



# **Document Presentation Solutions**





# You only get one chance to make a first impression

Give your ideas the competitive edge. Grab your audience's attention and make a great impression with a professionally bound document. With GBC® binding machines and supplies, your reports and proposals will look sharper and more impressive than ever before. Our presentation covers and spines keep materials protected and organised, and they communicate your ideas with a personality that's all its own. You only have a few seconds to make a great first impression, so dress your ideas for success. Whether you're looking for a contemporary feel or something more conservative, we have you covered!





# **Document Presentation Solutions**

### How to choose

The type of binding equipment you choose depends very much on your personal/business needs. The following steps need to be taken into consideration:

#### Step 1

Choose your binding style. GBC offers the following six solutions.



## Step 2

Find the right machine for your needs.

- Frequent usage recommended for use in larger offices and professional services.
- Moderate usage recommended for use in medium to larger offices.
- Occasional usage recommended for use in home and small offices.

Find your perfect binding machine using the heading indicators on each page.









EDUCATION I

DIVICE EDUCA

Step 3

Select a presentation cover style. Choose from our ClearView or ProView range to find the very best in presentation appeal.

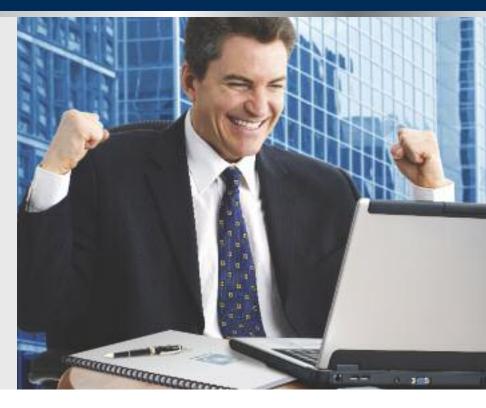
The ProView range features a number of diverse finishes and textures to give a traditional appeal to your document presentation. Ideal as title pages when windows or some form of personalisation are added or as simple colour co-ordinated rear covers when ClearView is used as the title pages. The ClearView range features varying degrees of transparency that are ideal for see-through title pages or as protection against heavy handling or transport.





# **ClickBind™**

The most upscale and easy-to-use spine gets you maximum attention with minimal effort. 34 hole spines zip and unzip with a ClickBind editing tool or by hand so you can add and remove pages anywhere, anytime. Compatible with any ClickBind or WireBind hole pattern.





## **ProClick Pronto® P3000**

The ProClick Pronto P3000 system offers integrated punching capability and automatic binding of the ProClick spine. Easy to use and highly versatile, the P3000 provides professional, high speed binding suitable for a multitude of shared office environments.

- Simple to operate, no training required
- Intuitive LCD interface provides easy to follw instructions as you bind
- Document sizer indicates the correct spine size every time
- Alignment guide ensures precise punch hole location
- Automated for high volume production
- Six second binds up to 450 books per hour
- Pre-loaded ProClick cartridges that hold 20 spines each eliminate the need for loading individual binding spines

| Model                 | Max. Binding Length | Product Code |
|-----------------------|---------------------|--------------|
| ProClick Pronto P3000 | A4                  | 7708520      |

#### A4 ProClick Cartridges

| A4 Flociick Galilluges |              |                    |         |         |           |             |  |
|------------------------|--------------|--------------------|---------|---------|-----------|-------------|--|
| Description            | Qty.         | Capacity           | White   | Black   | Navy Blue | Frost Clear |  |
| 8 mm Click Cartridge   | 5x 20 spines | 100 sheets (80gsm) | 2515718 | 2515712 | 2515715   | 251572      |  |
| 12 mm Click Cartridge  | 5x 20 spines | 100 sheets (80gsm) | 2515719 | 2515713 | 2515716   | 2515722     |  |
| 16 mm Click Cartridge  | 5x 20 spines | 100 sheets (80gsm) | 2515720 | 2515714 | 2515717   | 2515723     |  |

# **ClickBind**

## ClickBind15E

Office Click Binding Machine. Recommended for mid to large offices with moderate usage.

Features an exclusive new "GuideRight" paper alignment system to ensure accurate punching every time. No more mis-punched sheets!

- Punch capacity: 15 sheets (80 gsm)
- Binds up to 145 sheets (80 gsm) Using 16mm click
- Easy to add and delete pages using ClickBind

| Model                             | Max. Binding Length | Product Code |
|-----------------------------------|---------------------|--------------|
| ClickBind 15E (electric punching) | A4                  | 4400418 (EU) |
|                                   |                     | 4400417 (UK) |
|                                   |                     | 4400537 (CH) |
| ClickBind 15 (manual punching)    | A4                  | 4400416 (UK) |



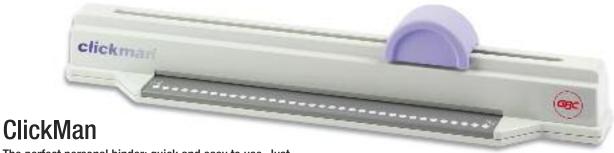


### **EZClick**

Fast & simple. Print on pre-punched paper, assemble your document onto the unit and simple use EZClick to close the spine.

- Compact desktop bind unit ideal for everyday office use
- Binds up to 100 sheets (100gsm) Using 16mm Click
- Storage for Clicks incorporated into the design
- Unique built in editing tool

| Model       | Max. Binding Length | Product Code |
|-------------|---------------------|--------------|
| GBC EZClick | A4                  | 4400419      |



The perfect personal binder; quick and easy to use. Just insert your papers, slide the blue bar and your papers are perforated! Neat, round hole punching adds the perfect finish to the final document.

- Punch capacity: 6 sheets (80gsm)
- Binding capacity: 145 pages Using 16mm click
- Lightweight and compact design fits into most desk drawers
- Unique binding system with a round hole punch

| Model        | Max. Binding Length | Product Code |
|--------------|---------------------|--------------|
| GBC ClickMan | A4                  | CA610000     |







# **ClickBind Presentation Kit**

Need a presentation in a flash? Look no further than the presentation kit. It has everything you need in one pack including pre-punched paper.

The GBC Presentation kit includes everything you need to create 2 x 25 page professionally bound presentations. Simply print, bind and close! It couldn't be easier and with the unique ClickBind Spine, you can edit your document over and over again. Pack Includes:

- 2 Black 8mm Click spines
- 2 Pre-punched cover sets
- 50 Sheets of pre-punched paper (80gsm)
- 1 ClickBind 'Zipper' editing tool







# **ClickBind Accessories**

A4 Binding Clicks - 34 Ring Standard Colours.

For non-standard colours or non-standard lengths refer to ACCO ReSeller.

| _   | _   |
|-----|-----|
|     | - 7 |
| - ( |     |
| - 1 |     |
| _   | ⊿   |
|     |     |







| Description               | Qty. | Capacity | White   | Black   | Blue    | Frost Clear |  |
|---------------------------|------|----------|---------|---------|---------|-------------|--|
| 8 mm Clicks incl. zipper  | 50   | 45       | 388002E | 388019E | 388026E | 387302E     |  |
| 12 mm Clicks incl. zipper | 50   | 95       | 388057E | 388064E | 388071E | 387319E     |  |
| 16 mm Clicks incl. zipper | 50   | 145      | 387340E | 387357E | 387333E | 387326E     |  |
| zipper 8 + 12 mm          | 1+1  | -        | 388309E | -       | -       | -           |  |
| 8 mm Clicks incl. zipper  | 25   | 45       | -       | 4400642 | -       | 4400644     |  |
| 12 mm Clicks incl. zipper | 25   | 95       | -       | 4400643 | -       | 4400645     |  |

FileStrips - 3:1 pitch, 34 Holes.

| Description          | Qty. | Product Code | Colour |
|----------------------|------|--------------|--------|
| ClickBind FileStrips | 100  | IB184994     | Clear  |

#### A4 Pre Punched Presentation Covers - Combo Pack

| Description                                     | Qty.  | Thickness         | Product Code |
|---|-------|-------------------|--------------|
| Soft-to-Touch Black / HiClear PVC               | 25+25 | 240 gsm / 240 mic | 4400449      |
| Soft-to-Touch White / HiClear PVC               | 25+25 | 240 gsm / 240 mic | 4400450      |
| PolyTechno Lavender / PolyClearView Matt/Frost  | 25+25 | 700 mic / 350 mic | 4400451      |
| PolyTechno Ice White / PolyClearView Matt/Frost | 25+25 | 700 mic / 350 mic | 4400452      |

#### A4 Pre Punched Paper

| Description  | Qty.  | Thickness | Product Code |
|--|-------|-----------|--------------|
| Pre-Punched Paper - 250 pack                       | 250   | 100 gsm   | 4400454      |
| Pre-Punched Paper - Trade Carton (5 packs of 500)* | 5x500 | 100 gsm   | 4400599      |





# **CombBind®**

The classic CombBind is our best-selling binding spine. Easy to use for your audience and you, with pages that lie flat and easy page changing. Perfect for internal reports and financial documents.





## **CombBind C366E**

The C366E is a premium office model featuring the Flowline Pro binding system. It is the perfect machine for a busy office environment.

- High punch capacity: 30 sheets (80gsm)
- Offers A4 & A5 punching
- Binds up to 450 sheets (80gsm) Using a 51mm comb
- Comb opening stop
- The "auto centering" feature positions the pages for perfect punching
- The unique "document separator" divides your pages into punchable quantities

| Model                         | Max. Binding Length | Product Code            |
|-------------------------------|---------------------|-------------------------|
| GBC C366E (electric punching) | A4                  | 2101444 (EU)            |
| GBC C366 (manual punching)    | A4                  | 2101435 (UK)<br>2101434 |





## **CombBind C450E**

Featuring the unique Flowline Pro binding system which offers paper separating and auto centering as standard, the C450E makes the binding process easy and ensures perfect results every time.

