

## Finishing Specification Entry Guide

### Perforate

Process in which a series of cuts or tiny holes are manufactured into a product to weaken it for tearing along a prescribed path. Perforation configuration depends on final use of item. If product will be processed using specific equipment, include this information in Product Application Assistant. Include a mockup or drawing with Buyer Furnished Material, and require that perforations are indicated on proof.

### Score

Creasing or indenting of paper for easier folding without tearing or cracking special coatings or finishes. Score configuration depends on final use of product. Include mockup or drawing with Buyer Furnished Material and require that scores are indicated on proof.

### Fold

Process of folding finished sheet of paper in a prescribed manner suitable to end use. A number of fold patterns are available. Illustrations of some common examples are provided. Include a mockup or drawing with Buyer Furnished Material, and require that proof is folded.

### Drill

Process in which round holes are created in product.

### Numbering

Process in which numbers are printed on a product for identification, verification or tracking purposes. May be printed as static or consecutive numbers in Arabic or MICR type fonts or barcodes.

### Die Cut

Selective cutting of substrate with sharp steel rule or other cutting device. Include mockup or drawing with Buyer Furnished Material, and require that die cut is shown in proof. Examples of die cuts include: pockets, business card slots, or irregular shapes.

### Tab

Divider with die cut piece projecting from one edge of sheet. A set of tabs is usually divided into one or more banks. Bank is determined by size of tab in relation to size of product and placement of tabs on product. For example, a bank of tabs with a fifth-cut position contains five tabs.

### Round Corner / Clipped Corner

Round Corner is a rounded corner cut on one or more corners of a form or card. Clipped Corner is a diagonal cut at an angle on one or more corners of a form or card.

### Emboss

Technique using a top and bottom die to create a raised dimensional effect on graphics and printed pieces. Embossed area can be printed or on blank paper (blind emboss).

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### **Foil Stamp**

Process by which a metal die along with heat and pressure are used to transfer a coating of colored foil to a printed product creating an upscale graphic effect.

### **Fasten**

Device or technique for holding elements of a form set together.

### **Pad**

Application in which a number of sheets are placed together, usually with a semi-rigid backing material, and coated on one edge with special adhesive.

### **Binding**

Method of fastening leaves or pages.

### **Other**

List any special construction requirements for this job.