

# POLYBAGGING

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2013

## MAIN BOOK BELT FEEDER

- All outserts should be the same size as the book or smaller and outserts more than four (4) pages must have a closed edge for feeding. Anything larger will need to be approved by the Finishing Department.
- Maximum size of total package cannot exceed 2 3/8"

**MINIMUM SIZE:**

4" x 6 3/8"

**MAXIMUM SIZE:**

13" x 16"

**MINIMUM THICKNESS:**

1/16"

**MAXIMUM THICKNESS:**

1 5/16"

## STANDARD POCKET FEEDER

- All outserts should be the same size as the book or smaller and outserts more than four (4) pages must have a closed edge for feeding. Anything larger will need to be approved by the Finishing Department.
- Maximum size of total package cannot exceed 2 3/8"

**MINIMUM SIZE:**

4" x 5"

**MAXIMUM SIZE:**

11 3/4" x 13 3/4"

**MINIMUM THICKNESS:**

2PG - 60lb Coated/80lb Offset

4PG - 50lb Coated/70lb Offset

**MAXIMUM THICKNESS:**

3/8" for Saddle Stitched product / 1/4" for Perfect Bound product

## 2-OUT POCKET FEEDER

- All outserts should be the same size as the book or smaller and outserts more than four (4) pages must have a closed edge for feeding. 2-Out outserts must be approved by finishing in advance.
- This pocket type is also capable of feeding only one outsert.
- Maximum size of total package cannot exceed 2 3/8"

**MINIMUM SIZE:**

3 3/4" x 5" each insert

**MAXIMUM SIZE:**

5" x 7 3/4" each insert (cannot exceed 15 1/2" combined)

**MIN. THICKNESS-1 OUTSERT:**

2PG - 60lb Coated/80lb Offset

4PG - 50lb Coated/70lb Offset

**MAX. THICKNESS-1 OUTSERT:**

3/8" for Saddle Stitched product / 1/4" for Perfect Bound product

**MIN. THICKNESS-2 OUTSERTS:**

2PG - 60lb Coated/80lb Offset

4PG - 50lb Coated/70lb Offset

**MAX. THICKNESS-2 OUTSERTS:**

1/8"

## GIMMICK FEEDER

- All inserts should be the same size as the book or smaller and inserts more than two (2) pages must have be produced as a closed piece. Gimmick outserts must be approved by finishing in advance.
- Can be used to feed sachets, packets and other approved small items.
- Maximum size of total package cannot exceed 2 3/8".
- Preferred positioning is last down.

**MINIMUM SIZE:**

1 3/8" x 2"

**MAXIMUM SIZE:**

8" x 5"

## SHUTTLE FEEDER

- **ONLY AVAILABLE ON ONE MACHINE (Sitma #3) and must be booked four (4) weeks in advance.**
- 10% slowdown when in use. This feed type allows you to inkjet on the main book perpendicular to the spine before polybagging.

**MAXIMUM SIZE:**

**MINIMUM THICKNESS:**

**25% Slowdown**

**50% Slowdown**

**MAXIMUM THICKNESS:**

13" x 16"
1/4"
If 1/8" - 9/32" thick
If less than 1/8" thick
1 1/2"