- Ideal for everyday office use
- Electric punch capacity: 25 sheets (80gsm)
- Binds up to 450 sheets (80gsm) Using a 51mm comb
- Solid construction provides longer life and greater durability

| Model                         | Max. Binding Length | Product Code |
|-------------------------------|---------------------|--------------|
| GBC C450E (electric punching) | A4                  | 4400422 (EU) |
|                               |                     | 4400421 (UK) |
|                               |                     | 4400539 (CH) |
| GBC C340 (manual punching)    | A4                  | 4400420      |
|                               |                     |              |

#### CombBind C210E

Features an exclusive new "GuideRight" paper alignment system to ensure accurate punching every time. No more mis-punched sheets.

- Recommended for mid to large offices with moderate usage
- Electric punch capacity 20 sheets (80gsm)
- Binds up to 330 sheets (80gsm) Using 38mm combs
- Anti-Jam function (auto reverse)
- Empty clippings tray light

| Model     | Max. Binding Length | Product Code                 |
|-----------|---------------------|------------------------------|
| GBC C210E | A4                  | 4400440 (EU)<br>4400439 (UK) |
|           |                     | 4400538 (CH)                 |







The C210 manual comb binder is ideal for the creation of document presentations in the office. Its modern design, with a built-in comb and cover storage facility, allows for quick and easy document preparation.

- Punch capacity: 20 sheets (80gsm)
- Binds up to 450 sheets (80gsm) Using 51 mm comb
- Full width punch handle for extra power when punching
- Comb and cover storage trays

| Model    | Max. Binding Length | Product Code |
|----------|---------------------|--------------|
| GBC C210 | A4                  | 4400407      |





EDUCATION

# **GBC C110e Comb Binder**

Office Comb Binding Machine featuring electric punching. Recommended for medium offices with moderate usage.

- Electric punch capacity: 15 sheets (80gsm)
- Binds up to 330 sheets (80gsm) Using 38mm comb
- Anti-Jam function (auto reverse)
- Empty clippings tray light

| Model                         | Max. Binding Length | Product Code |
|-------------------------------|---------------------|--------------|
| GBC C110e (electric punching) | A4                  | 7700160 (EU) |
|                               |                     | 7700170 (UK) |
|                               |                     | 7705570 (CH) |
| GBC C110 (manual punching)    | A4                  | 7704190      |
|                               |                     |              |



# **CombBind**



## CombBind C95E

A compact electric comb binder ideal for light office use.

- Electric punch capacity: 15 sheets (80gsm)
- Binds up to 165 sheets (80 gsm) Using a 19mm comb
- Stores vertically to save space
- Integrated carry handle

| Model                        | Max. Binding Length | Product Code |
|------------------------------|---------------------|--------------|
| GBC C95E (electric punching) | A4                  | 4400406 (EU) |
|                              |                     | 4400405 (UK) |
|                              |                     | 4400501 (CH) |
| GBC C95 (manual punching)    | A4                  | 4400404      |

## CombBind C75

The C75 Manual Comb Binder is a compact, light and user-friendly solution for your personal or small office needs.

- Punch capacity: 10 sheets (80gsm)
- Binds up to 125 sheets (80gsm) Using a 14mm comb
- Compact desktop comb binder for personal office use
- Desktop light weight design
- Full width punch handle
- Suction cups: Hold the machine firmly in place when binding

| Model   | Max. Binding Length | Product Code |
|---------|---------------------|--------------|
| GBC C75 | A4                  | 7704180      |





## CombBind C55

Ideal for home and office use. The C55 is ideal for that rapid report that needs to be produced on the desk immediately and privately.

- Punch Capacity: 5 sheets (80gsm)
- Binds up to 95 sheets (80gsm) Using a 12mm comb
- Rotary comb opening for control and convenience
- Integral carry handle
- Light weight and portable

| Model   | Max. Binding Length | <b>Product Code</b> |
|---------|---------------------|---------------------|
| GBC C55 | A4                  | 4400403             |

Alternative Model P50: 7704120 (6 sheet punching machine)

#### **BindMate**

A portable comb binding machine which is perfect for occasional home and small office use.

- Punch capacity: 8 sheets (80gsm)
- Binds up to 125 sheets (80gsm) Using a 14mm comb
- Additional option of 4 hole punching for archiving files
- Desktop lightweight design
- Easy access clippings tray at the back of the machine

| Model        | Max. Binding Length | <b>Product Code</b> |
|--------------|---------------------|---------------------|
| GBC BindMate | A4                  | 4400399             |









# **Semi Professional Comb Binding Machines**



#### CombBind C800Pro

A semi professional machine, combining electric punching with manual binding.

- Electric punch capacity: 20 sheets (80gsm)
- Binds up to 450 sheets (80gsm) Using a 51mm comb
- 21 selector pins to accommodate any size paper
- Adjustable margin depth
- Robust aluminium construction
- Foot pedal included for optional hands free punching
- Easy to access high volume clippings tray

| Model       | Max. Binding Length | Product Code  |
|-------------|---------------------|---------------|
| GBC C800Pro | A4                  | IB271717 (EU) |
|             |                     | IB275913 (UK) |
|             |                     | IB275814 (CH) |

<sup>\*</sup>Previously know as EPK21

## CombBind C250Pro

The Kombo is a high volume comb binding machine which is ideal for everyday use.

- Punch Capacity: 20 sheets (80gsm)
- Binds up to 450 sheets (80gsm) Using a 51mm comb
- 21 selector pins to accommodate any size paper
- Adjustable margin depth
- Robust aluminium construction
- Easy to access high volume clippings tray

| Model       | Max. Binding Length | Product Code |
|-------------|---------------------|--------------|
| GBC C250Pro | A4                  | IB271403     |

<sup>\*</sup>Previously know as Kombo







## CombBind C150Pro

The ibiMatic is a solid and robust comb binding machine ideal for high volume use.

- Punch Capacity: 20 sheets (80gsm)
- Binds up to 450 sheets (80gsm) Using a 51mm comb
- Robust aluminium construction
- Easy to access high volume clippings tray

| Model       | Max. Binding Length | Product Code |
|-------------|---------------------|--------------|
| GBC C150Pro | A4                  | IB271106     |





\*Previously know as ibiMatic

# **CombBind**

# **CombBindAccessories**

#### A5 Combs





| Capacity (mm) | Sheet Cap. | Qty. | Frost   | Black   |
|---------------|------------|------|---------|---------|
| 6mm           | 25         | 100  | 4400019 | 4400018 |
| 8mm           | 45         | 100  | 4400011 | 4400008 |
| 10mm          | 65         | 100  | 4400012 | 4400009 |
| 12mm          | 95         | 100  | 4400013 | 4400010 |

A4 plastic binding combs - 21 ring standard colours. For non-standard colours or non-standard lengths refer to ACCO.













| Capacity (mm) | Sheet Cap. | Qty. | White   | Black   | Red     | Blue    | Hunter Green | Euro Green | Clear   |
|---------------|------------|------|---------|---------|---------|---------|--------------|------------|---------|
| 6mm           | 25         | 100  | 4028193 | 4028173 | 4028213 | 4028233 | 4030960      | 4028313    | 4028353 |
| 8mm           | 45         | 100  | 4028194 | 4028174 | 4028214 | 4028234 | 4030961      | 4028314    | 4028354 |
| 10mm          | 65         | 100  | 4028195 | 4028175 | 4028215 | 4028235 | 4030962      | 4028315    | 4028355 |
| 12mm          | 95         | 100  | 4028197 | 4028177 | 4028217 | 4028237 | 4030964      | 4028317    | 4028357 |
| 14mm          | 125        | 100  | 4028198 | 4028178 | 4028218 | 4028238 | 4030965      | 4028318    | 4028358 |
| 16mm          | 145        | 100  | 4028610 | 4028600 | 4028660 | 4028620 | 4028650      | -          | -       |
| 19mm          | 165        | 100  | 4028611 | 4028601 | 4028661 | 4028621 | 4028651      | -          | -       |
| 22mm          | 195        | 100  | 4028612 | 4028602 | 4028662 | 4028622 | -            | -          | -       |
| 25mm          | 225        | 50   | 4028202 | 4028182 | 4028222 | 4028242 | -            | -          | -       |
| 28mm          | 240        | 50   | 4028203 | 4028183 | 4028223 | 4028243 | -            | -          | -       |
| 32mm Oval     | 280        | 50   | 4028204 | 4028184 | 4028224 | 4028244 | -            | -          | -       |
| 38mm Oval     | 330        | 50   | 4028205 | 4028185 | 4028225 | 4028245 | -            | -          | -       |
| 45mm Oval     | 390        | 50   | 4028206 | 4028186 | 4028226 | 4028246 | -            | -          | -       |
| 51mm Oval     | 450        | 50   | 4028207 | 4028187 | 4028227 | 4028247 | -            | -          | -       |

#### A4 plastic binding combs - retail packs.











| Capacity (mm) | Sheet Cap. | Qty. | White   | Black   | Red     | Blue    | Textured Black |
|---------------|------------|------|---------|---------|---------|---------|----------------|
| 6mm           | 25         | 25   | 4020635 | 4020619 | 4020651 | 4020667 | -              |
| 8mm           | 45         | 25   | 4020636 | 4020620 | 4020652 | 4020668 | 4400441        |
| 10mm          | 65         | 25   | 4020637 | 4020621 | 4020653 | 4020669 | 4400448        |
| 12mm          | 95         | 25   | 4020639 | 4020623 | 4020655 | 4020671 | 4400455        |

A4 plastic binding combs - selection packs. Everything you need to start comb binding. Protect and Preserve your documents. Finish your documents in style.

