



# Riteway

Business Forms & Digital Printing

See our  
**DIGITAL  
PRINTING**  
Capabilities!  
2020

*Your 100% satisfaction is our goal. We want to help your business grow by providing you with quality products, fast turnaround and knowledgeable team members*

- Wholesale Manufacturing
- Distributor & Industry Based
- Offset Forms
- Digital Print
- Mailing
- Checks
- Bindery
- Envelopes

# Capabilities Guide





# Sales & Customer Service

Our experienced Sales and Customer Service personnel are able to assist you in determining the needs of your project from pre-press to shipping and everything in between. Our team members are at your service to answer questions, offer a price quote or job progress report.

Please contact them by calling 651-489-0304 (toll free 1-800-842-6239) or email them at the addresses listed below:



Scott Nelson



Chris Nelson



Linda Baumgart



Kelly Faris



Terri Zastrow



Frank Miske III

Scott Nelson  
Chris Nelson  
Linda Baumgart  
Kelly Faris  
Terri Zastrow  
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CEO/President  
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Sales

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## Prepress

Our Graphic Artists are capable of creating custom artwork, resetting forms or simply outputting your electronic files. To ensure accuracy and positioning on form resets, we request that an original hard copy be provided.

If you choose to provide us with electronic files, please include all fonts and images used. We accept electronic files on CD, email ([prepress@ritewaybf.com](mailto:prepress@ritewaybf.com)), or you can upload your files to our FTP site. Please call for FTP information.

We currently use iMac computers and support the following software for Adobe Creative Cloud Suite and more:

- Adobe Acrobat
- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign
- QuarkXpress
- All PDF's\*

*\*When supplying PDF files, please be sure the fonts are embedded into the document. If the finished product is more than one color, we also request that separations are provided, as well as composite color file.*

When your artwork is complete, we will provide a proof in the form of your choice:

- Laser Print (black & white or color)
- PDF
- Fax

Once approved, our Graphic Artists will send the artwork to the Production Manager who chooses the press best suited for the job.

*Plates are produced on our state of the art direct-to-plate system and then your job proceeds to the designated press for production.*





# Digital Printing

Now offering various products in digital prints. We also offer digital prints combined with direct mailings.



## Digital Printing

Digital printing is the process of printing from a digital based image directly to a variety of media. The image is sent directly to the printer using digital files such as PDF's and those from graphics software such as InDesign or Illustrator. This eliminates the need for a printing plate, which saves time and money. This creates a fast turnaround time and is printing on demand.

## Clear Dry Ink

What is Clear Dry Ink? A clear ink that creates a glossy finish that can make your prints pop!

- Make images, text and graphics "pop"
- Highlight photos and logos
- Add "watermarks"
- Simulate pearlescence and metallics
- Bring your prints to life and get your message noticed



Clear Dry Ink Example: Hold at an Angle





# Digital Printing

With our new digital printing capabilities we can make your prints more customizable.



## Envelope Printing

We now print customized envelopes, various sizes.

Our color envelopes are available at an affordable price. The envelopes can be printed with your messages and branding.

## Customize Digital Printing

We can customize print sizes, folds and die cuts.

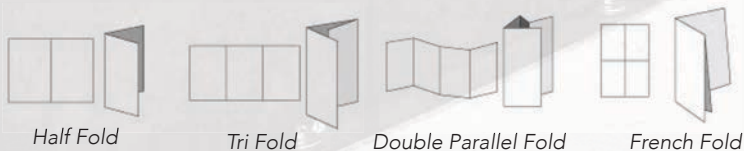
- Print sizes up to 13"x19"
- UV Coating
- Tabbing
- Scratch Offs
- Custom Folds
- Custom Die Cutting

## Ultra-violet Coating

UV coating is a liquid applied to digital prints and then exposed to ultraviolet light. The coating reacts immediately, creating a shiny hard protective finish on the printed product. This allows for the best surface properties and offers the best protection for your digital prints. UV coating protects your marketing materials for longer lasting value.

## Custom Folds

Call us to discuss custom folds. Here are some examples of different customized folds we can do.



