

# FACT SHEET

## BOOKS & PADS

### Why Books & Pads?

The "Paperless Office" is yet to become a reality. It will happen, but not for a long time. People still need to jot things down on paper; we still need signatures on deliveries; we still need duplicate & triplicate forms for legal reasons; we still need check lists for working practices; and we still need to make notes and drawings in meetings!

Books & Pads have been with us for a very long time and they will still be with us well into the 21st century.

### Do I need Books or Pads?

Yes, depending upon your business. CDP supply Books & Pads to a huge range of companies in various market sectors such as those below:

Financial	Logistics
Health Care	IT & Computer
Manufacturing	Distribution
Educational	Chemical
Aerospace	Mail Order
Retail	Motor

### What is a Book and what is a Pad?

- A book is normally a series of pages that are permanently stitched, sewn, or glued inside a front & back cover. Some of the individual pages can have perforations for removal.
- A pad is normally a series of pages that are glued at the top (head) or side and are all removable for further distribution & processing.
- Books are generally used when a series of documents need to be kept in sequence for legal, financial, or other reasons.
- Pads are generally used where all pages are distributed for recording or administrative purposes.

### What is a "Set"?

A "Set" is a collated number of pads glued or stapled together. They are generally linked together by the print and written details on the top page. For instance a 3-part set is 3 pages that could be:

Top page – Customer Copy

Page 2 – Accounts Copy

Page 3 – Sales copy

Both Books & Pads can be configured to have as many as 6 pages per "set"



## What types of Books are available?

Sizes from A7 up to A3 (or sometimes larger).

Spine – the binding edge of a book.

Head bound – where the short edge is the spine.

Side bound – where the long edge is the spine.

Saddle stitch – binding a booklet or magazine with staples in the seam where it folds.

### ● Binding Types

Spiral Bound – a binding where wire or plastic is passed through holes punched along the binding side.

Perfect Bound – a type of binding where the spine edges of the sheets are glued to a cover like a telephone book.

Case Bound – where the cover (or case) of the book is made separately from the body of the book before being fixed to it.

### ● Binding Styles

Full Bound – where the book cover material is all the same.

Half Bound – one material is used for the covers and another for the spine & corners.

Quarter Bound – one material is used for the

covers and a different material for the spine.

Recto – right hand page of an open book.

Verso – left hand page of an open book.

Score – a crease put on the paper to help it fold better.

## What types of Pads are available?

Sizes from A7 up to A1.

Glued or spiral bound.

Head Bound – where the short edge is glued or spiral bound.

Side Bound – where the long edge is glued or spiral bound.

Backboard – to keep the pad stiff.

Writing Shield – to put in between NCR sets to stop the writing going through to other sets below.

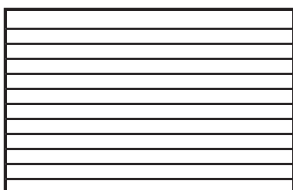
Hole drilled – for further filing needs.

Up to 6 part pads (6 sheets per "set").

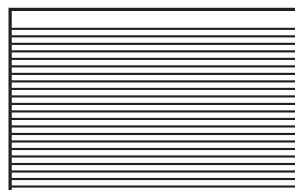
### Additional Book & Pad Options:

NCR Paper – "No Carbon Required" where the impression on the front sheet carries through to the bottom sheets – but without carbon paper.

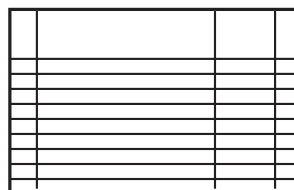
*Ruled*



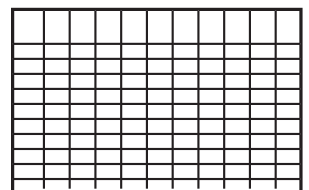
*Narrow Ruled*



*Boxhead Ruling*



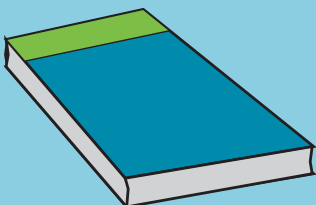
*Run-through Ruling*



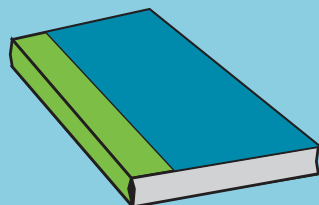
*Most common styles of rulings for books and pads*

# FOLDED SET DRILLED BOUND

**Head Bound**



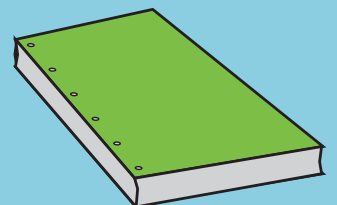
**Side Bound**



**Spiral/Wire Bound**



**Drilled**



Numbering – sheets & sets can be numbered in any sequence.

Bar-coding – sheets and sets can be bar-coded for data requirements.

Desensitised Areas – these are used for blanking out certain areas on sheets underneath the top copy. For instance signatures, confidential information, prices, etc.

Coloured Papers – where a "set" of sheets are to be used it is common practice to have different coloured sheets for onward use. i.e. Yellow copy for Sales, Blue copy for Service, Pink copy for Client, etc.

Papers & Boards – where needed a mix of paper and board can be used for both books and pads.

Folded Pages – certain Book & Pad formats can have additional folded pages within their construction.

Perforations – pages can have perforations almost anywhere. These are normally used for onward processing, receipts or records of transactions / deliveries etc.

#### Further information on Books & Pads

- Sheets or leafs are the number of pieces of

paper within the Book or Pad.

- Pages are the sides of the sheet or leaf.
- Therefore a 32 sheet/leaf book becomes a 64 page book.
- As a rule, a description of a Book or Pad is always in Pages – although it is always best to describe both to avoid confusion.
- Text Pages are the pages inside the Book or Pad.
- Cover is the wrap or cover of the Book or Pad.
- Self Cover applies to a Book that has the same material for the cover as it has for the Text pages.

#### I like the idea...so where do I start?

On the back page we have set out a Guide to Books & Pads that will guide you through the information we need to help you decide on which format and style you require.

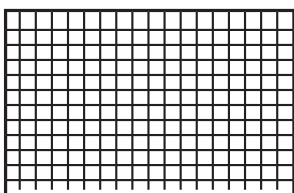
If you need further information and samples then please contact us and we'll do the rest:

**Tel:** 0800 1954 991

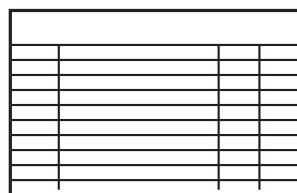
**Email:** [info@cdp.co.uk](mailto:info@cdp.co.uk)

**Fax:** 0151 724 6478

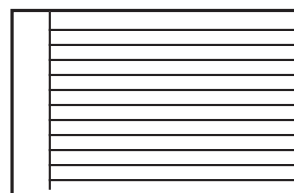
*Quadrille Ruling*



*Stop-at-head Ruling*



*Stop-at-margin Ruling*

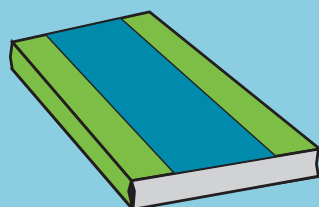


# JUNDBACKBOARDSELFDU

**Full Bound**



**Three-quarter Bound**



**Half bound**



**Quarter Bound**

