

# **CUSTOM PRINTED TABS**

**For Documents that Work**



## **Finishing Services and Print Guidelines**

*for customers who supply printed sheets for tab finishing*

### **Finishing Services Available**

- Mylar® seal and tab cut, (23 colors, clear and write-on)
- Tab cutting
- Drilling/punching
- Reinforcing the binding edge
- Collating
- Application of transfer tape
- Remember, Holmberg can do the whole tab portion of the job, including type-setting and 1-2 color body and tab printing. Ask our representatives about other options.

### **If you are supplying printed sheets**

- Position tab copy accurately, use our clear tab guide to position and center tab copy on front and back of tab. Remember, there is normally a 1/2" shoulder on each end of the sheet, (see tab guide).
- Holmberg would prefer that sheets be sent to us trimmed to the correct finished size.
- No gripper edge is needed.
- Use heat resistant, wax free inks to avoid tracking and smudging on printed stock. Holmberg cannot accept printed sheets that have been imaged on a copier or digital equipment for tabs.
- Stock with heavy ink coverage, coatings or varnish require special attention and testing to ensure the Mylar® will adhere properly when applied to the tab.
- Printing a color bar for reversed copy on tabs:  
The printed color bar for reversed tab printing should be 1/16" narrower than the tab that will be cut by Holmberg. For instance, print a 7/16" color bar for a 1/2" tab.

### **Sending in an Order:**

- Contact your Customer Service Rep. for information needed to ensure your order can be received properly.

For further assistance, please call Holmberg @ 1-800-328-5101



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