



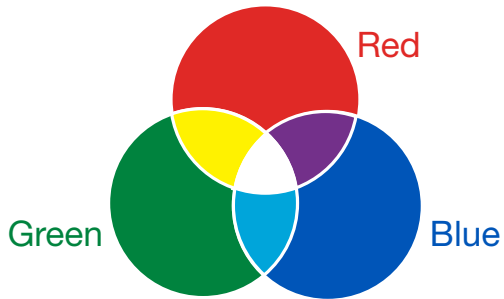
Reference Guide



Color Models

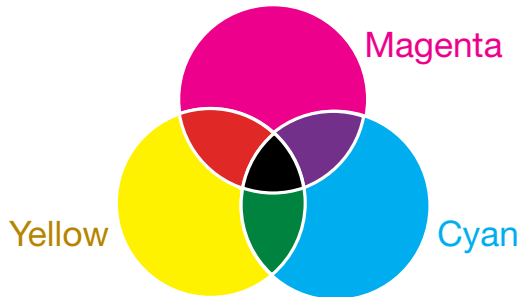
RGB | Additive

Created with light; start with black and add color.
Used for digital graphics.



CMYK | Subtractive

Created with ink; start with white and add color.
Used for press-ready print files.



CMYK files are typically larger than RGB



Psychology of Color

Primary Colors



intense, fire, bold, energy, war, danger, love, passionate, strong emotions, urgency



sky, sea, peace, calmness, depth, stability, trust, masculine, tranquil, productive, cold, dependable



warm, sunshine, joy, cheerful, intellect, energy, attention-getter, optimism, youthful, clarity

Secondary Colors



nature, growth, health, tranquil, fertility, freshness, healing, safety, money, relaxing



warm, stimulating, exciting, enthusiasm, friendly, success, confident, warns of caution



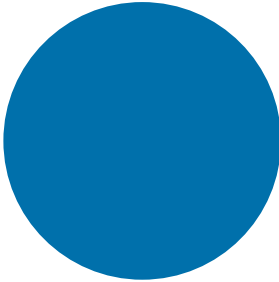
royalty, power, nobility, wealth, ambition, dignified, mysterious, wisdom, creative, calm



Valero Primary and Supporting Colors

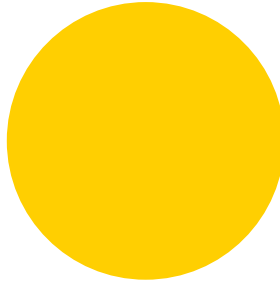


Pantone color values are taken from the Pantone Solid Coated color library. For CMYK, RGB and Web colors, use exact color values listed.



