



# **PRINT FINISHING SERVICES**

## **Reference Guide**



*Revised: 12/19/2023*



# MISSION STATEMENT & QUALITY OBJECTIVES

At Larkin Industries, Our Mission is to be a leader in the finishing and converting industry through quality workmanship, innovative processes and technology, teamwork, and responsiveness to customer needs.

Our philosophy is to treat all members of the Larkin Industries community with fairness and respect. We value our employees and customers and strive to better their lives and their businesses.

We shall:

- Meet or exceed the quality expectations of both our customers and our own organization.
- Provide customers with our utmost attention and make sure they are satisfied with our work.
- Assist our customers in the development of their own products and processes to meet their own goals and market needs.
- Be open to modern technologies that fit our mission.
- Ensure Larkin Industries is a safe place to work and provide safe handling of materials to protect the environment.
- Create and maintain training programs for employees and management consistent with attaining a leadership position in our industry.
- Build positive, friendly work relationships based on trust and fairness with our customers and vendors and among our employees and management personnel.
- Maintain our competitive edge in the market through superior marketing and promotional efforts.
- Be sufficiently profitable to accomplish our Mission.
- Build and maintain a staff that will accomplish our Mission.
- Keep abreast of changes and developments in the marketplace and among our competitors.
- Comply with applicable State and Federal laws and regulations.

In order to achieve our Quality Objectives, we shall maintain an effective and comprehensive Quality Management System.

We have implemented, and shall maintain and continually improve, this Quality Management System through annual review.

It is our belief that, by applying these principles, we shall be able to meet the quality requirements of our customers.

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# CONTACT INFORMATION

## Business Hours

Office and Production	Monday – Friday	7:00 a.m. – 4:00 p.m.
After Hours Telephone	Monday – Thursday	5:00 p.m. – 2:30 a.m.
Shipping and Receiving	Monday – Thursday	7:00 a.m. – 2:30 a.m.
	Friday	7:00 a.m. – 4:00 p.m.
	All Other Times	Available by appointment

*Some exceptions based on workload. Please call during regular business hours for confirmation. To contact the Shipping and Receiving department or the Production department before or after regular business hours, please dial our main number (651) 645-6000.*

## Departments

<b>Main Line</b>	info@larkinind.com	651-645-6000
<b>General Manager</b>		651-280-6533
<b>Sales and Marketing</b>		651-280-6532
<b>Day Foreman</b>		651-280-6534
<b>Customer Service</b>		
Sarah Osborn	sosborn@larkinind.com	651-280-6545
Cherie VanKirk	cvankirk@larkinind.com	651-280-6531
Gregg Whitney	gwhitney@larkinind.com	651-280-6535
<b>Planning and Layout</b>		
Layne Lavandowska	llavandowska@larkinind.com	651-280-6540
Bohdy Laybourn	blaybourn@larkinind.com	651-280-6539
<b>Estimating</b>	estimating@larkinind.com	651-280-6531
<b>Shipping and Receiving</b>	shipping@larkinind.com	952-247-0555



# REQUESTING A QUOTATION

*It is our goal to provide you with the most complete and accurate quotation possible based upon the information we receive. Detailed information is critical for avoiding price revisions due to specification variations or additional production requirements.*

*The following information will help to prevent the possibility of revised pricing upon receipt of your order and after you have quoted your customer. For re-runs, please provide your previous PO number and the approximate order date. For pocket folders, ask about our list of house dies.*

## General Information – All Quotes

- Job Title (for reference).
- Type of Job: die cut, foil stamp, embossing, combo foil and embossing, gluing, affixing, etc.
- Quantity: clarify sheet count and piece count if applicable.
- Number of Versions: will multiple versions be on separate sheets or ganged together? Are there differences between the versions?
- Paper type, weight or caliper, substrate (plastic, vinyl, leather, etc.).
- Sheet size.
- Sheet layout: 1-up, 2-up, work and turn, etc.
- Packaging method: cartons, gaylords, pallets, or other. Should Larkin provide packaging, or will it be supplied?
- Packaging instructions: quantity, maximum weight per carton, gaylord, or pallet, etc.
- Labeling requirements: will labels be furnished?
- Shipping requirements: pick-up, courier, or shipping destination

## Die Cutting, Perforating, and Scoring

- Size and complexity of cut image or line: submitting a PDF or other visual is recommended.
- Positioning: does it register to any printing on the sheet (tight register or cross overs)?
- Will there be any coatings, varnish, or ink coverage that will require special handling?

