

## **BINDING OPTIONS**

Saddle stitch
Wire binding
Comb binding
Perfect binding
Padding
Fanapart sets
Quarter bound books

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**Saddle stitch** - folded sheets are gathered together one inside the other and then stapled through the fold line with wire staples. Saddle stitched booklets must have a number of pages which is a factor of 4. That is 4,8,12,16,20 and so on. Saddle stitching is suitable for books up to about 96 printed pages, depending on the weight of the paper and cover.

Wire Binding - wire loops are inserted through holes that have been punched through the book's cover and pages. The loops are then crimped closer together, allowing your document to open freely. Wire binding gives a professional look to your document. We apply a clear acetate cover and a card back. Wire binding is suitable for documents as small as 3 or 4 pages up to documents of approximately 120 pages, depending on the thickness of the paper. This type of binding can be used when combining different weights of paper, and can include tabs or dividers.

**Comb binding** - This is similar to wire binding. We use black plastic combs that are inserted through square holes that have been punched through the book's cover and pages. In our opinion, it gives a less professional appearance. It is very suitable to some applications. We use comb binding when your document is more than 120 pages.

**Perfect Bound books** - With this binding method, the pages and cover are glued together at the spine with a strong yet flexible thermal glue. The many soft cover books that you see on the shelves at bookstores are good examples of perfect bound books. They have a square, printed spine and the cover is usually made from paper or cardstock that is heavier than the interior pages. The cover is often clear coated to provide durability and improve appearance. Perfect binding is commonly used for annual and corporate reports, manuals, catalogues, and thicker product brochures and magazines.

**Padding** - refers to the binding of a stack of sheets, by using a flexible adhesive along one edge of a stack of same-sized sheets. The adhesive secures the sheets as a unit and allows the top sheet to be easily removed when needed. Most of the time, padded sheets has a cardboard backer for improved rigidity. Padding is used for notepads, a memo pads, order pads, and other useful, everyday applications.

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**Fanapart Sets** - These are NCR (or carbonless) forms that can be produced in sets, duplicate, triplicate and quadruplet sets, in an appropriate size, A4 orA5 for example. Each set can be separated without separating from one another. Typically, fanapart sets are not in a book. An example of application for these forms is delivery dockets or medical forms.

Quarter bound books – These are primarily docket books. They're stitched (stapled) with strong wire down the spine. We make them up with crocodile board, which is a tough, heavy weight (around 600gsm) cardboard hard cover. The spines are then masked with cloth binding tape. Some applications can sustain a lighter weight board for the cover, called a soft cover. It's a great alternative if the book isn't subject to much wear and tear. Quarter binding is the preferred binding for carbonless docket books, quarter binding affords a very neat, hard-wearing finish. Our docket books include wrap-around writing plates fixed to the back cover. Note though, that the book won't lie flat when opened.

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