

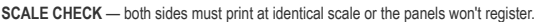
SIDE 1. Cut on the solid lines, fold on the dashed. Panels: **tech sheet · front map · back map.** Print page 2 on the reverse, flip on long edge.

CARDBOARD ALCHEMISTS CONSERVATION TECH SHEET		No. 	FRONT	CONDITION MAP	No. 	BACK	CONDITION MAP	No. 																		
CARD 																										
SET / YR # 																										
TECH IN OUT 																										
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SIDE 2 — reverse of page 1. Panels: **notes · process log · legend.** After a long-edge flip the legend lands behind the tech sheet, so the folded strip reads tech sheet on the front, legend on the back.

NOTES	OBSERVATIONS & DISCLOSURE	PROCESS LOG	EVERY SESSION	LEGEND	HOW TO MARK																																																																																																																															
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Map the card *before* you touch it. The intake map is the only proof of what was already there.

TECH SHEET — BENCH COPY

The record panel at ~2.7x, for bench work or the client file. The folded strip is the copy that ships with the card.

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TECH SIGN _____		cardconservation.com CC BY-SA 4.0																		

CONDITION MAP — BENCH COPY

Both diagrams print **exactly life size** — lay the card straight onto the page to transfer a defect position.

FRONT

A B C

1

2

3

CENTERING MEASUREMENTS

L-R _____ / _____ T-B _____ / _____

BACK

A B C

1

2

3

CENTERING MEASUREMENTS

L-R _____ / _____ T-B _____ / _____

LINEAR — TRACE ALONG THE DEFECT

—	CREASE	fibres broken — permanent
- - - - -	BEND	no break — pressable
.....	SCRATCH	surface only
~~~~~	WRINKLE	rippled — prior moisture
=====	PRINT LINE	factory — not handling

## MODIFIERS

**1 2 3** severity — light / moderate / heavy. On every mark.  
***** reads through to the other side  
**{ZZZ}** defect covers an area, not a point

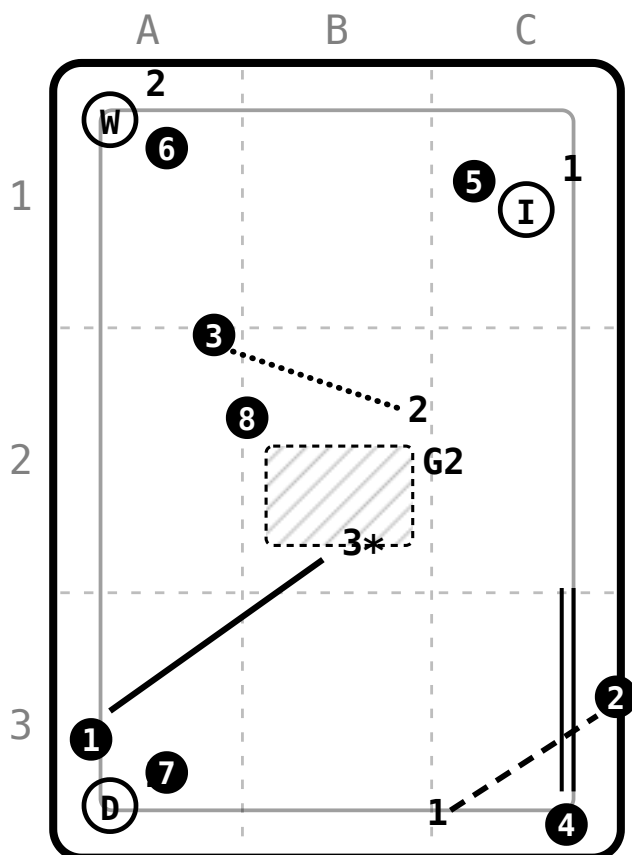
## POINT — CIRCLE IT, LETTER IT

I  INDENT	D  DING	N  NICK/CHIP
W  WHITENING	S  STAIN	G  GLOSS LOSS
F  FOIL/SILVER	L  DELAM/LIFT	A  ADHESIVE
M  MARK/INK	P  PAPER LOSS	R  PRINT DEFECT

WHOLE CARD ☐ WARP ☐ MISCUT ☐ TILT ☐ ROUGH CUT ☐ O/C FRONT ☐ O/C BACK

# HOW TO MARK A CARD

One card, eight defects. Trace linear damage along its actual path; circle point damage where it sits. Every mark carries a severity numeral — **1** light, **2** moderate, **3** heavy — and an asterisk if it reads through to the other side.



FRONT — INTAKE, BEFORE ANY WORK

- 1. Crease, heavy, both sides.** Solid line traced along the whole break.  
Reads: **3*** — severity 3, shows front and back. Fibres are broken; pressing will not undo it.
- 2. Bend, light.** Dashed line — the fibres are intact.  
Reads: **1**. This is the one on the card that a cold press genuinely fixes.
- 3. Scratch, moderate.** Dotted line along the scratch path.  
Surface only — it never gets a severity above what the gloss shows.
- 4. Print line — factory.** Double line. Not handling damage, so it doesn't count against the owner, but graders still see it.  
Always distinguish this from a scratch.
- 5. Indent, light.** Circled **I** on the spot.  
An impression with no broken fibre — often liftable.
- 6. Whitening, moderate.** Circled **W** at the corner it affects.
- 7. Ding, moderate.** Circled **D** — an impact at the corner, distinct from plain whitening.
- 8. Gloss loss over an area.** Hatch the zone rather than drawing a line, then letter it.  
Reads: **G2** across grid square B2.

**Grid coordinates.** Columns **A B C**, rows **1 2 3** — so the gloss loss above is "G2 at B2". Use them on the notes panel and in any write-up, and anyone can find the defect without the sheet in front of them.