

**Save Time & Money! Call your Customer Service Rep at 1-800-558-0514**

## Call Ahead

To ensure your order gets the care it deserves, call us to discuss your envelope as early as possible in your process.

## FREE Layouts

We will need to furnish you with a specialized converting layout to ensure your job can be efficiently converted. Specialized layouts take account for bleeds, number of envelopes on a sheet, paper weight, quantity, etc... Specialized layouts are free of charge when used for a converting order.

## Check Registration Marks

We understand that color bars and register marks are important to your pressroom. To ensure that they do not interfere with the converting of your envelopes, keep all registration marks and color bars at least 1/4" from all envelope die cuts.

## Ink vs. Adhesives

To ensure that your finished envelopes stay glued shut, we will need to make sure the inks and coatings are pulled away from the areas that need to be glued. Be sure to ask for a specialized envelope layout to guarantee solid adhesive bonds.

## Jog Your Sheets

Please thoroughly jog your shipment of paper before sending it to WSEL. If sheets arrive at our facility and need to be jogged, there will be a loss of production time, and an additional charge for this service.

## Current Lead-Times

Your order is important to us. So important, that we would like to get it started in our workflow as soon as possible. Contact your Customer Service Representative as early as possible to get your job started.

## Allow for Manufacturing Variances

Please take our manufacturing tolerances into account when designing your envelope. Remember that we cannot hold artwork directly on the scores and will need at least 1/8" bleed on all artwork that holds directly on the scores. For artwork that requires extremely tight registration, a pre-printed sheet may not be the best option. Contact your Customer Service Representative to discuss alternatives.

## Setup & Spoilage Requirements

The amount of additional stock required for setup and spoilage will vary depending on the nature of your converting order and the type of stock you need converted. See the sheet calculator below for a general guideline. Contact your Customer Service Representative to discuss specifics.

## Sheet Calculator

First, find the quantity of envelopes and paper type needed in the table below. Then, follow this example: If you need 5000 envelopes on uncoated paper then, the formula would be  $(5000 + 1000) + 20\% = 7200$ . Then, divide that number by the number of envelopes you're getting out of the sheet. If the envelopes are set up 4 per sheet, then  $7200 / 4 = 1800$  sheets are needed.

Envelope Qty.	Uncoated Offset Paper	C1S	C2S / Translucent
1M - 9M	(Qty. + 1M) + 20%	(Qty. + 1M) + 25%	(Qty. + 2M) + 30%
10M - 24M	(Qty. + 1M) + 15%	(Qty. + 1M) + 20%	(Qty. + 2M) + 20%
25M - 49M	(Qty. + 1M) + 12%	(Qty. + 1M) + 15%	(Qty. + 2M) + 25%
50M - 99M	(Qty. + 1M) + 10%	(Qty. + 1M) + 12%	(Qty. + 1M) + 20%
100M & Up	Qty. + 10%	Qty. + 12%	Qty. + 20%