

ENVELOPE Printing



Our broad range of Hi-Speed **HALM JET** Offset Presses allows us to provide you with excellent quality printing on envelopes stocked in a wide variety of *sizes, styles, and grades.*

ENVELOPE PRINTING SERVICES WE PROVIDE:

- 1- 4 color printing
(Process or Multi-Color)
- Sizes ranging from a #6 3/4 up to a 12" x 18"
(Certain restrictions apply)
- Bleed 4 edges on envelopes up to 9" x 12"
(Certain restrictions apply)
- Perfecting Capabilities
- Flexo printing
- Precise registration
- Heavy ink coverage if needed

CUSTOM envelopes:

A printed or unprinted envelope that:

- Is not a standard size
- Has a special window size
- Has a window(s) in a specific position
- Is made from a specified paper stock
- Has a custom inside tint
- Has any other custom features

WEB Printing



Our **Super Web** & updated **Sanden Viacom 1200 Web** Offset Presses have the speed and quality features that can handle most Web jobs printed on *coated & uncoated stocks.*

- Maximum finished sheet size: 20 1/2" x 14"
- Vertical/horizontal and jump perforation capabilities
- Automatic chipboard insertion
- Hole punching in-line, Laser compatible
(standard 3 and 5 hole)
- Perfecting capabilities
- Cut-off (sheet lengths) & Lay-down/configuration combinations:
8 1/2" (2 color), 11" (4 color),
12" (2 color), 14" (4 color)
- Precise registration up to 4 colors

We maintain a roll stock inventory of over 200,000 lbs. including most Brand Name Grades such as **(Strathmore, Neenah, Via, Finch, Wausau, Mohawk)** and many grades of commodity offset, opaque offset, laser, index and vellum bristol.

Shrink Wrapping

Our Modern Automatic Hi-speed Production Shrink Wrapping Equipment can:

- Accommodate packages from 2 3/4" x 6" up to 12" x 18" - 4" in height
- Wrap 120 to 275 packages of 8 1/2" x 11" per hour
- Handle Large Volume requirements

Padding

The Production parameters of our Automatic Hot Melt Glue Padding Press are:

- Minimum Pad size - 3" wide x 3" deep.
- Maximum Pad size - 18" wide x 14" deep - up to 1" thick
- Pad Sheet Counts of: 10's - 15's - 25's - 50's - 100's
- Maximum Pad thickness of 1"

PADDED PRODUCTS WE PRODUCE:

- Note Pads
- Padded Forms
- Promotional

★ **OUR DELIVERY TIMES ARE UNMATCHED IN OUR INDUSTRY!**

99.5 % ON TIME deliveries

50.2 % EARLY deliveries

Our average delivery time is **5** workdays

HERES WHAT WE CAN DO FOR YOU INFORMATION PAMPHLET

A tri-fold pamphlet distributed to new prospect customers, or anyone interested in Shipman, outlining the resources Shipman Print Solutions can offer their customers.

COMMERCIAL ENVELOPES

UNION LABEL Printing

Our "UNION" affiliations will permit you to fulfill your customer's print requirements when this label of validation is needed.

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SHIPMAN Print SolutionsSince 1905

Phone: 716-504-7700 (Local)
Toll Free Phone: 800-462-2114

Fax: 716-504-7710 (Local)
Toll Free Fax: 888-274-4762

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Niagara Falls, New York 14304

Mailing Address:
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Niagara Falls, New York 14304-0357

E-mail: printing@shipmanprint.com
Website: www.shipmanprint.com

ENVELOPES Standard Sizes

Size	COMMERCIAL	Dimensions
6 1/4	3 1/2 x 6	3 1/2 x 6
6 1/2	3 1/2 x 6 1/2	3 1/2 x 6 1/2
7	3 1/2 x 7 1/2	3 1/2 x 7 1/2
Monarch	3 1/2 x 8 1/2	3 1/2 x 8 1/2
8 1/4	4 1/2 x 9 1/2	4 1/2 x 9 1/2
9	4 1/2 x 10 1/2	4 1/2 x 10 1/2
10	4 1/2 x 11	4 1/2 x 11
11	5 x 11 1/2	5 x 11 1/2
12	6 1/2 x 13 1/2	6 1/2 x 13 1/2
14	8 1/2 x 15 1/2	8 1/2 x 15 1/2
# 6 1/2 Remittance		
# 9 Remittance		

