



DRUKARNIA PRASOWA S.A.

TECHNICAL SPECIFICATIONS

TERMS & CONDITIONS

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1. ACTIVATING THE ACCOUNT, SUBMITTING FILES FOR PRINTING AND DATA PROTECTION

- 1.1. To activate a dedicated online account for uploading materials, the Customer shall provide DP S.A.'s network administrator with the contact data of the person who will be using the password allowing access to the account on behalf of the Customer. DP S.A.'s network administrator, maintaining compliance with the internal data protection procedures, shall activate the account after receiving the contact data of the authorised person. Account passwords can be given to the indicated authorised person only via telephone. Account credentials are not stored and the activation procedure must be repeated if they are lost.
- 1.2. To ensure continuous communication, the dedicated account shall be activated on two independent servers running on different networks: ftp://212.191.132.122 and ftp://62.233.181.6. The choice is up to the Customer. Encrypted transfer is available on the server with the address ftp://212.191.132.122. This option enables the files to be accepted for printing.
- 1.3. Data may always be uploaded using a public account (on both servers) with *anonymous* as the username and *your e-mail address* as the password. However, this option does not allow customers to create or view folders, or to overwrite or delete files.
- 1.4. An internal security procedure is in place to protect data included in the submitted files.
- 1.5. DP S.A. shall not download any files from the Customer's server. Files sent by e-mail shall not be accepted for production.

2. PREPARING FILES FOR PRINTING

2.1. Rules for preparing files

- 2.1.1. Only PDF files up to version 1.7 (PDF/X-4) are accepted. The files must be composite (without layers). The resolution of the images contained in publications must not be lower than 250 dpi or higher than 450 dpi. The recommended image resolution is 450 dpi. All fonts must be embedded in the files. All graphic elements embedded in the files must be prepared in the CMYK colour model. The files must not contain embedded ICC profiles. By submitting files containing images with a resolution lower than the minimum required resolution, the Customer accepts the lower quality of their reproduction.
- 2.1.2. Total Area Coverage (TAC) must not exceed the following values:
for reel-fed printing – coated paper 300%, uncoated paper 260%;
for sheet printing – coated paper 320%, uncoated paper 280%, and coated paper for varnishing 300%.
If the permissible values are exceeded, the Customer accepts the potential resultant defects and DP S.A. assumes no responsibility for them.
- 2.1.3. For a richer black in backgrounds, it is recommended to generate black with the addition of other colours (K100+CMY) ensuring that their combined value does not exceed the permissible TAC limits.

- 2.1.4. Each page of a publication must be generated as a separate file using the same settings: this also concerns pages comprising a centrefold. Each page of a publication should be saved as a separate file using the same settings.
Before sending files to DP S.A., it is recommended to inspect them with a suitable program (preflight), e.g. Enfocus PitStop.
DP S.A. can assist you in setting the control functions in the Enfocus PitStop application.
- 2.1.5. For a product using a spot varnish or die, a separate file must be generated, similarly as for a spot colour with the overprint option activated.
- 2.1.6. Each page of the publication should have a trim box defined. The trim box size must be consistent with the net format for the page specified in the order. For pages with no trim box defined, DP S.A. prepares the output by centering these pages. All pages must have identical, minimum 5 mm bleeds. Text, graphics, registration marks and all other auxiliary elements must be located at least 5 mm away from the cutting line.
- 2.1.7. The minimum thickness of lines and monochrome graphic elements must be 0.09 mm. For multi-colour elements and those printed in reverse, the thickness must not be lower than 0.27 mm.
- 2.1.8. The point size of monoline typefaces for monochrome print must be at least 2.1 mm. For full-colour printing, the point size must be at least 3.0 mm. The point size of typefaces with a modulated stroke weight for monochrome print must be at least 2.8 mm. For full-colour printing, the point size must be at least 3.5 mm.
- 2.1.9. All pages must be in the same format and orientation (portrait, album). In the case of blank or other non-standard pages, a relevant PDF file must be provided together with comments on how to prepare the output.
- 2.1.10. Black text with a point size below 8.5 mm must be prepared with the overprint option. Black text with a point size below 8.5 mm can be obtained with a CMY colour filling with a combined value not exceeding the permissible TAC limit. Black text with a point size below 8.5 mm printed on a colour background (CMYK) must be prepared with the overprint option. Knockout should be used for printing on spot colours (Pantone, HKS).
- 2.1.11. In order to avoid the image cutting effect when combining graphic elements and text, it is required to take into account the cut-off section of the image on the spine during machine gluing of a product on the spine line in the printing machine. The minimum shift of graphic elements and text from the spine if they are not combined is 6 mm.
- 2.1.12. DP S.A. is not responsible for the correctness of file prints that contain CorelDraw or AutoCad objects.
- 2.1.13. For saddle stitching, it is necessary to compensate for the effect of creep resulting from spine thickness. The Customer should discuss page setting parameters with a DP S.A. technician.
- 2.1.14. For unsewn binding (adhesive soft binding) consider the effect of the decrease in the nominal format of centrefolds resulting from gluing and caused by the incomplete opening of the copy. This issue should be adjusted for in the provided files. Remember that pages II and III of the cover and the first and last page of the body will have 5 mm glued from the spine through side gluing. A creasing is added to the cover at about 5-7 mm from the spine, which might make the graphic elements and text positioned beyond the creasing line invisible, which should be taken into account in the design.
- 2.1.15. The folding and cover tolerance ranges require that no graphic elements and small-element text should be divided in a way that a small part of them is left on the neighbouring page.

