

WINTER NEWSLETTER

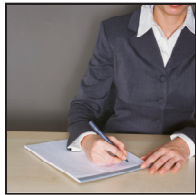
Gall Laminating Company News

2008 Winter Edition

Dear Valued Customer,

Information contained in our newsletter will inform you of NEW Products, Updates on Current Equipment and Specialized Services we can offer. Please remember as the Christmas Season approaches, to reserve your space on our schedule, send a purchase order or a signed clear job description with instructions. This will ensure we have the proper materials and time to complete your job as requested. **When Christmas shopping this season for THE PERSON WHO HAS EVERYTHING, consider getting artwork, posters or photos custom picture framed. This makes a stellar gift for friends or family. Please allow 2 weeks to order & assemble materials.**

Purchase Orders & Scheduling



Purchase Orders

Customer Purchase Orders are very important at Gall Laminating Company. We use your Purchase Orders to order materials, schedule jobs and make sure your job is completed in the time specified. Purchase Orders may simply consist of a handwritten note with the below specifications listed. Delays will occur with jobs that arrive without paperwork. If the specifications on your Purchase Order do not match those on your quote, your price will change.

That is why it is very important to include the following on your Purchase Order:

- Quote number to be sure you are given your quoted price
- Company information and contact name so we know whom the job is ordered by
- Date due to ensure your job is finished in time
- Job specifications to be sure we have the materials and instructions needed

New Machine Upgrade and Additional Capabilities



One sided Laminating Machine

Gall Laminating is in the process of upgrading our one sided laminating machine. It has served us well for over 20 years. Our new machine will allow us to provide you with more cost effective film and a faster turn around time.

Scoring and Perforating

Fold your documents neatly, accurately and easily by preparing your document for scoring. Without scoring, paper fibers are stretched too far and separate thus causing the paper to crack when folding. Perforating makes it simple to separate documents like coupons and tear off forms.

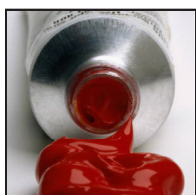
Specifications: Minimum sheet size: 3" width x 3" length
Maximum sheet size: 20" width x 23" length
Various perforations per inch are available.

Shrink Wrapping

Give your finished product protection with a professional finish. Our procedure places your item inside a heat-sensitive poly-bag and a conveyor system then moves the product through a heat tunnel. Thus shrinking the bag to conform to the item.

Specifications: Sheet size handled up to 11" X 15"
Height of packages no higher than 7"
Cardboard backer or equivalent may be needed for small light weight jobs.

What Are You Printing With?



Inks, Toner, Digital output, Laser printing, etc.

Is your print ink based or toner based? Toner based prints will require our Super Stick Film. This film is a super adhesive that adheres best to heavy ink coverage and toner based prints when bonding issues arise. When requesting a quote or sending a job, please let us know if your print will be toner based. Prints that are one of a kind, arriving rolled up and/or printed with digital output will be run with low melt film on the Wide Format machine.

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Inks, Toner & Printing Methods

Side Two

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Fun Christmas Facts

According to the National Christmas Tree Association, Americans buy 37.1 million real Christmas trees each year.

California, Oregon, Michigan, Washington, Wisconsin, Pennsylvania and North Carolina are the top Christmas tree producing states. Oregon is the leading producer of Christmas trees - 8.6 million in 1998.

The modern Christmas custom of displaying a wreath on the front door of one's house, is borrowed from ancient Rome's New Year's celebrations. Romans wished each other "good health" by exchanging branches of evergreens. They called these gifts strenae after Strenia, the goddess of health. It became the custom to bend these branches into a ring and display them on doorways.

Christmas Humor

What do vegetarians wish for at Christmas?

Peas on Earth & goodwill toward men.

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Slip Sheet Information



Slip Sheets

Slip sheets are practical when jobs need to be kept in sets. It is recommended that you request a quote and specify whether we are inserting or removing slip sheets, who is supplying the slip sheets if job will need to be kept in order.

For jobs sent with slip sheets already inserted, it may be less expensive to laminate the slip sheets while keeping job in order instead of removing slip sheets, laminating while keeping job in order and then re-inserting slip sheets again. Slip sheet costs will vary depending on whether job is Spine Reinforcing, Index Tab Dividers, Laminating, etc. **Quote requests can be requested on our website www.galllaminating.com/Quotes or you may email your request to sarahb@galllaminating.com.**

Is Gall Laminating Company FSC Certified?



Forest Stewardship Council

The FSC is a non profit organization established to promote the responsible management of the world's forests. Rather than boycotting poor foresting practices, the FSC wants to use market forces to promote socially beneficial, environmentally appropriate and economically viable forest management. The FSC system's intent is to shift the market to eliminate habitat destruction, water pollution, displacement of indigenous peoples and violence that often accompanies logging. Any product made of pulp or paper has the potential to be certified, as long as the wood originates from FSC certified sources. This system

ensures companies and organizations interested in responsible forestry, that they are making the environmentally conscience choice. Printers use the Chain of Custody Certification. This tracks the FSC certified material through the production processes all the way to the store. For more information on becoming FSC certified, visit their website www.fsc.org. Gall Laminating Company is pleased to help you in your commitment to the environment. Also, we can assure you that our laminate supplier does not add ozone depleting substances to any products, nor do they purchase raw materials that contain or are manufactured with ozone depleting substances.

Can You Eat Off Of Our Laminate?



Food Grade Film Compliance

All of our instock Polyester (PET), Polypropylene (OPP) and Nylon (Layflat) thermal laminate films comply with the requirements of the Federal food, drug and cosmetic act, which are applicable to material which may be processed for use involving contact with food for human consumption. The only films that do not comply are glueable/stampable polyester films and aggressive adhesive films, which we do not stock. **Please call (717) 393-6317 with any questions regarding Food Grade Compliance.**

Employee Spotlight



New to our staff this year are Sarah S. and Sarah B. They both come from customer service back grounds and are making nice additions to the Office staff.

Sarah S.

Sarah S. enjoys camping and laughing with her friends. Her favorite band is Yonder Mountain String band. She is an avid reader and her favorite author is John Steinbeck. Sarah S. will fill the position of our Marketing and Sales person. You may also find her helping in the office when she is not

visiting customers. Email sarahs@galllaminating.com for all your Marketing and Sales needs.

Sarah B.

Sarah B. and her fiancé Scott have a two year old son, Parker. They spend their evenings at home together playing sports and watching Disney Movies. Sarah B. and Scott love to entertain, you can always find food, friends and comfort in their home on any given day. Sarah B. will be doing quotes, answering the phone and helping customers in the lobby. Email sarahb@galllaminating.com to request a quote.

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Quotes and Invoices

Invoices can be emailed at your request. You may send your inquiry to sarahb@galllaminating.com.

Please **email your quote request** information to sarahb@galllaminating.com. Your quote will then be returned to you by email.

Quotes may also be requested through our website with a fill out form. www.galllaminating.com

Your request will then be returned by email unless you request it faxed.

UPDATED Sample Books

Sample Books are provided for you FREE of charge and include tips, guidelines, a full listing of our services and contains useful samples of:

- * Laminate Finishes
- * Laminate Thicknesses
- * Tab Divider Shapes
- * Tab Reinforcing Colors
- * Grommet/Eyelet Sizes
- * Spine Reinforcing

and much more!

If you do not have a sample book, please call (717) 393-6317 or email info@galllaminating.com



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