



## The Seaboard Advantage

At Seaboard Bindery, we have the knowledge, experience and production capabilities to help you turn great ideas into attractive pieces. Even the "simple" projects need advance planning to turn out properly. Involve us early in your project to be sure the final product meets both your demands and those of your clients.

### Services offered:

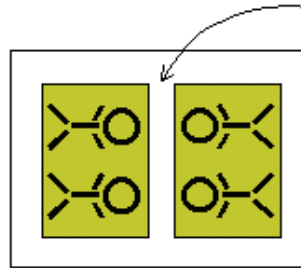
- Perfect Binding
- Mechanical Binding
- Saddle Stitching
- Die Cutting
- Folding
- Film Laminating
- Index Tabbing
- Design & Planning
- And More!

## Ensure Speedy Deliveries

Help your bindery help you. Here are a few things that you can do to help speed up your turnaround times.

### Perfect Binding:

When imposing two-up covers, butt your images in the middle of the sheet head-to-head with enough margin to accommodate glue traps.

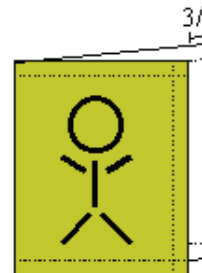


Allow 1/8" glue traps (1/4" total) plus head trims to match text signatures.

The head-to-head layout is important because it gives perfect binding operators maximum flexibility to make adjustments. It is possible to bind books without glue traps, but set-up times are dramatically increased and jobs are prone to having quality issues.

### Saddle Stitching:

Print your covers grain long. For text, allow a sufficient-sized lap and impose a parallel folding sequence whenever crossover images are an issue.



Well-planned binding laps help speed up turnaround times. An ideal-sized lap is 3/8".

### Mechanical Binding:

Plastic spiral binding speed is comparable to Wire-O on some jobs, but in general, Wire-O is faster, especially on larger quantities. In addition, leave enough margin on the binding edge so that punched holes will clear your copy. You will lose a lot of time if your bindery has to try to find a solution for this easily preventable, but altogether too common problem.

### Packing:

When sending skids packed with multiple forms, clearly mark where one form ends and another starts. Use clearly visible and well-secured skid tags. If one form has to be pre-trimmed, place it at the top of the skid for easy access. Also, use skid tops and corner boards, especially when dealing with lightweight stock. Bent corners can significantly reduce manufacturing speed and yield.

When outsourcing bindery work, take the time to pack your skids right. Jog your sheets properly, strap them in two bisecting directions and use stretch wrap. If sending folded signatures, organize them on the skid in signature order. Also, let jobs dry before shipping them anywhere. *Poor skid packing causes more bindery spoilage.*



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**Saddle Stitching**  
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### Folding:

Good folding depends on good printing. No matter how good a folder operator is, not even a Herculean effort can save a poorly imposed job or one with a backup problem. Do the little things right. Improve communication with your bindery and:

- Mark the gripper and side guides of your sheet
- Supply a rule up sheet and a folding dummy with sequence and fold position clearly marked (A to A, B to B, etc.)
- Indicate sample stock with skid tags
- Place all forms needing pre-trimming at the top of the skid. This reduces labor intensive unskidding and reskidding.

### Estimating:

The best way to ensure you get the estimating turnaround times you need is to put a clearly visible deadline on your estimate requests. This helps binderies prioritize. In the event of a delay, at least they'll know to call you. (Note: Deadlines work on the honor system. If everybody wants estimates in 30 minutes, no-one will be pleased.) Also, give your bindery complete job information. Like money, having too much is better than having too little.

(Seaboard Bindery will supply you an estimate template form on request.)

This last tip has less to do with speed and more about winning jobs in the first place. Do yourself a favor and let your bindery know the end use of the product. For example, if you're working on a computer manual, your bindery should suggest either mechanical binding or layflat adhesive binding because this is a product that should layflat. Imagine who's going to get the job – the salesperson that informs the customer of better options, or the other print rep that blindly quotes on the given specs. Let us help you win more business.