

## Glossary of Terms

### A

**Adjustable Die:** Moveable blades that can be positioned to produce the size and shape of the envelope blank desired; substitutes for special fixed die where none exists. Also called chisel cut.

**Adjuster:** Person who makes set-up changes on the folding machines and maintains the machine while it runs.

**Anilox Roll:** A ceramic-coated laser engraved roller used in flexographic presses to transfer a controlled film of ink from the ink fountain to the printing plate.

**Anti-Wedge:** See “Feed Friendly”

**APS Side Seam Gumming Pattern:** Is a marketing term for an additional strip of seam adhesive on each side seam on side seam envelopes. See Section 11 - Regular Gumming Standards.

**Art:** Illustration copy used in preparing a job for printing.

**Artline:** Patterns or solids printed on the inside of envelopes to increase opacity. Also called Security Tint. Purpose is for confidentiality of the envelope contents.

**Aspect Ratio:** A USPS® term for describing the length of the envelope divided by the height, where length is the dimension that is parallel to the address.

**Attachments:** Additions to an envelope such as button and string, velcro buttons and etc.

**Augmented Reality (AR) Code:** AR code is a live direct or indirect view of a physical, real-world environment in which elements are augmented (or supplemented) by computer-generated sensory input such as sound, video, graphics or GPS data.

**AutoCAD:** The computer program used to create CAD drawings.

**Avpexine:** a clear and relatively inexpensive plastic material, which is used in the manufacturing of window envelope.

### B

**Back Panel:** The back of the envelope that consists of a large turn up that extends up to the envelope throat on open side envelopes.

**Baler:** A machine, which compresses scrap or waste paper into bales of paper that is sold back to the paper companies for recycling.

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**Banding:** A method of dividing a certain amount of envelopes using paper or elastic bands.

**Bangtail:** A perforated extension to the back panel of a side seam envelope.

**Bankers Flap:** A longer, bowed or contoured flap that contributes to the elegance of a bank envelope.

**Baronial / Announcement Envelope:** Envelope with a pointed v-shaped flap and deep throat on the envelope, used primarily for cards and formal invitations.

**Base Price:** The base price in the envelope price book is the 250M price, which is the basis on which percentages are added to or subtracted from, depending on quantity purchased.

**Basis Weight:** The weight in pounds of a ream (500) sheets of paper cut to a given standard size for that grade. E.g. 500 11" x 17" sheets of 24lb. White Wove weighs 24lbs.

**Best Cutting:** The sheet size and number of blanks out that uses the least amount of paper.

**Blank:** Paper that is cut into an unformed envelope shape. When folded, the blank becomes the desired envelope.

**Blank Converting Press:** An envelope folding press that uses die cut paper in the form of an envelope that is folded and glued.

**Blank Shaping:** Feeding a sheet of paper into an envelope machine and cutting it into the shape of an envelope blank. This ability can modify existing envelope blanks into new shapes and sizes. The manner in which this is accomplished is by using specially designed panel cutter dies. Consult Engineering for possible applications.

**Blanket:** A rubber coated pad, mounted on a cylinder of an offset press that receives the inked image from the plate and transfers it to the paper.

**Blanket Wash:** Solvent used to clean the blanket.

**Bleed :** An extra amount of printed image, which extends beyond the trim edge of the sheet or blank or over the folded edge of an envelope.

**Blind Embossing:** A design that is stamped without ink or foil and yields a raised effect in text or an image.

**Blocking:** An unwanted adhesion between contacting paper surfaces.

**Blue Line:** A type of proof made from a negative in which the printed areas show up as blue after exposure. Also called a dylux proof.

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**Bond:** Premium paper grade. Some may have rag (fabric) content. It may also be watermarked.

**Booklet Style:** An open-side envelope style with two-side seam construction. Typically larger than 5" x 8". Also called a pictorial style.

**Bottom Flap:** The flap that seals the bottom portion of an open end catalog envelope.

**Box Envelope:** Similar to a gusset envelope but the expansion is folded outwards.

**Business Reply Envelope (BRE):** Courtesy envelope printed with issuer's return address, used to facilitate the return of mail to a company.

**Break Out:** Splitting, or breaking of the paper at a given point or points around the outside of the die as the latter is forced through lift during cutting. This can be done with attaching a chisel to the die or by placing the die at the edge of the paper. This process will ensure good die cutting.

**Brightness:** The amount of light reflected from the surface of the paper. Brightness is measured on a percentage scale, where 100 represents the amount of light reflected by pure magnesium oxide from a specially calibrated blue light. White wove is typically 90 brightness.

**Bulk Pack:** A corrugated box for packaging envelopes in quantities ranging from 1,000 – 2,500.

**Burn:** In plate making, a common term used for plate exposure.

**Button & String:** Attachment made to the flap and back panel of a folded envelope. A button is affixed to the body of the envelope and a string and second button is affixed to the flap. Brass eyelets hold the buttons, string and reinforcing patches to the envelope. This allows the users to close the envelope by wrapping the string around the button. This type of closure can be re-used several times. Called string & button in the U.S.

## C

**C1S:** Abbreviation for paper that is coated one side.

**C2S:** Abbreviation for paper that is coated two sides.

**CAD Drawings:** Computer drawings of dies, layouts and template designs.

**Calendarized Paper:** A type of paper with a smooth, "hard" finish. Ideal for heavy ink designs and 4-color image processes.

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**Caliper:** A measurement of the thickness of paper, usually expressed to the nearest 1/1000 of an inch. The measurement is made by inserting a sample of the paper between the jaws of a caliper, tightening it and reading the thickness from the dial.

**Cam:** A mechanical linkage used in transforming rotary motion into linear motion or vice versa.

**Camera Ready:** Artwork that needs no additional work or clean up before being photographed for printing purposes. Refers to good, clean, flat copy, printed in black on white paper. Antiquated technology-replaced by digital art.

**Catalogue Style:** An envelope style with open end, center and bottom seam construction. Usually larger than 4" x 6.5."

**Carton:** The box used for packaging envelopes.

**Center Seam:** The permanent seam that joins the two side flaps together at the center of the envelope, running from the bottom of the envelope to the throat of the envelope. Most commonly seen on an Open End envelope.

**Central Impression Print Cylinder:** A single cylinder that supports the paper as it contacts adjacent digital printing plates, yielding tighter print registration, finer screens and print resolution. They are used in multi-color, Enhanced Flexography printing presses for more elaborate, high-quality images.

