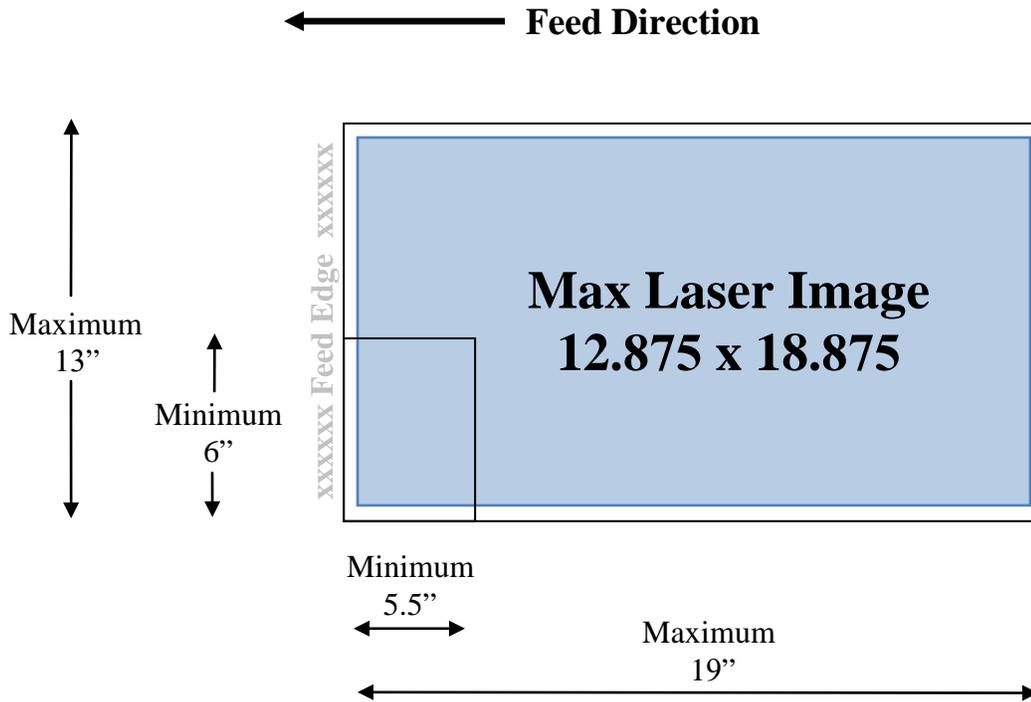


“Docutech”

July 2016

The information below reflects the standards for this equipment. Please contact department manager for questions on projects that may fall outside of the standard. If you are unsure about any of the information, please check with manager or estimating.



Max Sheet Size	13 x 19
Min Sheet Size	6 x 5.5
Max Laser Image	12.875 x 18.875 (.125 white space on 4 sides)

Stock Requirements:
Minimum 1 or 2 side

Caliper
.0036

Maximum 1 Side .013 Grain is NOT an issue if SIMPLEX printing
Maximum 2 Sides **.012 Grain must be parallel to feed edge if over 7pt for 2 Side.****

** Sheet may be turned to achieve proper grain direction, provided it meets minimum size requirements.

Finishing

Stitch Upper Left Corner – Can do Vertical, Horizontal or Angled at corner

Horizontal or Vertical - .4” Thick (Approx. 100 sheets 20lb bond)

Angled at Corner- .36” Thick (Approx. 90 sheets 20lb bond)

Two Side Stitch - .4” Thick (Approx. 100 sheets 20lb bond)

Saddle Stitch

Will fold, stitch & take head - foot - face – Final trim not to exceed 3/4"

Minimum finished size: 5.06 x 7.17 (flat size sheet 10.12 x 7.15)

Maximum finished size: 9.4375 x 12.875 (flat size sheet 19 x 13)

Maximum thickness to STITCH THROUGH - .12” (Approx. 30 4pg sheets 20lb bond)

Perfect Binding

Will perfect bind & take face trim – NO Head or foot trim

Minimum finished size: 3 x 3

Maximum finished size: 12.5 x 12.5

Minimum thickness: .125"

Maximum thickness text FINISHED book: 1.20"

Text: 50 or 60# (20 to 24# bond) UNCOATED

Cover: 60# Text to 80# (9pt) Cover - Can be uncoated or coated

Notes for cover: Maximum flat size: 12.5" x 18.5"

Can take pre-printed covers (from Indigo) trimmed to 12.5" x 18.5"

Pre-score/crease covers for spine for cover weight stocks

Document owner to approve spec sheet. After approval, deliver to Estimating Manager for final review. Approval by document owner and Estimating Manager is needed for update of controlled form.