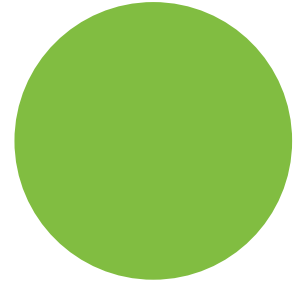
Valero Blue

Pantone: 3015 C
CMYK: 100,33,0,20
RGB: 0,112,171
WEB: 0070AB



Valero Gold

Pantone: 7406 C
CMYK: 0,18,100,0
RGB: 255,207,1
WEB: FFCF01



Renewables Green

Pantone: 376 C
CMYK: 55,3,100,0
RGB: 128,188,0
WEB: 80BC00



Dark Blue

Pantone: 3025 C
CMYK: 100,17,0,51
RGB: 0,89,132
WEB: 005984



Light Blue

Pantone: 639 C
CMYK: 100,0,5,5
RGB: 0,165,217
WEB: 00A5D9



Magenta

Pantone: 226 C
CMYK: 13,100,29,0
RGB: 214,0,109
WEB: D6006D



Orange

Pantone: 144 C
CMYK: 3,55,100,0
RGB: 241,138,0
WEB: F18A00



Yellow

Pantone: 108 C
CMYK: 0,6,95,0
RGB: 255,228,18
WEB: FFE512



Green

Pantone: 7740 C
CMYK: 81,20,100,6
RGB: 52,143,65
WEB: 348F41



Purple

Pantone: 512 C
CMYK: 53,94,23,6
RGB: 133,50,117
WEB: 853275



Red

Pantone: 485 C
CMYK: 6,98,100,1
RGB: 225,37,27
WEB: E1251B



Light Grey

Pantone: 428 C
CMYK: 0,0,0,20
RGB: 193,197,200
WEB: C1C5C8



Dark Grey

Pantone: 430 C
CMYK: 0,0,0,45
RGB: 123,134,140
WEB: 7B868C



Standard US Paper Sizes

US Letter half

Size: 5.5" W x 8.5" H

US Letter (ANSI A)

Size: 8.5" W x 11" H

US Legal half

Size: 7" W x 8.5" H

US Legal

Size: 8.5" W x 14" H

US Ledger/Tabloid (ANSI B)

Size: 11" W x 17" H

US ANSI C

Size: 17" W x 22" H

US ANSI D

Size: 22" W x 34" H

US ANSI E

Size: 34" W x 44" H

Standard Index Cards

Small Size: 5" W x 3" H

Large Size: 6" W x 4" H

Standard Postcard

Size: 6" W x 4.25" H; on back of postcard include mailing indicia and leave a minimum of 5/8" of white space along the bottom for barcoding

Oversize Postcard

Size: 9" W x 6" H; on back of postcard include mailing indicia and leave a minimum of 5/8" of white space along the bottom for barcoding

Standard Executive, Monarch

Size: 7.25" W x 10.5" H

Standard Poster

Size: 24" W x 36" H

Standard Movie Poster

Size: 27" W x 41" H

Standard Nametag

Size: 3.5" W x 2.46" H

Standard Magnetic Name Badge

Size: 4" W x 3" H

Standard US Business Card

Size: 3.5" W x 2" H

Standard Table Tent (2-sided)

Size: 8.5" W x 2.75" H for each side



Envelopes

Commercial #10 Envelope

Size: 9.5" W x 4.125" H

Insert: 9.25" W x 3.875" H

Monarch Envelope

Size: 7.5" W x 3.875" H

Insert: 7.25" W x 3.625" H

A-2 Envelope

Size: 5.75" W x 4.375" H

Insert: 5.5" W x 4.125" H

A-6 Envelope

Size: 6.5" W x 4.75" H

Insert: 6.25" W x 4.5" H

A-7 Envelope

Size: 7.25" W x 5.25" H

Insert: 7" W x 5" H

A-8 Envelope

Size: 8.125" W x 5.5" H

Insert: 7.875" W x 5.25" H

A-10 Envelope

Size: 9.5" W x 6" H

Insert: 9.25" W x 5.75" H



International Paper Sizes

A1 (US ANSI D Equivalent)

Size: 23.4" W x 33.1" H

A2 (US ANSI C Equivalent)

Size: 16.5" W x 23.4" H

A3 (US Ledger/Tabloid Equivalent)

Size: 11.7" W x 16.5" H

A4 (US Letter Equivalent)

Size: 8.3" W x 11.7" H

A5 (US Legal half Equivalent)

Size: 5.8" W x 8.3" H

A6

Size: 4.1" W x 5.8" H

A7

Size: 2.9" W x 4.1" H

A8

Size: 2.0" W x 2.9" H

A9

Size: 1.5" W x 2.0" H

A10

Size: 1.0" W x 1.5" H

Standard UK Business Card

Size: 3.3" W x 2.2" H

Media Types @ Document Center

Paper Types

- 20# Bond (Standard Copy Paper)
- 24# Text
- 60# Text
- 60# Color Text (Available in Blue, Green, Orange, Pink, Purple, Yellow, Cream, Gold, Red, Teal, Lt. Blue, Lt. Green, Lt. Pink, Lt. Purple, Lt. Yellow, Dk. Green)
- 80# Text
- 14 mil Poly (Nevertear)
- Carbonless (2 part, 3 part, 4 part, 5 part)
- Tabs (3rd cut, 4th cut, 5th cut)
- White Adhesive (Permanent and Removable)

