

No Surprises

Process Facts You Need To Know



Progress Printing
piece of mindSM

Printing is a complex art and science. Hundreds of variable details must converge correctly. Even with the finest tools, systems, procedures and craftsmanship, there are definitive limitations, tolerances, and variances in the printing process. In the following document, Progress Printing outlines its process capabilities and identifies specific facts that require your special attention.

Progress Printing is committed to meeting customers' requirements and expectations. It is crucial that we reconcile expectations with the "on the ground" facts of printing. In our decades of business experience, we've found that any unresolved assumptions about printing inevitably cost time, money, and credibility.

Our contract is our final order confirmation and the final approved proof.

▶ *Prepress*

USE PDF

Progress Printing strongly recommends PDFs for reliable proof and production schedules. The PDF workflow helps you get on press faster with more accuracy. The PDF format also expedites proofing and correction cycles. PDFs keep more creative options within your control.

NATIVE FILES

We support native files from Adobe CS-CS3 and QuarkXpress 6-7 at additional costs to PDF file submission. Projects with native files are reviewed upon job award to determine any additional requirements or costs.

ON-LINE PROOFING

Progress Printing will set you up on our fast, easy Kodak Insite on-line proofing system. Anyone with a browser can review each document's pages simultaneously from anywhere. Insite has chat, annotation, and flight check options. Soft proofs are available in minutes for collaborative on-line viewing.

PROOFING OPTIONS

Our standard Indigo contract color proof has +/-5% density with +/- .01" backup on select stocks. Indigo proofs are carefully calibrated for excellent value and fast turnaround. For an additional cost, we also provide the Fuji FinalProof option for exacting stability on extremely color-critical jobs. Fuji proofs feature +/- 0.5% density with +/- .03" backup on any coated stock. Fuji proofs are the ultimate in color control, but are "overkill" for most conventional jobs. Talk to your sales rep for advice on the right proof for your job.

UNCOATED STOCK EXPECTATIONS

Uncoated stock has many aesthetic benefits. We cannot proof on many uncoated sheets. What's more, uncoated stock can affect press conditions dramatically. For these reasons, uncoated stock is not a "match print" condition. Be sure to talk to us when specifying a color-critical project on uncoated. We can prepare special color curves to enhance print performance on certain stocks, prepare customized press proofs, and suggest print or prep techniques that address your particular needs.

RECOMMENDED LINE SCREENS

When it comes to line screens, "finer" is not always better. There are critical trade-offs that must be balanced in choosing line screen. We recommend 150 lpi (lines per inch) for uncoated stock on sheetfed presses and 133 lpi for uncoated web paper. For coated papers, we suggest 200 lpi for sheetfed and 150 lpi for web. Progress Printing also provides stochastic screening for excellent results on certain products. Please request our Linescreen.doc for more information.

▶ *Printing and Press Conditions*

STOCK WEIGHT VARIANCES

Print buyers should know that paper stock described by basis weight might vary +/- 2 basis weight within a lot. The basis weight for stock described by thickness, (i.e. 10 pt. C1S) may differ from job to job. Keep in mind that such variances can impact mailing weight and postage. Upon request, we can calculate product weights that account for known mill variances.

INK AND PRESS CONDITIONS

It's no secret that "putting ink on paper" has inherent variations. Other than mechanical ghosting, these values are normally +/-5% for density, +/- .003" for register, and +/- .01" for backup. Press conditions must be orchestrated with image and proof conditions. By understanding these nominal variances, customers can anticipate and resolve expectations before going to press. Progress Printing is eager to suggest ink coverage and coating techniques to ensure top quality, efficiency, and economy.

HICKIES

We buy only first-line stock from industry leaders. Yet even the finest papers contain small amounts of contaminants. These may manifest themselves uninvited as "hickies." While we aggressively remove them during press runs, some may appear between wash-ups. Hickies can be minimized using certain ink and print techniques. These strategies must be discussed before estimating or file preparation. Examples might be using use 4-color "super-blacks" for black or using builds instead of PMS solids. Marrying image and stock requires prudent pre-nuptials. Talk to your print consultant early and often to anticipate challenges and to achieve desired results.

WEB PRESS POSITION

This refers to the location of page elements in relation to the edge of the sheet. Web press positioning is +/- .03" on up to 5 pt. stock and +/- .06" if on 6-to-8 pt. stock. Each product and signature format has pros and cons that we should discuss before production begins.

