

Printers Checklist

We recommend that you consult with us on the preparatory phase of your work, to prevent unforeseen problems and avoid unnecessary additional costs that can arise. To help make sure we have a trouble-free process, we have compiled a list of guidelines:

1) Suitability of materials

- i) You should establish with us the suitability of the proposed materials and their compatibility with perfect binding adhesives to ensure a satisfactory product for your end user.
- ii) Take steps to ensure that both ink and paper are compatible with the process to avoid ink rub problems.
- iii) Discuss any inserts loose or bound with us in advance of binding.

2) Delivery. Delivery notes should include:

- ii) Job Title, description of goods, sheet numbers
- iii) Quantity of each signature/sections
- iv) Total delivery, part delivery or remainders
- v) Date, details of transport

If there is likely to be a delay in delivery, please keep us informed. We will always work to maintain your return of work schedules. If this is not possible we will strive to give you our best turnaround.

3) Works orders/ Purchase orders

Detailed orders should be provided in writing before or with your job stating all job requirements clearly.

4) Presentation of job

Presentation of flat sheets

- ii) should be presented with their lay edge clearly marked.
- iii) clearly identify printed sheets on pallets using pallet cards.

Presentation of pre-folded sections

- i) supply on SRA2 pallets
- ii) no elastic bands
- iii) all sections to be neat and flat
- iv) stack with the highest page number on top
- v) do not turn any sections
- vi) fold sections with spine perforations

5) Paper and board grain direction

As a rule of thumb the grain direction of all text stock and covers should run parallel to the bound books spine.

6) Folding impositions

All impositions, trim and gutter requirements will be agreed with you before you go to print.

7) Overlap requirements

Allow for an overlap to be provided at the tail of the covers, over and above the size of the untrimmed text when folded.

8) Collating marks

Staggered spine collation marks should be printed onto the spine during the print run to assist us with the correct gathering sequence.

9) Folding patterns

These should be provided when the text has no folio numbers.

10) Folio laps

All sections in a book should be uniform in size and have the same laps throughout.

11) Dummy sets

The printer should provide a dummy/ collated set of all the sheets in a job.

12) If your job has several printing processes

If several different printing processes or kinds of paper are used, all sections must be of the same size for knocking up. The different processes used for drying may influence the behaviour of the paper after finishing. In fact moisture absorption may vary for the different sections and this may show up as a difference in size at the foredge or give a castellation effect on the spine if the paper is against the grain.

13) Side and spine glue

The inside cover area where adhesive will be applied (spine and side glue areas) must be free from any laminate, varnish or printing ink. Side gluing allows an application of adhesive binding. This needs to be considered when the book is designed.

14) Page numbering

Even if page numbers do not appear on the finished product, they should be included in the print run and placed in the trim off area.

15) Cutting marks

Cutting Marks should be provided for both untrimmed size (e.g. for separating products printed two up) and for final trimmed size. At the assembly stage all the cutting marks should be placed well outside the print area.

16) Gripper Marks

These should either be printed on or marked on the pile with a felt tip.

17) Folding marks

For quality control purposes these should be visible on the outside of the section after the sheet has been folded. At the assembly stage they should be placed well outside the printed area.

18) Varnishing

The inside of the cover should preferably not be varnished, laminated or solids printed close to the spine. If it has to be then it should stop 7mm before the spine area. Varnished/laminated covers must be suitably processed so as not to mark in production or transit.

19) Sawing off the spine

To prepare a book block for adhesive we saw off the spine. We require 3-5mm for this depending on the thickness of the section. (this should be agreed with us in advance). Please allow for this on impositions.

20) Areas where ink should not be used

Ink should not be printed where adhesive will be applied. This means that throughout the book and inside cover all ink should stop 4mm from the spine, before the sawing is done. If adhesive has to stick to the surface of the ink this will stop the adhesive penetrating the paper fibre and result in poor bonding. Ink should always be dry on the paper before sending to the finisher.

21) Ruled-up sheet

Please provide us with a line-up sheet at the same time as the printed sheets are delivered to us.

22) Pockets and Flaps on covers

Unfortunately we can't produce a book with pockets on our bindery equipment, however we can produce a book with flaps, please consult us first and agree an imposition before proceeding to print.