| Product Code | Description                                   | Contents  |
|--------------|---|---|
| 2101318E     | 10 Document Pack. Create up to 10 documents   | 6 x 6mm White Combs, 4 x 8mm Blue Combs,<br>7 Blue Leathergrain Covers, 7 White Leathergrain Covers, 6 PVC Clear Covers.  |
| 2101319E     | 15 Document Pack<br>Create up to 15 documents | 5 x 8mm White Combs, 7 x 6mm Blue Combs, 3 x 12mm Black Combs, 5 x PolyOpaque Covers<br>8 Leathergrain White Covers, 7 Leathergrain Blue Covers, 10 PVC Clear Covers  |
| 2101320E     | 50 Document Pack<br>Create up to 50 documents | 15 x 6mm Blue Combs, 15 x 8mm Black Combs, 10 x 10mm White Combs, 10 x 12mm Black Combs<br>40 PVC Clear Covers, 20 PolyOpaque Covers, 20 Leathergrain White Covers, 20 Leathergrain Blue Covers. Storage Box. |

#### A4 Textured Combs. 21 ring plastic binding combs





| Capacity (mm) | Sheet Cap. | Qty. | Frost   | Black   |  |
|---------------|------------|------|---------|---------|--|
| 8mm           | 45         | 100  | 4400443 | 4400442 |  |
| 10mm          | 65         | 100  | 4400445 | 4400444 |  |
| 12mm          | 95         | 100  | 4400447 | 4400446 |  |

#### $\textbf{FileStrips} \\ \ \ \textbf{21 hole}. \\ \textbf{Universally punched for CombBind \& WireBind21} \\$

| Product Code | Description           | Qty. | Colour    |
|--------------|-----------------------|------|-----------|
| IB410215     | 21 Ring PVC FileStrip | 100  | Clear PVC |
| IB195020     | 21 Ring PP FileStrip  | 100  | Clear PP  |





# WireBind

Stylish and Robust. High-tech durable metal spines securely bind A4 documents. Pages lie flat with 360° rotation for easy photocopying and note taking.





## WireBind W25E

From dividing the pages to centering the document and adjusting the settings, the W25E completes each binding stage in an entirely logical sequence.

- Electric punch capacity: 25 sheets (80gsm)
- Binds up to 125 sheets (80gsm) Using a 14mm wire
- Solid construction provides longer life and greater durability
- A4 and A5 punching
- Wire closure control
- Includes foot pedal for optional hands free punching
- Paper separating

| Model    | Max. Binding Length | Product Code                                 |
|----------|---------------------|--|
| GBC W25E | A4                  | 4400428 (EU)<br>4400427 (UK)<br>4400541 (CH) |

# WireBind

## WireBind W18

Featuring the unique Flowline Pro binding system which offers paper separating and auto centering as standard.

- Punch capacity: 20 sheets (80gsm)
- Binds up to 125 sheets (80gsm) Using a 14mm wire
- A4 punching
- Document separator

| Model   | Max. Binding Length | Product Code |
|---------|---------------------|--------------|
| GBC W18 | A4                  | 2101440      |









#### WireBind W20

Featuring the unique Flowline Pro binding system which offers paper separating and auto centering as standard, the W20 makes the binding process easy and ensures perfect results every time.

- Punch capacity: 20 sheets (80gsm)
- Binds up to 125 sheets (80gsm) Using a 14mm wire
- A4 and A5 punching
- Wire closure control

| Model   | Max. Binding Length | Product Code |
|---------|---------------------|--------------|
| GBC W20 | A4                  | 4400426      |

#### WireBind W15

A compact and stylish general office wire binder. Ideal for everyday desktop binding.

- Punch capacity: 15 sheets (80gsm).
- Binds up to: 125 sheets (80gsm) Using a 14mm wire
- Simple and easy to use controls
- Carry handle for portable binding

| Model   | Max. Binding Length | Product Code |
|---------|---------------------|--------------|
| GBC W15 | A4                  | 4400402      |



# **Semi Professional Binding Machines**

REPR0





A fully featured, semi professional wire binding machine.

- Punch Capacity: 15 sheets (80gsm)
- $\hfill \blacksquare$  Binds up to 125 sheets (80gsm) Using 14mm wires
- 40 selector pins to accommodate any size paper
- Adjustable margin depth
- Robust aluminium construction
- Easy to access high volume clippings tray

| Model     | Max. Binding Length | Product Code                                    |
|-----------|---------------------|---|
| E karo 40 | A4                  | IB273469 (EU)<br>IB275968 (UK)<br>IB275869 (CH) |





## Karo 40

A fully featured, semi professional wire binding machine.

- Punch Capacity: 20 sheets (80gsm)
- Binds up to 125 sheets (80gsm) Using 14mm wires
- 40 selector pins to accommodate any size paper
- Adjustable margin depth
- Robust aluminium construction
- Easy to access high volume clippings tray

| Model   | Max. Binding Length | Product Code |
|---------|---------------------|--------------|
| Karo 40 | A4                  | IB273407     |

# **WireBind Accessories**

A4 Binding Wires - 34 Loop Standard Colours.

For non-standard colours or non-standard lengths refer to ACCO ReSeller.  $\label{eq:constant} % \begin{center} \end{colors} \begin{center} \end{center} % \begin{center} \end{center} %$ 

For use with all 34 loop wire binding machines.









| Spine mm | Sheet Cap* | Qty. | White Black Blue Silver             |
|----------|------------|------|-------------------------------------|
| 5        | 35         | 100  | 47901E 47900E - 2101007E            |
| 6        | 55         | 100  | RG810470 RG810410 RG810420 RG810497 |
| 8        | 70         | 100  | RG810570 RG810510 RG810520 RG810597 |
| 9.5      | 85         | 100  | RG810670 RG810610 RG810620 RG810697 |
| 11       | 100        | 100  | RG810770 RG810710 RG810720 RG810797 |
| 12.5     | 115        | 100  | RG810870 RG810810 RG810820 RG810897 |
| 14       | 125        | 100  | RG810970 RG810910 RG810920 RG810997 |

#### A5 binding wires - Selection pack.

| Spine mm | Sheet Cap* | Qty. | White | Black   | Blue | Silver  |  |
|----------|------------|------|-------|---------|------|---------|--|
| 6        | 55         | 100  | -     | 4400027 | -    | 4400026 |  |
| 8        | 70         | 100  | -     | 4400030 | -    | 4400028 |  |
| 9.5      | 85         | 100  | -     | 4400032 | -    | 4400031 |  |

#### A4 binding wires - Selection pack.

| Product Code | Description      | Contents  |
|--------------|------------------|---|
| 2101626E     | 15 Document Pack | 6 x 6mm Black Wires, $6$ x 9.5mm White Wires, $3$ x 14mm Silver Wires, $5$ x PolyOpaque Covers, $8$ x LeatherGrain White Covers, $7$ x LeatherGrain Blue Covers, $10$ x PVC SuperClear Covers |

#### FileStrips - 3:1 pitch, 34 holes.





# **Multifunctional**<sup>™</sup>

With the World's Favourite System CombBind as its core competence, MultiFunctional™ adds, depending upon model choice, the ability to bind WireBind using its own unique 21 loop format, ClickBind and even a tough 4Hole paper punch for standard archiving.



## MultiBind 420

CombBind, ClickBind, WireBind 34 and WireBind 21 are all possible in this spectacular and robust manual office binding machine.

- Punch Capacity: 20 pages (80gsm) comb
- Punch Capacity: 12 pages (80gsm) wire and click
- Binding Capacity: 450 pages Using a 51mm comb
- Binding Capacity; 125 pages Using a 14mm wire
- Binding Capacity: 145 pages Using a 16mm click
- Solid construction, provides longer life and greater durability
- Full Width Punch Handle for extra power when punching
- 7 De Selectable Pins for A5 and US quarto punching

| Model                   | Max. Binding Length | Product Code |
|-------------------------|---------------------|--------------|
| GBC 420 Binding Machine | A4                  | 4400435      |







## **MultiBind 230E**

Perfect for everyday office Comb and 21Wire Binding.

Featuring the Flowline Pro Binding system, which offers paper separating and auto centering as standard, the MultiBind 230E makes the binding process easy and ensures perfect results every time.

- Electric Punch Capacity: 30 sheets (80gsm)
- Binding Capacity: 450 pages Using 51mm comb
- Binding Capacity: 125 pages Using 14mm 21wire
- Solid construction provides longer life and greater durability
- Binds A4 landscape and A5 formats

| Model                        | Max. Binding Length | Product Code |
|------------------------------|---------------------|--------------|
| GBC 230E (electric punching) | A4                  | 4400425 (EU) |
|                              |                     | 4400424 (UK) |
|                              |                     | 4400540 (CH) |
| GBC 230 (manual punching)    | A4                  | 4400423      |

#### ibiMaster 400e

The ibiMaster 400e has all the principal features and benefits of the 400 machine but with robust, quiet, 12 page electric punch via foot pedal or switch.

- Electric Punch Capacity: 12 pages (80gsm)
- Binding Capacity: 450 pages Using 51mm comb
- Binding Capacity: 125 pages Using 14mm 21wire
- 7 De Selectable Pins for A4 landscape and A5 paper

| Model                          | Max. Binding Length | Product Code                                    |
|--------------------------------|---------------------|---|
| IbiMaster 400e Binding Machine | A4                  | IB271212 (EU)<br>IB271236 (UK)<br>IB271250 (CH) |







OFFICE

EDUCATION



# MultiBind 320

A robust multifunctional machine offering CombBind, WireBind 21 and tough 4 hole Punch unit ideal for a busy office.

- Punch capacity: 20 pages (80gsm)
- Binding Capacity: 450 pages Using 51mm comb
- Binding Capacity: 125 pages Using 14mm 21wire
- $\hfill \blacksquare$  Solid construction, provides longer life and greater durability
- Full width punch handle for extra power when punching
- 7 De Selectable Pins for A4 landscape and A5 paper
- Fully portable and easy to store, the arms and cover fold down to reduce size

| Model   | Max. Binding Length | Product Code |
|---------|---------------------|--------------|
| GBC 320 | A4                  | IB271076     |

# Multifunctional



## MultiBind 220

A combination CombBind and tough 4 hole Punch unit for full coordination with all popular filing and archiving systems.