## ADDITIONAL MACHINE CAPABILITIES

<b>Run Preprinted Poly Material</b>	<ul style="list-style-type: none"> <li>• All polybag machines are capable of using pre-printed poly film.</li> <li>• All pre-printed poly specifications must be approved/ordered through the printing plant. Must be ordered a minimum of four (4) weeks before delivery.</li> <li>• There are additional charges when running pre-printed poly.</li> <li>• Complete ISO form #278 to order pre-printed poly film. Need to determine repeat, rewind, eye marks and width required.</li> </ul>
<b>Run Head-to-Head</b>	<ul style="list-style-type: none"> <li>• Utilized when both the main piece and outsert are to be oriented head-to-head.</li> </ul>
<b>Inkjet on Banded Poly</b>	<ul style="list-style-type: none"> <li>• Standard in-house poly is 18.25" wide, 1.35 mil, low slip material.</li> <li>• Inkjet address, postal information and/or special message on poly band.</li> </ul>
<b>Inkjet on Carrier Card</b>	<ul style="list-style-type: none"> <li>• Carrier card must be the same size as main piece.</li> <li>• An area of 3 3/4" x 1 1/2" must be available to inkjet address information.</li> <li>• Position must be parallel to spine and 1/2" from all sides.</li> <li>• Must be last to feed out of a pocket. Will be facing up through the seam side of polybag.</li> </ul>
<b>Optical Camera</b>	<ul style="list-style-type: none"> <li>• Used for recognition on renewal envelopes and other special projects.</li> </ul>
<b>Backer Card</b>	<ul style="list-style-type: none"> <li>• Insert a pre-printed backer card behind the book with a banner above.</li> <li>• Please keep in mind thick inserts that go with it may cause the card to split and cause bundling issues.</li> </ul>

## ADDITIONAL MACHINE SPECIFIC CAPABILITIES

<b>Polywrap Tabloid Size</b>	<ul style="list-style-type: none"> <li>• One machine is capable of polybagging Tabloid Format (Sitma #2).</li> <li>• Maximum size of 10 3/4" x 16 5/8"</li> </ul>
<b>Hand Fed Insertions</b>	<ul style="list-style-type: none"> <li>• Two machines are capable of Hand Fed Insertions (Sitma #3 &amp; #4).</li> <li>• For samples that cannot be fed from a regular pocket. Approval required.</li> <li>• Extra costs will apply.</li> </ul>
<b>Selective Feeding</b>	<ul style="list-style-type: none"> <li>• One machine is capable of Selective Feeding (Sitma #3). Approval required.</li> </ul>
<b>Inkjet Perpendicular to Spine</b>	<ul style="list-style-type: none"> <li>• One machine is capable of this feature (Sitma #3).</li> <li>• This can be done utilizing the Shuttle Feeder.</li> <li>• Book will be last down, and facing through seam side of polybag.</li> </ul>
<b>Inline to Binder</b>	<ul style="list-style-type: none"> <li>• One machine is capable of this feature (Sitma #4).</li> <li>• Combines the binding and polybagging processes.</li> <li>• Must be co-ordinated in advance.</li> <li>• Cannot run inserts head-to-head when inline from a binder.</li> </ul>
<b>BX Printers</b>	<ul style="list-style-type: none"> <li>• One machine is capable of this feature (Sitma #2).</li> <li>• Can inkjet barcodes, dealer imprints, and address mailing</li> <li>• Up to a 2" band.</li> <li>• Reproduce Graphic images</li> <li>• French Accent Characters</li> </ul>
<b>Turning a Pocket</b>	<ul style="list-style-type: none"> <li>• Sitma #3 can turn a pocket and move anywhere in line</li> <li>• Sitma #4 can turn a pocket but is stationary as second last down.</li> <li>• Good for inserts that have their closed edge on the short side.</li> </ul>

