



TAB CUTTING/ MYLAR/ AUTOMATED COLLATING INFORMATION SHEET

We can Mylar, tab cut, spine reinforce, drill and collate your tabs.

We can also collate up to 15 folded signatures.

SHEET SIZE: Minimum 3 1/8" x 5" Maximum 24" x 24"

FINISHED STANDARD TAB DIMENSIONS:

- 9" x 11" for 1/2" for standard tabs
- 8 7/8" x 11" for 3/8" standard tabs

QUALITY CONTROL:

Required for set up and quality control:

- **Sample of finished piece***
- **Specify tab sizes**
- **Specify mylar colors**
- **Include additional sheets for waste and make ready**
- **Press check is recommended**

RECOMMENDATIONS FOR SUCCESSFUL RESULTS:

- Use wax free-varnish or coating to prevent marking or scratching
- Stock must be trimmed to size
- Recommended stock is cover weight or stock 7 pt. and over
- Maximum number of tabs on 11" edge is 18
- Use wax free inks and coating for mylar application
- Heavy ink coverage may affect mylar bonding. Send samples and call to discuss.

Special note: Only the shoulders of a tab are cut. The image in the tab area should extend into the sheet the exact dimension of the tab desired. Call for explanation if needed.

** Please mark each item with your job number and your company name.*

AUTOMATED COLLATING:

Number of Pockets:	15
Maximum thickness of collated set:	1"
Minimum Sheet Size:	4 x 6"
Maximum Sheet Size:	9.5 x 14"
Caliper:	16 lb to 20 pt.* <i>*Maximum caliper may vary by type of substrate. Rigid material is not recommended.</i>

Types of product that can be collated:

- Mylar and/or strip reinforced tabs
- Pre-folded tabs (for perfect binding)
- Prefolded Signatures
- Vinyl/Plastic tabs or inserts
- Calendar Pages
- Random Advertising Inserts
- Booklets

GLOSSARY OF TABCUTTING TERMS:

Tab cutting -	Machine cutting of 1/2" or 3/8" high index tabs in various positions and lengths.
Mylar -	Film coating applied over the tab area, available in clear or 15 colors.
Strip Reinforce -	Clear strip of 9/16" tape applied to the spine of index sheets to strengthen the binding edge.
Patch Reinforce -	Small thumb-shaped area of reinforcing around each drill hole to strengthen the binding edge.
Drill -	1/4" or 5/16" holes drilled in the spine of index sheets for insertion in binders.
Bank Size -	The number of tab positions on the tab edge is called a bank. For example, 5 tabs that extend the length of the sheet are a "five-tab bank."