



STUDENT WORK REPROGRAPHICS BINDING AND FINISHING GUIDE

Reprographics offer a range of binding options for your dissertation, project or assignment. Details on these options and guidance on when to use each option are provided below.

One Staple Top Left

Sheets are attached together with one staple in the top left corner of the page. Whilst this option allows for stapling up to 150 sheets together (80gsm paper), this option is most appropriate when you wish to loosely attach 2-10 sheets together.

Minimum sheet size: A6
Maximum sheet size: A3
Minimum number of sheets: 2
Maximum number of sheets: 150
Minimum number of sets: 1
Maximum number of sets: N/A



Two Side Staples

Sheets are attached together with two staples on the left side of the paper. Whilst this option allows for stapling up to 150 sheets together (80gsm paper), this option is most appropriate when you wish to attach 5-20 sheets together more securely than the one staple option.

Minimum sheet size: A6
Maximum sheet size: A3
Minimum number of sheets: 2
Maximum number of sheets: 150
Minimum number of sets: 1
Maximum number of sets: N/A



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Booklet

Sheets are folded in half and attached with two staples on the fold. For example, A3 sheets folded in half to create an A4 sized finished booklet. This option is appropriate when you wish to bind 2-20 sheets together securely as a professional looking booklet.

Minimum sheet size: A5 (folded to A6)

Maximum sheet size: A3 (folded to A4)

Minimum number of sheets: 2

Maximum number of sheets: 25 (100 page booklet)

Minimum number of sets: 10

Maximum number of sets: N/A



Comb

Sheets are bound together with a plastic comb. This option is most appropriate when you wish to bind 10-100 sheets together securely in a way that allows each page of the document to lie flat when opened. A clear plastic front cover and card back are included as standard with this option.

Minimum sheet size: A6

Maximum sheet size: A3 (if bound on short edge)

Minimum number of sheets: 10

Maximum number of sheets: 250

Minimum number of sets: 1

Maximum number of sets: 500



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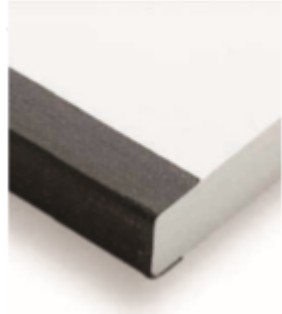


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Thermal

Sheets are bound together with glued tape. This option is most appropriate when you wish to bind 20-300 sheets together securely without a comb bind.

Minimum sheet size: A6
Maximum sheet size: A4
Minimum number of sheets: 20
Maximum number of sheets: 300
Minimum number of sets: 1
Maximum number of sets: 10



Turnaroud Times

We may be able to turnaround small binding jobs while you wait, however this is not possible during peak periods. Please discuss your job in advance with the Reprographics team so we can give you accurate job turnaround times.

Pricing

The price you pay for a job is dependant on the size, colour and weight of paper, the number of sheets/prints, the print colour, and the finishing option(s) selected. Please refer to the Student Work Price List. Examples below:

10 sets of a 52 page A5 booklet on standard white paper, mono print...
52 printed pages divided by 4 pages per A4 sheet = 13 double-sided A4 copies at 2 (double-sided) x4p, plus 14p for booklet finish, x 10 sets = £11.80

A 200 page A4 thermal bound document on white paper mono print...
200x4p for print/paper, plus £3.15 for thermal bind finish = £11.15

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