Paper Specification Entry Guide

Manufacturer
Name of the manufacturer of the paper

Grade or Brand Name
- **Grade**: The quality level on a scale of one to five, with one being the highest, used to distinguish between printing papers, but whose specific meaning depends on context. Grade refers to category, class, rating, opacity, brightness or brand of paper. Grade is unimportant if a brand name is specified.
- **Brand Name**: The name a manufacturer has given a specific type of paper. Examples are: Springhill from International, Luna from Domtar, and Aero from Sappi.

Type of Stock
Variety of papers created for specific end uses, depending on both form and function. Some common types of stock are listed below:

- **Bond**: Grade of writing or printing paper commonly used for letterheads, forms and envelopes, characterized by strength, rigidity, permanence and erasability. Some bond papers have high rag content, which increases durability and appearance.
- **Bond MOCR**: Grade of bond specifically made for Magnetic Ink Character Recognition (MICR) or Optical Character Recognition (OCR) uses. Paper is designed with special reflectance and texture. Available in 24# and 28# only. When specifying Bond MOCR, indicate equipment product will be processed on in Product Application Assistant.
- **Book**: General term for coated and uncoated papers used in commercial printing.
- **Bristol**: Solid or laminated heavyweight printing papers designed to withstand repeated handling, often used for posters, folders, postcards, index cards, and social stationery.
- **Carbonless Bond CB**: Specialty sheet of paper in which no carbon is required when used for multiple part sets. Carbonless coated back serves as original in carbonless form sets.
- **Carbonless Bond CFB**: Specialty sheet of paper in which no carbon is required when used for multiple part sets. Carbonless coated front and back serves as intermediate part(s) in carbonless form sets.
- **Carbonless Bond CF**: Specialty sheet of paper in which no carbon is required when used for multiple part sets. Carbonless coated front serves as final part in carbonless form sets.
- **Carbonless Bond SC**: Specialty sheet of paper in which no carbon is required when used for multiple part sets. Self-contained carbonless bond is coated on front allowing self-imaging. Form parts printed on this stock serves as intermediate or final part in carbonless sets. Because this is a self-imaging sheet, number of parts is limited.
- **Carbonless Ledger CB**: Variety of carbonless coated back stock that is more durable than Carbonless Bond CB.
- **Carbonless Ledger CFB**: Variety of carbonless coated front and back stock that is more durable than Carbonless Bond CFB.
- **Carbonless Tag CF**: Card stock with coated front, used as last part of carbonless form sets.
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- **Cover**: Stock type encompassing a great variety of papers, including not only those used for covers, but also additional types of cover stock used for other products requiring substantial weight or bulk, such as menus, folders, and posters.
- **Envelope Kraft**: Bleached or unbleached envelope stock, noted for strength of fiber and also referred to as sulphate.
- **Envelope Tyvek**: Highly durable, tear-resistant, lightweight polyresin coated stock, available in white only.
- **Envelope Wove**: Uniform surface envelope stock, available in a variety of colors, clear of design other than possible watermarks.
- **Index**: Paper used for cards, tab cards and similar products requiring heavier weights of paper.
- **Kraft**: Bleached or unbleached sulphate grade of paper, normally used for packaging rather than printing.
- **Label - Dry Gum**: Coated or uncoated paper with glue applied to unprinted side that is activated by moisture when label is ready to be applied to product.
- **Label - Pressure Sensitive**: Coated or uncoated stock, also available in foils and acetates, with a pressure sensitive adhesive on one side, mounted on a peelable liner.
- **Ledger**: Paper with high degree of durability and permanence, used primarily for business ledgers and accounting, where it is subjected to appreciable wear. Ledger stock is characterized by low reflectance to reduce glare.
- **Newsprint**: Paper made primarily from ground wood pulp and chemical pulp, used for printing newspapers.
- **Offset Opaque**: Paper with characteristic of preventing printing on one side from showing through on the other side, highly desirable for two-sided printing.
- **Offset Uncoated**: Uncoated paper with strong surface to resist the pull of tacky inks used in offset printing. Offset is a more economical grade of paper.
- **Parchment Cover**: Cover grade of paper with extremely hard surface, high strength and high resistance to grease and dirt, commonly used for certificates, bonds and stocks.
- **Parchment Text**: Text grade of paper with extremely hard surface, high strength and high resistance to grease and dirt, commonly used for certificates, bonds and stocks.
- **Parchment Writing**: Writing grade of paper with extremely hard surface, high strength and high resistance to grease and dirt, commonly used for certificates, bonds and stocks.
- **Plastic**: Synthetic material, usually defined by thickness (caliper), which can be molded into various forms and hardened or formed into pliable sheets or films for commercial use.
- **Postal Card**: Coated or uncoated stock that meets minimum caliper of seven thousandths of an inch required for postal processing.
- **Safety**: Paper specially formulated to prevent tampering or chemical alterations to printed images, used for checks and other negotiable instruments. Safety paper is available in 20# and 24# only, and in white or pre-printed patterns, such as basket weave. In some cases a pre-printed pattern includes a void feature pantograph.
- **Tag**: Strong paper board with good bending/folding qualities, high bursting and tensile strength, and tearing resistance, selected for products, such as badges and file folders, where constant use is expected.
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- **Text**: Designation for lighter weight printing papers with textured surfaces such as laid or linen. Some manufacturers also use text to refer to any paper they consider top-of-the-line, whether or not its surface has a texture.
- **Text Cover**: Heavy weight grades of papers with textured surfaces such as laid or linen.
- **Tissue or Onion Skin**: Protective lightweight paper normally used for placing over artwork, and also used to indicate corrections or standards/color/type, etc. Onion skin stock can be used for printing and is used for second sheets.
- **Tyvek**: Highly durable, tear-resistant, lightweight polyresin coated stock, available in white only.
- **Writing**: Paper with stable hard surface, providing dependable print performance for both lithography and special print techniques.

