CARBONLESS SHEET TRAINING

The Brand You Know You Can Trust

* NCR PAPER is a registered trademark licensed to Appvion, Inc.
AN INTRODUCTION TO CARBONLESS

Carbonless sheets are used for creating multiple-part business forms and are run on offset presses and digital equipment, including high-speed digital and laser printers.

NCR PAPER* brand carbonless paper has a solution to fit any multi-part forms need.

BUSINESS FORMS • INVOICES • RECEIPTS • PURCHASE ORDERS • CUSTOM FORMS • AND MUCH MORE!
WHAT IS A FORM SET?

FORM SET: A form that is composed of two or more plies of carbonless paper that are bound together.
WHERE IS A FORM SET USED?

- Bills of Lading
- Invoices
- Pick Tickets
- Purchase Orders
- Receipts
- Application Forms
- Work Orders
- Quality Control Forms

- Patient Record Forms
- Medical Claims Forms
- Daily Reports
- Packing Slips
- Debit Memos
- Custom-punched Holes
- Custom Perforations
- Custom-sized Forms
HOW DOES CARBONLESS WORK?

Millions of dye capsules are embedded in the paper; writing pressure breaks these capsules to create blue or black impressions on the form sheets.
MICROSCOPIC CAPSULES

Example of microscopic capsules of colorless dyes and oils on a human hair
THE CARBONLESS PAPER SYSTEM

3-PART FORM SET

• CB Sheet: Coated Back
  (1 per set)

• CFB Sheet: Coated Front & Back
  (1 or more per set)

• CF Sheet: Coated Front
  (1 per set)
CB SHEET: TOP SHEET OF FORM

- “Coated Back” sheet
- Back-coated with millions of microscopic capsules containing colorless dyes and oils
- Capsules are sealed until broken with pressure
CFB SHEET: MIDDLE SHEET OF FORM

• “Coated Front & Back” sheet
• Front side has CF coating; back side has CB coating
• Coating on CF surface reacts with colorless dyes released from broken capsules to develop colored impression
• Can have multiple CFB sheets
CF SHEET: BOTTOM SHEET OF FORM

- “Coated Front” sheet
- Top side has CF coating
- Coating on CF surface reacts with colorless dyes released from broken capsules to develop colored impression
HOW A 3-PART FORM SET WORKS

- Dye Capsules
- Dye Coreactant
- Broken Dye Coreactant
- Developed Color
- Paper

Coated Back (CB)
Coated Front & Back (CFB)
Coated Front (CF)
SELF-CONTAINED (SC) PAPER

- Dye capsules and dye coreactant on surface
- Any paper can be used on top to create images on the self-contained paper
PRECOLLATED

• Reams come with CB, CFB and CF in sequence

• Sequence is either straight or reverse — depends on what customer needs for specific job
PRECOLLATED:
STRAIGHT OR REVERSE SEQUENCE

• Reverse: single color, single pass through printing equipment

• Straight: two passes, back printing and unique printing equipment

• Normally, an even number of equipment passes needs straight sequence; an odd number of passes needs reverse
UNCOLLATED

• Reams contain either all CB, all CFB, or all CF
• For non-standard colors or sequences
• For forms that require different print designs on different plies
• Sheets must be collated after printing
PRINT SIDE

• Important to ensure running the paper with the proper print side, up or down

• Print side indicated on ream label
CARBONLESS TERMINOLOGY: HOW CUSTOMERS ORDER

- **Sheets**
- **Ream**
  (500 sheets)
- **Box/Carton/Case**
- **Skid/Pallet**
WHAT CUSTOMERS MUST SPECIFY

• Size (8 1/2" x 11", 17" x 22", etc.)

• Precollated or Uncollated?

• If Precollated…
   1) What sequence? (Straight or Reverse)
   2) How many plies?
WHAT IS FANAPART EDGE PADDING ADHESIVE?

**FANAPART**: An adhesive that allows carbonless sheets to be fastened together then fanned into form sets.

Appvion’s NCR PAPER* brand Fanapart allows for no-hassle, consistent edge padding.
STEP 1: Jog Paper

• Jog by hand or machine to make sure sheets smoothly align
HOW FORM SETS ARE GLUED TOGETHER

STEP 2: Place

• Place stack on flat surface or in padding rack
• Place “weight distribution board” on stack, flush with edge
HOW FORM SETS ARE GLUED TOGETHER

- Place weight on stack to bring sheets into contact with each other, but not too tightly
  - 1 pound per inch of paper
  - 1/8 inch separation

STEP 3: Weight
HOW FORM SETS ARE GLUED TOGETHER

STEP 4: Brush

- Saturate bristles with enough Fanapart for several strokes
- Apply adhesive to edge, one side at a time, starting from bottom and working up
HOW FORM SETS ARE GLUED TOGETHER

• Let stand for 30 minutes
• When dry, fan forms to separate sets

STEP 5: Dry & Fan Apart
HOW FANAPART WORKS

Printed Stack To Be Edge Padded

3-Part Set

CB Sheet
- Front Side: No coating
- Back Side: Coated Back (with dye capsules)

CFB Sheet
- Front Side: Coated Front (with dye co-reactant)
- Back Side: Coated Back (with dye capsules)

CF Sheet
- Front Side: Coated Front (with dye co-reactant)
- Back Side: No Coating

3-Part Set

CB Sheet
- Front Side: No coating
- Back Side: Coated Back (with dye capsules)

CFB Sheet
- Front Side: Coated Front (with dye co-reactant)
- Back Side: Coated Back (with dye capsules)

