

BOOKLETS — TABS, WAFER SEALS & GLUE STRIPS PLACEMENT

SIMPLE SPINE BOOKLETS

Maximum weight – 3 ounces Maximum height – 6"
Maximum length – 10.5"

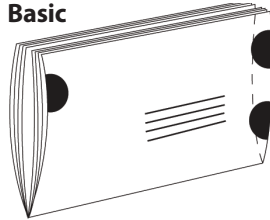
Cover:
5" to 9" long at least 50-pound paper
Over 9" up to 10.5" at least
60-pound paper

The front cover may be up to a
maximum of 0.25" shorter than pages
and rear cover

Nonperforated 1.5" tabs

Place one nonperforated tab on the leading and trailing edges
within 1" from the top; position one tab on the lower leading edge
0.5" from the bottom.

Basic



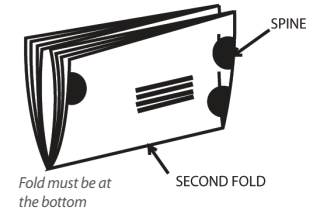
FOLDED BOOKLETS

Maximum weight – 3 ounces Maximum height – 6"
Maximum length – 10.5"

Cover:
40-pound paper

Two nonperforated 1.5" tabs
on leading edge and one tab
on trailing edge. Position upper
tabs within 1" from the top edge.
Position lower leading tab 0.5"
from the bottom edge.

Vertical Spine With 2-fold

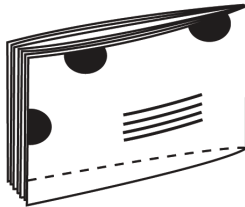


OBLONG BOOKLETS

Maximum weight – 3 ounces Maximum height – 6"
Maximum length – 10.5"

Cover:
5" to 9" long: 60-pound paper
Over 9" up to 10.5" 70-pound paper

Place two 1.5" nonperforated tabs on the
top edge and one tab on trailing edge.
Position top tabs 1" from left and right
edges. Position one 1.5" nonperforated tab
in the middle of the trailing edge.



FOLDED BOOKLETS

Maximum weight – 3 ounces Maximum height – 6"
Maximum length – 10.5"

Cover:
5" to 9" long: 50-pound paper
Over 9" up to 10.5" 60-pound paper

Tabs: Nonperforated 1.5" tabs; up to 2 oz;
Nonperforated 2" tabs; over 2 oz

Spine at the top address-side panel

Position one tab on the leading and
trailing edge 1" from top. Position one tab on
the lower edge 0.5" from the bottom.

Horizontal Spine

