

xerox



## DigiBoard - Instruction Files

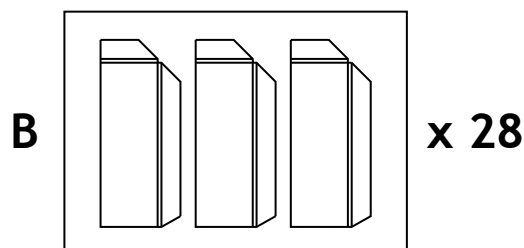
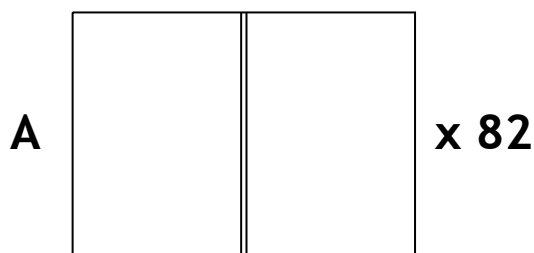
| Page Number | Product Name                    | Product Code |
|-------------|---------------------------------|--------------|
| 2           | A4 Folder - Trim & Tape         | 003R96908    |
| 4           | A4 Show Card - Trim & Tape      | 003R96916    |
| 6           | A5 Folder - Trim & Tape         | 003R96910    |
| 8           | Business Card Box - Trim & Tape | 003R96914    |
| 10          | CD Wallet - Trim & Tape         | 003R96907    |
| 12          | Mug Box - Trim & Tape           | 003R96912    |
| 14          | Pillow Pack - Trim & Tape       | 003R96911    |
| 16          | Tent Card - Low Trim & Tape     | 003R96909    |
| 18          | Tent Card - Tall Trim & Tape    | 003R96915    |
| 20          | Wine Sleeve - Trim & Tape       | 003R96913    |
| 22          | CD Wrap - Perf & Tab            | 003R96924    |
| 25          | Desk Tidy - Perf & Tab          | 003R96819    |
| 28          | Door Hanger - Perf & Tab        | 003R96926    |
| 30          | Gift Box Lid - Perf & Tab       | 003R96820    |
| 32          | Golf Ball Box - Perf & Tab      | 003R96818    |
| 35          | Mug Box - Perf & Tab            | 003R96922    |
| 37          | Tent Card Low - Perf & Tab      | 003R96919    |
| 39          | Tent Card Tall - Perf & Tab     | 003R96925    |
| 41          | Wine Sleeve - Perf & Tab        | 003R96923    |
| 43          | Gift Box Base                   | 003R96821    |



## 1. Contents

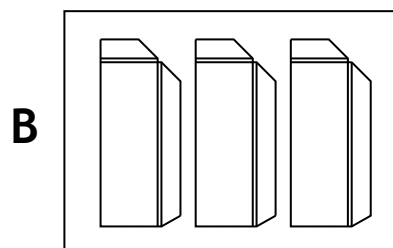
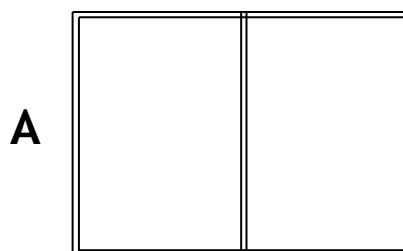
1 up A4 folder backing x 82 sheets (A)

3 up A4 folder pockets x 28 sheets (B)



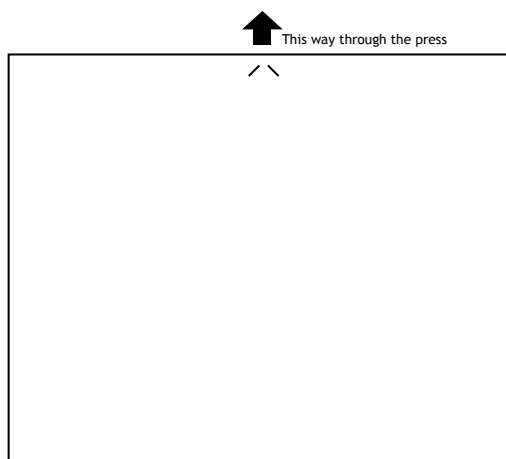
## 2. Artwork Guidelines

1. Allow at least 3mm bleed over all cuts and on to the glue flaps.
2. Keep glue flaps print free where possible.
3. Use the outer line of the artwork template to centre your artwork on the sheet.
4. View the artwork template for more information.



## 3. Printing Guidelines

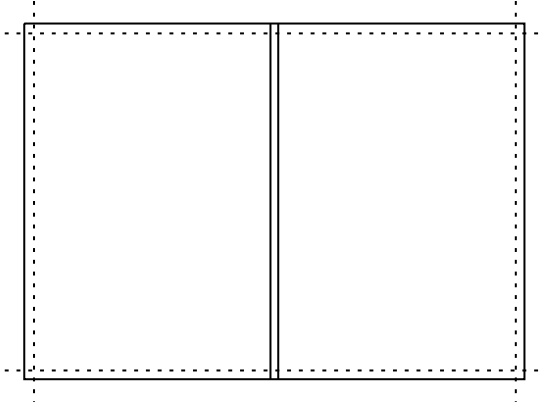
1. Print on the coated side of the stock.
2. This stock should only be used from the bypass tray and in simplex mode.
3. Maximum tray load should be 30 sheets.
4. Print the folder pockets with the arrow indicator on the leading edge, as shown.



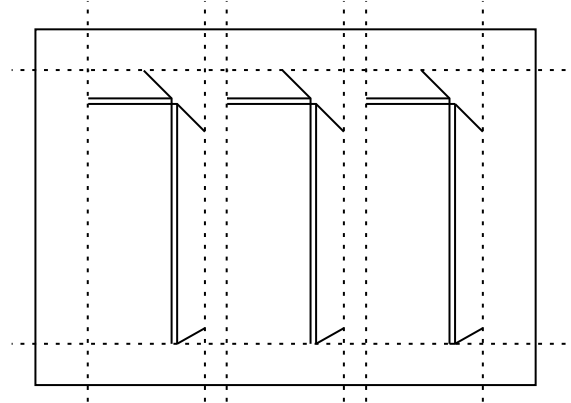


## 4. Trimming Guidelines

Folder (A) - Guillotine 5mm off all edges (only if artwork bleeds off the folder).

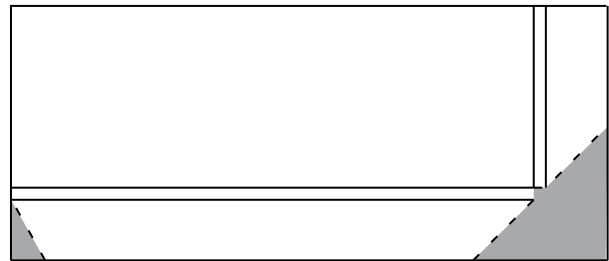


Pockets (B) - Guillotine along all trim marks (indicated with cuts on the sheet).



## 5. Finishing Guidelines

1. Where possible pre-fold perforated lines.
2. Tear off excess board (shown in grey).
3. Pre fold all creases before going onto next stage.



## 6. Gluing Guidelines

1. Apply double sided tape to grey areas as indicated (Fig. 1).
2. Press the large glue flap onto the inside of the folder firmly (Fig. 2).
3. Fold pocket up and stick small glue flap along the edge of the folder (fig. 3).

Fig. 1

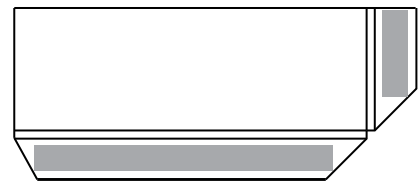


Fig. 2

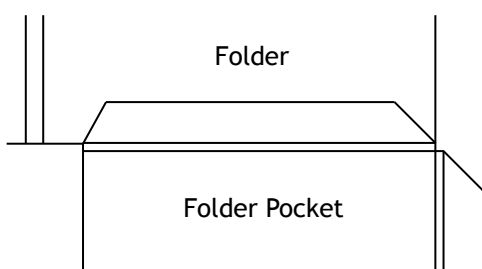
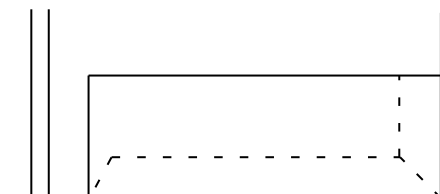


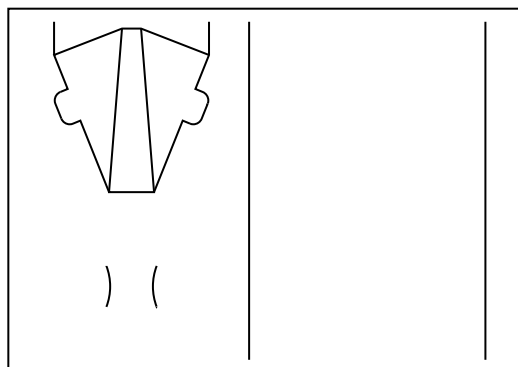
Fig. 3





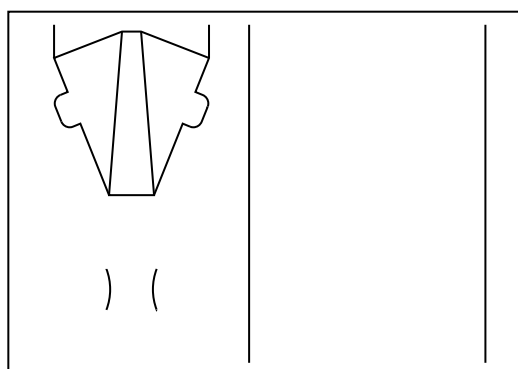
## 1. Contents

1 up A4 Show Card x 110 sheets



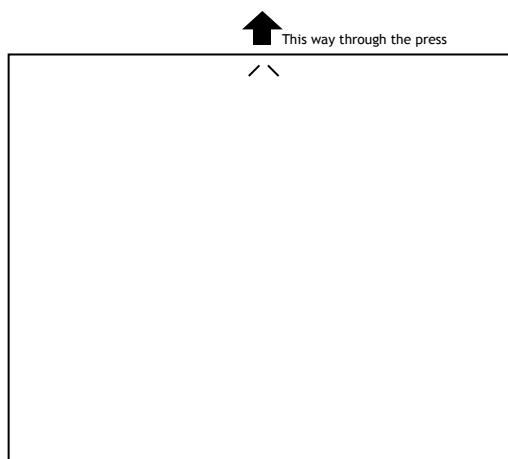
## 2. Artwork Guidelines

1. Allow at least 3mm bleed over all cuts and on to the glue flaps.
2. Keep glue flaps print free where possible.
3. Use the outer line of the artwork template to centre your artwork on the sheet.
4. View the artwork template for more information.



## 3. Printing Guidelines

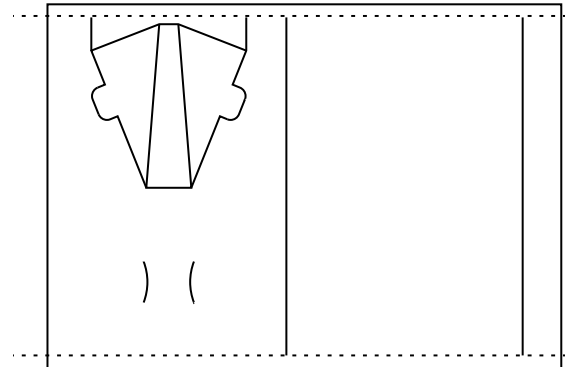
1. Print on the coated side of the stock.
2. This stock should only be used from the bypass tray and in simplex mode.
3. Maximum tray load should be 30 sheets.
4. Print with the arrow indicator on the leading edge, as shown. (Some RIPs require the image to be rotated 180 degrees)





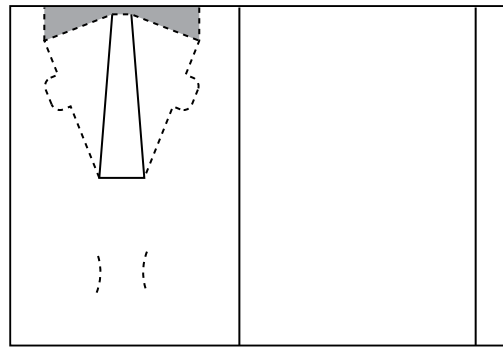
## 4. Trimming Guidelines

Guillotine along all trim marks as indicated by cuts on the sheet.



## 5. Finishing Guidelines

1. Where possible pre-fold perforated lines.
2. Tear Perforation - shown in the dotted line.
3. Tear off excess board (shown in grey).



## 6. Gluing Guidelines

1. Place the Show Card print side down.
2. Apply double sided tape to the areas shown in grey (Fig 1).
3. Fold the glue flap (A) (Fig. 1).
4. Fold over the back section (B) and stick in to place (Fig. 2).
5. Fold the creases to form the stand section (C) (Fig 3).
6. Fold the stand section down and place the tabs in to the slots provided (D) (Fig. 3).

