

PRODUCT GUIDE



WIRO BIND



SADDLE STITCH



COMB BIND



FAST BACK



PERFECT BIND

PROOF GUIDE

PDF -
CHECK YOUR FILE ONSCREEN

DIGITAL -
DIGITALLY PRINTED VERSION
OF YOUR ARTWORK, AVAILABLE
IN COLOUR AND MONO

WET -
LITHOGRAPHICALLY PRINTED
VERSION OF YOUR ARTWORK,
AVAILABLE IN COLOUR OR MONO

MADE-UP -
DIGITAL/LITHOGRAPHICALLY
PRINTED AND FINISHED VERSION
OF YOUR ARTWORK



PRINT GUIDE

USEFUL LINKS

ORDERING SYSTEM - [HTTP://CLOC.ONLINEPRINTSYSTEMS.COM](http://CLOC.ONLINEPRINTSYSTEMS.COM)

WEBSITE - WWW.CLOCLTD.CO.UK

* THE ORDERING SYSTEM HAS A FILE UPLOAD CAPACITY OF 40MB. IF YOUR ARTWORK IS LARGER THAN 40MB, PLEASE CONTACT INFO@CLOCLTD.CO.UK FOR FURTHER ASSISTANCE.

THIS GUIDE CONTAINS THE FOLLOWING INFO:

- TURNAROUND GUIDE
- PAPER GUIDE
- USEFUL LINKS
- PROOF GUIDE
- PRODUCT GUIDE
- CONTACT INFO

YOUR LOCAL CLOC PRINT ASSISTANT

EMAIL - INFO@CLOCLTD.CO.UK

TELEPHONE - 020 8801 6983

PAPER GUIDE

PAPER WEIGHT	PAPER DESCRIPTION	RECOMMENDED USAGE
80	COPIER PAPER	TEXT PAGES WITHIN SIMPLE BOOKS, SIMPLE STAPLE JOBS
100	QUALITY COPIER PAPER	COLOUR PRINTING, LOW QUALITY OFFICE STATIONERY
120	PREMIUM COPIER PAPER	BUSINESS STATIONERY, LIGHT WEIGHT FLYERS/LEAFLETS
140	HEAVY WEIGHT PAPER	PREMIUM QUALITY BUSINESS STATIONERY, FLYERS/LEAFLETS
160	LIGHT WEIGHT CARD	COVERS FOR SIMPLE PRODUCTS, ESPECIALLY GOOD WHEN STOCK IS COLOURED
210	MEDIUM WEIGHT CARD	COVERS FOR QUALITY PRODUCTS, ESPECIALLY GOOD WHEN STOCK TYPE IS SILK OR GLOSS
280	HEAVY WEIGHT CARD	COVERS FOR PREMIUM PRODUCTS, ESPECIALLY GOOD WHEN GLOSS OR MATT LAMINATION IS REQUIRED
350	EXTRA HEAVY WEIGHT CARD	BUSINESS CARDS, POSTCARDS, SUITABLE FOR LAMINATION BUT TOO HEAVY FOR COVERS
UNCOATED	UNCOATED	SIMPLE COVERS, STANDARD TEXT, BASIC PRINTING
SILK	ULTRA SMOOTH / SATIN LOOK	GREAT FOR COLOUR PRINT ON WHITE SPACES, FLYERS, QUALITY COVERS, POSTERS
GLOSS	GLOSSY LOOK	GREAT FOR SOLID COLOUR AREAS, FLYERS QUALITY COVERS, POSTERS

GLOSSARY

ADDITIONAL FINISHING
WHERE A STANDARD ITEM
REQUIRES BINDING OR SIMILAR

SHEET FINISHING
WHERE LAMINATION, SPOT UV,
FOIL BLOCKING IS REQUIRED

NON-STANDARD PAPER
WHERE A SPECIFIC PAPER IS
REQUIRED THAT CLOC DO
NOT HOLD IN STOCK

NON-STANDARD DELIVERY
WHERE PRODUCTS ARE
DELIVERED TO A NON-BBK
ADDRESS

IN-LINE FINISHING
WHERE PRODUCTS CAN BE
FINISHED BY THE SAME MACHINE
THAT PRINTED THEM

TURNAROUND GUIDE

(ORDERS PLACED AFTER 14:00 WILL BE DELIVERED 1 DAY LATER)