**Basis Weight**
Weight, in pounds, of a ream (500 sheets) of paper cut to a specified standard size. Upon selection on stock, specified standard size is displayed (see Basis Size). If basis weight is known, caliper is not necessary.

**Caliper**
Measurement of paper or plastic thickness in thousandths of an inch, sometimes referred to as "mils". If caliper is specified, basis size and basis weight are not necessary.

**Color**
Color of the paper stock to be used.

**Finish**
Generic term for surface characteristics of paper. Finishes range in a variety from rough to smooth. Finish defines appearance and texture of product and is important in achieving correct reproduction of printed image. Examples listed below:

- **Antique**: Roughest finish offered on offset paper.
- **Coated Dull**: Flat (not glossy) finish on coated paper, slightly smoother than matte.
- **Coated Gloss**: Gloss finish produces sharpest reproduction of halftones and colors. Very effective for documents with many illustrations but not recommended for documents with large amounts of text, as gloss tends to glare under fluorescent lighting and make reading closely-printed type difficult.
- **Coated Matte**: Paper combining advantages of both dull and gloss. Matte finish eliminates glare due to its level, smooth coated surface with little or no gloss and can be written on without smearing.
- **Cockle**: Ripple-like finish used most frequently in bond papers. Cockle is commonly used for letterheads, but is a more expensive finish.
- **Felt**: Soft woven pattern in text paper, available in both writing and text grades.
- **Highbulk**: Paper, high in caliper (thickness), but relatively lightweight, commonly used to meet postal requirements.
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- **Laid**: Paper, ideal for line art or jobs calling for a nineteenth-century or earlier appearance, with ribbed appearance simulating surface of handmade paper. Laid finish is not suitable for detailed halftones.
- **Linen**: Text paper with embossed finish simulating pattern of linen cloth.
- **Smooth**: Paper with finish that is without irregularity. Smooth finish paper is commonly used with halftones and four color process work.
- **Vellum**: Paper with somewhat rough, toothy finish, ideal for jobs which call for no pattern background and little surface texture, such as glare free brochures.
- **Wove**: Smooth and uniform finish without design other than watermarks.

**Basis Size**
Flat unfolded size of paper before cutting and printing.

**Specification Equivalents Acceptable**
Many paper grades or weights have acceptable substitutions which are very similar in appearance and substance weight but may not be an exact match. Indicate whether such substitutions are acceptable or not.

**Recycled paper required**
Indicates that recycled paper is required as a part of the specification.

**Post Consumer Waste**
Waste paper collected and returned to the paper mill for processing and mixing with virgin fiber for the production of paper. In order to meet specific customer needs, some grades are produced with a guaranteed minimum post-consumer fiber percentage.

**Special Instructions**
Indicate any additional instructions regarding paper here.