**Cheetah:** A machine that applies remoistenable pressure seal or peel & seal to made up envelopes.

**Chevrons:** Generally placed on BRE. They denote to the post office that return mail postage is paid by the receiver. Used in conjunction with a postal permit.

**Choke:** Trapping a colour; closing the open spaces in a graphic to be filled with another colour.

**Clasp:** A type of closure secured to the back side of the envelope with a small reinforced hole punched in the flap to join and secure the clasp in place.

**Closed Face:** An envelope with no window. Also called a Regular Envelope.

**Close Registration:** The close alignment of two or more print colours to form a complete image. Close registration tends to increase the set-up time before printing due to exacting tolerances. Even a slight misalignment is readily noticeable.

**Closure:** Methods of securing the seal flap to the back of the envelope.

**CMYK:** Abbreviation for Cyan, Magenta, Yellow and Key (black), 4-colour process.

**Coated Paper:** Paper manufactured with clay or other coating, normally to improve printing characteristics or to add gloss to the stock.

**Coating:** A coating that is applied to a substrate during sheet fed printing to assist in preservation of the artwork, such as a varnish or aqueous coating.

**Coin Envelopes:** Small open-end envelopes, usually smaller than 4" x 6.5 ".

**Colour Key:** Made up of a series of transparencies containing the colour breakdown of each colour in the image. When these transparencies are placed in registration on top of each other the full colour representation of the image is obtained.

**Colour Separation:** The process of separating a colour image into a series of single colour (cyan, yellow, magenta and black) images that will be used as negatives. Printed on top of one another the colour separations create a full colour image.

**Colour Wash:** The process of overlaying ink over the entire substrate. Can also be called a flood coat or paint job.

**Combination Layout:** For outside litho printing, when more than one copy is printed on the same sheet to save additional cost of litho plates and extra make ready.

**Commercial Envelope:** Open side envelope with a commercial-style flap. Sometimes referred to as an "official" envelope.

**Commercial Flap:** A common bowed or contoured flap with angled shoulders and a scooped throat.

**Consecutive Numbering:** A printing process where each envelope is sequentially numbered in 1, 2 or more locations.

**Converting Only:** A term used to describe orders in which the customer supplies the paper (plain or pre-printed) to be used in the manufacturing of the envelope.

**Copy:** Any furnished material including art and text submitted for reproduction. Also used to refer to the final printed result.

**Corner Card ("CC"):** It refers to the area of the envelope in the upper left-hand corner. It usually identifies the logo, name and/or address of the sender.

**Corrugated Cardboard:** A piece of cardboard used to separate envelopes down the middle of a carton. E.g. envelopes boxed in 1000's with two rows of 500 the cardboard will be between the two rows. Also used for protecting the cartons on a pallet, the cardboard will be placed on the corners of the outside boxes to prevent them from being damaged during

shipping.

**Cotton Fibre Content:** Paper containing cotton fibre usually 20 to 100% rag or cotton content. Used for letterheads, stock certificates, currency exchange, etc. Cotton fibre paper is used primarily when a high-quality product is required. Cotton fibre content is usually recycled and, therefore, its paper and envelopes can be imprinted with a recyclable Mobius loop.

**Counter Ejector:** A machine or part of a machine that pushes the finished carton from the die after it's been cut.

**Courtesy Reply Mail (CRM):** A pre-printed, self-addressed postcard or envelope that a business or organization sends to a recipient, who is responsible for postage if the mailpiece is sent back to the business or organization. The purpose of CRM is to move the mailpiece through mail system with high-speed automation equipment.

**Courtesy Window:** Carries a message in the window. When insert is removed from envelope, the message can be read. For example: "Thank you" .

**Coverage:** The surface area covered by a given quantity of ink. Expressed as a percentage or square inches.

**Crash Lock Bottom:** A carton design where the bottom panels lock into place without the need for adhesive.

**Crop:** To eliminate unwanted portions of the copy, usually on a photograph or plate indicated on the original by "crop marks".

**Crop Marks:** Markings on the outer edges of artwork indicating the area to be printed.

**Crossback:** Style of a die cut open side envelope where the seams run from the bottom corners to near the center of the envelope. Called diagonal seam in the U.S.

**Cross Grain:** The paper grain runs diagonally across the envelope; paper grain that runs 90 degrees to the machine direction.

**Customer #:** The identifier belonging to a particular customer.

**Customer Order:** A term that is used to describe customers' need for our product or service.

**Cut-off Knives:** Flexible (or high) dies that are mounted on a revolving cylinder that separates the envelope from the flap to the throat from a web roll.

**Cycle Time:** The total time required for a sequence of operations to complete in the process of working on a part, product, or service. Includes the time required for walking,

loading/unloading, inspection, etc.

## D

**Dandy Roll:** A wire mesh roll located on the wet end of a paper machine used to mark paper with a finish or watermark.

**Deckle Edge:** Refers to the feathered edge on paper produced when wet fibres are distorted on the edge of the web by a jet of water, air or suction. Deliberately manufactured for aesthetic purposes, a deckle edge is found on formal stationery and announcements.

**Density:** The degree of darkness of a photographic image.

**Diagonal Side Seam:** A seam running diagonally across the back of the envelope.

**Diameter:** The distance from side to side passing through the centre of a cylinder. Also used to refer to a set-up parameter, which produces the blank length on a web folding machine.

**Die:** A sharp steel pattern used to cut paper.

**Die Cutting:** Process by which a steel die is used to cut paper into a variety of shapes and sizes to produce envelope blanks.

**Die In Head:** Die press used for adjustable die cutting.

**Digital Printing:** Printing method that produces prints directly from a digital file rather than a plate.

**Digital Printing Plates:** Digital printing plates allow for better, tighter print registration and finer screens.

**Distortion Copy:** Copy, which is intentionally distorted in preparation, in order to compensate for changes that may occur in subsequent processes. Flexo photopolymer plates require such allowances to compensate for plate stretching when mounted on a machine.

**Docket:** A term used to provide specifications of a customers order, such as quantity, required date and size of envelope. Also the work order is a tool for production so the operator can prepare all the materials needed and the adjuster can set up on the machine.

**Doctor Blade:** A thin metal or plastic blade that removes excess ink from the surface of the Anilox roll.

**Dot:** The individual printing element of a half tone.

**Dot Gain:** The increase in size of a dot from the film to the printed surface.

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**Dots Per Inch (DPI):** A measure of printing resolution, indicating how many dots can be placed in a line within the span of 1 inch.

