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ENCAPSULATION SHEET SIZES / A4 BINDERS

The size of the paper insert varies depending on your binder size. The table below is a list of common binder sizes for paper inserts. If printed inserts are supplied by you, or when setting up print files, the inserts must be set to these sizes with a 3 mm bleed on all edges. If client supplies prints please supply untrimmed.

When setting up art please **ensure** that the top and bottom of the spine are indicated clearly, as well as which is the front panel and which is the back panel... We cannot accept liability for orientation of prints if this is not clearly marked on the print files supplied.

Fitting

D2 / 16 mm	A4 20 mm Spine Binder 308 mm x 253 mm wide 308 mm x 28 mm wide	(Binder Size) (Front Page Insert Size) (Spine Insert Size)
D2 / 20 mm	A4 30 mm Spine Binder 308 mm x 253 mm wide 308 mm x 28 mm wide	(Binder Size) (Front Page Insert Size) (Spine Insert Size)
D2 / 25 mm	A4 35 mm Spine Binder 308 mm x 261 mm wide 308 mm x 32 mm wide	(Binder Size) (Front Page Insert Size) (Spine Insert Size)
D2 / 30 mm	A4 45 mm Spine Binder 308 mm x 261 mm wide 308 mm x 42 mm wide	(Binder Size) (Front Page Insert Size) (Spine Insert Size)
D2 / 35 mm	A4 48 mm Spine Binder 308 mm x 265 mm wide 308 mm x 45 mm wide	(Binder Size) (Front Page Insert Size) (Spine Insert Size)
D2 / 40 mm Mini L/Arch	A4 50 mm Spine Binder 308 mm x 270 mm wide 308 mm x 52 mm wide	(Binder Size) (Front Page Insert Size) (Spine Insert Size)
D2 / 45 mm	A4 65 mm Spine Binder 308 mm x 276 mm wide 308 mm x 62 mm wide	(Binder Size) (Front Page Insert Size) (Spine Insert Size)
D2 / 50 mm Lever Arch	Standard Lever Arch 308 mm x 276 mm wide 308 mm x 72 mm wide	(Binder Size) (Front Page Insert Size) (Spine Insert Size)
Square 65mm	308 mm x 273 mm 308 mm x 80 mm	(Front Page Insert Size) (Spine Insert Size)