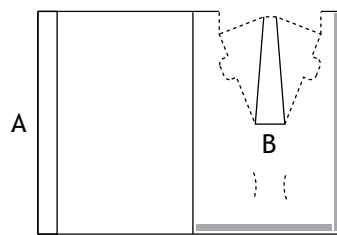


Fig. 1

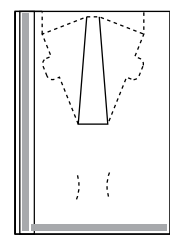


Fig. 2

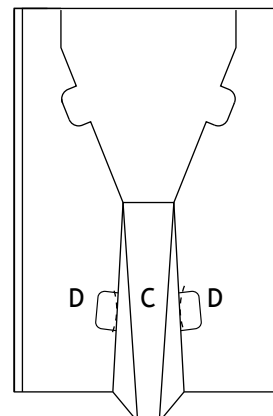
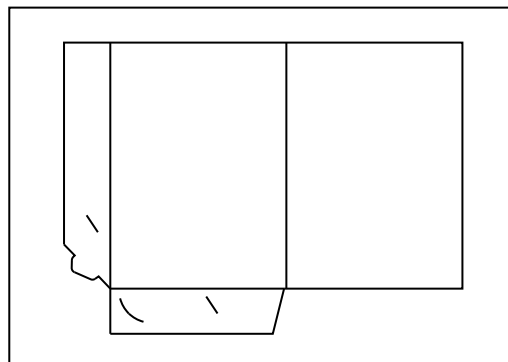


Fig. 3



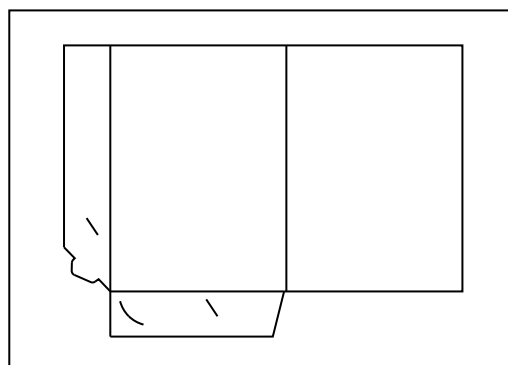
## 1. Contents

1 up A5 Folder x 110 sheets



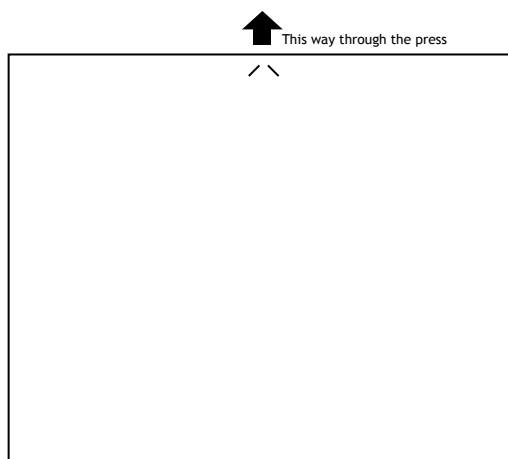
## 2. Artwork Guidelines

1. Allow at least 3mm bleed over all cuts.
2. Use the outer line of the artwork template to centre your artwork on the sheet.
3. View the artwork template for more information.



## 3. Printing Guidelines

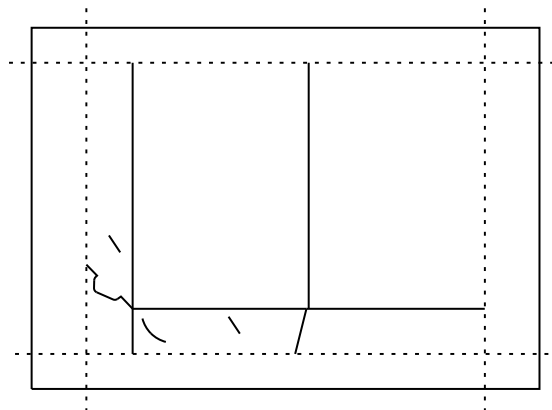
1. Print on the coated side of the stock.
2. This stock should only be used from the bypass tray and in simplex mode.
3. Maximum tray load should be 30 sheets.
4. Print with the arrow indicator on the leading edge, as shown.





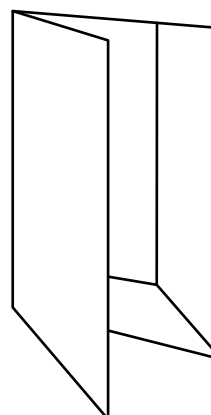
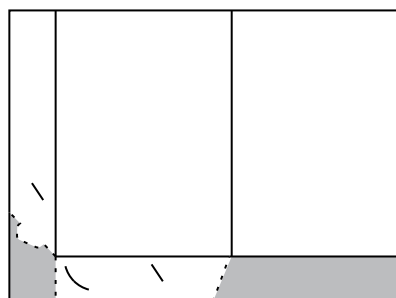
## 4. Trimming Guidelines

Guillotine along all trim marks as indicated by cuts on the sheet.



## 5. Finishing Guidelines

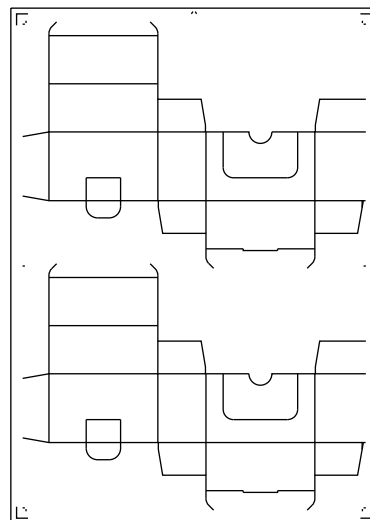
1. Where possible pre-fold perforated lines.
2. Tear off excess board (shown in grey).
3. Pre fold all creases.
4. Fold the bottom pocket panel to the inside of the folder then fold the side pocket panel and locate the tab in the slot.





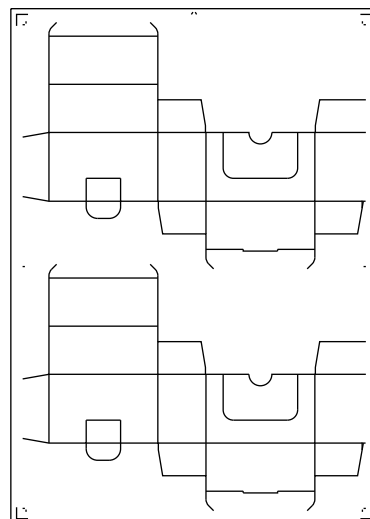
## 1. Contents

2 up Business Card Box x 110 sheets



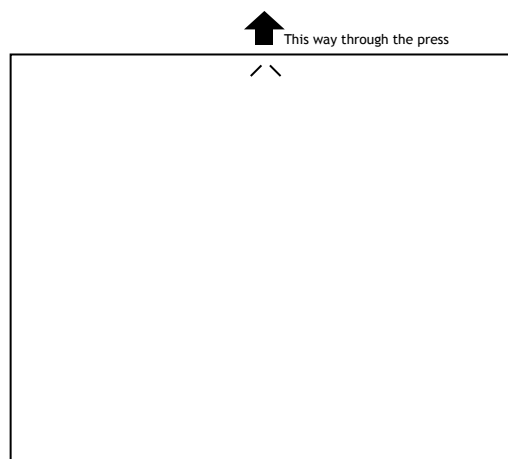
## 2. Artwork Guidelines

1. Allow at least 3mm bleed over all cuts and on to the glue flaps.
2. Keep glue flaps print free where possible.
3. Use the outer line of the artwork template to centre your artwork on the sheet.
4. View the artwork template for more information.



## 3. Printing Guidelines

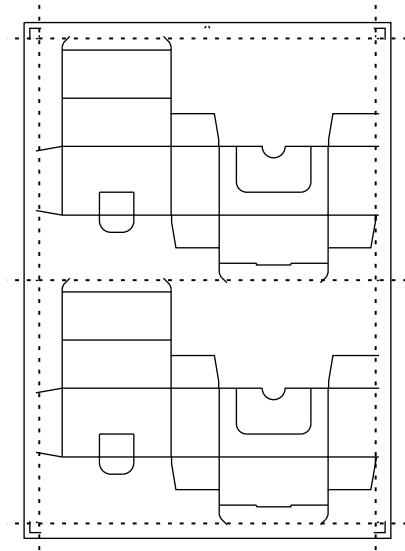
1. Print on the coated side of the stock.
2. This stock should only be used from the bypass tray and in simplex mode.
3. Maximum tray load should be 30 sheets.
4. Print with the arrow indicator on the leading edge, as shown.





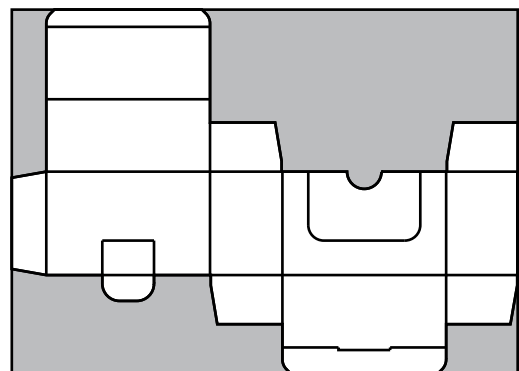
## 4. Trimming Guidelines

Guillotine along all trim marks as indicated by cuts on the sheet.



## 5. Finishing Guidelines

1. Where possible pre-fold perforated lines.
2. Tear off excess board (shown in grey).



## 6. Gluing Guidelines

1. Apply double sided tape to the glue flap on the printed side of the product, in the grey area indicated (Fig. 1).
2. Place the box print side down and fold on creases A and B so that the end panel folds on to the glue flap (Fig. 2).
3. To complete, fold the product in to shape - be careful not to tear the perf on the removable front panel. Locate the other panels to create a box or a dispenser.

Fig. 1

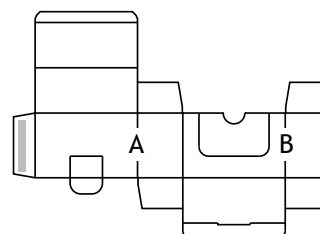
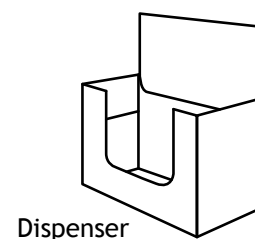
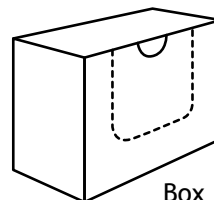
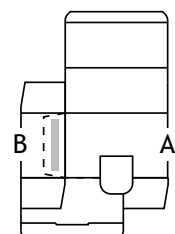


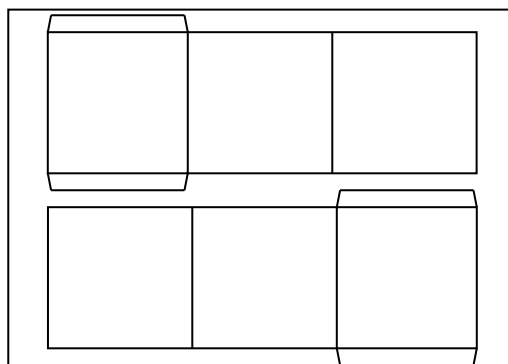
Fig. 2





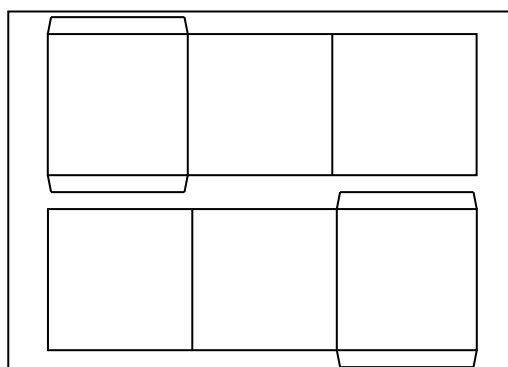
## 1. Contents

2up CD Wallets x 110 sheets



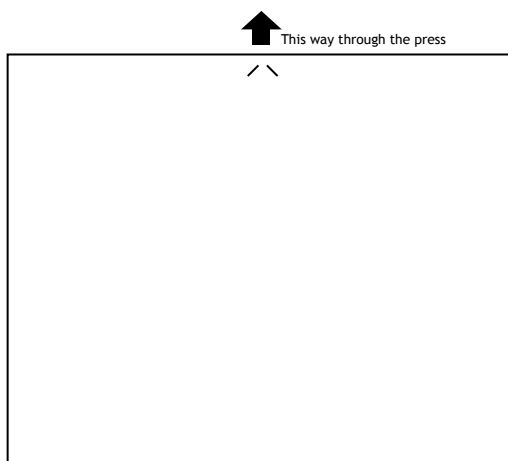
## 2. Artwork Guidelines

1. Allow at least 3mm bleed over all cuts and onto the glue flaps.
2. Keep glue flaps print free where possible.
3. Use the outer line of the artwork template to centre your artwork on the sheet.
4. View the artwork template for more information.