CATALOG (Open End)
Flap on Short Dimension

Size	Dimensions
# 7 Glove	4 x 6 1/2
# 1 Scarf	4 1/2 x 6 1/2
# 3 Scarf	5 x 7 1/2
# 4 1/2 Scarf	5 1/2 x 7 1/2
# 6 Scarf	5 1/2 x 8 1/2
# 10 Policy	4 1/2 x 9 1/2
# 11 Policy	4 1/2 x 10 1/2
# 12 Policy	4 1/2 x 11
# 1 Catalog	6 x 9
# 1 1/2 Catalog	6 1/2 x 9 1/2
# 3 Catalog	7 x 10
# 6 Catalog	7 1/2 x 10 1/2
# 8 Catalog	8 1/2 x 11 1/2
# 9 1/2 Catalog	8 1/2 x 11 1/2
# 10 1/2 Catalog	9 x 12
# 12 1/2 Catalog	9 1/2 x 12 1/2
# 13 1/2 Catalog	10 x 13
# 14 1/2 Catalog	11 1/2 x 14 1/2
# 15 Catalog	10 x 15
# 15 1/2 Catalog	12 x 15 1/2

BOOKLET (Open Side)
Flap on Long Dimension

Size	Dimensions
# 3	4 1/2 x 6 1/2
# 4 1/2	5 1/2 x 7 1/2
# 5	5 1/2 x 8 1/2
# 6	5 1/2 x 8 1/2
# 6 1/2	5 1/2 x 8 1/2
# 6 1/4	6 x 9
# 7 1/2	6 1/2 x 9 1/2
# 7	7 x 10
# 9	7 1/2 x 10 1/2
# 9 1/2	8 1/2 x 11 1/2
# 10	9 x 12
# 10 1/2	9 1/2 x 12 1/2
# 13	10 x 13

PREPRESS Helpful Info

Sending Files - accepted files/programs
Files created in either **Macintosh (MAC)** or **Windows (PC)** are acceptable in the programs listed. Be sure all files have a file extension, found after the file name, of the program they were created in (ex. PDF, EPS, INDD, etc.)

- Adobe Photoshop - PSD, TIFF, JPEG
- Adobe Illustrator - AI, EPS
- Adobe InDesign - INDD
- QuarkXPress - QXD
- Microsoft Word - DOC, DOCX
- PageMaker - PMS, PSE
- Microsoft Publisher (PC only)
- Macromedia Freehand (Mac only)

File Components
ALL of a file's components **MUST** be included with any electronic job submitted. This includes ALL fonts and images (links) that are used in the document.

LINKED IMAGES: ALL images taken from an outside source and placed within a document must be included when submitting files.

COLLECTING FILE COMPONENTS:
ALL fonts and linked images must be included with your file submission to Shipman. Collecting these components can be accomplished by doing one of the following:

- **COLLECTING PACKAGING a file:** (recommended) Collecting or Packaging a file can be done within most creative programs (Quark, InDesign, Publisher, PageMaker, etc.) Usually under the menu drop down **FILE**, an option to collect or package all file components (including fonts and images) will be present. This action then conveniently places all components within a folder that can then be sent to Shipman.
- **LINKS FOLDER (only utilize this option if you cannot collect/ package the file):** Search your computer's hard drive for the fonts and images used in the file being submitted (active links) and make sure they are sent along side the file, or in a file folder of that specific job's components.

COMPRESSING FILES/FOLDERS:
Sometimes it is necessary to compress files for transport because of their size and/or multiple components. Creating either a self-extracting archive (.exe), a Stuffit (.sit) file or a zipped (.zip) file prior to sending a disk or e-mail guarantees all components are grouped together in a smaller file and reduces the chance of any file corruption.

★ **ALL IMAGES AND FONTS USED IN THE DOCUMENT SHOULD BE SENT TO THE PRINTER**

Color (CMYK & SPOT)
Make sure all components, (images, fonts, graphics etc.) are sent in the color mode the job is printing. If a file is printing 4 color process, all of its files components must be set to CMYK color mode. Same applies to SPOT color jobs; all PMS spot definitions must be present within the file.

Artwork (PHOTOS & SCANS)

- **B&W Photos** - save at 300 dots per inch (dpi). In grayscale
- **Color Photos** - save at 300 dpi. In correct color mode
- **B&W Line Art** - save at 600 or 1200 dpi.

PREPRESS PREFERENCES AVAILABLE ON REQUEST
CALL 1-800-462-2114 (ext. 105 for Prepress)

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Here's what we can do for you...

