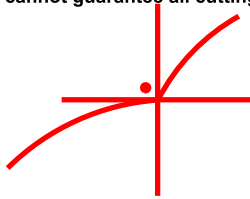


# LAYOUT AND PRINTING INSTRUCTIONS

**FAILURE TO FOLLOW THESE INSTRUCTIONS MAY RESULT IN YOUR DISSATISFACTION WITH THE CONVERSION OF THE JOB.**

1. Use the guide and gripper edges as marked.
2. Print pinpoints (as shown below) in position indicated on layout which become guide marks for the envelope die cutter. Keep pinpoints 1/16" outside envelope corners. Without these pinpoints, it is impossible to accurately die cut. We cannot guarantee all cutting marks will be eliminated.



EXAMPLE SHOWS ENVELOPE CORNER WITH PLACEMENT OF PINPOINT CUTTING MARK.

3. Copy should not be any closer than 3/16" from any folding edge of envelope or window except in the case of bleeds.
4. Face bleeds **MUST** extend at least 3/16" beyond any folding edge of envelope.

5. On overall bleeds, whether inside or outside, "NO INK" areas will be shown on a dummy sample. These areas must be free of ink and varnish for seam and flap gumming. If your job is overall coverage and a dummy sample does not indicate "NO INK" areas, call your envelope sales representative before proceeding. Overall bleeds must extend 3/16" beyond outline of envelope.

6. Turn sheets all one-way--face up. Show sheet count on delivery receipt.
7. Jog and square the printed sheets thoroughly before running.
8. Skid and band securely for shipment.
9. Return all layouts and dummy sample with the printed stock.
10. Notify your salesperson immediately if you do not understand or cannot adhere to these instructions.
11. We cannot be responsible for quality issues resulting from your deviating from these instructions.

Envelope Size: \_\_\_\_\_ Style \_\_\_\_\_ Die# \_\_\_\_\_ Sheet size and number up \_\_\_\_\_