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Stay updated with all our developments by visiting our website
www.envelopeworks.com



INTRODUCTION

• The Envelope Works Ltd is pleased to
• provide you with our new company book.
• This will give you a complete overview of the
• whole group with detailed information on
• the individual companies.

• This insight into our Group will help you to
• understand the key foundations that
• underpin our companies and the
• accreditations and policies that make us a
• market leader within our industry.

• The book also explains how we are driving
• innovation through new Reel 2 Reel litho
• printing technology and controlling all our
• four colour print through our GMG Fogra
• certification.

• We are extremely proud of the quality,
• service and reliability we offer all our clients,
• ensuring at all times that....

• “The Envelope Works For You”

Simon Holdings plc.




Jenrick Group



PRINTING  PARTNERS
...even more




Jenrick
Commercial


Jenrick
Engineering


Jenrick
Food & Drink


JenrickIT

Simon Holdings plc



Simon Holdings Plc was formed in 1988 from the amalgamation of several existing companies, the oldest of which, Jenrick Recruitment, has been trading since 1967.

The Group operates within two core business areas: niche market recruitment and printing.

The recruitment operations are driven by the UK-based Jenrick brand, which has specialist divisions that operate across Engineering, I.T. and Commercial recruitment sectors.

The printing arm of the business includes Dutch-based Printing Partners, one of the largest privately-owned print companies in Europe, plus The Envelope Works which is based in the UK.

In addition to the daily hands-on management of the Simon Holdings business portfolio, the Management Team are also regularly engaged, with a variety of businesses, to act as consultants within a broad spectrum of strategic, technical and marketing projects.



"To provide the highest quality of service, with a positive attitude, to our customers in whichever businesses we manage. To make a difference in our customer's eyes and to do so profitably and innovatively."



The **Envelope Works Ltd** is dedicated to the provision of a quality product to an international marketplace.

Blackburn UK



More than merely a service provider, we invest the time to develop lasting relationships with our clients, working in partnership to understand and exceed their expectations.

The theme of chess runs through our entire organisation, at The Envelope Works Ltd, we want everyone to know that we approach envelopes in a strategic manner.

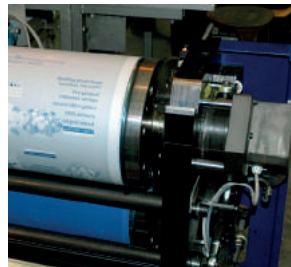
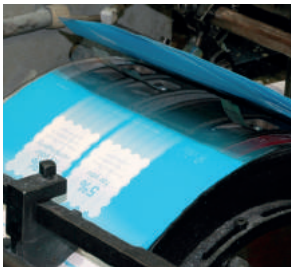
Our aim is to give our clients a solution that enables them to make their envelope budgets go further, taking away the stresses and concerns regarding their envelope management whilst making sure at all times "The Envelope Works for you".



Doetinchem NL

As a niche business dealing only in envelopes, we have an intrinsic understanding of all areas of the operation and are at the forefront of innovation within our specific arena.

The **Envelope Works Ltd** has now become one of the largest Reel 2 Reel printers in the UK and Europe.



- UV Printed
- Matt Coated 90gsm-130gsm
- Uncoated 80gsm-130gsm
- Gummed Wallets
- Straight or Trap Flaps

- Mailing Envelopes
- Special Windows
- Bespoke Envelopes
- Coloured Envelopes
- GMG/Fogra Colour Proofing



The Envelope Works Ltd has now become one of the largest Envelope Printers & Manufacturers in the UK and Europe.



We pride ourselves on the range of products we can offer and also on our flexible approach to delivering the most appropriate and cost-effective solutions.



- Litho Overprinting
- Flat Sheet Conversion (Up to 8 colours)
- Flexo Printing (Up to 5 colours)
- Muller Martini NT Reel 2 Reel Litho
- Rexson Flexo Ink Mixing Station

- Over 1000 Stock Lines
- 24/7 Production
- Fogra Certified
- GMG Colour Proofing
- 

The Envelope Works Ltd aims to minimise the environmental impacts of its activities.


As awareness grows about the high ecological cost of paper wastage, we strive to **reduce** our consumption of natural resources, materials and energy aiming to increase our efficiency.

We recognise the importance of using paper sourced from **sustainable** sources and/or 100% **recycled**.
We recycle 100% of our paper waste.



PEFC
Sustainable Forest Management
FSC®
Responsible Forestry
ISO 14001:2004
Environmental Management
ISO 9001:2008
Quality Management





The paper passes between the blanket cylinder and an impression cylinder, the image is then transferred to the paper.

Lithographic Printing • Reel 2 Reel



Lithography (from Ancient Greek lithos, meaning 'stone', and graphein, meaning 'to write') was developed as a way of printing using the low cohesion between oil and water. The printing is achieved by using a metal plate with a smooth surface. It was invented in 1796 by German author Alois Senefelder to be used as a cheaper way to publish theatrical works. Lithography is a popular way to print onto a paper medium.

In modern lithography, the image is made of a polymer coating applied to a flexible aluminum plate. The image can be printed directly from the plate (the orientation of the image is reversed), or it can be offset, by transferring the image onto a flexible sheet (rubber) for printing and publication.

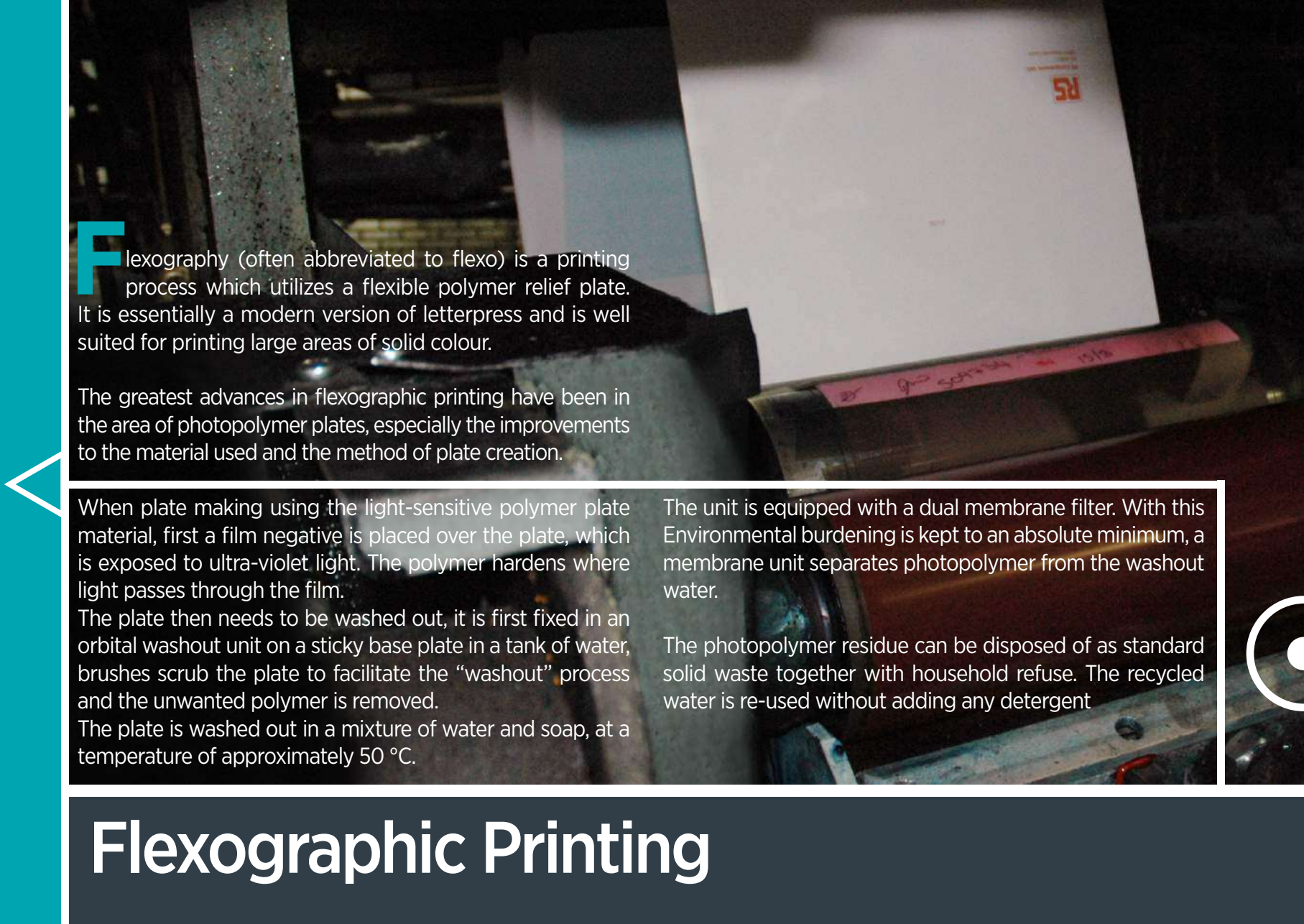
The development of digital imagesetters enabled print shops to produce negatives for platemaking directly from digital input.