Cover Types

- 67# Color Cover (Available in Blue, Green, Orange, Pink, Purple, Yellow, Cream, Gold, Red, Teal, Lt. Blue, Lt. Green, Lt. Pink, Lt. Purple, Lt. Yellow, Dk. Green)
- 80# White Cover (Light Cover)
- 100# White Cover (Heavy Cover)
- 110# White Index
- 130# White Index

Specialty Materials

- Adhesive Poly, Permanent (Gloss, Matte)
- Adhesive Poly, Removable (Gloss, Matte)
- Canvas
- Corrugated Board
- Foam Board
- Gator Board
- Heavyweight (HW) Paper
- Lightweight (LW) Paper
- Magnet (Indoor and Outdoor)
- Mesh
- Photo, Gloss
- Photo, Matte
- Poly
- Scrim Vinyl



Digital Graphics: VIN / Intranet / Wholesale Portal

Valero Information Network Digital Billboards

Size: 1600px W x 900px H
Resolution: 96 ppi

myValero Homepage Carousel

Size: 770px W x 355px H
Resolution: 96 ppi

myHR Homepage Carousel

Size: 185px W x 140px H
Resolution: 96 ppi

Email Signature Graphic

Size: 800px W x 300px H
Resolution: 96 ppi

High Definition (HD)

Full: 1920px W x 1080px H
4K: 3840px W x 2160px H
Resolution: 96 ppi

PowerPoint Slide (3:4 & 16:9 Ratio)

Size: 10" W x 7.5" H, 13.33" W x 7.5" H
Resolution: 150 ppi

Save the Date/Evite Email

Size: 800px W x 1000px H
Resolution: 96 ppi

Wholesale Portal

Carousel Graphic

Size: 850px W x 240px H
Resolution: 96 ppi

Detail Page Graphic

Size: 200px W x 146px H
Resolution: 96 ppi

eSource Banner Ad Graphic

Size: 1024px W x 110px H
Resolution: 96 ppi

Hero Graphic

Size: 1110px W x 368px H
Resolution: 96 ppi

Marketing Email

Size: 600px W x XXXpx H; height varies to accommodate content
Resolution: 96 ppi

Popular Categories Graphic

Size: 200px W x 140px H
Resolution: 96 ppi

Promos Graphic

Size: 500px W x 250px H
Resolution: 96 ppi

Add more Digital Graphics

Name/Type: _____

Size: _____

Resolution: _____

Name/Type: _____

Size: _____

Resolution: _____

Name/Type: _____

Size: _____

Resolution: _____

Name/Type: _____

Size: _____

Resolution: _____

Name/Type: _____

Size: _____

Resolution: _____

Name/Type: _____

Size: _____

Resolution: _____

Valero Standard Posters / Banners



For all oversize graphics/banners build them to 1/2 size @ 150 dpi RGB

Standard Poster Sizes (Portrait and Landscape)

- **11" W x 17" H** (Poster Tabloid/Ledger)
 - All 11x17 and 17x11 options are set for color or blk/white output, not wide format: 2 part NCR, Text, Cover, Bond, and Silk
 - Silk states DS Use Only
- **12" W x 18" H** (Extra-Small Poster)
 - 12x18 and 18x12 color or blk/white: Text, Cover, Index, Adhesive, 11 and 14 mil vinyl, magnetic, Lexan, and aluminums
 - 12x18 and 18x12 WF: Poster Paper, Foam, Corrugated, Photo, and Foam Dry Erase
 - Poster Paper = HW Paper
 - Foam and Corrugated = printed on matte adhesive and mounted accordingly
 - Foam Dry Erase = HW Paper, coated and mounted accordingly
- **18" W x 24" H** (Small Poster)
 - Same WF options as above
- **24" W x 36" H** (Standard Poster)
 - Same WF options as above
- **36" W x 48" H** (Over-size Poster)
 - Same WF options as above

