

CHECKLIST

We received documents from Great Britain, The Netherlands and Switzerland on checklists for printers and end-user customer.

The Dutch document is relating only to mat coated paper.

Please find hereafter the whole list. It is suggested draft an international list based on these elements during the annual meeting.

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To aid the satisfactory completion of your binding and print finishing work, printers are asked to consider the simple checklist below before delivery of a Job to your trade binder or finisher

Complaints can be prevented by good communication.

1. Suitability of materials

- a) The printer should ascertain with the binder/finisher the suitability of the proposed materials and their compatibility with the various binding processes required, to the satisfaction of the end-user .
- b) The printer should take steps to ensure the ink and paper are compatible to avoid ink rub problems.

2. Delivery

- a) Delivery notes should include:
 - i) Description of the goods
 - ii) Quantity of each signature
 - iii) Total delivery, part delivery, or remainders
 - iv) Date, mode of transport
- b) If there is likely to be a delay in delivery, inform the binder promptly.
- c) Details on palette docket:
 - customer
 - job title
 - sheet number
 - quantity
- d) The printed sheets must be correctly stacked, all four edges must be cut and the margins clearly indicated.
- e) 1 folded and folioed sheet must be provided for the pagination, as well as the individual sheets for the logical sequence of the signatures.

- f) 1 plan sheet must be supplied that clearly shows the cutting lines.
- g) 1 complete copy with pagination must be supplied with the remainder of the delivery.
- h) When producing cut-outs, the wooden templates must have the same format as the pages.
- i) The last page of a signature must be on top when delivered by pallet.
- j) The delivered sheets must be separated by language and by type, and must be clearly marked with their respective quantities.
- k) The cut sheets and the folded brochures (e.g. loose or bound inserts) must be separated and marked according to type and bundled in the greatest possible quantities.

3. Works order

Detailed orders should be provided in writing before or with the job to the binder/finisher, stating all job requirements clearly.

4. Presentation of job

Flat sheets to be presented with lay edges marked clearly.

5. Paper and board

Grain direction of all stock to binder's/finisher's specifications where possible, and should be marked clearly. The sheets to be assembled inside a book must be the same size (choice of print format). The same applies to different kinds of sheets used in the same book.

6. Folding impositions

All impositions, trim and gutter requirements to follow binder's/finisher's specifications (Note 17).

7. Overlap requirements

Overlap to be provided at the tail of the covers, over and above the size of the untrimmed text when folded, for sewn and unsewn perfect binding.

8. Collating marks

Staggered spine collating marks to be provided to assist in the correct gathering sequence.
(Dependent on the style of binding) .

9. Folding patterns

These are to be provided when the text has no folio numbers.

10. Folio laps

High or low folio laps are required when sections are to be insetted or section sewn. These laps to be to the binder's/finisher's specification (Note 8). All sections in a book should be uniform in size and have the same laps throughout.

11. Sample sheets

Ten sample sheets of each printing form to be supplied separately preferably not rolled.

12. Sheets numbering

All sheets, inset plates and unpaginated sheets must be numbered

13. Sub-division

To facilitate work organisation, details of subdivision into various sorts should be given

14. Markings

The following markings must be printed:

- Margin (print stop)
- Language separation and type marks
- A description of the work
- Cutting lines for registers and tabs
- Back routing marks

15. Calculation of spoilage

The following spoilage must be taken into account for adjustment, production, inspection and justification:

For print runs up to 1000 copies	8%
For print runs up to 5000 copies	5%
For print runs up to 20,000 copies	3%
For print runs over 20,000 copies	2%

In the event of particularly complicated processing, an additional 1% spoilage must be provided for.

For each additional operation performed on the books, an additional 1% spoilage must be taken into account (e.g. register cutting, shipping, etc.).

A further 1% spoilage must be added for title pages and end pages of bound works.

If, contrary to custom in the bookbinding business, an under-run is not acceptable, an additional 2% spoilage must be provided for.

