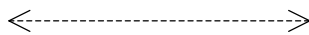


Paper Printing Specification

Xerox Manhattan/4635 Paper Specification



Min 254mm 10"
Max 364mm 14.33"



Min 178mm 7"
Max 432mm 17"

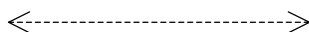
Paper Weight:

A4 Minimum 80gsm to Maximum 200gsm.
A3 Minimum 80gsm to Maximum

Xerox Nuvera 288 Paper Specification



Min 203mm 8"
Max 320mm 12.59"



Min 182mm 7.16"
Max 470mm 18.5"

Paper Weight:

A4 Minimum 80gsm to Maximum 200gsm.
A3 Minimum 80gsm to Maximum 160gsm.

Konica Minolta Bizhub PRO 6500e – Full Colour

Paper Size

A5 – A3+ (330 x 487mm)

Booklet Finisher

Up to 50 sheets (200 images)

Paper Weight

Minimum 64gsm to Maximum 256gsm.

Stapler

Up to 100 sheets

Finish:

All pre-printed supplied items must be MATT finished. However, you can use a coated finish, as long as the areas for personalisation are left un-treated. Coated papers will be subject to a test by FCS prior to accepting order.

If supplied paper has just been printed the ink has a tendency to remain 'damp' for at least three days. Due to the high temperature of high speed Laser Printers, supplied pre-printed paper must be dry to avoid offsetting.

Perforation:

If you require a perforation on the paper, it must be a 'microperf'. Regular and 'slit' perforations are not compatible with high speed Xerox Laser Printers.

Inkjet Printing:

We also offer a high speed Inkjet over-printing service.

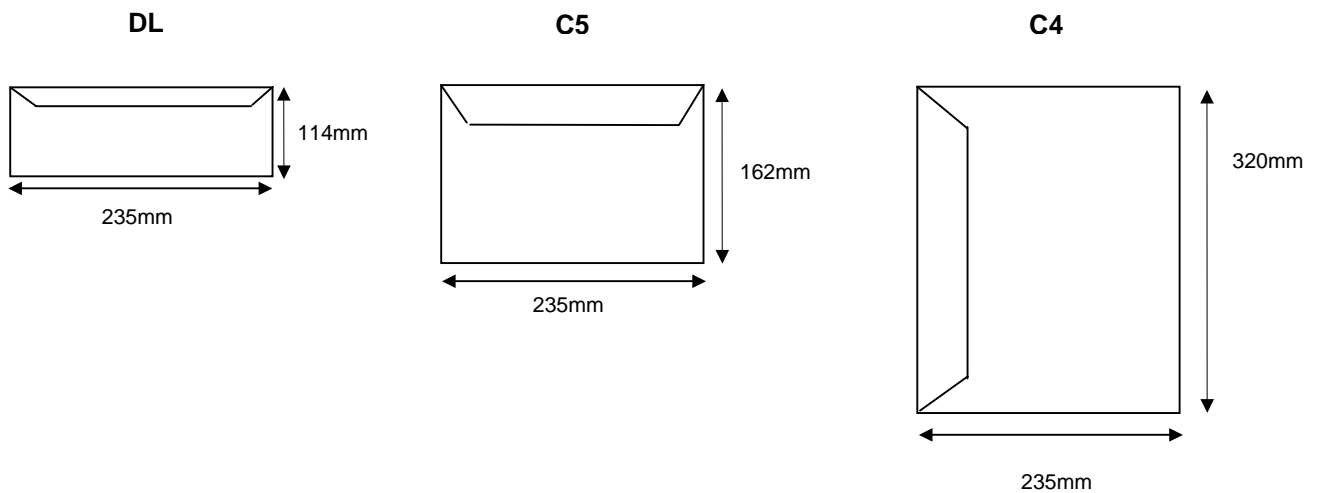
Please enquire about Inkjet printing if your requests fall outside the Laser Printing specification above.

Mailing Specification

Outer Envelope Specification:

A) Outer Envelope sizes

All envelopes supplied to FCS for machine enclosing must be **'gummed oversized machineable mailing wallets'**. FCS will accept the three standard sizes below as well as any size in between.



B) Enclosure sizes

For any other enclosures i.e. Leaflets, flyers or Business Reply Envelopes, please make sure there is at least 15mm clearance into the outer envelope. For Example:

Outer Envelope	BRE	Flyer 1	Flyer 2
(C5) 235x162mm	220x110	(A4) 210x297mm (Fold)	(A5) 210x148

C) Manual Enclosing

We offer a 'hand-enclosing' service.

Please enquire about 'hand-enclosing' for any mailings that fall outside the specification above.