



HUB COMMUNICATION & DESIGN

Printer Guide

CORE C&D MATERIALS PRINTING

Due to HUB's accounting setup and how differently each office manages client printing, HUB C&D cannot manage the printing of communication deliverables. To help you and your clients, we have identified two vendors that you can use to print your clients' benefit materials. If you have questions on ordering, costs, etc., please reach out directly to the appropriate vendor.



OPTION 1: NEWBENEFITS

- Rapid turnaround
- Cost effective – regardless of quantity
 - 8-Page Benefit Guide - \$0.80 per guide
 - 4-Page Benefit Guide - \$0.40 per guide
 - 11" x 17" Poster - \$0.50 each if shipped folded in half
 - \$2.50 packaging fee per package to send flat (not folded)
 - 8.5" x 5.5" Postcard - \$0.40 each + postage
- Good quality
- No minimum quantity to order



OPTION 2: SMARTPRESS

- Average to fast turnaround
- Average cost – varies by item and quantity
- High quality
- No minimum quantity to order

HOW TO ORDER | NEWBENEFITS

When ordering through NewBenefits, your local office will receive a monthly invoice for all jobs ordered that month (separated by client). Your office will be responsible for paying the invoice and processing any client invoices to recoup costs.

If you have any questions prior to placing an order, email printorders@newbenefits.com. When you're ready to place your order, email printorders@newbenefits.com with the print-ready file(s) and the following order information:

ITEM(S) TO PRINT

- Benefit Guide (including page count; must be divisible by four)
- Poster
- Postcard*
- Wallet Card
- Envelope (including size)

**NewBenefits will front postage for postcard mailings. The postage cost will be included on your monthly invoice.*

REQUESTED QUANTITY

REQUESTED DELIVERY DATE

SPECIAL INSTRUCTIONS

- 4-Page Benefit Guide – print on 80# Cover paper
- 8-Page Benefit Guide – print on 100# Text paper

SHIPPING ADDRESS**

- Contact Name
- Street Address
- City
- State
- Zip Code

***If you are shipping to multiple addresses, download and complete the [Shipping Spreadsheet](#) to include with your order.*

BILLING OFFICE INFORMATION

- Contact Name
- Phone Number
- Email Address
- Mailing Address

HOW TO ORDER | SMARTPRESS

Smartpress is a web-based ordering platform. All payments must be made via credit card (yours or your client's). If you front the payment, your local office is responsible for invoicing your client to recoup any applicable costs.

<https://www.smartpress.com>

STEP 1: CREATE AN ACCOUNT

You will have the option to create an account when you initially go to the site. This is not a necessity; however, it will be helpful when placing and keeping track of orders. There is not a universal HUB login, so please create your own.

Click "All Products" on the top toolbar on the website to select your deliverable, or click the product name below.

STEP 2: SELECT PRODUCT

C&D Deliverable	Smartpress Product
2-Page Benefit Guide / Flier	Sell Sheet
4-Page Benefit Guide	Brochure
8-Page Benefit Guide	Saddle Stitch Booklet
Poster	Small Poster
Postcard	Postcard
Wallet Card	Business Card

STEP 3: PRINTING SPECS

Once you've selected your deliverable, you will need to provide the printing specs. You can find detailed instructions for each deliverable beginning on **page 5**.

STEP 4: PROJECT DETAILS

Type your client's name as the Project Title. Then, you'll have the option to upload the files now, or later via Drag and Drop or Upload.

HOW TO ORDER | SMARTPRESS (CONT'D.)

STEP 5: TURN- AROUND

The production time is the time that it takes to print materials – it does **not** include the time it takes to ship your items. Please plan accordingly.

NOTE: The “PDF soft proof” will send you a PDF version of the deliverable with the measurements and the cut marks. We would suggest selecting this option, as it gets emailed to you next day at no additional cost. If you select the hard proof, you can expect an actual hard copy of the deliverable to be printed and then shipped for an additional charge.

Once you have chosen the proof delivery method, select “Continue”.

To order multiple deliverables for the same client, repeat steps 2-5.

STEP 6: CHECKOUT

If everything in your order is correct, place your order by selecting “Checkout.” If you are not already logged in to your account, you will have to log in or create an account by filling out all of the required fields. Once signed in, you will have to fill out the box “I need this order delivered by this date/time.”

STEP 7: SHIPPING

The shipping screen will only allow you to select one address; however, if you are shipping to multiple addresses, download and complete the [Shipping Spreadsheet](#), with all of the addresses and associated quantities. Then, attach the spreadsheet to the order activity notes.