- 2.1.16. Additional colours (PANTONE, HKS), if used without prior agreement with DP S.A., shall be automatically substituted with their CMYK equivalents and DP S.A. shall not be responsible for the obtained result.
- 2.1.17. By submitting files not complying with the above recommendations, the Customer accepts the lower quality of the printed materials.

2.2. File naming scheme

- 2.2.1. In order to avoid errors during output, we recommend using the file naming scheme shown below:

Title_01_001.pdf

Title – publication title or mutation name

01 – release no.

001 – page number

pdf – file extension (PDF)

- 2.2.2. If the publication comes in a number of different versions or mutations, the naming scheme used by the Customer should be specified before submitting the files.
- 2.2.3. Using accents, special characters and symbols is not recommended, with the exception of the underscore.
- 2.2.4. For non-periodical publications, it is recommended to ignore the release number.
- 2.2.5. When sending corrected pages, please attach an alphabetic letter to mark the correction to a specific page number. (e.g. for the first correction *Title_01_012_a.pdf*, and for the third one *Title_01_012_c.pdf*, etc.).
- 2.2.6. Failure to use the file naming scheme presented above or using a naming scheme not agreed with DP S.A. may result in the Customer being charged with the costs of the necessary actions taken to ensure the sufficient quality of the product.
- 2.2.7. Please attach a layout for publications without page numbering and non-standard publications and submit it by electronic means.

2.3. Electronic imposition acceptance

- 2.3.1. At the express request of the Customer specified in the contract, DP S.A. shall make an imposition of the work or selected pages available to the Customer via electronic means (i.e. on DP S.A.'s FTP server) for verification and acceptance purposes.
- 2.3.2. The Customer checking and confirming the correctness of the work in electronic form should also confirm the release of the item for printing via e-mail.
- 2.3.3. If the work is composed of a number of versions (mutations), the release for printing should be confirmed separately for each version (mutation).
- 2.3.4. Implementing any correction after releasing the materials for printing requires additional arrangements with the technician. All corrections must be notified beforehand and confirmed by e-mail.

3. SPECIFIC COMMENTS

3.1. CTP exposure parameters

- 3.1.1. Screens used by DP S.A.: classic, hybrid Co-Res 175, stochastic Taffeta.
- 3.1.2. Exposure resolution: 2,540 dpi.
- 3.1.3. Screen ruling depending on paper class within the range: 100 to 175 lpi.

3.2. Colour reference

- 3.2.1. It is recommended to provide a colour base for each page of a publication, produced according to ECI guidelines (profile for impression paper class). The provided colour bases must be made from materials certified for printing (without notes and comments for the graphic design studio), i.e. from the final product version, and must have: publication ID, file name, creation date and time, Ugra/FOGRA control slip, name of the used ICC profile and certificate. If the above information is not provided in full, the printing is done as if the reference was absent. If the provided colour base does not meet the requirements or is absent, DP S.A. can provide a base at the Customer's cost.
- 3.2.2. If no reference is provided, printing is performed according to the standards specified by ISO 12647-2 for a specific paper group. In such cases, the colours may differ from the Customer's expectations.
- 3.2.3. At the request of the Customer, DP S.A. allows colour acceptance during the printing. In such cases, impositions printed during the acceptance procedure, which meet all of the other quality requirements, shall be considered to be of full value and included in the net circulation. An imposition signed by the Customer constitutes a reference, according to which the printing is continued.
- 3.2.4. Material previously printed, e.g. in previous editions, does not constitute a colour base and is used for reference only.

