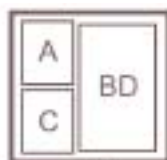
353  
2-4x5's & 1-5x7



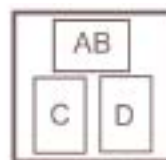
373  
2-4x5's & 1-5x7



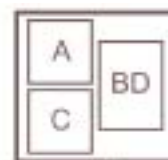
1064  
2-4x5's & 1-5x10



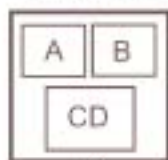
347  
2-4x5's & 1-6x10



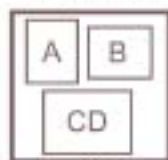
1119  
3-4x6's



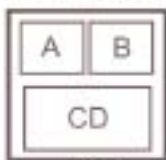
393  
2-5x5's & 1-5x7



354  
2-4x5's & 1-5x7



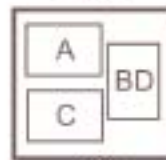
374  
2-4x5's & 1-5x7



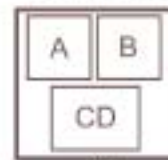
1065  
2-4x5's & 1-5x10



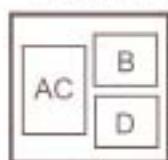
348  
2-4x5's & 1-6x10



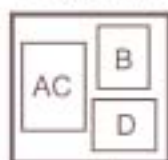
1120  
3-4x6's



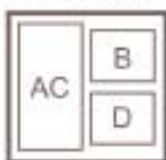
394  
2-5x5's & 1-5x7



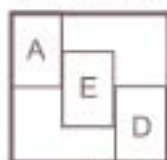
361  
2-4x5's & 1-5x7



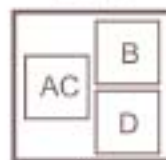
381  
2-4x5's & 1-5x7



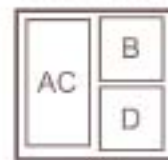
1066  
2-4x5's & 1-5x10



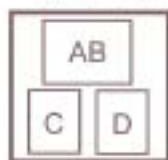
8097  
3-4x6's



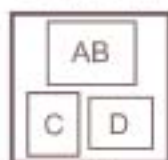
341  
3-5x5's



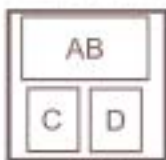
395  
2-5x5's & 1-5x10



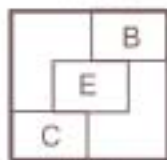
362  
2-4x5's & 1-5x7



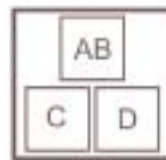
382  
2-4x5's & 1-5x7



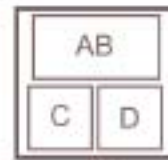
1067  
2-4x5's & 1-5x10



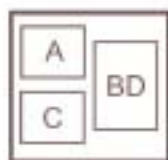
8098  
3-4x6's



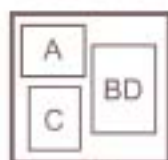
342  
3-5x5's



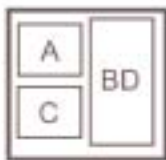
396  
2-5x5's & 1-5x10



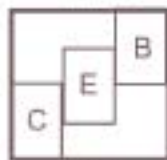
363  
2-4x5's & 1-5x7



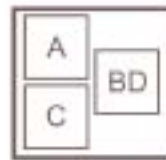
383  
2-4x5's & 1-5x7



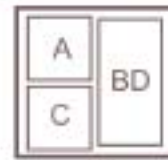
1068  
2-4x5's & 1-5x10



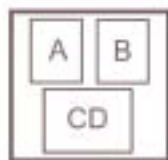
8099  
3-4x6's



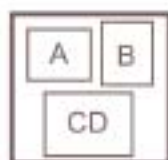
343  
3-5x5's



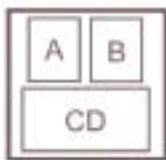
397  
2-5x5's & 1-5x10



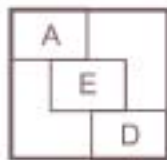
364  
2-4x5's & 1-5x7



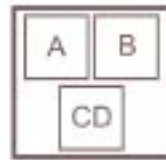
384  
2-4x5's & 1-5x7



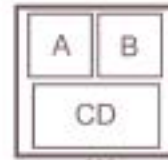
1069  
2-4x5's & 1-5x10



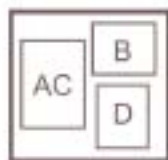
8100  
3-4x6's



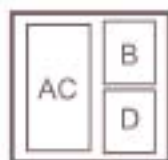
344  
3-5x5's



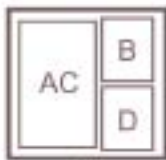
398  
2-5x5's & 1-6x10



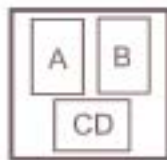
371  
2-4x5's & 1-5x7



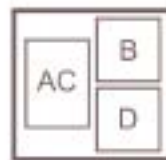
1062  
2-4x5's & 1-5x10



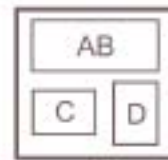
345  
2-4x5's & 1-6x10



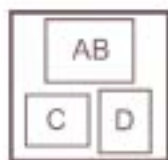
1117  
3-4x6's



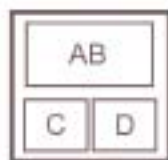
391  
2-5x5's & 1-5x7



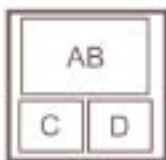
895  
2-3 1/2x5's & 1-4x10



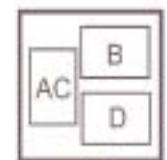
372  
2-4x5's & 1-5x7



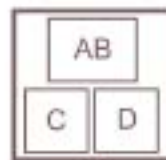
1063  
2-4x5's & 1-5x10



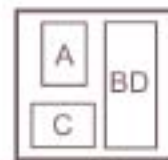
346  
2-4x5's & 1-6x10



1118  
3-4x6's



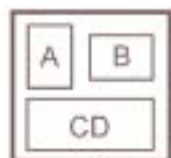
392  
2-5x5's & 1-5x7



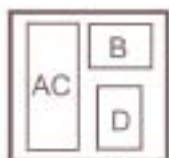
896  
2-3 1/2x5's & 1-4x10



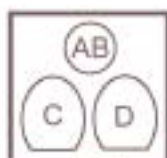
**8x10 / 10x10 Mounted Reversible Album Layouts (3 prints/page)**



897  
2-3½x5's & 1-4x10

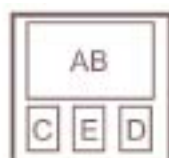


898  
2-3½x5's & 1-4x10

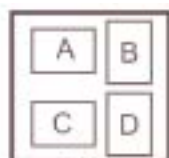


8982  
1-4x4 & 2-5x7's

**8x10 / 10x10 Mounted Reversible Album Layouts (4 prints/page)**



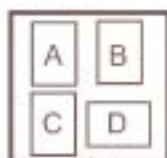
8125  
3-2½x3½'s & 1-6x10



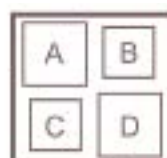
1026  
4-3½x5's



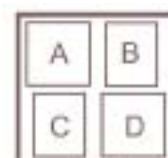
437  
4-3½x5's



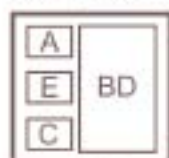
408  
4-3½x5's



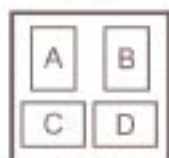
8129  
2-4x4's & 2-5x5's



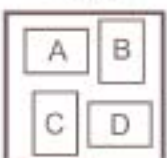
1134  
2-4x5's & 2-5x5's



8126  
3-2½x3½'s & 1-6x10



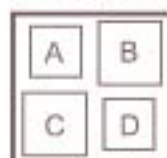
1027  
4-3½x5's



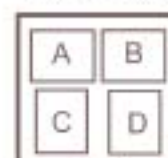
438  
4-3½x5's



415  
4-3½x5's



8130  
2-4x4's & 2-5x5's



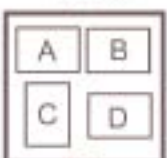
1029  
4-4x5's



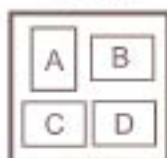
8127  
3-2½x3½'s & 1-6x10



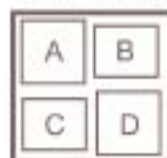
1028  
4-3½x5's



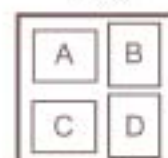
405  
4-3½x5's



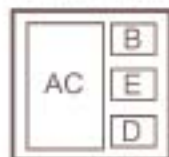
416  
4-3½x5's



1131  
2-4x5's & 2-5x5's



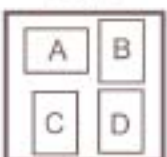
1030  
4-4x5's



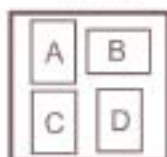
8128  
3-2½x3½'s & 1-6x10



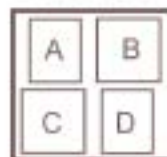
435  
4-3½x5's



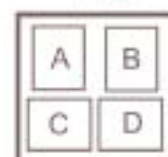
406  
4-3½x5's



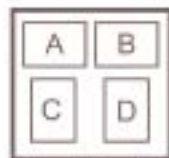
417  
4-3½x5's



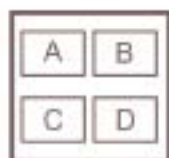
1132  
2-4x5's & 2-5x5's



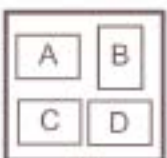
1031  
4-4x5's



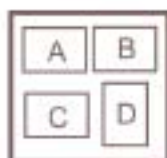
1025  
4-3½x5's



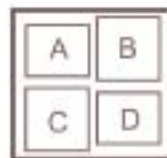
436  
4-3½x5's



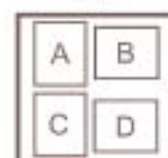
407  
4-3½x5's



418  
4-3½x5's

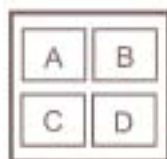


1133  
2-4x5's & 2-5x5's

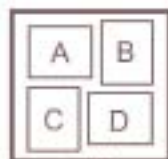


1032  
4-4x5's

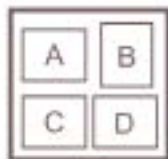
**8x10 / 10x10 Mounted Reversible Album Layouts (4 prints/page)**



