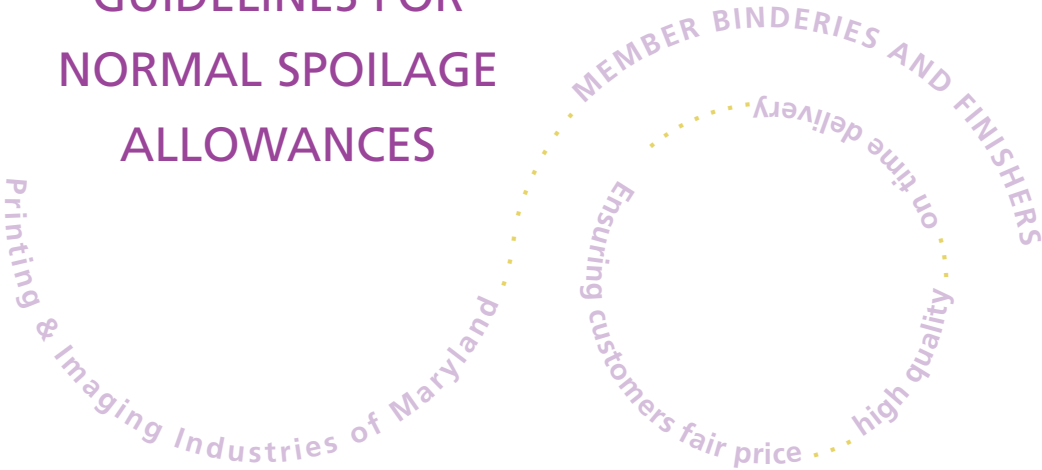


DIRECTORY OF BINDERIES & FINISHERS



GUIDELINES FOR NORMAL SPOILAGE ALLOWANCES



GUIDELINES FOR NORMAL SPOILAGE ALLOWANCES

These guidelines were assembled by the Binderies and Finishers of the Printing & Imaging Industries of 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.

Insertor/Stitcher/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% of all two-up jobs
- 2% for 4 page signatures of 50# book weight or less
- .5% for each 8 page signature
- 2% for jobs on uncoated stock less than 45#
- 1% per vacuum fed sheet

On A Flat Cutter

.5% per 1000 finished pieces

Additional percentage required:

.25% additional allowance for stock with remoistenable gum strip

For 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
under 1M	10%	10%
1M–5M	100 pieces	5%
5M–10M	100 pieces	4%
over 10M	100 per set up	3%

6-16's: .25% per additional form

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.

Smythe 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%

QUANTITY	PERCENT SPOILAGE
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 VERTICAL FLAT POCKET	2 VERTICAL FLAT POCKETS	1 FLAT VERTICAL & 1 FLAT HORIZONTAL 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%



Member Binderies and Finishers . . .
Ensuring customers fair price . . . high quality . . . on time delivery

also serving Southern Pennsylvania

A to Z Looseleaf, Inc.
J.J. Abbott, Inc.
Accurate Binding Company
Advantage Book Binding, Inc.
American Trade Bindery, Inc.
Bindagraphics, Inc.
C & J Graphics, Inc.
Capitol Summit Laminators, Inc.
Crystal Cote, Inc.
K & W finishing, inc.
B.C. Lucas Binders & Packaging
SGM Bindery, Inc.
Superior Binding, Inc.

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Adhesive Binding													
Perfect			●	●	●	●						●	●
Notch				●	●	●							●
Smyth Sewing				●	●								●
PUR						●							
Lay Flat						●							
Affixing Product Samples						●							●
Auto D Tape						●	●		●				
Binders — Mechanical													
Duotang	●					●					●		
Vinyl	●					●					●		
Cloth						●					●		
Case Binding													
Adhesive Case				●	●						●		
Singer Sewing				●	●						●		
Smyth Sewing				●	●								
Mechanical Binding													
Plastic Comb				●	●	●			●		●	●	●
Plastic Spiral Coil			●	●	●	●			●		●	●	●
Spiral Wire						●							
Double Wire			●	●	●	●					●	●	●
Calendar/Poster Rolling									●		●	●	●
Coating (Ultra Violet)		●				●	●	●					●
Collating (Gathering)	●			●	●	●			●	●	●	●	●
Collating up to 22" x 18"						●			●				●
Cutting				●	●	●	●		●		●	●	●
Die Cutting			●		●	●	●		●	●			●
Display Design & Finishing						●							●
Drilling	●			●	●	●	●		●	●	●	●	●
Easels	●				●	●	●				●	●	●
Embossing (Hot/Cold)				●	●	●	●		●	●			●
Eyeletting & Grommeting						●					●	●	●
Folding — Up to size:			40" x 60"	42" x 52"	44" x 58"	42" x 58"			30" x 50"		30" x 50"	44" x 60"	
Folding — Miniature						●							●
Double Gate					●	●	●		●				●
Folding and Gluing					●	●	●		●				●
Fulfillment — Paper Product	●					●					●		●
Gluing Auto — Line & Spot						●	●						●
Glue — Remoistenable (Strip)						●							●
Hand Work	●			●	●	●	●		●	●	●	●	●
Heat Sealing	●					●					●	●	●
Imprinting	●					●			●	●			●
Indexing	●					●				●			●
Ink Jet Addressing						●							●
Inserting Auto (for Mailing)						●							
Labelaire						●							●
Laminating (Film)		●		●	●	●	●	●					●
Laser Printing (Sheet Fed)													
Mailing						●					●		●
Mounting						●	●						●
Numbering						●			●				●
Padding					●	●			●	●	●	●	●
Paper Banding (Automatic)						●							●
Pasting						●			●				●
Pattern Gluing						●							●
Perforating						●	●		●				●
Poly Bagging						●							●
Point of Sale						●					●		●
Portfolios			●			●	●		●	●			●
Pressure Sensitive — Labeling						●							●
Tape						●							●
Punching				●	●	●					●	●	●
Reinforcing — Cloth				●	●								
Mylar	●					●						●	
Riveting	●					●							●
Round Cornering	●			●	●	●	●	●			●		●
Scoring				●	●	●	●		●				●
Sealing (Wafer)						●			●				●
Shrink Packing	●		●	●	●	●	●		●	●	●	●	●
Silk Screen	●	●				●	●	●			●	●	●
Stamping — Hot	●			●	●	●	●		●	●			●
Stitching (Automatic)						●			●				
Loop Stitch						●							
Pamphlet						●						●	●
Saddle			●			●			●				●
19" Drop						●							
Side Wire									●	●			●
Inside/Outside Imaging						●							●
Stuffing(Sunday Inserts)													●
Tabs	●				●	●			●	●	●	●	●
Tinning												●	
Tipping													
Hand	●			●	●	●	●		●	●			●
Inside				●	●	●							●
Outside				●	●	●							●
Machine					●	●							
Magazine Inserts						●							●