- Punch capacity: 20 pages (80gsm)
- Binding Capacity: 450 pages (80gsm) Using 51mm comb
- Binds A4
- Fully portable and easy to store, the arms and cover fold down to reduce size
- Full Width Punch Handle for extra power when punching

| Model   | Max. Binding Length | Product Code |  |
|---------|---------------------|--------------|--|
| GBC 220 | A4                  | IB271090     |  |

## MultiBind 212

A robust, yet light and compact dual function CombBind/WireBind21, unit ideal for personal office use.

- Punch capacity: 12 pages (80gsm)
- Binding Capacity: 145 pages Using 16mm comb
- Binding capacity 125 pages Using 14mm 21wire
- Fully portable and easy to store, the arms fold away for easy storage

| Model   | Max. Binding Length | Product Code |
|---------|---------------------|--------------|
| GBC 212 | A4                  | IB275999     |



# WireBind21 MultiFunctional Accessories

A4 MultiFunctional Wires - 21 loop

For use with Multi-Functional 21 loop machines.







| Spine mm | Sheet Cap* | Qty. | White    | Black    | Silver   |
|----------|------------|------|----------|----------|----------|
| 6        | 55         | 100  | IB165085 | IB165023 | IB160431 |
| 8        | 70         | 100  | IB165184 | IB165122 | IB160639 |
| 10       | 85         | 100  | IB165283 | IB165221 | IB160837 |
| 12       | 100        | 100  | IB165382 | IB165320 | IB161230 |
| 14       | 130        | 100  | IB165481 | IB165429 | IB161438 |

<sup>\*</sup> Based on 80 gsm paper



# **StripBind**<sup>™</sup>

The two categories of GBC StripBind are represented by two world-renowned brands – VeloBind and SureBind. The VeloBind re-closeable' 4-pin format allows typical small desktop or personal usage to bind and re-open with just one simple A4 plastic strip. The SureBind 'secure' 10 pin format is the official professional option to permanently bind classified documents.



# **VeloBind® Machines**

# **Desktop VeloBinder**



...push through holes in paper...

...fold Pins to close or unfold to re-open.

# **StripBind**

# **SureBind® Machines**

# **SureBind System 2**

A very productive office strip binding machine for professional, high volume use.

- Electric Punch Capacity: 22 sheets (80gsm)
- Binds up to 500 sheets (80gsm) (2" SureBind spines)
- Jam-Protection device
- De-bind tool included
- Document bind counter to monitor throughput

| Model |          | Max. Binding Length | Product Code                      |  |
|-------|----------|---------------------|-----------------------------------|--|
| GBC S | System 2 | 330mm               | 9707051 (EU&UK)<br>9707051CH (CH) |  |







# **StripBindAccessories**

Standard Colours. For non-standard colours or non-standard lengths refer to ACCO ReSeller.

#### **VeloBind**

| DeskTop VeloBind Str<br>For use with DeskTop | •    |         |         |         |         |
|--|------|---------|---------|---------|---------|
| Sheet Cap*                                   | Qty. | White   | Black   | Red     | Blue    |
| 2-200  | 25   | 9741639 | 9741635 | 9741640 | 9741636 |

#### **SureBind**



2-750 100 3700512 3700510 3700511 SureBind File Strips For 2 & 4-hole Archiving. For use with all SureBind Models and all strip capacities. Description **Product Code** Colour Qty. SureBind File Strips PVC 4400385 Clear 100 A5 SureBind Sheet Cap\* Qty. White Black 2-250 100 4400020 9741280

# **ThermaBind®**

Thermal Binding Systems turn loose pages into 'Perfect Bound' paperbook 'look' books in seconds. By using unique ThermaBind covers where the adhesive is already inserted into a pre-formed cover, one can conveniently arrive at what is truly a professional, secure, stylish and 'published-feel'.



## Thermatronic 400

The Thermatronic 400 is a professional thermal binder ideal for high volume use.

- Binding Capacity 400 sheets (80gsm) Using 50mm covers
- Digital electronic control
- Minimal power consumption, thanks to PTC technology
- 1000 binds per hour
- Auto shut off after 45 minutes for safety
- Multi cooling rack included
- Binding cycle commences immediately after insertion of the document

| Model            | Max. Binding Length | <b>Product Code</b>                             |
|------------------|---------------------|---|
| Thermatronic 400 | A4                  | IB304019 (EU)<br>IB304026 (UK)<br>IB304033 (CH) |







OFFICE

EDUCATION













## ThermaBindT400

An executive thermal binding machine perfect for medium to high usage.

- Binding capacity up to 400 sheets (80gsm) Using 40mm covers
- Audio and visual cycle complete signals
- Adjustable heat settings for perfect thermal binding results
- Auto shut down feature for extra safety
- Variable timer
- Extra wide binding channel for one large or smaller multiple documents
- Document support and integral cooling tray enables documents to be bound and cooled at the same time

| Model                 | Max. Binding Length | Product Code                                 |  |
|-----------------------|---------------------|--|--|
| GBC Therm-A-Bind T400 | A4                  | 4400411 (EU)<br>4400410 (UK)<br>4400503 (CH) |  |

## **ThermaBind T200**

A perfect machine for general office use. The T200 can produce one 20mm (200 sheets) A4 document or multiple bind many smaller presentations simultaneously

- Binding capacity: up to 200 sheets (80gsm) Using 20mm covers
- Audio and visual cycle complete signals
- Fast binding with a fixed cycle time of 40 seconds
- Simple to operate controls
- Document support and integral (21mm) cooling tray







OFFICE



# **ThermaBind**

# **ThermaBind Accessories**

A4 ThermaBind Covers Standard Colours and Finishes.

For non-standard colours/materials or non-standard sizes refer to ACCO ReSeller.

For use with all Thermal Binding Machines.

Standard White Thermal Covers A4 - 150 mic Transparent Front with Silk White 240 gsm Back.

| - |    |
|---|----|
|   | 1  |
| ( |    |
|   | _/ |

| Sheet Cap* | Qty.                                     | Silk White  |
|------------|--|---|
| 15         | 100                                      | IB370014  |
| 30         | 100                                      | IB370021  |
| 40         | 100                                      | IB370038  |
| 50         | 100                                      | IB370045  |
| 60         | 100                                      | IB370052  |
| 110        | 100                                      | IB370175  |
| 140        | 50                                       | IB370083  |
| 180        | 50                                       | IB370090  |
| 240        | 50                                       | IB370106  |
|            | 15<br>30<br>40<br>50<br>60<br>110<br>140 | 15 100<br>30 100<br>40 100<br>50 100<br>60 100<br>110 100<br>140 50<br>180 50 |

#### **Optimal Thermal Cover**

150 mic Transparent Front with Gloss White 200 gsm Back



| Spine (mm) | Sheet Cap* | Qty. | Gloss White |
|------------|------------|------|-------------|
| 1.5        | 15         | 100  | TC080070    |
| 3          | 30         | 100  | TC080370    |
| 4          | 40         | 100  | TC080470    |
| 6          | 50         | 100  | TC080670    |
| 9          | 70         | 100  | TC080970    |
| 12         | 110        | 100  | TC081270    |
| 15         | 140        | 50   | TC081570    |
| 18         | 160        | 50   | TC081870    |
| 21         | 190        | 50   | TC082170    |
| 24         | 230        | 50   | TC082470    |

#### ibiLux 700 Thermal Covers A4

150 mic Transparent Front with Gloss White 215 gsm Back.



| Spine (mm) | Sheet Cap* | Qty. | Gloss White |
|------------|------------|------|-------------|
| 1.5        | 15         | 100  | IB387005    |
| 3.0        | 30         | 100  | IB387012    |
| 4.0        | 40         | 100  | IB387029    |
| 6.0        | 50         | 100  | IB387036    |
| 8.0        | 70         | 100  | IB387043    |

#### **A5 Thermal Covers**

| Spine (mm) | Sheet Cap* | Qty. | Gloss White |
|------------|------------|------|-------------|
| 1.5        | 15         | 100  | IB370410    |
| 3          | 30         | 100  | IB370427    |
| 4          | 40         | 100  | IB370434    |
| 6          | 50         | 100  | 4400021     |
| 9          | 70         | 100  | 4400022     |



# **ThermaBindAccessories**

Business Line LinenWeave™ Thermal Covers A4 For ThermaBind Machines 150 mic

Transparent Front with 250 gsm LinenWeave Back.

| Spine (mm) | Sheet Cap* | Qty. | White    | Black    | Red      | Royal Blue |
|------------|------------|------|----------|----------|----------|------------|
| 1.5        | 15         | 100  | IB386305 | IB386008 | IB386503 | IB386602   |
| 3          | 30         | 100  | IB386312 | IB386015 | IB386510 | IB386619   |
| 4          | 40         | 100  | IB386329 | IB386022 | IB386527 | IB386626   |
| 6          | 50         | 100  | IB386336 | IB386039 | IB386534 | IB386633   |

Business Line LeatherGrain™ Thermal Covers A4 For ThermaBind Machines. 150 mic Transparent Front with 250 gsm LeatherGrain Back.

| $\cup$ |  |  |  |
|--------|--|--|--|

| Spine (mm) | Sheet Cap* | Qty. | White    | Black    | Red      | Royal Blue | Wedge. Blue | Burgundy |
|------------|------------|------|----------|----------|----------|------------|-------------|----------|
| 1.5        | 15         | 100  | IB451706 | IB451607 | IB451201 | IB451003   | IB451102    | IB451300 |
| 3          | 30         | 100  | IB451713 | IB451614 | IB451218 | IB451010   | IB451119    | IB451317 |
| 4          | 40         | 100  | IB451720 | IB451621 | IB451225 | IB451027   | IB451126    | IB451324 |
| 6          | 50         | 100  | IB451737 | IB451638 | IB451232 | IB451034   | IB451133    | IB451331 |
| 8          | 70         | 100  | IB427398 | IB427381 | IB427343 | IB427329   | -           | -        |

Euroco 150 m

| - ()                    | Charl Cant         | 01          |   |  |
|-------------------------|--------------------|-------------|---|--|
| nic Transparent Front v | with White 200 gsm | Back.       |   |  |
| cover Thermal Covers    | A4 - For ThermaBii | nd Machines | S |  |

| Spine (mm) | Sheet Cap* | Qty. | White    |
|------------|------------|------|----------|
| 1.5        | 15         | 100  | IB370915 |
| 3          | 30         | 100  | IB370922 |
| 4          | 40         | 100  | IB370939 |
| 6          | 50         | 100  | IB370946 |

Standard White Thermal Covers A5 - For ThermaBind Machines  $150\ \text{mic}$  Transparent Front with Silk White 240 gsm Back.



| Spine (mm) | Sheet Cap* | Qty. | Silk White |
|------------|------------|------|------------|
| 1.5        | 15         | 100  | IB370410   |
| 4          | 40         | 100  | IB370434   |
|            |            |      |            |

| Thermabing FileStrips. |                |      |          |
|------------------------|----------------|------|----------|
|                        | PVC FileStrips | Qty. | White    |
|                        |                | 50   | IB412356 |

<sup>\*</sup> Based on 80 gsm paper

# **CoilBind**<sup>™</sup>

GBC CoilBind combines the convenience of 360° page rotation with speed-to-bind, flexibility and light weight qualities. Page changing and/or alteration is possible by cutting one end of the coil and unwinding.