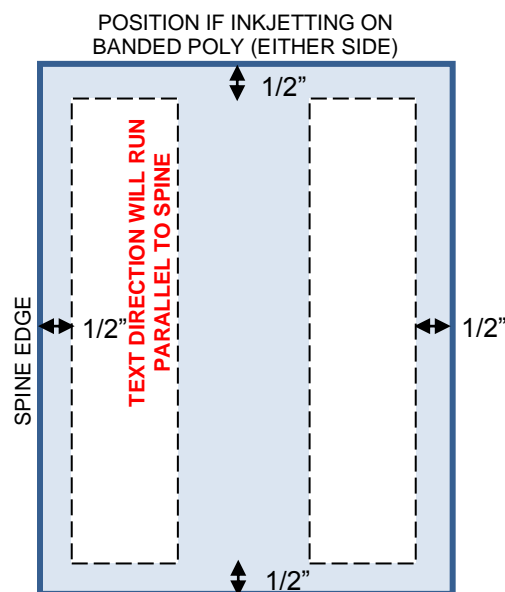
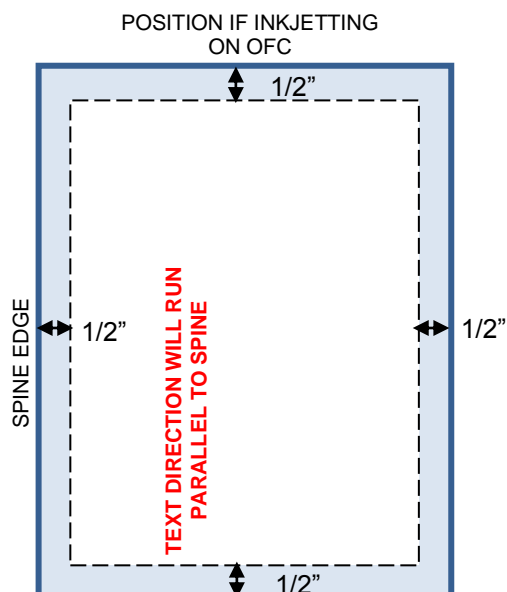
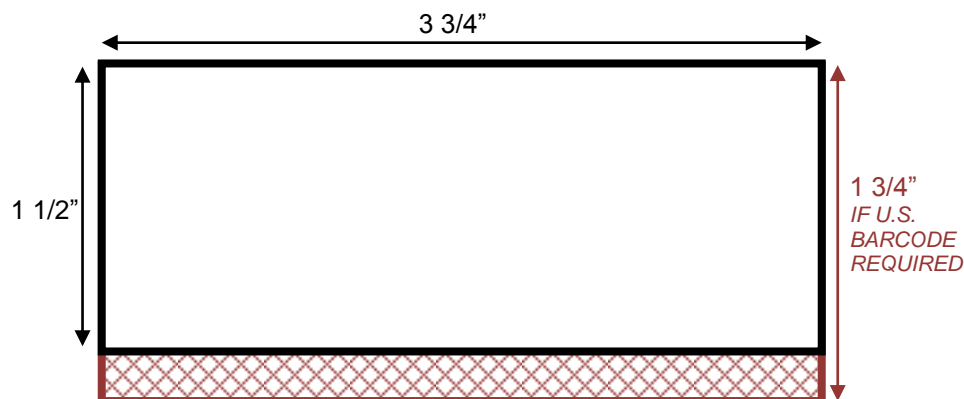
# MACHINE POCKETS

POCKET TYPE	SITMA #2	SITMA #3	SITMA #4
Standard Pockets	1	5	2
2-Out Pockets	3	2	3
Gimmick Feeder	1	1	1
Shuttle Feeder	-	1	-

## OFC/BANDED POLY INKJET SPECIFICATIONS

### MINIMUM INKJET WINDOW:

Up to 8 lines of text	3 3/4" x 1 1/2"
Up to 8 lines of text and U.S. Barcode	3 3/4" x 1 3/4"
Up to 10 lines of text	3 3/4" x 2"
Up to 12 lines of text	3 3/4" x 2 1/2"



### NOTES:

- Address should be applied closer to the head or tail of the piece, not the centre, as per Canada Post guidelines. Publication Mail Agreement number should be included on main piece and visible at all times (never covered by inserts).
- TWO METHODS TO INKJET PERPENDICULAR TO SPINE:**
  - If address runs perpendicular to the spine then the book has to run sideways along with the inserts.
    - Special oversized poly must be used if running this way.
    - Slowdown of 30% and extra 2 hour makeready charge will apply.
  - To inkjet perpendicular to the spine see specifications on page 3 (ADDITIONAL MACHINE SPECIFIC CAPABILITIES).
- We can inkjet mail over UV and Aqueous coating. U.S. Barcodes cannot be inkjetted over Aqueous coating.

