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QUICK & EASY PAPER WEIGHT GUIDE



Bond Paper: For office copiers, printers, letterhead, and stationery

 Lighter Bond Paper (Writing Paper)	16 to 20 lbs	<i>Faxes, printing emails, tracing, and use in high-speed copiers</i>
 Medium Bond Paper (Writing Paper)	24 to 28 lbs	<i>Reports, presentations, double-sided printing, legal documents, and proposals</i>
 Heavier Bond Paper (Writing Paper)	32 to 36 lbs	<i>Double-sided printing, presentations, signs, fliers, contracts, and resumes</i>
 Book Paper (Coated & Uncoated)	30 to 115 lbs	<i>Print books, booklets, catalogs, magazine publications, and posters</i>
 Cover Paper (Cardstock)	60 to 120 lbs	<i>Business cards, door hangers, menus, invitations, postcards, rack cards, report covers, self-mailers, and sketching</i>
 Index Paper	90, 110, and 140 lbs	<i>Index cards, postcards, tabs and dividers, manila folders, and sketchbooks</i>
 Tag Paper	50, 60, 70, 80, and 100 lbs	<i>Retail signage, price tags, table tents, file folders, door hangers, direct mail postcards, menus, posters, and time cards</i>
 Text paper	50, 60, 70, 80, and 100 lbs	<i>Commercial printing operations for brochures, letterhead print jobs, stationery, internal memos, and thesis papers</i>