16. Adhesive binding

1 <i>Four-page section</i>	Should not be the first or last section in the book
2 <i>Sections produced on rotary folders</i>	The signature mark should be on the last page in the trim-off area; signatures should always be stacked on the pallet last page uppermost. Sheets that are delivered folded (e.g. by rotary press) can only be processed correctly if properly stacked and deposited in bulk in the largest possible quantity.
3 <i>Change of paper quality</i>	Paper quality should be differentiated by marks printed in the trim-off area during the run.
4 <i>Head trim-off</i>	Usually 3-5mm; more on thicker books. There should be no problems with trimming the book (catching on staples during folding, routing the back, sufficient trimming margin, etc.). The minimum trimming margin is 5 mm.
5 <i>Intermediate cuts</i>	The margins to be allowed for intermediate cuts in cases of multiple production (two-up, for instance) should be discussed with the binder. Intermediate cuts must be agreed beforehand with the binder.
6 <i>Index cutting</i>	Trim marks should be printed to aid the cutting of the index. Distinction should be made between normal and thumb-indexes.
7 <i>Several printing processes</i>	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 foreedge or give a castellation effect on the spine if the paper is against the grain.
8 <i>Inserting samples</i>	Inserting of samples should be discussed individually with the binder, taking into account their size, type, and where they have to be placed.
9 <i>Inserts</i>	Inserts must be smaller than the brochure: at least 3mm shorter in height and, depending on the thickness, 3 to 5mm less in width.
10 <i>Side and spine gluing</i>	The inside cover area where adhesive will be applied (spine and side glue areas) must be free of any laminate, varnish or printing ink. Side gluing allows an application of adhesive and – strengthens the adhesive binding. This should be taken into consideration when the product is designed.
11 <i>Single sheets</i>	Generally should not be used. The minimum section should always be of 4 pages and should have a basis weight of at least 80 g/m ² . They should not be inserted in the first or last position of a book.

12 <i>Page numbering</i>	Even if page numbers are not to appear on the finished product, they should be included in the print run and placed in the trim-off area. In addition, the printer should provide a dummy or a blueprint (Ozalid).
13 <i>Bleeding</i>	If the product is to be trimmed to bleed, at least 5mm trim-off should be provided.
14 <i>Collating marks</i>	These should be printed on the spine during the print run.
15 <i>Cutting marks</i>	Cutting marks should be provided for both untrimmed size (eg – 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 <i>Gripper marks</i>	These should be either printed or else marked on the pile with a felt-tip pen. A margin of at least 8 mm must be left for the folding gripper. All sheets from the same book must use the same grip width.
17 <i>Folding marks</i>	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 print area.
18 <i>Varnishing</i>	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 6mm before the spine area. Use of varnish must be avoided around the binding and gluing areas for books bound by glue or by means of textile threads.
19 <i>Preparing the book by sawing off the spine</i>	This should be 3 to 5mm, depending on the thickness of the section. (This should be agreed in advance). Allow for this when imposing
20 <i>Paper</i>	The paper should be suitable for all the processes it will have to go through.
21 <i>Matt-coated papers</i>	<p>Finishing processes can leave abrasion marks on this kind of paper. To reduce the risk the paper should be matt varnished or sealed.</p> <ol style="list-style-type: none"> 1. The rougher the paper surface (mat coated paper), the bigger the chance of scrub-off. The effect of scrubbing will be enlarged by an overuse of anti-set-off powder. The seriousness depends on the amount, the size of the grain and the equability with which the powder is applied. 2. By finishing the printed paper with lacquer the ink film is protected. Beware that the ink must be dry before the protection layer is applied. Everything has to be done in order for the ink to dry fast. 3. It is an absolute necessity to use on mat-coated paper a specially developed ink that has the most rub-resistance. 4. A combination of mat coated paper with solid print in combination with non-printed areas will always give the risk that staining will show instantly. 5. A print in one colour is less rub-resistant than a print in several colours. 6. Take care that the surface of the paper in the print finishing process, specially in folding and stitching machines, doesn't

	get damaged. Also take care that the piles aren't too high and that the pressure in the trimmer isn't too high.
<i>22 Plates/vignettes</i>	The edge to be glued and the grain direction should be parallel to the spine. Two position marks should be printed on each sheet.
<i>23 Grain direction</i>	This should always be parallel to the spine or to the glued edges of the finished book..
<i>24 Signature marks</i>	The signature marks should be printed in the trim-off area on the first and last pages of each section. When finishing operations are concerned with editions in different languages, these should feature in the signature marks. Inserts should be marked additionally with an asterisk (*). Sections produced on a rotary folder should have the signature mark on the last page in the trim-off area.
<i>25 Areas where Ink should not be used</i>	Ink should not be printed where adhesive will be applied. This means that (for unsewn binding) throughout the book and inside cover all ink should stop 4mm from the spine, before the sawing off 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. Use of ink must be avoided around the binding and gluing areas for books bound by glue or by means of textile threads.
<i>26 Line-up sheet</i>	The binder should be provided with a line-up sheet at the same time as the delivery of the printed sheets.
<i>27 Pockets on covers</i>	If these are to be used the binder/finisher should be consulted first and the imposition agreed before proceeding.
<i>28 Format of cover</i>	The rough format of covers that are glued to the interior must be 5 millimetres longer than the spine of the folded sheets (2 millimetres longer at the head and 3 millimetres at the foot).