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NAICS INDUSTRY 323116 – MANIFOLD BUSINESS FORMS PRINTING

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NAICS INDUSTRY DEFINITION

This U.S. industry comprises establishments primarily engaged in printing special forms, including checkbooks, for use in the operation of a business. The forms may be in single and multiple sets, including carbonized, interleaved with carbon, or otherwise processed for multiple reproduction.

EXCLUDED FROM THIS INDUSTRY ARE THE FOLLOWING:

NAICS	Title	Products
322231	Die-Cut Paper and Paperboard Office Supplies Manufacturing	Single layered continuous computer paper and similar products
323110	Commercial Lithographic Printing	Printing with lithographic equipment known as commercial lithographic printers
323111	Commercial Gravure Printing	Commercial printing using the Gravure method
323112	Commercial Flexographic Printing	Commercial printing using the Flexographic method
323114	Quick Printing	Quick printing
323115	Digital Printing	Digital printing on graphical material
323119	Other Commercial Printing	Commercial printing not elsewhere classified including letterpress printing and engraving
Subsector 322	Paper Manufacturing	Manufacturing printed stationery, invitations, labels, and similar items
Subsector 511	Publishing Industries (except Internet)	Printing and publishing, known as publishers

01 PRODUCT

Unit set business forms, loose or bound

- 001 Unit set label/form combination business forms, loose
- 002 Unit set label/form combination business forms, bound
- 003 Unit set business forms, loose, stock, with one-time carbon
- 004 Unit set business forms, bound, stock, with one-time carbon
- 005 Unit set business forms, loose, stock, carbonless
- 006 Unit set business forms, bound, stock, carbonless
- 007 Unit set business forms, loose, custom printed, with one-time carbon
- 008 Unit set business forms, bound, custom printed, with one-time carbon
- 009 Unit set business forms, loose, custom printed, carbonless
- 010 Unit set business forms, bound, custom printed, carbonless
- 011 Tabulating card sets
- 012 *(Other)* Unit set of business forms:

Manifold books and pegboard accounting systems

- 013 Pegboard accounting system
- 014 Sales manifold book
- 015 *(Other)* Manifold book:

Custom continuous business forms

- 016 Custom continuous business forms, label/form combination
- 017 Custom continuous business forms, jumbo roll-feed
- 018 Custom continuous business forms, peel-back self-mailer
- 019 Custom continuous business forms, insert self-mailer
- 020 *(Other)* Custom continuous self-mailer business forms:

-
- 021 Custom continuous business forms, one-part, with product affixed
 - 022 *(Other)* Custom continuous business forms, one-part, with no product affixed *(specify type)*

-
- 023 *(Other)* Custom continuous business forms, multiple-part, with one-time carbon *(specify type)*

-
- 024 *(Other)* Custom continuous business forms, multiple-part, carbonless *(specify type)*
-

01 PRODUCT CONT.

Stock continuous business forms

- 025 Stock continuous business forms, label/form combination
 - 026 Stock continuous business forms, jumbo roll-feed
 - 027 *(Other)* Stock continuous business forms, one-part *(specify type)*
-
- 028 *(Other)* Stock continuous business forms, multiple-part, with one-time carbon *(specify type)*
-
- 029 *(Other)* Stock continuous business forms, multiple-part, carbonless *(specify type)*

Checkbooks

(excluding those in continuous form and die-cut)

- 030 Checkbook
- 031 Checkbook insert
- 032 Checkbook refill

02 TYPE OF PRODUCTION

- 001 Primary product
- 002 Resale

03 PRODUCT CHARACTERISTICS

ITEM IDENTIFICATION

- 001 Job/invoice number:
-

- 002 Customer name/other:
-

TYPE OF ORDER

- 003 Original order
- 004 Reorder

CUSTOMER TO FURNISH

- 005 Customer to furnish electronic media
- 006 Customer to furnish copy of previous printing with applicable changes
- 007 Customer to furnish positives and/or negatives
- 008 Customer to furnish *(other material)* *(specify)*