Most types of high-volume books and magazines, especially with colour, are printed with offset lithography. It has become the most common form of printing technology since the 1960s.

On modern printing plates, the image on the plate emulsion is created by direct laser imaging in a CTP (Computer-To-Plate) device known as a platesetter. The positive image is the emulsion that remains after imaging. Non-image portions of the emulsion have traditionally been removed by a chemical process, though in recent times plates have come available that do not require

such processing. The plate is affixed to a cylinder on a printing press. Dampening rollers apply water, which covers the blank portions of the plate but is repelled by the emulsion of the image area. Hydrophobic ink, which is repelled by the water and only adheres to the emulsion of the image area, is then applied by the inking rollers. If this image were transferred directly to paper, it would create a mirror-type image and the paper would become too wet. Instead, the plate rolls against a cylinder covered with a rubber blanket, which squeezes away the water, picks up the ink and transfers it to the paper with uniform pressure. The paper passes between the blanket cylinder and an impression cylinder and the image is transferred to the paper. Because the image is first transferred, or offset to the rubber blanket cylinder, this reproduction method is known as offset lithography or offset printing.





Flexography (often abbreviated to flexo) is a printing process which utilizes a flexible polymer relief plate. It is essentially a modern version of letterpress and is well suited for printing large areas of solid colour.

The greatest advances in flexographic printing have been in the area of photopolymer plates, especially the improvements to the material used and the method of plate creation.

When plate making using the light-sensitive polymer plate material, first a film negative is placed over the plate, which is exposed to ultra-violet light. The polymer hardens where light passes through the film.

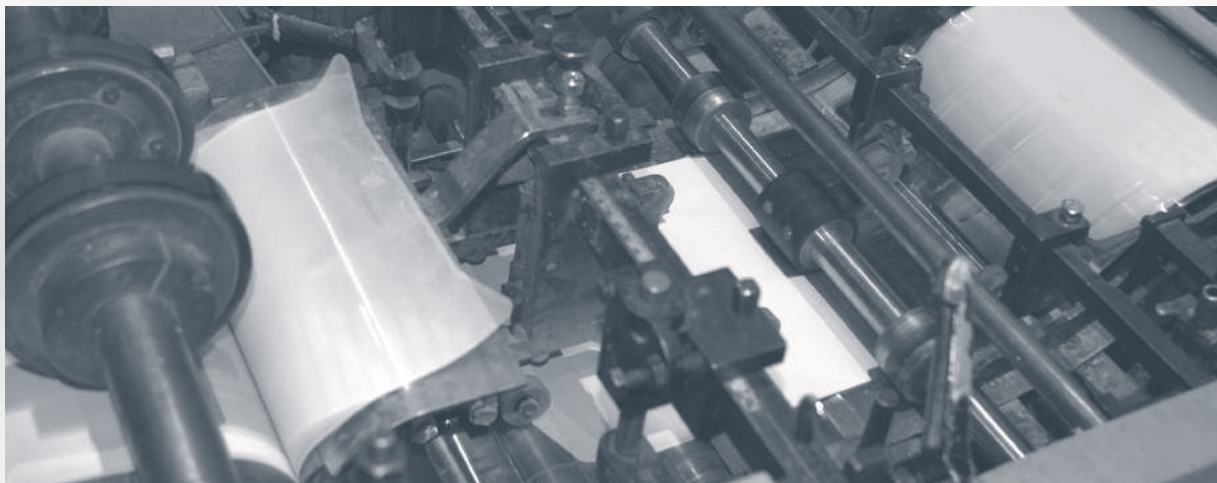
The plate then needs to be washed out, it is first fixed in an orbital washout unit on a sticky base plate in a tank of water, brushes scrub the plate to facilitate the “washout” process and the unwanted polymer is removed.

The plate is washed out in a mixture of water and soap, at a temperature of approximately 50 °C.

The unit is equipped with a dual membrane filter. With this Environmental burdening is kept to an absolute minimum, a membrane unit separates photopolymer from the washout water.

The photopolymer residue can be disposed of as standard solid waste together with household refuse. The recycled water is re-used without adding any detergent

Flexographic Printing



For every colour to be printed, a plate is made and mounted to a cylinder for each colour unit, the cylinder is then placed in the printing press.

A flexographic print is made by creating a positive mirrored master of the required image.

The image areas are raised above the non image areas on the rubber or polymer plate.

The ink is transferred to the polymer printing plate by the anilox roller that meters the predetermined ink to a uniform thickness. It has engraved cells that carry a certain capacity of inks that can only be seen with a microscope.

