



# SPECIFICATIONS CHECKLIST

**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 the job to your customer.**

## **General Information – All Quotes**

- Job title (for reference)
- Type of Job: Die cut, foil stamp, embossing, combined foil/embossing, gluing, tipping, etc.
- Quantity: Clarify sheet count vs. piece count
- Number of Versions: (Will multiple versions be on separate sheets or ganged together?)
- Paper type and weight/caliper or other substrate (plastic, vinyl, leather, etc.)
- Sheet size
- Sheet layout (1-up, 2-up, work and turn etc.)
- Packaging method: Cartons, gaylords, pallets or other (Furnished or supplied by Larkin?)
- Packaging instructions: Quantity or maximum weight per carton, gaylord or pallet, etc.
- Labeling requirements: Will labels be furnished?
- Shipping requirements: Pick-up or shipping destination

*For reruns please provide your previous PO number and the approximate order date.*

## **Die Cutting, Perforating and Scoring – Additional Information**

- 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 / cross overs)?
- Will there be any coatings, varnish or ink coverage that will require special handling?

*For pocket folders [click here](#) to view our standing dies and templates.*

## **Foil Stamping – Additional Information**

- Stamping style: Flat stamped only or combination foil / embossing or stamp and bump
- Foil type and color: Metallic gold and silver and colors; pigmented, pearl, holographic or other
- Size and complexity of image (Submitting a PDF or other visual is recommended)
- 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?

## SPECIFICATIONS CHECKLIST (Continued)

### **Embossing – Additional Information**

- 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)
- 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 same quality or depth. Please specify if applicable.

### **Folding and Gluing – Additional Information**

- Product type: Folder, gusset folder, mailer, CD/DVD jacket, carton, etc.
- Location and size of glue tabs and surface areas for adherence
- On supplied die cut sheets all tabs must be already scored for folding
- Will the glued areas be free of any coating, varnish or ink coverage?
- Type of glue (if special requirement)
- Standard glue tab size is ¾"; on some applications a smaller glue tab may be adequate. Please contact Larkin with any questions.

### **Tipping and Affixing – Additional Information**

- Type, size and caliper of carrier
- Tipped piece type: CR-80 card, token, magnet, lotion pack, etc.
- Tipped piece size, material and thickness
- Tipped piece 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 tipping surface be free of any coating, varnish or ink coverage?
- Are the carriers pre-addressed and is sequence maintenance required?
- Pieces to be tipped must all be in the same orientation and packaged in an orderly manner

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

*For a quotation request please [click here](#).*