PRODUCT TYPE	ORDER SIZE						ADDITIONAL								
	SMALL		MEDIUM		LARGE		ORDERED AFTER 14:00	HARDCOPY COLLECTION	ADDITIONAL FINISHING	SHEET FINISHING	PROOF REQUIRED	NON- STANDARD PAPER	TYPESET REQUIRED	NON- STANDARD DELIVERY	DESIGN REQUIRED
	QUANTITY	TIME	QUANTITY	TIME	QUANTITY	TIME									
COPYING	< 1000 TOTAL SHEETS*	48 HOURS	< 5000 TOTAL SHEETS*	72 HOURS	> 5000 TOTAL SHEETS*	72 HOURS	ADD 1 DAY	ADD 1 DAY	ADD 1 DAY	ADD 1 DAY	ADD 1 DAY	ADD 1 DAY	ADD 1 DAY	ADD 1 DAY	ASK CLOC**
LEAFLETS	< 1000 COPIES	48 HOURS	< 5000 COPIES	72 HOURS	> 5000 COPIES	72 HOURS	ADD 1 DAY	ADD 1 DAY	ADD 1 DAY	ADD 1-2 DAYS (ASK CLOC**)	ADD 1 DAY	ADD 1 DAY	ADD 1 DAY	ADD 1 DAY	ASK CLOC**
POSTERS (A1 +)	< 10 COPIES	72 HOURS	< 100 COPIES	4 DAYS	> 100 COPIES	4-6 DAYS (ASK CLOC**)	ADD 1 DAY	ADD 1 DAY	N/A	ADD 1 DAY	ADD 2 DAYS	N/A	ADD 1 DAY	ADD 1 DAY	ASK CLOC**
BUSINESS CARDS	< 1000 CARDS	48 HOURS	< 5000 CARDS	72 HOURS	> 5000 CARDS	4 DAYS	ADD 1 DAY	ADD 1 DAY	ASK CLOC**	ADD 0-1 DAY (ASK CLOC**)	ADD 1 DAY	ADD 1 DAY	ADD 0-1 DAY (ASK CLOC**)	ADD 1 DAY	ASK CLOC**
SADDLE STITCH	< 250 BOOKS	72 HOURS	< 1000 BOOKS	4 DAYS	> 1000 BOOKS	4-6 DAYS (ASK CLOC**)	ADD 1 DAY	ADD 1 DAY	N/A	ADD 0-1 DAY (ASK CLOC**)	ADD 2 DAYS	ADD 1 DAY	ADD 0-1 DAY (ASK CLOC**)	ADD 1 DAY	ASK CLOC**
WIRO / COMB / FASTBACK BINDING	< 100 BOOKS	72 HOURS	< 250 BOOKS	4 DAYS	> 250 BOOKS	4-6 DAYS (ASK CLOC**)	ADD 1 DAY	ADD 1 DAY	N/A	ADD 0-1 DAY (ASK CLOC**)	ADD 2 DAYS	ADD 1 DAY	ADD 1 DAY	ADD 1 DAY	ASK CLOC**
PERFECT BINDING	< 100 BOOKS	72 HOURS	< 250 BOOKS	4 DAYS	> 250 BOOKS	4-6 DAYS (ASK CLOC**)	ADD 1 DAY	ADD 1 DAY	N/A	ADD 0-1 DAY (ASK CLOC**)	ADD 2 DAYS	ADD 1 DAY	ADD 1 DAY	ADD 1 DAY	ASK CLOC**
NCR	< 100 PADS	4 DAYS	< 500 PADS	4-6 DAYS (ASK CLOC**)	> 500 PADS	4-10 DAYS (ASK CLOC**)	ADD 1 DAY	ADD 1 DAY	ASK CLOC**	N/A	N/A	N/A	ADD 1 DAY	ADD 1 DAY	ASK CLOC**
LITHOGRAPHICS	3 DAYS (ASK CLOC**)		4 DAYS (ASK CLOC**)		5+ DAYS (ASK CLOC**)		ADD 1 DAY	ADD 1 DAY	ASK CLOC**	ASK CLOC**	ASK CLOC**	ASK CLOC**	ASK CLOC**	ADD 1 DAY	ASK CLOC**

* TOTAL SHEETS = SHEETS REQUIRED FOR EACH COPY x QUANTITY OF COPIES REQUIRED

** ASK CLOC = WHERE YOU SEE THIS WRITTEN PLEASE CONTACT YOUR LOCAL CLOC OFFICE FOR FURTHER TURNAROUND ADVICE: EMAIL - INFO@CLOCLTD.CO.UK