

Choosing the right binding machine







helps create impressive looking documents.



Why Bind?

Adding a professional bound finish to your documents can help you stand out. Whether you're creating sales proposals, educational materials or financial reports, we offer a variety of document finishing systems to help you create impressive presentations.

1. First, Consider The Type of Document You're Binding

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

Personal	1 User	Home or home office use a few times a month	Occasional Use
Small Office	1-2 Users	Home office/small office use a few times a week	Moderate Use
Large Office	3+ Users	Daily office use	Frequent Use

Options for Use:

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