Technical Considerations

Paper Stock
The thickness of a folded finished booklet should not exceed 1.8 mm (0.07”), stitched side should not exceed 2.0mm (0.08”). As the total thickness of the booklet increases, the thickness (paper weight) of the inner pages must decrease in order to conform to the maximum thickness specification. To ensure conformity, please refer to the paper stock recommendations chart below.

<table>
<thead>
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<th>paper stock recommendations</th>
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<tbody>
<tr>
<td>2 pg inserts &amp; 4-18 pg folder</td>
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<tr>
<td>4 – 8 pg booklet</td>
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<tr>
<td>Inner pgs: 70 – 100lb coated text weight</td>
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<tr>
<td>12 – 32 pg</td>
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<tr>
<td>Inner pgs: 60 – 80lb coated text weight</td>
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A single sheet insert may be printed on one or both sides. If printed on both sides, the single sheet is considered a two-page insert.

A folder ranges from 4 to 18 pages. A booklet ranges from 8-32 pgs. The total number of printed pages must be divisible by four or blank pages will be added.

Stock should be wood-free art paper (pure cellulose preferred), and must be coated on both sides.

Adherence to the paper stock grain direction requirements, described in detail in the trayliner and folder/booklet diagram, is critical. Failure to comply with this requirement may prohibit automated insertion of supplied print, resulting in hand packaging surcharges and potential delays.

For product being exported, it is recommended to include “Made & Printed in Canada”.

How to send files and Final Notes
If possible, use the Macintosh environment for best printing quality.

Electronic File/Film Submission:
Please use Duplium dielines when creating artwork (available at www.duplium.com). Follow instructions in the dieline or call your Duplium customer service representative for more information.

Acceptable MAC or IBM software
• QuarkXpress 5.0
• Illustrator CS
• Freehand
• Corel (IBM only)
• InDesign CS

PLEASE NOTE: All electronic file(s) and/or film submission(s) must have 1/8” bleed on all four sides.

Print Material Submission:
All printed materials supplied must comply with Duplium standards outlined on this specification sheet. The quantity of inserts, folders/booklets and trayliners sent to Duplium Corporation should exceed the CD/DVD order by at least 10%.

The “Compact Disc” or “DVD” logo along with its configuration (e.g. DIGITAL AUDIO, PHOTO CD) is optional. The “Made in Canada” should appear under the UPC code. A “Selection Number” must be shown either on the spine, the back cover or both. Alternatively, the 10 digits within the barcode can be used as a selection number. If a UPC Bar-code is used, it must conform to specifications laid out by the Uniform Product Code Council. Only use high quality bar-code film or artwork. To obtain a bar-code and/or specifications contact:

Product Code Council of Canada at: (416) 510-8039
Print Format Specifications

Folder/Booklet Specifications
- All pages in booklets, both cover and inside, are to be the same size and there should be no allowance for creeping of internal pages unless a thicker stock is to be used, at which point Duplium should be consulted.
- For automated insertion, folders and booklets must be folded as shown. A minimum 2-panel folder (1 fold) is required for automated packaging. Folders with 2 to 4 panels (4 to 8 pages) should use 100lb coated text paper stock.
- The selection or catalog number must appear on the front or back of the folder, or inside the cover.
- Folders and booklets must arrive prefolded, flat and dust free.
- Folders and booklets not adhering to these specifications may require manual packaging which will result in a slower turnaround time and additional costs.

Trayliner Specifications
The CD/DVD trayliner is enclosed between the disc tray and the back cover of the jewel case. Two spines and the back side of the liner are visible throughout the case. The trayliner can be printed on one or both sides and folds to fit the jewel case. The trayliner must be perforated at fold points for folding and insertion into the jewel case. The dimensions indicated below are those of the finished product.

Perforations must be 0.8 – 1.6mm long (1/32” – 1/16”) with 0.8mm gap (1/32”) and perforated from the printed side. Score lines are not acceptable.

### folder/booklet specifications

| Finished Size | 120.5 x 119.5mm (4 3/4” x 4 3/4”) |
| Thickness | Maximum: 1.8mm (0.07”) |
| Minimum: One sheet of 60lb. (120M) |

### trayliner specifications

| Sizes | 150 x 117.5mm (5 3/4” x 4 3/4”) |
| Perforation | 6.35mm (0.25”) from the edges on both sides (for proper automated insertion, scoring not acceptable) |
| Paper Thickness | 100lb coated text weight |

These specifications are essential in ensuring that the automated packaging process is accomplished quickly and efficiently. Rigid booklets not adhering to these specifications may require manual packaging which will result in a slower turnaround time and additional costs.

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