## Scratch Offs

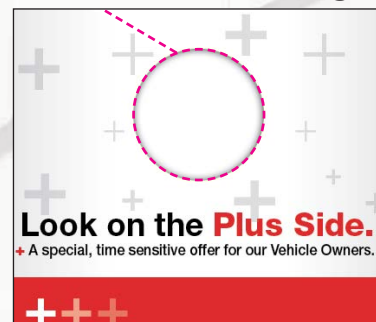


## Tabbing



Postcard Tab Example

## Custom Die Cutting



Door Hang Tag

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# Direct Mailing

Riteway is a full service mail house with digital printing capabilities.

## Direct Mailing

Riteway's direct mailing is a direct marketing medium that is targeted and cost effective. It can be as simple as a postcard, letter, brochure, or a catalog. With our direct mailing services you can effectively target and communicate your company's message to your customers and prospects to meet your goals.

## Variable Address Printing

Let Riteway Business Forms take the hassle out of addressing your own envelopes - for postcards, invitations, corporate & promotional mailings, and much more. We do all the work for you, just send us your mailing list and artwork, choose your perfect envelope, and we will do the rest!



## UV Coating for Mail

Ultraviolet (UV) coating can be applied to digitally printed pieces to create a high shine finish for rich vibrant images which are resistant to erosion. When UV light is applied, the coating dries instantaneously and does not release VOC's into the atmosphere, saves energy since heat is not required and is less flammable than solvent-based materials making it environmentally friendly. The UV coating also protects the mail piece from possible degradation from USPS processing and delivery.



## VDP w/Direct Mailing

With an increasing On-line world, print and direct mail are unique in their ability to convey messages with impact and style.

- Generate sales & leads
- New customer acquisition
- Increases repeat purchases
- Allows customer engagement
- Market your products & services

## MAIL FULFILLMENT SERVICES w/Envelope Inserting

Mail is still an important way to communicate with your customers, so we have added Mail Fulfillment Services which includes, but not limited to data processing, printing, postage and inserting. Our envelope inserting services provide low cost high speed options for direct mail or business mailings.



Direct Mail: Postcards, Letters, Flyers and more...



# Rite Check Program

The "Rite" Check program is a service designed to provide prompt and discounted quality laser checks. It offers you and your customer five check design options that can be tailored to fit your needs. Each design includes a wide range of colors, security features and perforation positions that fit most software programs.

## The "Rite" Check Program

"Rite" Checks include:

- Classic
- Classic Secure
- Premium Secure
- Safety Secure
- Prismatic Secure

*If you prefer a custom design, we offer custom checks. If you need a specific pantograph, security feature, or color that is not in our basic design, call us and we can discuss a custom check program with you.*



## Security Levels 1-4

Our security checks will help defend your business by stopping check fraud in its tracks.

- Level 1 has up to 6 security features
- Level 2 has up to 10 security features
- Level 3 has up to 12 security features
- Level 4 has up to 12 security features



Call us or visit our website at [ritewaybf.com](http://ritewaybf.com) to download a copy of the "Rite" Check Program



# Security Papers

Paper security is defined by the physical characteristics created in or added to the surface of the paper during manufacturing which help to deter alteration or duplication. Riteway offers the following three options:

## GOOD

### CheckSecur MOCR Plus

- Invisible Fluorescent Fibers
- Optically Dull Basesheet
- Full Solvent Reactivity

## BETTER

### CheckSecur Watermark

- Invisible Fluorescent Fibers
- UV Dull Basesheet
- Full Chemical Reactivity
- True Watermark
- SecurLaser (toner anchorage)

## BEST

### CheckSecur Platinum

- Invisible Fluorescent Fibers
- Optically Dead Basesheet
- Full Chemical Reactivity
- True Watermark
- Visible Blue Fibers
- SecurLaser (toner anchorage)

### Sample Check

DOCUMENT BACKGROUND PATTERN MUST CHANGE COLOR FROM BLUE TO GREEN (LEFT TO RIGHT). CHAINLINK PATTERN TRUE WATERMARK CAN BE SEEN WHEN HELD TO LIGHT.

