

## SELECTING A BINDING MACHINE



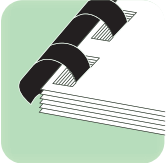
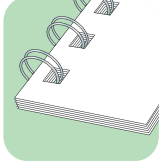




### Why Bind?

Success is all about presentation. Adding a professional bound finish to your documents can help you get noticed. From sales presentations to educational materials and financial reports. We offer a variety of document finishing systems to help you catch the attention of your audience.

#### Consider all the uses:

- Presentations / reports
- Educational tools
- Brochures / handbooks
- Manuals
- Calendars
- Photo albums

## 1 First, consider the type of document you're binding

	<b>Plastic Comb</b> Standard, well-known finish Perfect for presentations	<b>Wire</b> Stylish, secure, metal finish for when a premium look is desired	<b>Thermal</b> Book finish Perfect for reports Binds multiple documents at once	<b>Velobind</b> Book finish Perfect for reports
				
Max Punch Capacity*	 UP TO <b>25</b> SHEETS	UP TO <b>20</b> SHEETS	<b>NA</b>	UP TO <b>24</b> SHEETS
Max Booklet Size*	 UP TO <b>500</b> SHEETS	UP TO <b>130</b> SHEETS	UP TO <b>240</b> SHEETS	UP TO <b>200</b> SHEETS

\*Booklet size and punch capacity listed is maximum for machine type, actual sizes vary by model.

## 2 Next, evaluate how often you plan on binding

<b>PERSONAL</b>	1 User	Home or home office use a few times a month	OCCASIONAL USE
<b>SMALL OFFICE</b>	1-2 Users	Home office / small office use a few times a week	MODERATE USE
<b>LARGE OFFICE</b>	3+ Users	Daily office use	FREQUENT USE