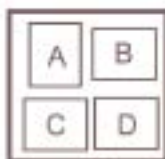
444  
4-4x5's



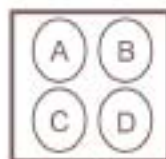
445  
4-4x5's



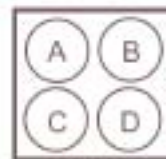
463  
4-4x5's



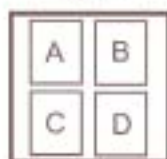
412  
4-4x5's



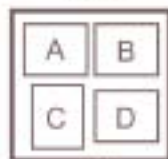
8166  
4-4x5's



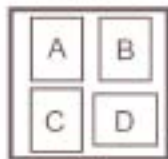
8171  
4-5x5's



445  
4-4x5's



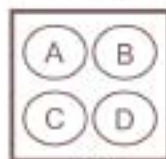
461  
4-4x5's



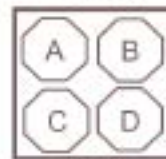
464  
4-4x5's



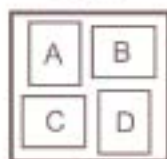
413  
4-4x5's



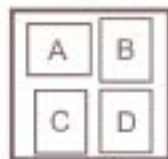
8167  
4-4x5's



8172  
4-5x5's



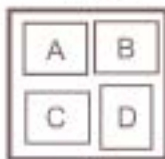
447  
4-4x5's



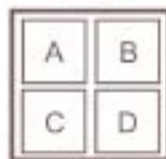
462  
4-4x5's



411  
4-4x5's



414  
4-4x5's



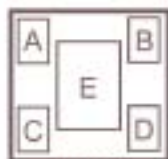
455  
4-5x5's

**5 per pg**

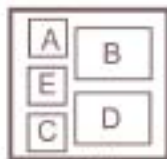
**6 per pg**

**7 per pg**

**9 per pg**



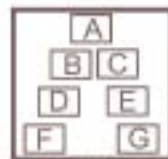
8132  
4-2½x3½'s & 1-5x7



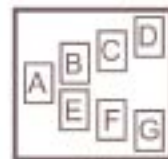
8122  
3-3x3's & 2-4x6's



8135  
6-3x5's



8162  
7-2½x3¼'s



8165  
7-2½x3¼'s



8137  
9-3x3's



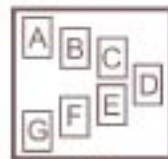
8133  
4-2½x3½'s & 1-5x7



8123  
3-3x3's & 2-4x6's



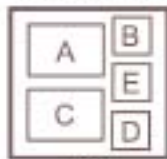
8136  
6-3x5's



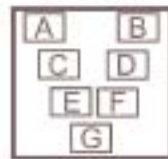
8163  
7-2½x3¼'s



8121  
3-3x3's & 2-4x6's



8124  
3-3x3's & 2-4x6's

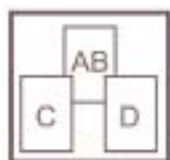


8164  
7-2½x3¼'s

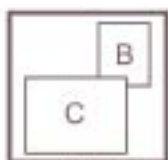
## 8x10 / 10x10 Mounted Reversible Album Composite Layouts



