

BINDING



Stapling

Requirements:	None
Printing:	One or Two Sided
Specifications:	Minimum 2 sheets
Maximum	70 sheets
Finished Sizes:	8.5x11 only

Spiral Binding

This plastic coil spiral bind allows for easy addition and removal of pages. This option is ideal for reports, manuals, journals and workbooks.

Requirements:	Cardstock front & back cover
Printing:	One or Two Sided
Specifications:	Minimum 30 sheets (1-1 or 2-2) Minimum 60 sheets (1-2)
Maximum	450 sheets
Finished Sizes:	8.5x5.5 or 8.5x11



Tape Binding

Cloth tape is fused to your document along the left margin, forming a spine similar to a paperback book.

Requirements:	Cardstock front & back cover
Printing:	One or Two Sided
Specifications:	Minimum 10 sheets
Maximum	120 sheets