**Double Score:** A second score at the seal flap of an envelope to allow for bulky contents.

**Double Mount:** A panel cutter that performs two cutting operations at the same time, such as two windows or a window and a perforation.

**Double Side Seam:** A type of seam on an open side envelope where the seams tuck underneath the back panel.

**Drill:** A machine that drills 1 to 4 holes in line on made up envelopes.

**Dust Flaps:** Small flaps found inside the main flaps of a carton, often used to prevent dust or contaminants from entering.

**Dyes:** Coloring materials that are soluble in an ink vehicle.

**Dylux:** See “Blue Line”.

## E

**E-CAM:** An electro-mechanical device used to match surface speeds of different diameters.

**Ear:** Protrusions from the corners of a poorly folded envelope.

**Easy-Open Envelope:** An envelope with a tear strip on the short side to provide an easy opening for the removal of its contents.

**Ecologo:** A Canadian registered recycled content certification symbol.

**E-docket:** SupremeX order entry system.

**Embossing:** A term used to describe a raised or depressed sign, which is created by passing the paper between an engraved roller or plate and another roller or by pressure between strong and coarse fabrics. This process is used for decorative purposes and is generally applied to book, writing and covered papers.

**Enhanced Servo Flexo:** Is a marketing term for the improved registration that can be achieved using servo driven print units.

**Envelope Die:** Sharp steel die used for cutting envelope blanks.

**Envelope Design:** A computer program used to design envelopes and envelope layouts in conjunction with AUTOCAD.

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**Envelope with Foil:** An envelope with foil features both spot and full coverage layers of shiny, aluminum on the envelope. In direct mail applications, spot foil coverage is often used for logos or to highlight special offers while full foil coverage is to enhance the entire look of the mailpiece.

**EPS:** (Encapsulated Postscript File) a computer graphics file format developed by Adobe Systems. EPS is the preferred format for many computer illustrations, because of its efficient use of memory and fine colour control. (Pre-press)

**Estimate:** The calculation of all expenses required to manufacture an order. The estimates include all materials used, machine rates and labour hours to determine an accurate cost to produce a specific envelope.

**Estimate Request:** A form that is provided through the C.O.T. program by sales to the estimator that provides the specifications required in producing an estimate.

**Expansion Envelope:** An envelope with gussets that allow it to expand to hold things like books, binders, manuscripts and other bulky items.

**Expansion Score:** A prepared line on the side seam of an Expansion Envelope to allow it to hold more content.

**External Set Up Time:** Time spent converting from one product production setup to another while production is in progress.

## F

**Face:** The address, or non-insertable, side of an envelope.

**Fades:** See Vignettes.

**Fanning:** A process of flipping the envelopes to check the quality of the envelopes. Items checked include: Sides not straight, folds not in right places, edges dented, ears and holes at corners, grease spots, roller marks, smeared printing, window crooked, patch windows.

**Feed:** A section of a folding machine or printing press where paper (blanks or envelopes) first enters the machine.

**Feed Friendly:** The bottom fold is designed to be slightly double folded to increase the thickness of the envelope. This ensures that the envelopes stack well in the feeders of inserting machines. Previously referred to as “Anti Wedge” or “Stay Flat”.

**Felt Side:** The topside of the sheet in paper manufacturing. This is the preferable side for printing and for the outside of the envelope. The felt side is opposite the wire side.

**Film:** Thin plastic sheet; a term used for material to cover windows such as tricite, glassine

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or plastic. Film is also another term for a printing negative.

**Finish:** A finish is one of the most important physical properties of paper. It describes surface, contour and other characteristics.

- **Antique:** a rough paper finish.
- **Cockle:** a ripple-like finish.
- **Felt:** a woven look created on the foudriner section of a paper machine by using felts of a distinctive weave.
- **Gloss:** a smooth paper finish with a shiny or lustrous appearance.
- **Laid:** lines normally running in the machine direction and across it in some cases, created by a dandy roll.
- **Matte:** a low-gloss finish.
- **Vellum:** a fine, toothy surface resembling parchment.
- **Wove:** a finish smoother than vellum but very similar to vellum.

**First Class Mailers:** The “green-edged” envelope that historically received preferential treatment over other mail. Canada Post no longer recognizes the green edges.

**Fitments:** Additional components, like plastic holders, inside the carton to hold or secure the product.

**Five S's:** A method of workplace organization and visual controls developed by Hiroyuki Hirano. Japanese "S" English "S"

Seiri (Organization) Seiton (Tidiness) Seiso (Purity) Seiketso (Cleanliness) Shitsuke (Discipline) Sort Set in Order Shine Standardize Sustain

**Flaps:** Side flaps are the sides of the envelopes and the bottom flap is the part that folds up to meet the seal flap. The seal flap has the seal gum on it and is used to close or seal the envelope.

**Flat Sheet Litho:** A process that has been outsourced to a lithographer to provide us with printed stock.

**Flats:** A postal term which identifies envelopes larger than 5.875” by 9.625”, but less than or equal to 10.625” by 14.75” and less than or equal to .75” thick.

**Flexible Dies:** Thin metal plate with a raised cutting edge, flexible enough to be mounted on a revolving cylinder for the purpose of cutting paper into a predetermined shape. Used for windows and the profile of the web blanks.

**Flexo printing:** Flexography. Rotary letterpress printing that uses flexible photopolymer plates and fast drying water-based inks.

**Flip’N’Seal Envelope:** An envelope with two strips of PPS gum, one on the flap and the other on the “flip” found on the back panel. Allows the user to turn over the “flip” and seal the

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envelope to the flap without moistening the adhesive.

**Flush Cut:** To cut flush means to cut the top flap off of the envelope.

**FOB:** (Free on Board) This is the point where title of goods passes from seller to buyer. This is usually the city of the Purchase from or Ship To address, but could also be an intermediate shipping point.

**Foil Liner:** A metallic-colored lining placed on the inner part of the flap.

**Fold:** Any folded edge of the envelope. Generally called a side, top or bottom fold.

**Font:** Styles of type. Hundreds of unique styles that can be used in different sizes. E.g. Times New Roman, Arial, Helvetica, etc.

**Fountain:** The ink reservoir on a printing press.

**Four Colour Process:** Printing with cyan, yellow, magenta and black colour inks using screens to create all other colours. (CMYK)

**Full Seal Gum:** Seal gum that covers the entire seal edge of the envelope without splits.

## G

**Gang:** To group multiple jobs on one print sheet to save on printing costs.

**Glassine:** Cellulose window covering material. It is made of very thin & transparent paper fibres. This material is subject to alteration and does not have a very long shelf life.