## Foil Stamping

- Stamping style: flat stamped only, combination foil and embossing, or stamp and bump?
- Foil type and color: metallic gold and silver, colors, pigmented, pearl, holographic, or other?
- Size and complexity of image: submitting a .PDF is recommended. Vector art is preferred.
- Positioning of image: does it register to any printing on the sheet?
- Will there be any coatings, varnish, or solid ink coverage in the image location?

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## Embossing

- Embossing style: blind, combined with foil, or registered to printing?
- Image type: single level, multi-level, or sculptured image?
- Size and complexity of image: submitting a PDF or other visual is recommended. Vector art is preferred.
- Image depth and bevel is dependent on type of stock (see Larkin Die Styles sheet for examples).
- Will there be any coatings, varnish, or solid ink coverage in the image location?

*We prefer to use brass embossing dies. Copper dies (less expensive) may be used but under most circumstances do not provide the quality or depth of brass embossing dies. Please specify if known.*

## Folding and Gluing

- Product type: folder, gusset folder, mailer, CD/DVD jacket, carton, etc.
- Location and size of glue tabs and surface areas for adherence.
- If sheets have already been die cut all tabs must be scored for folding.
- Will the glued areas be free of any coating, varnish, or ink coverage?
- Type of glue requested (if special requirement).
- Standard glue tabs size is  $\frac{3}{4}$ "; on some applications a smaller glue tab may be adequate. Please contact Larkin with any questions.

## Affixing

- Type, size, and caliper of carrier.
- Affixed piece type: CR-80 card, token, magnet, lotion pack, etc.
- Affixed piece size, material, thickness, and shape (square, rectangular, circular, irregular, rounded corners).
- Position from edge of sheet and register requirements.
- Type of glue: permanent, fugitive, or special.
- Folding: does the piece require folding or arrive folded?
- Will the affixing surface be free of any coating, varnish, or ink coverage?
- Are the carriers pre-addressed and is sequence maintenance required?
- All pieces to be tipped must be in the same orientation and packaged in an orderly manner.
- Minimum of  $\frac{1}{8}$ " tolerance on all sides of an affixed piece.

*Caution: affixing specifications are critical. Even minor variations may have a dramatic impact on production speeds, quality, delivery dates, and pricing.*



# PLACING AN ORDER

When placing an order, please include the following information on your Purchase Order:

- Name, phone, and email address for a point of contact.
- Job title (for reference).
- Larkin quotation number.
- Quoted price.
- Due date.
- The date stock will arrive.
- Press check, if required.
- Quantity: forms, versions, clarify sheet count and piece count if applicable.
- Percentage of overs accepted.
- Disposition of extra sheets (run, return, or recycle).
- All relevant information outlined in the “Requesting a Quote” section of this guide.

*It is understood that some details may not be available when the Purchase Order is issued. If the details are not necessary to begin production, they can be provided while the order is in progress. Your Larkin customer service representative will inform you whenever missing information is needed to proceed with your order.*

*To minimize the possibility of errors, any instructions not appearing on your Purchase Order must be communicated or confirmed in writing.*



# PLANNING AND SCHEDULING

***Larkin's goal is to provide you with the fastest delivery possible. Planning is the best way to expedite your order, avoid quality issues and prevent unforeseen delays. We can assist you in planning your job for the most efficient and highest quality production.***

## **Turn Times**

The estimated turn time we provide when quoting a future job is based upon the production time required and our ability to begin immediately. The actual turn time may vary and will ultimately be determined by the number of jobs on our production floor when your materials arrive.

A firm turn time and delivery date for live orders will be established when the order is received or scheduled in advance. Delivery dates are contingent upon:

- timely receipt of problem-free files and material.
- complete and accurate instructions.
- uninterrupted production.

If there are discrepancies between your PO, files, quoted specifications, or other instructions, your delivery could be delayed.

## **New Dies and Foil**

*If new dies or foil are required, they should be ordered in advance so that we can be ready when your job arrives. Below are the typically shipping timelines for each type of die:*

- Die cutting dies: 1-2 business days normal (special projects may take longer).
- Foil and embossing dies:
  - Copper foiling or embossing dies: 1-2 business days
  - Brass sculpture dies: 3-5 business days.
- Foil requirements: if foil is not in stock at Larkin, standard shipping is typically 3 business days. For faster delivery additional charges may be incurred.