DIRECTORY OF BINDERIES & FINISHERS

This Directory is a handy reference for Binderies and Finishers in the Baltimore area with capabilities and services offered by each. All are members of Printing & Imaging Industries of Maryland, and are ready to serve you. All have demonstrated their dedication to providing reliable, fair and competent binding and finishing services. The PIM member Binderies and Finishers are specialists, ensuring customers fair price, high quality, and on time delivery.



also serving Southern Pennsylvania

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410-560-3300 • 800-560-3306
Fax 410-560-3305
email: pim@printmd.com
www.printmd.com

A TO Z LOOSELEAF, INC.

Contact: Mike Zanella
2666 W. Patapsco Avenue
Baltimore, Maryland 21230-2729
Phone: **410-525-0600**
Fax: 410-525-0604

J. J. ABBOTT, INC.

Contact: Jim Molofsky
120 S. Janney Street
Baltimore, Maryland 21224-2699
Phone: **410-675-0015**
Fax: 410-675-3805
E-Mail: J.Inc.1@worldnet.att.net

ACCURATE BINDING COMPANY

Contact: Richard Rothe
1371 Western Avenue
Baltimore, Maryland 21230-1711
Phone: **410-837-4045**
Fax: 410-837-2054

ADVANTAGE BOOK BINDING, INC.

Contact: Jerry Nocar
85 Dover Road
Glen Burnie, Maryland 21060-6507
Phone: **410-760-0008**
Fax: 410-760-3270
E-Mail: abbinc@aol.com

AMERICAN TRADE BINDERY, INC.

Contact: Bob Guthridge
1120 Whistler Avenue
Baltimore, Maryland 21223
Phone: **410-646-1144**
Fax: 410-646-1160

BINDAGRAPHS, INC.

Contact: Marty Anson
2701 Wilmarco Avenue
Baltimore, Maryland 21223-3352
Phone: **410-362-7200**
Fax: 410-362-7233
E-Mail: info@bindagraphics.com
www.bindagraphics.com

C & J GRAPHICS, INC.

Contact: James Snyder
8906 Yellow Brick Road
Middle River, Maryland 21237
Phone: **410-682-6440**
Fax: 410-682-5409
E-Mail: candjfin@aol.com

CAPITOL SUMMIT LAMINATORS, INC.

Contact: Karl Mindel
37 New Plant Court, P. O. Box 6
Owings Mills, Maryland 21117
Phone: **410-654-9400**
800-526-6848
Fax: 410-654-9404

CRYSTAL COTE, INC.

Contact: Nandu Khadke
7520G Connelley Drive
Hanover, Maryland 21076
Phone: **410-760-6691**
Fax: 410-760-1246

K & W FINISHING, INC.

Contact: Ed Miller
1207 Bernard Drive
Baltimore, Maryland 21223
Phone: **410-566-0777**
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E-Mail: kwfinishin@aol.com

B.C. LUCAS BINDERS & PACKAGING

Contact: Ron Schilling, Sr.
1145 Wicomico Steet
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Fax: 410-783-1997

SGM BINDERY, INC.

Contact: Stephen Martinec
9042 Route 108
Columbia, Maryland 21045
Phone: **410-730-6585**
Fax: 410-730-6587
sgmbin@erols.com

SUPERIOR BINDING, INC.

Contact: John Brown
6759 Baymeadow Drive
Glen Burnie, Maryland 21060-6410
Phone: **410-582-9900**
Fax: 410-582-9908
E-Mail: superior.binding@worldnet.att.net