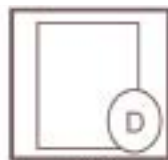
9000  
2-5x5's



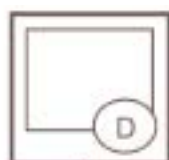
9007  
3-4x6's



9014  
1-4x5 & 1-6x8



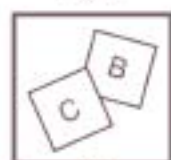
9021  
8x10 w/4x5 Oval



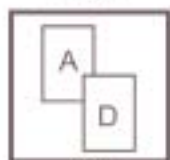
9028  
8x10 w/4x5 Oval



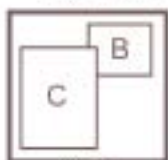
9035  
8x10 Oval w/4x5 Oval



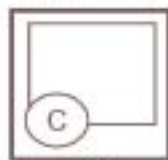
9001  
2-5x5's



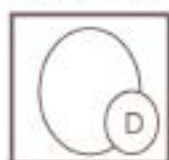
9008  
2-4x6's



9015  
1-4x5 & 1-6x8



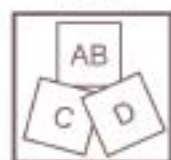
9022  
8x10 w/4x5 Oval



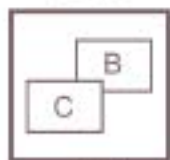
9029  
8x10 Oval w/4x5 Oval



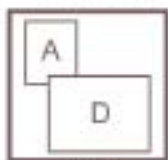
9036  
8x10 Oval w/4x5 Oval



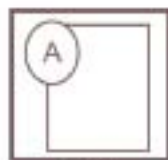
9002  
3-5x5's



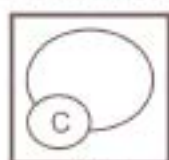
9009  
2-4x6's



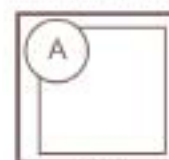
9016  
1-4x5 & 1-6x8



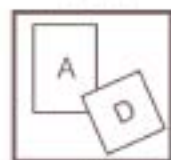
9023  
8x10 w/4x5 Oval



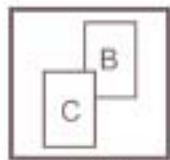
9030  
8x10 Oval w/4x5 Oval



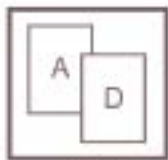
9037  
10x10 w/5x5 Circle



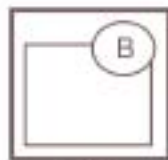
9003  
1-5x5 & 1-5x7



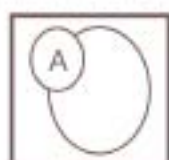
9010  
2-4x6's



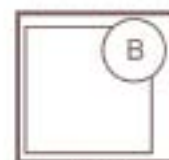
9017  
2-5x7's



9024  
8x10 w/4x5 Oval



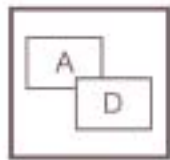
9031  
8x10 Oval w/4x5 Oval



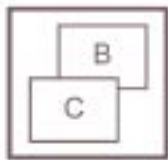
9038  
10x10 w/5x5 Circle



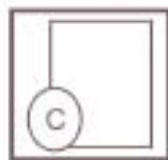
9004  
1-5x5 & 1-5x7



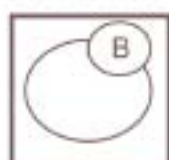
9011  
2-4x6's



9018  
2-5x7's



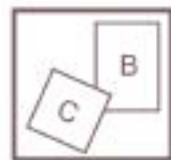
9025  
8x10 w/4x5 Oval



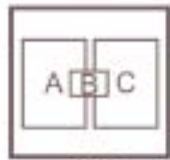
9032  
8x10 Oval w/4x5 Oval



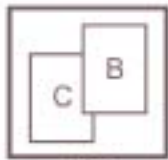
9039  
10x10 w/5x5 Circle



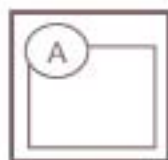
9005  
1-5x5 & 1-5x7



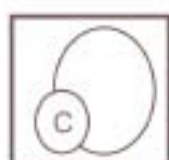
9012  
1-2x3 & 2-5x7's



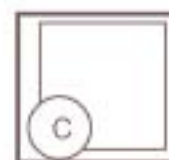
9019  
2-5x7's



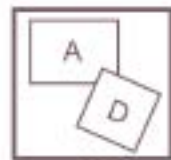
9026  
8x10 w/4x5 Oval



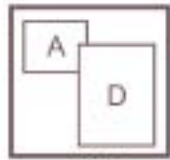
9033  
8x10 Oval w/4x5 Oval



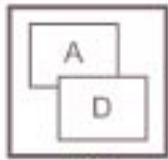
9040  
10x10 w/5x5 Circle



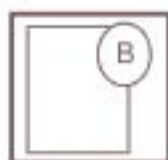
9006  
1-5x5 & 1-5x7



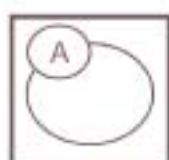
9013  
1-4x5 & 1-6x8



9020  
2-5x7's

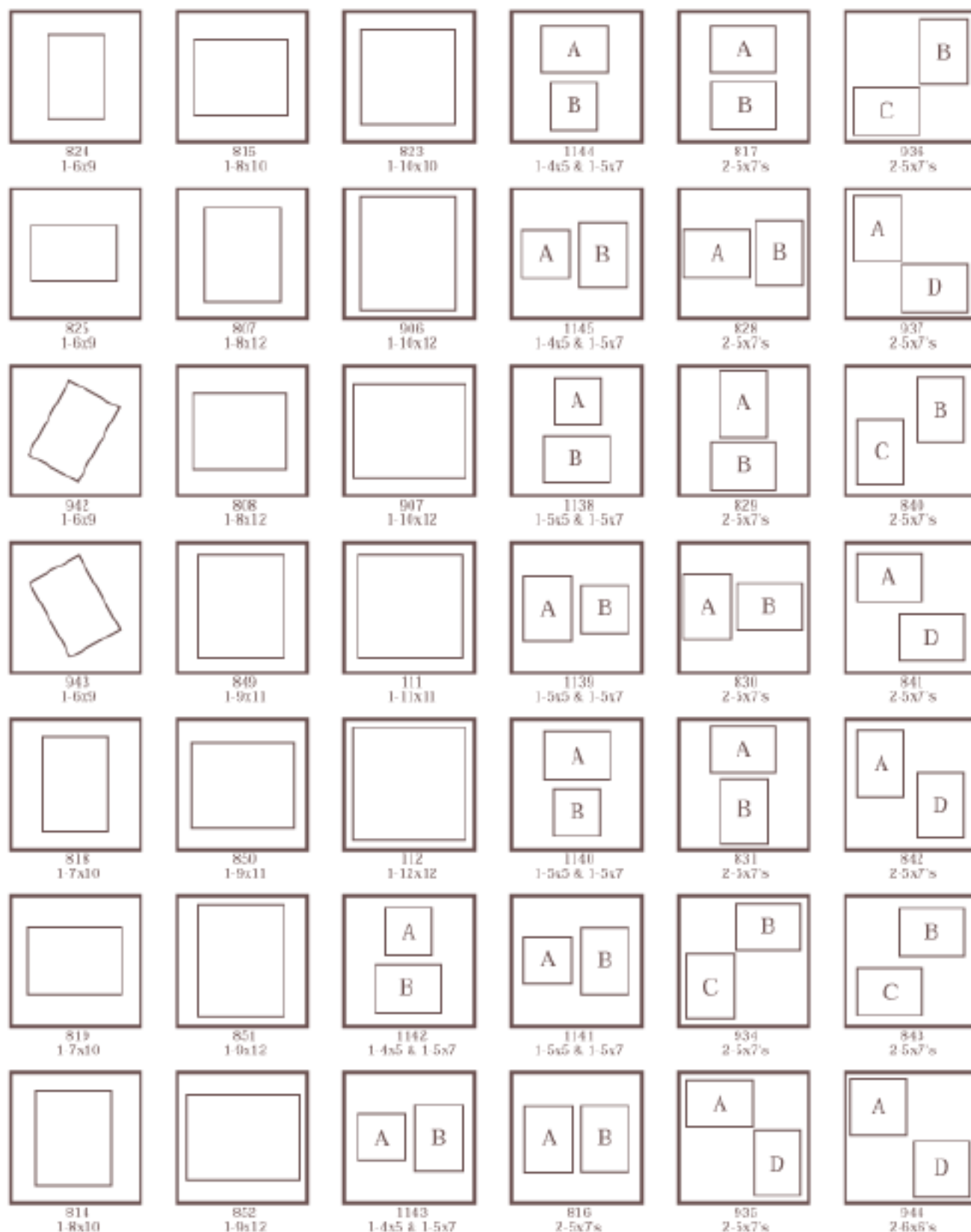


9027  
8x10 w/4x5 Oval

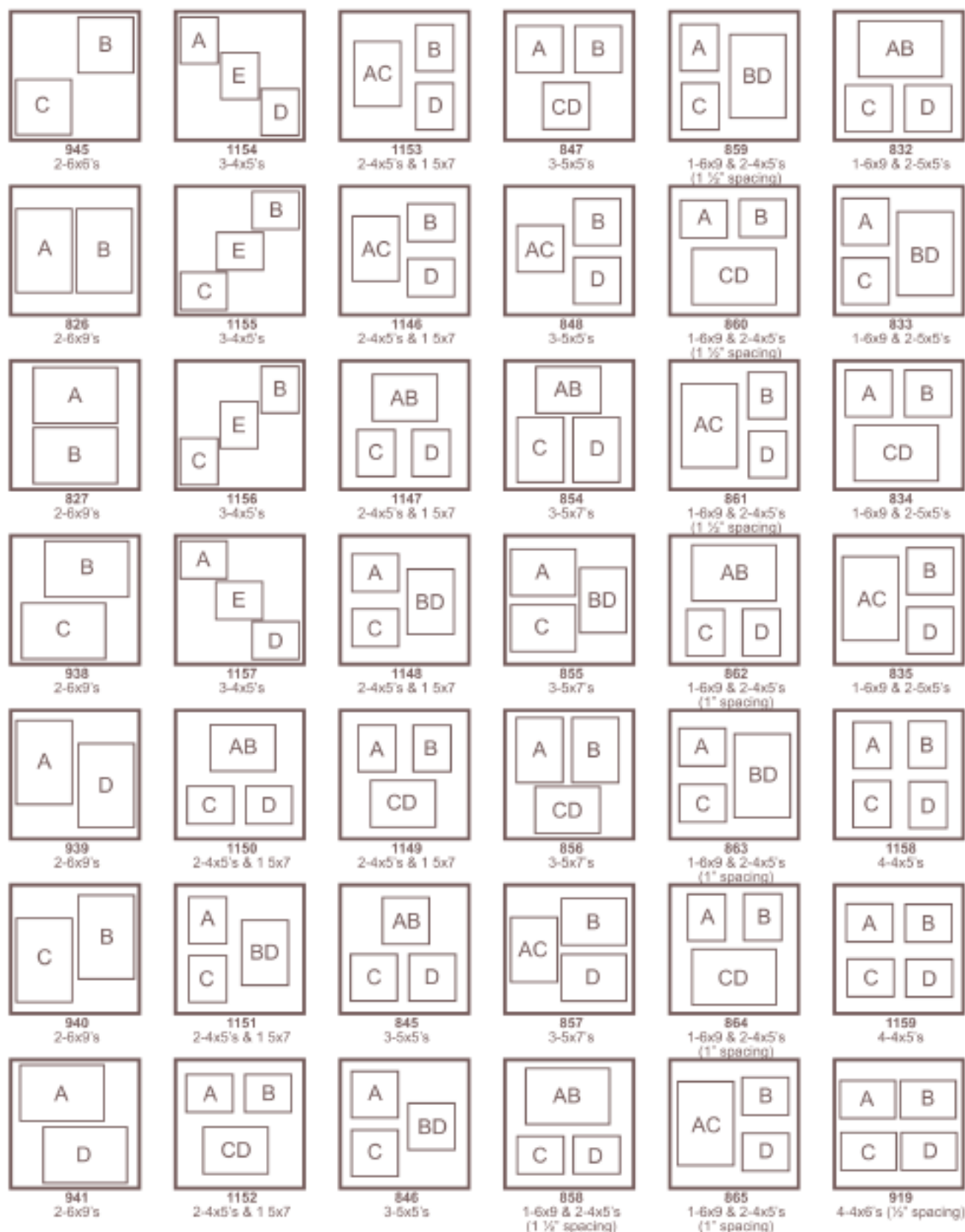


9034  
8x10 Oval w/4x5 Oval

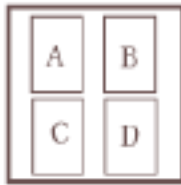
**12x12 Mounted Reversible Album Layouts — Black Pages Only**



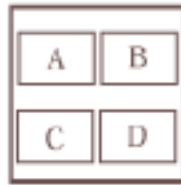
**12x12 Mounted Reversible Album Layouts — Black Pages Only**



**12x12 Mounted Reversible Album Layouts — Black Pages Only**



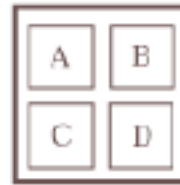
020  
4-4x6's (½" spacing)



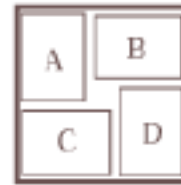
850  
4-4x6's (2" spacing)



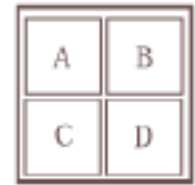
000  
4-4x6's (2" spacing)



820  
4-5x5's



844  
4-5x7's



851  
4-6x6's



1160  
5-4x5's



1161  
5-4x5's



## Print/Page Options - Mounted Metro Book

**Album Sizes** - 5x10/10x5, 8x10/10x8, 10x12/12x10.

Sizes can be bound vertically or horizontally. If you want a horizontally bound album, it should be indicated on the album size line, i.e. A horizontal 8x10 should be noted as 10x8.

**Page Layouts** - Illustrated on pages 24-32. Please specify both the layout #'s and their corresponding side #'s on your order form.

**Freestyle Page** - Custom hand-cut layout made to your specifications. All openings must be either square or rectangular.

**Page Colors** - Black only.

**Liner Colors** - Choose from gold, silver, white and black 1/8" liners to elegantly frame each print.

**Gilding** - Gilding is offered in gold, silver or black\*. We also offer an ungilded option where edges are sanded smooth to retain their natural page color.

*\*Please note: we only recommend choosing black gilding if the liner is black, as it may not sufficiently cover any other liner color.*

**Panoramas** - Illustrated on page 35.

**Full Panoramas** are a 2-page spread made from 1 large print. Print is split at exact center with 1/16" between the halves.

**1/2 Panoramas** are full-page, flush mounted prints.

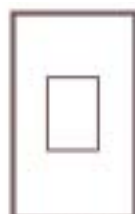
You may trim the print to the specifications noted below, or let us do it for you. There is no limit to the number of panoramas that may appear in any one album but there may not be more than two consecutive panoramas. Crush-proof tubes are available free of charge for shipping purposes. Note: When shipping panoramas separately from your order, please include a photocopy of your order form.

Metro Size	Full	Half
5x10	12x12	12x6
10x5	6x24	6x12
8x10	12x20	12x10
10x8	10x24	10x12
10x12	14x24	14x12
12x10	12x28	12x14

**Shapes** - Ovals (4x5, 5x7, 8x10) Circles (5x5, 8x8) and Octagons (8x8) are available. To insure that circles are mounted correctly, we mark the reverse side at the 12 o'clock position for mounting at top center. We do not recommend making circles from prints that have either "tilted heads" or vertical/horizontal lines that don't have a straight edge.

**Trimming** - Prints are machine trimmed 1/8" on all sides. Please trim any prints that require special cropping. Prints for ovals, circles, and octagons CANNOT be pre-trimmed. Please note the sequence numbers of the prints that have been pre-trimmed in the "Special Instructions" portion of the Order Form, and place them in front of print #1 when packaging. For multiple size prints, please be sure to refer to specific layout #'s (see mounted layout chart) for numbering. If you digitally add text on a print allow 1/2" from edges for trimming.

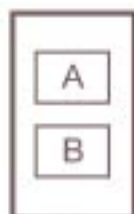
**5x10 Mounted Metro Book Layouts — Black Pages Only**