The medium is passed between the plate cylinder and the impression cylinder and the image is printed

Flexography is the modern version of letterpress printing, it is fast & economical

**“What if I want
to print onto
pre-existing
stock?”**

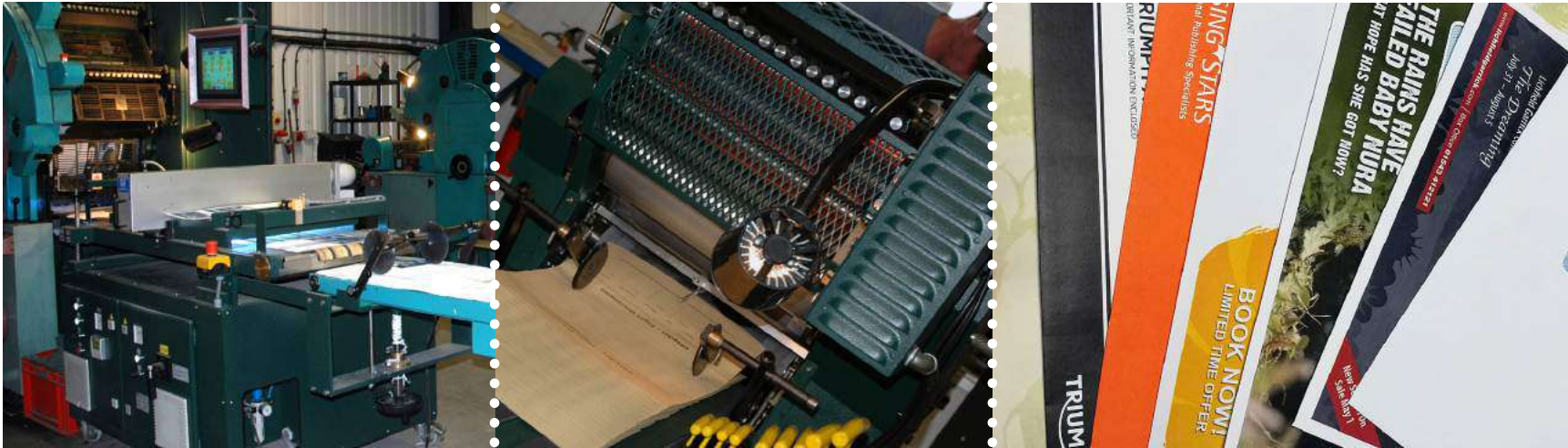
Refers to the process of printing directly onto a finished surface in this case the outside of machine made envelopes.

It is the ideal solution for smaller batch runs or custom sized envelopes as no specialised cutting tools or templates are required.

Print can vary from CMYK to Pantone spot colours which also include the metallics range.

Overprinting is a most cost effective way to market your promotion as the quantities involved can be as little as a single box.

Larger quantities also benefit with considerable financial savings gained by having fewer setting costs and more effective manufacturing times.



Litho Overprinting

The right press for the job....

1-4 Colour face and reverse minimum size 89mm X 127mm

1-2 Colour face and reverse maximum size C3 457mm X 324mm

3-4 Colour face with 1 colour reverse maximum size C4 229mm X 324mm

3 inch press - 1-2 Colour

Ideal for producing large quantities on 89mm X 127mm - C6 - DL envelopes

Especially good for producing tight register work

6 inch press - 1-2 Colour

Ideal for large quantities on C5 to C4 envelopes

Great for tight register work

6 inch extended 1-2 Colour

Ideal for any amount of C5 - C4 envelopes

Very good for colour washes compared to the standard 6 inch presses

XM Press 1-2 Colour

Ideal for printing C5 to C3 pocket envelopes

All quantities easily accommodated

4 Colour UV

Ideal for 89mm X 127mm to C4 envelopes

Light to heavy coverage however printed one side at a time

5 Colour UV

Similar to the 4 Colour UV however this press can print 4 colour to one side whilst printing a single reverse colour

Retail Digital Stamp

Delivered by



HQ12345



Delivered by



HQ12345



Delivered by



HQ12345



The digital stamp was developed as a means to bring about a more positive response to postal mail and encourage interaction from the addressee.

The postmark with a more personal aesthetic appeal is more likely to be received positively and the envelope more likely to be opened thus the contents discovered.

This action and effect will improve returns on investment.

We have gained approval from Royal Mail to print the coloured “Retail Digital Stamp” after demonstrating we can achieve the required design specifications and are proud to be acknowledged by Royal Mail as an approved supplier.

There is a choice of digital stamp designs all of which include the cancellation marks and the “Delivered by” text along with the Royal Mail cruciform.

Each design must contain the account holders unique licence number as supplied by Royal Mail.

To ensure accurate colour reproduction of the Digital Stamp Artwork, the envelope must be manufactured from a white, coated material. If you require an all over or full colour print, the Digital Stamp Indicia must be printed onto a white background and have a white border which provides a 5mm clear zone free from print.

The envelope material must have the following properties:

a) The white substrate must have a brightness value of a minimum of 75 when measured using BS EN ISO 2470 Measurement of Diffuse Blue Reflectance Factor (ISO Brightness) of Paper and Board.

b) The white substrate must have an opacity value of a minimum of 75% when measured using BS EN 2471 Opacity (Paper Backing) of Paper and Board by the Defuse Reflectance Method.

	Standard	Large Letter	Special
Stamp size	20 X 24	35 x 24	35 x 35
Stamp position (mm)	5 in x 5 down	5 in x 5 down	5 in x 5 down
“Delivered by” size (mm)	20 x 15	20 x 15	20 x 15
Licence No. font	Helvetica Neue Reg	Helvetica Neue Reg	Helvetica Neue Reg
Licence No. pt size	10pt	10pt	10pt



CERTIFICATE OF REGISTRATION

This is to certify that

The Envelope Works Ltd

Shadsworth Business Park
Duttons Way
Blackburn
Lancashire
BB1 2QR

has been audited and found to meet the requirements of standard(s) FSC-STD-40-004 (Version 3.0) EN and FSC-STD-50-001 (Version 1.2) EN for FSC® Chain of Custody Certification

Scope of certification

The purchase, processing, sale and distribution of FSC certified envelopes.



Products: Envelopes

Karen Prendergast
Sector Director - Certification
Exova BM TRADA

Exova (UK) Ltd, (T/A Exova BM TRADA), Chiltern House, Stocking Lane, High Wycombe, Buckinghamshire, HP14 4ND, UK
Registered Office: Exova (UK) Ltd, Lochend Industrial Estate, Newbridge, Midlothian EH28 8PL United Kingdom. Reg No. SC070429.

This certificate remains the property of Exova (UK) Ltd. This certificate and all copies or reproductions of the certificate shall be returned to Exova (UK) Ltd or destroyed if requested. - The validity of this certificate and the list of products covered by this certificate should be verified at www.fsc-info.org Forest Stewardship Council®

This certificate itself does not constitute evidence that a particular product supplied by the certificate holder is FSC certified (or FSC Controlled Wood). Products offered, shipped or sold by the certificate holder can only be considered to be covered by the scope of this certificate when the required FSC claim is stated on invoices and shipping documents.

FSC® is an international not for profit organisation that brings people together to find solutions which promote responsible stewardship of the world's forests.

Members include environmental, social organisations and businesses, forest owners, campaigners and individuals who set the FSC® Principles and Criteria. The FSC® trademark allows consumers worldwide to recognise products that support the growth of responsible forest management.

By maintaining a certified chain of custody system, companies can provide assurances that their products are sourced and produced in compliance with a globally recognised ecological, social and economic standard.

For a product to qualify for certification, all companies who take legal ownership of the products and process, trade or repack them, need to be certified.



