

? HOW TO CHOOSE - Binding and Laminating

Binding

Comb Binding (Pages 615-619)

Comb binding is the most cost effective method of binding.

You can bind the smallest document up to a 450 page report with ease.

Documents open out completely flat making them ideal for presentations and very easy to photocopy.

Documents can be easily updated, with pages added or removed, whenever necessary. Combs are re-usable.



Wire Binding (Pages 620-621)

Ideal for documents up to 140 pages.

Binding wires are not re-usable.

Documents are completely secure yet the pages open easily, can be laid flat or even turned through 360° for easy reference and photocopying.

Creates a smart and business-like look.



Coil Binding (Page 622)

Attractive, hardwearing and economical binding method which allows documents to be opened a full 360°.

Ideally suited to reference material or other documents which will be used intensively and over longer periods of time.

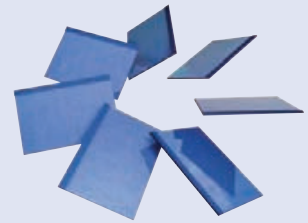


Thermal Binding (Page 623)

Produces neat and flat documents that are easy to store or carry around.

The ideal binding method when time is limited as it requires no initial preparation. Simply place the loose pages of your document into a thermal cover, wait a few seconds for the binding machine to reach temperature, then place your document inside. Within seconds, you'll have a smart, permanently bound document.

Ideal for documents up to 120 pages.



GBC Click (Page 622)

GBC Click binding system allows you to quickly click open, add, and close again.

To open the plastic back you don't need any office tools.

Thanks to the little handy zipper, the job is done in an instant.



Velobinding (Page 622)

Entry-level low cost, low volume method of binding. Documents can be easily updated by opening and reclosing the binding strips. One strip size covers all documents up to 200 pages.



Laminating

Laminating (Pages 632-637)

Laminating is a simple way of enhancing and protecting documents.

Sealing a document within a laminating pouch provides a durable, wipe-clean surface, which is totally sealed and waterproof.

Lamination is ideal for frequently handled documents, for signs, notices, ID badges, price lists, menus and presentations.

