

GENERAL STEPS TO INSURE SUCCESSFUL JOB PREPARATION

Through the years of providing a variety of finishing services we have acquired knowledge about how to insure each job is successfully processed. We have identified what we believe are simple, preparation for incoming jobs that will greatly improve the quality, responsiveness, and turnaround we can provide you. For more detailed requirements and recommendations, refer to our publication "Guide to Quality Finishing", or do not hesitate to contact customer service, estimating or sales with questions.

GENERAL REQUIREMENTS FOR ALL JOBS:

- ❑ A signed purchase order with the quantity of sheets or pieces shipped to us, the number to be completed, the date required, the MCD quote number and price, and shipping instructions.
- ❑ Complete job specifications as to finishing to be completed and any special quality requirements. MCD will provide a blank "job specification sheet" if requested.
- ❑ A standard number of overs for make ready per the MCD "Guide to Quality Finishing", and number of finished overs accepted.
- ❑ Illustrator files are recommended (.PDF and/or .EPS formats)
- ❑ Sample of finished piece (*if re-run*)
- ❑ Ruled press sheet with gripper and guide indicated; gripper margin of ½" min. for all operations other than spot UV coating which is 5/8" minimum
- ❑ Print registration is critical for tight tolerance jobs and MCD's registration is dependent on the consistency of the incoming stock.
- ❑ Sheets must arrive flat arrive for proper machine feeding.
- ❑ We will try to identify and notify you of any offsetting or other issues, but we cannot be responsible for identifying printing quality on incoming stock.
- ❑ Instructions for boxing

DIE CUTTING, PERFORATING, SCORING, STRIPPING & SURFACE CUTTING:

- ❑ Illustrator .PDF and/or .EPS format (*Please see "File Preparation – Preparing your Artwork" for further details*)

FOIL STAMPING:

- ❑ Illustrator .PDF and/or .EPS format (*Please see "File Preparation – Preparing your Artwork" for further details*)
- ❑ Specify the type of substrate we will be stamping
- ❑ Identification of images to be foiled and colors to be used
- ❑ Surface tension of inks and/or finishes of 38 dynes or greater (avoid wax, silicones, rubber based inks, UV coatings, and wet ink). Contact MCD for advice on measuring surface tension if needed.
- ❑ Do not reverse out print images that will be foil stamped.
- ❑ Avoid heavily inked sheets, if possible.
- ❑ Avoid fine type to prevent fill in of letters (call for advice)
- ❑ If foiled sheet is to be used in a laser printer or overprinted please call to discuss.
- ❑ Call for advice on pigment, pearl, or pastels foils

EMBOSSING:

- ❑ Illustrator .PDF and/or .EPS format (*Please see “File Preparation – Preparing your Artwork” for further details*)
- ❑ Call to discuss die depth (design, type and thickness of stock are factors)
- ❑ For multi-level or sculptured – indicate what areas are to have what, possible to create different layers in your Illustrator file for each embossing layer (if possible or we will use our judgement to determine levels)
- ❑ Avoid light weight, heavily coated or varnished papers. They require pre-testing and are not recommended due to limited depth of emboss and potential cracking issues.
- ❑ Avoid placing small elements, such as type, too close together
- ❑ Allow for adequate ink drying time for embossing

GLUING AND FOLDING:

- ❑ Heavy ink coverage should be coated to prevent scuffing.
- ❑ Glue tabs and area for tab to be adhered to should not be printed, varnished, coated, or laminated
- ❑ Carton glue flaps should be ½” minimum and pocket folder glue tabs of ¾” minimum
- ❑ If glue flaps have been coated, we may be able to grind off an area to apply glue. Please call to discuss.
- ❑ Pocket folders with less than ¼” gutter between cores on spine cannot be final folded by machine.
- ❑ Pockets should always be located on the body for capacity folders and preferred on the body for other types.

UV COATING AND LAMINATING:

- ❑ Illustrator .PDF and/or .EPS format (*Please see “File Preparation – Preparing your Artwork” for further details*)
- ❑ Any special requirements for coating, such as gloss level, rub test, coating, laminate material or etc.
- ❑ 5/8” gripper and ½” trim on other three sides – spot coat.
- ❑ ½” margin on all sides – film laminating.
- ❑ Surface tension of 38 dynes or greater (avoid wax, silicones, rubber based inks, UV coatings, and wet ink). Contact MCD for advice on measuring surface tension if needed
- ❑ Metallic inks are not recommended and require pre-testing.
- ❑ Use a minimum of drying (spray) powders.
- ❑ Do not use alkali sensitive pigments
- ❑ Paper must be coated
- ❑ Cast coated paper is not recommended
- ❑ Finishing procedures should be completed within 7 days after coating to prevent cracking problems
- ❑ Temperature of paper should be 60 to 80 degrees Fahrenheit before coating
- ❑ MCD will not be responsible for application of coating on ink not fully cured.
- ❑ Always allow adequate drying time of inks before coating or laminating. Minimum dry time is 24 hours