## 3. Printing Guidelines

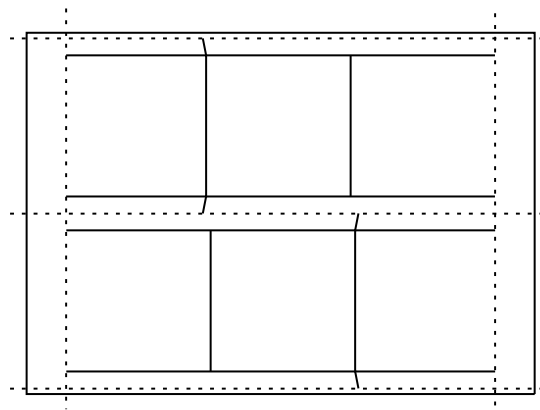
1. Print on the coated side of the stock.
2. This stock should only be used from the bypass tray and in simplex mode.
3. Maximum tray load should be 30 sheets.
4. Print with the arrow indicator on the leading edge, as shown.





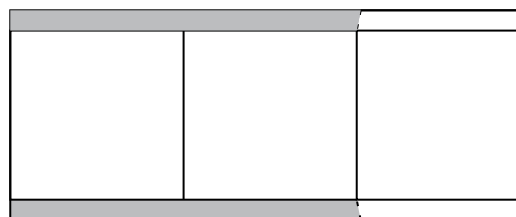
## 4. Trimming Guidelines

Guillotine along all trim marks as indicated by cuts on the sheet.



## 5. Finishing Guidelines

1. Where possible pre-fold perforated lines.
2. Tear off excess board (shown in grey).
3. Pre fold all creases before going onto next stage.



## 6. Gluing Guidelines

1. Apply double sided tape to the printed side of the product in the grey areas indicated (Fig. 1).
2. Fold the 2 glue flaps over and fold panel A onto panel B and press firmly on the 2 glue flaps. (Fig. 2).

Fig. 1

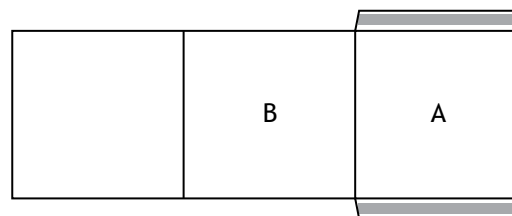
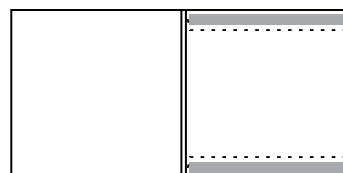


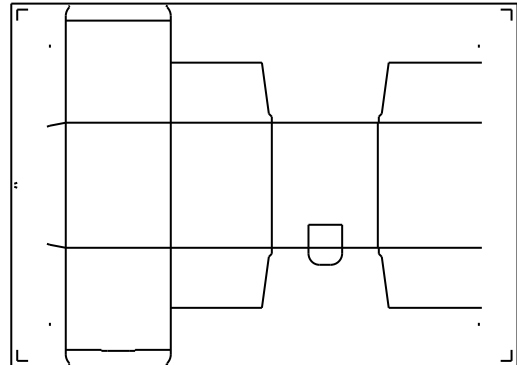
Fig. 2





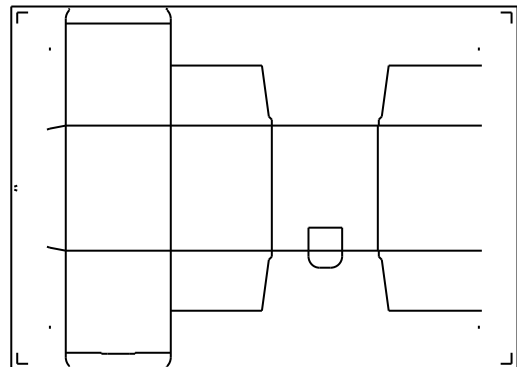
## 1. Contents

1 up Mug Box x 110 sheets



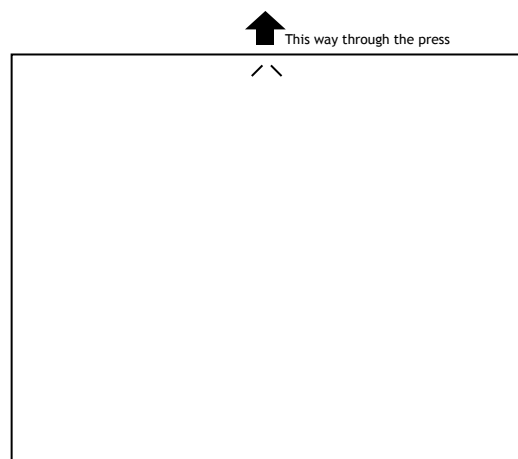
## 2. Artwork Guidelines

1. Allow at least 3mm bleed over all cuts and on to the glue flaps.
2. Keep glue flaps print free where possible.
3. Use the outer line of the artwork template to centre your artwork on the sheet.
4. View the artwork template for more information.



## 3. Printing Guidelines

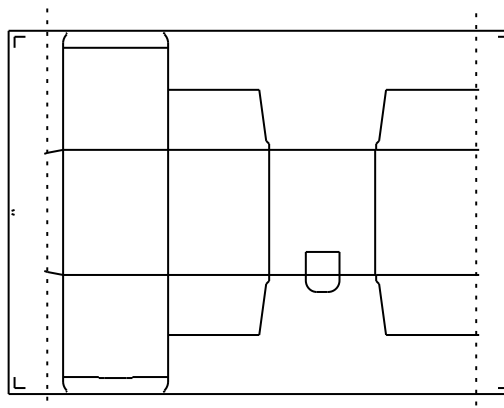
1. Print on the coated side of the stock.
2. This stock should only be used from the bypass tray and in simplex mode.
3. Maximum tray load should be 30 sheets.
4. Print with the arrow indicator on the leading edge, as shown.





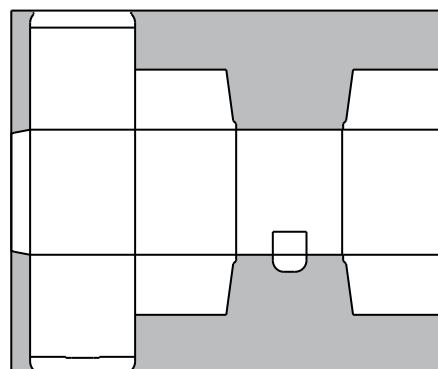
## 4. Trimming Guidelines

Guillotine along all trim marks as indicated by cuts on the sheet.



## 5. Finishing Guidelines

1. Where possible pre-fold perforated lines.
2. Tear off excess board (shown in grey).



## 6. Gluing Guidelines

1. Apply double sided tape to the glue flap on the printed side of the product, in the grey area indicated (Fig. 1).
2. Place the mug box print side down and fold on creases A and B so that the end panel folds on to the glue flap (Fig. 2).
3. To complete, simply fold the product in to shape and locate the panels in the order shown (Fig. 3).

Fig. 1

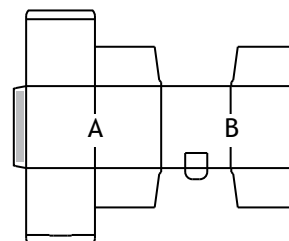


Fig. 2

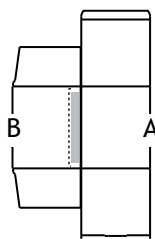
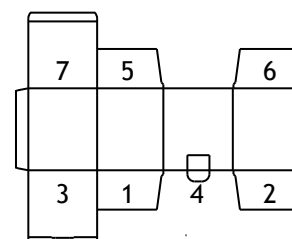


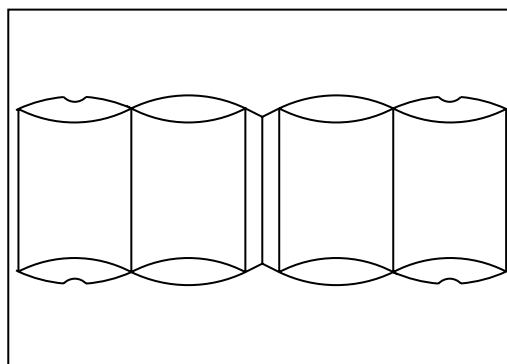
Fig. 3





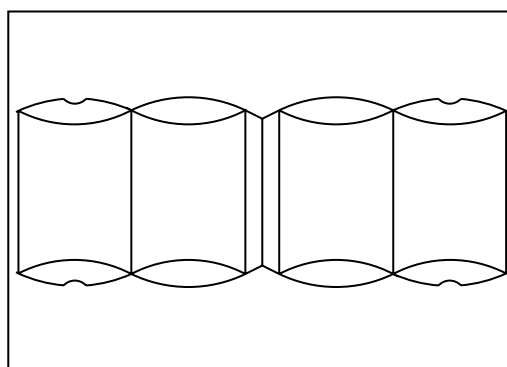
## 1. Contents

2 up Pillow Packs x 110 sheets



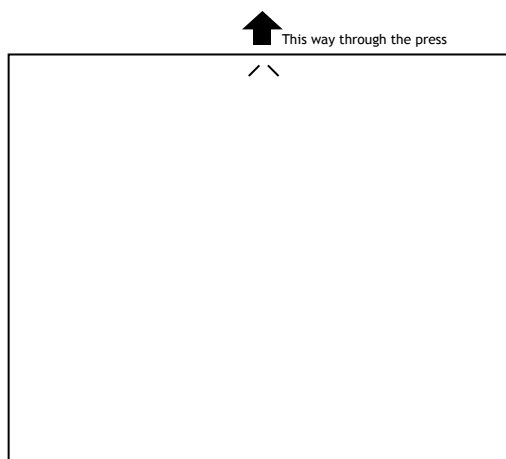
## 2. Artwork Guidelines

1. Allow at least 3mm bleed over all cuts and on to the glue flaps.
2. Keep glue flaps print free where possible.
3. Use the outer line of the artwork template to centre your artwork on the sheet.
4. View the artwork template for more information.



## 3. Printing Guidelines

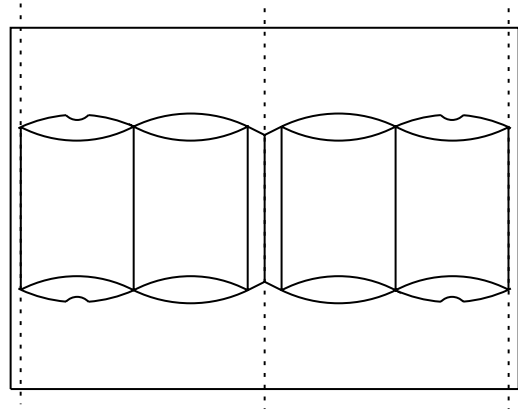
1. Print on the coated side of the stock.
2. This stock should only be used from the bypass tray and in simplex mode.
3. Maximum tray load should be 30 sheets.
4. Print with the arrow indicator on the leading edge, as shown.





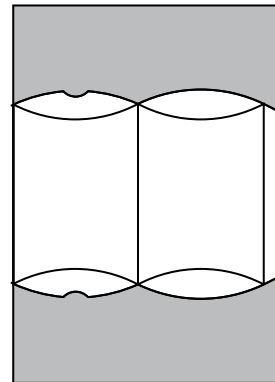
## 4. Trimming Guidelines

Guillotine along all trim marks as indicated by cuts on the sheet.



## 5. Finishing Guidelines

1. Where possible pre-fold perforated lines.
2. Tear off excess board (shown in grey).
3. Pre-fold straight creases before going on to the next stage.



## 6. Gluing Guidelines

1. Apply double sided tape to the glue flap on the printed side of the product, in the grey area indicated (Fig. 1).
2. Place the pillow pack print side down and fold the glue flap over, then fold the large panel on to the glue flap (Fig. 2).
3. To complete, simply squeeze the product open and fold the panels in the order shown (Fig. 3).

Fig. 1

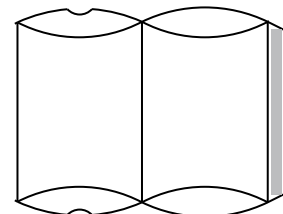


Fig. 2

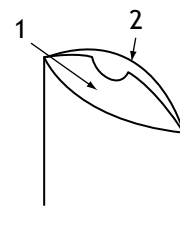
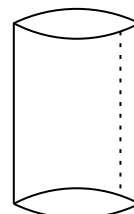
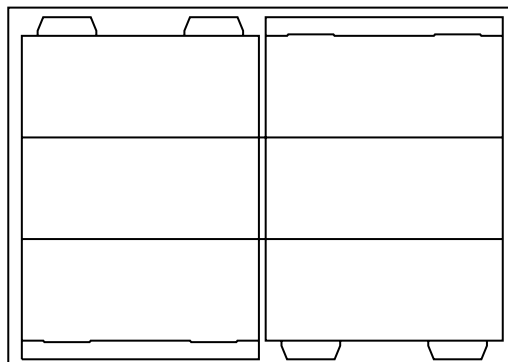


Fig. 3



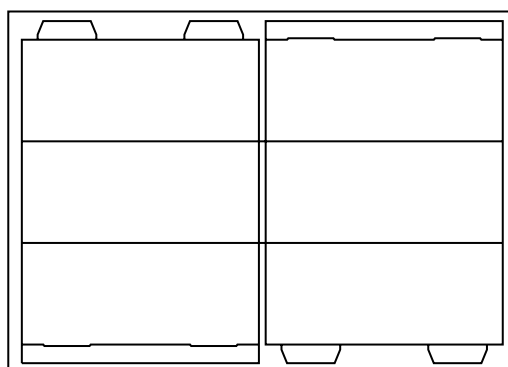
## 1. Contents

2up Tent Cards x 110 sheets



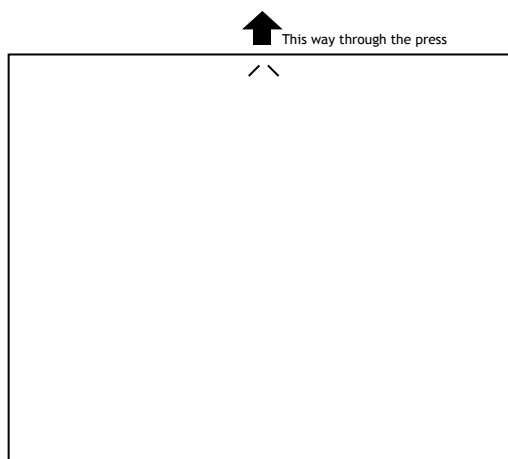
## 2. Artwork Guidelines

1. Allow at least 3mm bleed over all cuts and on to the tabs.
2. Use the outer line of the artwork template to centre your artwork on the sheet.
3. View the artwork template for more information.