4. SELECTED QUALITY CONSIDERATIONS

- 4.1. The effect of colour compliance may in some cases require exceeding the permissible tolerance for print parameters as recommended in the ISO 12647-2 standard. In order to ensure a similar printing quality to the colour base, full field values can exceed the tolerance specified in ISO 12647-2.
- 4.2. The accepted fit tolerance of subsequently printed colours is ± 0.2 mm.
- 4.3. A temporary exceeding of the tolerance recommended in the standards for colour and fitting is allowed. Such deviations may result from the technical conditions for reel-fed printing (heatset) and the time regimes (reaction times) followed by the control systems installed in the printing machines, which are responsible for the stability of these parameters.
- 4.4. For surfaces on which the colour and finishing parameters deviate from the standard in a given class, limiting colour compliance is acceptable.
- 4.5. In the case of applying additional colours in print, the assessment of colour compliance is carried out visually, where densitometric measurement is not possible. The basic reference is the current standard paper reference book.

For non-standard printing using special ink, such as for printing CMYK process colours on a special colour, the obtained effect may not be as expected.

When using special ink, it should be remembered that this kind of inks (particularly metallic and fluorescent) are not suitable for halftone printing areas and small line elements.

The coating obtained using metallic and fluorescent inks is not resistant to abrasion or scratching.

- 4.6. The acceptable fit tolerance when using perforation or a die is ± 2 mm.
- 4.7. Making use of refining methods using varnish or foil may lead to unexpected changes in the colours, and for metallic inks, may reduce the metallic appearance. The varnish may chip off from areas coated with metallic ink, due to low adhesion. DP S.A. shall not be responsible for the effects of such refining, as it is beyond its control.
- 4.8. In the case of using UV or other varnish print refining, the surface is considered non-compliant if the varnished surface has any areas without varnish. The fit tolerance of spot varnishing to the drawing is 1.5 mm. Due to certain mechanical inaccuracies and the strain on the paper sheet during printing, it is not recommended to use spot varnishing for small graphic elements.
- 4.9. The effects resulting from the specificity of heatset print, such as a corrugated paper surface, paint rubbing, or ghosting, may remain as a residue. Nevertheless, DP S.A. shall do its best to minimise the above.
- 4.10. The mixture of different semi-products made by using different print techniques and different surfaces may cause discrepancies in colouring and format between those products.
- 4.11. The strength of an unsewn binding is defined by the result of a test using a Pulltester and must not be lower than 4.5N/cm.
For test blocks up to 1 cm thick, three evenly distributed pages are tested. For test blocks with a thickness of more than 1 cm, five evenly distributed pages are tested.
- 4.12. For certain product parameters, reel-fed printing restricts the possibility of retaining the parallel orientation of paper fibres to the spine. This is particularly important for unsewn binding, as the transverse orientation of fibres results in the corrugation of the block and reduces product openability.
- 4.13. The strength of saddle stitching is not measured. It is permissible for the staple to be offset from the spine line by ± 1 mm.
- 4.14. The properties of the surface and technology (heatset) used for printing cause the shrinkage of a paper sheet and thus a decrease in page image size. This may result in the necessity to change the net format of the product in relation to the original. The format change is acceptable only in the scope necessary to obtain the correct image on the page.
- 4.15. Product quality assessments are carried out by sampling, measurements and statistical analysis. Quality control involves all stages of the process. The sampled revision copies are archived at DP S.A. for a period of 90 days from the date of dispatch of the last order batch.

The inspection of correctness involves both the technological processes and mechanical defects.

The applied acceptance criteria for ready products classifies them into three quality levels: good, acceptable and rejectable.

A good product should not have any defects formed during the technological processes at DP S.A. An acceptable product may have small defects that do not restrict its functionality. A rejectable product has defects which restrict its functionality.

- 4.16. On line glueing does not have to be carried out along the whole length of the spine – it is important to achieve a durable connection. For on line glueing of low-absorption paper, the adhesive may spill beyond the designated adhesive width. The acceptable adhesive width in such cases is <4mm from the glueing line.
- 4.17. The acceptable vertical deflection between the cover and the test block for an unsewn adhesive binding is ± 2.5 mm. For saddle stitching, it is ± 1.5 mm. The acceptable vertical deflection between impositions is ± 2 mm. The above values result from the total number of acceptable deflections from previous production processes.
- 4.18. The parallel tolerance for cutting 2 edges of a copy is ± 2 mm.
- 4.19. The accuracy of folding performed on line depends on the type of paper, its gsm, imposition volume and its technological structure. The acceptable deflection is ± 2 mm.
- 4.20. If a ready product, whether sewn or glued, is also to be folded in half, the quality and accuracy of folding will depend on the volume of the product and the paper used. In this case, it is necessary to perform pre-production tests for Customer acceptance.

