

Binding Guidelines for Mechanical Binding

- Allow 3/16" trim off spine of signatures.
- Use light perforation on head and spine (please do not over perforate which could create gathering problems with signatures pulling apart).
- Allow a minimum of 1/8" head, 1/8" face, and 1/8" foot trim. Bleed in the appropriate bleeds 1/8" into the trim. Note: These trims can be adjusted to accommodate web cut offs and different sheet sizes, but 1.5" trim is our maximum off any edge. Please advise if there are any different trims.
- Signatures can be folded without a lap/ lip.
- Grain of text should run parallel to binding edge.
- 2 piece flush covers should have the same head, foot, face and spine trim as the signatures unless approved by BindTech.
- Liners on hard covers should have the grain running head to foot.
- For **plastic spiral** bound books, the binding side dimension may need to be slightly adjusted to fall between the punch holes. **Please consult BindTech prior to printing.**
- Following are the dimensions from edge of the trimmed sheets to inside edge of the punched hole. Copy should be laid out to avoid this area (**plus grind off**).

✓ Plastic Spiral:	5/16"	Up to 9/16 bulk
✓ Plastic Spiral:	3/8"	over 9/16 bulk up to 1 15/16 bulk
✓ Wire-O:	1/4"	Up to 7/16 bulk
✓ Wire-O:	3/8"	Over 7/16 bulk of book up to 1 1/8 bulk
✓ GBC:	1/4"	Up to 1" bulk of book
✓ GBC:	3/8"	Over 1" bulk of book

PREFERRED PACKAGING

- Package all signatures between bundle boards on 40x48 pallets or 42x48 pallets. Two-way entry preferred for better strength.
- Maximum height of load including skid should be 50 inches.
- Stretch wrap all skids heavily as well as cross band with matching top board.
- Label each skid on two entry sides with skid tag noting signature number and quantity of forms on that particular skid. Also, please either tape or insert under stretch film one signature per skid that may be removed when load is received.
- Package covers similar to signatures with the maximum height of 50" including pallets. Please send two covers separate, in full size press sheets with signatures.

Finally, please send separate from skids two sets of actual printed signatures numbered in order from one through ten, etc, as well as any other appropriate packaging and purchase order information.