



NCR Sets INTRODUCTION

NCR (No Carbon Required) Duplicating Sets are one of our particular specialities. They are the quick and simple solution when several copies of a document are required. The range of applications is endless, from Delivery Notes to Restaurant Order Pads or Sales Invoices.

An NCR Set consists of at least two sheets. They rely on pressure to transfer an image from the top sheet to those underneath. They can be used with a ball point pen or using an impact printer such as a Dot Matrix or Daisy Wheel.

The amount of pressure required to form an adequate copy on the bottom sheet increases with the number of sheets in the set. For this reason sets should not normally be more than five sheets.

Sheets are available in the following colours: Blue, Pink, Green, Yellow and White.

A 170gm white card bottom sheet can be specified if required. This is particularly useful in applications where loose sets are needed but flat surfaces for writing are difficult to find! NCR Sets are supplied ready to use as loose individual sets as standard.

Please Note: NCR Sets do not work with Ink Jet or Laser Printers.

Finishing Options

It is possible to specify numerous finishing options to complete your NCR.

Single Perforation

We would normally perforate all sections of your set except the bottom sheet. If you also require the

bottom sheet to be perforated please specify this at the time of ordering.

Where perforations are specified together with padding the pads are wire stitched (stapled) so that the bottom sheets are securely retained in the pad. Please specify which edge of the set is to be perforated (top, left side, etc.).

Numbering (crash through set)

Numbers are applied by impact on the top sheet which transfers to the other sheets using the self impression property of the set. Please specify your required start number, any prefix you require and where you would like your number to be positioned on the sheet.

Padding

A number of sets are made in to a pad for ease of use. Pads of 100 sets are practical for two part sets. Three part sets and above are normally padded in 50's. Please specify which edge of the sheet is to be glued (top, left side, etc.). Each pad is provided with a loose card to be placed under each set before use. Where padding and perforation is specified, the Pads are stapled as well as glued.

Hole Drilling

Please specify where you would like your hole (holes) to be positioned and what diameter of hole you require (3mm, 3.5mm or 6mm diameter).

Bespoke Size NCR Sets

If you require a bespoke size NCR simply detail your requirements at the time of order. Please price as the next size up. We make no additional charge for cutting sets to non standard sizes.

Special Shaped NCR Sets

We specialize in the production of custom shaped NCR pads of any size up to A4. The cost of the Cutting Forme (which is a one off cost) depends on the complexity of the shape required.

The cost of the die-cutting once the Forme has been obtained is **£49.00 + VAT** setup plus **£0.13 + VAT** per pad.

Instructions for using the NCR Pricing Table

1/3 A4 or A6 NCR Set - Please specify				
Sheets	Colour	250 Sets	+per 100	
First Sheet Only	Single Colour Print	£55.28	0.04	£2.47
	+Per Additional Colour (either side)	£38.05		£0.49
Extra Per Each Additional Sheet	Single Colour Print	£28.27	0.03	£1.79
	+Per Additional Colour (either side)	£15.27		£0.20
Extra Card Bottom (per set)	Add to Additional Sheet Price	£6.28	0.08	£2.45

A5 NCR Set				
Sheets	Colour	250 Sets	+per 100	
First Sheet Only	Single Colour Print	£62.88	0.06	£3.45
	+Per Additional Colour (either side)	£41.58		£0.54
Extra Per Each Additional Sheet	Single Colour Print	£30.30	0.05	£1.97
	+Per Additional Colour (either side)	£16.76		£0.22
Extra Card Bottom (per set)	Add to Additional Sheet Price	£9.50	0.12	£3.71

A4 NCR Set				
Sheets	Colour	250 Sets	+per 100	
First Sheet Only	Single Colour Print	£80.34	0.12	£6.97
	+Per Additional Colour (either side)	£48.05		£1.14
Extra Per Each Additional Sheet	Single Colour Print	£34.12	0.09	£2.19
	+Per Additional Colour (either side)	£18.38		£0.26
Extra Card Bottom (per set)	Add to Additional Sheet Price	£18.75	0.20	£7.36

A3 NCR Set				
Sheets	Colour	250 Sets	+per 100	
First Sheet Only	Single Colour Print	£128.92	0.20	£13.38
	+Per Additional Colour (either side)	£70.89		£1.90
Extra Per Each Additional Sheet	Single Colour Print	£50.05	0.17	£3.17
	+Per Additional Colour (either side)	£27.01		£0.35
Extra Card Bottom (per set)	Add to Additional Sheet Price	£37.61	0.50	£14.71

Additional NCR Finishing			
Operation	250 Sets	+per 100	
Single Perforation sheet of set	£1.99	£0.75	
Numbering (Crash Through Set)	£2.84	£1.09	
Padding 100/pad	£1.61	£0.60	
Padding 50/pad	£3.17	£1.22	
Hole Drilling (per hole)	£2.48	£0.95	

Turnaround Options ▼

6	Express	3	Express Plus	12	Economy
	Working Days*		Working Days*		Working Day*

*Up to 5,000 sets, for larger quantities turnaround agreed at time of order.
All prices are + Carriage and VAT at applicable rates. Terms are payment with order.

Step 1: Decide what quantity of NCRs you require.

For calculating costs you need to know the number of 100s (over 250) in your required quantity.

E.g. For a quantity of 800 the number of 100s over 250 is $(800-250) / 100 = 5.5$

Step 2: Determine the NCR Set cost for your required quantity.

Look at the table which matches the size you require.

Obtain the cost of each sheet in your set for the required quantity.

E.g. For 800 Two Part A5 NCR Sets printed in Two Colours with Terms and Conditions (T & Cs) on the reverse of the first sheet.

Sheet 1: First colour £62.88 (250) + 5.5 x £3.45 (per 100) = £81.86
Second colour £41.58 (250) + 5.5 x £0.54 (per 100) = £44.55
T & Cs on the reverse (same price as second colour) = £44.55

Sheet 2: First colour £30.30 (250) + 5.5 x £1.97 (per 100) = £41.14
Second colour £16.76 (250) + 5.5 x £0.22 (per 100) = £17.97
Total cost of the 800 sets = £230.07

Step 3: Add the additions for any finishing you require.

Use the Additional NCR Finishing table to obtain the extra costs.

E.g. For Numbering (Crash Through Set) of 800 A5 Sets.
Cost is £2.84 (250) + 5.5 x £1.09 (per 100) = £8.84

Step 4: Determine the carriage code for your job.

Obtain the carriage code using the figures in the green boxes.

E.g. For 800 Two Part A5 NCR Carriage code is:

0.06 (250 of first sheet) + 5.5 x 0.024 (per 100 of first sheet) = 0.192
+0.05 (250 of second sheet) + 5.5 x 0.020 (per 100 of second sheet) = 0.16
Carriage code equals the sum of these = 0.352
Please obtain your carriage cost from the table on page 107.

Further Information

Turnaround

Times quoted are from receipt of full payment and complete, print ready pdf, artwork.

Artwork

Important artwork preparation information can be found on pages 101 - 105.

Bespoke Sizes

If the particular size you require is not listed then we can produce bespoke sizes. Simply price the next size up. For example, a 279mm x 198mm video sleeve will be priced as an A4 (297mm x 210mm). Just specify your required size at the time of order and we will trim free of charge.