CF Sheet
- Front Side: Coated Front (with dye co-reactant)
- Back Side: No Coating
To view a demonstration on applying Fanapart, access www.appvion.com/en-us/products/carbonless/Pages/fanapart.aspx
PRODUCT OVERVIEW

CARBONLESS
NCR PAPER*
SUPERIOR

CARBONLESS
NCR PAPER*
SUPERIOR PERF

CARBONLESS
NCR PAPER*
XERO/FORM®II

CARBONLESS
NCR PAPER*
SPECIALTIES
UNCONDITIONAL SATISFACTION GUARANTEE

Appvion unconditionally guarantees your satisfaction at 100%. If you are not satisfied with NCR PAPER* brand carbonless for any reason, we will help you resolve the problem, replace the product, or refund its cost. *No hassles. No fine print. No conditions.*
SPECIAL MAKING PROGRAM

• To meet all customers’ unique requirements

• Non-standard and special collations, sizes and perforations

• Reasonable minimums and consistent, short lead times
STOCK OFFERING

• Widest selection of stock items in the industry
• Offset, digital, recycled, specialties
• Precollated and uncollated
• 5-hole punched
• Micro-perforated
MERCHAND CHANNEL

- Appvion has the most extensive merchant channel
- All merchants are listed on Appvion’s Web site:
PRODUCT OVERVIEW

SUPERIOR
• Built to run
• Now guaranteed for black & white and color digital copiers/printers
• Plus, better-than-ever offset runnability
• Clean and smooth running

SUPERIOR PERF
• For perfect snap-sets
• Micro-perfed NCR PAPER* brand Superior provides one continuous smooth snap
• Guaranteed for both offset and digital equipment
• Produce in-house snap-sets without any special equipment
PRODUCT OVERVIEW

XERO/FORM® II
• For the most demanding digital jobs
• Heaviest basis weight
• OEM-recommended for high-volume digital jobs
• A history of proven performance on digital equipment

SPECIALTIES
• For specialized forms
• Customize your multi-part forms
• Choose from tags, ledgers, and self-contained
• Designed specifically for offset
NCR PAPER* BRAND
SUPERIOR

Guaranteed Offset *and* Digital Performance
- Now guaranteed for black & white and color digital copiers/printers
- Plus, better-than-ever offset runnability
- Clean and smooth running
- Heavier basis weight
- Consistent caliper
- Stiffer sheet
NCR PAPER* BRAND SUPERIOR

Improved Convenience & Cost Savings
- One paper and one glue for all forms jobs
- Simplified carbonless inventory
- Lower-cost carbonless option for digital equipment

Better Appearance
- White and bright
- Superior image intensity
- Improved ink/toner adhesion
NCR PAPER* BRAND
SUPERIOR

Improved Edge Padding
• Most reliable and consistent performance
• Stronger bond to hold forms together
• Form sets fan apart with ease
• Use with Appvion's Fanapart edge padding adhesive

Forest Stewardship Council™ (FSC®) Certification
• FSC®-certified products available upon request (FSC-C003368)
NCR PAPER* BRAND
SUPERIOR PERF

- For perfect snap-sets
- Micro-perfed NCR PAPER* brand Superior provides one continuous smooth snap
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NCR PAPER* BRAND
XERO/FORM® II

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NCR PAPER* BRAND SPECIALTIES

- For specialized forms
- Customize your multi-part forms
- Choose from tags, ledgers, and self-contained
- Designed specifically for offset
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HOW TO USE NCR PAPER* BRAND CARBONLESS ON DIGITAL EQUIPMENT

1: Start with NCR PAPER* brand blank sheets**

2: Add fixed and variable data with your color or monochrome printers or copiers

3: And create custom forms in seconds, one sheet at a time

4: Then mark just the top ply. The image will transfer to all plies.

**Note: NCR PAPER* brand includes various types of carbonless paper, each designed for specific applications. Always consult the manufacturer's guidelines for optimal performance.

Appvion
SEQUENCE AND PRINT SIDE GUIDES FOR DIGITAL EQUIPMENT

• Use to determine the correct sequence (reverse or straight) and print side (up or down) of NCR PAPER* brand Superior, Superior Perf and Xero/Form® II carbonless for your digital equipment

• NCR PAPER* brand carbonless guides available as a PDF on the Web site at


Search: Print Side Guide
LOADING & RUNNING NCR PAPER* BRAND ON DIGITAL EQUIPMENT**

1: Remove paper from ream
2: Fan
3: Jog
4: Load
   (Ensure proper print side)
5: Print
   (Sheets print one at a time)
6: Join into form sets
   (Multiple options)

**Excludes NCR PAPER* brand Recover® and Specialties as these are designed for offset only.
JOINING PRINTED SHEETS INTO FORM SETS

Jog and use unfastened

Fasten with a clip board

Staple by hand

Staple on printer

Apply Fanapart adhesive*

GET INFO QUICK AT
www.appvion.com

• Where to Buy
• Product Descriptions
• Special Making Program Details
• Stock List
• Downloadable Collateral
• Carbonless Video Demonstration

• Edge Padding Demonstration
• Sequence Guide
• Technical Solutions Handbook PDF
• Order Samples and Sales Aids
www.appvion.com/en-us/products/carbonless

The Carbonless Sheets section has a comprehensive overview of product offerings.
www.NaturallyNCRPAPER.com

- Environmental Efforts Overview
- Product Portfolio
- Glossary of Green Terms & Environmental Acronyms
- Sales Materials
- FAQs
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