

# How to order a dummy

In order for our team to produce your dummy requirements please ensure you follow our simple step by step guide below:

## Step 1

- Choose the paper(s) or board(s) you require
- Specify the number of pages for cover
- Specify the number of pages for text
- Decide on the desired weights for cover
- Decide on the desired weights for text
- State how many copies you require

## Step 2

- Establish the final dimensions (mm or cm)
- Include the dimensions of straight or angled pockets/spines
- For complicated dummies provide a diagram

## Step 3

State whether

- Portrait (spine on longest edge) or
- Landscape (spine on shortest edge)

## Step 4

State method of binding, either

- Perfect bound or
- Saddle stitched (refer to diagrams for further information)

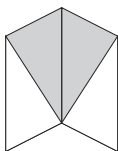
We aim to deliver your dummy request within 24 hours.

Please note - if for any reason we cannot meet your dummy request we will provide flat sheet samples.

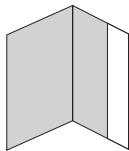
For special requirements a same day delivery service is available upon request.

# Dummy Guidelines

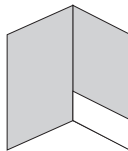
- Give final dimensions of dummy
- Portrait: spine is longer dimension
- Landscape: spine is shorter dimension
- Give cover specification and text specification separately



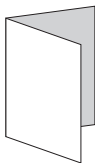
*Folder with  
diagonal pocket*



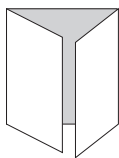
*Folder with  
vertical pocket*



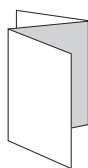
*Folder with  
horizontal pocket*



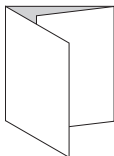
*4 page folder*



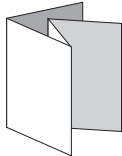
*6 page  
gate fold*



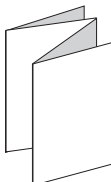
*6 page  
concertina fold*



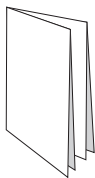
*6 page  
standard fold*



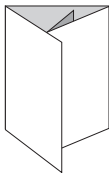
*8 page  
parallel double fold*



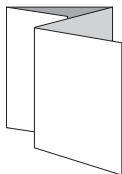
*8 page  
concertina fold*



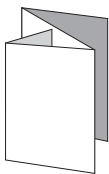
*8 page right angle fold  
or french fold*



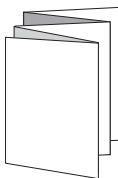
*8 page parallel  
over and outer fold*



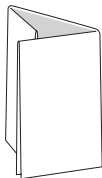
*8 page parallel  
map fold*



*8 page reverse  
map fold*



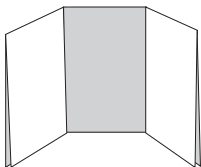
*10 page  
concertina fold*



*12 page  
standard letter fold*



*12 page  
concertina letter fold*



*endorsement fold*

# International Paper and Board Sizes

**RA** For simple printing and finishing, a margin of approximately 2.5% is added to finished A sizes and gives RA sizes, in millimetres (mm)

**SRA** For bleed work additional margin is required and approximately 7.5% is added to finished A sizes to give SRA sizes, in millimetres (mm)

## A Sizes

A0	841	x	1189
A1	594	x	841
A2	420	x	594
A3	297	x	420
A4	210	x	297
A5	148	x	210

## RA Sizes

RA0	860	x	1220
RA1	610	x	860
RA2	430	x	610
RA3	305	x	430

SRA0	900	x	1280
SRA1	640	x	900
SRA2	450	x	640
SRA3	320	x	450

## B Sizes

B0	1000	x	1414
B1	707	x	1000
B2	500	x	707
B3	354	x	500
B0 'plus'	1020	x	1440
B1 'plus'	720	x	1020
B2 'plus'	510	x	720
B4 'plus'	257	x	364

## Envelopes

C3	324	x	458
C4	229	x	458
C5	162	x	229
C6	114	x	162
DL	110	x	220

# Embossing Samples

We offer A4 flat sheet samples of the following embossing techniques:

- Antelope Embossed 225 g/m<sup>2</sup>
- Crash Embossed 270 g/m<sup>2</sup>
- Hammer Embossed 270 g/m<sup>2</sup>
- Linen Embossed 225 g/m<sup>2</sup>
- Regency Embossed 270 g/m<sup>2</sup>
- Ripple Embossed 225 g/m<sup>2</sup>
- Sacking Embossed 270 g/m<sup>2</sup>
- Sandgrain Embossed 270 g/m<sup>2</sup>
- Watersilk Embossed 270 g/m<sup>2</sup>

We will endeavour to deliver your samples within 72 hours.