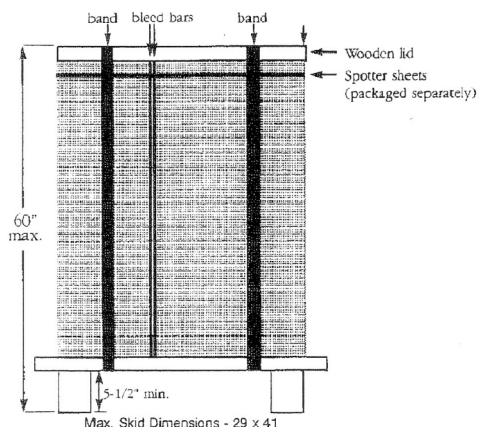


Litho / Converting Specifications

1. Printer to supply a die-out sheet with tic marks as per supplied layout from NEI.
 - One (1) die-out for every 200 press sheets.
 - Sheets must have “Side Guide” and “Gripper” clearly marked
 - Please wrap these sheets separately.
 - Die marks on printed sheets must be as positioned per the layout for proper die cutting. Position printing parallel to die marks.
2. Printing should be stripped to ensure a minimum of 1/8” bleed on any and all bleeding edges of the finished envelope. The only exception to this would be when there is full bleed ink coverage on the back panel and seal flap. When this occurs, a 3/16” bleed on all side seam flaps is required.
 - This step is critical as the printing can move up to 1/16” in any of the 4 directions during the die cutting and folding process. **For this reason, a shift of up to 1/16” tolerance in each step is acceptable and within industry standards.**
 - Print and cut variation is a normal part of the die cut envelope-manufacturing process. Keep all images at least 1/8” away from folds and cut edges. This includes windows.
 - Due to envelope machine characteristics, cracking of the coating and printing is unavoidable at the folds, especially on heavier stock. Scuffing and marking on jobs with unvarnished solids is also common.
3. If printing is full coverage, all glue areas, including seal gum area opposite of seal flap, should be clear of any ink or coatings.
4. Stock must arrive jogged on all four sides or printer will incur additional charges for jogging.
5. Please follow these packing and shipping instructions:
 - **Use 2-runner skids** with runners at least 5 1/2” high.
 - Stack sheets in **single tier if sheet is over 20” x 28”**
 - **Do not exceed 60” from the floor and keep under 2,000 lbs.**
 - **Do not use pallets.** Pallets cause “waviness” in the sheets.
 - Stock is to be covered with a full wooden lid and banded four ways.
 - If stock is to be printed on both sides, skids must be delivered with **outside copy facing up.**



NEI reserves the right to reject any shipments not meeting the above specifications. All of these requirements are critical to ensuring you receive the quality product you expect and deserve.

Thank You!