**Sunshine Company**  
1234 Sunshine Street N  
Sunshine City, USA 12345

012345

DATE CHECK NO. AMOUNT

PAY TO THE ORDER OF

SECURITY SUN SECURITY

AUTHORIZED SIGNATURE

SECURITY SUN SECURITY

RUB OR BREATHE ON RED SECURITY CHECK. RED IMAGE WILL DISAPPEAR IF CHECK IS AUTHENTIC. IF NOT, DO NOT ACCEPT.

13 5 10

9 6 7

AUXILIARY ON-US FIELD  
*Consecutive Number*

TRANSIT NUMBER FIELD  
*Bank Number*

ON-US FIELD  
*Account Number*

## MICR Specifications

Magnetic Ink Character Recognition (MICR) numbering is a process which uses magnetic ink and a special font. It contains the account and routing information on checks and other negotiable documents.

The position of the MICR information is critical to the scanning process. Therefore when processing an order that requires MICR numbering, Riteway recommends that you either supply an accurate sample of the form with the MICR numbers and their exact locations (usually available through your bank) or call us for a MICR spec sheet.



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# Security Features

When you want to protect your documents from duplication, alteration and forgery, there are many security features to choose from. Consider how the document is going to be handled, then choose the appropriate features.

	Security Features	Description
1	<b>Artificial Watermarks</b>	Printing in transparent ink which is clear, but visible when viewed at an angle, they cannot be photocopied or scanned. They can be printed on the face or the back of a document. Generally it contains the words "Secure Document" or we can create your own custom design using your customer's logo.
2	<b>True Watermarks</b>	An image is pressed into the paper at the time of manufacturing and is visible from both sides of the paper. Offers protection from copier duplication and scanning.
3	<b>Borders</b>	Intricate designs that add security to your documents. Unlike pantograph, borders can be scanned. Many pantograph and borders are protected by copyright.
4	<b>Heat Sensitive Ink</b>	Also referred to as Thermochromic ink, it will change color or disappear when heat is applied.
5	<b>High Resolution Graphics</b>	Graphical elements (icons, illustrations or borders) containing intricate line detail which cannot be reproduced accurately by copiers or scanners.
6	<b>Microprinting</b>	Microscopic wording that appears as a solid line. On the original document the words can be easily seen under magnification; on copies it becomes unreadable. The letters MP indicate microprinting has been used on that line.
7	<b>Pantograph</b>	Intricate screens and background designs that do not copy or scan well. Generally printed in lighter colors so that they disappear when copies are attempted. They are also used to make a document more aesthetically appealing.
8	<b>Void Pantograph</b>	Intricate screens and backgrounds that produce the word "VOID" when copied.
9	<b>Padlock Icon</b>	Indicates that security features are included on that document. Details of the features are printed on the back of the document.
10	<b>Prismatic Printing</b>	A pantograph background using two or more ink colors printed from the same press tower. Colors merge in a varying, uneven manner creating a spectrum affect which makes them difficult to reproduce. Also called split-fountain printing.
11	<b>Endorsement Backer</b>	Contains the words "Original Document" screened very light, on the back of the check, so it cannot be easily duplicated by scanners or copiers.
12	<b>Security Papers</b>	Papers that are chemically reactive to bleach and/or solvent alterations. Can contain fluorescent fibers and artificial or true watermarks.
13	<b>Warning Band</b>	Explanations on documents alerting document handlers, processors and potential forgers that specific security features are present. Many bands also explain how to use the features to detect a forgery attempt.



# Press Capabilities

Riteway's press room is furnished with both long and short run press equipment, so we can accommodate ANY size order you have from 100 to 100 million forms!

Depending of the type of project and quantity of the order, your project may be run on any of our pack-to-pack, sheet-fed, or web presses.

## Press Sizes

Cylinder Size (inches)	Form Depths (inches)
8	4 • 8
8 1/2	4 1/4 • 8 1/2
11	2 3/4 • 3 2/3 • 5 1/2 • 11
12	3 • 4 • 6 • 12
13	3 1/4 • 6 1/2 • 13
14	3 1/2 • 7 • 14
17	4 1/4 • 5 2/3 • 8 1/2 • 17
22	2 3/4 • 3 2/3 • 5 1/2 • 7 1/3 • 1 • 2

*Custom perforations and cuts are available to produce almost any size form.*

## Pack-to-Pack

These presses are used for our short run continuous forms. Maximum size is 11" x 14". Options include:

