

LAYOUT AND PRINTING INSTRUCTIONS

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

1. Use guide and gripper edges as marked.
2. Copy should not be any closer than 3/16" from any folding edge of envelope or window except in the case of bleeds.
3. Face bleeds **MUST** extend at least 3/16" beyond any folding edge of envelope.
4. On overall bleeds, whether inside or outside, "NO INK" areas will be shown on the dummy sample. These areas must be free of ink and varnish for seam and flap gumming. If your job is overall coverage and 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.
5. Turn sheets all one-way - face up. Show sheet count on delivery receipt.
6. Jog and square the printed sheets thoroughly before returning.
7. Skid and band securely for shipment.
8. Return all layouts and dummy sample with printed stock.
9. Notify your salesperson if you do not understand or cannot adhere to these instructions.
10. We cannot be responsible for quality issues resulting from your deviating from these instructions.