



# DRUKARNIA PRASOWA S.A.

## **TECHNICAL SPECIFICATION**

### **CONDITIONS OF COOPERATION**

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## 1. ACCOUNT ACTIVATION RULES AND DATA PROTECTION

In order to activate a dedicated Internet account for sending materials, the Customer (person authorised to represent the company according to the KRS (National Court Register) or other documents) is obliged to authorise in writing a person (contact details) indicated by him to use the account password. With observance of internal data protection procedures, the Administrator of the printworks' network shall activate the account. Account access passwords can only be given to the indicated authorised person via telephone. The information concerning the use of the account is not archived and in the event of its loss or being forgotten it is necessary to repeat the activation procedure.

For continuity of communication, the account is activated on two independent servers working in different networks: <ftp://212.191.132.122> and <ftp://62.233.181.6>. The choice is up to the Customer. Encoded transfer is available on the server under the address <ftp://212.191.132.122>.

It is always possible to send data to a generally accessible account (on both servers) using the login *anonymous* and password: *your own e-mail address*. By this route the Customer cannot create folders, view folders, overwrite files or delete files.

Protection of data included in the materials being sent is achieved by way of an internal security procedure.

## 2. MATERIAL PREPARATION FOR PRINTING

### 2.1. File preparation rules

- 2.1.1. Only PDF files in versions 1.2, 1.3, 1.4, and composite files (no layers or JPEG compression) are accepted. The resolution of publication files cannot be lower than 250 dpi and not higher than 450 dpi: recommended is 300 dpi. The files must contain all the fonts used. All graphic elements in the files must be prepared within the CMYK model.
- 2.1.2. The files must not contain attached ICC profiles. Colour trapping is forbidden. Upon arrangement with the Customer, trapping can be performed during the process of producing a print skin.
- 2.1.3. The maximum level of paint cover (TAC) must not exceed the value: roll printing — coated paper 300%, uncoated paper 250% sheet printing — coated paper 320%, uncoated paper 280%, and coated paper for varnishing 300%.
- 2.1.4. For better depth of focus for black backgrounds it is recommended to generate a black colour using other colours with sum values (K100+CMY) not exceeding the acceptable TAC limits.



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- 2.1.5. All pages should be generated using the same settings. Before transferring files to the printworks, we suggest inspecting them with a suitable program, e.g. Enfocus PitStop.
- 2.1.6. For each page of a publication there must be a separate file generated using the same settings: this also concerns pages comprising a centrefold.
- 2.1.7. For a product using a spot varnish or die, a separate file must be generated, as it is for a spot colour with overprint option activated.
- 2.1.8. The size of trim box must comply with the net format for a page, indicated in order.
- 2.1.9. All pages must have identical, minimum 5 mm bleeds, whilst text, graphics, register marks and all the other auxiliary elements must be located at least 5 mm from the cutting line. Mutated pages must have their trim box defined. In the case of pages with no trim box defined, the printworks performs the assembly process by centring these pages.
- 2.1.10. The minimum thickness of line and monochrome graphic elements must be 0.09 mm. For polychrome elements and those printed in reverse - 0.27 mm.
- 2.1.11. One-element type size for monochrome printing must not be lower than 2.1 mm. For polychrome printing, not lower than 3.0 mm. Two-element type size for monochrome printing must not be lower than 2.8 mm. For polychrome printing, not lower than 3.5 mm.
- 2.1.12. All pages must have the same format and orientation (portrait, album). In the case of blank or other extraordinary pages, a relevant pdf file must be provided together with comments for assembly.
- 2.1.13. Black text of a type size up to 8.5 mm must be prepared as a file with the option of overprint. Black texts of a type size above 8.5 mm can be built with CMY colour filling, whose total number must not exceed the acceptable TAC limit.
- 2.1.14. In order to avoid the effect of image cutting when joining graphic elements and texts, it is required to arrange the parameters of image settings on the pages with the printworks during machine gluing of a product on the spine line on the printing machine. The minimum shift of graphic elements and texts from the spine if they are not joined is 6 mm.
- 2.1.15. The printworks is not responsible for the correctness of file prints that contain CorelDraw or AutoCad objects. This also concerns files generated in Adobe Photoshop and converted with other programmes, such as Adobe Indesign.
- 2.1.16. For wire stitch binding it is necessary to compensate for the effect of creep resulting from spine thickness. The Customer should discuss page setting parameters with the printworks technician.
- 2.1.17. In the case of an unsewn binding (adhesive soft binding) one should consider the effect of the decrease in nominal format of centrefolds resulting from gluing. Correction for this issue should be included in the files provided.
- 2.1.18. The scope of the folding and binding tolerances requires that graphic elements and text with tiny elements are not divided in a way that shifts their small parts to the second page.