# CoilBind C200

A robust manual A4 punch and electric coil feeder that is ideal for the general office to speed up productivity.

- Punch Capacity: 20 sheets (80 gsm)
- Binds up to: 145 sheets (80 gsm) Using an 18 mm plastic coil
- Manual coil and crimp
- Includes simple size guide
- Crimper included

| Model    | Max. Binding Length | Product Code               |
|----------|---------------------|----------------------------|
| GBC C200 | A4                  | 7705520(EU)<br>7705510(UK) |









HOME

OFFICE

## CoilBind C100

A simple to use entry point machine ideal for small office or home environments with low usage.

- Punch capacity: 12 sheets (80gsm)
- Binds up to: 145 sheets (80gsm) Using an 18 mm plastic coil
- Manual coil and crimp
- Includes simple size guide
- Crimper included

| Model    | Max. Binding Length | Product Code |
|----------|---------------------|--------------|
| GBC C100 | A4                  | 7705410      |

# **CoilBind Accessories**

A4 Color Coil® for use with all CoilBind Machines.







| Spine mm | Sheet Cap* | Qty. | White   | Black   | Clear   |
|----------|------------|------|---------|---------|---------|
| 6        | 30         | 100  | 9665905 | 9665904 | 9665907 |
| 8        | 45         | 100  | 9665913 | 9665912 | 9665915 |
| 10       | 70         | 100  | 9665921 | 9665920 | 9665923 |
| 12       | 85         | 100  | 9665929 | 9665928 | 9665931 |
| 14       | 110        | 100  | 9665945 | 9665944 | 9665947 |
| 16       | 125        | 100  | 9665953 | 9665952 | 9665955 |
| 18       | 140        | 100  | 9666001 | 9666000 | 9666003 |
| 20       | 140        | 100  | 9666011 | 9666010 | 9666013 |
| 22       | 140        | 100  | 9666021 | 9666020 | 9666023 |
| 25       | 140        | 100  | 9666031 | 9666030 | 9666033 |
| 30       | 140        | 100  | 9666041 | 9666040 | 9666043 |
| 33       | 140        | 100  | 9666051 | 9666050 | 9666053 |

9666053

# **Equipment**

# Technical specification

# ClickBind

| ClickBind Model Ref/Name              | P3000         | ClickBind15E    | ClickBind15     | ClickBind EzClick       |
|---------------------------------------|---------------|-----------------|-----------------|-------------------------|
| Product Code EU                       | 7708520       | 4400418         | 4400416         | 4400419                 |
| Product Code UK                       | 7708520       | 4400417         | 4400416         | 4400419                 |
| Product Code CH                       | 7708520       | 4400537         | 4400416         | 4400419                 |
| Type of Punch                         | Electric      | Electric        | Manual          | Uses PrePunched Paper   |
| Max. Punch Capacity per lift (80gsm)  | 15            | 15              | 15              | n/a                     |
| Max. Approx. Binding Capacity (80gsm) | 100           | 145             | 145             | 100 (Uses 100gsm paper) |
| Paper Formats                         | A4            | A4              | A4              | A4                      |
| Max Binding Element Cap               | 16mm          | 16mm            | 16mm            | 16mm                    |
| Anti- Jam Feature                     | <b>✓</b>      | V               | n/a             | n/a                     |
| De-Selector Pins                      | Fixed 34 ring | Fixed 34 ring   | Fixed 34 ring   | Fixed 34 ring           |
| Click Size Selector                   | Auto          | <b>V</b>        | <b>✓</b>        | V                       |
| Margin Depth Selector                 | Fixed         | Fixed           | Fixed           | Fixed                   |
| Additional Features                   | Auto Bind     | GuideRight Tray | GuideRight Tray | Storage Tray            |
| Machine Dimensions mm (HxWxD mm)      | 520x476x470   | 180x405x384     | 180x440x460     | 108x410x200             |
| Weight                                | 38.4kg        | 8.4kg           | 5.9kg           | 3.2kg                   |

| ClickBind Model Ref/Name              | ClickBind ClickMan | ClickBind Presentation Kit |  |
|---------------------------------------|--------------------|----------------------------|--|
| Product Code EU                       | CA610000           | 4400391                    |  |
| Product Code UK                       | CA610000           | 4400391                    |  |
| Product Code CH                       | CA610000           | 4400391                    |  |
| Type of Punch                         | Manual             | Uses PrePunched Paper      |  |
| Max. Punch Capacity per lift (80gsm)  | 6                  | n/a                        |  |
| Max. Approx. Binding Capacity (80gsm) | 145                | 45                         |  |
| Paper Formats                         | A4                 | A4                         |  |
| Max Binding Element Cap               | 16mm               | 8mm                        |  |
| Anti- Jam Feature                     | n/a                | n/a                        |  |
| De-Selector Pins                      | Fixed 34 ring      | Fixed 34 ring              |  |
| Click Size Selector                   | Х                  | n/a                        |  |
| Margin Depth Selector                 | Fixed              | n/a                        |  |
| Additional Features                   | Compact Design     | All In-One kit             |  |
| Machine Dimensions mm (HxWxD mm)      | 85x360x85          | 345x300x26                 |  |
| Weight                                | 1.3kg              | 0.5kg                      |  |

# CombBind

| CombBind Model Ref/Name               | CombBind 366E      | CombBind 366       | CombBind C450E     | CombBind C340     |
|---------------------------------------|--------------------|--------------------|--------------------|-------------------|
| Product Code EU                       | 2101444            | 2101434            | 4400422            | 4400420           |
| Product Code UK                       | 2101435            | 2101434            | 4400421            | 4400420           |
| Product Code CH                       | n/a                | 2101434            | 4400539            | 4400420           |
| Type of Punch                         | Electric           | Manual             | Electric           | Manual            |
| Max. Punch Capacity per lift (80gsm)  | 30                 | 30                 | 25                 | 25                |
| Max. Approx. Binding Capacity (80gsm) | 450                | 450                | 450                | 450               |
| Paper Formats                         | A4, A5             | A4, A5             | A4                 | A4                |
| Max Binding Element Cap               | 51mm               | 51mm               | 51mm               | 51mm              |
| Anti- Jam Feature                     | х                  | n/a                | Х                  | n/a               |
| De-Selector Pins                      | Auto centering     | Auto centering     | Auto centering     | Auto centering    |
| Comb Size Selector                    | V                  | ✓                  | <b>✓</b>           | V                 |
| Margin Depth Selector                 | V                  | ✓                  | Fixed              | Fixed             |
| Additional Features                   | Document Separator | Document Separator | Document Separator | Document Separate |
| Machine Dimensions mm (HxWxD mm)      | 170x480x450        | 200x480x450        | 170x440x450        | 200x440x450       |
| Weight                                | 17.1kg             | 11.03kg            | 15.6kg             | 10.45kg           |



| CombBind Model Ref/Name               | CombBind C210E  | CombBind C210      | CombBind C110e    | CombBind C110     |
|---------------------------------------|-----------------|--------------------|-------------------|-------------------|
| Product Code EU                       | 4400440         | 4400407            | 7700160           | 7704190           |
| Product Code UK                       | 4400439         | 4400407            | 7700170           | 7704190           |
| Product Code CH                       | 4400538         | 4400407            | 7705570           | 7704190           |
| Type of Punch                         | Electric        | Manual             | Electric          | Manual            |
| Max. Punch Capacity per lift (80gsm)  | 20              | 20                 | 15                | 15                |
| Max. Approx. Binding Capacity (80gsm) | 330             | 450                | 330               | 330               |
| Paper Formats                         | A4              | A4                 | A4                | A4                |
| Max Binding Element Cap               | 38mm            | 51mm               | 38mm              | 38mm              |
| Anti- Jam Feature                     | V               | Х                  | V                 | Х                 |
| De-Selector Pins                      | Fixed 21 Ring   | Fixed 21 Ring      | Fixed 21 Ring     | Fixed 21 Ring     |
| Comb Size Selector                    | V               | <b>✓</b>           | V                 | <b>✓</b>          |
| Margin Depth Selector                 | Fixed           | Fixed              | Fixed             | Fixed             |
| Additional Features                   | GuideRight Tray | Cover Storage Tray | Base suction cups | Base suction cups |
| Machine Dimensions mm (HxWxD mm)      | 220x420x384     | 185x455x435        | 411x355x225       | 263x456x409       |
| Weight                                | 9.4kg           | 7.5kg              | 9.1kg             | 7.1kg             |