Add more Posters

Name/Type: _____

Size: _____

Material: _____

Quantity: _____

Name/Type: _____

Size: _____

Material: _____

Quantity: _____

Name/Type: _____

Size: _____

Material: _____

Quantity: _____

Name/Type: _____

Size: _____

Material: _____

Quantity: _____

Standard Banner Sizes

- **4' W x 2' H** (Extra-Small Banner)
 - Landscape option only, available in both indoor (poly) and outdoor (scrim) options
- **5' W x 3' H** (Small Banner)
 - Landscape option only, available in both indoor and outdoor options
- **6' W x 3' H** (Small Banner)
 - Landscape and Portrait layouts available, indoor and outdoor options for each
- **8' W x 5' H** (Medium Banner)
 - Landscape option only, available in both indoor and outdoor options
- **10' W x 5' H** (Large Banner)
 - Landscape option only, available in both indoor and outdoor options
- **12' W x 5' H** (Wide Banner)
 - Landscape option only, available in both indoor and outdoor options
- **5' W x 8.5' H** (Vertical Niche Banner for D Bldg.)
 - Portrait option only, indoor and outdoor available
- **5' W x 9.5' H** (Vertical Hanging Banners)
 - Portrait option only, indoor and outdoor available

Specialty Banner Sizes

Each of the follow have been set up and state DS Use Only

- **24" W x 70" H** (Vertical Banner for Banner Stands), Poly, Grommets on all four corners
- **33" W x 84" H** (Vertical Roll-up Banner), Poly, (image area is 33" W x 79" H, leave 5" of white space on the bottom)
- **36" W x 79.5" H** (Pillar Wraparound Banner) Poly
- **70" W x 33.25" H** (Barrel Wraps), HW Paper, No grommets, taped to barrel
- **10' W x 1.5' H** (Outdoor Railing Banner for Backyard), Scrim
- **13' W x 3' H** (Outdoor Bridge Banner for Backyard), Scrim
- **17' W x 5' H** (Extra-Wide Horizontal Banners for D Bldg.), (indoor/poly)
- **17' W x 5' H** Extra-Wide Horizontal Banner, (outdoor/scrim)
 - Custom Banner Mesh (Size is set to 17ft x 5ft, must state trim to size at this time)
 - Custom Photo Backdrop HW Paper (Size is set to 17ft x 5ft, must state trim to size at this time)

Specialty Banners, Other



For all oversize graphics/banners build them to 1/2 size @ 150 dpi RGB

Sandwich Boards

Size: 24" W x 24" H Corrugated Board
 24" W x 36" H Corrugated Board
 36" W x 48" H Wood
 48" W x 48" H Wood
 Material: Adhesive poly mounted on corrugated board or wood
 Grommets: No grommets

Anniversary Banners

Size: 18" W x 12' H - 1 to 5 Years
 3' W x 2' H - 10 to 15 Years
 5' W x 2.5' H - 20 to 25 Years
 6' W x 3' H - 30 Years +

Material: Poly
 Grommets: Optional

Retirement Banners

Size: 6' W x 3' H
 Material: Poly
 Grommets: Optional

Add more Banners

Name/Type: _____
 Size: _____
 Material: _____
 Grommets: _____
 Quantity: _____

Name/Type: _____
 Size: _____
 Material: _____
 Grommets: _____
 Quantity: _____

Name/Type: _____
 Size: _____
 Material: _____
 Grommets: _____
 Quantity: _____

Name/Type: _____
 Size: _____
 Material: _____
 Grommets: _____
 Quantity: _____

Name/Type: _____
 Size: _____
 Material: _____
 Grommets: _____
 Quantity: _____

Name/Type: _____
 Size: _____
 Material: _____
 Grommets: _____
 Quantity: _____

Signage









- **Lexan** is used for indoor signs that need to be permanent
- **Coroplast** is used for outdoor posters or signs up to 3 months
- **Foamcore** is used for indoor posters and signs
- **.040 aluminum** is used best when mounted on flat surface like fencing or a wall where all four corners are secured
- **.063 aluminum** is used best when mounting on a pole
- **Reflective** is used best for transportation signage at night and needs to be seen









