



**Larkin**  
Industries

**PRINT FINISHING  
SERVICES**

**Reference Guide**



# 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 new 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, in applying these principles, we shall be able to meet the quality requirements of our customers.

Michael S. Larkin  
CEO



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# CONTACT INFORMATION

	<u>Business Hours</u>	
Office and Switchboard	Monday – Thursday	8:00 a.m. – 5:00 p.m.
	Friday	8:00 a.m. – 4:00 p.m.
Early Morning Telephone:	Monday – Friday	6:00 a.m. – 8:00 a.m.
After Hours Telephone:	Monday – Thursday	5:00 p.m. – 2:30 a.m.*
Shipping and Receiving:	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 based on workload. Please call during regular business hours for confirmation. To contact the shipping /receiving department or the production floor before or after regular business hours, please dial our main number (651) 645-6000 and extension 2.

	<u>E-mail</u>	<u>Phone</u>
<b>General Manager</b>		
Chuck Katz	ckatz@larkinind.com	651-280-6533 612-940-5709 (cell)
<b>Sales</b>		
Casey Swaim	cswaim@larkinind.com	651-280-6532 612-839-1395 (cell)
<b>Estimating</b>		
Pat McCall	pmccall@larkinind.com	651-280-6531
<b>Customer Service Representatives</b>		
Stacy Larkin	slarkin@larkinind.com	651-280-6537
Kendra Majerus	kmajerus@larkinind.com	651-280-6535
Cherie VanKirk	cvankirk@larkinind.com	651-280-6536
<b>Planning/Layout</b>		
Tom Larkin	tlarkin@larkinind.com	651-280-6538
Dan Peterson	dpeterson@larkinind.com	651-280-6540
<b>Accounting</b>		
Richard Larkin	rlarkin@larkinind.com	651-280-6543
<b>Production Supervisor • 1<sup>st</sup> Shift</b>		
Joe Garofalo	jgarofalo@larkinind.com	651-280-6534 651-353-9461 (cell)
<b>Production Supervisor • 2<sup>nd</sup> Shift</b>		
Tim Prax	(Telephone only)	651-645-6000 218-831-4589 (cell)
<b>Shipping &amp; Receiving</b>	(Telephone only)	
JoLynn DeCampos Salles		651-280-6516



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# 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.**

## **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. if known
- 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 ask about our list of house dies.*

**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?

**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 quality or depth of brass embossing dies. Please specify if known.

**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 tabs 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 be 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.*



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# PLACING AN ORDER

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

- Name, phone and email address for contact person
- Job title (for reference)
- Larkin quotation number
- Quoted price
- Due date
- Date stock will arrive
- Press OK, if required
- Quantity; forms, versions (Specify sheet count vs. piece count)
- 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 they are not necessary to begin production, they can be provided while the order is in progress. Your Larkin CSR 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 ahead 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: a) timely receipt of problem-free files and material, b) complete and accurate instructions; and, c) uninterrupted production.

*If there are discrepancies between your PO, files, quoted specifications or other instructions, your delivery could be delayed if these are not quickly discovered and resolved.*

## **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.** The following guidelines indicate the additional time needed:

Die cutting dies\*: 1-2 business days normal (special projects may take longer)

*\*Dies are generally ordered **after** a printed sheet is received; this saves time from having to rework die cut dies.*

Foil and embossing dies: Copper foiling or embossing dies 1-2 business days;

Brass sculpture dies business 3-5 days

Foil requirements: If foil is not in stock at Larkin, standard UPS 3 business days. For faster delivery additional charges may be incurred.





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# FILE SPECIFICATIONS

## File Specifications

- Files must be in Vector (line) art - EPS or Adobe Illustrator (CS6 or earlier) for Windows is best.
- Files should consist of needed information for Larkin's process only; (ie. bleeds, bounding boxes, bull's eyes and printing graphics should be removed).
- 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.
- In some cases, PDF's may be used for dies, but only if the PDF is of high resolution (400 dpi or better).
  - \* Bitmaps should contain clean crisp edges for best results.
- 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 add them to the PDF is highly recommended.
- 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, etc.) if applicable.
- State whether the drawing is an inside or outside view.
- The gripper margin must be of at least ½". Gutters a minimum of ¼".
- 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

- Please list the name, phone and email for your company's pre-press contact.
- Send files to Larkin Industries **Pre-press email address: larkin@bpsi.net**
- \* Reference Larkin's quote number, estimator, CSR or sales representative.
- \* Send your files to your Larkin customer service representative:

**Stacy Larkin: slarkin@larkinind.com**

**Kendra Majerus: kmajerus@larkinind.com**

**Cherie VanKirk: cvankirk@larkinind.com**

Any additional translating, editing, or programming needed to utilize customer supplied files may be charged at prevailing rates.