JOB FEATURES

- 009 Quantity: *(specify)*
-

- 010 Paper size: *(specify)*
-

- 011 Basis weight *(specify)*
-

03 PRODUCT CHARACTERISTICS CONT.

PRINTING PROCESS

- 012 Flexographic printing process
- 013 Gravure printing process
- 014 Letterpress printing process
- 015 Lithographic (offset) printing process
- 016 Screen printing process
- 017 (Other) printing process

-
- 018 Printed one side (all)
 - 019 Printed two sides (all)
 - 020 Printed one side: (specify number of pages)

-
- 021 Printed two sides: (specify number of pages)

-
- 022 Roll change required
 - 023 Colors used for text: (specify number)

-
- 024 Color sequence: (specify)

-
- 025 Sensitizing ink
 - 026 Desensitizing ink
 - 027 Read OCR ink
 - 028 Non-read OCR ink
 - 029 Other OCR ink

-
- 030 Other special ink

-
- 031 Single stub construction
 - 032 Double stub construction
 - 033 (Other) construction

PRODUCTION WORK REQUIRED & COST
(Specify costs)

- 034 Document design

-
- 035 Composition

-
- 036 Color separation

-
- 037 (Number of) Author's alterations (specify number and cost)

-
- 038 Other production work required (specify)
-

03 PRODUCT CHARACTERISTICS CONT.

- 039 Material cost (specify)

-
- 040 Labor cost (specify)

GLUING/ FASTENING

- 041 One-side gluing
- 042 Two-sided gluing
- 043 Line gluing
- 044 Spot gluing
- 045 Drop gluing
- 046 (Other) Gluing

-
- 047 Crimped (fastened)
 - 048 Stapled (fastened)
 - 049 Sewed (fastened)
 - 050 (Other) Fastening

-
- 051 Permanent adhesive transfer tape
 - 052 Removable adhesive transfer tape
 - 053 (Other) Transfer tape

PLATES

- 054 (Number of) Plates/cylinders

-
- 055 Total plate/cylinder cost

CARBON FEATURES

- 056 Weight carbon (specify weight of carbon)

-
- 057 Grade carbon (specify grade of carbon)

-
- 058 Color carbon (specify color of carbon)

-
- 059 (Other) Special application carbon (specify type)

-
- 060 (Other) Special carbon feature (specify type)

TAB CARD CONSTRUCTION

- 061 Medial strip tab card construction
 - 062 Slide voucher tab card construction
 - 063 Top voucher tab card construction
 - 064 Bottom voucher tab card construction
 - 065 (Other) Tab card construction
-

03 PRODUCT CHARACTERISTICS CONT.

PACKAGING

- 066 Kraft wrap packaging
- 067 Shrink wrap packaging
- 068 Banded packaging
- 069 Chipboard boxes packaging
- 070 Corrugated / cardboard box packaging
- 071 *(Other)* Packaging

COMMENTS

04 OTHER FEATURES *(255 character limit)*

001 _____

DEFINITIONS

Autographic register - A device used to produce a sales receipt and a duplicate on a continuous roll of paper. A compartment is provided in the register for storing the duplicate.

Back printing - Printing on the reverse side of a sheet or part. It is normally screened in gray ink so that the print on the back will not show through to the front. Also known as “**backer**”, “**reverse printing**”, and “**side printing**.”

Basis Weight - The weight of a ream (500 sheets) of paper that is the standard basic sheet size for that grade. Also referred to as **substance weight**.

Business form - (1) Any material which has been printed or otherwise especially prepared in a predetermined format for the primary purpose of facilitating the entry of variable information. Such written information may be hand or machine entered. Blank paper may be included, especially if it is continuous and has undergone some manufacturing operation, such as punching or perforation. (2) More specifically, a document bearing instructions with repetitive information printed in fixed positions to save writing and reference time.

Camera-ready copy - Artwork, type, rules, etc. ready to be photographed for reproduction without further alteration.

Carbon paper - A tissue coated with pigment for the purpose of transferring an image under impact or pressure.

Carbon-interleaved form - Any continuous or unit set containing carbon for image transfer.

