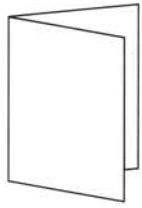
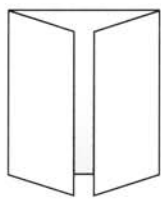


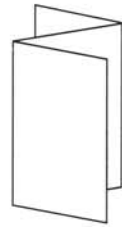
Folding Styles



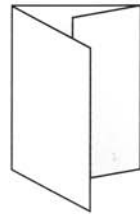
4 page
single fold



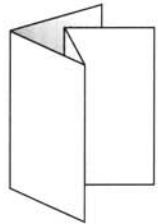
6 page
gate fold



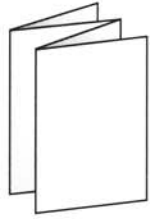
6 page
concertina fold



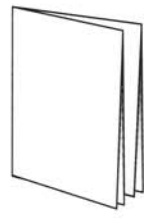
6 page
letter fold



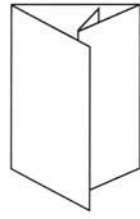
8 page
double parallel fold



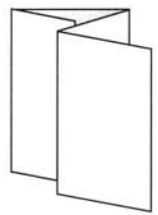
8 page
concertina fold



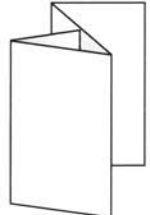
8 page right-angle
or french fold



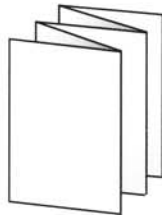
8 page roll fold
(parallel over & outer)



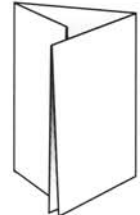
8 page parallel
map fold



8 page reverse
map fold



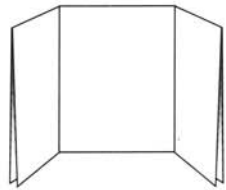
10 page
concertina fold



12 page
letter fold



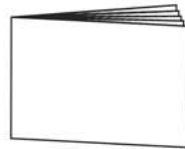
12 page concertina
letter fold



endorsement
fold

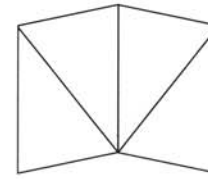


portrait
(upright)

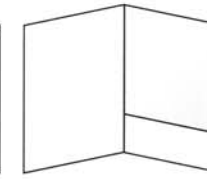


landscape
(wide)

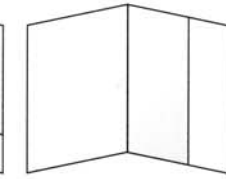
Folders



folder
diagonal pockets

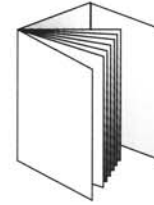


folder
horizontal pocket

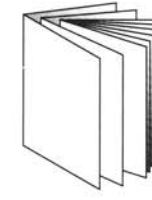


folder
vertical pocket

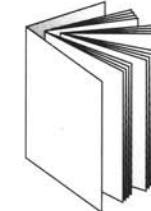
Binding Styles



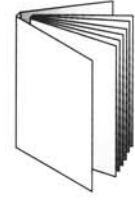
throw-out
and inset



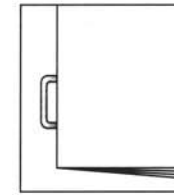
cover, flyleaf
and section



cover with
two sections



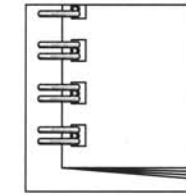
perfect
bound



saddle
stitched



stab
stitched



wiro
bound

Paper Sizes

A1	594 x 840mm
A2	420 x 594mm
A3	297 x 420mm
A4	210 x 297mm
A5	148.5 x 210mm
A6	105 x 148.5mm
A7	74.25 x 105mm

Envelope Sizes

C3	324 x 488mm
B4	250 x 353mm
C4	229 x 324mm
C5	162 x 229mm
C6	114 x 162mm
C6	114 x 162mm
DL	110 x 220mm

