

# PICA Trade Services Guide Company Contact



**Bindagraphics**  
Rob Tunney  
rtunney@bindagraphics.com  
100 North Pendleton Street  
High Point, NC 27260  
336.431.6200  
336.431.6232 (fax)  
www.bindagraphics.com



**Flex Finishing, Inc.**  
Craig Hobbs  
craigh@flexfinishing.com  
4811 Worth Place  
Charlotte, NC 28216  
704.342.3600  
704.342.3603 (fax)  
www.flexfinishing.com



**Permaseal Corp.**  
David Chapman  
david@pseal.com  
6004 Two Notch Road  
Columbia, SC 29223  
803.754.9391  
803.754.9393 (fax)  
www.pseal.com



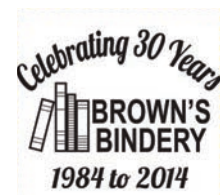
**BindTech Inc**  
Dennis Dehainaut  
ddehainaut@bindtechinc.com  
1232 Antioch Pike  
Nashville, TN 37211  
615.834.0404  
615.834.0755 (fax)  
www.bindtechinc.com



**Hearn Graphic Finishing, Inc.**  
John C. Mullis/Jon Lambertus  
hearnfin@triad.twcbc.com  
209 Regent Drive  
Winston Salem, NC 27103  
866.830.3645  
336.760.3370 (fax)  
www.hearngraphicfinishing.net



**Subtle Impressions Inc.**  
Chris Brown  
estimating@subtleimpressions.com  
1200 Industrial Avenue  
Gastonia, NC 28054  
704.583.1055  
704.583.1057 (fax)  
www.subtleimpressions.com



**Brown's Bindery**  
Ronny Brown or Shannon Allison  
ronny@brownsbindery.com  
6825 Pennington Road  
Columbia, SC 29209  
803.776.0988  
803.776.0121 (fax)  
www.brownsbindery.com



**NAPCO, Inc.**  
Debbie Bare  
debbie\_bare@napcousa.com  
120 Trojan Avenue  
Sparta, NC 28675  
336.372.5228  
336.372.8890 (fax)  
www.napcousa.com



**Unique Collating - Bindery Services**  
Ronnie Kennedy/Bonnie Barger  
bbarger@carsondellosa.com  
237 A Burgess Road  
Greensboro, NC 27409  
336.664.0960  
336.664.0770 (fax)  
www.uniquecollating.com



**Carolina Letterpress**  
Joe Tranquilla  
carolinaletterpress@msn.com  
1819 Frink Street  
Cayce, SC 29033  
803.739.0558  
803.794.4770 (fax)  
www.carolinaletterpress.com



**Paper Specialties, Inc.**  
Steve Tingley  
PSIBindery@aol.com  
4200 Atlantic Ave., Ste. 191  
Raleigh, NC 27604  
919.431.0028  
919.431.9648 (fax)  
www.paperspecialties.com

# Guidelines for Normal Spoilage Allowances

Because spoilage occurs in every postpress operation, your trade binder or finisher needs sufficient print overruns in order to deliver full counts.

The following spoilage guidelines were developed to help customers plan print production needs.

These guidelines cannot apply to every job. So, always check with your post-press partner to confirm their spoilage requirements.

**Insert/er/Trimmer**  
(normal job on paper stock of 45# coated up to 100# coated)

Number Of Pockets	Percent Of Finished Count	Signatures For Make Ready
1	2%	500
2	2.5%	500
3	2.75%	500
4	3%	500

*Additional percentages required:*  
1.5% for one-up oblong book  
.5% for all two-up jobs  
2% for 4 page signatures 50# book weight or less  
2% for jobs on uncoated of stock less than 45#  
.5% for each 8 page signature  
1% per vacuum fed sheet

**Flat Cutter**  
.5% per 1000 finished pieces

*Additional percentage required:*  
.25% additional allowance for stock with remoistenable gum strip.

**Buckle Folders**  
Make ready/set up:  
1" of stock for each folder,  
+ 1% of the finished pieces

*Additional percentage required:*  
.5% of the folded finished pieces for each additional folding machine section used whether used in parallel or right angle

*The following will increase basic spoilage: (please consult your finisher)*  
Curly stock • Lightweight stock (less than 45# uncoated) • Gluing or pasting  
• Small or close to fold perforations • Postage stamp-type perforations • gatefolds

**Counter Cards (Mount paper to chipboard or foamcore)**

Quantity	Card Only (No Easel)	Card With Easel On Back	Card With Easel And Take-One Box
under 1M	20%	25%	35%
1M-5M	15%	20%	25%
5M-25M	12%	15%	20%
25M-100M	10%	12%	15%
over 100M	8%	10%	12%

Notes:  
Please print on 80# coated text with varnish.  
If UV Coated, Film Laminated, please use 100# coated text.