**Gloss:** Ability of a surface to reflect light.

**Gluing:** The application of adhesive to hold the carton's shape once it's folded.

**Graduated Screen:** An area of image where halftones dots range continuously from one density to another. (Note: Current range 5% dot- 100% solid with a line screen value of 85-100 line.)

**Grain:** The arrangement or direction of fibres in paper. "With the grain" means the fibres are laid parallel to the direction of the paper machine. "Across the grain" means fibres are laid perpendicular to the direction of the paper machine.

**Gripper:** The metal clamps that grasp and hold sheets in position as they travel through a sheet-fed printing press. Also refers to the reference edge of a layout, film flat or print plate that corresponds to the sheet edge held by the grippers on the press.

**Guide:** The side of a sheet at right angles to the gripper edge that is used to control the lateral (side-to-side) position of the sheet as it travels through the press.

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**Guillotine:** A cutting machine in which the cut is made by a long knife that descends vertically on the material that is to be cut. Also called a “straight knife”.

**Gum:** The glue used in envelope manufacturing. There are many different uses for gum; each one serves a purpose in forming the envelope.

- **Back Gum:** The adhesive used to create a permanent seal on the seam overlap.
- **Patch Gum:** Glue used to attach the window patch to the envelope.
- **Seam Gum:** Gum used to glue the seams of the envelope together.

**Gusset:** An accordion style envelope that when expanded (typically 1”) accommodates bulky mail. Called expansion in the U.S.

## H

**Halftone:** An image that is formed by using dots of various sizes and shapes. In printing, continuous-tone art (such as photography) is reproduced using halftones, which are either created by photographing the original artwork through a screen or by manipulating the image on a computer. Creates the image of continuous tone when seen from a distance.

**Hand fold:** A department in the plant that folds envelopes by hand. This applies to very small orders that our machines cannot handle.

**Hickey:** A piece of foreign matter in paper. In offset lithography, an imperfection in presswork due to things such as dirt on the press or hardened specks of ink.

**High Dies:** A die made of solid steel. Refers to envelope dies, panel cutters and window dies.

**High-gloss Ink:** Ink that contains special resins and varnishes that produces a glossy appearance when dry.

**Hole:** Usually develops on the corners of the envelope when the envelope is not folded properly.

**HP:** Manual hydraulic press for cutting envelope blanks.

## I

**ID:** Inside diameter. Also known as Inside dimension for proxy pocket interior size.

**IDM:** Inter-Department Mail. Re-useable envelopes for internal office use.

**Imposition:** The arrangement of pages on a printer's sheet to ensure they are in the correct order after the sheet is printed and folded.

**Impression:** The image transferred from the printing plate to the paper. Also refers to the

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number of envelopes printed on a flat sheet.

**Impression Cylinder:** The cylinder on a press that presses the material being printed against the printing plate, cylinder or blanket thus forming an image.

**Indicia:** A postal permit pre-printed on the upper right hand corner of the envelope indicating that a fee has been paid to obtain special mailing privileges. On outside envelopes it shows the class of mail and the customer contract number with Canada Post. On BRE envelopes it indicates that return post is being paid by the receiver not the sender and shows the Canada Post contract number.

**In-line Printing:** Flexo printing done on an envelope-folding machine at the same time that the envelope is being made.

**Insert:**

- 1) A piece of corrugated cardboard cut to the same size as a specified envelope and used vertically in a carton to provide spacing and to prevent warping.
- 2) A form, document, flyer that is stuffed into an envelope.

**Inserter:** A machine that automatically stuffs envelopes.

**Inspector/Operator:** Person who operates an envelope-folding machine.

**Involvement Devices:** An engaging envelope feature that can help increase customer attention and response.

**Internal Set Up Time:** Time spent converting from one product production setup to another while production is stopped.

## J

**Jet Printing:** Offset printing on folded envelopes, typically done on "JET" brand printing presses.

**Jobber:** A reseller that sells to printers and consumers.

**Jogging:** Straightening the paper before placing it into the machine feed or die press.

**JPEG:** (Joint Photographic Electronic Group) a common standard for compressing image data for electronic delivery. JPEG is not commonly used in printing because of data loss, which leads to degraded images.

**Just In Time (JIT):** Producing the product at the correct time in the correct amount, to meet the customer's requirements - No More; No Less. The opposite of Just-In-Time is "Just-In-Case"; avoid this temptation.

## K

**Kaizen:** The Japanese word for continuous improvement to eliminate waste. As the name implies, with continuous improvement you are never done; even the improvement can be improved.

**Kanban:** A visual pull system for parts usage, used to create and ensure minimum levels of WIP and inventory. It is a methodology that supports or enables JIT, cells, lean production or any type of pull system. A Kanban means a card or container that signals what product needs to be made and in what quantity.

**Kangaroo Pocket:** Is a small pocket inside an envelope that has a perf so it can be detached from the envelope. For example, photo wallets consist of 2 pockets: the larger pocket holds the photographs and the smaller pocket holds the negatives - this smaller pocket is perforated, therefore, one is able to detach this pocket from the envelope

**Knotched Back Seam Gum:** Typically used on crossback envelopes that have “Full Seal Gum”. The back seam is knotted in the area where the seal gum overlaps the back panel. This configuration will prevent blocking between the seal flap and the back panel due to moisture from the back-seam gum.

**Kraft Paper:** Paper formed of pulp created by cooking the wood chips in liquor made chiefly of sodium sulphate. The resultant pulp may be bleached or unbleached and is noted for its strength of fibre. When applied to pulp, the word kraft is used interchangeably with the word sulphate.

## L

**Labels:** Placed on cartons to identify the customer, the work order number, form number (if applicable), envelope size, type of paper used and any additional information that the customer has requested to show on the label.

**Lacquer or Varnish:** Coatings over printing to protect the print and increase gloss.

**Laser Friendly Gum:** An envelope manufactured using this type of adhesive can be put through a laser printer and not be adversely affected by the high heat.

**Latex Gum:** Rubber based self-sticking flap adhesive-can be permanent or resealable.

**Lay Flat:** A term describing how envelopes are packed in the boxes. Lay flat means the envelope lays with the face or back of the envelope on the bottom rather than the envelopes packed with the side fold against the bottom of the box.