The mark of
responsible forestry

Certificate number: TT-COC-002538

Issue number: 2017-01

Certificate start date: 18 December 2017

Certificate expiry date: 17 December 2022

Date of initial certification: 18 December 2007



CERTIFICATE OF REGISTRATION

This is to certify that

The Envelope Works Ltd

Shadsworth Business Park
Duttons Way
Blackburn
Lancashire
BB1 2QR

has been audited and found to meet the requirements of standard PEFC 2002:2013 Chain of Custody Certification
As amended - www.pefc.org

Scope of certification

The purchase, processing, sale and distribution of PEFC certified envelopes.



Products: Envelopes

Raw material origin: Certified Raw Material

Method: Physical Separation

Karen Prendergast
Sector Director - Certification
Exova BM TRADA

Exova (UK) Ltd, (T/A Exova BM TRADA), Chiltern House, Stocking Lane, High Wycombe, Buckinghamshire, HP14 4ND, UK
Registered Office: Exova (UK) Ltd, Lochend Industrial Estate, Newbridge, Midlothian EH28 8PL United Kingdom. Reg No: SC079429.

This certificate remains the property of Exova (UK) Ltd. This certificate and all copies or reproductions of the certificate shall be returned to Exova (UK) Ltd or destroyed if requested. Further clarification regarding the scope of this certificate and verification of the certificate is available through Exova BM TRADA or at the above address or at www.pefc.org

This certificate itself does not constitute evidence that a particular product supplied by the certificate holder is PEFC certified. Products offered, shipped or sold by the certificate holder can only be considered to be covered by the scope of this certificate when the required PEFC claim is stated on invoices and shipping documents. The use of the UKAS accreditation mark indicates accreditation in respect of those activities covered by the accreditation certification 012

PEFC is a global umbrella organisation for the assessment and mutual recognition of national forest certification schemes developed in a multi-stakeholder process. These national schemes build upon the inter-governmental processes for the promotion of sustainable forest management.

PEFC works throughout the forest supply chain to promote good practice and to ensure forest products are produced with respect for the highest ecological, social and ethical standards.

Chain of custody certification of timber or timber-derived products gives independently verified assurance that the wood used originates from responsibly managed forests. It shows the material is tracked through every stage of the process from forest to end-user.



Certificate number: BMT-PEFC-0475

Issue number: 2017-02

Certificate start date: 18 December 2017

Certificate expiry date: 17 December 2022

Date of initial certification: 18 December 2007



CERTIFICATE OF REGISTRATION

This is to certify that

The Envelope Works Ltd

Shadsworth Business Park
Duttons Way
Blackburn
Lancashire
BB1 2QR

has been audited and found to meet the requirements of standard
ISO 9001:2008 Quality Management System

Scope of certification

The supply of printed or plain envelopes



Karen Prendergast
Sector Director - Certification
Exova BM TRADA

Exova (UK) Ltd, (T/A Exova BM TRADA), Chiltern House, Stocking Lane, High Wycombe, Buckinghamshire, HP14 4ND, UK
Registered Office: Exova (UK) Ltd, Lochend Industrial Estate, Newbridge, Midlothian EH28 8PL United Kingdom. Reg No. SC070429.

This certificate remains the property of Exova (UK) Ltd. This certificate and all copies or reproductions of the certificate shall be returned to Exova (UK) Ltd or destroyed if requested. Further clarification regarding the scope of this certificate and verification of the certificate is available through Exova BM TRADA or at the above address or at www.exovabmtrada.com

The use of the UKAS accreditation mark indicates accreditation in respect of those activities covered by the accreditation certification 012

The aim of ISO 9001 certification is to prove that an organisation meets its own internal standards for quality and that these in turn meet international standards.

It is based on eight quality management principles which provide a structured yet flexible framework for ensuring your processes consistently meet the needs of your customers.

Certification to ISO 9001 is not about establishing a new system; it documents your existing procedures to ensure that they meet the standard to deliver increased efficiencies.

ISO 9001 is a widely recognised mark of quality that in many sectors is vital to winning new business. Many businesses who are certified themselves will seek out suppliers with ISO 9001 quality management systems certification.



Certificate number: 9355

Issue number: 2017-01

Certificate start date: 14 November 2015

Certificate expiry date: 21 September 2018

Date of initial certification: 14 November 2012



CERTIFICATE OF REGISTRATION

This is to certify that

The Envelope Works Ltd

Shadsworth Business Park
Duttons Way
Blackburn
Lancashire
BB1 2QR

has been audited and found to meet the requirements of standard
ISO 14001:2004 Environmental Management System

Scope of certification

The supply of printed or plain envelopes



Karen Prendergast

Karen Prendergast
Sector Director - Certification
Exova BM TRADA

Exova (UK) Ltd, (T/A Exova BM TRADA), Chiltern House, Stocking Lane, High Wycombe, Buckinghamshire, HP14 4ND, UK
Registered Office: Exova (UK) Ltd, Lochend Industrial Estate, Newbridge, Midlothian EH28 8PL United Kingdom. Reg No. SC070429.

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The use of the UKAS accreditation mark indicates accreditation in respect of those activities covered by the accreditation certification 012
Multisite clients - The scope of certification shown above includes the participating sites shown in appendix A

As the world becomes increasingly aware of sustainability and environmental issues, the need for effective environmental management is vital if organisations are to be competitive, and remain so.

ISO 14001 does not specify levels of environmental performance. Instead, the purpose of this standard is to provide a framework for a whole-systems approach to the organisation's policy, plan and actions which can be used to meet internal and external objectives for environmental management.

The essential elements for ISO 14001 environmental management systems certification, are that it must commit to continual improvement and to compliance with applicable regulations and legislation. These elements will drive your organisation to continually develop your environmental performance and achieve greater recognition in the marketplace you operate in.

In many sectors certification to ISO 14001 has become a requirement for trade, as organisations in the supply chain seek to mitigate environmental risk.



Certificate

No. 30251



For

Ordered by GMG Color Ltd
The Envelope Works Ltd
Duttons Way, Shadsworth Business park
Blackburn BB1 2QR

The proof print,
delivered by the above mentioned company,
fulfilled all of the necessary criteria according to the Fogra
certification report no. 30251

Printing-
conditions

FOGRA47,
commercial printing, paper type 4, according to ISO 12647-2:2004 / Amd 1



Results

The results are documented in the certification report
no. 30251 dated
We therefore hold the opinion that the company
The Envelope Works Ltd
is able to create contract proof prints.

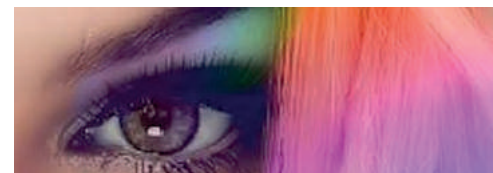
Dr. Andreas Kraushaar
Fogra Graphic Technology Research Association



Contract Proof Creation | 30251



GMG ColorProof is an internationally established software solution for producing digital contract proofs. The printing result is simulated with maximum accuracy based on GMG's unique DeviceLink technology. Unlike with ICC profiles, DeviceLink profiles ensure that the CMY and Black channels are under complete control. Top ratings in comparative tests of well-known competitor products by independent organizations paint a very clear picture.