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## 2.2. File marking code

In order to avoid errors during assembly, we recommend using the file marking scheme shown below:

Title01\_001.pdf

Title	- publication title
01	- release no.
001	- page number
File	- file extension (pdf)

For non-periodical publications, we recommend ignoring the release number.

When sending corrected pages one should attach an alphabetic letter to mark a 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.).

If the Customer checks and confirms the correctness of work in an electronic form, he should confirm the release of a given issue for printing also via e-mail. If the work is composed of many versions (mutations), the release for printing should be confirmed separately for each version (mutation).

Implementing any correction after releasing the materials for printing requires additional arrangements with the technician; all of them must be notified before implementation occurs and confirmed by e-mail.

## 3. SELECTED QUALITY ISSUES

- 3.1. 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 similar printing quality to the colour base, full field values can exceed the tolerance specified in ISO 12647-2.
- 3.2. The accepted fit tolerance of subsequently printed colours is 0.2 mm.
- 3.3. Taking into account the technical conditions for roll printing (heatset), which may cause inconsistencies in parameters decisive for colour stability and fitting, a temporary exceeding of the tolerance recommended in the standards is allowed.
- 3.4. For those surfaces on which colour and finishing parameters deviate from the standard in a given class, a limitation of colour compliance is acceptable.
- 3.5. The acceptable fit tolerance when using perforation or a die is  $\pm 2\text{mm}$ .
- 3.6. Making use of different refining methods may lead to changes in the accepted print colouring.
- 3.7. 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. If during bookbinding the varnished surfaces are not damaged, the



- varnished surface is considered correct. The fit tolerance of spot varnishing to the drawing is 1.5 mm.
- 3.8. The effects resulting from the specificity of heatset print, such as corrugated paper surface, paint rubbing, or ghosting, may remain as a residue. Nevertheless, the printworks shall do its best to minimise the above.
  - 3.9. 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.
  - 3.10. The strength of an unsewn binding is defined by the result of a test using a Pulltester and cannot be lower than 4.5N/cm.
  - 3.11. The strength of wire stitch binding is not subject to measurement. Staples may be moved away in relation to the spine line by  $\pm 1$  mm.
  - 3.12. The properties of surface and technology (heatset) used for printing causes shrinkage of a paper sheet and thus a decrease of page 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.
  - 3.13. Analysis of product compliance with the requirements is specified using the rules of the standard: PN-ISO 2859-1:2003.  
(Sampling procedures for inspection by attributes - Sampling plans indexed by acceptable quality level (AQL) for lot by inspection).
  - 3.14. As regards gluing low absorption paper in line, there is a probability of adhesive spillage beyond the designated adhesive area. The acceptable adhesive width in such case is  $<4$  mm.
  - 3.15. The acceptable vertical deflection between the cover and the test block for an unsewn adhesive binding is  $\pm 2.5$  mm. For wire stitch binding it is  $\pm 1.5$  mm. Acceptable vertical deflection between impositions is  $\pm 2$  mm. The above values result from the total number of acceptable deflections from previous production processes.
  - 3.16. The parallel tolerance for cutting 2 edges of a copy is  $\pm 2$  mm.
  - 3.17. The accuracy of folding performed in line depends on the type of paper, its gsm, imposition volume and its technological structure. The acceptable deflection is  $\pm 2$  mm.
  - 3.18. If a ready product, whether sewn or glued, is to be additionally folded in half, the quality and accuracy of folding will depend on the volume of product and paper used. In particular cases it might be necessary to perform production tests for Customer acceptance; otherwise the quality is to be expected at the same quality as in the case of manual operations.

#### **4. ADDITIONAL SERVICES**

##### 4.1. Additional services include:

- Inserting semi-products manufactured by DP S.A. and products provided



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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 single copies
- Banderoling single copies
- Sending presentation, editorial and advance copies
- Shipping

4.1.1. Information about the intention to place an order for an additional service must be provided at least 14 days before production commences. The information must contain the technical parameters of the semi-product and specify all important data concerning the realisation of the service. This is necessary to specify the production schedule, delivery date and service price, which includes all conditions regarding production (placing, packaging, etc.).