*Dies are generally ordered after a printed sheet is received; this ensures the dies are an exact match to the stock being run, which saves time and die expenses.*





# FILE SPECIFICATIONS

## Foil and Embossing

- Files must be in Vector (line) art such as EPS, Adobe Illustrator, or .PDF.
- A full color PDF of the final project is highly recommended at 100% scale for positioning. Considering that PDF's can be re-scaled, sending a text file stating the correct dimensions or adding them to the PDF is highly recommended.
- All text should be converted as vector outlines (converted to curves) to avoid font issues.
- Foil and Emboss die art should be clean vector graphics with solid color fills (no gradients). Overlapping paths, wide stroke widths and fonts not outlined can cause errors.
- Raster (pixel based) art will need to be converted by the customer to Vector art, or Larkin can convert it by customer request and approval of the final product.

## Die Cutting

- Label all lines on the drawing (die cut vs. score, perforation, micro perforation, final trim, etc.). Indicate the desired teeth per inch (12 TPI, 17 TPI, micro) if requesting perforations.
- State whether the drawing is an inside or outside view.
- **The gripper margin must be 1/2" (5/8" is preferable). Gutters must be 1/4" or larger.**
- Revisions need to be referenced by number, and notification of final revision number must be verified in writing.
- Verify all artwork and dimensions are correct and non-conflicting before sending.
- When sending hard copy artwork, make sure all information is consistent with the final product and remove any conflicting information.

## Submitting Your Files

When sending, please list the name, phone and email for your company's pre-press contact. Please reference Larkin's quote number, customer service, or sales rep. Files may be sent to:

Sarah Osborn	sosborn@larkinind.com	651-280-6545
Cherie VanKirk	cvankirk@larkinind.com	651-280-6531
Gregg Whitney	gwhitney@larkinind.com	651-280-6535

Any additional translating, editing, or programming needed to utilize customer supplied files may be subject to additional fees.

*Please be careful to avoid any discrepancies between your PO, the quoted job specifications or other instructions. Errors and delivery delays could occur if they are not discovered and quickly resolved.*

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# INCOMING MATERIALS

***Satisfactory identification, packaging and material condition will help to ensure the quality and prompt production of your job. Please follow these guidelines:***

## **Identification**

- Mark each carton and pallet with your company name, job title and quantity. Clearly identify multiple versions.
- Mixed pallets must show the sheet count or number of cartons for each version.
- Indicate the pallet or carton number (1 of 6, 2 of 6, etc.)
- Provide a packing slip listing the number of skids and sheet or carton count for each.

## **Packaging**

- Pallets should be properly stacked, wrapped and banded. Tops are recommended.
- All sheets must face the same direction.
- If items must be staggered due to folding or piling, each stack should be the same size. Staggering should be done in a consistent pattern.
- All pieces within a stack (“lift”) must face the same direction.
- Cardboard dividers are recommended to separate and stabilize layers.
- Vertical dividers or trays may be necessary within a carton to prevent shifting and mingling.

## **Material Condition**

- Paper should be free of waves and curl.
- Ink should be sufficiently dried to prevent offsetting and sticking sheets.
- The guide and gripper edges must be marked. Minimum gripper margin is ½”.
- Sheets should not be cut down when print registration is required.
- Ink and varnish should be knocked out on glue tabs and any surface to be adhered.
- Do not reverse out areas to be foil stamped unless discussed.
- Use wax-free ink when foil will stamp over ink.

## **Receiving Hours**

Monday – Thursday	6:00 a.m. – 2:30 a.m.
Friday	6:00 a.m. – 4:00 p.m.
All Other Times	Available by appointment

*Some exceptions possible. To contact the Shipping and Receiving Department before or after regular business hours, please dial our main number (651) 645-6000, extension 516. Please provide these specifications to your suppliers for any third-party shipments to Larkin.*

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# STANDARD SETUP AND SPOILAGE RATES PER OPERATION

Total Sheets Ordered	Additional Sheets Required for Setup and Spoilage
1,000 Sheets and less	100 Sheets
1,000 – 5,000	8%
5,000 – 20,000	6%
20,000 – 50,000	4%
50,000 – 150,000	2%
150,000 – 300,000	1.5%
300,000 +	1%

*These rates apply to die cutting, foil stamping, embossing, folding/gluing and affixing operations. Complex folding/gluing and affixing jobs may require additional sheets. When multiple operations will be combined, please call us for the applicable rate.*



# FINISHING SERVICES

## **Foil Stamping, Embossing, and Holograms**

- Sheet sizes: 2" x 4" – 32" x 44."
- Hot stamped registered holograms.

