

## SPECIFIC INFORMATION ON SUPPLYING STOCK

Although most of the time we print on envelopes that we supply, we are happy to print on envelopes that you provide. We do, however, want to provide you with a quality product and, of course the stock we print on will definitely affect the end product. It is best to tell your customer service representative about the type of stock you are going to supply at the time of the quote. Here are some important things to consider when supplying stock for us to print on:

### PAPER TYPES

Our presses work best when printing on stock that absorbs ink well. Typically, stocks that are coated, or stocks that have an extremely hard finish, should not be imprinted on by our presses because of the absorption rates. Good quality stock which has been recently manufactured makes the best printing stock. If stock has been in storage for too long (typically over 6 months) it can absorb too much moisture from the air and this can make it too difficult to print on. This can also cause a problem with the gum sticking the flap shut before it is even printed. Envelopes that already have latex seals or other special closures can cause special concerns when printing.

### RIGIDITY / BASIS WEIGHTS

The stock you want us to print should be heavy enough to run through a press that uses a pusher to feed the envelopes, but at the same time it should be flexible enough to allow it to roll around the feeder bar. On the light end, we have printed 14# air mail envelopes, but this can be a very slow process. On the heavy end, we have printed up to 40# brown kraft envelopes. 100# Tag is definitely too heavy to run through our presses.

### ENVELOPE CONSTRUCTION

The way in which an envelope is constructed can affect how well it can be printed. Expandable envelopes or envelopes with varying thicknesses can cause variations in ink coverage. If we are printing a remittance envelope, the flaps need to come extended if we are to print on both sides of the flap. Special dies or special closures should be mentioned at the time of the quote. We cannot print on an envelope that has a string and button already applied to the envelope. If you have any questions, please give us a call and we will be glad to assist you in selecting a stock that will print well.

### PRICING

In the estimating process we will attempt to include all costs associated with running supplied stock. However, if any of the above items cause printing difficulties we may need to advise you of a price change because of extra setup time or reduced run speeds due to gluing problems, curled stock, and the like.