



[Security documents 1](#)
Specialists in high security solutions

Services

- Our services
- Sales consultancy
- Offset Printing
- Digital Printing
- RFID recording
-  **Handling and finishes**
- Logistics

SERVICES > Handling and finishes

Handling and finishes

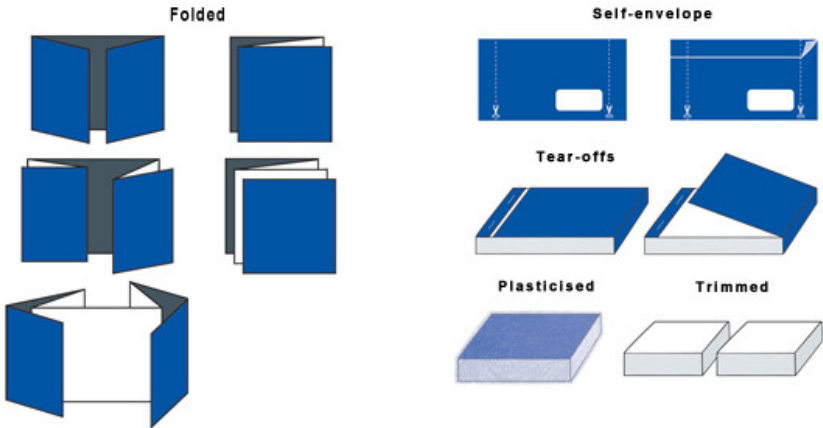


The best image, the best finish

Offering our customers the ability to have several types of finishes is another of our commitments to improving service quality.

The final image of a product can be the key to its success. At Impaorsa, we have the most advanced technical resources to meet all your expectations. No project is unfeasible; no idea is impossible to make real.

Different finishes for different needs. Covered, single, folded, plasticised and/or trimmed tear-offs are just some of the possibilities we offer to our customers.



Types

Folded

Offering our customers the ability to have several types of finishes is another of our commitments to improving service quality.

The process by which an already-printed document is shaped in order to suit the customer's end needs (visual, communication, etc.).

The folds can be of many types but the most common are:

- Bi-fold: half-fold document.
- Tri-fold: paper folded into three sections (wrapped and "Z" or zig-zag).
- Four-fold: document folded into four sections (wrapped, accordion-style, etc).
- Cross: document folded with a double half-fold.
- In window: the outer sections are folded inward.

These folds can be supplemented by the application of different types of adhesives:

- Removable glue.
- Permanent glue.
- Rewettable glue.

And in several formats:

- Glue dots.
- Glue line.
- "U"-shaped glue.

Self-envelope

(Also known as self-mailers): This is a pre-printed document that serves as the envelope and allows for cost savings when doing mailings.

This type of finish is widely used for marketing campaigns and issuing of documents related to public administrations (municipalities, tax collection, water, electricity, bills, etc.).

The confidentiality of the data contained in the document itself is another aspect that makes this medium an ideal ally in your advertising campaigns, mailings, etc.

Self-mailers can be made in bi-fold, tri-fold or four-fold, wrapped or zig-zag and then finished using different kinds of perforations (microperforations, standard perforations, etc.) and various types of gluing:

- Permanent glue.
- Removable glue.
- Glue line.
- U"-shaped glue.

Tear-offs

A finish that allows different sets of pages to be grouped into one block (carbonless, offset, coated, etc.).

The most common types of tear-offs are usually:

- **Simple:** The sets of paper are joined by self-separating glue, card backing and kraft cover.
- **Wrapped:** A piece of card wraps around the entire document and allows the sets of paper to be attached by applying two or more staples.

The tear-offs can be completed with the printing of bar codes and/or numbers.

Plasticised

A process by which a film is applied over already-printed documents to protect them from any external damage they might suffer.

This type of finish is also very useful for all jobs that require a certain number of copies to be distributed among different departments and/or sections.

Trimmed

All finish formats and sizes are possible thanks to a modern cutting technology that allows us to carry out the most demanding of orders.