You can select the type of delivery fee you wish to apply – but do NOT select “Counter pick up,” as the counter location is in Minnesota.

NOTE: Shipping time is separate, and in addition to the in-house production turnaround time, the shipping estimates listed are based on a standard workweek. Weekends and holidays are excluded from shipping estimates.

STEP 8: PAYMENT

Payment is done via credit card. Please note: for postcards, the postage amount will be billed in a separate payment on the same credit card used for the printing charges.

STEP 9: SUBMIT

Your deliverables will be on their way soon!

PRINTING SPECS | SMARTPRESS

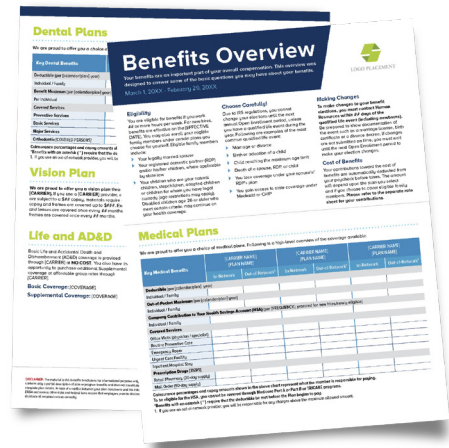
2-PAGE BENEFIT GUIDE/FLIER | SELL SHEET

Printing

- **Finished Size in Inches (WxH):** 8.5x11
- **Paper Stock:** Coated Matte – White
- **Printing on the Front:** Full Color
- **Total Quantity:** [Insert total quantity needed]
- **Paper Weight:** 100# Text
- **Printing on the Back:** Full Color

Finishing

- **Coating:** None
- **Variable Data Personalization:** None
- **Perforating:** None
- **Shrink Wrapping Service:** None
- **Laminating:** None
- **Drilling Options:** None
- **Rounded Corners:** None



4-PAGE BENEFIT GUIDE | BROCHURE

Printing

- **Unfolded Size in Inches (WxH):** 11x17
- **Paper Stock:** Coated Matte – White
- **Printing on the Front:** Full Color
- **Total Quantity:** [Insert total quantity needed]
- **Paper Weight:** 80# Cover
- **Printing on the Back:** Full Color

Finishing

- **Coating:** None
- **Variable Data Personalization:** None
- **Perforating:** None
- **Shrink Wrapping Service:** None
- **Digital Laser Cutting:** None
- **Drilling Options:** None
- **Folding Options:**
Single Fold; finished size after folding: 8.5 x 11
- **Wafer Sealing & Tabbing:** None

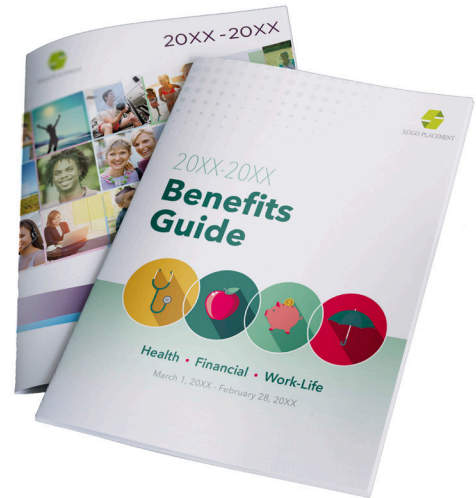


PRINTING SPECS | SMARTPRESS (CONT'D.)

8-PAGE BENEFIT GUIDE | BOOKLET

Printing

- Number of Pages Including Cover: 8
- Total Quantity: [Insert total quantity needed]
- Cover Stock: Coated Matte – White
- Interior Pages Stock: Coated Matte – White
- Cover Printing, Outside: Full Color
- Pages Printing: Full Color
- Cover Printing: Full Color
- Finished Size in Inches: 8.5x11
- Cover Weight: 100# Text
- Interior Pages Weight: 100# Text



Finishing

- Binding Edge: Left side binding
- Drilling Options: None
- Shrink Wrapping Service: None
- Binding (estimated thickness): Saddle Stitch
- Variable Data Personalization: None
- Wafer Sealing & Tabbing: None