# INKJET LABEL FILE FORMAT

In order to format a customer file for one of our inkjet units, the file must arrive in one of the following formats.

- **Transmission Formats:**

- FTP Transmission - call for file and password allocation
- E-mail

*Anytime a file is sent electronically an e-mail must be sent indicating the job filename, Customer name and the number of records contained in the file*

*Notification of FTP transfer to be sent via email to RBWMailServices@tc.tc.*

- **File Formats:**

- **Note: CSV or Fixed Record Length Files are Preferred**

- CSV - quote, comma, quote delimited
- Fixed record length with carriage return and line feed between each record
- Tab delimited
- DBF file format
- Excel spreadsheet
- Microsoft Access

*City, Province/State, Postal/Zip code must be in a separate field by themselves. All delimited files must have the same number of delimited fields in each record. Please supply a layout and description of each of the fields. If multiple files are supplied, should have same record layout. **Standard Inkjet line width for an address line is 40 characters.***

## SPECIAL REQUIREMENTS:

All special inkjet requirements must be identified in separate fields and clearly documented.

- Key codes
- Account numbers
- Customer number
- Message lines
- Book codes or selective bind codes must be identified with version name/book type

## POSTAL SPECIFICATIONS:

- Canadian Publication Mail must have the agreement number printed on the cover in according to current Canada Post Corporation (CPC) Regulations
- Postal Indicia, and Ancillary service request (change of address notice, return postage guaranteed, etc) printed in compliance with USPS or CPC regulations
- Title of book must be visible unless there is a carrier card that displays the name of the publication.
- Inserts must not cover the title of the book or be able to cover the address label, postal indicia, service requests or publication number

## OUTPUT LABEL FORMAT:

Standard fonts and label layout will be used unless specific instructions are received from the customer.

A listing of available inkjet fonts can be supplied if required.

Label formats are typically as follows:

Canadian Label:	USA Label
Optional Endorsement Line(OEL)	Barcode
Keycode 1 (Cust #)	Optional Endorsement Line(OEL)
Keycode2	Keycode 1 (Cust #)
Inkjet Line 1	Inkjet Line 1
Inkjet Line 2	Inkjet Line 2
Inkjet Line 3	Inkjet Line 3
Inkjet Line 4	Inkjet Line 4
Inkjet Line 5	Inkjet Line 5
Inkjet Line 6	
Delivery. Mode	SackPack
SackPack	Break Marks
Break Marks	Record Number
Record Number	

## SUPPLIED MAIL REPORTS:

For customers who supply Presorted Mail files and reports the following documents must be provided. Please email contact for presort specifications and sortation requirements. Softcopy reports (PDF) are preferred. **RBW to approve supplied presort documentation and data file format prior to production.**

### Canadian Mail

- Sort must be Brick piled to all levels including residue with 90kg pallet minimum, 900 kg max.
- Minimum Bundles quantity is 6 pieces / max bundles thickness 5 inches
- Canadian Address Accuracy Report
- Qualification Reports for each label group
- Postage Statement
- Electronic Pallet Summary File to be use for generation of Barcoded Pallet Placards
- ESOM EST File for uploading to Canada Post

### US Mail

- Palletized sort (contact RBW for presort specifications)
- Minimum Bundles quantity is 6 pieces / max bundles thickness 5 inches
- USPS Cass, Qualification Report, Pallet Summary, Hardcopy Bag Tags
- Mail.dat File for printing of placards, generation of Postal Statements and uploading to Postal One