*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 timely 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 (“lift”) should be the same size.
- Cardboard dividers are recommended to separate and stabilize layers
- Staggering should be done in a consistent pattern
- All pieces within a stack (“lift”) must face the same direction
- 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 1/2”. 5/8” Preferred
- Sheets should not be cut down when print registration is required
- Ink and varnish should be knocked out on glue tabs and the 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 (Prefer no UV coating under foil)

## **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 & Receiving Department before or after regular business hours, please dial our main number (651) 645-6000 and select extension 2.

*Please provide these specifications to your suppliers for any third party shipments to Larkin.*



## STANDARD

# MAKE READY AND SPOILAGE RATES

## PER OPERATION

<b>TOTAL SHEETS ORDERED</b>	<b>ADDITIONAL SHEETS REQUIRED FOR MAKE READY AND SPOILAGE</b>
1,000 Sheets and less	100 Sheets
1,000 – 5,000	10%
5,000 – 20,000	7%
20,000 – 50,000	5%
50,000 – 150,000	3%
150,000 – 300,000	2.5%
300,000 +	2%

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



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# FINISHING SERVICES

## **Foil stamping, Embossing & Holograms**

- Sheet sizes: 2" x 4" – 32" x 44"
- Image areas up to 28" x 40"
- Continuous forms – web width of 2 ½ " to 20" pack-to-pack and roll-to-roll
- Hot stamped registered holograms

## **Die Cutting & Kiss cutting**

- Sheet sizes up to 43" x 63"
- Automatic and hand fed presses with internal stripping
- Roll stock to 24" wide; 500 pound maximum
- Steel rule die cutting & kiss cutting
- Thermal kiss cutting
- Plastics, rubber, cork, fiber and other materials (Please inquire about your specific project)
- Application of clean release labels
- Customized products and packaging

## **Finishing Department**

- Automated gusseting, folding, gluing, tipping CD insertion, fugitive gluing & packaging
- Strip taping
- Automated Shrink wrapping
- Hand assembly / Kitting / Collating
- Wafer sealing / Tapping
- Tipping

## **Steel Rule Die Making & C.A.D. Department**

- Complete in house die shop for steel rule die making
- Design Assistance & Sample making



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# EQUIPMENT LIST

## Foil Stamping & Die cutting: Automatic Presses

## Quantity

29" x 41 ¾" Bobst Commerical	1
29 ½ " x 41 ¼ " Arrowcut N 105XR autoplaten die cutter with stripping station	1
28" x 40" BMA autoplaten die cutter, foil stamper, embosser with stripping station	3
28" x 40" Consolidated autoplaten die cutter with stripping station	2
22" x 31" Gietz autoplaten die cutter, foil stamper, embosser, holograms	1
14" x 22" Kluge EHD: Die cutter, foil stamper, embosser, holograms	4
13" x 19" Kluge WFE continuous form with fan fold or roll to roll: Die cutter, foil stamper, embosser, holograms	2
20" x 24" Preco vertical die cutter with roll feed sheeter unit	1

## Foil Stamping & Die cutting: Hand Feed Presses

32" x 44" Standard die cutter	2
32" x 44" Standard die cutter, foil stamper, embosser	1
43" x 63" Standard diecutter	1

## Other Machinery

32" x 43" TXR 1100 Blanker	1
45" Polar paper cutter	1
Eastey shrink wrapper	1
Shanklin autofeed shrink wrapper	1
Large Capacity D'Slugger II	1

## Fold & Gluing, Tipping Machinery

33" x 30" Marathon Folder	3
33" x 40" Regals Marathon Folder	2
26" Wide Escomat Straight line Box folder	1
24" Wide Sprint Box / Gusset	1
12" x 14" Multifeed Affixers – Min: 3" x 1.5"      Max: 12" x 14"	10
• CR 80 Cards              • Magnets              • Sample Packs              • Booklets	
H & H Pick N Place – Max: 6" x 6"	1
Seacap Jet 1 Tabber / Wafer Sealer / Labeler	1
Multifeed High Performance label Applicator	1
• Credit card Labeling              • UPC Over Labeling              • Gap-less Magnet Labels	
• Pharmaceutical Labeling              • Direct Mail Tabbing Multiple Tabs per Label	
40" Wide Friction Feeder	1
28" Wide Friction Feeder	3
Graphic Packaging Rotary Placer    Servo AMC Rotary Placer	1