**Layout:** A diagram of paper indicating the pattern that blanks are to be cut, allowing for

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break between blanks.

**Lay Sheet:** A lay sheet contains the following information:

- Sheet size, including gripper and guide
- Proper layout with registration marks for die cut locations.
- Bleeds (printing copy must either stop short of score lines by 3/16" or exceed past the score line by 3/16")
- Gum area (printing copy must not enter seal gum or gum side areas).

**Lead Edge:** Bottom edge of the envelope blank that is the first portion to go through the folding machine.

**Lead Time:** The time that is required from receipt of order until shipped to the customer.

**Lift:** A stack of paper, usually 2"-3". Used to feed a die press.

**Lift Note:** A short letter or note from someone other than the author of the letter in a direct mail package. It could be from an editor, manager, company president, expert or creator of the product or service.

**Line Art:** Artwork that contains no grays or middle tones. Any drawing that can be printed without the use of halftones.

**Liner:** A paper or foil covering placed on the inside of an envelope.

**Litho:** Short form for offset lithography, a method of printing.

**Litho Laminating:** A process where a printed sheet (usually lithographic print) is glued to corrugated or solid board.

**Litho Layout:** A layout used to indicate the placement of film for flat-sheet litho printing. Also indicates the gripper and guide.

**Location:** Location within the selected warehouse where the part is stored.

**Loose Fold:** When an envelope die is not available and a substitute die is used. The envelope is folded to the required size. Loose fold envelopes are folded to make the envelope larger and may have holes in the corners.

## M

**M:** Abbreviation for a quantity of 1,000 (sheets of paper or envelopes). Derived from Roman numerals.

**M Weight:** The weight, in pounds, of one thousand sheets of a given grade of paper in a given size.

**MacIntyre Corners:** Found on some side seam style envelopes. Notches are made on the back panel or turn up to expose the top of two side seam shoulders to facilitate automatic insertion on some machinery.

**Machine Press:** A printing press that is native to the envelope converting machine.

**Made-Up Envelope:** Term to indicate envelopes that have already been folded.

**Mail-Lites:** A brand name for a padded kraft-shipping bag whose insides are lined with plastic bubbles to provide added protection for its contents.

**Making Only:** See Converting Only

**Make-ready:** The preparatory processes or setups, including adjustments to the press, before the final print run.

**Master Carton:** A corrugated container designed to hold several smaller boxes.

**Matte Finish:** A semi-gloss paper finish.

**Mechanical Inserter:** A machine that inserts material into an envelope.

**Metal Clasp:** A type of closure that uses a metal clasp attached to the body of the envelope which is passed through a reinforced hole in the seal flap and spread to hold the envelope closed. Can be opened and closed several times before breaking.

**Metallic Ink:** Ink that uses metallic powders, such as aluminum and bronze, mixed with a proper varnish to produce print images with metallic luster.

**Metallic Paper:** Paper that is covered with an aluminum layer that provides shine, gloss and an attractive metal look. Metallic paper is available in various colors, finishes (e.g. holographic), recyclable and printable (i.e. offset lithography or flexography) for direct mail applications.

**M.I.C.R.:** Magnetic Ink Character Recognition

**Mobius Loop:** A recycling or recyclable symbol.

**Mock-up:** A sample envelope created with accurate window positions and print – usually made for customers.

**MUDA:** The Japanese word for waste or any activity that does not add value to the customer.

## N

**Negatives:** A photographic image of originals in reverse from that of the original copy. Dark

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areas appear light and vice versa. Also called film.

**New Order:** An envelope configuration-print, size, style, etc. not previously produced.

**Non-Value Adding Activity (NVA):** An activity that adds cost but no value. Also known as waste. NVA is usually divided into seven categories: motion, delays, material handling, making defects, over processing, overproducing, and storing inventory. It is an activity that the customer is not willing to pay for.

**Number Out:** Refers to the number of envelope blanks that can be cut from a given sheet size.

**Number Up:** Refers to the number of images printed on a sheet.

## O

**Octavo:** Term refers to the shape of the envelope. This crossback, invitation envelope is stocked in three specific sizes (small, medium and large).

**OD:** Outside diameter.

**Offset:** Occurs when the ink from a printed envelope or sheet rubs off or marks the next envelope or sheet as it is being delivered. Also referred to as “set-off.”

**Offset Lithography:** A type of printing process that uses an intermediate blanket cylinder to transfer an image from the plate to the paper.

**Offset Paper:** Coated or uncoated papers available in several finishes. Generally refers to paper that is manufactured specifically for use on offset printing presses. It is characterized by smoothness, cleanliness, pick-up resistance and relative freedom from curl.

**Offset Printing:** A method where the inked image is transferred (or “offset”) from a plate to a rubber blanket, then to the printing surface.

**One-Piece Flow:** Moving the product through each operation (both in manufacturing and in the office) as a single part, never handled in batches.

**One-Up:** Printing on one-side of a made-up envelope. In terms of plate making or film, refers to one image per plate.

**Opacity:** The amount of light that is inhibited from penetrating through paper. Normal envelope papers are between 82% and 87% opaque.

**Open-End Envelope:** An envelope with the opening on the short side.

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**Open-Side Envelope:** An envelope with the opening on the long side.

**Order #:** The unique alphanumeric identifier for every order.

**Original Sample:** A sample stamped “original sample” with information to be used with the work order to manufacture products.

**Outlook Window:** A window without a covering.

**Outside Litho:** A printing contract to an outside supplier. Sheets or envelopes can be delivered for printing.

**Outside Side Seams:** An envelope with side seams that are on the outside of the envelope. This helps inserts from catching the side seam and preventing the contents from being damaged.

**Overprint:** Printed envelopes that have additional printing added at a later date.

**Overruns:** Goods produced in excess of the specified quantity. Due to machine speeds and/or set-up, overruns or under runs are unavoidable on special making orders. Percent over or under varies with the size of the order, and is less on larger runs.

**Overs/Unders:** Allowable variance in customer order quantity. Standard is 10% over or under unless specified otherwise. Also called quantity tolerance.

## P

**Packing:** Filling the carton with the number of envelopes desired by the customer as the machine folds the envelopes.

**Packing Slip:** A manufacturing object that is linked to a customer order and records shipment and return dates and quantities.

**Pallet:** A wooden platform used for transportation of finished goods and raw materials.

**Panel Cutter:** The die that cuts out the envelope window, perforation and/or holes. Can be a flexible die or a high die.

