

# 2-PART AND 3-PART NCR FORM

## FORMS

### JOB-SPECIFIC • APPROVED DIELINE REQUIRED

## WHAT THIS GUIDE DOES

Plan multipart forms around the writing sequence, transfer direction, numbering, binding edge and the information needed on each ply.

### COMMON OPTIONS

- 2-part: white/canary is common
- 3-part: white/canary/pink is common
- 8.5 x 11, 5.5 x 8.5 and custom sizes
- Loose sets, padded sets or book-bound sets
- Straight or reverse numbering

### CONFIRM BEFORE DESIGN

- Finished size, orientation and printing sides
- Material or substrate and expected thickness
- Finishing, hardware, folds, seams or assembly
- Supplier, product SKU, die number or approved structural file
- Shipping, mailing, installation or pack-out requirements

## SAFE HANDOFF WORKFLOW

- 1 Choose** Confirm the exact product, size, material and finishing.
- 2 Request** Obtain the approved dieline or supplier imprint template.
- 3 Design** Keep art, white ink, cut paths and variable data on named layers.
- 4 Review** Make a mock-up and let Execuprint check the production setup.

### IMPORTANT

**Use this as a buyer-friendly planning guide. The approved production dieline or supplier template controls final artwork.**

Send the exact product details to Execuprint before design begins; we will help confirm the correct file setup.

### EXECUPRINT CUSTOMER CARE

Questions about your artwork?  
A real person is happy to help.

**661.220.5213** [CustomerCare@execuprint.com](mailto:CustomerCare@execuprint.com)

## START WITH THE EXACT PRODUCTION METHOD

Plan multipart forms around the writing sequence, transfer direction, numbering, binding edge and the information needed on each ply.

## COMMON FORMATS / SETUPS

- 2-part: white/canary is common
- 3-part: white/canary/pink is common
- 8.5 x 11, 5.5 x 8.5 and custom sizes
- Loose sets, padded sets or book-bound sets
- Straight or reverse numbering

## DETAILS TO CONFIRM

- Finished size, orientation and printing sides
- Material or substrate and expected thickness
- Finishing, hardware, folds, seams or assembly
- Supplier, product SKU, die number or approved structural file
- Shipping, mailing, installation or pack-out requirements

## FILES TO HAND OFF

- Print PDF with bleed and fonts embedded or outlined
- Named production layers for cut, fold, white, foil or variable data
- A low-resolution proof or mock-up showing intended assembly
- The approved supplier dieline kept on a nonprinting reference layer