## **Die Cutting and Kiss Cutting**

- Sheet sizes up to 43" x 63."
- Automatic and hand fed presses with internal stripping; thermal kiss cutting.
- Roll stock to 24" wide; 500 pound maximum (Preco only).
- Plastics, rubber, cork, fiber, and other materials (please inquire about your specific project).
- Customized products and packaging.

## **Planning and Computer Assisted Design Department**

- Die cut die planning and sample making.

## **Finishing Department**

- Automated gusseting, folding, gluing, affixing CD insertion, fugitive gluing, and packaging.
- In-line perforations, scoring, and folding.
- Strip taping.
- Automated shrink wrapping.
- Hand assembly, kitting, and collating
- Wafer sealing, tabbing.
- Affixing.
- Application of clean release labels.

## **Inkjet Printing and Matching**

*Note: both items must arrive in the correct sequence for matching. Our equipment reads and verifies the match.*

- Matching of two different bar-coded pieces.
- Affix matched or unmatched items to a backer or carrier.
- Traditional inkjet addressing.
- Print static (identical) inkjet codes and/or messages
- Print variable (customized) inkjet codes and messages to match the companion piece.
- All matching items require printed human readable barcode on **both** pieces.

*Multiple operations listed above can be done in-line, one pass depending on file format.*

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- A carrier or an affixed card printed with a static or variable message prior to having the second item affixed. A human readable barcode is required for variable inkjet printing.
- After a card is affixed, the card and/or carrier may still be printed on the face-up side. If it will subsequently fold (mailer only) it can also be addressed, or inkjet printed on the reverse side when folded.
- Two pieces may be matched using pre-printed human readable barcodes and still have variable or static inkjet printing added after the item is affixed.

Data File Requirements:

- Files must come pre-cleaned with a template.
- Files must be in a CSV format.



# EQUIPMENT LIST

<b>Automatic Presses</b>	<b>Min Sheet Size</b>	<b>Max Sheet Size</b>	<b>Qty</b>
Bobst Commercial 106 (die cut, score, internal strip)	15.75 x 13.75"	29 x 41.75"	2
Bobst BMA 102 (die cut, foil stamp, emboss, score)	15.75 x 13.75"	29 x 41.94"	3
Bobst Foilmaster 104 (foil stamp, emboss)	15.75 x 13.75"	29 x 41"	1
SBL 1050 SEF (foil stamp, emboss)	15.75 x 13.75"	29.5 x 41.375"	1
SBL 1050 SE (die cut, score)	15.75 x 14.5"	29.5 x 41.375"	1
Gietz FSA 790 (die cut, foil stamp, emboss, score)	11.5 x 8.25"	22 x 28"	1
Kluge EHD (die cut, foil stamp, emboss, score)	4 x 5"	17 x 23.5"	4
Preco 2024 / PC (die cut, roll stock)	N/A	20 x 24"	1
<b>Hand Fed Presses</b>			
Brousse PE 102/50 (die cut, emboss, score)	N/A	32 x 44"	1
Standard 32/44 (die cut, foil stamp, emboss, score)	N/A	32 x 44"	2
Standard 43/63 (die cut, emboss, score)	N/A	43 x 63"	1
<b>Fold, Glue, and Affixing</b>			
	<b>Min Piece Size</b>	<b>Max Piece Size</b>	
Friction Feeders (folding, glueing)	4 x 4"	33 x 40"	5
Airfeeder (pocket folders, inserting, labeling)	5 x 5"	37 x 37"	2
Multifeeders (affixing flat stock)	1.5 x 3"	8.5 x 11"	10
Label Applicators	.5 x .5"	3 x 7"	2
Pick & Place (affixing packets)	1 x 1"	6 x 6"	2
Folding carton gluer	5 x 5"	33 x 40"	1
<b>Inkjet Printing</b>			
MCS Falcon Inkjet printers (addresses, bar codes)	N/A	2"	4
MCS Eagle 30 Inkjet printers (addresses, QR codes)	N/A	4.5"	2
<b>Other</b>			
Yoco SM 1080TR (stripping)	1 x 2"	13 x 14"	2
Heat Sealer and Shrink Wrapper			1
Inline Scoring Equipment	5.5"	27" wide	