**Pantone® Matching System (PMS):** PMS is a color matching system for selecting ink colors for coated and uncoated papers.

**Patch Gum:** Adhesive that adheres to the window patch.

**PDF:** (Portable Document Format) a proprietary computer format developed by Adobe Systems for the transfer of designs across multiple computer platforms. Used for proofing.

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**Peel & Seal:** A type of flap closure activated by removing a release strip of paper that covers the flap gum. Once exposed the gum will seal to the envelope.

**Perfect:** Printing the front and back of the made-up envelope or flat sheet at the same time on the printing press.

**Perforation:** A series of small holes made along a portion of the envelope, usually the flap, to facilitate tearing. Commonly used for bangtail or jewellery repair envelopes.

**Permanent Pressure Seal (PPS Gum):** A type of latex adhesive applied in two strips to make the envelope self-sealing. The seal is made when the strip on the flap makes contact with the strip on the body of the envelope.

**Photopolymer Plates:** A relief printing plate made of light sensitive flexible plastic and most often used in flexography.

**PHP:** Programmed Hydraulic Press-Envelope cutting press whose cut positions are programmed.

**Pica:** Unit of measure principally used in type setting. One pica equals approximately 1/6 of an inch.

**Placement Seal:** Adhesive seal gum that is not rolled on at the edge of the flap. Placement seal gum is placed between the flap score and the edge of the flap. Also called time seal.

**Plastic:** Window covering material made from polystyrene (plastic).

**Plate:** A reversed impression photograph cooked into a piece of metal or photopolymer that creates the printing impression in either the offset or flexo processes.

**Plate Cylinder:** The cylinder of a press in which the plate is mounted.

**Platemark:** Occurs when the edge of the plate is inadvertently printed on the envelope.

**PMS:** Pantone Matching System. Colour formulas and swatches identified by numbers and are used to verify colour accuracy of the ink.

**POD:** Proof of Delivery. A document provided by a transport company to confirm the delivery of goods to the appropriate destination.

**Point:** Unit of measure principally used in typesetting. One point is equal to 1/72 of an inch. Most often used to indicate the size of type.

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**Point Of Use System (POUS):** A manufacturing strategy for positioning required resources at the site of production.

**Policy Envelope:** An open end envelope with the same dimensions as a #10 through #14 commercial envelope.

**Polymer Plates:** Flexible, direct impression printing plates that are attached to rollers on the envelope machine. Modern polymer plates are thin, yielding crisp imaging and precise registration control.

**Polystyrene:** A translucent envelope window made from petroleum-based products. Filmview and trycite are two types of polystyrene window film.

**POM:** Printed on machine.

**Post-Consumer Content:** The percentage of recycling materials that have been collected from schools, offices and homes and used by the consumer. The content is deinked and repulped for use in the papermaking process.

**Powder Seal:** Additional paper in the folding corners of the envelope that ensures the contents cannot come out of the envelope.

**Pre-Press:** Term for work done to prepare copy for negatives and printing plates.

**Preprint:** Printing on the paperboard before it's converted into a carton.

**Profile Knives:** Flexible or (high) dies that are mounted on a revolving cylinder that cut the sides of the envelope from a web of paper.

**Proof:** A prototype of the printed job that is made up for customer inspection and approval.

**Process Colour:** Halftone colour printing created by the colour separation process in which a piece of copy is broken down to the four process colours (cyan, yellow, magenta and black) to produce individual halftones. These are recombined at the press to produce the complete range of colours of the original.

**Proxy Patch:** Patch paper that is glued on one or two sides to separate an envelope into two sections.

**Proxy Pocket:** Patch paper that is glued on three sides forming a pocket on the inside of an envelope.

**Pull Gear:** A gear that determines the length of paper used per each revolution of the machine (repeat length). Referred to by it's diameter or number of teeth.

**Pull System:** The production of items only when there is an actual demand for them from a

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customer (internal and external). The demand of that customer pulls them into the production process.

## Q

**QR Code:** A code consisting of an array of squares that can be scanned and machine read. QR codes are typically used for storing URLs and other information for reading after scanned by a smartphone camera.

**Quality At The Source:** A quality assurance philosophy that places responsibility for meeting customer specifications and standards at the point of manufacture.

**Quantity Shipped:** The amount of envelopes shipped to the customer.

**Quick Changeover (CVO):** The process by which machine dies and tooling for making one product are removed at the end of a production run and replaced with the dies and tooling for a new product. This process is also known as single-minute exchange of dies (SMED).

## R

**Radiation Ink:** A type of ink developed to dry instantly. Must be properly handled due to its potential dermal toxicological effects. Ultraviolet ink (UV) and electronic beam (EB) ink are types of radiation inks.

**RE:** Reasonable Expectancy. The number of envelopes that are expected to be folded or printed per hour on a specific machine. The RE is affected by size of the envelope, size of the order, type of paper, window, printing and other factors.

**Ream:** A ream of paper is 500 sheets. (For envelope grade of paper).

**Recycled Paper:** Paper that has some portion of fibres from papers, which have previously been used. While not definitive, 50%-recycled fibre is a usual threshold to call paper recycled.

**Registration:** The precision of alignment of the different coloured inks as they are applied to paper.

**Registration Marks:** Small reference patterns, guides or crosses placed on film and plates to aid in colour registration and correct alignment of different colours on the press.

**Regular Envelope:** An envelope with no window. Also called Closed Face.

**Remittance Flap:** Flap style that is used on remittance envelopes. The flap is tapered and is longer than a regular flap and requires three-side roll on gumming if it's being mailed.

**Remoistenable Adhesive:** Most common flap adhesive that requires moisture, such as

licking, to activate.

**Repeat Length:** The overall length from seal to bottom flap of a web style envelope blank measured along the centerline. Repeat length is determined by the diameter of the cylinder or the gear tooth number on a web machine.

**Repeat Order:** An order whose specifications are the same as a previous order although there might be a change in the quantity or price.

**Repeat with Changes:** An order that has changes to the paper, and/or window and/or packaging. e.g. an order stays the same as the previous except for the print (copy colour).

**Reverse:** Type or artwork, which is reproduced as an unprinted area against a dark printed background.

**Reverse Flap:** An envelope whose print or window position is oriented on the envelope with the flap to the bottom.

**Reverse Tuck End:** A type of carton where one main flap tucks in from the front and the other from the back.

**Rework:** Additional operation that is performed to internal or complete work orders.

**Round Trip Mailer:** An envelope that serves as both the outgoing and return envelope. This unique, patented design is viewed as "environmentally friendly" as well as price and space competitive.