Company Policies



Quality Policy

The Envelope Works Limited is committed to providing an excellent service along with a quality product which sets us apart from our competitors in the envelope industry. Implementing the quality policy is a part of our aim on delivering this.

The scope of the quality management system is to supply paper envelopes, printed or plain to a client's specification. The purpose of the policy is to provide awareness to eliminate mistakes working to ISO 9001:2015 standards;

The management is committed to the following aims and objectives:-

- Consistently use working methodology where client demands and expectations are analysed;
- Where applicable, ensure our products conform to relevant national and international standards and legislation;
- Ensure all internal and external arrangements and practices are suitable for the purpose;
- Train all employees in company policies and procedures;
- Ensure all staff are provided with adequate resources to implement the quality policy effectively;
- Ensure that all employees are aware of their responsibilities to comply with, contribute to and maintain this quality manual system;
- Regularly monitor and review our quality procedures and systems, to promote continual improvement so as to enhance the service provided to the client.

The basis of the quality policy forms part of an ongoing structure improvement within The Envelope Works Limited organisation.



Environmental Policy

The Envelope Works Ltd is a leading supplier of printed and plain envelopes. We recognise the responsibility to the environment beyond legal and regulatory requirements.

By implementing the ISO14001:2015, we are continually improving our environmental performance as an integral part of our business strategy and operating methods whilst encouraging our clients, suppliers and other stakeholders to do the same. With regular reviews, we are committed to reducing our environmental impact and continually improving our environmental performance.

Policy Aims

- Continuously improve our environmental performance and integrate recognised environmental management best practice into our business operation;
- Reduce our consumption of resources and improve the efficient use of those resources;
- Measure and take action to reduce the carbon footprint of our business activities to meet our objectives and targets;
- Manage waste generated from our business operations to the principles of reduction, re-use, and recycling;
- Manage our business operations to prevent pollution;
- Comply as a minimum with all relevant environmental legislation as well as other environmental requirements to which the company subscribes;
- Maintain our certification to FSC® and PEFC standards.

To meet these requirements, we will

- Set and monitor our key objectives and targets for managing our environmental performance at least annually;
- Promote appropriate consideration of sustainability and environmental issues in the products and service we provide our clients;
- Communicate internally and externally our environmental policy and performance on a regular basis, and encourage feedback;
- Involve, employees, clients, suppliers, and stakeholders to be involved in our environment policy;
- Seek and attain the latest industry environmental standards;
- Comply with current FSC® and PEFC Standards.

This policy represents our general position on environmental issues, and the policies and practices we will apply in conducting our business. The Envelope Works Limited is committed to continually improving our environmental performance.



Equality and Diversity Policy

Policy Statement

The Envelope Works Limited is committed to providing equality and diversity in employment and to avoiding unlawful discrimination in employment and against customers.

This policy is intended to assist The Envelope Works Limited to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment. The Envelope Works Limited has a separate dignity at work policy, which deals with these issues.

Employees have a duty to co-operate with the Company to make sure that this policy is effective in ensuring equal opportunities and in preventing discrimination. Action will be taken under the Company's disciplinary procedure against any employee who is found to have committed an act of improper or unlawful discrimination. Serious breaches of this equal opportunities policy statement will be treated as potential gross misconduct and could render the employee liable to summary dismissal. Employees should bear in mind that they can be held personally liable for any act of unlawful discrimination.

Employee's inform their line manager to any suspected discriminatory acts or practices. They must not victimise or retaliate against an employee who has made allegations or complaints of discrimination or who has provided information about such discrimination. Such behaviour will be treated as potential gross misconduct in accordance with the Company's disciplinary procedure.

The Company has a separate dignity at work policy statement which deals with harassment, bullying and intimidation and sets out how complaints of that type will be dealt with.



Ethical Trading Policy

The Envelope Works Limited understands the responsibilities whilst trading with their suppliers. We want our customers to feel confident that our suppliers have safe working conditions and everyone is treated fairly.

The ethical trading policy is a core element of our commitment to buying and selling our products responsibly. We recognise this policy is required to be communicated to our key stakeholders and they are based on fair, open and honest dealings.

We monitor our suppliers through our risk-based system and then monitor them accordingly. Any non-conformances are discussed with them directly. We promote continuous improvement to our supplier standards and regularly measure their improvement. We recognise they may need time and support regarding this but we ensure they are fully compliant and understand our goals.

Suppliers shall ensure the below is conducted at all times:

Employment is freely chosen

- There is no forced, bonded or involuntary prison labour.
- Employees are not required to lodge monetary deposits or their identity papers with their employer and are free to leave their employment after reasonable notice.

Freedom of association and the right to collective bargaining are respected

- Employees have the right to join or form trade unions of their own choosing and to bargain collectively.
- The employer adopts an open attitude towards the activities of trade unions and their organisational activities.
- Employees' representatives are not discriminated against and have access to carry out their representative functions in the workplace.
- Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates and does not hinder the development of parallel means for an independent and free association.

Working conditions are safe and hygienic

- A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards.
- Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable the causes of hazards inherent in the working environments.
- Employees shall receive regular and recorded health and safety training.
- Employees are provided with access to clean toilet facilities and to potable water, and, if appropriate sanitary facilities for food storage shall be provided.
- Accommodation where provided, shall be clean, safe and meet the basic needs of the employees.
- A senior management representative shall be responsible for Health & Safety.



Child labour shall not be used

- There shall be no use of child labour.
- In the event of any child found to be performing child labour, they shall be removed from the workplace immediately. The supplier shall then participate and contribute to the provision for the transition of the child to enable her or him to attend quality education until no longer a child.
- Young persons under 18 shall not be employed at night or in hazardous conditions.
- These policies and procedures relating to Child Labour shall conform to the provisions of the relevant International Labour Organisation (ILO) Standards.

Remuneration

- Wages and benefits paid for a standard working week meet, at a minimum, national legal. In any event, wages shall always be enough to meet basic needs and to provide some discretionary income.
- All employees shall be provided with written and understandable information about their employment conditions including information with respect to wages before they enter employment, and about the particulars of their wages for the pay period concerned each time they are paid.
- Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. All disciplinary measures should be recorded.

Working hours are not excessive

- Working hours must comply with national laws, collective agreements, and the provisions defined in the clauses below, whichever affords the greater protection for employees.
- Working hours, excluding overtime, shall be defined by contract, and shall not exceed 48 hours per week unless they are opted out.
- All overtime shall be voluntary. Overtime shall be used responsibly, taking into account all the following: the extent, frequency and hours worked by individual employees and the workforce as a whole. It shall not be used to replace regular employment. Overtime shall always be compensated at a premium rate, which is recommended to be not less than 125% of the regular rate of pay.
- The total hours worked in any 7 day period shall not exceed 60 hours, except where covered by the clause below.
- Working hours may exceed 60 hours in any 7 day period only in exceptional circumstances where all of the following are met:
 - this is allowed by national law;
 - this is allowed by a collective agreement freely negotiated with an employees' organisation representing a significant portion of the workforce;
 - appropriate safeguards are taken to protect the employees' health and safety; and
 - the employer can demonstrate that exceptional circumstances apply such as unexpected production peaks, accidents or emergencies.
- Employees shall be provided with at least one day off in every 7 day period or, where allowed by national law, 2 days off in every 14 day period.