2001  
1-3½x5



2006  
1-4x10



2010  
2-3½x5's



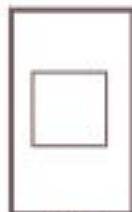
2019  
2-4x5's



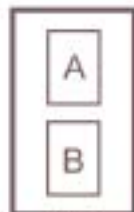
2025  
2-5x5's



2002  
1-3½x5



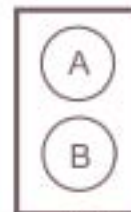
2007  
1-5x5



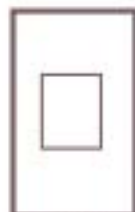
2011  
2-3½x5's



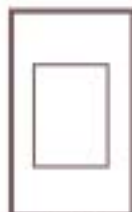
2022  
2-4x5's



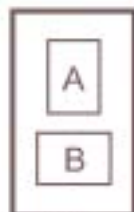
8203  
2-5x5's



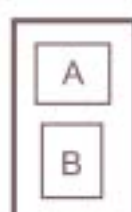
2003  
1-4x5



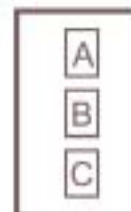
2008  
1-5x7



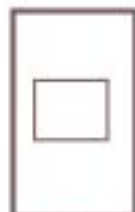
2014  
2-3½x5's



2023  
2-4x5's



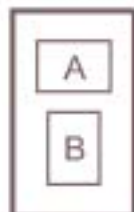
2026  
3-2¼x3¼'s



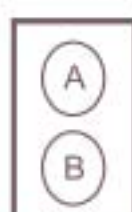
2004  
1-4x5



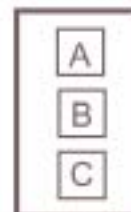
8202  
1-5x7



2015  
2-3½x5's



8200  
2-4x5's



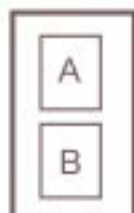
2027  
3-3¼x3¼'s



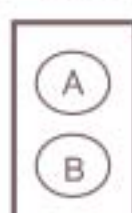
2005  
1-4x6



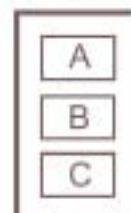
2009  
1-5x10



2018  
2-4x5's




























8201  
2-4x5's



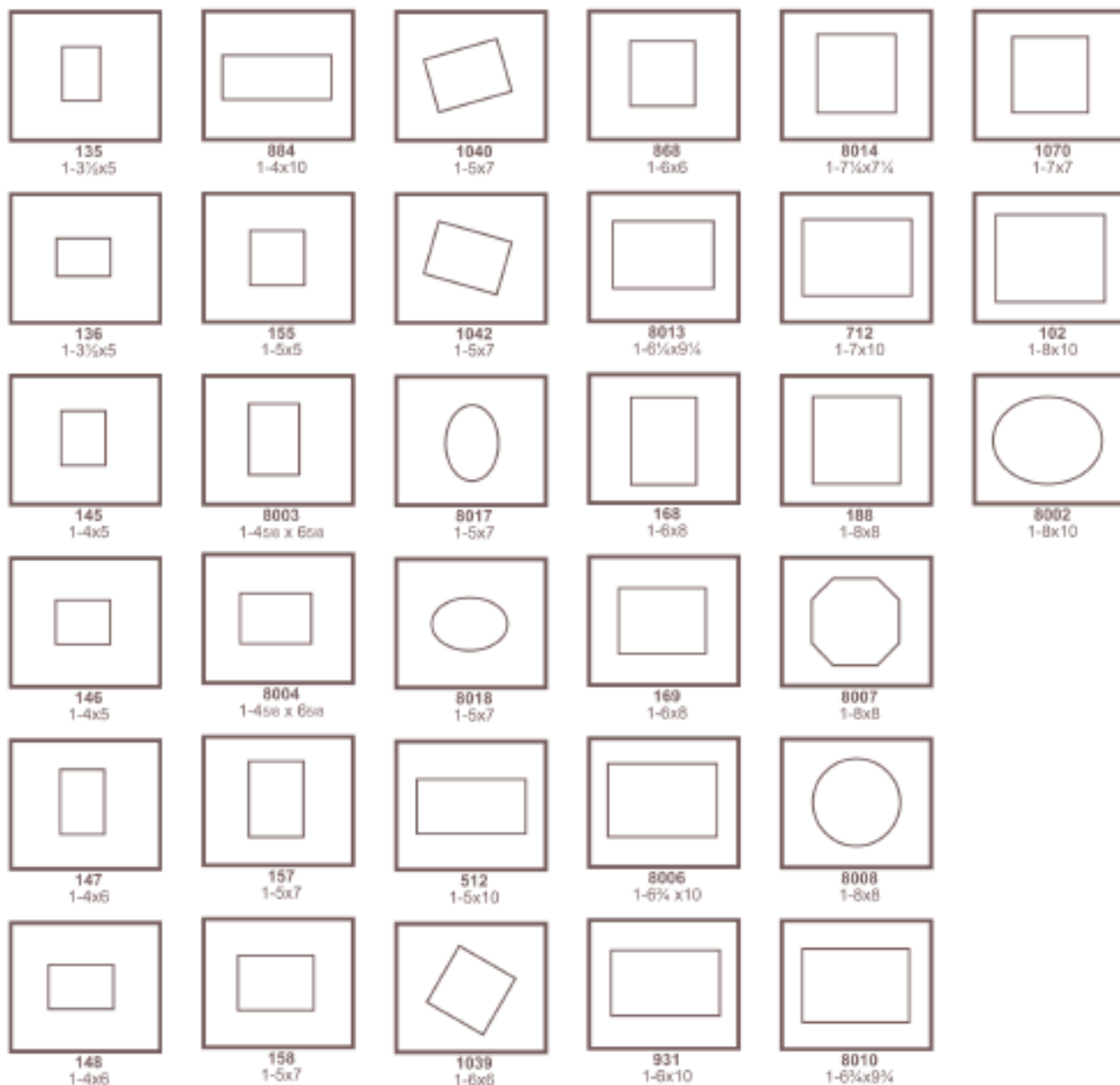
2028  
3-3x5's



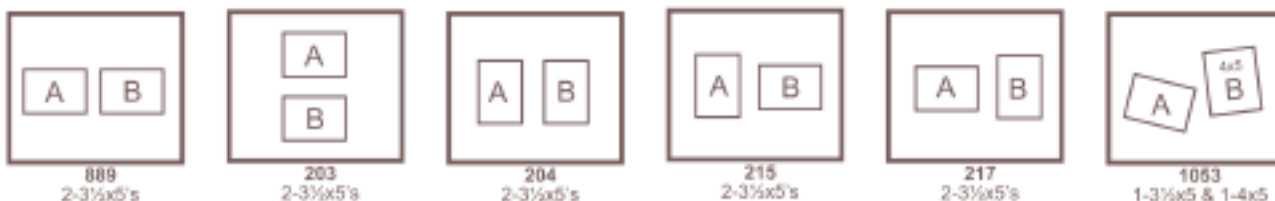
**10x5 Mounted Metro Book Layouts — Black Pages Only**

			
2001 1-3½x5	2008 1-5x7	2018 2-4x5's	8203 2-5x5's
			
2002 1-3½x5	8202 1-5x7	2019 2-4x5's	2026 3-2¼x3¼'s
			
2003 1-4x5	2009 1-5x10	2022 2-4x5's	2027 3-3¼x3¼'s
			
2004 1-4x5	2010 2-3½x5's	2023 2-4x5's	2028 3-3x5's
			
2005 1-4x6	2011 2-3½x5's	8200 2-4x5's	
			
2006 1-4x10	2014 2-3½x5's	8201 2-4x5's	
			
2007 1-5x5	2015 2-3½x5's	2025 2-5x5's	

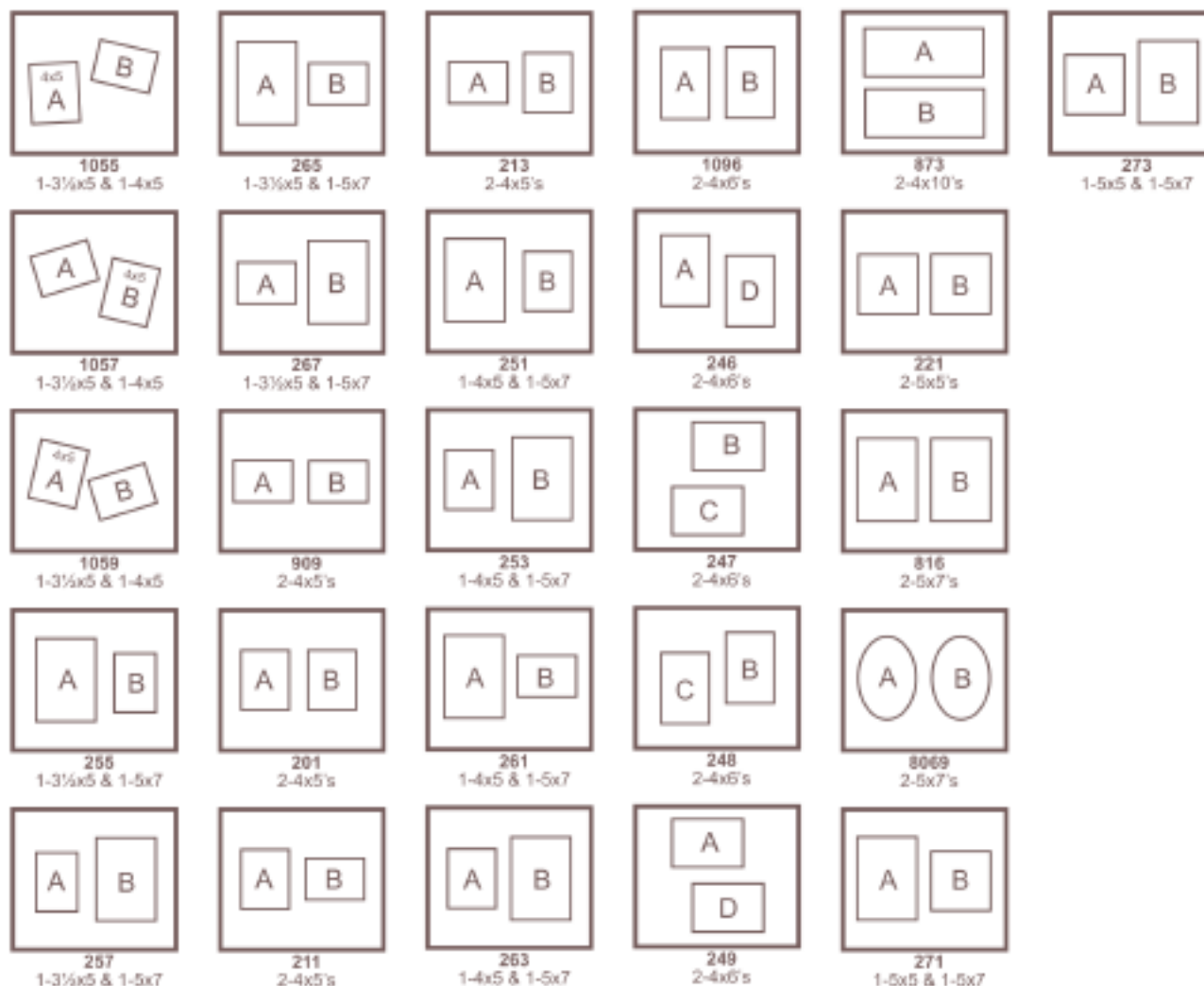
**10x8 Mounted Metro Book Layouts — 1 Print/Page — Black Pages Only**