- Unlimited ink colors
- Up to 6 parts
- Carbonless
- Checks
- Crimping
- Custom perforations
- Desensitizing
- Die cuts
- Drilling
- Offline numbering
- Punching



Pack to Pack

*Our skilled press operators perform quality control inspections through every step of production to assure your customer receives the quality product they are looking for.*

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# Press Capabilities

## Sheet-fed

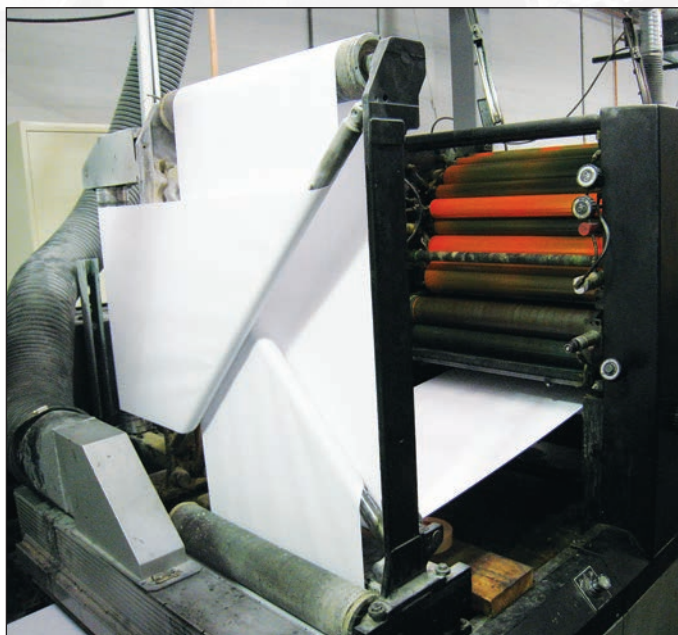
These presses are used for our short-run cut sheet forms. Maximum size is 13" x 17". Options include:

- Up to 8 ink colors
- Four-color process
- Up to 10 parts
- Booklets
- Carbonless
- Desensitizing
- Drilling
- Folding
- Laser checks
- Laser guaranteed papers
- Laser perforations
- NCR gluing
- Numbering
- Padding
- Punching
- Saddle stitching
- Scratch off
- Snapout
- Stapling
- Tabbing
- UV coating

## Web

These presses are used for our medium to long-run cut sheet or continuous forms. Maximum size is 20" wide x 22" deep. Options include:

- Up to 6 ink colors
- Four-color process
- Up to 15 parts
- Carbon interleaved
- Carbonless
- Checks
- Cross web gluing
- Custom perforations
- Desensitizing
- Drilling
- Gluing
- Inline and offline
- Punching
- Snapouts
- Stripe and pattern carbon numbering
- Transfer tape
- UV drying





# Ink Colors

Offset printing at Riteway is done in either spot color or process color. Spot colors are chosen from the Pantone Color Matching System (PMS). These colors have standardize numbers to ensure exact color matches. They may also be screened to various tints. PMS colors also include metallic ink choices.

