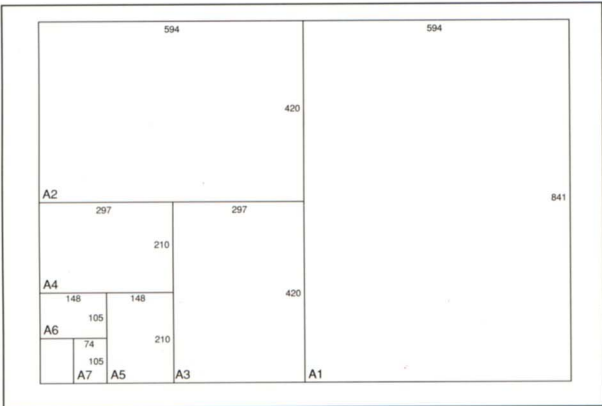


PAPER RELATED PRODUCTS

The majority of stationery is made to international metric sizes which is based on the "ISO" "A" series and all sizes are derived through halving the original size.



A0 = 1189 x 841 mm

Half of A0 = A1 = 841 x 594 mm

Half of A1 = A2 = 594 x 420 mm

Half of A2 = A3 = 420 x 297 mm

Half of A3 = A4 = 297 x 210 mm

Half of A4 = A5 = 210 x 148 mm

Half of A5 = A6 = 148 x 105 mm

Half of A6 = A7 = 105 x 74 mm

ing purposes consists of 500 sheets. This is to allow for a few spoil sheets and so the user should always end up with 480 sheets or more. Therefore correctly a ream is 480 sheets, not 500. A ream is a quantity and not a packing.

A sheet is 2 pages (both sides of a sheet)

A page is a single side of a sheet of paper.

Cut paper is supplied for printing, typing or photocopy purposes.

The most popular weight of paper is 80g, which is used for printing, typing and photocopying. The thin paper used for copies of typing is manifold although it is sometimes incorrectly referred to as flimsies. This paper is 30 g in weight. Imitation vegetable parchment (IVP or IP) is 46 g in weight and is also used by typists for carbon copies of originals. There are many other weights, types, finishes, makes of paper both locally made and imported.

We will gladly supply you with samples if you require.

A ream of paper consists of 480 sheets.

A quire of paper consists of 24 sheets.

There are 20 quires of paper to a ream.

A ream of paper bought for printing, typing or photocopy-