No discrimination is practised

- There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

Regular employment is provided

- To every extent possible work performed must be on the basis of recognised employment relationships established through national law and practice.
- Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting and home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

No harsh or inhumane treatment is allowed

- Suppliers provide a workplace in which any form of harassment is unacceptable. Examples include physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidations.

Entitlement to work

- Only employees with a legal right to work in the country should be employed.
- For both employees and agency employees, original documents should be reviewed and then returned to employees to verify the right to work.

Labour Providers

- Labour providers should only supply employees registered with them.
- Relationships with Labour providers should be covered by a Service Level Agreement which meets all national legal requirements.
- Labour providers should be independently audited on a regular basis to ensure compliance with national requirements/legislation.



Health & Safety Policy

While The Envelope Works Limited will take all reasonable steps to ensure the health and safety of its employees. Health and safety at work is also the responsibility of the employees themselves.

It is the duty of each employee to take reasonable care of their own and other people's health, safety and welfare and to report any situation which may pose a serious or imminent threat to the well-being of themselves or of any people. If an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job or use specific equipment, then it is the employee's duty to report this as soon as possible to their line manager, their health and safety representative or the safety officer. Alternatively, an employee may, if they prefer, invoke the Company's formal grievance procedure or they may make a complaint under the Company's provisions on Disclosures in the Public Interest.

Disciplinary action under the Company's disciplinary procedure may be taken against any employee who violates health and safety rules and procedures or who fails to perform their duties under health and safety legislation.

Depending on the seriousness of the offence, it may amount to potential gross misconduct rendering the employee liable to summary dismissal.

The Company will provide and maintain a healthy and safe working environment with the objective of minimising the number of instances of occupational accidents and illnesses.

The Company will pay particular attention to:

1. Maintaining the workplace in a safe condition and providing adequate facilities and arrangements for welfare at work;
2. Providing a safe means of access to and egress from the workplace;
3. The provision and maintenance of equipment and systems of work that is safe;
4. Arrangements for ensuring safety to health in connection with the use, handling, storage and transport of articles and substances;
5. The provision of such information, instructions, training and supervision as is necessary to ensure the health and safety at work of its employees and other persons.

The Company also recognises its duty to protect the health and safety of all visitors to the Company, including contractors and temporary workers, as well as any members of the public who might be affected by the Company's work operations.

The Directors of the Company has overall responsibility for health and safety in the Company.

The compliance manager is the safety officer and has responsibility for overseeing, implementing and monitoring health and safety procedures in the Company and for reporting back to the Directors on health and safety matters.

The safety officer also conducts regular inspections of the workplace, maintains safety records and investigates and reports on accidents at work.

In addition, a number of employees have been delegated as health and safety representatives.

Further details can be obtained from the compliance manager.



Training

Safety training is an integral part of an effective health and safety programme. It is essential that employees be trained to perform their job safely. All employees will be trained in safe working practices and procedures. Training will include instruction on the safe use of any equipment provided.

Employees at special risk

The Company recognises that some workers may from time to time be at increased risk of injury or ill-health resulting from work activities. The Envelope Works Limited, therefore, requires that all employees advise their line manager if they become aware of any change in their personal circumstances, which could result in their being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy. First aid and reporting accidents at work

First aid boxes are located at strategic points around the workplace. All employees will be shown the location of the nearest first aid box and will be given the names of the designated first aid personnel. This information is also displayed on works notice boards.

All injuries, however small, sustained by a person at work must be reported to their line manager or the safety officer and recorded in the accident book. Accident records are crucial to the effective monitoring of health and safety procedures and must, therefore, be accurate and comprehensive. The safety officer will inspect the accident book on a regular basis and all accidents will be investigated and a report prepared, with any necessary action being taken to prevent a recurrence of the problem.

Fire

Fire is a significant risk within the workplace. All employees have a duty to conduct their operations in such a way as to minimise the risk of fire and they are under a duty to report immediately any fire, smoke or potential fire hazards, such as faulty electric cable or loose connections. Employees should never attempt to repair or interfere with electrical equipment or wiring themselves. The safety officer is responsible for the maintenance and testing of fire alarms and fire fighting, prevention and detection equipment.

Smoke detectors and manually operated fire alarms are located at strategic points throughout the workplace. If a smoke detector sounds or fire is discovered, it is the responsibility of any employee present to activate the alarm and evacuate the building. Fire extinguishers are also located at strategic points throughout the workplace. Employees are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous, the employee should activate the fire alarm and evacuate the building immediately.

Fire doors designed to slow the spread of fire and smoke throughout the workplace have been installed at strategic points. Fire doors are designed to close automatically after opening and must never be blocked or wedged open. Fire exits are also located at strategic points throughout the workplace. Fire exit doors and corridors must never be locked, blocked or used as storage space. All employees must ensure they are familiar with their evacuation route and designated assembly point in case of fire. Practice fire drills will be conducted on a regular basis to ensure employee familiarity with emergency evacuation procedures.

Emergency lighting has been installed in exit corridors and above emergency exit doors in case of power failure. Lifts also have emergency lighting installed although they should not be used in the case of an emergency evacuation.



Company safety rules

- all employees should be aware of and adhere to the Company's rules and procedures on health and safety;
- all employees must immediately report any unsafe working practices or conditions to their line manager, their health and safety representative or to the safety officer;
- horseplay, practical joking, running in the workplace, misuse of equipment or any other acts which might jeopardise the health and safety of any other person are forbidden;
- any person whose levels of alertness are reduced due to illness or fatigue will not be allowed to work if this might jeopardise the health and safety of any person;
- employees must not adjust, move or otherwise tamper with any electrical equipment or machinery in a manner, not within the scope of their job duties;
- all waste materials must be disposed of carefully in the receptacles provided and in such a way that they do not constitute a hazard to other workers;
- no employee should undertake a job which appears to be unsafe;
- no employee should undertake a job until they have received adequate safety instruction and they are authorised to carry out the task;
- all injuries must be reported to the employee's line manager or to the safety officer;
- all materials must be properly and safely used and when not in use properly and safely secured;
- work should be well-planned to avoid injuries in the handling of heavy materials and while using equipment;
- employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and must immediately report any defects to their line manager or to the safety officer;
- suitable clothing and footwear must be worn at all times. Personal protective equipment must be worn where appropriate;
- workstations and work sites must be kept clean and tidy and any spillage must be cleaned up immediately;
- employees should use handrails when going up and down stairs, should never read while walking, must close filing cabinet drawers when not in use and must keep all floor areas free of obstruction.

Access

- walkways and passageways must be kept clear and free from obstructions at all times;
 - if a walkway or passageway becomes wet it should be clearly marked with warning signs and any liquid spilt on the floor should be wiped up immediately;
 - trailing cables should not be left in any passageway;
 - where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway;
 - where a passageway is being used by vehicles or other moving machinery, an alternative route should be used by pedestrians where possible.
- If no alternative route is available, the area must be clearly marked with warning signs.