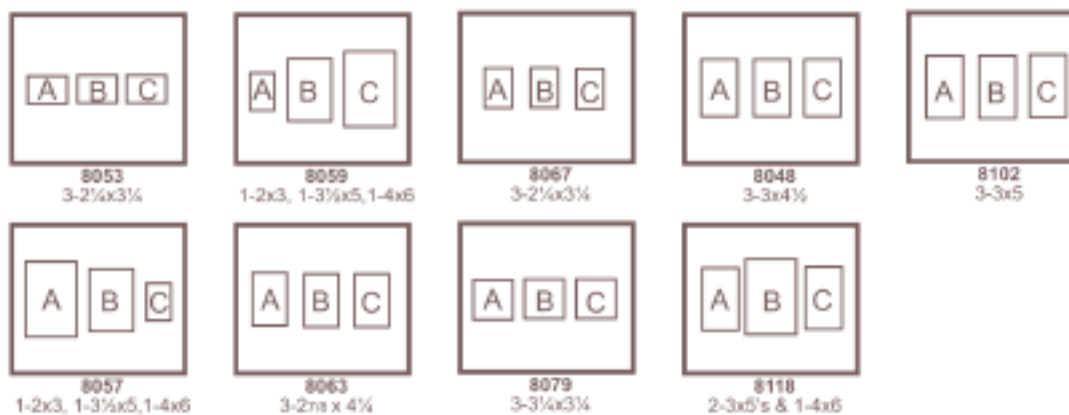
**10x8 Mounted Metro Book Layouts — 2 Prints/Page — Black Pages Only**



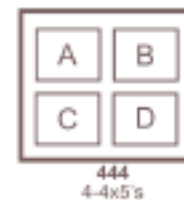
## 10x8 Mounted Metro Book Layouts — 2 Prints/Page — Black Pages Only



## 3 Prints/Page



## 4 Prints/Page



**8x10 Mounted Metro Book Layouts — 1 Print/Page — Black Pages Only**



**135**  
1-3½x5



**884**  
1-4x10



**1040**  
1-5x7



**868**  
1-6x6



**8014**  
1-7¼x7¼



**1070**  
1-7x7



**136**  
1-3½x5



**155**  
1-5x5



**1042**  
1-5x7



**8013**  
1-6½x9¼



**712**  
1-7x10



**102**  
1-8x10



**145**  
1-4x5



**8003**  
1-4½ x 6½



**8017**  
1-5x7



**168**  
1-6x8



**188**  
1-8x8



**8002**  
1-8x10



**146**  
1-4x5



**8004**  
1-4½ x 6½



**8018**  
1-5x7



**169**  
1-6x8



**8007**  
1-8x8



**147**  
1-4x6



**157**  
1-5x7



**512**  
1-5x10



**8006**  
1-6½ x10



**8008**  
1-8x8



**148**  
1-4x6



**158**  
1-5x7



**1039**  
1-6x6



**931**  
1-6x10



**8010**  
1-6½x9¼

**8x10 Mounted Metro Book Layouts — 2 Prints/Page — Black Pages Only**



**889**  
2-3½x5's



**1055**  
1-3½x5 & 1-4x5



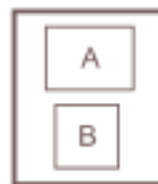
**267**  
1-3½x5 & 1-5x7



**253**  
1-4x5 & 1-5x7



**248**  
2-4x6's



**271**  
1-5x5 & 1-5x7



**203**  
2-3½x5's



**1057**  
1-3½x5 & 1-4x5



**909**  
2-4x5's



**261**  
1-4x5 & 1-5x7



**249**  
2-4x8's



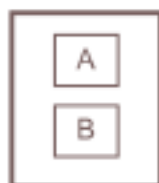
**273**  
1-5x5 & 1-5x7



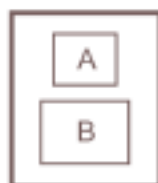
**204**  
2-3½x5's



**1059**  
1-3½x5 & 1-4x5



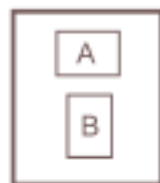
**201**  
2-4x5's



**263**  
1-4x5 & 1-5x7



**873**  
2-4x10's



**216**  
2-3½x5's



**255**  
1-3½x5 & 1-5x7



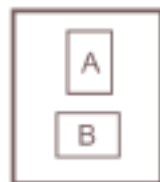
**211**  
2-4x5's



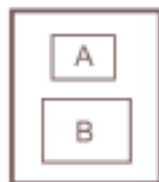
**1096**  
2-4x5's



**221**  
2-5x5's



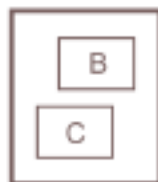
**217**  
2-3½x5's



**257**  
1-3½x5 & 1-5x7



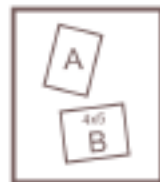
**213**  
2-4x5's



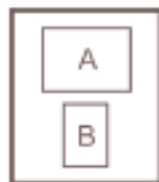
**246**  
2-4x6's



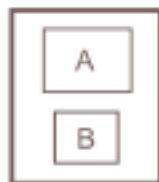
**816**  
2-5x7's



**1053**  
1-3½x5 & 1-4x5



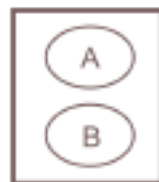
**265**  
1-3½x5 & 1-5x7



**251**  
1-4x5 & 1-5x7



**247**  
2-4x6's

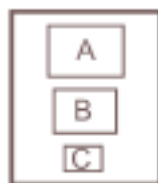


**8069**  
2-5x7's

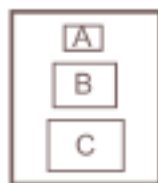
**8x10 Mounted Metro Book Layouts — 3 Prints/Page — Black Pages Only**