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

4.2. Supply conditions for semi-products manufactured outside Drukarnia Prasowa

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

4.2.2. The conditions of the supplied semi-products must not require any additional activity. Packets must not be packaged or tied-up. A standard parcel can consist of a maximum two packets. If any preparatory work, not included in previous arrangements, is necessary, the printworks reserves the right to charge the contractor with additional costs resulting from such work.

4.2.3. Delivery should be notified and occur at least 3 days before the production commencement date. To obtain the production date, please contact the technician responsible for the title. Each delivery must include a document with all significant data (base product name, number of copies on a pallet and in packets, service contractor). Its lack may result in refusal to accept the product into the deposit storage.

4.2.4. The printworks does not bear responsibility for the quantity or quality of delivered semi-product.

4.2.5. The lack of any previous information on the handling of any remaining surplus of inserts results in its disposal in 14 days at the cost of the contractor.

4.2.6. Hidden faults in semi-products, detected during the production process, which slow down the process, may result in the refusal to continue the process, change of service price and agreed schedule.



## **5. SPECIFIC COMMENTS**

### **5.1. CTP exposure parameters**

- 5.1.1. Screens used by DPSA: classic, hybrid Co-Res 175.
- 5.1.2. Exposure angles: K- 45<sup>o</sup>, C-105<sup>o</sup>, M-75<sup>o</sup>, Y-90<sup>o</sup>.
- 5.1.3. Exposure resolution: 2540 dpi.
- 5.1.4. Ruling depends on paper class within the range: 100 to 175 lpi.
- 5.1.5. If there is a lack of Customer's instruction concerning the use of a specific screen, the printworks selects the best screen for a given paper group and work type.

### **5.2. Colour reference**

- 5.2.1. It is recommended to provide a colour base for each page of a publication, produced according to ECI guidelines (profile for impression paper class).
- 5.2.2. Provided colour bases must be made from materials certified for printing and must have: publication ID, file name, creation date, 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 were absent. If the provided colour base does not meet requirements or is absent, the printworks can provide a base at the cost of the Customer.
- 5.2.3. If no reference is provided, printing is performed according to the standards specified by ISO 12647-2 for a specific paper group. In such case, the colouring may differ from the Customer's expectations.
- 5.2.4. On request of the Customer, the printworks facilitates acceptance of colouring during the printing. In such case, impositions printed during the acceptance, which meet all the other quality requirements, are considered to be of full value and included in net circulation. An imposition signed by the Customer constitutes a reference, according to which the printing is continued.
- 5.2.5. Material previously printed in another printworks does not constitute a colour base and is treated only as a presentation.

### **5.3. Miscellaneous**

- 5.3.1. By delivery of printing materials we mean delivery of a complete set of files in the final version after all eventual corrections, on the agreed date. As regards the acceptance of descreened assembly files, provided by the printworks, it is required to release these materials for printing, confirming the decision in writing via e-mail. In such case, 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



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- 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 printworks verifies delivered printing materials for compliance with the specification. The printworks bears no responsibility for undetected faults.
  - 5.3.5. Application of additional, fifth colour or varnish requires detailed arrangements. The Customer shall provide any information about the type of paint or varnish, colour number, and estimated level of coating, to the printworks before the stage of calculating production costs.
  - 5.3.6. The standard of packaging ready products for shipment is packaging of parcels in thermo-shrinkable film, tied once with heat-weldable tape. As regards packaging copies in unsewn (adhesive) binding, the parcels may be tied with tape at the explicit request of the Customer and at his exclusive risk. The number of copies in a parcel is specified on the basis of acceptable, maximum parcel weight. The number of copies on a pallet is specified on the basis of acceptable, maximum 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 the printworks before the initial arrangement stage. Shipment is realised according to the provided distribution list, whose diagram 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 titles, large number of necessary "ends of line" actions or combining parcels into packets) may require a change of 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 occur discrepancies regarding the number of copies in parcels of  $\pm 2$  copies for a particular standard. The above results from automatic calculation of production output. Nevertheless, the final circulation corresponds 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.
  - 5.3.9. Any changes to realised orders after the arrangements have been made may result in a change of price and execution date.
  - 5.3.10. Drukarnia Prasowa shall not download files from the Customer's server. Files provided via e-mail are not accepted for production.