

## 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.**

## Scheduling Jobs & Purchase Orders



### 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 may change.

The reasons above explain why it is very important to include the following on your Purchase Order:

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

To schedule your job in advance you may fax (717) 393-6932 or email [claire@galllaminating.com](mailto:claire@galllaminating.com) your purchase order.

## NYLON Matte Film NOW AVAILABLE in “Scuff Resistant”

**NEW  
NYLON  
SCUFF  
RESISTANT  
MATTE  
FILM**

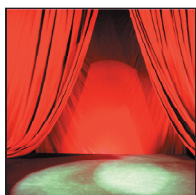
1.7 mils NYLON “Scuff Resistant” Matte Film (also available in Super Stick)

New at Gall Laminating is a scuff resistant Nylon (Lay Flat/Curl Free) 1.7 mils MATTE film. We are excited to offer our customers more protection for Matte NYLON jobs. Even more exciting is the film is also available in Super Stick for jobs with heavy ink coverage, toner based and jobs with bonding issues. This new film is highly recommended for all NYLON Matte jobs, especially when scuffing is an problem. Samples of our OPP, NYLON, PET Matte and Scuff Resistant Films are now available.

Email [info@galllaminating.com](mailto:info@galllaminating.com) to request samples

**\*\* Please send one-sided jobs printed on flat press sheets \*\***

## Employee Spotlight



### Jim

Jim was hired in 2005 to help with Wide Format Laminating and Mounting when Joe was promoted to General Manager. Then after learning more machines and procedures, Jim was moved to Shipping and Receiving. Jim is experienced in carpentry and is usually working on a renovation project at home. Jim also can be found in his recording studio playing his guitar and practicing for upcoming gigs, or you may find him on a nice day taking a ride on his motorcycle.

### Justin

Justin was hired in 2008 to take over Wide Format Laminating and Mounting after Jim was promoted to the Shipping and Receiving Department. He has since been trained for various other machines and positions in our company and makes a great addition. He spends his time playing his guitar, hanging out with friends and riding his motorcycle.

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## Fun Fall Facts

Pumpkins are believed to have originated in Central America. Seeds from related plants have been found in Mexico, dating back over 7000 years to 5500 B.C.

Early settlers sliced off pumpkin tops; removed seeds and filled the insides with milk, spices and honey. This was baked in hot ashes and is the origin of pumpkin pie.

Pumpkins are grown all over the world on six of the seven continents, with Antarctica being the sole exception. They are even grown in Alaska. The top pumpkin production states are Illinois, Ohio, Pennsylvania and California.

Pumpkins are members of the vine crops family called cucurbits which includes squash and cucumbers. Pumpkins contain potassium, Vitamin A and are also high in fiber. Pumpkin flowers are edible.