**8053**  
3-2½x3¼'s



**8057**  
1-2x3, 1-3½x5, 1-4x6



**8059**  
1-2x3, 1-3½x5, 1-4x6



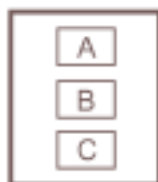
**8063**  
3-2½ x 4½'s



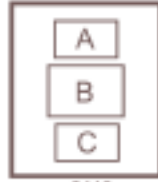
**8067**  
3-2½x3¼'s



**8079**  
3-3½x3¼'s



**8048**  
3-3x4½'s



**8118**  
2-3x5's & 1-4x6



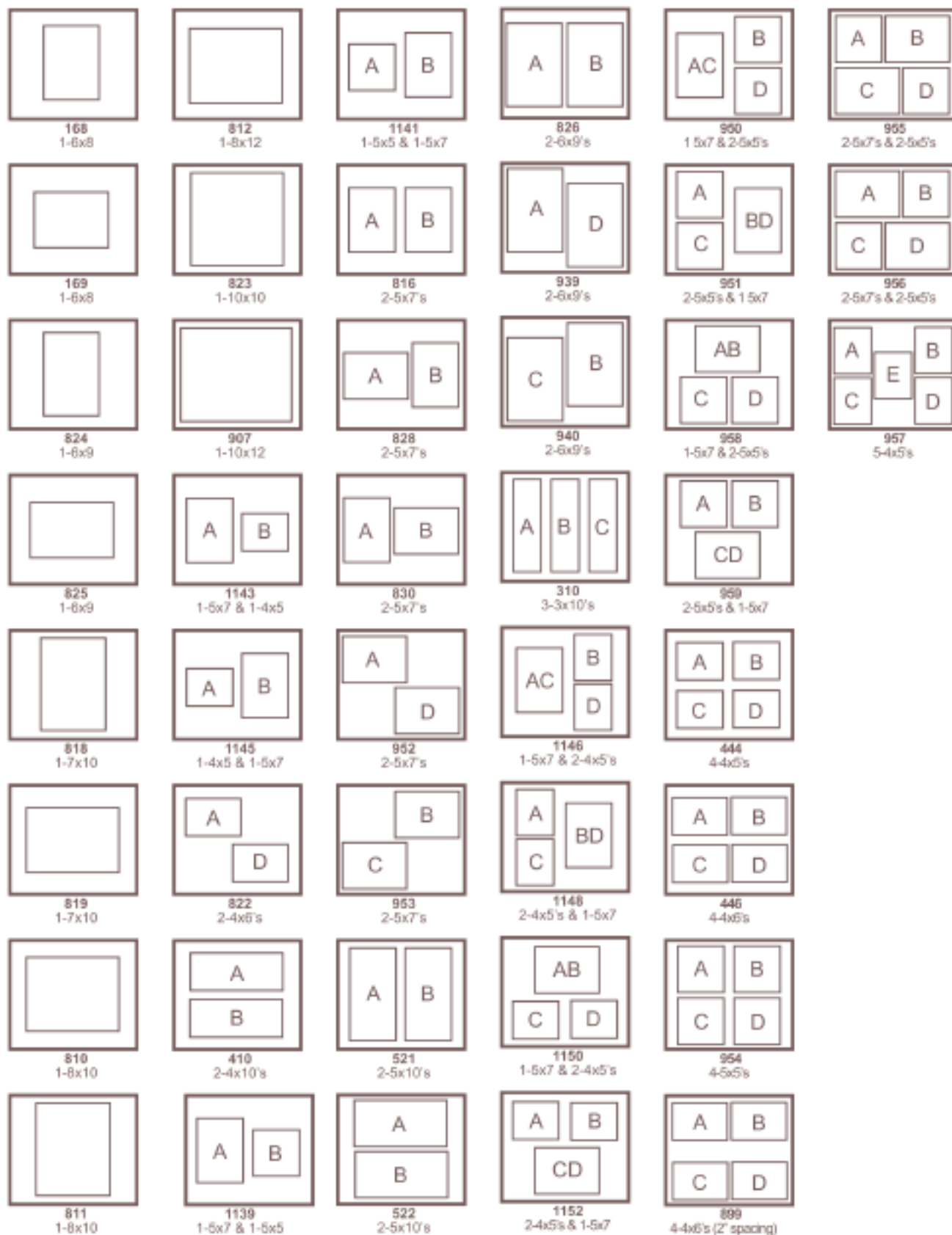
**8102**  
3-3x5's

**8x10 Mounted Metro Book Layouts — 4 Prints/Page — Black Pages Only**

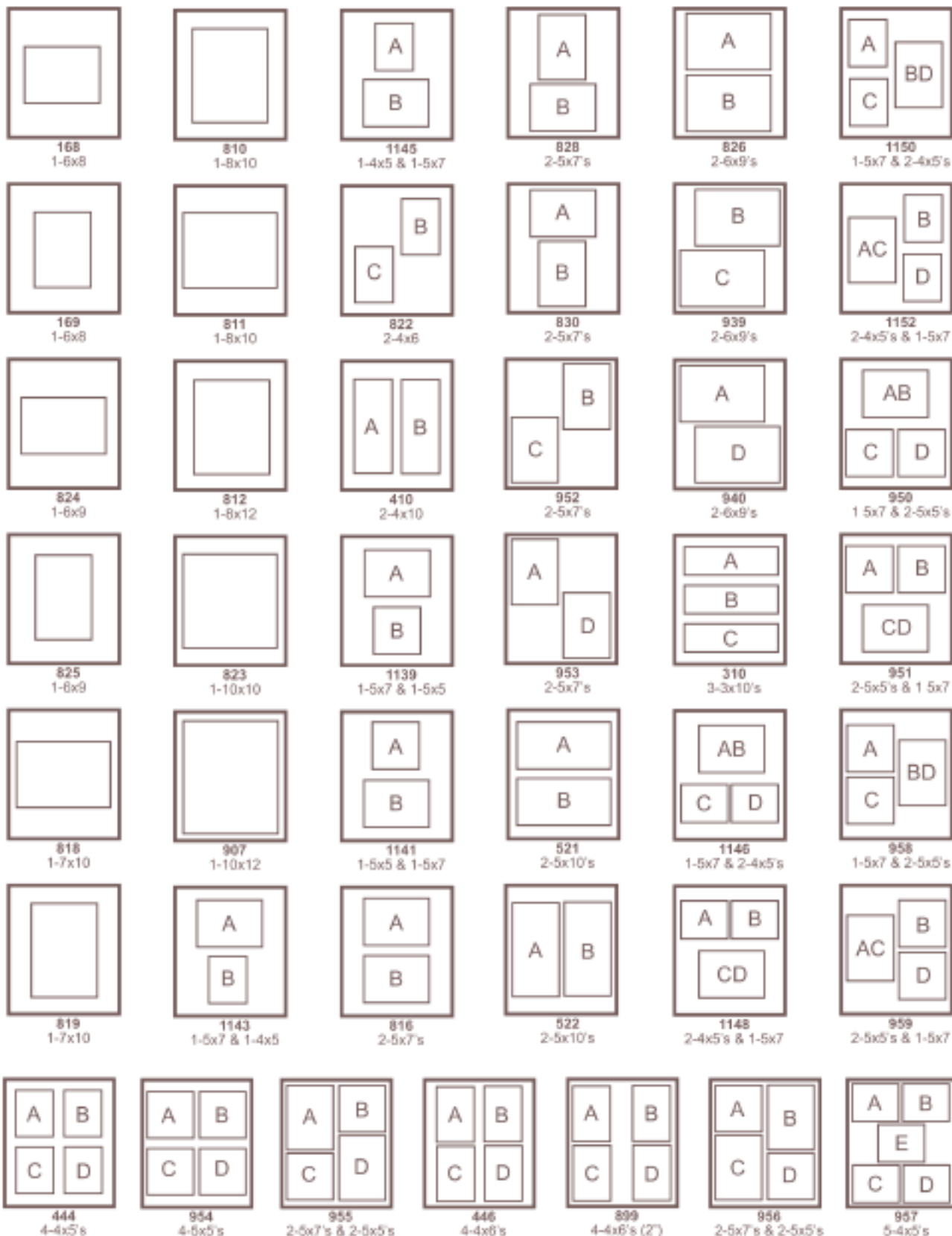


**444**  
4-4x5's

**12x10 Mounted Metro Book Layouts — Black Pages Only**



**10x12 Mounted Metro Book Layouts — Black Pages Only**





## Print/Page Options - Mounted Modern Image Book

**Album Sizes** - 3.5x5/5x3.5, 4x5/5x4, 4x6/6x4, 5x5, 5x7/7x5, 5.5x7/7x5.5, 5x10/10x5, 6x8/8x6, 7x10/10x7, 8x8, 8x10/10x8, 8x12/12x8, 9.5x12/12x9.5, 10x10, 10x12/12x10, 10x13/13x10, 10x14/14x10, 10x15/15x10, 11x14/14x11, 12x12.

Sizes can be bound vertically or horizontally. If you want a horizontally bound album, it should be indicated on the album size line, i.e. a horizontal 8x10 should be noted as 10x8. Custom sizes are also available upon request.

**Trimming** - Prints must be full size, not pre-trimmed. When sending individual prints to give the illusion of a full size panorama, please make certain the image lines up across the inside seam. We have seen many occasions when images are printed individually and don't line up.

These panorama-like layouts are NOT trimmed on the inside seam, they are trimmed 1/4" on the outside edge. All other prints are trimmed 1/8" on all four sides. (We are unable to balance photos by trimming more from one side than another). If you use templates or digitally add text on a print, allow 1/2" from edge for trimming. If there isn't 1/2" clearance, we will not be responsible for templates/text being cut.

There are many occasions that prints arrive shorter than the standard print size. When this occurs, the entire album needs to be trimmed down to the shortest print. There are also times in production that an album may need to be re-trimmed. Both of these scenarios can result in templates or digital text to be cut. We suggest allowing 1/2" clearance on all 4 sides (exclusive of the inseam of the pano-style prints) to prevent your templates and/or digital writing from being affected. If the proper 1/2" guidelines are not adhered to CAPRI will not be responsible for reprints.

## Print/Page Options - Mounted Flush Album

**Album Sizes** - 3.5x5/5x3.5, 4x5/5x4, 4x6/6x4, 5x5, 5x7/7x5, 5.5x7/7x5.5, 5x10/10x5, 6x8/8x6, 7x10/10x7, 8x8, 8x10/10x8, 8x12/12x8, 9.5x12/12x9.5, 10x10, 10x12/12x10, 10x13/13x10, 10x15/15x10, 11x14/14x11, 12x12.

Sizes can be bound vertically or horizontally. If you want a horizontally bound album, it should be indicated on the album size line, i.e. a horizontal 8x10 should be noted as 10x8. Custom sizes are also available upon request.

**Gilding** - Gilding is offered in gold, silver or black\*. We also offer an ungilded option where edges are sanded smooth to retain their natural page color.

\*Please note: we do not recommend black gilding on flush albums because it does not sufficiently cover the edge of the photos and the mounting board, which are white.

**Panoramas** - Illustrated on page 35.

**Full Panoramas** are a 2-page spread made from one large print. Print is split at exact center with 1/16" between the halves. Please note your Account # and Order form # on the back of the print, and number the Panorama as TWO prints beginning with an even number side.

You may trim the print to the specifications noted below, or let us do it for you. There is no limit to the number of panoramas that may appear in any one album, but there may be no more than two consecutive panoramas. Crush-proof tubes are available free of charge for shipping purposes. Note: When shipping panoramas separately from your order, please include a photocopy of your order form.

## MOUNTED FLUSH PANORAMAS

Album Size	Full
<b>3 1/2x5</b>	5x7
<b>5x3 1/2</b>	3 1/2x10
<b>4x5</b>	5x8
<b>5x4</b>	4x10
<b>4x6</b>	6x8
<b>6x4</b>	4x12
<b>5x5</b>	5x10
<b>5x7</b>	7x10
<b>7x5</b>	5x14
<b>5 1/2x7</b>	7x11
<b>7x5 1/2</b>	5 1/2x14
<b>5x10</b>	10x10
<b>10x5</b>	5x20
<b>6x8</b>	8x12
<b>8x6</b>	6x16
<b>7x10</b>	10x14
<b>10x7</b>	7x20
<b>8x8</b>	8x16

Album Size	Full
<b>8x10</b>	10x16
<b>10x8</b>	8x20
<b>8x12</b>	12x16
<b>12x8</b>	8x24
<b>9 1/2x12</b>	12x19
<b>12x9 1/2</b>	9 1/2x24
<b>10x10</b>	10x20
<b>10x12</b>	12x20
<b>12x10</b>	10x24
<b>10x13</b>	13x20
<b>13x10</b>	10x26
<b>10x15</b>	15x20
<b>15x10</b>	10x30
<b>11x14</b>	14x22
<b>14x11</b>	11x28
<b>12x12</b>	12x24

**Trimming** - Prints must be full size, not pre-trimmed. We machine trim 3/16" on the three exposed (gilded) edges and the hinge tape covers 1/4" on the inside seam. We are unable to "balance" photos by trimming more from one side than from another. Allow 1/4" clearance on all four edges so that the image will not be cut. Be especially careful on prints 5x7 or smaller, as they have usually been cropped tighter. If you use templates or digitally add text on a print, allow 1/2" from edge for trimming. If there isn't 1/2" clearance, we will not be responsible for templates/text being cut.

There are many occasions that prints arrive shorter than the standard print size. When this occurs, the entire album needs to be trimmed down to the shortest print. There are also times in production that an album may need to be re-trimmed. Both of these scenarios can result in templates or digital text to be cut. We suggest allowing 1/2" clearance on all 4 sides (exclusive of the inseam of the pano-style prints) to prevent your templates and/or digital writing from being affected. If the proper 1/2" guidelines are not adhered to CAPRI will not be responsible for reprints.

## Mounted Album Panoramas

**All Panoramas are split.**

### Full Panoramas



(Available on Reversible, Metro  
& Flush Albums)

### Half Panoramas



(Available on Reversible & Metro Albums)

### 3/4 Panoramas



(Available on 8x10/10x10  
Reversible Albums Only)



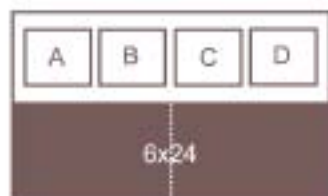
(Available on 8x10/10x10  
Reversible Albums Only)

### Center Panoramas

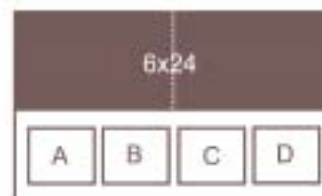


(Available on 8x10/10x10  
Reversible Albums Only)

### Film Strip Panoramas



**7002**  
4-4x5's  
(Available on 8x10/10x10  
Reversible albums only)



**7003**  
4-4x5's  
(Available on 8x10/10x10  
Reversible albums only)

\*Refer to 5x10 Metro Section for available layouts. A or B is used to denote side preference.

## Print/Page Options - Mounted Mini Book

**Album Sizes** - 2.5x3.5/3.5x2.5 (Wallet), 3.5x5/5x3.5, 4x5/5x4, 4x6/6x4, 5x5.

Mini books can be bound vertically or horizontally. Please check appropriate box in the order form.

### Wraparound Print Cover Option - sizes

Size	Vertical	Horizontal	Square
Wallet	3½ x 5	2½ x 7	
3½ x 5	5 x 7	3½ x 10	
4 x 5	5 x 8	4 x 10	
4 x 6	6 x 8	4 x 12	
5 x 5			5 x 10

### Cover Image Print Option - sizes

Size	Vertical	Horizontal	Square
Wallet	N/A	N/A	
3½ x 5	2½ x 3 <sup>5</sup> / <sub>8</sub>	3½ x 2 <sup>1</sup> / <sub>8</sub>	
4 x 5	2½ x 3 <sup>5</sup> / <sub>8</sub>	3½ x 2 <sup>5</sup> / <sub>8</sub>	
4 x 6	2½ x 3 <sup>5</sup> / <sub>8</sub>	4½ x 2 <sup>5</sup> / <sub>8</sub>	
5 x 5			3½ x 3 <sup>5</sup> / <sub>8</sub>

**Trimming** - Prints must be full size, not pre-trimmed. When sending individual prints to give the illusion of a full size panorama, please make certain the image lines up across the inside seam. We have seen many occasions when images are printed individually and don't line up.