| CombBind Model Ref/Name               | CombBind C95E       | CombBind C95        | CombBind C75      | CombBind C55        |
|---------------------------------------|---------------------|---------------------|-------------------|---------------------|
| Product Code EU                       | 4400406             | 4400404             | 7704180           | 4400403             |
| Product Code UK                       | 4400405             | 4400404             | 7704180           | 4400403             |
| Product Code CH                       | 4400501             | 4400404             | 7704180           | 4400403             |
| Type of Punch                         | Electric            | Manual              | Manual            | Manual              |
| Max. Punch Capacity per lift (80gsm)  | 15                  | 15                  | 10                | 5                   |
| Max. Approx. Binding Capacity (80gsm) | 165                 | 165                 | 125               | 95                  |
| Paper Formats                         | A4                  | A4                  | A4                | A4                  |
| Max Binding Element Cap               | 19mm                | 19mm                | 14mm              | 12mm                |
| Anti- Jam Feature                     | х                   | n/a                 | n/a               | n/a                 |
| De-Selector Pins                      | Fixed 21 Ring       | Fixed 21 Ring       | Fixed 21 Ring     | Fixed 21 Ring       |
| Comb Size Selector                    | V                   | V                   | Х                 | Х                   |
| Margin Depth Selector                 | Fixed               | Fixed               | Fixed             | Fixed               |
| Additional Features                   | Rotary Comb Opening | Rotary Comb Opening | Base suction cups | Rotary Comb Opening |
| Machine Dimensions mm (HxWxD mm)      | 158x434x340         | 125x440x382         | 114x305x368       | 125x450x163         |
| Weight                                | 8.1kg               | 5.6kg               | 2.7kg             | 2.7kg               |

| CombBind Model Ref/Name               | P50            | BindMate                   |  |
|---------------------------------------|----------------|----------------------------|--|
| Product Code EU                       | 7704120        | 4400399                    |  |
| Product Code UK                       | 7704120        | 4400399                    |  |
| Product Code CH                       | 7704120        | 4400399                    |  |
| Type of Punch                         | Manual         | Manual                     |  |
| Max. Punch Capacity per lift (80gsm)  | 6              | 8 sheets                   |  |
| Max. Approx. Binding Capacity (80gsm) | 95             | 125 sheets                 |  |
| Paper Formats                         | A4             | A4                         |  |
| Max Binding Element Cap               | 12mm           | 14mm                       |  |
| Anti- Jam Feature                     | n/a            | n/a                        |  |
| De-Selector Pins                      | Fixed 21 ring  | Fixed 21 ring/4 hole punch |  |
| Comb Size Selector                    | Х              | Х                          |  |
| Margin Depth Selector                 | Fixed          | Fixed                      |  |
| Additional Features                   | Compact design | Carry handle               |  |
| Machine Dimensions mm (HxWxD mm)      | 138x403x137    | 264x394x140                |  |
| Weight                                | 2.3kg          | 2.8kg                      |  |

# **Equipment**

# Technical Specification

| CombBind Model Ref/Name               | CombBind C800Pro         | CombBind C250Pro         | CombBind C150Pro         |
|---------------------------------------|--------------------------|--------------------------|--------------------------|
| Product Code EU                       | IB271717                 | IB271403                 | IB271106                 |
| Product Code UK                       | IB275913                 | IB271403                 | IB271106                 |
| Product Code CH                       | IB275814                 | IB271403                 | IB271106                 |
| Type of Punch                         | Electric                 | Manual                   | Manual                   |
| Max. Punch Capacity per lift (80gsm)  | 20                       | 20                       | 20                       |
| Max. Approx. Binding Capacity (80gsm) | 450                      | 450                      | 450                      |
| Paper Formats                         | A4, A5, US Letter        | A4, A5, US Letter        | A4, A5, US Letter        |
| Max Binding Element Cap               | 51mm                     | 51mm                     | 51mm                     |
| Anti- Jam Feature                     | Х                        | n/a                      | n/a                      |
| De-Selector Pins                      | Full 21 disengageable    | Full 21 disengageable    | Fixed 21 Ring            |
| Comb Size Selector                    | <b>✓</b>                 | Х                        | Х                        |
| Margin Depth Selector                 | <b>v</b>                 | V                        | Fixed                    |
| Additional Features                   | Solid metal construction | Solid metal construction | Solid metal construction |
| Machine Dimensions mm (HxWxD mm)      | 420 x 385 x 295          | 380 x 300 x 230          | 360 x 300 x 210          |
| Weight                                | 22.5kg                   | 10.4kg                   | 8.7kg                    |

# WireBind

| WireBind Model Ref/Name               | WireBind W25 E     | WireBind W20       | WireBind W18       | WireBind W15  |
|---------------------------------------|--------------------|--------------------|--------------------|---------------|
| Product Code EU                       | 4400428            | 4400426            | 2101440            | 4400402       |
| Product Code UK                       | 4400427            | 4400426            | 2101440            | 4400402       |
| Product Code CH                       | 4400541            | 4400426            | 2101440            | 4400402       |
| Type of Punch                         | Electric           | Manual             | Manual             | Manual        |
| Max. Punch Capacity per lift (80gsm)  | 25                 | 20                 | 15                 | 15            |
| Max. Approx. Binding Capacity (80gsm) | 125                | 125                | 125                | 125           |
| Paper Formats                         | A4/A5              | A4/A5              | A4                 | A4            |
| Max Binding Element Cap               | 14mm               | 14mm               | 14mm               | 14mm          |
| Anti- Jam Feature                     | Х                  | n/a                | n/a                | n/a           |
| De-Selector Pins                      | Auto Centering     | Auto Centering     | Auto Centering     | Fixed 34 Ring |
| Wire Size Selector                    | <b>V</b>           | <b>✓</b>           | V                  | <b>✓</b>      |
| Margin Depth Selector                 | Fixed              | Fixed              | Fixed              | Fixed         |
| Additional Features                   | Document Separator | Document Separator | Document Separator | Carry handle  |
| Machine Dimensions mm (HxWxD mm)      | 170x495x450        | 170x495x450        | 170x495x450        | 144x400x360   |
| Weight                                | 18.1kg             | 12.4kg             | 11.3kg             | 7.7kg         |

| WireBind Model Ref/Name               | WireBind E Karo 40       | WireBind Karo 40         |  |
|---------------------------------------|--------------------------|--------------------------|--|
| Product Code EU                       | IB273469                 | IB273407                 |  |
| Product Code UK                       | IB275968                 | IB273407                 |  |
| Product Code CH                       | n/a                      | IB273407                 |  |
| Type of Punch                         | Electric                 | Manual                   |  |
| Max. Punch Capacity per lift (80gsm)  | 15                       | 20                       |  |
| Max. Approx. Binding Capacity (80gsm) | 125                      | 125                      |  |
| Paper Formats                         | A4, A5, US Letter        | A4, A5, US Letter        |  |
| Max Binding Element Cap               | 14mm                     | 14mm                     |  |
| Anti- Jam Feature                     | n/a                      | n/a                      |  |
| De-Selector Pins                      | 40 Disengageable         | 40 Disengageable         |  |
| Selector de tamaño del canutillo      | V                        | <b>✓</b>                 |  |
| Margin Depth Selector                 | Fixed                    | Fixed                    |  |
| Additional Features                   | Solid metal construction | Solid metal construction |  |
| Machine Dimensions mm (HxWxD mm)      | 260x420x385              | 190x420x305              |  |
| Weight                                | 25.8kg                   | 11.5kg                   |  |



# MultiFunctional

| MultiFunctional Model Ref/Name        | MultiBind 420  | MultiBind 230E                       | MultiBind 230                        |  |
|---------------------------------------|--|--------------------------------------|--------------------------------------|--|
| Product Code EU                       | 4400435  | 4400425                              | 4400423                              |  |
| Product Code UK                       | 4400435  | 4400424                              | 4400423                              |  |
| Product Code CH                       | 4400435  | 4400540                              | 4400423                              |  |
| Type of Punch                         | Manual   | Electric                             | Manual                               |  |
| Max. Punch Capacity per lift (80gsm)  | 20x CombBind & WireBind,<br>12x WireBind & ClickBind | 30                                   | 30                                   |  |
| Max. Approx. Binding Capacity (80gsm) | 450 (CombBind) or 125 (WireBind) or 145 (ClickBind)  | 450 CombBind, 125 (WireBind21)       | 450 CombBind, 125 (WireBind 21)      |  |
| Paper Formats                         | 315mm, A4, A5  | A4/A5                                | A4/A5                                |  |
| Max Binding Element Cap               | 51m (CombBind), 14mm<br>(WireBind),16mm (ClickBind)  | 51m (CombBind), 14mm<br>(WireBind21) | 51m (CombBind),<br>14mm (WireBind21) |  |
| Anti- Jam Feature                     | n/a  | х                                    | n/a                                  |  |
| De-Selector Pins                      | 7 disengageable                                      | auto centering                       | auto centering                       |  |
| Comb/Wire Selector                    | <b>✓</b>   | <b>✓</b>                             | <b>✓</b>                             |  |
| Margin Depth Selector                 | Fixed  | Fixed                                | Fixed                                |  |
| Additional Features                   | Foldaway design                                      | Document Separator                   | Document Separator                   |  |
| Machine Dimensions mm (HxWxD mm)      | 125x460x425  | 170x525x450                          | 200x525x450                          |  |
| Weight                                | 12.6kg   | 18.8kg                               | 12.2kg                               |  |

