



## LAYOUT INSTRUCTIONS

- Royal Envelope will supply a lay sheet before proceeding with printed or lithographed work.
- The lay sheet will contain the following information
  - Sheet Size, Gripper and Guide marks
  - No Ink Gum Area. There must be no printing on any area where we will apply adhesive material
  - Layout with Registration and Die Marks (which are to be printed)
  - Bleed Instructions. If a bleed is required we ask for a minimum of 1/8" (0.125") beyond dieline.
- Stock must be delivered to us properly jogged toward gripper and guide marks, with copies face up and in the same direction.
- Number of sheets per skid to be clearly marked. Multiple copies to be clearly indicated.
- Royal Envelope will approve print copy prior to going to press by customer supplied Dylex proof with layout.
- Cutting and folding variations of at least 1/16" (0.0625") are considered standard and need to be recognized by the customer.
- Paper supplied by the customer that is not an envelope grade paper will be processed only at the risk of the buyer. Royal Envelope may refuse to manufacture any stock that is not suitable for envelope conversion.