



# Envelope Converting Tips

**HELP US SAVE YOU TIME AND MONEY!  
CALL YOUR CUSTOMER SERVICE REP NOW.**

## • Call Ahead!

To ensure your order gets the care it deserves, call us as early as possible in your process to discuss your envelope.

## • FREE Layouts!

We will need to furnish you with a specialized converting layout to ensure your job can be efficiently converted. Specialized layouts take in to account bleeds, number of envelopes on a sheet, paper weight, quantity, etc... Specialized layouts are free of charge when used for a converting order.

## • Check your registration marks!

We understand that color bars and register marks are important to your pressroom. To ensure that they do not interfere with the converting of your envelopes, keep all registration marks and color bars at least 1/4" from all envelope diecuts.

## • Ink v. Adhesives. Which side are you on?

To ensure that your finished envelopes stay glued shut, we will need to make sure the inks and coatings are pulled away from the areas that need to be glued. Be sure to ask for a specialized envelope layout to guarantee solid adhesive bonds.

## • Please Jog Your Sheets!

Please thoroughly jog your shipment of paper before sending it to WSEC. If sheets arrive at our facility and need to be jogged, there will be a loss of production time, and an additional charge for this service.

## • Call ahead for our current leadtime!

Your order is important to us. So important, that we would like to get it started in our workflow as soon as possible. Contact your Customer Service Representative as early as possible to get your job started.

## • Allow for manufacturing variances!

Please take our manufacturing tolerances into account when designing your envelope. Remember that we cannot hold artwork directly on the scores, and will need at least 1/8" bleed on all artwork that holds directly on the scores. For artwork that requires extremely tight registration, a pre-printed sheet may not be the best option. Call your Customer Service Representative to discuss alternatives.

## • Setup and Spoilage Requirements:

The amount of additional stock required for setup and spoilage will vary depending on the nature of your converting order and the type of stock you need converted. See the chart below for a general guideline. Call your Customer Service Representative to discuss specifics.

Envelope Qty.	Uncoated Offset Paper	C1S	C2S / Translucent
1M - 9M	1M + 20%	1M + 25%	2M + 30%
10M - 24M	1M + 15%	1M + 20%	2M + 20%
25M - 49M	1M + 12%	1M + 15%	2M + 25%
50M - 99M	1M + 10%	1M + 12%	1M + 20%
100M & Up	10%	12%	20%

WISCONSIN DIVISION  
4480 N 132nd St.  
Butler, WI 53007-2099  
262-781-5540  
800-558-0514

KENTUCKY DIVISION  
1347 Jamike Ln.  
Erlanger, KY 41018-3115  
859-283-1300  
800-354-9806

OHIO DIVISION  
6859 Commodore Dr.  
Walbridge, OH 43465-9765  
419-666-7480  
800-835-3734

MINNESOTA DIVISION  
Vadnais Heights Business Center  
980 Berwood Ave. E Suite 400  
Vadnais Hgts, MN 55110-5110  
651-773-8723  
800-366-1721