



BUYING GUIDE Binding Systems

Why Bind?

Bound presentation documents get noticed and make a professional impression on your audience.

Types of documents that you'll want to bind:

- Presentations/reports
- Marketing collateral
- Client proposals
- Educational tools
- Handbooks/manuals

It's easy, time-saving and cost-effective to do your own binding!

FIRST, DETERMINE THE BINDING STYLE THAT IS BEST FOR YOUR DOCUMENTS.

	Plastic Comb Standard, well-known finish. Perfect for presentations.	ProClick Zip open and close for fast production.	Wire Stylish, secure, metal finish for when a premium look is desired.	Thermal Book finish. Perfect for reports. Binds multiple documents at once.	VeloBind Book finish. Perfect for reports.
Max Punch Capacity*	UP TO 25 SHEETS	UP TO 15 SHEETS	UP TO 20 SHEETS	N/A	N/A
Max Booklet Size*	UP TO 500 SHEETS	UP TO 110 SHEETS	UP TO 130 SHEETS	UP TO 600 SHEETS	UP TO 2" THICKNESS

*Booklet size and punch capacity listed is maximum for machine type, actual sizes vary by model.

SECOND, DETERMINE HOW OFTEN YOU WILL BIND AND THE SHEET CAPACITY YOU WILL NEED.

PERSONAL	1 User	Home office use a few times a month. Binds up to 125 sheets.	OCCASIONAL USE
SMALL OFFICE	1-2 Users	Home office/small office use a few times a week. Binds 125-300 sheets.	MODERATE USE
LARGE OFFICE	3+ Users	Daily office use. Binds 300-500 sheets.	FREQUENT USE

THIRD, CHOOSE A PRESENTATION COVER SIZE AND STYLE.

LETTER SIZE 8½" × 11" with square corners. Flush cut to fit standard paper size. Gives a neat, finished appearance without overhang.

OVERSIZED 8¾" × 11¼" with round corners. Slightly larger to cover edges of paper. Bound documents have a ¼" overhang, which provides an additional margin in case the punched pages and cover holes don't match up perfectly. Allows less waste or rework.

COVER STYLES

We carry several types of cover styles in several traditional colors. You can choose from leather-look or textured finish heavyweight papers to opaque or clear plastic to recycled poly covers. We even have inkjet and laser printable photo-quality papers which provide sharp resolution for your custom designs.