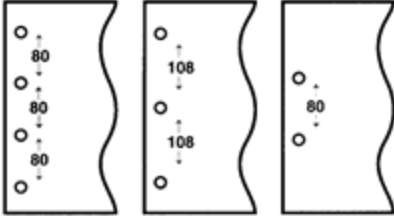


# Hole Punching Guidelines



Smart Presentation

## HOLE PUNCHING FOR A4 SIZED DOCUMENTS



**2 RINGS:** 2 rings are the most economic and also the most suitable for use when the simple additions to the binder are envisaged (most offices have a two hole punch). Not suitable for heavy use since the pages are more likely to tear out. Ring centres at 80mm.

2 rings are stocked in the following capacities: 2 Round Rings 15, 20, 25, 30, 40 and 50mm. 2 D-Rings 15, 20, 25, 30, 40 and 50mm.

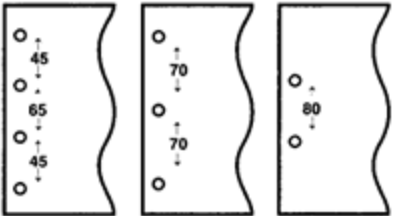
**3 RINGS:** Mostly used when the binder is housing pages going to or coming from the United States (nearly all loose-leaf supplies in the USA are based on three rings). 3 Rings also prevents the transfer of pages to and from other binders since most will be two or four hole punched. Ring centres at 108 - 108mm.

3 Rings are stocked in the following capacities: 3 Round Rings 20, 25, 30, 40 and 50mm. 3 D-Rings 20, 25, 30, 40 and 50mm.

**4 RINGS:** The commonest form of fitting, keeping all the pages straight. Has the least risk of tearing the pages in heavy use. Ring centres at 80 - 80 - 80mm.

4 Rings are stocked in the following capacities: 4 Round Rings 15, 20, 25, 30, 40 and 50mm. 4 D-Rings 15, 20, 25, 30, 40 and 50mm. (The 4D 50mm mechanism has an extra centre rivet for greater strength).

## HOLE PUNCHING FOR A5 SIZED DOCUMENTS



**2 RINGS:** 2 rings are the most economic and also the most suitable for use when the simple additions to the binder are envisaged (most offices have a two hole punch). Commonly used for staff handbooks and works manuals. Ring centres at 80mm.

2 rings are stocked in the following capacities: 2 Round Rings 13, 15, 20, 25, 30 and 40mm. 2 D-Rings 15, 20, 25, 30 and 40mm.

**3 RINGS:** Commonly used in the computer software industry. 3 Rings also prevents the transfer of pages to and from other binders since most will be two or four hole punched. Ring centres at 70 - 70mm.

3 Rings are stocked in the following capacities: 3 Round Rings 20, 25, and 40mm. 3 D-Rings 15, 20, 25, 30 and 40mm.

**4 RINGS:** The best form of fittings for price lists and reference manuals. Has the least risk of tearing the pages in heavy use. Ring centres at 45- 65- 45mm.

4 Rings are stocked in the following capacities: 4 Round Rings 15, 20, 25, 30 and 40mm. 4 D-Rings 15, 20, 25, 30 and 40mm.

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