ATL Printing Standards for Suppliers

Purpose:

This document outlines Alpha Technologies Ltd. ("ATL") standard requirements related to printing manuals (such as product manuals, instruction manuals, etc.). This document defines the printing specification of manuals 80 pages and less, as well as manuals of page count greater than 80 pages.

Scope:

This document applies to all suppliers who supply to ATL printed materials as part of meeting the contractual requirements of an ATL-issued and supplier-accepted Purchase Order. Specific requirements within this document apply as appropriate to the parts or services being supplied to ATL.

Definitions:

ATL: Alpha Technologies Limited.

Supplier: An organization that supplies finished goods, raw materials and/or services to ATL.

1.0 General Requirements

Suppliers shall meet the requirements outlined as follows:

ATTRIBUTE	REQUIREMENT
Finished Orientation	Portrait—use appropriate settings to rotate and scale large format drawings.
Finished Dimensions (vertical orientation)	8.5 inches width x 11 inches height (tolerance ± 3/16 inch)
Colour	Black and white / grayscale (colour in the electronic file printed as greyscale)
Paper, External Cover	White, 80 lb, light gloss (or equivalent), minimum 10% recycled FSC Post Consumer (PC) content
Paper, Internal	White 92 bright, 20 lb, no gloss (or equivalent), minimum 10% recycled FSC Post Consumer (PC) content

Format and Binding	
80 pages or less	Print double-sided, booklet style on 11 x 17 inch paper with the fold at the left side. Saddle stitch the booklet on the folded edge with two staples: • One staple positioned 2.5 inches (nominal) down from the top edge • A second staple positioned 2.5 inches (nominal) up from the bottom edge
More than 80 pages	Print double-sided on 8.5 x 11 inch paper. Use plastic coil binding or equivalent.

END OF DOCUMENT

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