IN-LINE FOLDING TOLERANCES

Our press folders have standard tolerances of +/- .03" for up to 16-page signatures. Folding variances are +/- .06" for signatures exceeding 16 pages. We take into account paper weight, finish, pagination, and final use to engineer the optimal folding configuration and value.

WEB GROWTH

Coated sheets printed on web presses may actually increase in size up to .04" after the product has been finished and boxed, based on the relative humidity at the destination. We can anticipate and demonstrate this phenomenon before the job is even estimated.

► *Bindery Capabilities*

Paper is an unstable medium. Handling it as few times as possible reduces variation. For example, in-line press finishing reduces the number of separate processes, resulting in more speed and accuracy. For products that incur multiple processes, each process is statistically "centerlined" or made-ready on target. This means that variances are not cumulative but distributed over a predictable "normal" range. Critical copy should be placed within a safe zone based on the maximum possible variance, which is based on the processes for each particular job.

SPOT UV REGISTRATION

Spot UV registration tolerance is +/- .04" across the press sheet. There are many technical and aesthetic variables to be considered with Spot UV. If critical register of fine elements is paramount, we can evaluate the UV coating target image as it would appear on the press sheet. Best practices may involve layout modifications or the use of various ink techniques.

DIECUTTER REGISTRATION

Die cutting accuracy is directly related to thickness of stock. Die cutting registration is +/- .03" for 5 pt. stock, .01" for 6 pt., and .003" for 7 pt. or thicker stock. Let us assess your intended use and suggest different finishing techniques to provide the preferred solution for the least cost.

SIZE VARIANCE

Any handling of paper introduces up to 1/32" variance. Expect +/- .03" each for knife cutting, folding length, stitching trim and perfect bind trim variances.

STITCHING STRENGTH AND PUSH-OUT

Stitches have a minimum of two-pound pull strength. Progress Printing can stitch up to 3/16" thick books. A fact of life is that stitched books over 1/16" thick involve push-out. We can address push-out with global creep adjustments. See our Pushout.pdf to learn more and to determine if global creep adjustments are desired.

PERFECT BINDING CAPABILITIES

EVA glue has a pull strength of 2 lbs. per inch of spine, while PUR glue is 4.5 lbs. per inch. We can perfect-bind books from 1/8" thick up to 2" thick. Be aware that side glue and gutter jumps can presents special challenges. Request our Perfectbind.pdf to determine options and benefits.

▶ *Finishing and Packaging*

- ▶ Our standard 3-hole punch is 5/16" in diameter, placed .25" from spine to edge and 4.25" center-to-center; all centered head-to-foot.
- ▶ We can punch in-line on stitched products up to 1/16" thick. Keep in mind that punching leaves a rougher edge than drilling.
- ▶ Our count accuracy is from .5% to 1% based on the last process in the production cycle.
- ▶ Our house boxes are 200# Mullen test, with a 35 lb. maximum weight.
- ▶ Progress Printing's skids are non-rackable four-way 40" x 48."
- ▶ Parcel shipments may incur transit damage. This can be addressed by options such as double-boxing, shrink wrapping, or slip sheets. Request our Boxes.doc to discuss with your print consultant the level of protection you desire.
- ▶ Furnished materials are subject to review upon receipt. See our BRC.doc for the most common considerations.

▶ *The Secret To "No Surprise Estimates"*

We exist to make your specifications a reality, and pricing these services is based on the information available. We strive to reduce assumptions and to balance competing needs. At the estimating stage of each project, you may be asked to help assess the following concerns:

- ▶ How much wear protection do you want for the printed image and the stock? This is especially important for matte stock and covers for bound products.
- ▶ We will want to point out any notable limitations or variation that is particular to a set of specifications. We ask you to also bring to our attention any special expectations or quality concerns for the product so that we can make sure we resolve them before the job is estimated.
- ▶ It is important to document differences between versions. Note that estimates that involve one-color plate changes assume that files will be provided to our specifications (such as common master image with versions on layers).
- ▶ You may be asked to provide descriptions of any non-print images, such as (but not limited) to die cut, emboss, foil stamp, inkjet, glue placement, and perf.
- ▶ Verify assembly, kitting, bundle count and boxing needs
- ▶ Provide complete descriptions of any furnished materials.
- ▶ Clarify fold sequence and short panels.
- ▶ Describe end use so that we can assess relevant stock grain direction and strength.
- ▶ We are happy to address any exceptions to the general guidelines above.



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Questions?

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