**RPM:** Revolutions per minute. This is the speed that the machine runs at.

**Run Time:** The amount of time it would take to complete a certain quantity of envelopes at a set RE, not including set up time.

**Run Type:** Expressed as Pcs/Hr or Pcs/Min.

- Pcs/Hr: Run time is expressed in pieces per hour.

- Pcs/Min: Run time is expressed in pieces per minute.

## S

**Saddle Stitching:** A method of binding where the folded pages are stitched through the spine with wire staples.

**Safety Fold:** The top & bottom fold are scored & folded on the body of the envelope, not on the normal envelope corners.

**Sample:** See original sample.

**Scan:** To convert an image from visible tactile form to an electric description.

**Score:** To make an impression or a partial cut in an envelope for the purpose of facilitating folding, bending, creasing or tearing.

**Screen:** A series of halftone dots. The screen size is designated by the number of halftone dots in one linear inch of perpendicular or horizontal ruling.

**Seal Flap:** The area above the score that folds to close the envelope.

**Seal Gum:** Used by the consumer to seal the envelope closed. The most common seal gum is remoistenable. Seal gum can be full seal or split seal. Called back seal in the U.S.

**Seam:** The paper of the envelope is glued together, i.e. Centre Seam, Crossback or Side Seams.

- **Centre Seam:** Located approximately in the centre of open end envelopes
- **Crossback:** Seams running from the bottom corners to near the centre of the envelope.
- **Side Seams (Pictorial):** The narrow fold (.5" to 1") on the edges of open side envelopes to which the back panel is glued.

**Security Tint:** See Artline.

**Securolope - Security Side Seam Gumming:** Is a marketing term for an additional strip of seam adhesive on each seam of a web or side seam envelope.

**Separations:** Separate film or stats for each colour, which is to be printed. Registration marks are used to indicate the proper position and alignment for each colour.

**Servo Motor:** An intelligent motor that is commonly used to replace gear driven machines. These motors are superior in accuracy, reliability, and precision.

**Share Mail®:** A USPS offering and form of direct mail that provides a mechanism for businesses and organizations to share information with their customers that can be forwarded on to their customers and other parties without having to affix a stamp. Postage is paid by the account holder who produces and shares the letter or postcard Share Mail mailpiece. Formerly known as Alternate Postage.

**Sheeter:** A machine that cuts paper from large paper rolls into sheets of paper, so the sheets can be die cut.

**Shooter:** A device that automatically places tabs during folding-See Tabbings.

**Shoulder:** The top edge of the inner side seams of the envelope.

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**Side Seam:** A seam that seals the insertable or back side of the envelope when folded. Side seams can be diagonal or perpendicular to the envelope opening. See Double Side Seam.

**Skew:** Slightly crooked, not square.

**Skiving:** Removing a thin layer from the edge of the board, often to create a better adhesive surface.

**SKU:** Stock keeping unit. Mandatory quantity per carton as specified by the customer.

**Solvent:** A petroleum product used to clean.

**Specialty Paper:** Papers that are available in a variety of colors, finishes, textures and weights.

**Split Seal Gum:** Primarily where the flap lays on top of the diagonal seams of a cross back envelope. There is no gum over top of the seams this prevents the envelope from tacking in the box due to the pressure of the additional paper layers.

**Spot Colors:** Colors generated by an ink (pure or mixed) that is printed in a single run without screens or dots.

**Spread:** Spreading the ink around a coloured object, so that there is no gap between it and the next colour.

**Square Flap:** A type of flap with a straight edge along the bottom. The most common type of flap. Also called Straight Flap.

**Squash Bugs:** Squash bugs are used to determine impression problems between the plate and substrate or the Anilox roll and plate. Over impression from plate to substrate causes an hourglass image to occur in the web or feed direction of the substrate. Over Impression from anilox to plate causes an hourglass image to occur across the web or feed direction. Attached is an example of a squash bug.

**Stacked Press:** One or more stacks of printing stations arranged vertically on either side of the press frame. Each stack has its own polymer plate cylinder which prints one color of a multicolor impression.

**Standard Work (SW):** The process of documenting and standardizing tasks throughout the value stream. A definition for and standardization of the interaction between man and machine in producing a unit. It separates what the machine can do from what the person can do. The focus is on improving that process so that as much variability, waste, and chance for error can be eliminated from it.

**Stay Flat:** See “Feed Friendly”

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**Steel Rule Die:** A die that is very thin and can cut from one to five sheets of paper at a time. The steel rule die can be mounted on a flat bed printing press where they can provide the flexibility of slitting, notching, scoring and cutting windows in the same operation in which the blanks are die-cut. Also used for cutting blanks from very heavy paper or large envelopes.

**Stock:** Paper rolls, sheets & cartons used for jobs that require frequent moving materials, this reduces the risk of running out. Also envelopes that are manufactured for TFSAP (Take from Stock & Print) are stocked for smaller jobs to be printed.

**Stock for Re-Sale:** Envelopes, which we purchase from an outside source, warehouse them, and sell them for a profit as if we manufactured them ourselves.

**Straight Flap:** A type of flap with a straight edge along the bottom. The most common type of flap. Also called Square Flap.

**Straight Grain:** Paper fibre aligned in the machine direction such that envelopes are manufactured with the grain parallel to or perpendicular to the flap of the envelope.

**Straight Tuck End:** A carton where both main flaps tuck in from the same direction, either front or back.

**String and Button:** A type of envelope closure that has two round disks riveted to the seal flap and body of the envelope. The two disks are joined by a string twisted in a figure eight. Also called a Tension Tie closure.

**Substance Weight:** See Basis Weight.

**Surface Enhanced White Wove Paper:** This is also known as calendarized or super calendarized paper. It features a “hard”, smoother finish and is ideal for heavy ink designs and 4-color processes. Tear-resistant Paper Paper that is near indestructible and will not tear in typical applications.

## T

**T4 Envelopes:** Designed specifically for Canadian T-4 tax form available in single and double windows.

**Tabbing:** A small piece of paper dividing a certain amount of envelopes in a box.

**TAKT:** The German word for Pace or Rhythm. Used in Lean as the rhythm of the plant. i.e.-If the customer wants a part every 30 seconds, the plant (or the Lean Cell) should feel the heart beat of producing a part every 30 seconds.