These panorama-like layouts are NOT trimmed on the inside seam, they are trimmed 1/4" on the outside edge. All other prints are trimmed 1/8" on all four sides. (We are unable to balance photos by trimming more from one side than another). If you use templates or digitally add text on a print, allow 1/2" from edge for trimming. If there isn't 1/2" clearance, we will not be responsible for templates/text being cut.

There are many occasions that prints arrive shorter than the standard print size. When this occurs, the entire album needs to be trimmed down to the shortest print. There are also times in production that an album may need to be re-trimmed. Both of these scenarios can result in templates or digital text to be cut. We suggest allowing 1/2" clearance on all 4 sides (exclusive of the inseam of the panorama prints) to prevent your templates and/or digital writing from being affected. If the proper 1/2" guidelines are not adhered to CAPRI will not be responsible for reprints.

## Print/Page Options - Mosaic Slip-In Album

**Album Sizes** - Small (3½x5 – 5x5), Medium (3½x5 – 5x7), Large (2x3 – 10x10).

**Page Color** - Available in Black or Ivory pages

**Mosaic Mats** - Illustrated on pages 38-40. Please specify the actual quantity of mats, which are sold in multiples of 10 on the order form. Mats may be purchased in individual quantities on-line. Please note that all mats may be rotated until desired configuration is achieved. Black mats are accented in your choice of gold, silver or all black. Ivory mats are accented in gold.

### **Panoramas -**

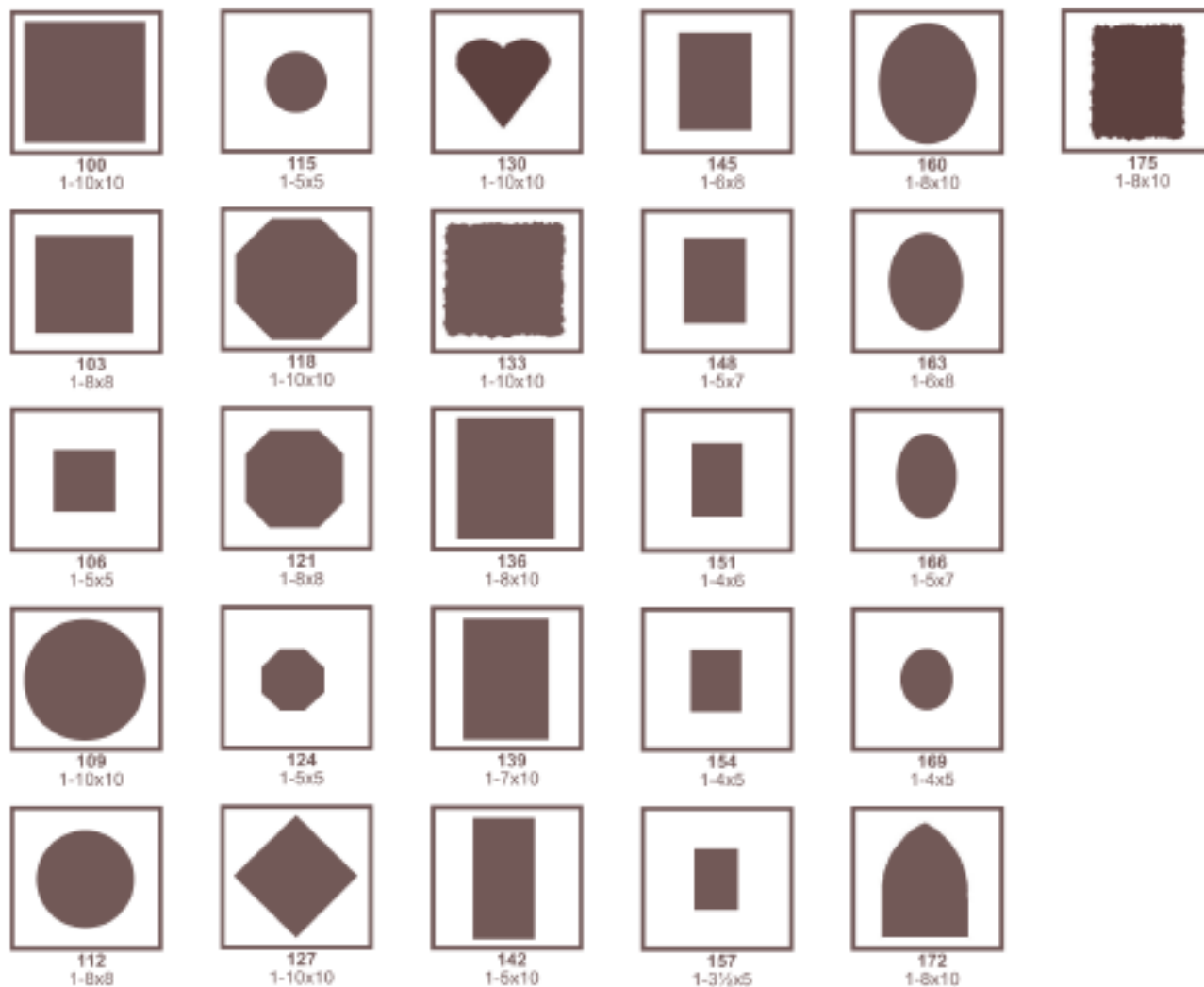
**Full Panoramas** are a 2-page spread made from 1 large print. Print is split at exact center with 1/16" between the halves. Available in Large only.

**1/2 Panoramas** are a full-page print (no mat). Available in Large only.

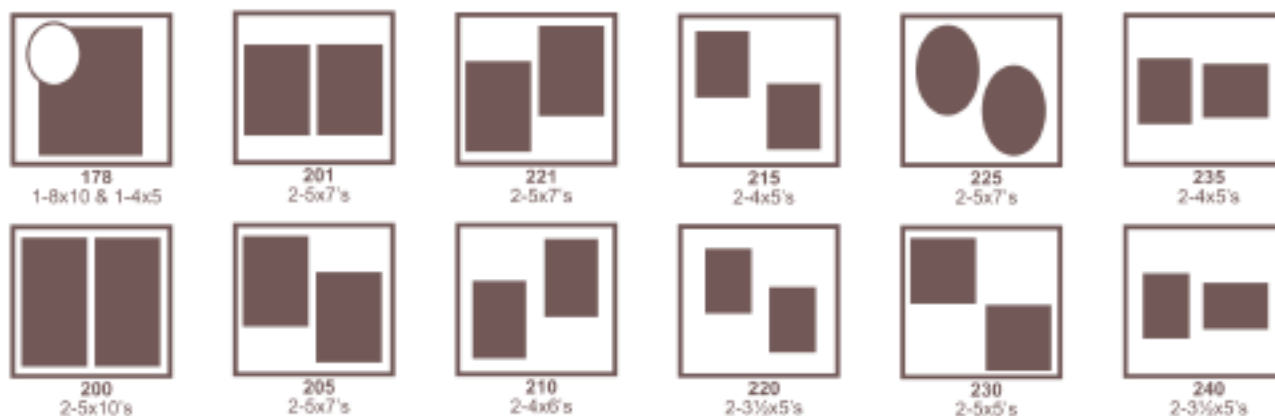
**Gilding** - Black pages are gilded in your choice of gold, silver or black. Ivory pages are gilded in gold or black\*.

\*Black gilding may not sufficiently cover ivory pages.

**Mosaic Mats — Large Album — 1 Per Page**



**Mosaic Mats — Large Album — 2 Per Page**



**Mosaic Mats — Large Album — 2 Per Page**



**245**  
1-5x10 & 1-5x7



**255**  
1-5x7 & 1-5x5



**265**  
1-5x7 & 1-3½x5



**275**  
1-5x7 & 1-3½x5



**320**  
1-5x7 & 2-4x5's



**250**  
1-5x10 & 1-5x5



**260**  
1-5x7 & 1-4x5



**270**  
1-5x7 & 1-4x5



**315**  
1-5x7 & 2-3½x5's

**Mosaic Mats — Large Album — 3 Per Page**



**300**  
1-5x10 & 2-5x5's



**325**  
1-5x7 & 2-3½x5



**340**  
1-5x7 & 2-4x5's



**355**  
3-4x5's



**370**  
3-3½x5's



**385**  
3-4x5's



**305**  
1-5x7 & 2-5x5's



**330**  
1-5x7 & 2-4x5's



**345**  
1-5x7 & 2-3½x5



**360**  
3-3½x5's



**375**  
3-4x5's



**390**  
3-3½x5's



**310**  
1-5x7 & 2-4x5's



**335**  
1-5x7 & 2-3½x5



**350**  
3-5x5's



**365**  
3-4x5's



**380**  
3-3½x5's



**395**  
3-2x3's

**Mosaic Mats — Large Album — 4 Per Page**



400  
4-5x5's



415  
4-4x5's



430  
4-4x5's



440  
4-4x5's



455  
4-4x5's



470  
4-3½x5's



405  
4-5x5's



420  
4-3½x5's



435  
4-3½x5's



445  
4-3½x5's



460  
4-3½x5's



410  
4-5x5's



425  
4-4x5's



439  
4-4x5's



450  
4-3½x5's



465  
4-4x5's

**Medium Album 5x7**



148  
1-5x7



166  
1-5x7



124  
1-5x5



151  
1-4x6



169  
1-4x5



220  
2-3½x5's



154  
1-4x5



106  
1-5x5



157  
1-3½x5



115  
1-5x5

**Small Album 5x5**



106  
1-5x5



154  
1-4x5



115  
1-5x5



157  
1-3½x5



124  
1-5x5



169  
1-4x5



### Print/Page Options - Gallery Slip-In Album

**Album Sizes** - 4x5, 4x6, 5x5, 5x7, 8x8, 8x10, 10x10.

**Page/Tooling Colors** - Select black pages with gold, silver or all black tooling, or ivory pages with gold tooling.

**Gilding** - Black pages are gilded in your choice of gold, silver or black. Ivory pages are gilded in gold or black\*.

\*Black gilding may not sufficiently cover ivory pages.