Material	Size (WxH)	Weight
Aluminum	7 x 10	.040
Aluminum	7 x 10	.063
Aluminum	10 x 14	.040
Aluminum	10 x 14	.063
Aluminum	12 x 18	.040
Aluminum	12 x 18	.063
Aluminum	18 x 24	.040
Aluminum	18 x 24	.063
Aluminum	24 x 24	.040
Aluminum	24 x 24	.063
Aluminum	24 x 36	.040
Aluminum	24 x 36	.063
Coroplast	7 x 10	4 mil
Coroplast	10 x 14	4 mil









Material	Size (WxH)	Weight
Coroplast	12 x 18	4 mil
Coroplast	18 x 24	4 mil
Coroplast	24 x 24	4 mil
Coroplast	24 x 36	4 mil
Foamcore	7 x 10	1/16
Foamcore	10 x 14	1/16
Foamcore	12 x 18	1/16
Foamcore	18 x 24	1/16
Foamcore	24 x 24	1/16
Foamcore	24 x 36	1/16
Lexan	7 x 10	.093
Lexan	10 x 14	.093
Lexan	12 x 18	.093
Lexan	18 x 24	.093

Material	Size (WxH)	Weight
Lexan	24 x 24	.093
Lexan	24 x 36	.093
Reflective	7 x 10	.040
Reflective	7 x 10	.063
Reflective	10 x 14	.040
Reflective	10 x 14	.063
Reflective	12 x 18	.040
Reflective	12 x 18	.063
Reflective	18 x 24	.040
Reflective	18 x 24	.063
Reflective	24 x 24	.040
Reflective	24 x 24	.063
Reflective	24 x 36	.040
Reflective	24 x 36	.063

Proofreading Marks

Mark	Meaning
	Delete (take-out)
	Disregard proof correction
	Close up
	Change to capital letters
	Change to lowercase letter
	Change to underline
	Change to bold type
	Changed to italics

Mark	Meaning
	Replace with correct font
	Insert (substitute) en-dash
	Insert (substitute) em-dash
	Insert (substitute) period
	Insert (substitute) comma
	Insert space in text
	Correct alignment of text
	Begin new paragraph

Mark	Meaning
	Center text
	Move text down
	Move text up
	Move text left
	Move text right
	Transpose items
	Insert brackets in text
	Insert parentheses in text

Common File Extensions

AI: Adobe Illustrator file. A vector file format. Infinitely scalable without loss in quality.

AIFF: Audio Interchange File Format. Sound file similar to WAV.

AVI: Audio/Video Interleaved. Windows movie file.

BIN: Binary file.

BMP (Bitmap): Raster file format used by DOS and Windows-compatible computers.

CDR: CorelDRAW file.

DOC or DOCX: Microsoft Word file.

EPS: Encapsulated Post Script file. Typically a vector file format created using a program like Adobe Illustrator or Photoshop.

EXE: Executable program file.

GIF: Graphic Interchange Format file. Internet format that can be saved with a transparent background. Limited to 256 colors but can be animated.

HTM or HTML: Hyper Text Markup Language. Used to design web pages.

ICO: Microsoft icon image.

INDD: Adobe InDesign file.

JPG or JPEG: Joint Photographer's Experts Group file. A lossy, raster image format.

MP3: Sound file. 10x smaller than a WAV or AIFF file.

MOV: Apple Quicktime video file.

MPG or MPEG: Motion Picture Experts Group. Video format.

MPP: Microsoft Project file.

PDF: Portable Document Format file. A universal file format that preserves/embeds the fonts, images, layout and graphics of any source document. PDFs can be raster, vector or a combination of both, depending on content.

PPT or PPTX: Microsoft PowerPoint file.

PSD: Adobe Photoshop file. Usually a raster file format.

PNG: Portable Network Graphics file. Popular internet format that is lossless and can be saved with a transparent background.

PUB: Microsoft Publisher file.

RTF: Rich Text Format.

SVG: Scalable Vector Graphics file.

SWF: Shockwave Flash file.

TIFF: Tagged Image File Format file. Used for high quality imagery because of lossless compression.

TXT: Text file.

