



SEMA Stock Guidelines

Last updated:

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Laser Stock Guidelines



Paper Stock for Laser Printing

Hi-Speed Laser Printers are designed to use Laser compatible Bond (80 – 150gsm). The laser printers can print duplex on most stocks up to 200gsm and simplex on 250gsm for small volume runs on certain stock types. If your requirements differ from Bond, please contact SEMA Group, as some stocks (eg. gloss art paper and textured stock) are not suitable for hi-speed laser printers. SEMA Group is happy to test stock samples for hi-speed laser compatibility or can advise on alternative stocks.

Stock Size/Grain Direction

Standard stock sizes are:

- A4 (210 x 297mm - long grain)
- Long A4 (210 x 356mm – long grain)
- Wide A4 (290 x 297mm – long grain)
- A3 (420 x 297mm – short grain)

The minimum sheet size printable is:

- Short A4 (210 x 260mm – long grain)
 - subject to testing

The maximum sheet size printable is:

- Super A3 (432 x 364mm – short grain)
 - subject to testing

Offset Inks

To be hi-speed laser compatible:

- Laser compatible offset inks or UV cured inks that can withstand the very high temperatures of a hi-speed laser printer must be used
- If possible, avoid solid print areas and bleeds
- Minimise use of Reflex Blue ink or substitute with PMS 072 Blue

Additional processes not recommended prior to laser printing are:

- Varnished or aqueous coatings, laminated or celloglazed stocks
- Scored, embossed, or diecut stocks
- Foil or verko print

Moisture Content

Stock must have a moisture content of less than 5%, otherwise drying time must be allowed before stock can be printed on.

For stock drying times, please allow a minimum of 24 hours for stock acclimatisation. Extended drying times of up to 5 days may be required, depending on time from when the stock was offset printed, stock type, amount of ink coverage and inks used.

Perforations

Stock with a perforation must be:

- Flat laser compatible perforation (stock to feel smooth, no ridges to be felt to touch)
- 10 or 12 TPI (preferably produced on a letterpress machine)
- No tie off is required, but is acceptable (tie off on each end to be no greater than 3mm)
- SEMA can arrange a press check on the perforation if required

Laser Toner and Highlight Colour

Toner colours available:

- Black only – 600dpi
- Highlight colour – 600dpi (blue or red)

Using a highlight colour laser printer will allow the use of one highlight colour and black

Stock Control/Overs Rule

Allow up to 10% overs for crashes, stock spoilage and proofing. Use this rule as a general guide for standard stock types and size:

- < 5,000 – Allow 10% overs
- 5,001 to 20,000 – Allow 5% overs
- 20,001 to 50,000 – Allow 4% overs
- 50,001 to 100,000 – Allow 3% overs
- > 100,000 – Allow 2% overs

Envelope Guidelines



Standard Envelope Sizes

- 11B (90 x 145mm)
- DL (110 x 220mm)
- DLX (120 x 235mm)
- C5 (162 x 229mm)
- C4 (229 x 324mm)

Envelope types and machine compatibility

- **Lik 'n' Stick** – Moisten flap to seal, used for machine insertion and maximum security
 - **Machine compatible**
- **Self Seal** – Pressure sensitive strip applied to top and bottom flaps
 - **Not machine compatible – hand insertion only**
- **Strip/Zip Seal** – Lift flap, peel and press gummed surface together to seal
 - **Not machine compatible – hand insertion only**
- **Wallet/Booklet Mailer** – Squared flap with envelope opening on long side
 - **Not machine compatible – hand insertion only**
- **Pocket** – Opening on the short edge
 - **Not machine compatible – hand insertion only**
- **Banker** – Opening on the long edge. Vee style flap, lick seal envelope
 - **Machine compatible**

Window Face Envelopes

Window Face envelopes supplied must be DPID/Barcode Window, not a Standard Window.

- **DPID window measurements are:**
 - DLX envelopes - 38 x 95mm
 - C5 envelopes - 45 x 95mm
 - C4 envelopes - 45 x 95 mm

- Window positioned (when looking at envelope 'landscape'):
 - DLX envelope - 32mm from left side & 16mm from base of envelope
 - C5 envelope – 22mm from left side & 64mm from base of envelope
 - C4 envelope – 69mm from left side & 26mm from base of envelope

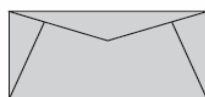
Reply Paid Envelope (BRE)

Standard sizes specifications for machine insertion of Reply Paid Envelopes (BRE) are:

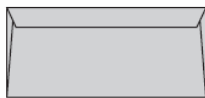
- DLX outer envelope – DL or 11B BRE
- C5 outer envelope – 11B BRE
- C4 outer envelope – 11B, DL, DLX, or C5



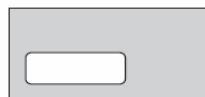
Pocket



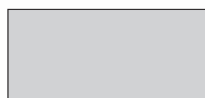
Banker



Wallet/Booklet Mailer



Window Face



Plain/Full Face

Packaging Requirements for Stock Deliveries

These instructions are the Delivery Standards that all suppliers MUST adhere to when delivering stocks and materials to SEMA Group. Failure to comply with these packaging requirements may result in the goods not being accepted at the time of delivery or additional materials handling charges being applied.

Delivery Times

Standard hours of operation

7.30am to 5.30pm

Monday to Friday.

Urgent Deliveries

For urgent deliveries outside hours contact:

Warehouse Manager

Phone: (07) 3866 8564

Mobile: 0417 478 601

(NOTE: this may attract a surcharge)

Delivery Standards

- **All deliveries are to be carton packed and shrink wrapped on standard pallets.** Skids are not acceptable except for a delivery of 24 cartons or less
- All pallets are to conform to the Australian standard of **1170mm W X 1170mm L X 1350mm H max** including the pallet
- **Pallet Weight** including the stock should **<=1000kg**
- **Carton weight** must be **<= 20kg**
- All pallets should be of a uniform size. Cartons stacked on pallets should not extend beyond the perimeter of the pallet and should be stacked in such a way as to maximise stability
- The whole pallet and contents are to be shrink wrapped with protective corners if applicable and externally labelled on at least two sides, identifying the:
 - **client item description**
 - **item code**
 - **number of items per carton x the number of cartons = the number of items per pallet.**
- Different items are not to be mixed in cartons or delivered on the same pallet.

Delivery Dockets

ALL deliveries must be accompanied by a delivery docket containing the following detail:

- **Purchase Order Number**
- **Supplier name and phone number**
- **Client name (if different to the above)**
- **Contact name at SEMA Group**
- **The item description and product code**
- **Total quantity per item**
- **Number of cartons per item**
- **Number of pallets per item**
- **Full / Part delivery**

Please note:

All goods received are subject to SEMA Group's confirmation at the completion of the receiving process

All deliveries are to be in cartons with labels applied to the side of each, identifying the client, the item description, the item code and the quantity per carton.

All voucher or serial numbered stock must be delivered in sequential order. Paperwork must be supplied with quantity, sequence number range supplied, quantity ordered, quantity delivered, and purchase order number.

All laser based stocks must be received by SEMA Group 2 days prior to production, to ensure that the stock is acclimatised prior to laser printing commencing.