## 3. Printing Guidelines

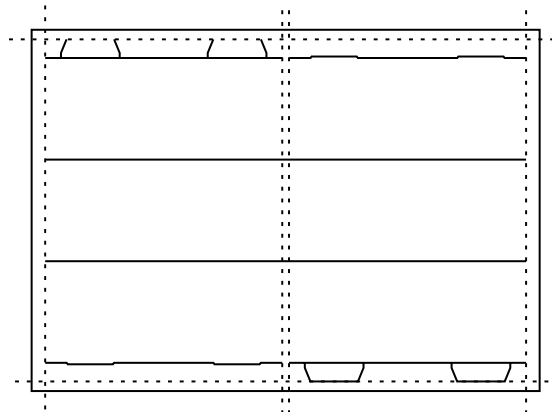
1. Print on the coated side of the stock.
2. This stock should only be used from the bypass tray and in simplex mode.
3. Maximum tray load should be 30 sheets.
4. Print with the arrow indicator on the leading edge, as shown.





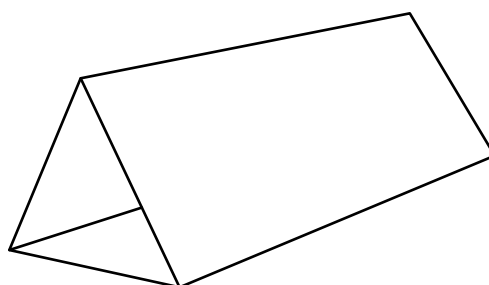
## 4. Trimming Guidelines

Guillotine along all trim marks as indicated by cuts on the sheet.



## 5. Finishing Guidelines

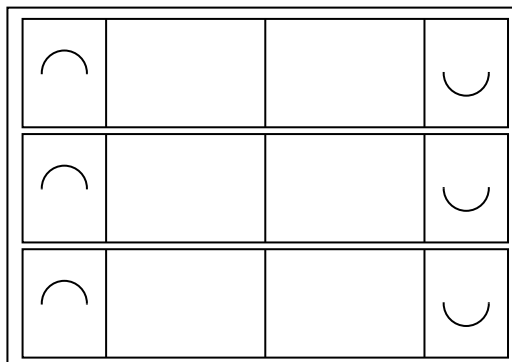
1. Where possible pre-fold perforated lines.
2. Tear off excess board (shown in grey).
3. Pre fold all creases.
4. To complete simply locate the tabs in the slots.





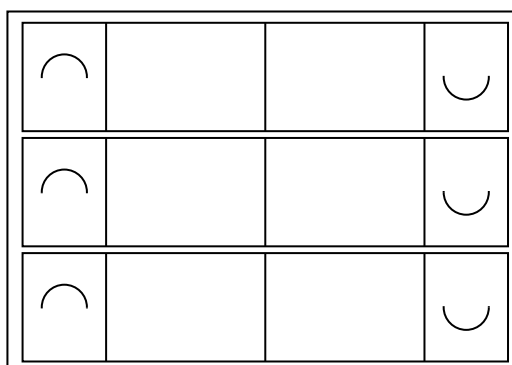
## 1. Contents

3up Tent Cards x 110 sheets



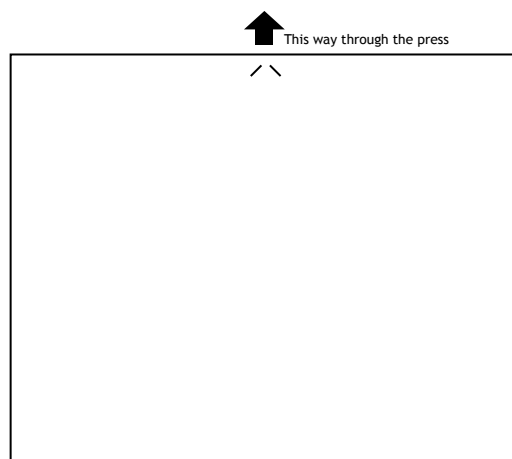
## 2. Artwork Guidelines

1. Allow at least 3mm bleed over all cuts.
2. Use the outer line of the artwork template to centre your artwork on the sheet.
3. View the artwork template for more information.



## 3. Printing Guidelines

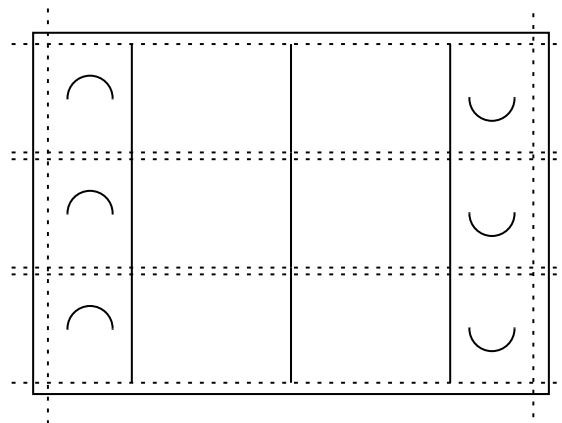
1. Print on the coated side of the stock.
2. This stock should only be used from the bypass tray and in simplex mode.
3. Maximum tray load should be 30 sheets.
4. Print with the arrow indicator on the leading edge, as shown.





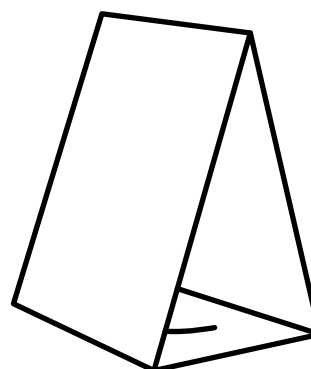
## 4. Trimming Guidelines

Guillotine along all trim marks as indicated by cuts on the sheet.



## 5. Finishing Guidelines

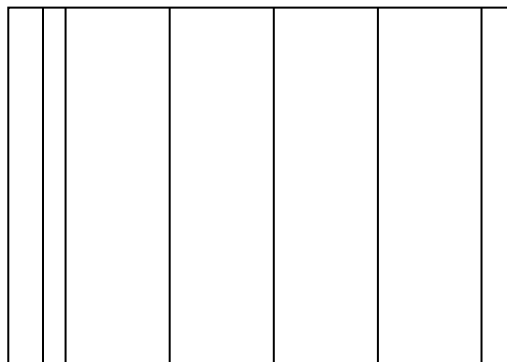
1. Pre-fold all creases.
2. To complete simply locate the tabs at the bottom of the tent card.





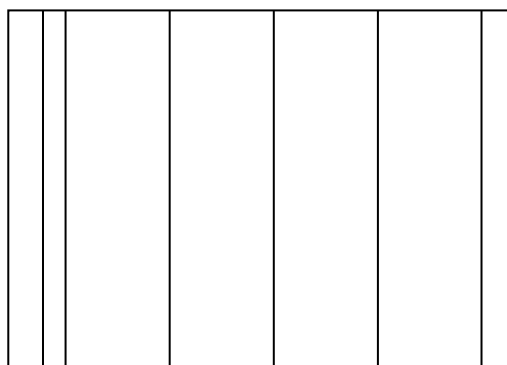
## 1. Contents

1 up Wine Sleeve x 110 sheets



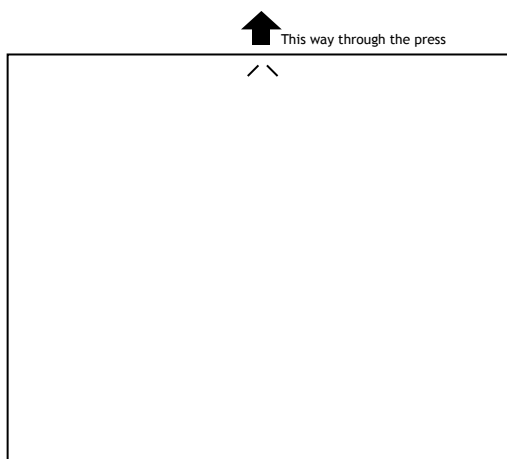
## 2. Artwork Guidelines

1. Allow at least 3mm bleed over all cuts and on to the glue flaps.
2. Use the outer line of the artwork template to centre your artwork on the sheet.
3. View the artwork template for more information.



## 3. Printing Guidelines

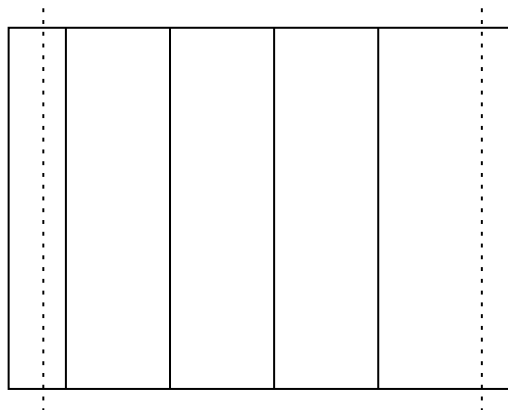
1. Print on the coated side of the stock.
2. This stock should only be used from the bypass tray and in simplex mode.
3. Maximum tray load should be 30 sheets.
4. Print with the arrow indicator on the leading edge, as shown.





## 4. Trimming Guidelines

Guillotine along all trim marks as indicated by cuts on the sheet.



## 5. Gluing Guidelines

1. Apply double sided tape to the glue flap on the printed side of the product, in the grey area indicated (Fig. 1).
3. Place the sleeve print side down and fold on creases A and B so that the end panel folds on to the glue flap (Fig. 2).
4. To complete, simply squeeze the product in to shape.

Fig. 1

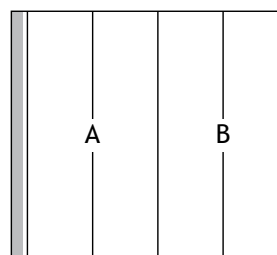
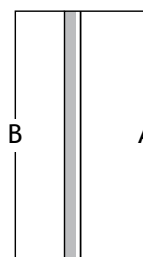


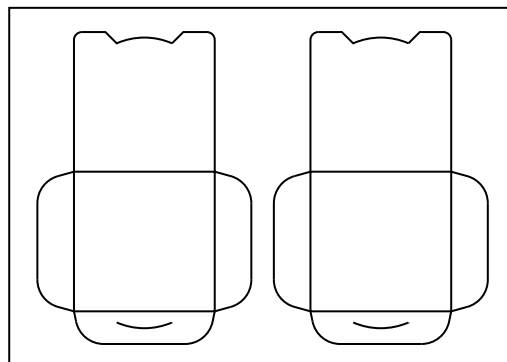
Fig. 2





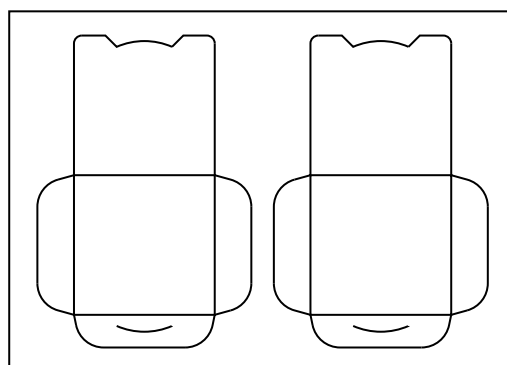
## 1. Contents

2 up CD Wraps x 110 Sheets



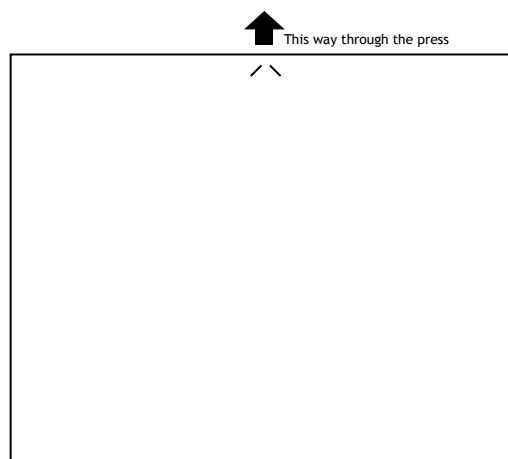
## 2. Artwork Guidelines

1. Allow at least 3mm bleed over all perforations.
2. Use the outer line of the artwork template to centre your artwork on the sheet.
3. View the artwork template for more information.