WAV: Waveform sound file.

VSD or VSDX: Microsoft Visio file.

XML: Extensible Mark-up language.

XLS or XLSX: Microsoft Excel file.

ZIP: Compressed file archive.



Design and Print Terminology

Bleed: Printing that goes to the edge of the page after trimming.

CMYK: Cyan, magenta, yellow and black, the inks used in four-color (4-c) process printing.

Coated paper: A clay coated printing paper with a smooth finish.

Contrast: The tonal change in color from light to dark.

Crop: To cut off parts of a picture or image.

Crop marks: Lines printed outside of the live area indicating where to trim a printed sheet.

Font: Often used erroneously to refer to the typeface, a font is one point size and weight within a family of type. i.e. 10 pt. Berkeley Book is one font and 10 pt. Berkeley Medium is another. From the French, *fonte*, *casting*. A holdover from the days of lead type.

Full bleed: A bleed going off all the edges of the page.

Gutter: The blank area in the center between left and right pages.

Hue: A color or shade.

Image area: Portion of paper on which ink can appear. Also, live area.

Intensity: Brightness, saturation and impact of the color.

Justified: Type that is aligned with both the left and right margins.

Leading: The space, in points, designated between lines of type. The body copy in this guide is set in 11/15 Berkeley Book; 11 is the point size and 15 indicates 5 point leading. Named for strips of lead which used to be placed between lines of metal type.

Lossless: Type of compression which retains all image data: tiff, png and gif are lossless.

Lossy: Type of compression that permanently eliminates image data: jpeg is lossy.

Matte finish: Dull paper or ink finish.

Orphan: Single line of type at the top or bottom of a column.

PMS: Pantone Matching System®. An internationally used, standardized system of printing inks.

Point: For paper, a unit of thickness equaling 1/1000 inch; for typesetting, a unit of height equaling 1/72 inch.

PPI: Pixels Per Inch. The number of pixels displayed in an electronic image.

Process colors: Cyan (process blue), magenta (process red), yellow (process yellow), black (process black).

Raster graphics: Resolution-dependent graphics comprised of pixels. Higher resolution (300ppi) = more pixels = better quality. Scaling image up reduces quality. Raster file formats include jpeg, tif, png and gif. Photographs are usually raster. Also referred to as Bitmap.

Resolution: Refers to the sharpness and clarity of an image. The higher the resolution, the crisper an image will be, i.e. 300 pixels per inch is higher resolution than 72 pixels per inch.

Reverse out: To reproduce as a white image out of a background. Sometimes knock-out.

RGB: Red, green and blue. The colors combined on computer monitors to produce millions of colors.

Sans serif: Being without serifs.

Saturation: The degree of purity of a hue.

Serif: Small strokes and cross-lines at the ends of major lines of a letter (character). Allows the eye to more easily follow a line of text.

Shade: A hue produced by the addition of black.

Template: A standard layout containing basic details of the page dimensions and grid.

Tint: A hue produced by the addition of white.

Value: The lightness or darkness of the color.

Vector graphics: Resolution-independent graphics comprised of mathematically-derived shapes. Can be infinitely scaled without any loss in quality. Vector file formats include eps, pdf and ai. Icons and logos are examples of vector graphics.

Widow: A single word left on the last line of a paragraph.



PC Special Characters

To type a special character, using an Alt keyboard sequence:

1. Ensure that the Num Lock key has been pressed, to activate the numeric key section of the keyboard.
2. Press the Alt key, and hold it down.
3. While the Alt key is pressed, type the sequence of numbers (on the numeric keypad) from the Alt code in table.
4. Release the Alt key, and the character will appear.

