bcp Book Concern Printers

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Book Production

No matter the type or size of the book, we can accommodate your needs with a variety of services and options.

- Layout, cover design and formatting options or working direct from a print-ready file
- Binding options such as saddle-stitch, perfect bound and spiral; hard cover and soft cover
- Small or large quantities
- Cover lamination with a variety of finishes
- Barcode and ISBN services as well as copyright forms
- Ebook conversion available

Business Printing

Regardless of the type, style or quantity, we can provide your business exactly what it needs for any job.

- Annual reports, manuals and catalogs
- Forms; carbonless, single or multi-part, padded in any amount, numbered or perforated
- Checks; perforated, single check or multi-page
- Letterhead; design, layout and printing
- Inventory, sales, or other forms and reports
- Guest checks, receipts and invoices
- Personalized variable data printing

Specialized Printing

Outside of the standard types of print jobs, we can handle just about any specialized job you may have.

- Calendars, folders and maps
- Ballots, tickets and tags
- Invitations, announcements and custom greeting cards
- Labels, transparencies and presentation materials
- Posters and banners
- Interior signage; laminated, adhesive or static cling

Envelopes

We can print a huge range of envelopes from small invitation to large business sizes.

- Single or full-color options
- Window or regular
- Custom design and sizes
- Security tint
- Envelope styles and colors to match invitations, letterhead or any other paper types
- Stuffing and Direct Mail
- Layout service available
- Small to large quantities

Marketing Products

We can provide a wide range of marketing materials specialized for your business.

- Brochures, rack cards, flyers, newsletters and programs
- Business cards
- Catalogs and reports with all the options available in our book bindery
- Postcards with Direct Mail options
- Certificates, awards and diplomas
- Sticky notes, pads, magnets, folders and other specialty print jobs
- Email marketing with tracking

Extra Services

In addition to printing, we provide a host of other services relating to your job.

- Die-cutting
- Folding, trimming and collating
- Scoring, hole-drilling and perforating
- Numbering
- Lamination
- Color and Black & White copying
- Direct Mail services with custom mail lists
- Eform creation and Ebook conversion
- Photo correction and scanning
- Full Layout and Design services
- On-site warehousing
- UPS and Common Carrier drop shipping

Paper Choice

There are as many types of paper as there are stars in the sky, and the terms used to describe them can be very confusing. Here is a checklist to help you find the right paper for your project.

- **Text/Cover:** These are the two main categories of paper used in general printing. Text is light-weight paper like that used for the pages of a book. Cover is a heavier paper that is more like the cover of a paperback. Text will run the full range of weights while cover is usually only 80# or higher
- **Paper Weight:** The paper's weight, expressed in pounds (#), tells how heavy the paper is. Each type of paper has its own scale, making weights very confusing.
  - Bond papers are usually 20#, 24# or 28# for light, medium and heavy weights.
  - Offset paper is 50#, 60# and 70# for the same weights - for example, 24# bond and 60# offset are the same.
  - Offset also uses 80# and 100# for two common weights above those used in bond.
- **Coating:** There are four common coatings used in most printing:
  - Glossy is shiny, like a magazine or a photograph, and is best for high color printing.
  - Dull has a sheen, but it is more subdued than gloss. It is best for printing with a lot of text.
  - Matte is the most subtle coating and will often bring out details lost to the other finishes.
  - Uncoated paper doesn't have a special finish, so it doesn't emphasize any particular part.

Page Bleeds

Bleed is a printing term that refers to printing that goes beyond the edge of the sheet and is trimmed off. This is the part on the side of a document that gives the printer a small amount of space to account for movement of the paper and design inconsistencies. Artwork and background colors can extend into the bleed area so, after trimming, there are no unprinted edges showing.

Generally, a bleed should extend .125-.25 inches past the edge of the page. Even though backgrounds and colors may extend that far, the content of the piece cannot. To be safe, any item of importance on any printed work should be at least .25 inches inside of the trim line.

1 - The trim line (edge of the final page)
2 - The bleed line (extension of color beyond the page edge)
3 - The safe line (the edge of page content)
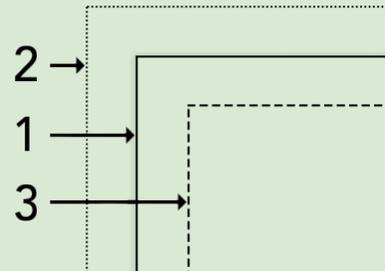
File Format

We have access to all major publishing, graphic and writing platforms:

- Windows 7 and MacOS 10.9
- Adobe Creative Suite 6 and CC
- Adobe Acrobat 11
- Quark Express 9.3
- Microsoft Office 2007 for Windows (including Publisher) and 2008 for Mac
- Corel Graphics Suite X6
- Corel Ventura 10

Providing a print ready file is the best way to ensure your project looks exactly the way you want without additional charges. These are some of the common requirements for a fully print ready file:

- All text and graphics are in CMYK or defined Spot colors
- The file must be in an 'accepted' format. The best format is PDF, but high resolution JPGs or TIFFs, InDesign, Photoshop or Illustrator files are a good second choice. Microsoft Word and Publisher are not print ready formats.
- All images are at least 300 dpi and all non-embedded fonts and images are included.
- All pages bleed where appropriate and all content is at least .25 inches from the trim line.

Visit our website at www.bookconcernprinters.com to:

- Request an Estimate
- Send us your files
- Place an order
- View our Product Gallery

We look forward to hearing from you!