## 3. Printing Guidelines

1. Print on the coated side of the stock.
2. This stock should only be used from the bypass tray and in simplex mode.
3. Maximum tray load should be 30 sheets.
4. Print with the arrow indicator on the leading edge, as shown.



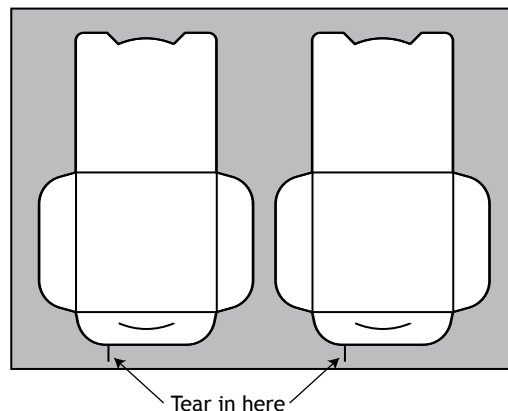


## 4. Finishing - Option 1

Use this option if you are finishing a very low quantity.

1. Carefully tear into the sheet, and following the perforated line tear away the waste (shown in grey).
2. Where possible pre-fold the perforated line to weaken as you are tearing.
3. Completely remove one wrap before tearing out the second.

Go to step 6.



## 5. Finishing - Option 2

Use this option if you are finishing multiple copies.

1. Guillotine 2mm inside 2 of the perforated edges of each CD Wrap as indicated in Fig.1 & 2
2. Tear away the waste shown in grey - where possible pre-fold the perforated line to weaken as you are tearing. (Fig.3)

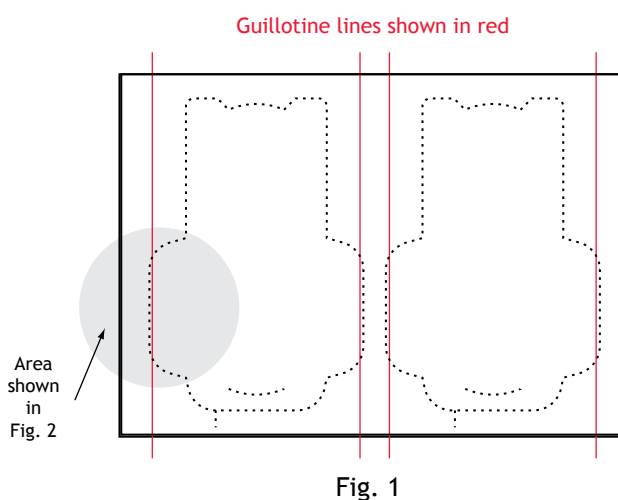


Fig. 1

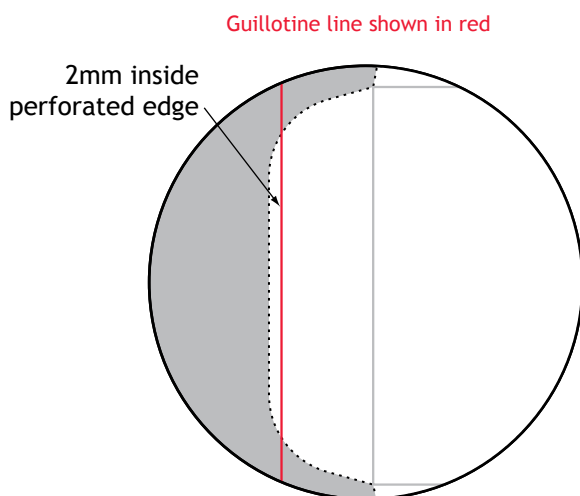


Fig. 2

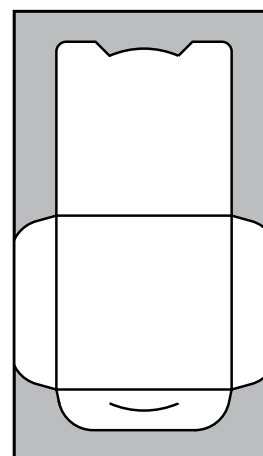


Fig. 3



## 6. Folding Guidelines

1. Lay the CD Wrap print side down on a flat surface.
2. Carefully fold the flaps towards you in the sequence indicated in the illustration Fig. 1
3. Tuck the curved edge ① into the slot ② as shown in the illustration Fig.2.
4. The completed wallet is shown in Fig. 3.

Fig. 1

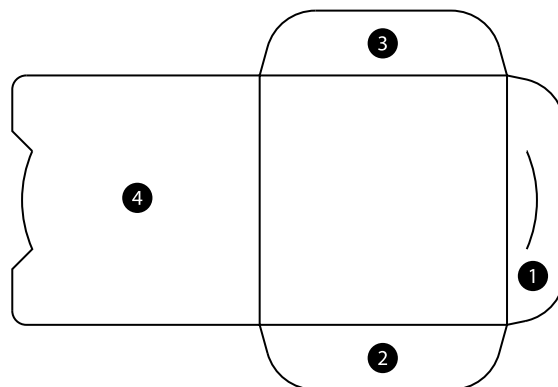


Fig. 2

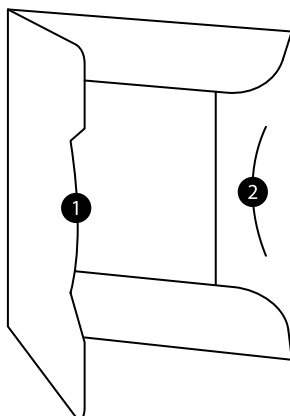
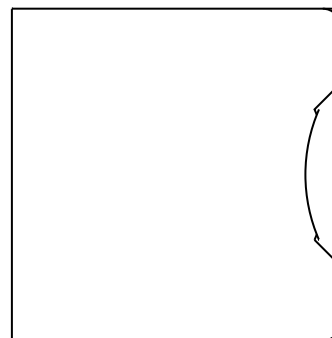


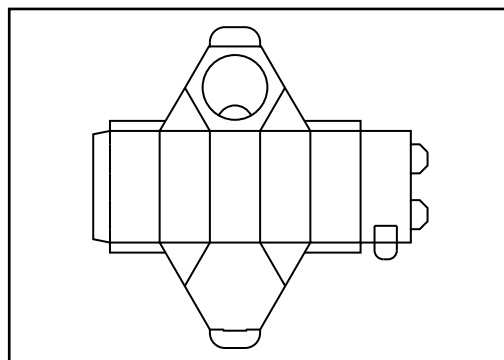
Fig. 3





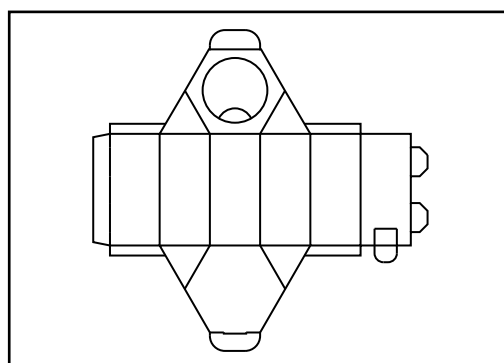
## 1. Contents

1 up Desk Tidy x 110 Sheets



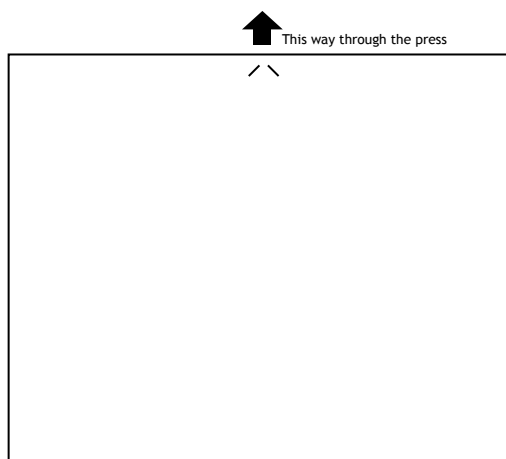
## 2. Artwork Guidelines

1. Allow at least 3mm bleed over all perforations.
2. Use the outer line of the artwork template to centre your artwork on the sheet.
3. View the artwork template for more information.



## 3. Printing Guidelines

1. Print on the coated side of the stock.
2. This stock should only be used from the bypass tray and in simplex mode.
3. Maximum tray load should be 30 sheets.
4. Print with the arrow indicator on the leading edge, as shown. (Some RIPs require the image to be rotated 180 degrees)





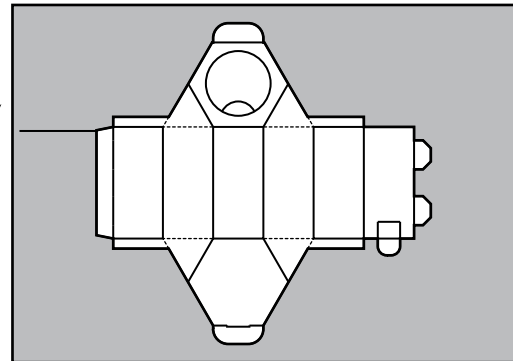
## 4. Finishing - Option 1

Use this option if you are finishing a very low quantity.

1. Carefully tear into the sheet, and following the perforated line tear away the waste (shown in grey).
2. Where possible pre-fold the perforated line to weaken as you are tearing.

Go to step 6.

Tear in here



## 5. Finishing - Option 2

Use this option if you are finishing multiple copies.

1. Guillotine 2mm inside the perforated edges of the Desk Tidy as indicated in Fig.1 & 2
2. Tear away the waste shown in grey - where possible pre-fold the perforated line to weaken as you are tearing. (Fig.3)

Guillotine lines shown in red

Area shown in Fig. 2

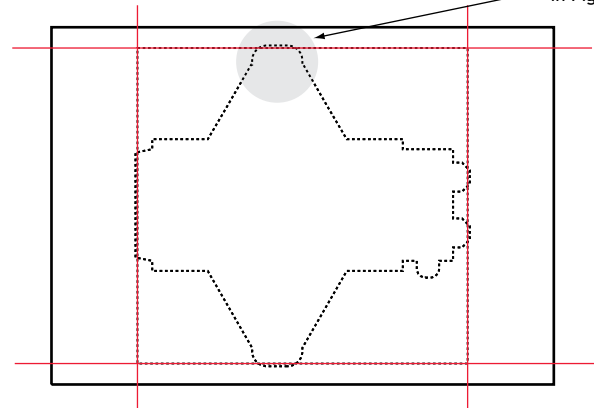


Fig. 1

Guillotine line shown in red

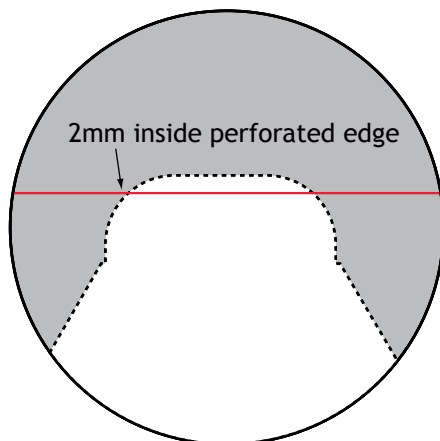


Fig. 2

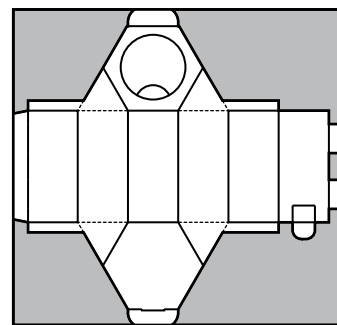


Fig. 3



## 6. Folding Guidelines

1. Lay the Desk Tidy print side down on a flat surface.
2. Carefully fold all of the creases towards you before attempting to assemble the desk tidy.
3. Push the tabs **1** into the slots **2** Fig. 1
4. Fold over the flaps **4** then fold the base **3** including its 3 flaps in to place. Push the tongue **5** in to the slot. Fig. 2
5. In the same manner as used on the base, fold the top into the Desk Tidy see Fig. 3. Remove the circle from the lid - the desk tidy is now complete as shown in Fig.4.

