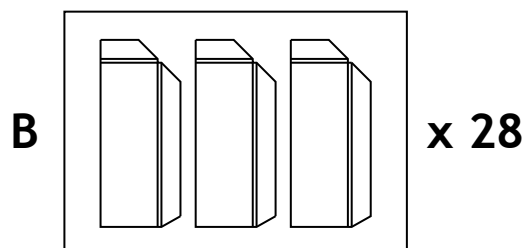
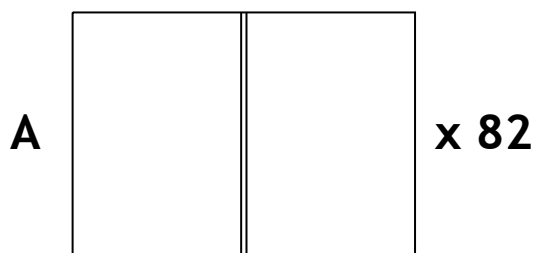




1. Contents

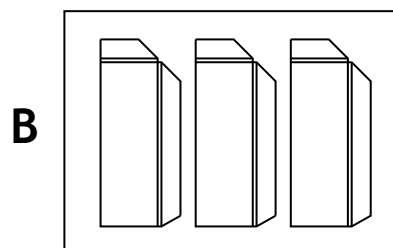
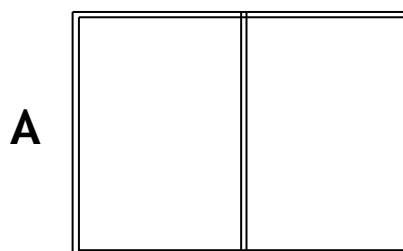
1 up A4 folder backing x 82 sheets (A)

3 up A4 folder pockets x 28 sheets (B)



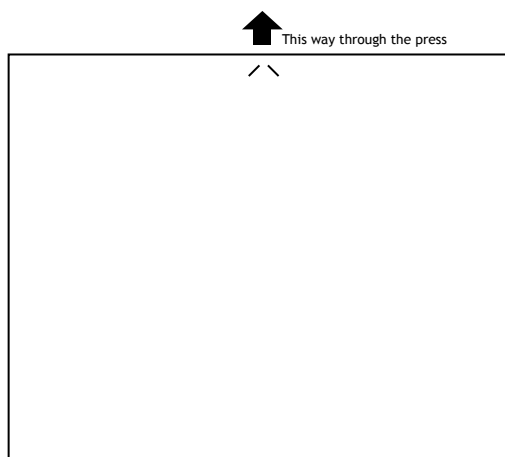
2. Artwork Guidelines

1. Allow at least 3mm bleed over all cuts and on to the glue flaps.
2. Keep glue flaps print free where possible.
3. Use the outer line of the artwork template to centre your artwork on the sheet.
4. View the artwork template for more information.



3. Printing Guidelines

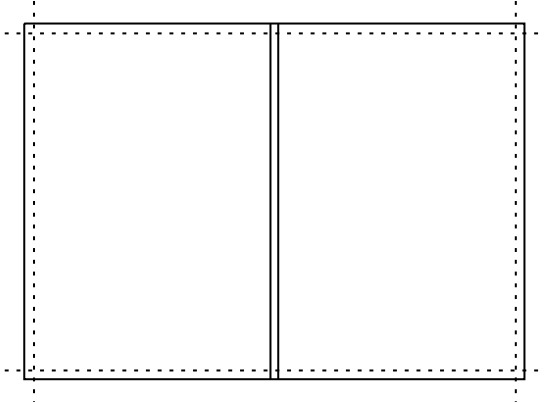
1. Print on the coated side of the stock.
2. This stock should only be used from the bypass tray and in simplex mode.
3. Maximum tray load should be 30 sheets.
4. Print the folder pockets with the arrow indicator on the leading edge, as shown.



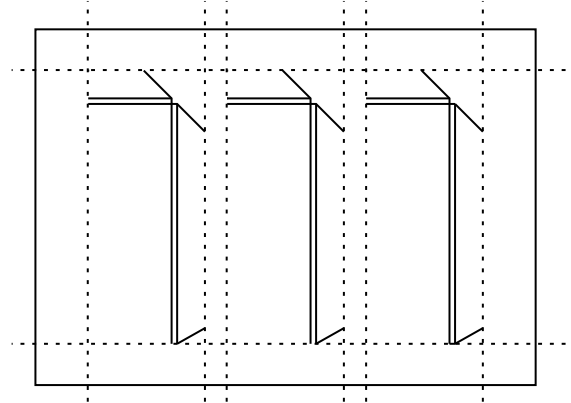


4. Trimming Guidelines

Folder (A) - Guillotine 5mm off all edges (only if artwork bleeds off the folder).

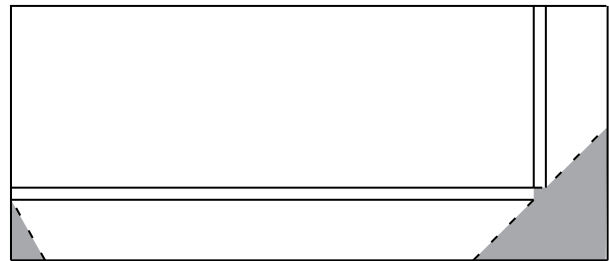


Pockets (B) - Guillotine along all trim marks (indicated with cuts on the sheet).



5. Finishing Guidelines

1. Where possible pre-fold perforated lines.
2. Tear off excess board (shown in grey).
3. Pre fold all creases before going onto next stage.



6. Gluing Guidelines

1. Apply double sided tape to grey areas as indicated (Fig. 1).
2. Press the large glue flap onto the inside of the folder firmly (Fig. 2).
3. Fold pocket up and stick small glue flap along the edge of the folder (fig. 3).

Fig. 1

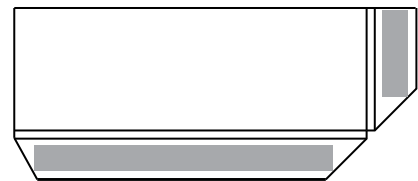


Fig. 2

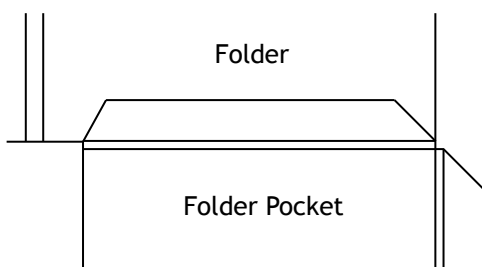


Fig. 3

