

Binding Guidelines for Perfect Bound Soft Cover

TEXT

- Allow 1/8" grind 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.
- On page one of signature one and last page of last signature, mask 3/16" area free of inks and coatings beyond the 1/8" grind for side glue application on hot melt and PUR glue. **On PUR lay-flat** it needs to be increased from 3/16" to 5/16" beyond the grind for the side glue application.
- Signature can be folded without a lap (lip).
- The grain of text should run parallel to binding edge.
- Minimum bulk of text without cover cannot be less than 1/8".
- Maximum signature size cannot exceed 12 1/2 inches front to back.

COVER

- On very thin books (1/8") spine may have a slight rounded effect.
- Grain of cover should run parallel to binding edge for best quality.
- **PUR lay-flat** covers have 2 scores. The first score is approximately 3/16" from the binding edge and the second score is approximately 3/8" from the binding edge.
- Gatefold covers that fall short of the face trim should be a minimum of 1/8" short of face.
- Gatefold covers that fall flush with the face trim **do not** have to be tacked closed at the head and foot anymore.
- Best scenario, one-up cover to equal untrimmed signature size head to foot plus 1/8" head and 1/8" foot for glue trapping. Please match trims and bleeds with signatures.
- Minimum flat cover size for a perfect bound book must be at least 9-1/2" left to right (front to back).
- On inside of cover if printed, please mask back inks and coatings where spine and side glue adheres. This dimension will be the bulk of book plus 3/16" front and 3/16" back from the spine for regular perfect binding or **PUR** perfect binding. For **PUR lay-flat** it will be the bulk of book plus 5/16" front and 5/16" back from the spine.
- If covers are **UV coated**, please note that you may experience some **enhanced cracking of coating** where spine wraps book as well as where cover hinges.
- For any special specifications such as gatefolds, foldouts, special coatings, etc. please call for further guidelines.

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.