Carbonized paper - Paper part of a form to which a carbon coating has been directly applied to the back side. It is used in specialized instances to effect good write-through at low cost.

CMYK (cyan-magenta-yellow-key) - The primary pigment colors used in **Four-color process printing** and most desktop publishing programs. **Cyan (blue), magenta (red), and yellow** are the subtractive primary colors and are used to reproduce full color on the printed sheet. If these pigments are combined in equal amounts, black is theoretically produced, but a muddy brown color is produced instead. For that reason, **Key (black)** is added to give definition to color reproduction and to create bolder text.

Color Balance - Maintaining the correct ratio of cyan, magenta and yellow ink to achieve the desired color on the printed piece without unwanted color cast.

Collate - To assemble the various parts of a form set in a prescribed order.

Composition - Assembly of camera-ready art (type rules and other form components, such as screens, logos, etc.) to be used in the production of the form.

Constant data - Preprinted information on a form which does not change.

Continuous form - Form manufactured from a continuous web of paper which is not cut into units prior to execution. In terms of materials, a continuous form may be carbon interleaved, non-carbon interleaved, or carbonless.

Continuous self-mailer - Specialized continuous forms product incorporating both the insert and envelope in one unit for simultaneous writing and subsequent mailing.

Crimp - Temporary form fastening consisting of tiny fingers of paper normally cut through at the margins of all parts being fastened.

Cross web perforation - On continuous forms, perforations cut at right angles to the paper web direction, normally those defining the individual form; also known as “between set perforations”.

Custom form - Form manufactured to client order in all respects, versus a stock form imprint.

Desensitize - To coat the surface of a carbonless paper or duplicating master with a material that inhibits image production.

Die-cut carbon - One-time carbon which has portions cut out for withholding information.

Double-faced carbon - Carbon coated fully or partially on both sides.

Double stub set - Unit set containing two stubs. Double stub construction is usually for the purpose of creating two subsets after the first writing and subsequent separation.

Fanfold - A type of continuous form made from a single wide paper web that is first folded longitudinally to form the desired number of parts, then zigzag folded.

DEFINITIONS

Flat Size - The size of a printed product after printing and trimming but before any finishing operations that affect its size, such as folding.

Flexography - Relief printing method using flexible plates and fast drying inks.

Fugitive glue - A rubber-like cement sometimes used as a temporary forms fastening.

Halftone - A reproduction of continuous tone such as a photograph, with an image formed by dots of various sizes.

Hot melt glue - Fast setting adhesive for fastening continuous forms on the collator.

Hot spot carbonizing - Application of carbon ink to portions of the back of a form, as a technique for obtaining selective write-through without interleaves.

Interleave - Accessory sheet between parts of a form set, normally carbon, to effect write-through.

Letterpress - Printing process which employs a relief or raised, inked image which comes into direct contact with the material being printed.

Lithography - Printing process in which the printing and non-printing areas on the printing plate are in the same plane (even surface). This process works on the principle that oil and water do not mix.

MICR - Magnetic Ink Character Recognition. This is an automatic data entry system making use of stylized characters which are imprinted on checks and other documents according to strict American Bankers Association specifications.

Manifold book - Same as sales book; generally, a bound set of forms intended for manual writing with hand-inserted reusable carbon.

Modulus - Self-checking number system, which has a value or digit associated with a number or numeric field (usually suffixed) which is used for automatic checking for errors in transcription, transmission, or in reading into the system.

OCR - Optical Character Recognition machine, reading by optical means of printed human-readable characters (as opposed to optical Mark reading or optical Bar Code reading).

Pegboard form - A form designed and manufactured for use in a one-write system using a pegboard for registration of two or more forms. Pegboard forms have a row of holes along one or both sides, which correspond to the pins on the pegboard. Shape and spacing of pins vary considerably among manufacturers. This form is commonly used in accounting applications.

Prepress - The steps required to transform an original image into a format that is ready for reproduction by printing. This may include such activities as photography, image assembly, or platemaking.

Press Run - The total quantity of pieces printed during one printing.

