Nutri ❌ Link
TECHNOLOGIES

PRINTING SPECIFICATIONS

This is a summary of information you will need to print your applications.

As part of your Nutri-Cloud system, Nutri-Link will provide our standard, State-specific, scannable application, specifically updated with your District information. Once the application design has been finalized and approved by your State Representative, we will send you a PDF file to give to your printer. With that in mind, there are a few simple specifications your printer will need to know.

- Our recommendation is to print your paper application in RED and BLACK ink. Please consult with your Nutri-Link Representative for other ink color options.

- The drop out color that works best is red (PMS 186)

- Each application contains certain locations called "registration points". These are used to rotate and locate all fields on a form. Please ensure the application or corners DO NOT get folded or stapled prior to scanning to avoid errors.

- We suggest using a paper weight range of 20-100 lb. Please make sure you are printing on copy paper. (No card stock, etc.) (See scanner documentation for exact paper weight range)

- Feel free to print your instructions on the back of the application. If you choose to do this, remember the instruction page must not "bleed through" to the application side. An increase in paper weight will help with "bleed through" i.e.: 60 lb. Though we do not provide instructions, we will be happy to assist you as you prepare them.

Free and Reduced Application Design

This is a summary of the F/R Application design process.

The first step in the application design process is to complete the form design in English. We recommend you check with your State on the necessary contents of the application, and we will provide a standardized, State-specific form for your district. We will consult with you every step of the way to make sure the form meets your state's requirements. To ensure a prompt completion of this important task, we do not recommend aesthetic or significant changes to the form once the design process has begun. We are often working with many districts at one time on form design and strive to provide you with the best service possible and deliver this project to you in a timely manner.

Once we have completed a design for your application, your district needs to then receive approval from the State on the application content. Nutri-Link Technologies does not obtain State approval. Once your district has received approval, the application can be sent to a printer of your choice. **Whenever possible, it is best to have the applications available before the time of our installation so that we can configure your unique form design to our software.** We also do not recommend pre-printing student information onto your applications. To ensure a smooth scanning season, all of the applications you anticipate needing for the year need to be printed at once.

Once your English version has been finalized, we can assist with a standardized State-specific Spanish version upon request. The Spanish version must be translated from your English version to ensure both forms say exactly the same thing with the same design layout. *Nutri-Link staff does not provide translations services for any documents. Each district will be required to provide the Spanish translation to match the English version of the scannable form in a Word document file.*

Nutri-Link also offers Printing Services exclusively for the F&R Application packets. We offer two options for printing:

- Single Sheet Option: 8 1/2 x 11 - 60# white offset paper - black + red ink on one side (Application), black ink only on back side (Instructions and/or school codes)

- 4 Page Packet: 11x17 - 60# white offset paper, folded in half and perforated down center for tear off of application. The 4 page packet will have three sides black ink only, and one side black + red ink (Application). The four pages can be utilized any way you like, for example: Introduction Page, Letter to Parents, Instructions and Application.

For the best price, quantities should be ordered in increments of one thousand and for the total quantity you need to print for the entire year! (The higher the quantity during one print run, the better price you get!)   Please contact Jana Lobato at jlobato@n-ltech.com for a Printing proposal.

Please let us know if you have any questions! We look forward to working with you!