Gluing and Folding

Piece Size (flat)	Minimum 6" x 6"	Maximum 26" x 35"

(Smaller sized pieces may be able to be glued – call to discuss)

Quality Control

Required for set up and quality control:
→ Mock up or sample of finished piece with glue positions*
→ Include additional sheets for waste and make ready
→ Note any special requirements for glue, such as product is intended for cold storage, etc.
→ Packaging instructions, including cartons, skidding and labeling

Recommendations for Successful Results

→ If ink coverage is heavy, a varnish coating is necessary to prevent marking and/or 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
→ Pocket folder glue tabs should be ¾ " minimum
→ If glue tabs 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 scores 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.

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

Inline Glue & Fold: Pocket Folders, Capacity Folders & Cartons

The procedure of converting pocket folders and/or cartons from a flat piece to a finished, assembled product using a variety of adhesives.

Pocket Folders Specifications

1. As ink coverage increases, varnish should increase. If this is not followed, the folder may scratch. However, do not ink or varnish the glue tabs or the area that the tabs adhere to.

2. Pockets on a folder must be between 2 ½" and 12" in size to convert automatically.

3. Standard dies are currently available for use. As you will see on the "Stock Cutting Dies" sheet, there are various designs of folder dies (business card slits can be added on the pockets).

4. Pocket folder glue tabs should be between ¾" and 1" wide. Most commonly used is ¾". Anything less than ¾" or larger than 1" tabs may cause problems, please call ahead to discuss.

Maximum piece size for gluing pocket folders automatically is 25" x 30".
→ Vertical pockets and non-standard shaped pockets may also be available. Please call for verification of your design.
→ Specify whether you would like folders to be delivered with the final fold completed.
→ MCD does have a "pop"-open pocket design available as an alternative to a pre-formed gusset. Please call for details.

Capacity Pocket Folders
MCD has the capability of automatically gluing capacity pockets folders. This will allow you to save assembly time while allowing a design that is practical for holding a large volume of inserts.

Capacity Pocket Folder Specifications
→ Gussets must be 1/8", 3/16", ¼", or 3/8" in capacity. Please call for details regarding other sizes.
→ Pocket depth – 3" minimum to 8" maximum
→ Pocket width – 4" minimum to 11-1/2" maximum
→ One or two pocket gluing is available. However, both pockets must be the same depth.
→ Minimum size of flat diecut piece – 9-1/2 x 9"
→ Maximum size of flat diecut piece – 24 x 30"
→ Stock thickness – 8 point to 12 point
→ Glue flaps must be on the body of the folder. All ink and varnish should be blocked out of glue flap area.

Note: MCD would be happy to provide a film Mylar of the diecut image to ensure proper placement of glue flaps and gussets.

Carton Specifications

1. Maximum piece size flat for gluing cartons automatically is 26" x 35"; depending on how piece folds.

2. Carton styles include: Straight-line, folding, double-side wall, compound-fold double wall, partition, lock- bottom miniature, table tents, sleeves and many specialty cartons.

Notes:
→ Carton glue flaps should be ½" minimum.
→ Glue tabs and area for tab to be adhered to should not have ink or varnish.
→ With heavy ink coverage, varnish is strongly recommended to prevent scuffing.
→ Shrink wrapping and banding can be done in-line.
→ Please specify the type of packaging required (i.e. bulk/carton pack)