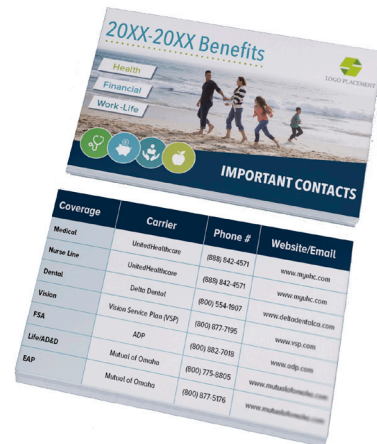
WALLET CARD | BUSINESS CARD

Printing

- Unfolded Size in Inches: 3.5x2
- Paper Stock: Coated Matte – White
- Printing on the Front: Full Color
- Total Quantity: [Insert total quantity needed]
- Paper Weight: 120# Cover
- Printing on the Back: Full Color

Finishing

- Coating: None
- Laminating: None
- Scoring-Only Options: None
- Rounded Corners: None
- Digital Laser Cutting: None
- Variable Data Personalization: None
- Folding Options: None
- Shrink Wrapping Service: None



PRINTING SPECS | SMARTPRESS (CONT'D.)

POSTCARDS

Mailing*

- There is a link in the product description for Direct Mail Postcards.

Printing

- **Finished Size in Inches:**
5.5x8.5 or 6x9 (check document settings)
- **Paper Stock:** Coated Gloss - White
- **Printing on the Front:** Full Color
- **Total Quantity:** [Insert total quantity needed]
- **Paper Weight:** 100# Cover
- **Printing on the Back:** Full Color

Finishing

- **Coating:** Flat Matte UV Coating - 2 sides
- **Perforating:** None
- **Variable Data Personalization:** None
- **Addressing and Mailing Services:**
First Class Mailing - Postage not included
- **Mailing Permit:**
Full Mailing Services Our Permit



**Please note that postage will be a separate charge. You can estimate the cost of postage on the right hand side of the screen.*

PLEASE NOTE: Postage will be added as a second charge after initial print order.

[Estimate Postage Pricing](#)

POSTER | SMALL POSTER

Printing

- **Finished Size:** 11x17
- **Paper Stock:** Coated Gloss - White
- **Printing on the Front:** Full Color
- **Total Quantity:** [Insert total quantity needed]
- **Paper Weight:** 80#
- **Printing on the Back:** None

Finishing:

- **Coating:** Ultra Gloss UV Coating - 1 side
- **Shrink Wrapping Service:** None
- **Laminating:** None



PROOFING | SMARTPRESS (CONT'D.)

Once approved, the order will be placed into production. You will receive an email when the project has an estimated ship date, as well as an email when the project has shipped (including tracking information).

From: Smartpress [mailto:no-reply@smartpress.com]
Sent: Friday, July 12, 2019 6:48 AM
To: HUB Communication & Design
Subject: Activity Notification for Order #731888


SMARTPRESS

Dianne Alexander changed the estimated ship date to 07/17/2019 for shipment S-1000216

Smartpress.com order #731888

Products
Saddle Stitch Booklet "HUB International 8-page sample print"
Brochure "HUB International 4-page sample"

This order is for username: hubcd.

<https://smartpress.com/content/order-list?OBJECTID=718187>

This message was sent from the Smartpress.com admin system using the address you provided at registration. We suggest you add no-reply@smartpress.com to your approved senders list. We strongly recommend you use the "Activity Log" feature on your "My Account" page for all correspondence with Smartpress.com. This will ensure that we both have a record of the communication, and that everybody who touches the order at Smartpress.com will have access to all relevant information while producing your order.

Thank you for choosing Smartpress.com - we really do appreciate your business!

Copyright 2019 smartpress.com

From: Smartpress [mailto:no-reply@smartpress.com]
Sent: Wednesday, July 17, 2019 6:10 AM
To: HUB Communication & Design
Subject: Activity Notification for Order #731888


SMARTPRESS

Allison Driscoll changed order status to Shipped

Shipment Tracking
Shipment S-1000216
https://www.fedex.com/apps/fedextrack/?action=track&cntry_code=us&trackingnumber=788508266343
Smartpress.com order #731888

Products
Saddle Stitch Booklet "HUB International 8-page sample print"
Brochure "HUB International 4-page sample"

This order is for username: hubcd.

<https://smartpress.com/content/order-list?OBJECTID=718187>

Tracking # 788508266343

This message was sent from the Smartpress.com admin system using the address you provided at registration. We suggest you add no-reply@smartpress.com to your approved senders list. We strongly recommend you use the "Activity Log" feature on your "My Account" page for all correspondence with Smartpress.com. This will ensure that we both have a record of the communication, and that everybody who touches the order at Smartpress.com will have access to all relevant information while producing your order.

Thank you for choosing Smartpress.com - we really do appreciate your business!

Copyright 2019 smartpress.com