### Print/Page Options - Mosaic Folios

**Sizes** - Small Book (3.5x5 - 5x5), Medium Book (3.5x5 - 5x7), Large Book (2x3 - 10x10), Triple Book (2x3 - 10x10), Quad Book (2x3 - 10x10), Large Wing (2x3 - 10x10), Panorama (12x24)

**Specialty Folios** - Senior (3.5x5), Half Book (3.5x5)

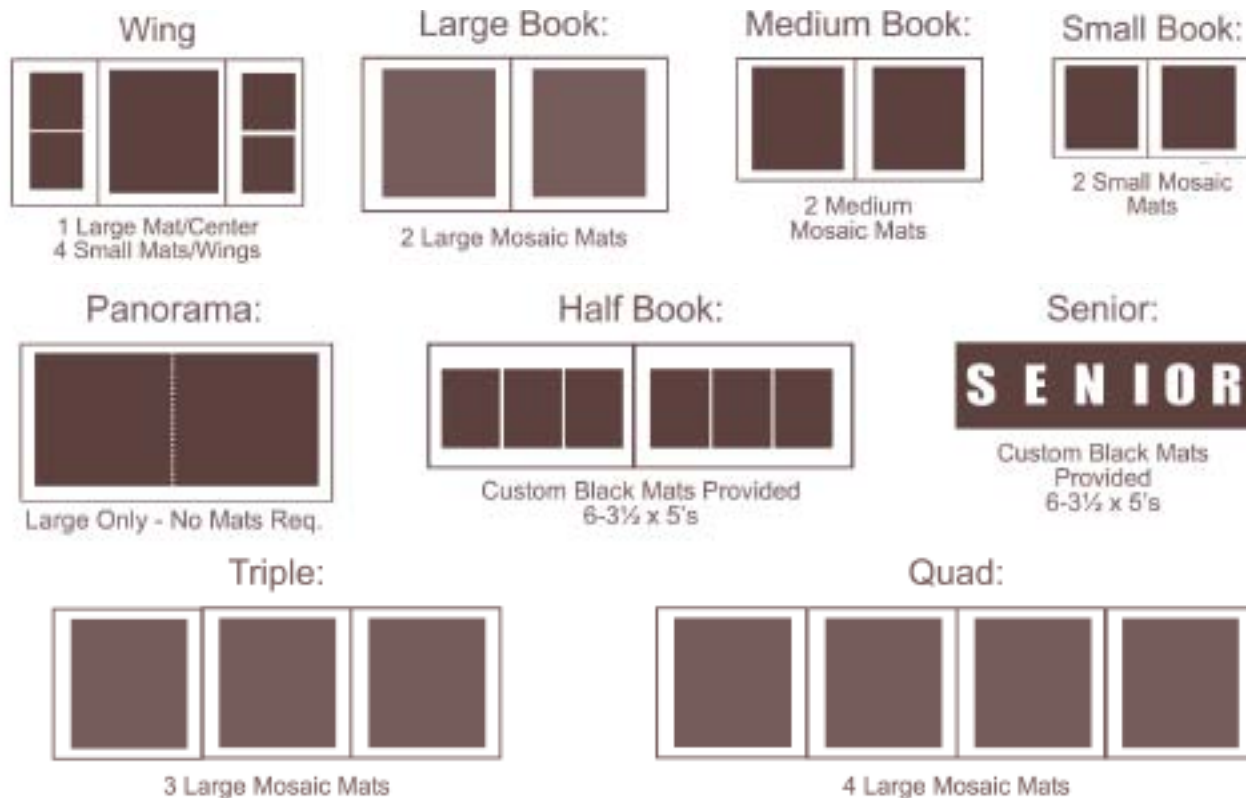
**Frame Color** - Black frames and mats with gold, silver or all black tooled accents, and ivory frames and mats with gold tooled accents. Senior and Half Book are available in Black only.

**Mosaic Mats** - Illustrated on pages 38-40. Please specify the actual quantity of mats, which are sold in multiples of 10 on the order form. Mats may be purchased in individual quantities on-line. Please note that all mats may be rotated until desired configuration is achieved. Black mats are accented in your choice of gold, silver or all black. Ivory mats are accented in gold.

**Panoramas** -

**Full Panoramas** are a 2-page spread made from 1 large print. Print is split at exact center with 1/16" between the halves. Available in Large only.

### Mosaic Folios — Folio Styles



## Album Accessories

### FLANNEL SACK

Soft sack made of flannel material designed to protect the album.

### SLIP CASE

Decorative, open-ended wooden boxes covered in matching cover material and lined in moiré; designed to both enhance and protect mounted album(s); available to hold one, two or three volumes. Not recommended for Napa or Milano leathers. Note: Please allow an extra week for completion of your order.

## Studio Samples

We discount Studio Samples 50%\* and will stamp "STUDIO SAMPLE ALBUM - NOT FOR RESALE" on inside cover. Maximum: one sample per album type per year.

Please note there is a 100 Mosaic mat maximum on sample Mosaic albums. In addition, a Large Mosaic mat sampler containing 1 of each style is available.

\*Sample discounts not available on Mini Books or Folios.

## Print Preparation for Mounted Albums

### General Information

It is recommended that you design the album with prints on an even number of sides. Blank pages or pages with anything other than photographs mounted on them will increase the risk of warping. Surfaces must be completely free of scratches or folds, and backs must be free of any stickers or heavy markings that may show through once mounted. It is also recommended that you print your photographs on either an "E" or "N" surface paper. Due to their delicate nature, ink jet, metallic or other specialty papers have shown a high risk of potential damage during our manufacturing process. Should any damage occur while in plant or after completion of the album, in relation to the use of any non-traditional paper or inks, the studio is fully responsible for the cost of reprints. In addition to ink jet and metallic prints, some black and white photographs are printed on a different paper stock than color photos. If two different paper stocks are used, the album may warp. If prints have white/black borders, it is your responsibility to trim them: If requested to hand trim, we will charge a \$20.00 minimum handling fee.

### Numbering Prints

Please use a Faber Castell 6B drawing pencil (supplied at No Charge upon request) to number the prints softly on the back. NEVER use grease pencils or ink because both might bleed onto the next print while in transit or show through once the print is mounted. If you have numbered with anything other than a 6B pencil, we might have to clean and re-number them at \$.25/print. If prints have stickers on the reverse side, we will need to remove them at \$1.00/print.

### Tip-Ins

If you have not sent all of your prints with your REVERSIBLE album order, please provide the following: the size(s) of the missing print(s), the sides and sequences (i.e. A/B), their format vertical/horizontal and whether they appear as shape oval/circle in the album. You must indicate if your studio or Capri will mount the tip-in(s). Please note tip-in information under Special Instructions on the Order Form. Albums missing any Panoramas prints cannot begin production.

If you have not sent all of your prints with your FLUSH, MODERN or MINI mounted album order, we CANNOT begin production.

### Invitation or Blank Page

Blank pages or pages with anything other than photographs mounted on them will increase the risk of warping. Mounting the actual invitation will increase the risk that the page, cover or entire book will warp over time. Additionally, the paper stock used for most invitations is not archival and will discolor over time. Therefore it is preferable that you photograph invitations and number the prints in sequence as regular prints. If you must have the actual invitation mounted, please specify one of the following:

BLANK 1: Invitation appears on Side 1 with 1st print on Side 2.

BLANK 1&2: Invitation appears on Side 1 with Blank Side 2 and the 1st print on Side 3.

### Spraying

Spraying your mounted album prints helps to prevent fingerprints, scratches and surfaces from sticking together during production. Capri uses a water based lustre spray that is made to our specifications and is compatible with all of the procedures performed in our plant. If you send prints that have already been sprayed, we cannot be responsible for scratches or other problems with the spray or print surface that might occur in-plant. Note: If prints do not arrive already sprayed, we will automatically spray them. If you choose not to have your prints sprayed you will be asked to sign a release relinquishing Capri from all liability due to damage. Fibre-based paper cannot be sprayed. Due to the delicate surface of ink jet, metallic, and other prints, in the event prints are damaged in production, we will not be responsible for the cost of reprints.

### Texturing

A pebble texture protects the print and masks imperfections on the emulsion caused by handling of the print. Ink jet, metallic and other specialty prints as well as prints with heavy surface artwork cannot be textured. (Note: texturing is not available on Modern Image Books.)

### Artwork

If your artist uses a retouch spray to seal in artwork, the result will be a significantly duller finish. We recommend that your artist spray an additional coat(s) of high-gloss on top of the retouch spray to brighten the photograph and to minimize the difference between retouched and non-retouched prints. If you do not advise us on the Order Form which prints have artwork, we cannot assume responsibility for in-plant damage.

### Packing Orders

All prints should face in the same direction and should be arranged in numbered sequence. Prints should be grouped according to size, sandwiched between two pieces of cardboard and secured (including Order Form) with elastic bands. DO NOT USE TAPE OF ANY KIND INSIDE THE PACKAGE. If you are shipping panorama prints separately, please be sure to note your Account #, Order Form #, Customer Reference and Print Sequence on the back of the print, using a Faber Castell 6B pencil and include a photocopy of the order form. Use an adequate amount of shipping peanuts, newspaper, or other packaging material to cushion the corners of the prints in a strong carton for shipping. We can supply you with complimentary cardboard and sturdy tubes, as well as 6B pencils.

## Repair Options

### MOUNTED ALBUMS

#### Replacing Prints

Replace existing prints with new ones. Use a 6B pencil to write the sequence # preceded by a large "X" on the print(s) being replaced (for example, "X16" if you are replacing the print on side 16); then write the same sequence # preceded by a large "R" on the reverse of the replacement print (i.e. "R16).

### **Adding Prints**

When adding more than 2 sides to an album, you will also need to replace the cover. Imprinting charges will also apply (see below). Attach a post-it marked "After Here" to the hinge of the print preceding the addition, and use a 6B pencil to mark the new print(s) with the correct sequence# (i.e. 23 & 24 if following existing print 22).

### **New Cover & Stamping**

You can replace a cover and change the cover material and imprinting.

## **SLIP-IN ALBUMS**

### **New Cover & Stamping**

You can replace a cover and change the cover material and imprinting.

### **Removing Pages**

Gallery albums only: We can remove only one page and re-use the cover; more than one page requires a new album to be made.

## **Billing Procedures & Credit Terms**

### **Billing and Payments**

Capri accepts Visa, MasterCard, American Express, check and COD. All payments must be in U.S. funds. If we do not receive payment with your order, we will send an invoice itemizing all charges. Although we begin production immediately, we must receive full payment prior to shipping the completed order. We recommend credit card payment to expedite the shipping of any order. If payment is made by check, the order will be shipped only when the check clears (returned checks will be subject to bank fees). For first time orders only, if COD is selected, it will be sent COD CASH. Orders are subject to payment of any applicable sales tax and shipping costs, unless a valid sales tax exemption certificate is provided. Additional terms and conditions apply as set forth in our printed order & on-line forms.

### **Credit Terms**

Credit applications are sent upon request after minimum sales of \$400 per month for two (2) consecutive months. Approval of a Buyer's credit account shall be in Capri's sole discretion and shall be subject to approval by Capri's credit department and financial service providers.



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