Tools and equipment

- Company machinery, tools and equipment are only to be used by qualified and authorised personnel;
- it is the responsibility of all employees to ensure that any tools or equipment they use is in a good and safe condition. Any tools or equipment which are defective must be reported to a line manager or to the safety officer;
- all tools must be properly and safely stored when not in use;
- no tool should be used without the manufacturer's recommended shields, guards or attachments;
- approved personal protective equipment must be properly used where appropriate;
- persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their own or anyone else's safety;
- employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.



Manual handling

- lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable.

The equipment used should be appropriate for the task at hand;

- the load to be lifted or moved must be inspected for sharp edges and wet patches;
- when lifting or moving a load with sharp or splintered edges, gloves must be worn;
- the route over which the load is to be lifted should be inspected to ensure it is free of obstructions;
- employees should not attempt to lift or move a load which is too heavy to manage comfortably.

Employees should ask for assistance if there is any danger of strain;

- when lifting an object off the ground, employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back;

- employees should not attempt to obtain items from shelves which are beyond their reach. A ladder or stepping stool should be used. Employees should not use chairs or any makeshift device for climbing and should never climb up the shelves themselves.

Accidents

Minor

If any member of staff suffers a minor accident at work, full details must be given to your Line Manager.

This is a legal requirement on behalf of the employer and must be complied with.

Major

If any members of staff suffer a major accident then you must contact the Compliance Manager who can contact the insurers immediately.

This is a legal requirement on behalf of the employer and must be complied with.

Insurance and Accident investigation forms must be completed if necessary in accordance with Company Procedure.

Accident Book

The accident book is located in the operations department. Please contact the Compliance Manager or Operations Director if you require this.



Data Protection Policy

The purpose of the data protection policy is to ensure complying with the data protection principles as detailed in the Data Protection Act 1998. The Envelope Works Limited is committed to ensuring data is protected and this policy is implemented.

In order to complete this, the following is completed across the group:

- ensuring that we comply with the eight data protection principles, as listed below
- meeting our legal obligations as laid down by the Data Protection Act 1998
- ensuring that data is collected and used fairly and lawfully
- processing personal data only in order to meet our operational needs or fulfil legal requirements
- taking steps to ensure that personal data is up to date and accurate
- establishing appropriate retention periods for personal data
- ensuring that data subjects' rights can be appropriately exercised
- providing adequate security measures to protect personal data
- ensuring that a nominated officer is responsible for data protection compliance and provides a point of contact for all data protection issues
- ensuring that all staff is made aware of good practice in data protection
- providing adequate training for all staff responsible for personal data
- ensuring that everyone handling personal data knows where to find further guidance
- ensuring that queries about data protection, internal and external to the organisation, is dealt with effectively and promptly
- regularly reviewing data protection procedures and guidelines within the organisation

We ensure the following principles are implemented across the group:

- personal data shall be processed fairly and lawfully.
- personal data shall be obtained for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
- personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
- personal data shall be accurate and, where necessary, kept up to date.
- personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998.
- appropriate technical and organisational measures shall be taken against unauthorised and unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
- personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.



Corporate Social Responsibility Policy

The Envelope Works Limited is dedicated to the provision of a quality product to an international marketplace. More than merely a service provider, we invest the time to develop lasting relationships with our clients, working in partnership to understand and exceed their expectations.

As a niche business dealing only in envelopes, we have an intrinsic understanding of all areas of the operation and are at the forefront of innovation within our specific arena. We drive innovation through new technology, products, and procedures.

The Envelope Works Limited has close relationships with numerous suppliers worldwide. Such independence allows us to offer a breadth of advice, free from contractual obligation to any individual supplier, whilst being able to offer solutions that meet the specific requirements of our clients.

We combine quality, efficiency, and logistical excellence to ensure our customers are provided with the high standards of customer service expected.

The Envelope Works Limited are committed to giving back to the community. We promote a charity scheme called A Helping Hand which allows employees to work for a chosen charity which is close to their heart.

We are committed to the environment by complying with the ISO 14001. We ensure all the requirements are met to meet the standard which is audited internally by our Compliance Manager and externally by BM Trada.

The Envelope Works Limited are committed to ensuring the ISO 9001 standard is met to the requirements of the standard. Furthermore, we are committed to complying with the laws and regulations.

We take pride in holding the FSC® and PEFC paper accreditations across the group.

The Envelope Works Limited invest time and money in all employees to allow them to conduct their roles to the best of their ability and to the satisfaction of the customer.

We do not discriminate against and strive to provide a work environment which is fair, ethical, free of intimidation and harassment. Equally, customers are dealt with in the same manner showing utmost respect at all times.



REEL 2 REEL Litho Envelope Specialists



Everything looks better in 2 colour



Setting Artwork on our templates

Place your images on the template ensuring that the bleed off, if any, is a minimum of 2mm top edge, 2mm bottom edge, 6mm bleed right and 6mm left.

If the design requires a window please state size and position when requesting a template.

Position text at least 5mm from any edges if possible.

Avoid placing low resolution and/or RGB artwork into your design.

When you are satisfied with your layout bring the cutter to the front before creating and submitting a pdf of the finished design.

For 4 Colour overprint, please ask about any possible printing restrictions that may apply.

Remove any security on artwork before submission.



Before submitting artwork, please ensure that it fully conforms to all Royal Mail postal regulations.



Artwork must be supplied as CMYK or Spot colour.





CMYK & Spot Colour

We print in CMYK and Pantone spot colour. If your artwork is RGB it will require converting to CMYK. When it is converted it will not be as bright on your monitor and you may need to recolour the image before submitting. All our artwork is Fogra proofed before printing.

Font Issues

If artwork requires editing, we may request that any fonts used are supplied. This can be avoided by creating all text as outlines before submitting.

Image Resolution

All images must be supplied at 300dpi, if the resolution is lower the image will appear pixelated when printed.

Templates

We don't expect our clients to have many of our envelope templates, please request a cutter to set your artwork on; this will help your studio.

Supply your file as a PDF

We prefer to have artwork supplied in pdf format with any crop marks included. If there are any transparency effects, please supply a separate jpg if possible for us to check against.

Foil blocking and Spot UV

Please supply as a separate pdf identical in size and crop marks to the regular artwork but this time only include the Foil or spot UV areas. This can be shown in any contrasting spot colour.

Press PASS & Site Visit



We actively encourage all our clients or prospective clients to come and visit our sites, this is the only way to truly appreciate all the hard work and attention to detail that makes our business what it is today. There is no better way than to see things first hand, meet the team behind the scenes who work tirelessly to ensure you continually get the quality, service and reliability you and your company are looking for. We know you have a busy schedule and we know it is time-consuming to press pass your artwork or visit suppliers, however, we appreciate that sometimes it is an essential and underused part of the process to ultimate client satisfaction.

Welcoming you to our sites gives you the opportunity to see for yourself our production facilities and for us to show our appreciation that your trust in us to print your work is justified. After refreshments on arrival and an informative tour of our production facility in which we encourage you to ask any questions you may have regarding the print process, we will invite you to meet our staff who you may only know through telephone contact. Also depending on your schedule and time of your visit we will offer a bite to eat and a "goody bag" for your journey home, so if you would like to visit any of our factories please do not hesitate to let us know and it will be arranged.