Fig. 1

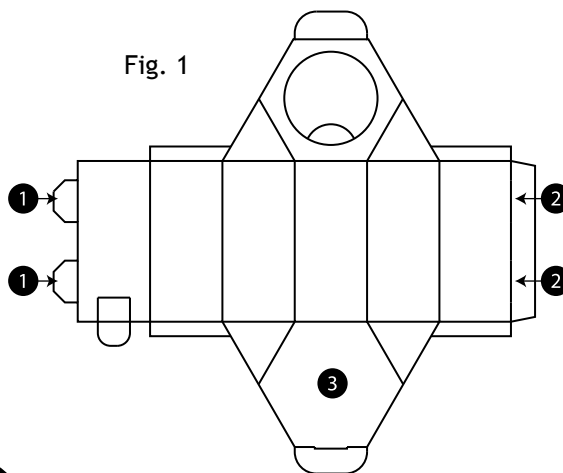


Fig. 2

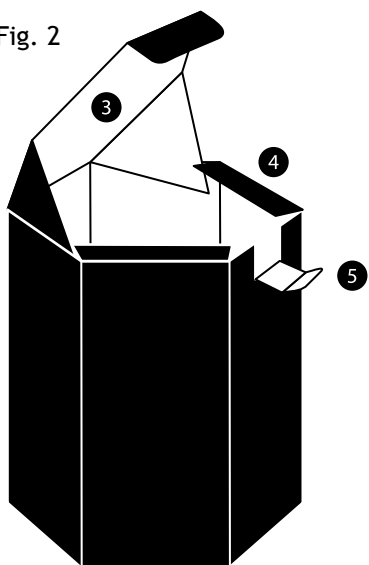


Fig. 3

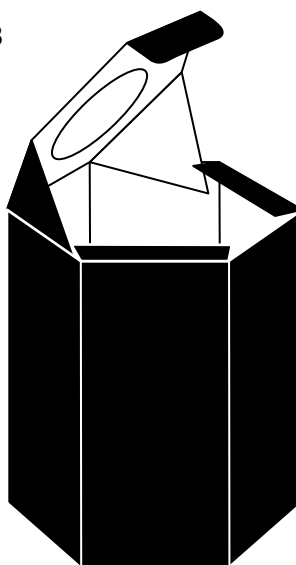
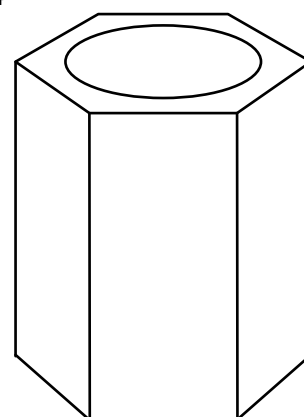


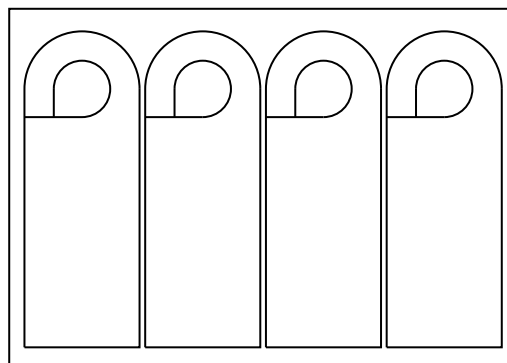
Fig. 4





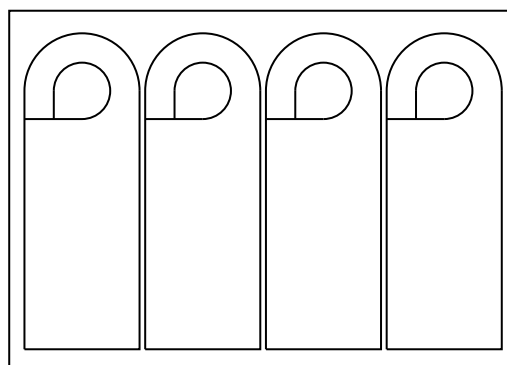
## 1. Contents

4 up Door Hangers x 110 Sheets



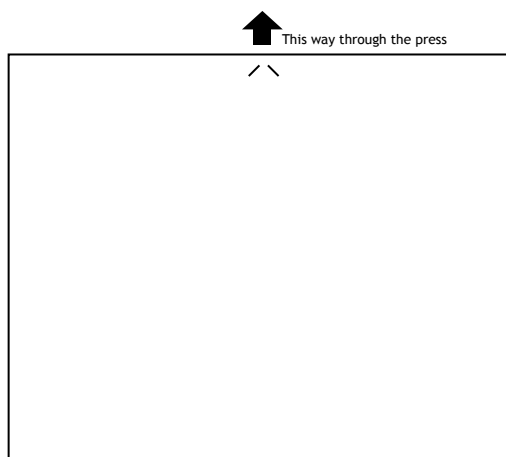
## 2. Artwork Guidelines

1. Allow at least 3mm bleed over all perforations.
2. Use the outer line of the artwork template to centre your artwork on the sheet.
3. View the artwork template for more information.



## 3. Printing Guidelines

1. Print on the coated side of the stock.
2. This stock should only be used from the bypass tray and in simplex mode.
3. Maximum tray load should be 30 sheets.
4. Print with the arrow indicator on the leading edge, as shown.





## 4. Finishing Guidelines

1. Where possible pre-fold perforated lines.
2. With the sheet print side down, locate the 'Tear In' points.
3. Carefully tear into the sheet, and following the perforated line tear waste away until you have removed the Door Hanger from the sheet, do not remove the hole whilst the hanger is still in the sheet.
4. Repeat on the second, third, and fourth hanger on the sheet.
5. Once the hanger has been removed from the sheet, carefully tear following the perforated line, until the central disc is removed as shown in Fig. 2 The Door Hanger is now complete.

Fig. 1

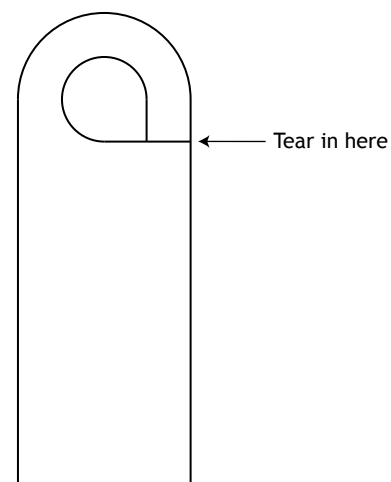
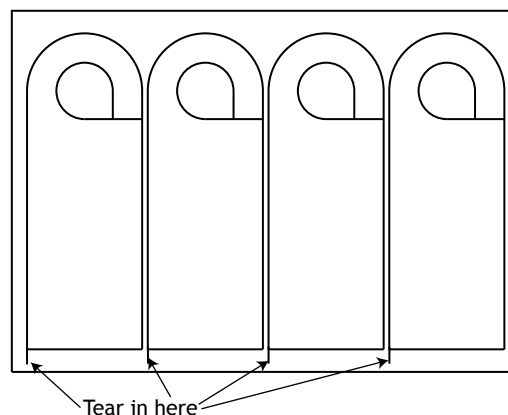
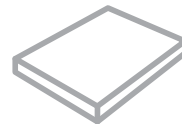
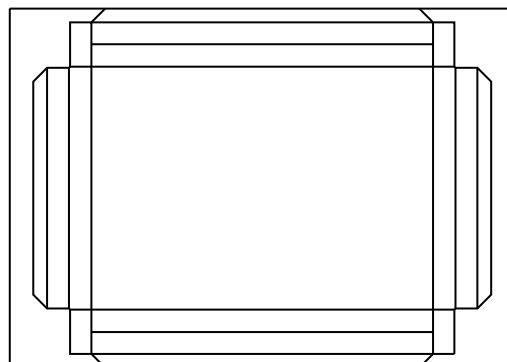


Fig. 2



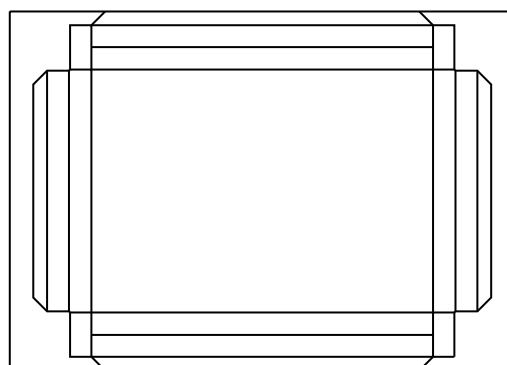
## 1. Contents

1 up A4 / Gift Box Lid x 110 Sheets



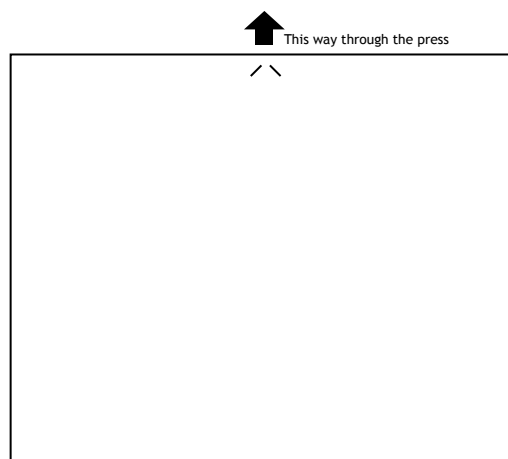
## 2. Artwork Guidelines

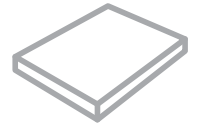
1. Allow at least 3mm bleed over all perforations.
2. Use the outer line of the artwork template to centre your artwork on the sheet.
3. View the artwork template for more information.



## 3. Printing Guidelines

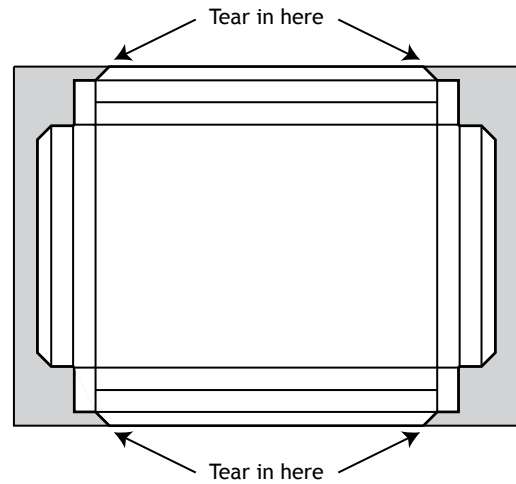
1. Print on the coated side of the stock.
2. This stock should only be used from the bypass tray and in simplex mode.
3. Maximum tray load should be 30 sheets.
4. Print with the arrow indicator on the leading edge, as shown.





## 4. Trimming Guidelines

1. Where possible pre-fold perforated lines.
2. With the sheet print side down, locate the 'Tear In' points.
3. Carefully tear into the sheet, and following the perforated line tear waste (shown in grey) away until you have removed the lid from the sheet.
4. Remember to ensure that the four internal perforations are also torn before moving on to assemble the lid.



## 5. Folding Guidelines

1. Lay the Gift Box Lid print side down on a flat surface.
2. Carefully pre-fold all creases towards you, then flatten out again.
3. Fold the panels marked ② + ③ to form a double wall. The flap marked ④ is to be folded back to sit flat on panel ①, as shown on Fig. 2.
4. Fold the flaps marked ⑤ at right angles as shown on Fig. 3.
5. Fold panels ⑥ + ⑦ over flap ⑤ to form a double wall. Fold panel ⑧ back on itself to lock in each corner with panel ④. As shown on Fig. 4. Repeat this on the other side.
6. Once completed the reverse of the lid should look like Fig. 5

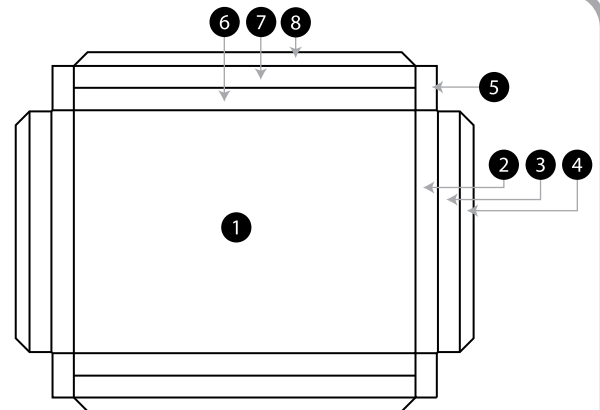


Fig. 1

Fig. 4

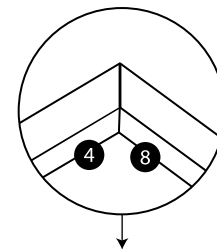


Fig. 5

Fig. 2

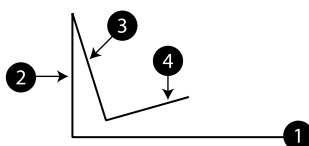
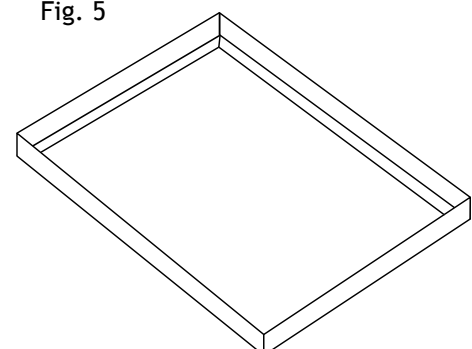
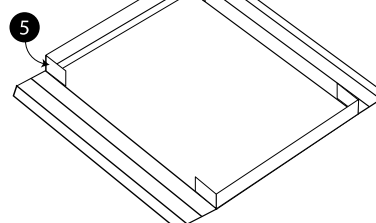


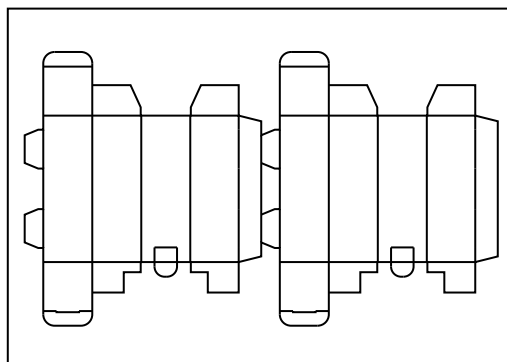
Fig. 3





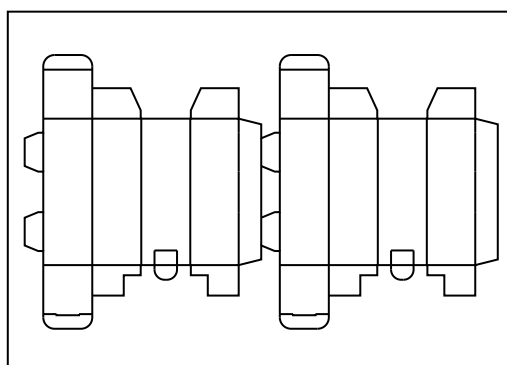
## 1. Contents

2 up Golf Ball Box x 110 Sheets



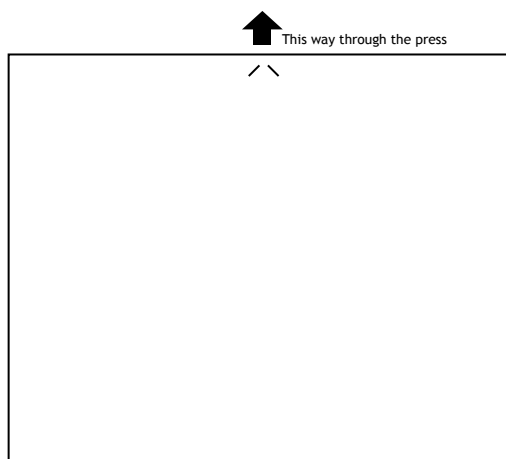
## 2. Artwork Guidelines

1. Allow at least 3mm bleed over all perforations.
2. Use the outer line of the artwork template to centre your artwork on the sheet.
3. View the artwork template for more information.