## INKJET WINDOW:

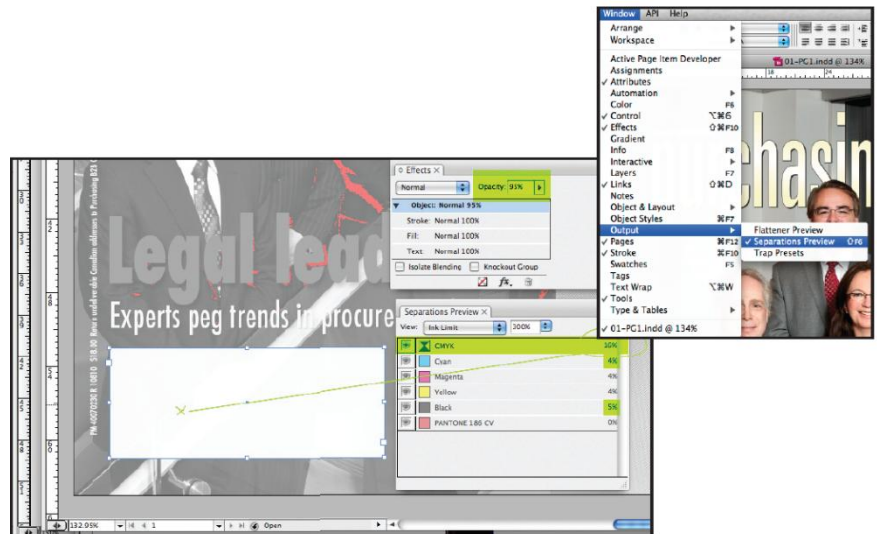
Refer to previous “OFC/OBC INKJET SPECIFICATIONS” for size and positioning

Ideally a pure white knockout box would eradicate all concerns. It is highly recommended this solution be entertained for this reason. If a cover design dictates the necessity of a screened box it is imperative the guidelines below be followed:

- The total ink density in the darkest area behind the mailer box cannot exceed 20% (with a maximum 10% cyan and 10 % black). To clarify, setting the opacity to 80% on the box will not always be correct. This will only screen back the total ink value of the image or element behind 20%.

### ***To properly verify this value is within tolerance in InDesign please:***

- Click on ‘Separations Preview’ window to activate the window
- In ‘view’ button select ‘ink limit’ 300%
- Move the cursor over the darkest areas in the Inkjet box and note the total ink value. If it exceeds 20% (and/or 10% cyan and 10 % black) adjust your ‘opacity’ setting accordingly. It's very important that it doesn't print too dark or the post office could reject the mail.
- NOTE: It will be the customers' responsibility if mail is rejected because of tinted address blocks.***



# PROCEDURES FOR SUPPLIED INSERTS

*To ensure proper control and insertion of supplied inserts the following procedures must be strictly adhered to when shipping inserts into TC Transcontinental – RBW Graphics*

## IMPORTANT:

- Appointment must be made at least 24 hours in advance through the Receiver: 519-371-5171, Ext 372.
- Hours of operation - Monday - Friday, 8:00 a.m. - 3:00 p.m.
- If an appointment is **not** made the product will be turned away or a \$200 appointment fee will be applied to unload. Weekend deliveries **must** be set up in advance and will only be allowed if the shipment is critical to job production.
- Deliveries are to be made only 3 - 5 working days prior to the insertion date.
- Due to space constraints please send only quantities necessary for current issue.

## BILL OF LADING MUST CONTAIN THE FOLLOWING INFORMATION:

- ✓ Name of the insert and/or code
- ✓ Date and/or month of the insert
- ✓ Name of publication the insert is
- ✓ Number of pieces, skids and/or cartons on truck or trailer.
- ✓ When more than one trailer is used, the last bill should be marked final.
- ✓ Total number of copies on each truck and/or trailer being used.
- ✓ Ship to:

