



Paper Over Board Ring Binders: Guidelines for Printed Sheet Supply

Smart Presentation

Printed sheets supplied by you:

Duraweld would be happy to print your design from artwork you've supplied; but if you prefer to supply your own printed sheets please follow these simple guidelines for a perfect product.

Sheets:

- **150gsm** art paper is recommended
- **Printed** and **laminated** to one side only, inner and outer sheets **must** be laminated
- **Sheets** must be supplied **packed flat** (tubes will not be accepted)
- Please inform us if you wish to use a specialist paper
- Please supply sheets **trimmed** to the following sizes:

	Supply sheets size Inners	Supply sheets size Outers
A5 15 mm capacity	217mm x 402mm	265mm x 440mm
A5 25 mm capacity	217mm x 427mm	265mm x 457mm
A5 40 mm capacity	217mm x 458mm	265mm x 496mm
A4 15 mm capacity	303mm x 527mm	351mm x 575mm
A4 25 mm capacity	303mm x 549mm	351mm x 597mm
A4 40 mm capacity	303mm x 584mm	351mm x 632mm
A4 50 mm capacity	303mm x 629mm	351mm x 677mm
A4 65 mm capacity	303mm x 663mm	351mm x 711mm
A3 15 mm capacity	432mm x 707mm	480mm x 755mm
A3 25 mm capacity	432mm x 726mm	480mm x 774mm
A3 40 mm capacity	432mm x 764mm	480mm x 812mm

Please include
20mm artwork bleed
to allow for turning

Artwork:

- Artwork should **bleed for at least 20mm** to the edge
- Please design artwork to avoid the rivets used in manufacture. Templates are available to show positioning. These can be obtained from www.duraweld.co.uk/downloads or via email from your account manager.

Deliver to: Paper Over Board Department
Duraweld Limited
Salter Road
Scarborough
YO11 3UP

- Please mark each box clearly with your unique job reference number (**DWS00XXXX**) to aid identification. This is shown at the top of your order acknowledgement.
- We will confirm receipt of your sheets via email or telephone call. Your completed ring binders will be delivered approximately **12 days** from this confirmation.

Duraweld Ltd

Salter Road, Scarborough, YO11 3UP
01723 584091 | sales@duraweld.co.uk | www.duraweld.co.uk

ring binders | files | folders | document boxes | self adhesive pockets | ring binders | files | folders | document boxes

Important!

- Please make sure the **paper grain** runs parallel to the short edge to reduce the effects of creasing
- We take no responsibility for print errors. We will charge for the manufacture of goods which are rejected for print faults.
- To allow for set up please include a minimum of **100 extra sheets** on top of the quantity of finished ring binders you require

Checklist

- ✓ 150gsm paper, printed and laminated one side only
- ✓ Laminated inner and outer sheets included
- ✓ Trimmed to size
- ✓ 100 extra sheets for make ready
- ✓ Sheets supplied packed flat (tubes will not be accepted)
- ✓ Artwork designed to avoid rivets and bleeds to edge
- ✓ Delivered to Duraweld in boxes marked with unique job reference number

Happy to help!

Any queries or questions on any aspect of your product, please contact your account manager - as named on your order acknowledgement - via telephone on 01723 584091 or via email to sales@duraweld.co.uk.

Duraweld Ltd

Salter Road, Scarborough, YO11 3UP
01723 584091 | sales@duraweld.co.uk | www.duraweld.co.uk

ring binders | files | folders | document boxes | self adhesive pockets | ring binders | files | folders | document boxes