**TAKT Time:** Total available production time divided by the customer & requirement. Note: Include all planned activities such as clean-up, safety meetings, etc.  
Example: (1) 8 hour shift = 480 Minutes – (2) 10 Minute Breaks = 460

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1840 Pieces/Day Customer Requirements  
TAKT Time = 0.25 minute of 15 seconds

**Tamper Evident:** Is a marketing term for perforations in the seal flap and/or seams of an envelope that cause the paper to tear if an attempt is made to surreptitiously open the envelope.

**Tap test:** A test used by the USPS to determine if the mailpiece meets regulations. The test is performed when the mailpiece is tapped on the top, bottom, right, and left sides. During a tap test, the delivery address must remain visible in the window with 1/8" clearance at all times.

**Teaser Advertising:** Advertising used on the outside of the envelope to try to create interest so that the receiver of the envelope is more likely to read the contents.

**Tension Tie:** A type of envelope closure that has two round disks riveted to the seal flap and body of the envelope. The two disks are joined by a string twisted in a figure eight. Also called a String and Button closure.

**Template:** A drawing of an envelope that shows the dimensions and all the specifications of the envelope. A template is a manufacturing tool created by engineering to assist the adjuster set-up a machine for a specific job. A template provides tooling (machine, profile, cut-off and window knives and diameter), customer name, part ID's and special information related to the envelope.

**Three Side Roll On:** Flap adhesive only found on remittance flaps.

**Throat:** Opening at the top of an envelope. The size of the throat is measured from the top edge to the bottom flap to the fold line of the seal flap.

**Thumbcut:** A perforated arc under the flap to allow the customer to open the envelope easier. This is used on most church envelopes.

**Thumbhole:** A notch cut for easy access on the open-side or end of a jacket or sleeve. Usually specified as "thumbhole 1 side" or "thumbhole 2 sides". Can be incorporated into envelope die or thumbhole 2 sides can be done on made-up envelopes.

**TIFF:** (Tagged Image File Format) a bit mapped computer file format used for the reproduction of continuous tone images such as photographs and illustrations.

**Tight-Fold:** When the exact size envelope die is not available and a substitute die is used. The envelope is folded to the required size. Tight-fold envelopes are folded to make the envelope smaller.

**Time-Seal Gum:** See Placement Seal

**Tint:** Printing an overall colour on white paper.

**Trace ID:** A number assigned to envelopes going into stock/warehouse (usually the work order number), that is used to keep accurate records of transactions for a particular envelope and to provide us with information of when to manufacture more envelopes.

**Trapping:** The process of closing gaps between different colour inks as they appear on the printed page. Trapping colour is achieved by use of chokes and spreads.

**Tricite:** A generic term used to refer to a high gloss plastic window film.

**Trim Size:** The final size of a printed document after excess edges have been cut off.

**Tuck Flap:** A flap that tucks into the main body of the carton to close it.

**Turnout:** A means of identifying the contents in a box by simply tucking an envelope under the lid so that it is clearly visible on the outside of the box.

**Two-Way Envelope:** The envelope has a tear strip on the short side to provide an opening for the removal of its contents. It can be reused by moistening the strip of adhesive found on the inside of the side seam of the tear strip. This is an envelope that is designed to be used by the sender and as a reply envelope.

**Tyvek:** A tear and moisture resistant lightweight material used in the manufacture of highly durable envelopes.

## U

**UV Coating:** A protective, shiny coating applied to the carton, which is cured using ultraviolet light.

**Ultraviolet (UV) Ink:** A type of radiation ink that consists of pigments dispersed in liquid prepolymers, monomers and initiators that release free radicals which instantly polymerize the ink to a dry, tough thermosetting resin on exposure to intensive UV radiation. The active ingredients in UV inks are more costly than solvents used in conventional inks, and UV inks can be up to three times more expensive than regular inks.

## V

**Value-Adding Activity (VA):** Workplace activity that changes or transforms material so that it more closely conforms to customer requirements. It is an activity for which the customer is willing to pay for.

**Value-Stream:** All actions (both value added and non-value added) required to bring a

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specific product or service from raw material to the possession of the customer.

**Value Stream Mapping:** A systematic method to identify all the activities (door-to-door) required to produce a product or product family. The "Map" will include both the flow of the material and the flow of information. It should first be used to describe the current state and then redone to depict the future state.

**Varnish or Lacquer:** Coatings over printing to protect the print and increase gloss.

**Velcro:** A hook and loop attachment used on the flap to close an envelope other than seal gum. It can be re-opened and closed numerous times.

**Vignettes:** An image in which the tones gradually fade away until they blend in with the background they are printed on.

**Visual Management:** The strategy of providing visual information about daily activities available for everyone in the workplace.

**Visual Workplace:** A work area or an entire company that is self-explaining, self-ordering, self-regulating, and self-improving. Where what is supposed to happen does happen, on time, every time, day or night.

## W

**Wallet Flap:** A rectangular or square (versus a "V" or "Mitre") flap, extended longer than 2". Wallet flaps cannot have three-side roll on adhesive.

**Warehouse:** To store envelopes for a customer in house for a certain amount of time and to distribute the required amount when the customer requests them.

**Watermark:** A brand of sorts that is impressed into the paper by a dandy roll when the paper is made.

**Web:** A term for an un-cut stream of paper from a narrow roll.

**Web Machine:** An envelope machine that is roll fed not blank fed.

**Web Press:** A type of press that prints on rolls of paper, typically used for high-volume printing.

**Window Film/Window Patch:** Transparent film placed over the window cutout.

**Window Punch:** A manually operated press that punches holes into the blanks to create a window. Used on smaller orders where a panel cutter is not available on a folding machine. Also used for thumbholes on made up envelopes.

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**Window (WDW):** A hole in the envelope where the address or contents can show. A transparent film protects the hole so contents inside are not damaged.

**Window Die:** A metal die that cuts windows. Either by a panel cutter or window punch.

**Work-In-Process (WIP):** All the materials, parts, and subassemblies on the plant floor that exist between the release of raw material and finished-goods inventory.

**Wove:** A type of paper that has a smooth, plain surface. The fibres are very fine and are held together by glue and/or starch. This gives the paper a good writing and printing surface. Most envelopes are made from white wove paper.

## X

**X-Ray Envelope:** A specific style of large envelopes used to store x-rays.

## Z

**Zipper Perforation:** A perforation designed to allow easy access to the contents of the envelope.

From the mailroom to the mailbox, SupremeX has the products and solutions you need. Call us today for your perfect packaging!

Contact us