

# FINISHING

## BOOK BINDING, TRIMMING, ETC INSTRUCTIONS



### BINDING:

#### 1. Print or compile pages to bind

- a. **Imagepress:** send us files ([packaged indesign folder preferable](#)), and specifications to print, be sure to note that these pages will be bound
- b. **Epson:** great for photo books, be sure to use enhanced/duo matte sheets to avoid paper curl. Do not trim prior to binding
- c. **B&W print/copies or blank pages:** do not trim prior to binding
- d. **Original artwork:** scan artwork to files before submitting for binding, please be very clear in your notes that these are originals. The binding process involves trimming 1/8-1/4" off the edges of interior pages (required for spine edge, other edges can be left raw, please note preference)

#### 2. Print or otherwise create cover

- a. **Wraparound cover** - include spine in document, include extra bleed on back
- b. **Separate covers** - these pages may be included in main document with interior

#### 3. Drop off any materials required for binding (inserts, covers, guts, paper, etc) - be sure to clearly label with your name, and any other details (where to insert, which paper is used for which page ranges, orientation of page, edge to be bound, etc.)

#### 4. Fill out this order form, be sure to fill all appropriate fields, and include as much detail as possible.

#### 5. Email completed order form, with any attachments, to [sbureau@mcad.edu](mailto:sbureau@mcad.edu)

### TRIMMING/STACK CUTTING:

#### 1. Clearly mark/indicate where to cut (include a trimming guide if possible, please include bleed)

#### 2. Drop off materials to trim

#### 3. Email order form to [sbureau@mcad.edu](mailto:sbureau@mcad.edu)

- Include artwork bleeds wherever appropriate. If bleed area is not included, final trim size may be up to 1/8" smaller than requested
- Keep important elements at least 1/4" from edges for all trimming and binding jobs Once we receive your file and order form and materials, we will get started
- Please allow up to 24 business hours for the job to be completed, for bulk orders please allow up to 5 business days. See our [Turnaround Times KB article](#) for details
- We may have questions, or run into issues while binding, please keep an eye on your email as we will contact you there if we need any additional information
- Once your job is complete, we will charge your PaperCut account/department listed on the order form (please ask for a quote in your email order if necessary prior to printing)
- You will receive an email when your job is complete, pick up from the shelf outside of the SB.
- If you would like to set up an appointment to discuss your project, just email us and we will set that up!

**EMAIL FILE/INFO AND ORDER FORM TO: [SBUREAU@MCAD.EDU](mailto:sbureau@mcad.edu)**

# FINISHING

BIND, FOLD, STAPLE, TRIM, ETC.



SERVICE BUREAU

Name:

**NEEDED BY**

MCAD Username:

Date:

Charge to:

Time:

Use of this form assumes that you have prints already made, or have included a separate order form for the necessary prints to be completed prior to finishing and binding.

Please make an appointment if you need more guidance, or would like to explain your project further.

## BOOK BINDING

# NOTES

**perfect bind**

w/ cover

no cover

- fold outs/flaps (trim spine/rag edges prior to binding)
- inserts
- print range(s) on different stock
- other (describe in notes)

**twin loop wire**

black

white

silver

- bind left
- bind top
- other (describe in notes)

**velo spine**

w/ covers

no covers

**saddle-stitch**

fold only

fold & staple

- in machine (minimum booklet height 6")
- full service by hand (charges are applied)

### BINDING CHECKLIST:

- print interior pages
- color print quantity:
- bw print quantity:
- paper type(s):

- print cover
- color print quantity:
- bw print quantity:
- paper type(s):

### perfect:

- measurements
- insert/foldout trimming
- crease cover
- glue bind
- trim

### wire:

- trim all pages
- punch holes
- align any inserts
- insert/clamp wire

### velo:

- punch holes
- insert binding spine

### saddle:

- trim

## STACK CUT/TRIM

- trim to crops
- trim to art (.125 bleed required)
- cut in 1/2
- cut in 1/4
- business cards (standard 2.5x3")

**BIND**

**TRIM**

**OTHER**

**TOTAL COST**

**PAID?**

