



## **Pressure Seal Forms Handling Tips**

- ❑ **Be sure to rotate forms on a first-in/first-out basis due to the 12 month shelf life.**
- ❑ **Always store forms in the original shipping cartons.**
- ❑ **DO NOT stack cartons more than 4 high.**
- ❑ **Do not store forms cartons directly on a floor or against a wall.**
- ❑ **Forms must always be stored in a climate-controlled environment. It is recommended to store the forms at 68-76 degrees with relative humidity of 35-55%.**
- ❑ **Do not subject pressure seal forms to extremely hot or cold conditions. Paper forms are subject to absorbing and losing moisture with changes in relative humidity. Increased humidity can lead to excessive curl in the forms and decreased humidity could lead to static issues\*.**
- ❑ **Allow forms to acclimate to the laser-printing environment for 24 - 48 hours prior to use.**
- ❑ **Fan forms from all four edges before loading into printer, and again before loading into any post printing equipment**
- ❑ **Allow forms to cool after printing and before loading into any post printing equipment**

**\*Static may be caused by excessively cool or dry climates and/or low humidity. Keep pressure seal forms away from heat ducts. If static is causing feeding problems, it may be necessary to fan the forms and spray them, lightly, with a static guard product. It will also help to let the forms sit out of the polybags/polywraps for 24 – 48 hours to acclimate to the environment prior to a print run. Use of a humidifier in the printer area will add to the dissipation of excessive static.**