| MultiFunctional Model Ref/Name        | IbiMaster 400e                         | MultiBind 320                          | MultiBind 220             | MultiBind 212                       |
|---------------------------------------|--|--|---------------------------|-------------------------------------|
| Product Code EU                       | IB271212                               | IB271076                               | IB271090                  | IB275999                            |
| Product Code UK                       | IB271236                               | IB271076                               | B271090                   | IB275999                            |
| Product Code CH                       | IB271250                               | IB271076                               | IB271090                  | IB275999                            |
| Type of Punch                         | Electric                               | Manual                                 | Manual                    | Manual                              |
| Max. Punch Capacity per lift (80gsm)  | 12 CombBind &<br>WireBind 21, 20 4Hole | 20 CombBind &<br>WireBind 21, 30 4Hole | 20 CombBind<br>& 30 4Hole | 12                                  |
| Max. Approx. Binding Capacity (80gsm) | 51mm CombBind,<br>125 (WireBind 21)    | 51mm CombBind,<br>125 (WireBind 21)    | 51mm CombBind             | 145 (CombBind)<br>125 (WireBind 21) |
| Paper Formats                         | A4, A5, 315mm                          | A4, A5, 315mm                          | A4, 315mm                 | A4                                  |
| Max Binding Element Cap               | 51mm CombBind,<br>125 (WireBind 21)    | 51mm CombBind,<br>125 (WireBind 21)    | 51mm CombBind             | Fixed 21 Ring                       |
| Anti- Jam Feature                     | Х                                      | Х                                      | Х                         | n/a                                 |
| De-Selector Pins                      | 7 Disengageable                        | 7 Disengageable                        | Fixed 21 loop/4 Hole      | Fixed                               |
| Comb/Wire Selector                    | <b>✓</b>                               | <b>✓</b>                               | Х                         | V                                   |
| Margin Depth Selector                 | <b>✓</b>                               | <b>✓</b>                               | Fixed                     | Fixed                               |
| Additional Features                   | Fold away design                       | Fold away design                       | Fold away design          | Compact design                      |
| Machine Dimensions mm (HxWxD mm)      | 125x425x460                            | 125x425x425                            | 125x425x425               | 112x385x160                         |
| Weight                                | 14.8kg                                 | 11.5kg                                 | 11.5kg                    | 3.5kg                               |

# Equipment

# **Technical Specification**

# StripBind

| StripBind Model Ref/Name              | Surebind System 2 | Surebind 500  | VeloBinder |  |
|---------------------------------------|-------------------|---------------|------------|--|
| Product Code EU                       | 9707051           | 4400401       | 9707121    |  |
| Product Code UK                       | 9707051           | 4400400       | 9707121    |  |
| Product Code CH                       | 9707051CH         | 4400507       | 9707121    |  |
| Type of Punch                         | Electric          | Manual        | Manual     |  |
| Max. Punch Capacity per lift (80gsm)  | 22                | 25            | 20         |  |
| Max. Approx. Binding Capacity (80gsm) | 500               | 450           | 200        |  |
| Max Binding Element Cap               | 50mm              | 50mm          | 45mm       |  |
| Paper Formats                         | A5,A4             | A5,A4,A3      | A4         |  |
| Anti- Jam Feature                     | <b>✓</b>          | n/a           | n/a        |  |
| Machine Dimensions mm (HxWxD mm)      | 267x597x451       | 500x400x145mm | 90x315x110 |  |
| Weight                                | 20.5kg            | 7.3kg         | 1.5kg      |  |

# **ThermaBind**

| ThermaBind Model Ref/Name             | Thermatronic 400              | ThermaBind T400       | ThermaBind T200 |  |
|---------------------------------------|-------------------------------|-----------------------|-----------------|--|
| Product Code EU                       | IB304019                      | 4400411               | 4400409         |  |
| Product Code UK                       | IB304026                      | 4400410               | 4400408         |  |
| Product Code CH                       | IB304033                      | 4400503               | 4400502         |  |
| Binding Cycle                         | 40-60 secs                    | Fixed                 | Variable        |  |
| Binding/Cooling Indicator             | Audio & Visual Audio & Visual |                       | Audio & Visual  |  |
| Max. Approx. Binding Capacity (80gsm) | 500                           | 400                   | 200             |  |
| Max Binding Element                   | 50mm                          | 40mm                  | 20mm            |  |
| Element Size Selector                 | х                             | V                     | Х               |  |
| Additional Features                   | Separate Cooling Rack         | Document Support Rail |                 |  |
| Machine Dimensions mm (HxWxD mm)      | 185x500x240                   | 95x365x220            | 82x360x135      |  |
| Weight                                | 4.2kg                         | 1.7g                  | 0.8kg           |  |

# CoilBind

| CoilBind Model Ref/Name               | CoilBind C200       | CoilBind C100        |  |
|---------------------------------------|---------------------|----------------------|--|
| Product Code EU                       | 7705520             | 7705410              |  |
| Product Code UK                       | 7705510             | 7705410              |  |
| Product Code CH                       | n/a                 | 7705410              |  |
| Type of Punch                         | Manual              | Manual               |  |
| Max. Punch Capacity per lift (80gsm)  | 20                  | 12                   |  |
| Max. Approx. Binding Capacity (80gsm) | 145                 | 145                  |  |
| Max Binding Element Cap               | 18mm                | 18mm                 |  |
| Anti- Jam Feature                     | Х                   | X                    |  |
| De-Selector Pins                      | Fixed 47 Ring       | Fixed 47 Ring        |  |
| Comb Size Selector                    | V                   | <b>V</b>             |  |
| Margin Depth Selector                 | Fixed               | Fixed                |  |
| Additional Feature                    | Quick Starter Guide | Crimper Storage Tray |  |
| Machine Dimensions mm (HxWxD mm)      | 215x463x480         | 150x405x330          |  |
| Weight                                | 11.5kg              | 6kg                  |  |



# **A5 Presentation Report Covers**

#### **NEW HiClear**

HiClear is a transparent PVC.

#### **HiClear**



| Description |    | Qty. | Clear   |  |
|-------------|----|------|---------|--|
| 180mic      | A5 | 100  | 4400024 |  |
| 240mic      | A5 | 100  | 4400024 |  |



#### **NEW PolyClearView**<sup>™</sup>

Made from high quality polypropylene, PolyOpaque is a 300 micron weight cover with a slight 'sand' grain on one side and completely smooth on the reverse. Ideal for all binding styles.



| Pol | lvCl | ea | rVi | ew™ |
|-----|------|----|-----|-----|

A5

Description

250mic

300mic



4400037

4400039





Dark Blue





Dark Red







## NEW **GBCL**eatherGrain™

Qty.

100

100

This range offers the look and feel of real leather. At 250gsm these covers provide exceptional durability. LeatherGrain is available in 14 colour-fast colours.



LeatherGrain™ is made from high wood content with a minimal percentage of recycled content.











| Description |    | Qty. | White   | Black   | Blue    | Red     |
|-------------|----|------|---------|---------|---------|---------|
| 200mic      | A5 | 100  | 4400015 | 4400017 | 4400014 | 4400016 |
|             |    |      |         |         |         |         |



#### NEW PolyOpaque™

Made from high quality polypropylene, PolyOpaque is a 300 micron weight cover with a slight 'sand' grain on one side and completely smooth on the reverse. Ideal for all binding styles.



PolyOpaque™ is made from recyclable Polypropylene.

#### PolyOpaque™









| Description |    | Qty. | White   | Black   | Blue    | Red     |
|-------------|----|------|---------|---------|---------|---------|
| 300mic      | A5 | 100  | 4400034 | 4400036 | 4400035 | 4400033 |
|             |    |      |         |         |         |         |



# **Presentation Report Covers**

ProView™

# Poly0paque™

Made from high quality polypropylene, PolyOpaque is a 300 micron weight cover with a slight 'sand' grain on one side and completely smooth on the reverse. Ideal for all binding styles.



PolyOpaque™ is made from recyclable Polypropylene.



#### PolyOpaque™

A4

A4

100

25

Description

300mic

300mic



IB386817

IB386763



IB386831

IB386787



IB387265

IB387272



IB386800



IB387296





ReGency is an elegant 325gsm plasticised board material with a slight pinpoint finish. Ideal for personalisation - foil stamping, silk-screening and embossing.



ReGency™ is made from a combination of natural wood fibres and recycled



#### Regency™









| •           | •  |      |          |          |           |          |  |
|-------------|----|------|----------|----------|-----------|----------|--|
| Description |    | Qty. | White    | Black    | Dark Blue | Burgundy |  |
| 325gsm      | A4 | 100  | CE030070 | CE030010 | CE030020  | CE030032 |  |

#### HiGloss™

A vivacious and modern colour series of single-sided, cast-coated, Hi-Gloss covers that really bring presentations to life.







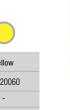














| -   | $\sim$ |
|-----|--------|
|     | - 7    |
| - ( | - 1    |
| _   | _/     |
| -   |        |













| nigioss                |      |               | $\cup$   |          |          |          |          |       |
|------------------------|------|---------------|----------|----------|----------|----------|----------|-------|
| Description            | Qty. | Economy White | White    | Black    | Blue     | Red      | Green    | Yello |
| 250gsm A4 Single-sided | 100  | CF020071      | CE020071 | CE020010 | CE020020 | CE020030 | CE020040 | CE020 |
| 250gsm A4 Single-sided | 25   | -             | CN020070 | -        | -        | -        | -        | -     |
| 250gsm A4 Double-sided | 100  | -             | CE020070 | -        | -        | -        | -        | -     |

#### HiGloss™ Combo





| 25 HiGloss™ (250gsm)+ 25 HiCle | ar™ (180 mic) |
|--------------------------------|---------------|
| Description                    | Qty.          |

|             | (               |         |             |             |  |
|-------------|-----------------|---------|-------------|-------------|--|
| Description |                 | Qty.    | White/Clear | Black/Clear |  |
| 250gsm      | A4 Single-sided | 25 + 25 | CR121870    | CR121810    |  |



## LeatherGrain™

This range offers the look and feel of real leather. At 250gsm these covers provide exceptional durability and quality. LeatherGrain is available in 14 colour-fast colours.

Qty.

LeatherGrain™ is made from high wood content pulp with a minimal percentage of recycled content.



