

PERFECT BOUND INSERT SPECIFICATIONS

All full length inserts to be supplied with:

- 3/16" head trim - covers 1/4" head trim
- 5/16" tail trim - covers 1/2" tail trim
- 1/8" front trim
- 1/8" grind or mill off spine
- perf line should be 1/2" from spine edge (includes 1/8" grind off)

Underlined dimension is the spine height

***SEE SPECIAL TIPPING INSTRUCTIONS FOR REVERSE LAY BOOKS**

M3000 press head & tail trim has to be 1/8" not 3/16"

Newsprint perfect bound books

- 3/16" head trim - covers 5/16" head trim
- 5/16" tail trim - covers 5/8" tail trim
- 1/8" front trim
- 3/16" grind or mill off spine
- perf line should be 1/2" from spine edge (includes 3/16" grind off)

If printing a US piece that is shipping into the states that has a price on it has to have

Printed in Canada on the cover or contents pg

2 Page Insert

(full size head to tail)

3/16" head trim

5/16" tail trim

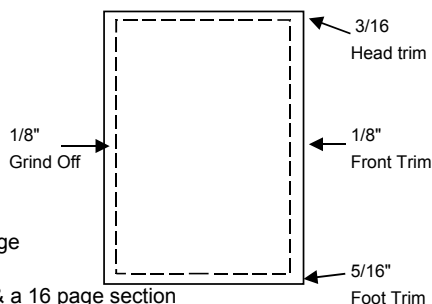
1/8" front trim and grind off

Minimum size: Spine to front trim - 4 1/2" (width)

Minimum stock weight: 60 lb. coated or 70 lb. hi bulk

Maximum stock weight 10pt

- If perf required
- perf should be 1/2" from spine edge (includes 1/8" grind off)
 - if perpendicular to spine perf should stop 1/2" from spine edge



A two page insert can be placed between the IFC & a 16 page section or the IBC & a 16 page section has to be on 80lb coated or 75lb hi bulk and full size. If not it will have to be tip to an 8 page section or more.

2 Page Insert - RSC

(Pop-up Coupon)

Insert must bind to the head - cannot float

3/16" head trim and 1/8" grind off required

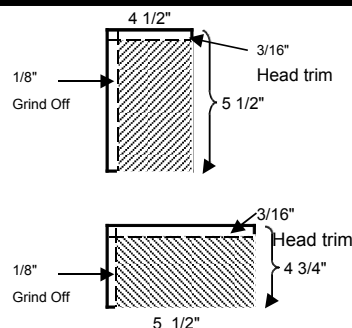
Minimum size: 5 1/2" X 4 1/2" or 4 3/4" X 5 1/2" (head trim and grind off included)

If the depth is less 4 3/4" measurement there will be a 20% slowdown

Minimum stock weight: 70 lb. coated or 70 lb. hi bulk

- If perf required
- perf should be 1/2" from spine edge (includes 1/8" grind off)
 - if perpendicular to spine perf should stop 1/2" from spine edge

If required, insert can bind to tail (foot) of book, however book must be laid out as a reverse lay. All inserts in book would then require 3/16" tail trim.



stock weight 75lb hi bulk

Canada Post Requirements

US Requirements

		LONG	HIGH	THICKNESS	LONG	HIGH	THICKNESS
Cards	min	5-1/2"	3-9/16"	0.007"	5"	3-1/2"	0.007"
Cards	max	9-1/4"	4-3/4"		6"	4-1/4"	0.009"
Oversize or	min	5-1/2"	3-9/16"	0.007"	6"	4-1/4"	0.009"
bar-coded cards	max	15"	10-5/8"	0.787"	11-1/2"	6-1/8"	0.016"

Shape

To be considered Domestic Business Reply Mail, the item must be rectangular with the length being greater than the height.

The maximum length to height ratio for Domestic Business Reply Mail is 2.6:1, and 1.3:1 is the minimum

To calculate this - divide the length x width

Canada Post Website -

<http://www.canadapost.ca/business/rates/2004/amendments-e.asp>

4 Page Insert

(full length or short card)

3/16" head trim

Minimum size: 5 1/2" x 4 1/2" (includes 3/16" head trim & 1/8" grind off)

Maximum size: (actual trim of book size plus head, front, tail and spine trim)

Minimum stock weight: 60 lb. Coated/offset or 70 lb. hi bulk

1/8" grind off