**For Perfect Binding**

QUANTITY	SET UP	SPOILAGE	6-16's:
under 1M	10%	10%	
1M-5M	100 pieces	5%	.25% per additional form
5M-10M	100 pieces	4%	
over 10M	100 per set up	3%	

*The following will affect spoilage: (please consult your finisher)*  
Lightweight stock (less than 45# uncoated) • 6- and 8-page covers • Uncoated 2-, 4-, & 8-page signatures • Short forms • Fold-out forms

**Mechanical Binding**  
Same spoilage as Perfect Binding plus 2%

**Case Binding**  
Same spoilage as Perfect Binding plus 100 copies of the first and last signatures.

**Smyth Sewing**  
Same spoilage as Perfect Binding if heads are closed and or signatures have consistent high folio lip. Increase spoilage rate 25% for lightweight stock or signatures with no lip.

**For Book Blocks**

Quantity	Percent Spoilage
1M	13%
2M	9%
3M	7%
4M	7%
5M	6%
10M	5%
15M	5%
20M	4%
25M	3%

**Pocket Folders**  
(Please leave all glue areas free of ink and coatings)

Quantity	1 or 2 Reg. Flat Pockets	1 Flat & 1 Capacity Pocket	1 or 2 Capacity Pockets	1 Vert Flat Pocket	2 Vert Flat Pockets	1 Flat Vert & 1 Flat Horiz Pocket
under 5M	15%	20%	15%	15%	20%	20%
5M-25M	12%	12-15%	10%	10-12%	12-15%	12-15%
25M-100M	10%	10%	8%	8-10%	10%	10-12%
over 100M	6%	8%	6%	6%	8%	8-10%

These guidelines were assembled by the Binderies and Finishers of The Printing Industry of the Maryland to assist customers in planning their printing production—allowing sufficient overruns to enable the finisher to deliver full counts. These guidelines do not represent every job so please consult your finisher in unusual circumstances.

**The following factors could adversely affect the guidelines:**

- Condition of material as it is packed on pallets or skids going to finishing operations.
- Stock curl
- Kind and weight of paper
- Numerous lots or codes

**Helpful Hints:**

- Planning between the Binder and the Printer from the original concept, delivers the best price, quality, and on time delivery.
- Print the first and last signatures first. Keep them on a separate skid, mark them clearly, because nothing happens to a case bound book until the end sheets are attached to the first and last signature.

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## Our Purpose

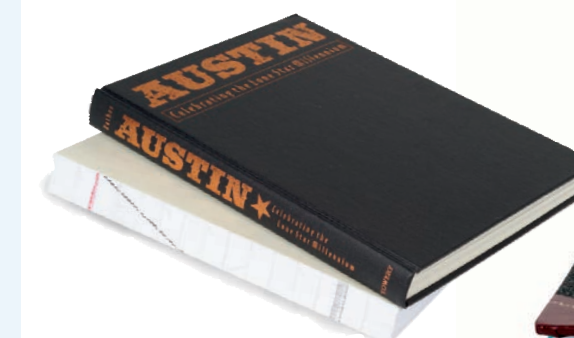
Promoting the Industry – Focused on Member Success!

## Our Vision

Advocate • Educate Inform • Lead

## Our Mission

To promote the common interest of the printing industry; and to help our members prosper, both individually and collectively, through fellowship, education and cooperative action.



# 2016 PICA Postpress Services Directory

The Printing Industry of the Carolinas isn't comprised solely of businesses that produce ink on paper. Postpress trade shops, businesses that specialize in segments of production that fall outside the normal commercial print shop, also make up an integral part of PICA's membership.

Our trade shop members include those who provide binding and finishing, foil stamping, kit packing, gold gilding, package converting and UV coating, just to name a few.

To compete in today's diverse marketplace, the average-sized printer needs the specialized knowledge, equipment and services that trade shops provide. Outsourcing to a postpress trade partner is financially efficient. Your expenses are limited to the scope of the product, which means you're not incurring additional costs for equipment, supplies, maintenance, payroll or benefits.

In keeping with our goal of helping you expand your capabilities and reach a larger market, we have included this guide to the finest postpress providers in the Carolinas. All are PICA members, and each will provide you with the quality you desire at a competitive price.

Welcome! You are on *The Road to Financial Growth*.



