

## Preplanning

As we strive to provide accurate and competitive quotes, there are literally hundreds of variables that may effect how those quotes translate into the final time and cost required to complete each job. By staying in communication with Binding Edge from the beginning of your planning, through press, and to the finishing on your end, we can guarantee minimal surprises for everyone throughout the process.

When we quote a project, we take into account every aspect of the book to be bound and it all comes down to the bulk (thickness of the bound item). If we are able to preplan based on an accurate bulk of the book, we are able to have components (i.e. coils etc.), work cells, staffing and time budgeted and ready to go right out of the gates.

As you go to press with a project, you will be considering the final dimensions of your book, page count, paper weight, cover size, and much more. We simply ask that you keep us in the loop.

All of these changes effect the quote we submit, and in order to deliver the greatest efficiency and accuracy we will want to confirm with you that covers will match the signature size, that there is adequate room for a four-side trim and there is enough room between the bind-edge and the live copy for the selected punch pattern. We will want to determine who will supply cartons, how many units will be included in each carton, and a few more things that may enter into your final decisions. Please see the bottom of the page to view a more complete list of elements that will typically affect the quote.

Binding Edge has always looked for ways to save our clients both time and money in servicing their needs. With this in mind, we are proud to empower you, our customers, with the single largest means to save yourselves time and money when you partner with us: preplanning.

Elements that affect the efficiency and cost on your quote:

- accurate number of pages / sheets
- trim size
- bind edge
- stock type
- bulk
- bind type (plastic / wire-o)
- coil / element color
- able to auto punch, or no?
- special packing requirements
- materials supplied as quoted
- fold quality of signatures
- trim quality of single sheets