5. ADDITIONAL SERVICES

5.1. Extra chargeable services include:

- ✓ Inserting semi-products either manufactured by DP S.A. or provided by the Customer
- ✓ Inserts glued with gel, adhesive, etc. on a given page of a copy.
- ✓ Attaching gadgets and other advertising materials to products printed by DP S.A.
- ✓ Labelling single parcels or packets.
- ✓ Non-standard packaging of parcels and pallets.
- ✓ Packaging in cardboard.
- ✓ Preparing courier packages.
- ✓ Packaging individual copies.
- ✓ Sending presentation, editorial and advance copies.
- ✓ Shipping services.
- ✓ Creating colour bases if not supplied by the Customer.

5.1.1. The intention to place an order for an additional service must be notified at least 14 days before production is started. The notice must contain the technical parameters of the semi-product and all important data concerning the service. This is necessary to determine the production schedule, delivery date and service price, which includes all conditions regarding production (placing, packaging, etc.).

5.1.2. Any changes regarding the initial arrangements may result in a change of performance date and service price.

5.2. Supply conditions for semi-products manufactured outside Drukarnia Prasowa S.A.

5.2.1. Pallets with semi-products should be prepared according to standards guaranteeing safe transport and be marked properly so that the semi-products can be identified easily.

- 5.2.2. The conditions of the supplied semi-products must not require any additional work. Packets must not be packaged or tied-up. A standard parcel can consist of no more than two packets. If any preparatory work not included in previous arrangements is necessary, DP S.A. reserves the right to charge the contractor with additional costs resulting from such work.
- 5.2.3. Delivery should be notified and carried out at least 3 days before the production start date. Each delivery must include a document containing all important data (base product name, number of copies on a pallet and in packets, ordering party). Failure to attach the document might result in refusal to accept the product into the deposit storage.
- 5.2.4. DP S.A. does not bear responsibility for the quantity and quality of the delivered semi-product.
- 5.2.5. The lack of any previous information on the handling of any remaining surplus of inserts results in its disposal after 14 days at the cost of the contractor.
- 5.2.6. Hidden faults in semi-products, detected during the production process, which slow down the process, may result in the refusal to continue the process, or a change of service price and agreed schedule.
- 5.2.7. DP S.A. may carry out non-standard production which is not covered by the performance conditions set out in this document. The detailed requirements for non-standard production must be agreed with the Customer at all times.

5.3. Miscellaneous

- 5.3.1. The delivery of printing materials means the delivery of a complete set of files in their final versions after all potential corrections, on the agreed date. As regards the acceptance of screened output files provided by DP S.A., it is required to release these materials for printing, confirming the decision in writing via e-mail. In such cases, the time of delivery of printing materials means the time the confirmation is sent.
- 5.3.2. Failure to observe the agreed material delivery date may result in a change of the date of ready product shipment. Delivered materials are file versions after all editorial corrections.
- 5.3.3. When commencing cooperation, it is obligatory to provide text files in order to check the materials for compliance with the specification.
- 5.3.4. The application of an additional, fifth colour or varnish requires detailed arrangements. The Customer shall provide all information about the type of paint or varnish, colour number, and estimated level of coating, to DP S.A. before the production cost calculation stage.
- 5.3.5. Packaging ready products:
 - ✓ The standard of packaging ready products for shipment is parcels tied once with heat-weldable tape.
 - ✓ Products with unsewn binding are packaged in parcels protected by a thermo-shrinkable film. At the Customer's request and own risk, heat-weldable tape may be used for an additional fee.
 - ✓ At the Customer's request and for an additional fee, it is possible to tie the parcels twice in a crosswise manner with heat-weldable tape or to use thermo-shrinkable film.
- 5.3.6. The number of copies in a parcel is determined on the basis of the maximum permissible parcel weight. The number of copies in a pallet is determined on the basis of the maximum permissible pallet height and weight. Laying untied (loose) packets on pallets is also

acceptable. Using another method of packaging is available at the Customer's request. Expectations in this regard should be presented to DP S.A. at the initial arrangement stage. Shipment is carried out according to the provided distribution list, a diagram of which should be presented at the initial arrangement stage. Shipment according to the distribution list requiring special actions (non-standard method of packaging, large number of items, large number of necessary "ends of line" actions or combining parcels into packets) may require changes to the service price and schedule.

- 5.3.7. In the case of products of small volume, manufactured using the technology of gluing on line or wire-sewn, there may be discrepancies in the number of copies in parcels of ± 2 copies in relation to a particular standard.

The above results from the automatic calculation of production output. In any case, the final circulation shall correspond to the ordered circulation.

- 5.3.8. Failure to comply with the guidelines stipulated in the specification limits the liability of DP S.A. concerning quality and may result in a change of costs and performance date.