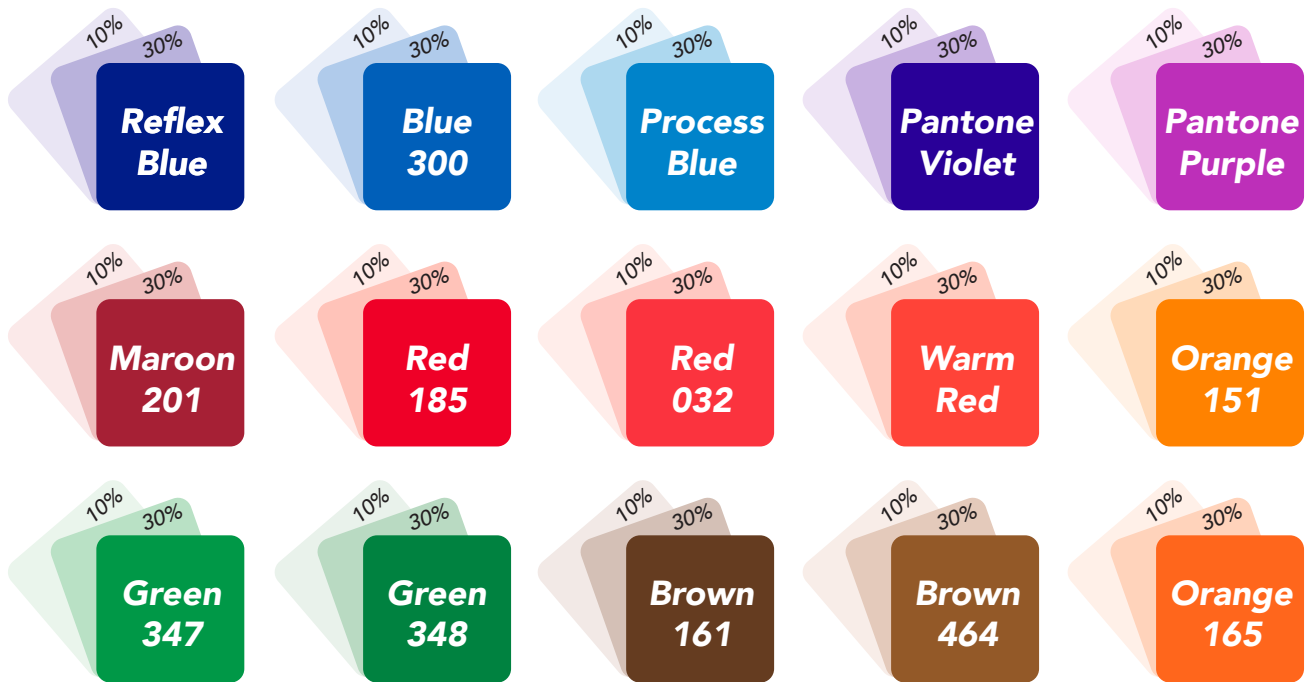


## Ink Colors

Four-color process is the method of printing overlapping tints of cyan, magenta, yellow, and black (CMYK) inks to achieve a variety of colors.

RGB (red, green blue) is the preferred color system used to display images on electronic devices and is widely used for web design. However RGB is not usable for printing. Please note if art files are provided in this format they will need to be converted to process or spot color.

*We also print with Thermochromic Ink which reacts to heat. When heat is applied the ink will disappear and reappear as the paper cools. This is a common security feature and when used in combination with a warning band adds a higher level of protection to your document.*

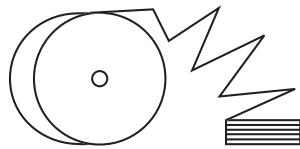




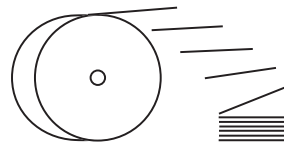
# Blank Stock

We currently provide print manufacturers across the world with blank stock and preprinted continuous and cut sheet papers in single and multi-part forms. We offer over 500 different stock items that are ready to ship within 24 hours. These items include: carbonless papers, blank check stocks, letterhead papers, security papers, tags & card stock just to name a few.

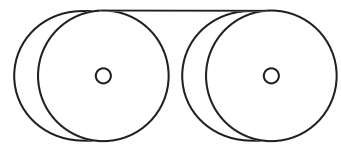
Please call for a copy of our Blank Stock Price Guide



