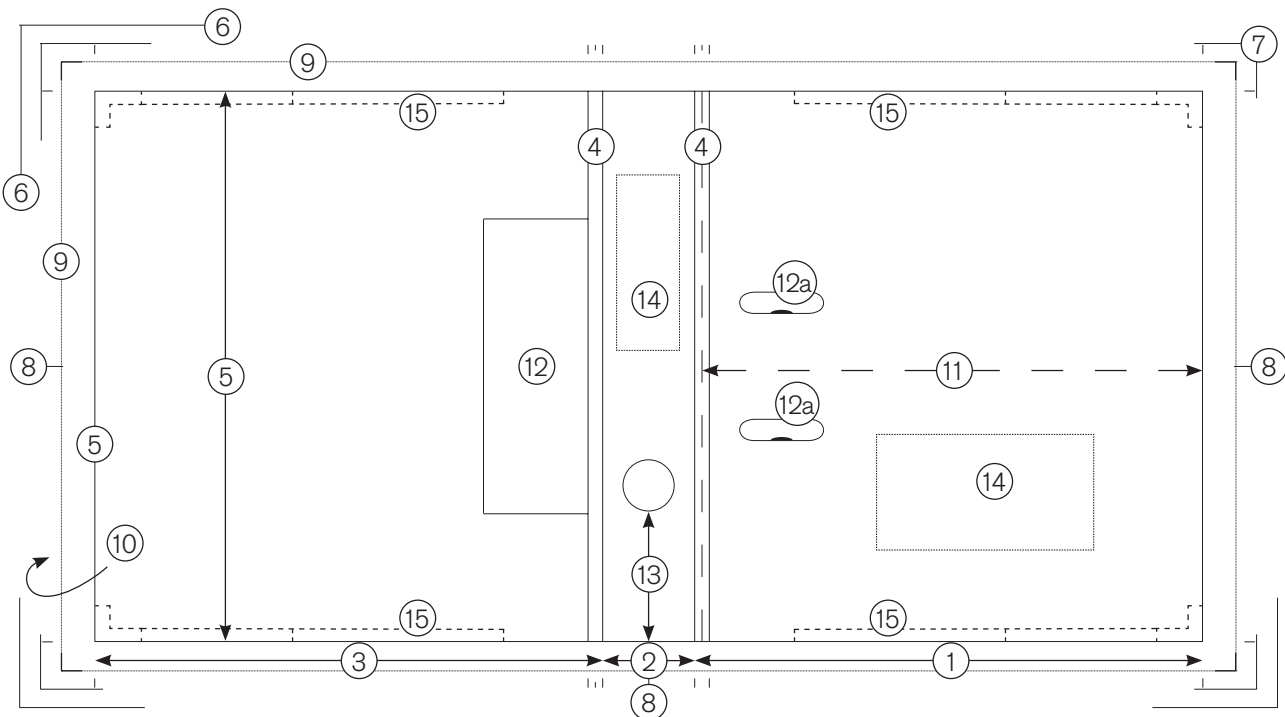


- We produce your lever-operated folder in top quality. In order to complete your order, we need your design draft as printable PDF/X-1a:2001 or as a completed printed sheet. Please comply with the following instructions in the interests of an optimum production flow. **Please forward these instructions to your graphic/layout service provider!**
- Please provide a written purchase order and an imposition sheet that shows our work. Please also inform us about the individual processing steps so that we can use the right materials. It is also important for us to know the required delivery address, if this is not the same as the purchaser. Coordinating all production processes and materials guarantees optimum production results. Make the maximum use of our experience, know-how and possibilities!  
**Ask and inform us in plenty of time, we will be glad to be of any help.**
- When placing an order, please ask for your individual 1:1 imposition sheet or use our imposition sheet archives for standard solutions: this is available on the internet at [www.layoutvorlagen.com](http://www.layoutvorlagen.com). Use this to build up your data (please retain the settings for the spot colour of the punch and the overprinting settings), this saves draft time and automatically takes account of all technical requirements for subsequent production.  
**Detailed information on the quality of the data can be found on our checklist for data delivery.**

### When designing your lever-operated folder, please comply with the following:

- Please take the exact dimensions, sizes and positions from your order
- Please allow for dimension/production tolerance of  $\pm 1.5$  mm
- Peripheral design elements over the cut edges cannot be adhered with a precise fit



1. Upper cover incl. groove width (leg length)
2. Spine
3. Bottom cover incl. groove width (leg length)
4. Groove: 7 mm
5. Binder height
6. Printed sheet format: minimum size 2,6 cm larger all round than the open binder format. This includes min. 10 mm peripheral processing edge for finishing (free of colour)
7. Cut angle: please place the cut angles at spacing of 1,6 cm outside the binder format. Line length 1,0 cm, line thickness 0,2 mm
8. Position marker: please mark the middle of the ring binder at the foot Outer printing space: edge flap/zone area overlap: bled motifs must fill this area completely. The motif is partly visible on the inside. 1,6 cm all round
9. **Outer printing space:** edge flap/zone area overlap: bled motifs must fill this area completely. The motif is partly visible on the inside. 1,6 cm all round
10. **Inner printing space:** 3,0 mm smaller than the open binder format all round. For designs with edge protectors, 5,0 mm smaller all round; for pockets fitted 2,0 mm from the edge, 7,0 mm smaller all round.
11. Optical middle = **important** for the design of your title: centrally between the middle of the groove and the outer edge.
12. Mechanism rivet placeholder: please **make sure** that no important design or text elements are positioned here.
- 12a. Rado eyelets.
13. Grip hole: outer  $\varnothing$  3,0 cm. This area is punched out, please do not leave it out of the design.
14. Spine pocket, or other pocket: **caution**, do not position any important design or text elements here
15. Edge protector: please consider in the design, do not position any important design or text elements here. Dimensions: 3 cm high at the outer edge, 3 cm, 15 cm or 25 cm long at the lower edge.

On request we can also produce a proof from your data and make up a sample according to your specifications.

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