

H. Punching

1. Press Punching

A web press has the ability to punch file holes into printed products during the printing operation. Consider the following points when planning an application with press file hole punching:

- Standard configurations are:
 - two holes, 2 3/4" center to center, top or bottom of the application.
 - three holes, 4 1/4" center-to-center on the left side of the application.
- Configurations other than standard may have restrictions so it is best to consult the print provider for information on their capabilities.
- Press punching is less expensive on larger runs due to the efficiency of printing and punching an application in one operation.

2. Bindery Punching

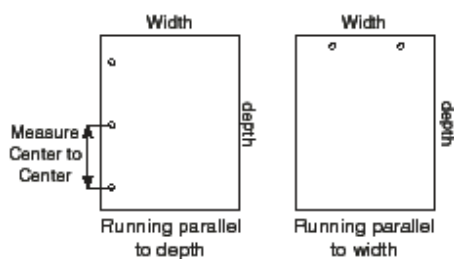
File holes may also be punched as a secondary or "off-line" operation in the bindery department. Consider the following points:

- The standard configurations are the same as for the press punching.
- There are no restrictions on non-standard punching configurations.
- Bindery punching is more expensive on longer runs due to the additional labor involved in being an offline operation.

3. Punching Specifications

Specifications needed by your supplier:

- Number of holes
- Diameter size of the hole
- Center to center measurement from hole to hole
- Location of the holes on the printed product



Example:

3 holes - 1/4" Diameter - 4 1/4"
center to center at the left

Note: it is also important to indicate if the holes are parallel to the depth or parallel to the width of the document.