## 3. Printing Guidelines

1. Print on the coated side of the stock.
2. This stock should only be used from the bypass tray and in simplex mode.
3. Maximum tray load should be 30 sheets.
4. Print with the arrow indicator on the leading edge, as shown.





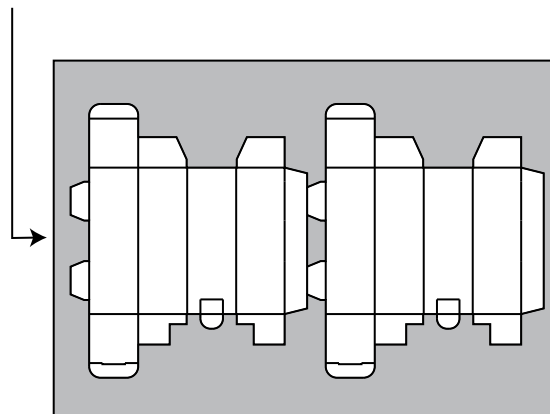
## 4. Finishing - Option 1

Use this option if you are finishing a very low quantity.

1. Carefully tear into the sheet, and following the perforated line tear away the waste (shown in grey).
2. Where possible pre-fold the perforated line to weaken as you are tearing.
3. Completely remove one box before tearing out the second.

Go to step 6.

Tear in here



## 5. Finishing - Option 2

Use this option if you are finishing multiple copies.

1. Guillotine 2mm inside the perforated edge of each box as indicated in Fig.1 & 2
2. Tear away the waste shown in grey - where possible pre-fold the perforated line to weaken as you are tearing. (Fig.3)

Guillotine lines shown in red

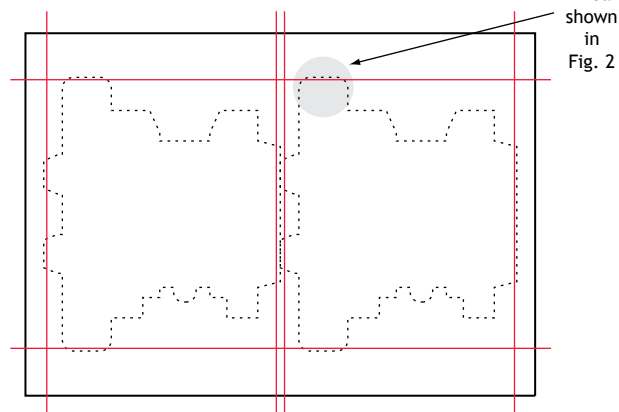


Fig. 1

Guillotine line shown in red

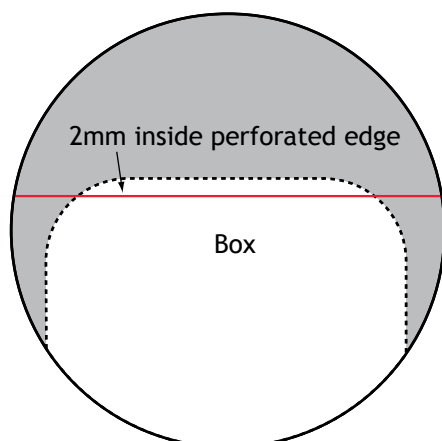


Fig. 2

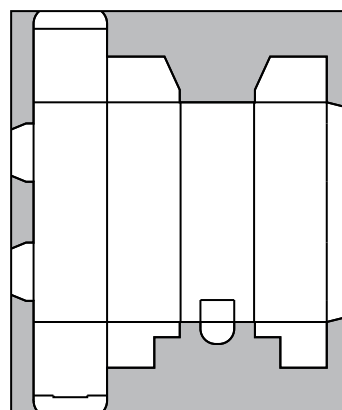


Fig. 3



## 6. Folding Guidelines

1. Lay the Golf Ball Box print side down on a flat surface.
2. Carefully pre-fold all creases towards you, then flatten out again.
3. Insert the tabs marked ❶ into the slots ❷ as shown in Fig. 2.
4. Fold the top and bottom tuck flaps in.
5. Push the locking tab ❸ into slot ❹.
6. The box is now complete. Fig. 3.

Fig. 1

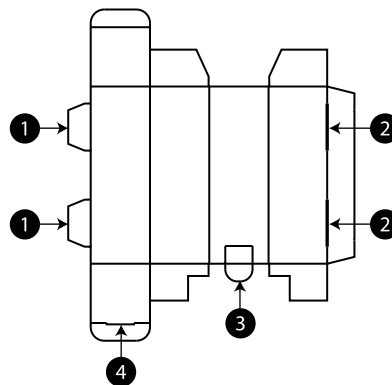


Fig. 2

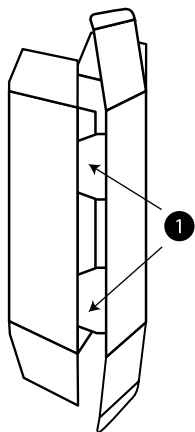
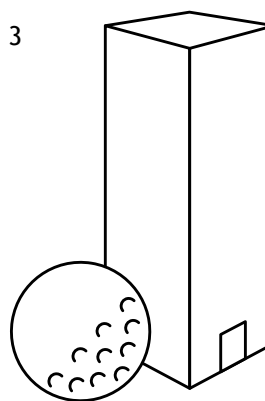


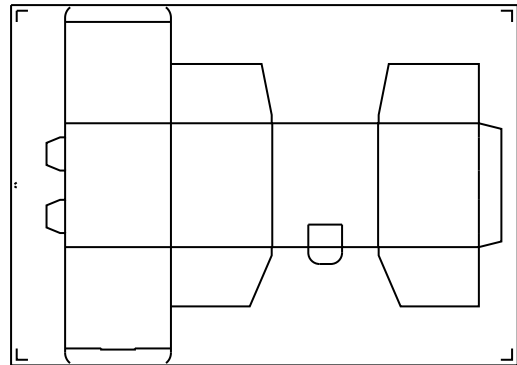
Fig. 3





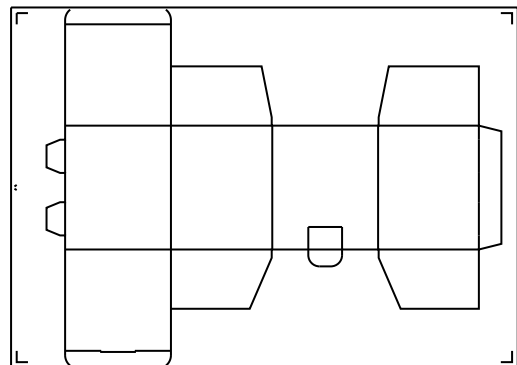
## 1. Contents

1 up Mug Box - Perf & Tab x 110 sheets



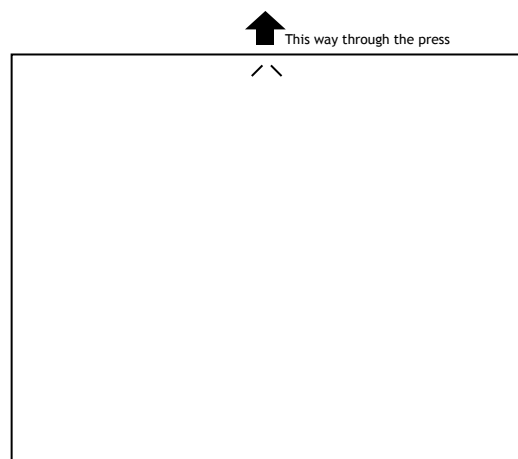
## 2. Artwork Guidelines

1. Allow at least 3mm bleed over all perforations.
2. Use the outer line of the artwork template to centre your artwork on the sheet.
3. View the artwork template for more information.



## 3. Printing Guidelines

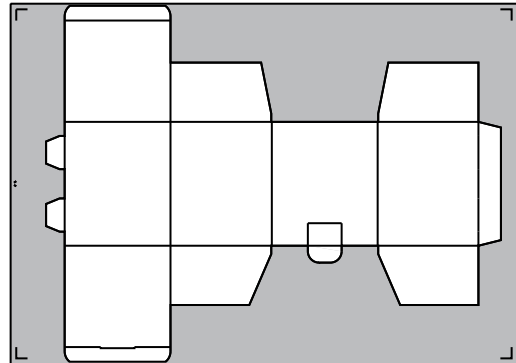
1. Print on the coated side of the stock.
2. This stock should only be used from the bypass tray and in simplex mode.
3. Maximum tray load should be 30 sheets.
4. Print with the arrow indicator on the leading edge, as shown.





## 4. Finishing Guidelines

1. Where possible pre-fold perforated lines.
2. Tear off excess board (shown in grey).



## 5. Folding Guidelines

1. Lay the Mug Box print side down on a flat surface.
2. Carefully pre-fold all creases towards you, then flatten out again.
3. Insert the tabs marked ❶ into the slots ❷ as shown in Fig. 2.
4. Fold the top and bottom tuck flaps in.
5. Push the locking tab ❸ into slot ❹.
6. The box is now complete. Fig. 3.

Fig. 2

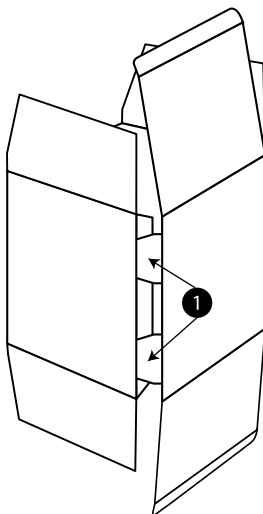


Fig. 1

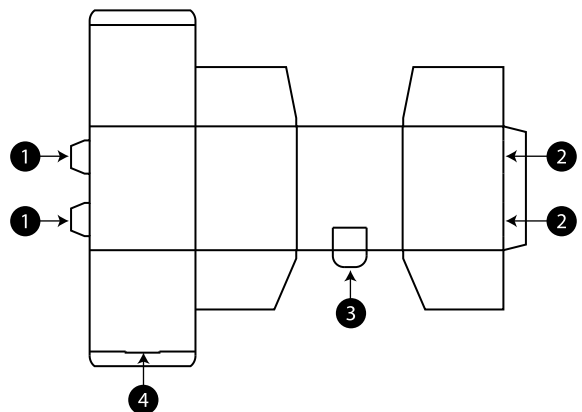
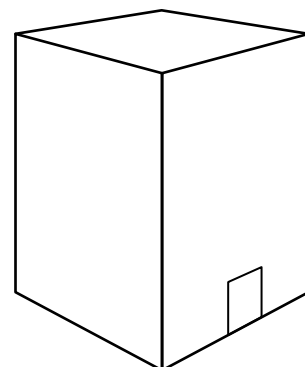


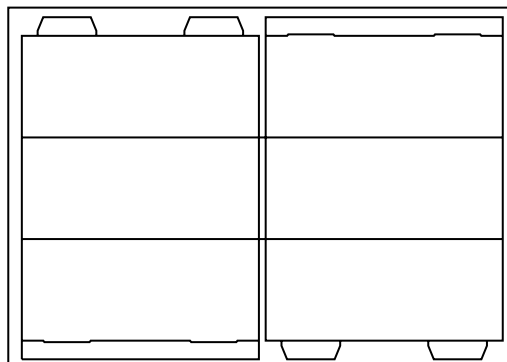
Fig. 3





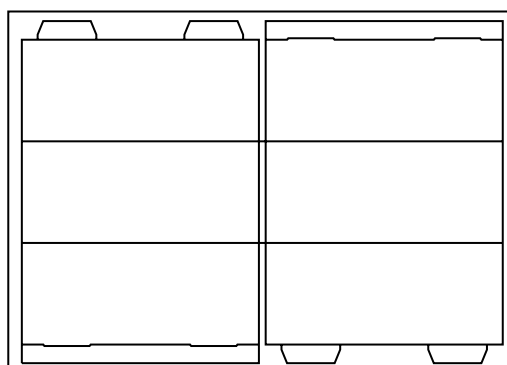
## 1. Contents

2up Tent Cards x 110 sheets



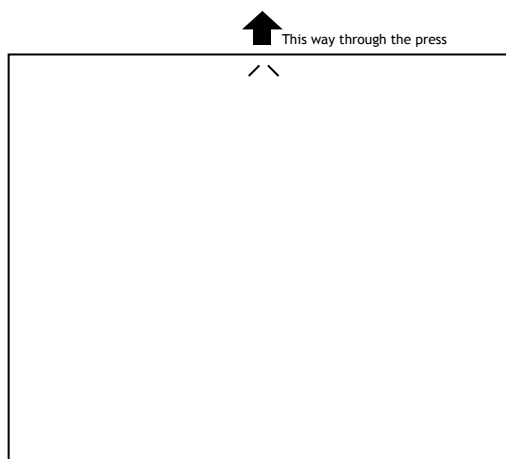
## 2. Artwork Guidelines

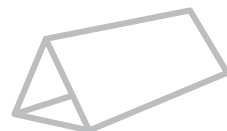
1. Allow at least 3mm bleed over all cuts and on to the tabs.
2. Use the outer line of the artwork template to centre your artwork on the sheet.
3. View the artwork template for more information.



