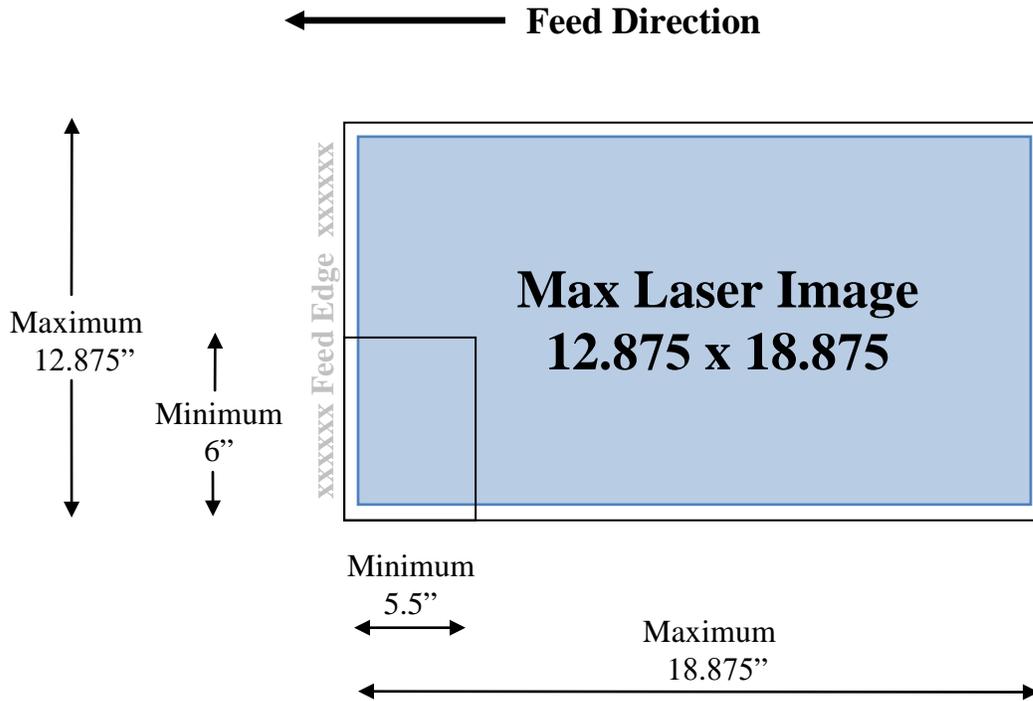


# Laser printers

2/17/2016

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	12.875 x 18.875
Min Sheet Size	6 x 5.5
Max Laser Image	12.625 x 18.625 (.125 white space on 4 sides)

<u>Stock Requirements:</u>	<u>Caliper</u>
Minimum Simplex or Duplex	.0036

Maximum Simplex	.013	Grain is NOT an issue if SIMPLEX printing
Maximum Duplex	<b>.012</b>	<b>Grain must be parallel to feed edge if over 7pt for Duplex.**</b>

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

Micro Perf and Light Scores are OK. (Provided size and grain requirements are met.)  
 Dutch imposition is OK on text weight paper only.  
 Can NOT laser pre-printed Indigo material  
 OK to feed pre-trimmed guillotined cut laser label stock

- Aqueous Coating:** OK to laser over Gloss, Satin or Soft Touch Aqueous coating.  
**Stock must be 100# text or greater if Aqueous coated.**
- UV Coating:** Can NOT laser on top of UV.  
We can laser a sheet that is UV coated if a knock-out is made for the laser area
- Die Cut Pieces:** MUST be approved by Lettershop- may be possible if simplex laser – NOT for duplex  
Simplex only if squared on the feed edge.
- “Post It” Notes:** Stock must be 7pt to affix “Post It” on SeCap. Also, “Post It” must have 2 strips adhesive.  
Simplex laser “Post It” after it is affix to material
- Multiple Up Shell:** Shells must consist of same version on multiple up shell. Shells must be consistent number up throughout job.

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.