

Tip-On & Insert Specifications List

Sheridan KS

These specifications are general guidelines to help you in the planning process for your tip-on or insert. Please consult with your Sales Executive or Account Manager to ensure final specifications are accurate prior to production.

Tip-On Specifications

- Minimum size: 3" X 4"
- Maximum size: 12" X 12 1/2"
- Minimum thickness: 1/16"
- Maximum thickness: 1/8"

Cover Tip-On (Saddle and Perfect Binding)

- A tip-on to an outside cover must be 1/4" smaller than cover trim size on all four sides. Please consult your Sales Executive or Account Manager for smaller tips, such as half sheets.
- If the tip-on piece is placed on a printed piece or publication, the weight of the tip-on is not an issue, however it must meet the specifications detailed in the Tip-On Specifications above.

Perfect Bound Inside Tip-On

- Tip-on must be 1/2" smaller than final publication trim size on all four sides.
- Tip-on must be placed 1/2" from bind side of signature edge.
- If the tip-on is applied to a signature that will be bound into a publication, the total weight of the tip-on cannot be heavier than the total weight of the signature.

Saddle Stitch Inside Tip-On

- Tip-on must be 1/2" smaller than final publication trim on all four sides.
- Tip-on must be placed 1/2" from bind side of signature edge.
- If the tip-on is applied to a signature that will be bound into a publication, the total weight of the tip-on cannot be heavier than the total weight of the signature.

Perfect Bound Bind-In Business Reply Card (BRC) Insert

- Bind-in will jog to the head.
- Allow for 1/4" head trim.
- Allow for 1/8" grind-off on gutter edge.
- Leave 1/4" safety area on all four sides (no text within safety area).
- The head trim will trim with the rest of the publication.

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Saddle Stitch Bind-In Business Reply Card (BRC) Insert

- Allow for 4" flap.
- Leave 1/4" safety area on all four sides (no text within safety area).

Saddle Stitch Bind-In Envelope

- Folded envelope will be placed between signatures, floating between staples. If envelopes will be supplied, please consult with your Sales Executive or Account Manager for folding instructions.

Perfect Bound Bind-In Insert (same size as the publication)

- The insert bleeds top, bottom and right.
- Allow for 1/4" head trim.
- Allow for 1/8" grind-off on gutter edge.
- Leave 1/4" safety area on all four sides (no text within safety area).
- The insert will trim with rest of bound book.
- Minimum stock weight is 50# text.

Saddle Stitch Bind-In Insert (same size as the publication)

- The insert bleeds top, bottom and right.
- Allow for 1/4" head trim.
- Leave 1/4" safety area on all four sides (no text within safety area).
- Insert must be a minimum of four pages.
- The insert will trim with rest of the bound book. Stock requirements for saddle stitch bind-ins depends on the piece. Please consult your Sales Executive or Account Manager.

Perfect Bound Static Charge Insert

- Minimum size is 4" X 6".
- Maximum size must be 1" smaller than the publication trim size on all 4 sides.
- Piece may only be placed onto the front of a signature. The insert cannot be placed on the first or the last signature.
- Paper stock cannot contain recycled content.