Remoistenable glue - Glue which may be made sticky again by wetting.

Spot gluing - A forms fastening consisting of dots of glue applied on the collator.

Unit set - Individual forms sets with parts firmly held together by means of a detachable glued stub or edge padding.

TRANSACTION INFORMATION

MARKET/INTRA-COMPANY TRANSACTION

- Market sale
- Intra-company transfer
- Same price to both

DOMESTIC/FOREIGN BUYER

- Domestic buyer
- Foreign buyer
- Same price to both

TYPE OF BUYER

- Distributor
- Exporter
- Household
- Manufacturer
- Service provider
- Wholesaler
- Same price to all buyers

Other _____

Type of Buyer Code _____

BLS CONTRACT: YES NO

CONTRACT TERMS

- Contract
- No contract
- Purchase order

Other _____

SIZE OF SHIPMENT/ORDER

Price Determining: Yes No

Size of Shipment

Other _____

Size of Order

Other _____

FREIGHT TYPE

- Not Applicable
- FOB Factory
- Delivered
- Delivered _____

ITEM PRICE

TYPE OF PRICE

- Net transaction (actual shipment)
- Net (list minus all adjustments indicated)
- Estimated net
- Average price
- List (some adjustments indicated)
- List

Other _____

NOTE: *For average prices, enter basis of average in Comments.*

UNIT OF MEASURE

- 1,000
- Job
- Unit

Other _____

REPRICING CYCLE

Jan	M O S	Jul	M O S
Feb	M O S	Aug	M O S
Mar	M O S	Sep	M O S
Apr	M O S	Oct	M O S
May	M O S	Nov	M O S
Jun	M O S	Dec	M O S

COMMENTS

ADJUSTMENTS TO PRICE WORKSHEET

CASH DISCOUNT

Respondent name for discount

Complete cash discount structure

CASH SURCHARGE

Respondent name for surcharge

Complete cash surcharge structure

COMPETITIVE DISCOUNT

Not currently in effect

Respondent name for discount

Standard discount

Amount

Price reductions vary with market conditions

Average amount

Reported price reflects market condition reductions

SEASONAL DISCOUNT

Respondent name for discount

Discount on shipments

Discount on orders

Complete seasonal discount structure

Adjustment factor, by month, where applicable

Jan	_____	Jul	_____
Feb	_____	Aug	_____
Mar	_____	Sep	_____
Apr	_____	Oct	_____
May	_____	Nov	_____
Jun	_____	Dec	_____

TRADE DISCOUNT

Respondent name for discount

Amount

Offered to

QUANTITY DISCOUNT

Respondent name for discount

Amount

Required size

Discount on shipments

Discount on orders

Discount on both shipments and orders

OTHER DISCOUNT

Type of discount

Amount

Terms

OTHER DISCOUNT

Type of discount

Amount

Terms

OTHER SURCHARGE

Type of surcharge

Amount

Terms

ADJUSTMENTS TO PRICE

___ Adj None (No adjustments to price)

Adj Type	Adj Amount Terms	Adj Category	Adj Rep Applied	Adj Order Applied	Adj Sign	Adj Seas Flag	Adj Factor
Cash discount		D	Y N		* + -- %	Y N	
Cash surcharge		S	Y N		* + -- %	Y N	
Competitive		D	Y N		* + -- %	Y N	
Seasonal		D	Y N		* + -- %	Y N	(See Worksheet)
Trade		D	Y N		* + -- %	Y N	
Quantity		D	Y N		* + -- %	Y N	
		D S	Y N		* + -- %	Y N	
		D S	Y N		* + -- %	Y N	
		D S	Y N		* + -- %	Y N	
		D S	Y N		* + -- %	Y N	

REPORTER ADDRESS INFORMATION

Reporter Name _____ Reporter Phone _____

Reporter Title _____ Reporter Fax _____

Reporter Company _____ Reporter Email Address _____

Reporter Address Street _____

Reporter Address City _____ Reporter Address State _____ Reporter Address Zip _____

Overlap Reporter Code _____ Repricing Method Mail Fax (select one)