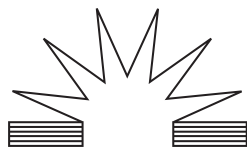
Roll to Pack



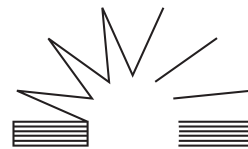
Roll to Sheet



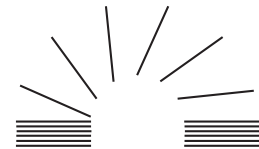
Roll to Roll



Pack to Pack



Pack to Sheet



Sheet to Sheet

## Blank Stock

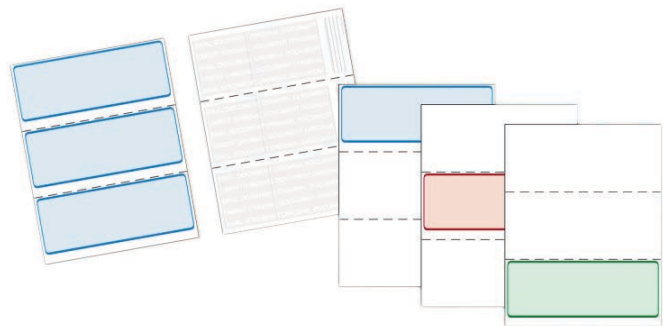
Our continuous paper is designed for pack-to-pack printing presses, although we do offer many pack-to-sheet papers. These pack-to-sheet papers are designed for the printer that prints and numbers continuously, then cuts and trims the form for a finished cut sheet product.

Our cut-sheet paper is available blank or as our popular pre-printed base check stock. Our base check stock is available in various papers, pantographs, colors and security

features. We are able to add custom perforations or punches to any of our stock items. In addition, we are able to produce custom sized and perforated forms for you. With our assortment of presses we are able to convert forms into six basic styles for you depending on your needs: roll to pack, roll to sheet, roll to roll, pack to pack, pack to sheet and sheet to sheet.

Because of the hygroscopic nature of paper, it is constantly

changing to reach equilibrium with its environment. Paper absorbs or loses moisture relative to the surrounding atmosphere (like a sponge). Because of this, Riteway's temperature is constantly maintained between 65°-75° F with 35 to 50 percent relative humidity. If the temperature or humidity goes beyond these levels, problems such as paper curling or size distortion can occur. Additionally, all of Riteway's stock items are wrapped in plastic before being boxed and placed on the shelf.



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# Bindery

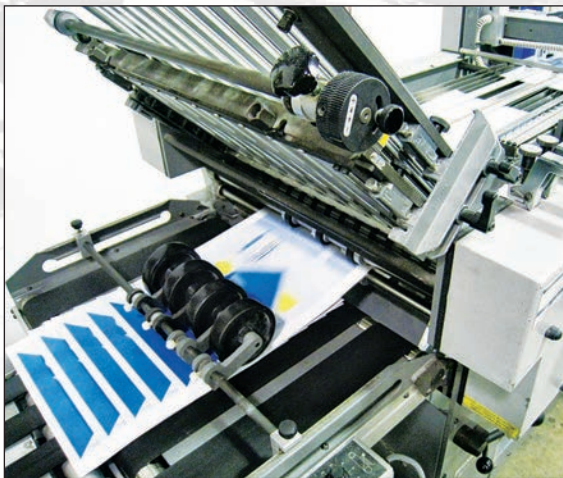
Our full service Bindery Department ensures quality with every order we produce. From basic shrink wrapping, cutting and drilling to complex book binding, Riteway proves we truly are your one-stop-shop for business forms.

## Bindery

Options include:

- Collating/Decollating
- Cutting
- Drilling/Hole Punch
- Foil Stamping
- Scoring
- Impact numbering
- Padding
- Shrink Wrapping
- Stapling
- Bookbinding\*
- Scratch Off
- Tabbing
- Crimping
- Die Cutting
- Fan-a-Part Edge Gluing
- Folding
- Imprinting
- Numbering (Arabic/MICR)
- Perforating
- Skip Verticals/Horizontal
- Saddle Stitching
- Booklet Making\*
- Ultra Violet Coating

*\*Our expanded booklet making equipment allows us to offer you saddle stitch booklets of up to 80 pages, manuals, calendars, newsletters, etc.*



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## Shipping & Fulfillment

Upon completion and final inspection, your project will be shipped from Riteway in the manner you specify: directly to your customer, directly to you, or you may pick it up.

**NEW**

### Barcodes

We now offer barcode labeling. This system is perfect for any items we produce that will be stored in a warehouse as inventory.

### Shipping

End users often request custom packaging, such as a specified quantity per carton, custom labeling, or specific sized cartons. Let us know their preferences and we will take care of it.

With our electronic job tracking software we are able to track your project in real time. From the time we receive your project until the time it reaches your customer, we can tell you exactly where it is.

### Fulfillment

Riteway offers warehousing and inventory management services to our customers. Let us manufacture your forms, package them, and warehouse them until you are ready for them to be delivered.





# Riteway

**Business Forms & Digital Printing**

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