## Laughing Matters

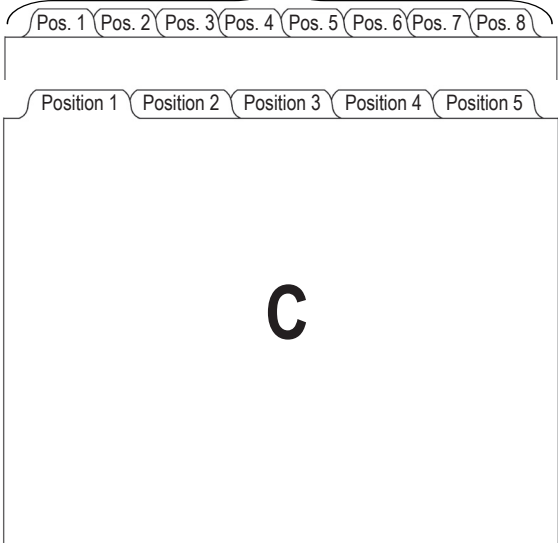
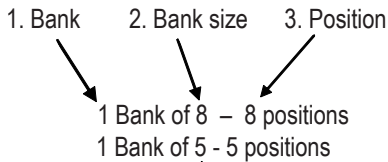
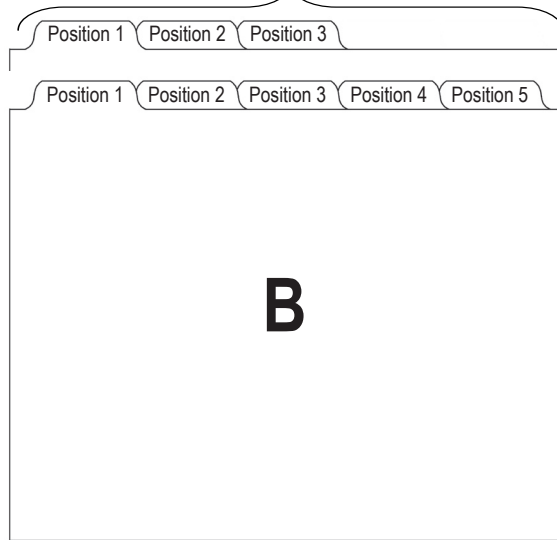
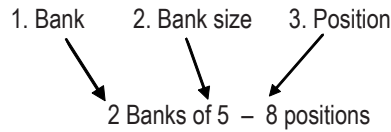
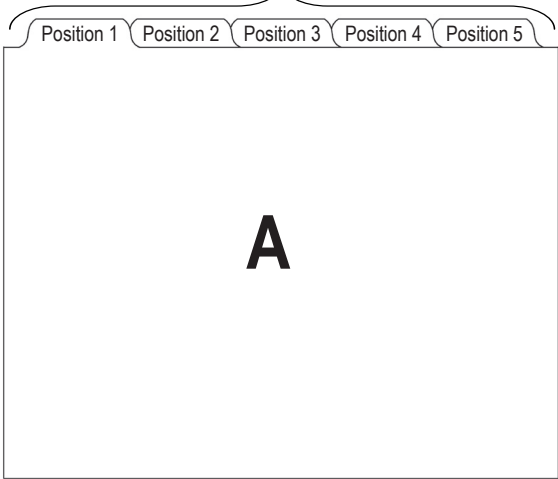
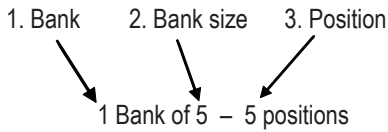
**When is a pumpkin not a pumpkin?**

*When you drop it; then it's squash!*

## Know Tab Job Terms and Get Quoted/Invoiced Correctly

There are 3 main terms associated with tab jobs:

1. **Bank** refers to the number of tab sets
2. **Bank size** is the number of equal width tabs that fit along the side of the paper
3. **Position** is each individual tab/sheet in the bank



In some cases you may have only 1 bank of 5 as illustrated in **picture A** with all 5 positions, or you may have 2 banks of 5 with 8 total positions as illustrated in **picture B**. If you have 2 banks of 5 - you would have 10 total positions possible.

In the case of **picture C** there are 2 banks but one is a bank of 5 and one is a bank of 8. Therefore the width of the tabs on the 8 bank will be smaller than the tabs on the 5 bank. The greater number of the bank size, the smaller the width of the tab positions. There is 13 total positions possible in this picture.

On our website you will find a viewable tab bank layouts PDF file to be used as a quick reference. The layout will show you the approximate sizes of a 4 bank up to a bank of 11. However, please do not use this quick reference when laying out an actual tab bank layout. Please request a sample bank from us to use when laying out a tab bank.

Please let us know if you have any additional questions or need help laying out your tab job.

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### Quotes and Invoices

Invoices can be emailed at your request. You may send your inquiry to [amanda@galllaminating.com](mailto:amanda@galllaminating.com).

Please email your quote request information to [sarahb@galllaminating.com](mailto: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](http://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](mailto:info@galllaminating.com)