## 3. Printing Guidelines

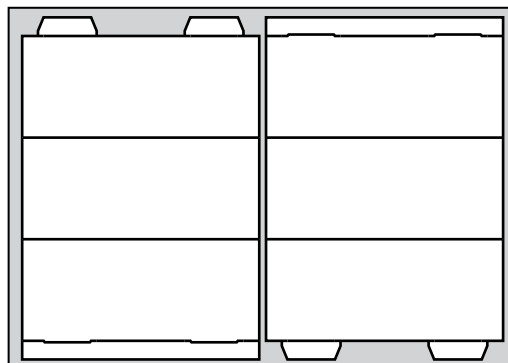
1. Print on the coated side of the stock.
2. This stock should only be used from the bypass tray and in simplex mode.
3. Maximum tray load should be 30 sheets.
4. Print with the arrow indicator on the leading edge, as shown.





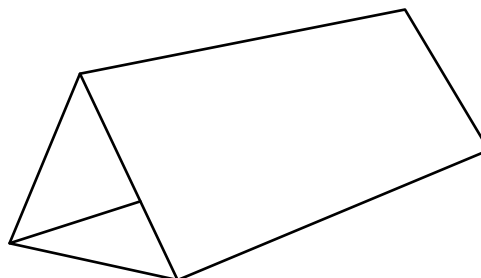
## 4. Finishing Guidelines

Carefully tear out the Tent Cards from the sheet.



## 5. Folding Guidelines

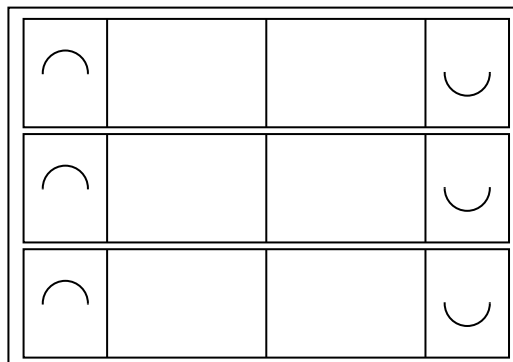
1. Pre-fold all creases.
2. To complete simply locate the tabs in the slots.





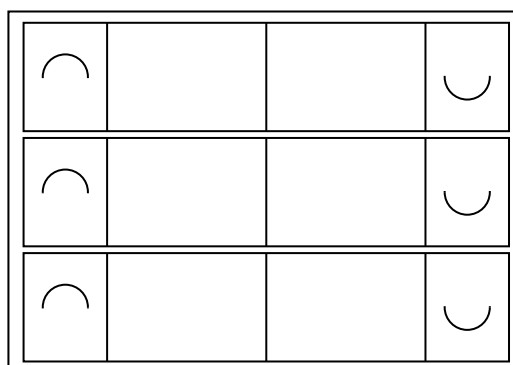
## 1. Contents

3up Tent Cards x 110 sheets



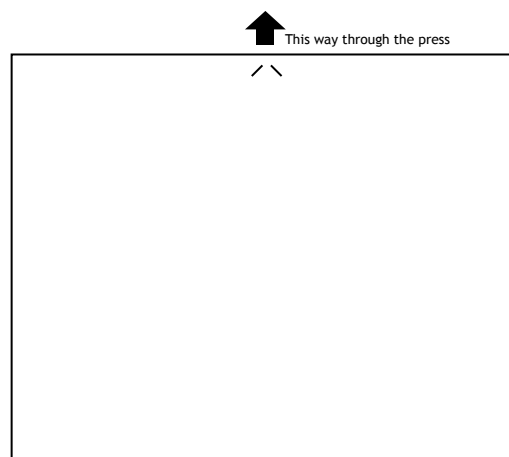
## 2. Artwork Guidelines

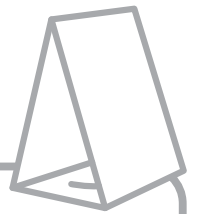
1. Allow at least 3mm bleed over all perforations.
2. Use the outer line of the artwork template to centre your artwork on the sheet.
3. View the artwork template for more information.



## 3. Printing Guidelines

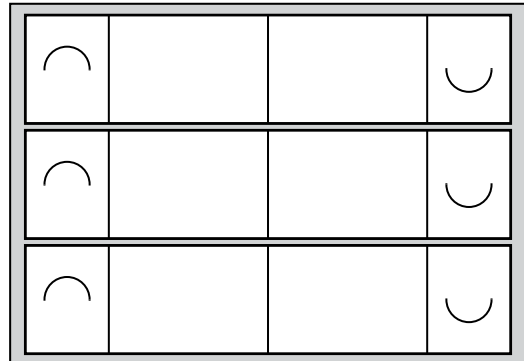
1. Print on the coated side of the stock.
2. This stock should only be used from the bypass tray and in simplex mode.
3. Maximum tray load should be 30 sheets.
4. Print with the arrow indicator on the leading edge, as shown.





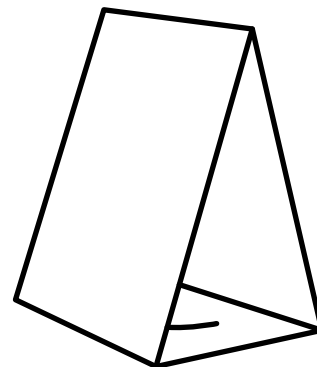
## 4. Finishing Guidelines

Carefully tear out each Tent Card from the sheet.



## 5. Folding Guidelines

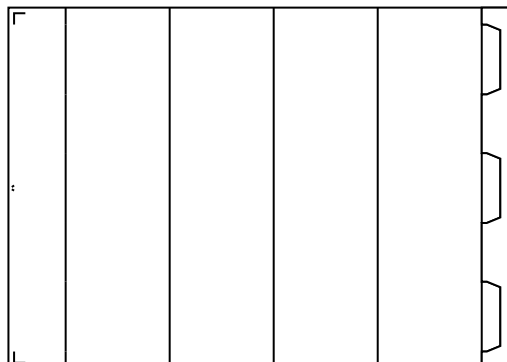
1. Pre-fold all creases.
2. Carefully push through the perforated tabs in the base of the tent card.
3. To complete simply locate the tabs at the bottom of the tent card.





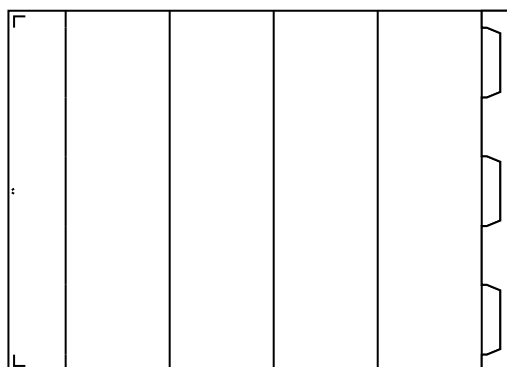
## 1. Contents

1 up Wine Sleeve x 110 sheets



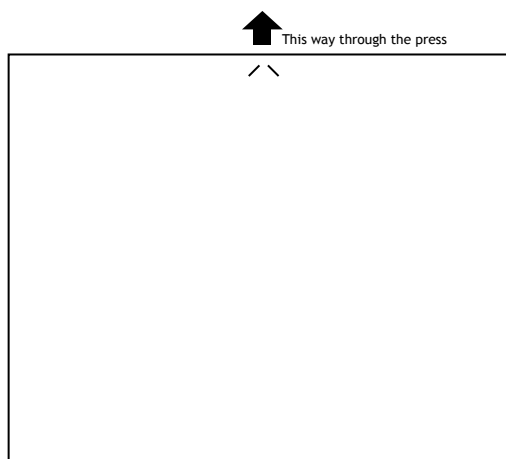
## 2. Artwork Guidelines

1. Allow at least 3mm bleed over all perforations and creases.
2. Use the outer line of the artwork template to centre your artwork on the sheet.
3. View the artwork template for more information.



## 3. Printing Guidelines

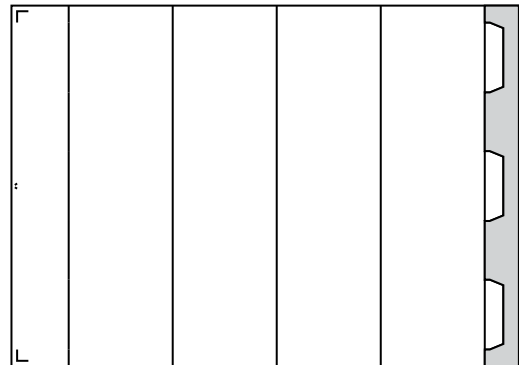
1. Print on the coated side of the stock.
2. This stock should only be used from the bypass tray and in simplex mode.
3. Maximum tray load should be 30 sheets.
4. Print with the arrow indicator on the leading edge, as shown.





## 4. Finishing Guidelines

Carefully tear off the edge of the sheet as shown in grey.



## 5. Folding Guidelines

1. Lay the Wine Sleeve print side down on a flat surface.
2. Carefully pre-fold all creases towards you, then flatten out again.
3. Insert the tabs marked ① into the slots ② as shown in Fig. 2.
4. The sleeve is now complete. Fig. 3.
5. Slide the sleeve over the Wine Box Inner 003R96920 - available separately. Fig.4.

Fig. 1

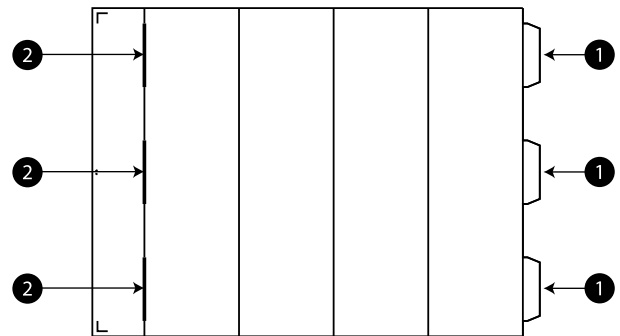


Fig. 2

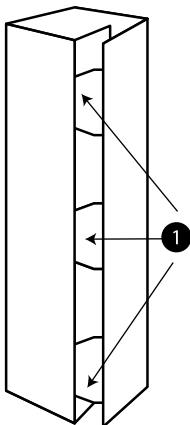


Fig. 3

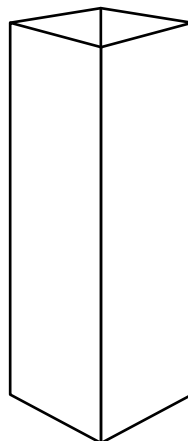
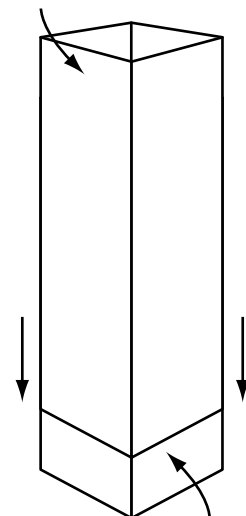
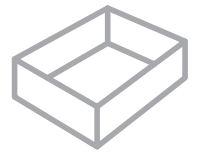


Fig. 4

Wine Sleeve - Perf & Tab 003R96923



Wine Box Inner  
003R96920



# 1. Folding Guidelines

1. Lay the Gift Box Base coated side down on a flat surface.
2. Carefully pre-fold all creases towards you, then flatten out again.
3. Fold the panels marked ② + ③ to form a double wall. The flap marked ④ is to be folded back to sit flat on panel ①, as shown on Fig. 2.
4. Fold the flaps marked ⑤ at right angles as shown on Fig. 3.
5. Fold panels ⑥ + ⑦ over flap ⑤ to form a double wall. Fold panel ⑧ back on itself to lock in each corner with panel ④. As shown on Fig. 4. Repeat this on the other side.
6. Once completed the base should look like Fig. 5