Character	Sequence
ü	Alt 129
é	Alt 130
â	Alt 131
ä	Alt 132
à	Alt 133
å	Alt 134
ç	Alt 135
ê	Alt 136
ë	Alt 137
è	Alt 138
ï	Alt 139
î	Alt 140
ì	Alt 141
æ	Alt 145
Æ	Alt 146
ô	Alt 147
ö	Alt 148
ò	Alt 149
û	Alt 150
ù	Alt 151
ÿ	Alt 152
ƒ	Alt 155
£	Alt 156
¥	Alt 157
Ɔ	Alt 158
f	Alt 159
á	Alt 160
í	Alt 161
ó	Alt 162
ú	Alt 163
ñ	Alt 164
Ñ	Alt 165
½	Alt 171
¼	Alt 172
ı	Alt 173

Character	Sequence
«	Alt 174
»	Alt 175
ı	Alt 179
β	Alt 225
μ	Alt 230
±	Alt 241
°	Alt 248
·	Alt 249
·	Alt 250
²	Alt 253
€	Alt 0128
„	Alt 0132
...	Alt 0133
†	Alt 0134
‡	Alt 0135
^	Alt 0136
‰	Alt 0137
Š	Alt 0138
‹	Alt 0139
•	Alt 0149
–	Alt 0150
—	Alt 0151
™	Alt 0153
š	Alt 0154
›	Alt 0155
œ	Alt 0156
ÿ	Alt 0159
¨	Alt 0168
©	Alt 0169
®	Alt 0174
ˉ	Alt 0175
³	Alt 0179
¹	Alt 0185
¾	Alt 0190
À	Alt 0192

Character	Sequence
Á	Alt 0193
Â	Alt 0194
Ã	Alt 0195
Ä	Alt 0196
Å	Alt 0197
È	Alt 0200
É	Alt 0201
Ê	Alt 0202
Ë	Alt 0203
Ì	Alt 0204
Í	Alt 0205
Î	Alt 0206
Ï	Alt 0207
Ð	Alt 0208
Ò	Alt 0210
Ó	Alt 0211
Ô	Alt 0212
Õ	Alt 0213
Ö	Alt 0214
×	Alt 0215
Ø	Alt 0216
Ù	Alt 0217
Ú	Alt 0218
Û	Alt 0219
Ü	Alt 0220
Ý	Alt 0221
Ɔ	Alt 0222
ã	Alt 0227
ð	Alt 0240
õ	Alt 0245
÷	Alt 0247
ø	Alt 0248
ü	Alt 0252
ý	Alt 0253
þ	Alt 0254



Megapixels / Digital Size / Print Size

Megapixels	Digital Size	Print Size @ 300 dpi
3	2048px W x 1536px H	6.82" W x 5.12" H
4	2464px W x 1632px H	8.21" W x 5.44" H
6	3008px W x 2000px H	10.02" W x 6.67" H
8	3264px W x 2448px H	10.88" W x 8.16" H
10	3872px W x 2592px H	12.91" W x 8.64" H
12	4290px W x 2800px H	14.30" W x 9.34" H
16	4920px W x 3264px H	16.40" W x 10.88" H



Decimal Conversions

8ths	Inches	Picas	Points	MM
1/8	.125	p9	9	3.175
1/4	.250	1p6	18	6.35
3/8	.375	2p3	27	9.525
1/2	.500	3p	36	12.7
5/8	.625	3p9	45	15.875
3/4	.750	4p6	54	19.05
7/8	.875	5p3	63	22.225

16ths	Inches	Picas	Points	MM
1/16	.0625	p4.5	4.5	1.5875
3/16	.1875	1p1.5	13.5	4.7625
5/16	.3125	1p10.5	22.5	7.9375
7/16	.4375	2p7.5	31.5	11.1125
9/16	.5625	3p4.5	40.5	14.2875
11/16	.6875	4p1.5	49.5	17.4625
13/16	.8125	4p10.5	58.5	20.6375
15/16	.9375	5p7.5	67.5	23.8125



For more information about Design Services, please visit the Design Services page on myValero.

- Click on the Service Center tab on myValero homepage.
- Find and click on Design Services (second column near the bottom).
- Once on the Design Services page, you can find on-line order forms, design contacts, company logos and letterheads, PowerPoint templates, the Valero Image Bank and you can order business cards.



Design/Graphics Questions?

Contact Design Services
designservices@valero.com
210.345.6228

Printing Questions?

Contact the Document Center
doccent@valero.com
210.345.4331