



Hansen QP

Commercial, Digital, Forms Printer & Bindery to the Printing Trade

IMPORTANT NOTICE

POLICY CHANGES FOR CUSTOMER SUPPLIED STOCK FOR IN-HOUSE FINISHING

Effective 7/1/2015

Due to U.S. Postal Service changes, we have made changes to our requirements for Welded Seam and Gummy Glued Mailers. Please see below our new Requirements for supplying us with stock for finishing for **Welded Seam and Gummy Glued Mailers**.

Rules / Important Information Regarding Customer Supplied Stock:

- ****Overruns**** We will always require 10-20% over run depending on the complexity of finishing. We are not responsible for a shortage, if a min of 10% is not supplied by the customer.
- ****Welded Seam Mailers**** A minimum of 60lb offset stock is required and the piece **must be grain long** for all mailers. We are applying hot re-moist and cold pocket glue at 6-9000 sheets an hour and grain short stock requires a much slower speed to process. If grain short stock is supplied, we will provide a re-quote prior to production, any short grain provided stock will have an increase of 30-50% in cost.

****Gum Glue Mailers**** U.S. Postal Service has changed it requirements' for gum gluing. We are required to apply a single line 1/8 line ¼ - 3/8 of an inch away from the 3 edges of the folded piece. This will make stock lighter than 60lb more difficult to open and may cause the paper to rip when opening.
- **** Re-moist Glue Mailers**** When we apply re-moist glue to a sheet of paper it is recommended that we fold the sheet. If your project is not folded you will need to take extra care not to stack the paper flat or apply weight to the pile as this will cause the paper to stick together. We require supplied boxes for us to return your product in as we cannot stack on pallets. **We are not responsible for the re-moist glue product sticking or blocking and we offer no refunds of any kind.**

Recommended Paper Stocks

Our glued mailers work best from our experience when the paper is grain long on stocks up to 100lb text. We cannot process mailers printed on less than 60lb paper, or paper that is not grain long without great difficulty.

Any additional work needed will get billed accordingly.

- The best stocks for a standard mailer or remittance envelope without gum glue is 70lb uncoated or 80lb gloss text, with the grain long -for longer sheets with more folds for the best results
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- The best stocks to use for a gum glued mailer or remittance envelope is 80lb uncoated or 100lb gloss text with grain long for longer sheets with more folds for the best results
- Any papers heavier then 100lb text should be grain short and will work with or without gum glue.

Please always test fold your material. When in doubt use us to manufacture your completed project.

Thank you for your cooperation and continued support. Please contact us if you have any questions.