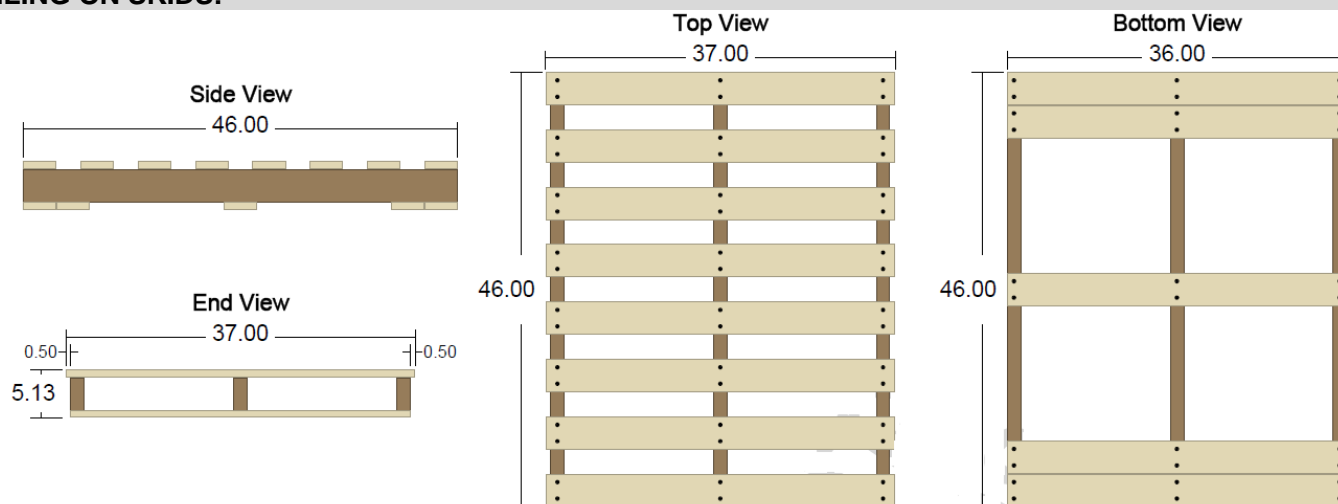
**TC Transcontinental Printing  
RBW GRAPHICS  
2049 20th Street East  
Owen Sound, ON N4K 5R2  
Attn: CSR NAME, EXTENSION**

## OUT OF CANADA CUSTOMERS/SUPPLIERS

If an insert is coming in from out of Canada you will need to supply a commercial invoice with the shipment. The carrier has to go through a Broker in order to clear customs and this should be noted on the form. If you do not have a Broker you can use our Broker Affiliated. When sending in small parcels that can go over night courier, please use Fed Ex. Fed Ex has its own Broker to clear customs. See sample under Courier Specifications.

# PACKAGING

## PILING ON SKIDS:



- Maximum skid weight should be no more than 2,200lbs.
- Maximum skid height should be no more than five (5) feet.
- Ideal skid dimensions are 46" x 37". They should be two-way.
- Material should be brick-piled on the skid.
- Handfuls no bigger than 4" compensate only if necessary to ensure piling on skids.
- Slip sheets between rows to prevent shifting of the product (corrugated is preferred). Confirm packing with Manufacturing.
- The material must be piled on the skid so that it doesn't protrude over the edge of the skid to avoid damaging the product.
- A cardboard protector should be place on the top of the skid of product followed with a wood top that is the same dimensions as the base. All skids need to be banded 4 ways. Edges must be guarded with 90-degree protectors to to prevent the product corners from curling when using shrink-wrap. All skids need to be banded to prevent shifting.
- When skids are loaded on the trailer they must not be double decked.

## BUNDLING:

- We are only capable of working with logged signatures that are:
  - Min 35", maximum 40"
  - Do not weigh more than 150lbs
- Please advise the supplier that our docks are 4 feet high, which is a standard trailer height.

## CARTONS:

- Should be fully packed, properly sealed and weight per carton not to exceed 40lbs.
- Carton label must display the name of the actual insert/issue/publication, the content quantity and CSR contact.
- Carton must be labeled on both ends.
- Carton must contain the same number of copies with the last carton being the balance.
- Pack turning in minimums of 100's. These requirements also apply to skids.





## **SOLDIER PACK: (Odd Size Inserts - ie. Sachets)**

- Best way to supply this type of an insert is in cartons, with dividers inserts sitting on their ends.



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**If not packed correctly and goods are damaged, supplier is responsible and additional costs could be incurred if it affects the run ability of the machine.**