“As a niche business dealing only in envelopes, we have an intrinsic understanding of all areas of the operation and are at the forefront of innovation within our specific arena. We drive innovation through new technology, products, and procedures.”





The Envelope has come a long way since it's development

History of the Envelope

The development of paper envelopes goes as far back as the second century BC in China where envelopes known as Chih poh were used for distributing money gifts.

Initially an envelope was created by wrapping a sheet of paper around the folded letter and sealing down the edges.

The preferred way of producing envelopes in Europe was by using a diamond shape to give a more aesthetic appeal to the finished article, however little is known of its origins. This folded sheet was in use at the beginning of the 19th century as manufacturers produced a printed flat sheet that the user had to cut out and fold.

The British government took control of the postal service and a new service was introduced in 1840. A pre-printed flat sheet was produced and to deter forgery the first printed adhesive Penny Black came into use. Users still had to cut out the sheets to make the envelopes.

Prior to 1845 hand made envelopes were the only option until Edwin Hill and Warren De La Rue patented the first true envelope making machine.

It was almost the turn of the century before a successful gumming machine appeared.

In commercial printing, printing to the already made up envelope is known as overprinting.

Printing that is required to the whole of the finished envelope must first be printed on a reel or sheet before the cutting and folding stage. This can be done by reel to reel or flat sheet.

Getting it right first time

Envelope Specification

When ordering envelopes it is important that these simple rules are applied to eliminate any confusion in production

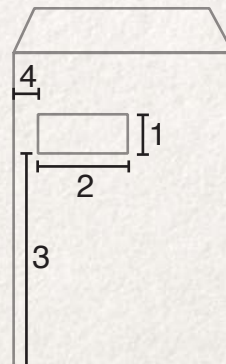
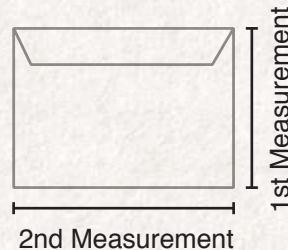
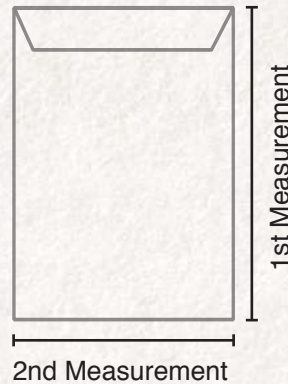
When giving sizes always give the depth measurement first followed by the width. This will determine whether the envelope is a wallet or a pocket

Window Specification

It is important that these rules are followed when requesting a specific window position, and dimensions are given in the order shown.

Measure with the envelope stood with the flap to the top

- 1 Window depth
- 2 Window width
- 3 Distance from bottom of envelope to base of window
- 4 Measure from the left side of the envelope to left side of the window



Envelope Ordering Required Information

Envelope Size

- • • • Height and width

Window Details

- • • • Size and position

Paper Type

- • • • Weight grammage

Adhesive

- • • • What style of flap

Side Seams

- • • • Inside or outside

Opaque Details

- • • • Pattern and colour

Quantity

- • • • How many do you require

Versions

- • • • Is there a split

Print Spec

- • • • How many colours

Delivery

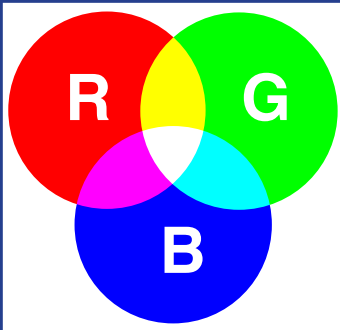
- • • • Destination

Understanding Colour?

Have you ever wondered why the artwork you sent to your printers doesn't have that same vibrancy when printed as it did on your monitor?

Usually, it is because the artwork was created in RGB but printed in CMYK.

So what's the problem then? the usual culprit is that most images are saved in RGB format when downloaded from digital sources which are ideal if used for websites, but not so great for printed medium. RGB colour is known as additive colour because it starts as black and colours only appear when wavelengths of light emit from its source. It is the colour model for transmitted light, in other words, anything that originates directly from a specific light source uses RGB, monitors, televisions and digital cameras all use the RGB colour model. When all the colours are added together this achieves white; subtract one or more wavelengths and the outcome results in a colour that we can identify with.



Colour comes from light; the main source of light for us is the sun, even though we can't see the light we know the colours are present, a rainbow is evidence for this. Turning off the light source will result in black.

The beach was
wonderful...

...in RGB





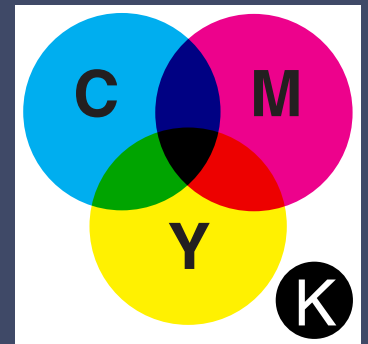
CYMK is the exact opposite of RGB, it is known as subtractive. Subtractive colour begins as white light from its source, however, as light shines on an object some of those wavelengths are absorbed. The resulting effect is that we only observe the reflected light which our brains perceive as colour.

A red tomato absorbs blue and green light but reflects the red. Cyan ink absorbs red light but transmits green and blue, the magenta ink absorbs green light but transmits red and blue, and the yellow ink absorbs blue light but transmits red and green. CMYK is the common colour model for printing ink. It is made up from cyan, magenta, yellow and black. The black plate is known as the key plate, this is because it provides the contrast and lines for the image. The black plate is usually printed last to compensate for any colour disparity or to add contrast. Black is accepted as a primary printing colour because it is very difficult and expensive to obtain 100% black using CMY only.

Colour models are of course more complex than described in this guide.

The general rule is if your work is to be displayed on a monitor, the preferred colour mode is RGB.

If the artwork is to be printed then the preferred colour mode is CMYK.



until it
went dull....





TRANSPORT...

Boasting a nationwide portfolio of extremely satisfied clients, we are dedicated to customer satisfaction. As such, whether your requirement is one pallet a month or the provision of a full logistics management package, our philosophy of proactive customer service is maintained.



We have vast knowledge and experience of UK and European transport and provide some of the highest levels of service and reliability in the industry. The Envelope Works Ltd are fully equipped to offer bespoke transport solutions for all your logistic requirements, regardless of size, weight or volume of goods.


As well as our own company vehicle we have partnered with a network of trusted suppliers across the whole of the UK and Europe, which allows us access to any size vehicle at very short notice. If you have anything urgent to be collected or delivered within the UK and Europe, please do not hesitate to contact us and we will help you immediately.

Being a forward thinking highly accredited company, we understand the importance of only using like-minded suppliers to our business which is why our logistical partners are all members of the RHA (Road Haulage Association) and the FTA (Freight Transport Association).

This ensures we offer the highest standards of service whilst keeping up to date on all the latest laws and legislations to transport your goods safely.

& DISTRIBUTION

We know the importance of delivering quickly and safely around the UK and Europe.



01254 428 950

The Envelope Works Ltd
www.envelopeworks.com



The Envelope Works Ltd
Duttons Way
Shadsworth Business Park
Blackburn
BB1 2QR