#### LeatherGrain™





46700E

CE040010



Navy Blue

CE040025





Blue

46730E

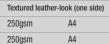
CE040020

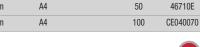


Sky Blue

CE040022















Royal Blue

CE040029







Dark Grey

CE040055

CE040021

Textured Leather-Look (one side) Dark Green Qty. Red Dark Red Light Grey Burgundy lvory 250gsm Α4 50 46720E 250gsm A4 CE040031 CE040030 CE040032 CE040045 CE040065 CE040050





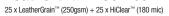






| Textured Leathe | r-Look (one side) | Qty.                 | White    | Black    | Royal Blue | Wedgewood | Red      |  |
|-----------------|-------------------|----------------------|----------|----------|------------|-----------|----------|--|
| 250gsm          | A4                | 50 (25 with window)  | 46715E   | 46705E   | 46735E     | -         | 46725E   |  |
| 250gsm          | A4                | 100 (50 with window) | CE041170 | CE041110 | CE041129   | CE041121  | CE041130 |  |

#### **LeatherGrain™ Combo**



| Textured Lea | ther-Look (one side) | Qty.  | White/Clear |
|--------------|----------------------|-------|-------------|
| 250gsm       | A4                   | 25+25 | CR140070    |

# **LinenWeave**™

With a classic, natural fibre look and a professional colour palette to match LinenWeave is the perfect companion to

any report.









recycled content.

LinenWeave™ is made from high wood

content pulp with a minimal percentage of





## **Traditional**™

Durable and simple with a silky smooth matt finish.



Traditional™ is made from high wood content pulp with a minimal percentage of recycled content.

\*Traditional™ White has a thickness of 220gsm making it suitable for certain DeskTop printers.











| Description |               | Qty. | White    | Black    | Blue     | Red      | lvory    |  |
|-------------|---------------|------|----------|----------|----------|----------|----------|--|
| 220gsm      | A4 Plain Matt | 100  | CE080070 |          |          |          |          |  |
| 250gsm      | A4 Plain Matt | 100  |          | CE110010 | CE110020 | CE110030 | CE110065 |  |



# **NEW GBC**Recycled Covers

New GBC Recycled covers are made from 100% post consumer waste. They are available in a choice of natural earth tones and suitable for use on all GBC binding machines.

#### **GBC**Recycled Covers

| <b>abo</b> r icoycicc | 1 00 1013 |         |         |         |         |
|-----------------------|-----------|---------|---------|---------|---------|
| Description           | Qty.      | Natural | Red     | Black   | Green   |
| 300 mic               | ΛΛ 100    | 4400004 | 4400005 | 4400006 | 4400007 |



# **PolyDesigner**<sup>™</sup>

Available in two professional styles - Globe or Compass - that add an up scale look to any presentation.



PolyDesigner™ is a 350 micron Polypropylene Cover. Its chemical makeup properties make it far more suitable for recycling



#### PolyDesigner™





| Description |    | 04.  | Clear Globe | Clear Compage |
|-------------|----|------|-------------|---------------|
| Description |    | Qty. | Clear Globe | Clear Compass |
| 350 mic     | A4 | 50   | IB387173    | IB387180      |

# **Poly**ClearView<sup>™</sup>

PolyClearView is a robust semi-clear solution to protect title pages. Available in five weights and a variety of clear and frosted finishes.



PolyClearView™is a Polypropylene Cover available in 5 thicknesses - 300, 200, 280 also 350 and 450 depending upon colour and finish. Its chemical make-up properties make it far more suitable for recycling.













| Description |    | Qty. | Clear    | Frosted<br>Clear | Frosted<br>Clear/Matt | Frosted<br>Blue | Frosted<br>Red |
|-------------|----|------|----------|------------------|-----------------------|-----------------|----------------|
| 200 mic     | A4 | 100  | 2100536E |                  |                       |                 |                |
| 280 mic     | A4 | 100  | 2101607E |                  |                       |                 |                |
| 300 mic     | A4 | 25   |          | IB386794         | -                     | -               | -              |
| 300 mic     | A4 | 100  |          | IB386848         | -                     | -               | -              |
| 350 mic     | A4 | 100  | -        |                  | IB387166              | -               | -              |
| 450 mic     | A4 | 50   |          | ESP425500        |                       |                 |                |
| 450 mic     | A4 | 50   | -        | ESP425800        |                       | IB387197        | IB387203       |





# **PVC**OpaqueCovers<sup>TM</sup>

Available in two professional styles -Globe or Compass - that add an up scale look to any presentation.



for recycling.

PolyTechno™ is a 700 micron Polypropylene Cover. Its chemical make-up properties make it far more suitable

Due to the thickness of PolyTechno, care should be taken to establish that one's choice of binding model can punch the 700 micron thickness



#### **PVC**OpaqueCovers™

















| Description |    | Qty. | Gloss White | Gloss Black | Gloss Blue | - | Gloss Red | Gloss Green |
|-------------|----|------|-------------|-------------|------------|---|-----------|-------------|
| 200 mic     | A4 | 100  | ESP421161   | ESP421163   | ESP421160  | - | ESP421164 | ESP421165   |

# **PolyTechno**<sup>TM</sup>

PolyTechno is a 700 micron polypropylene cover with a heavy grained finish. Available in a striking, contemporary range of colours.



PolyTechno™ is a 700 micron Polypropylene Cover. Its chemical make-up properties make it far more suitable for recycling.

Due to the thickness of PolyTechno, care should be taken to establish that one's choice of binding model can punch the 700 micron thickness.





Description

700 mic



IB387210

Qty.

50

A4













# **Presentation Report Covers**

**ClearView**™

## **ColorClear**<sup>™</sup>

ColorClear is a clear two-sided coloured PVC with a medium weight. Ideal for all popular binding machines.

100



| Color | Clear™ |
|-------|--------|
|       |        |

Description



CE011820E



CE011840E

CE011830E



CE011860E



CE011850E



Asstd\*



#### HiClear™

HiClear is a transparent PVC available in five standard weights.

#### HiClear™

Lightweight PVC







| Description |    | Qty. | Clear     | SuperClear | EconomyClear |
|-------------|----|------|-----------|------------|--------------|
| 150 mic     | A4 | 10   | 17441E    | -          | -            |
| 150 mic     | A4 | 20   | 46260E    | -          | -            |
| 150 mic     | A4 | 50   | -         | 41601E     | 41600E       |
| 150 mic     | A4 | 100  | CE011580F | -          | -            |
| 180 mic     | A4 | 100  | CE011880E | -          | -            |
| 200 mic     | A4 | 25   | IB426049  | -          | CE012080F    |
| 250 mic     | A4 | 50   | 41605E    | 41606E     | -            |
| 200 mic     | A4 | 100  | CE012080F | -          | -            |
| 240 mic     | A4 | 100  | CE012480  | CE012480   | -            |
| 200 mic     | A3 | 100  | IB770050  | -          | -            |
| 300 mic     | A4 | 100  | CE013080E | -          | -            |



# **Presentation Accessories FileStrips**

The GBC FileStrip is a simple way to enable bound documents to be incorporated into an organisational or archiving solution. They are bound into the document during the binding process and being of clear plastic remain discreet yet strong.



#### FileStrips™

| Product Code | Description   | Colour    | Qty. |
|--------------|---|-----------|------|
| IB410215     | 21 Ring PVC FileStrip (Universally Punched) for CombBind & WireBind21   | Clear PVC | 100  |
| IB195020     | 21 Ring PP FileStrip (Universally Punched) for CombBind & WireBind21. For use with PolyCover Presentation Covers. |           |      |
|              |   | Opaque PP | 100  |
| 4400385      | 10 Pin PVC FileStrip (Universally Punched) for use with SureBind™   | Clear PVC | 100  |
| IB184994     | 34 Loop (Square Holes) PVC FileStrip (Universally Punched) for WireBind & ClickBind™                              | Clear PVC | 100  |
| IB412356     | 2 Hole PVC File Strip for ThermaBind™   | White PVC | 50   |

#### **Poly**Dividers

vire coil click and strip bound documents

| Tor use with comb, wire, coil, click and strip bound documents. |  |                                   |  |  |
|---|--|-----------------------------------|--|--|
| Product Code  | Description  | Colour                            |  |  |
| 2101323E  | PolyDividers 5 part set with oversized clear covers  | Blue, Purple, Pink, Orange, Green |  |  |
| 4400386   | PolyDividers 10 part set with oversized clear covers | Blue, Purple, Pink, Orange, Green |  |  |

<sup>\*</sup> Assorted pack contains 25 x red, green, blue and yellow



# It's not just what you say; it is also how you say it, present it and package it.

In today's increasingly competitive and communicative world, getting your message across has become much more of a challenge. GBC understands this.

Please read our ideas and tips to help you determine what to bind and how to present it.



#### What to bind

#### In the office:

- · Research results
- Presentations
- Sales tools
- Project information
- Status reports
- Training manuals
- Proposals and tenders
- · Contracts and legal documents
- Reference documents
- · Business policies

#### At home:

- Calendars
- · Recipe books
- · Photo albums
- Diaries
- · Writing assignments
- Phone book
- Scrapbooks

#### In education:

- Teaching guides
- Writing assignments / dissertations
- Emergency / indicident book
- · Fire regulations / role call lists
- Phone books



## **Binding tips**

- When you place your document in the punching throat of the machine make sure it is fully in by moving it from side to side, then ensure your document is aligned to the left.
- When using a cover and back, place a sheet of paper in between before punching.
- When using a ClickBind spine, pinch the first two rings together before using the zip tool.
- Make sure all of the pages are aligned before you place the document onto the spine.
- Prior to inserting the binding spine, place the back cover on the front then once bound rotate the back cover to the reverse so that the spine is completely hidden.



For more tips and ideas on Binding and the chance to win exciting prizes go to www.gbceurope.com/goals.

# Binding Ideas and Tips

## **Design tips**

- Create a background for PowerPoint slides and title page based on your company colours and style. If you would like to use the same template again, create a folder on your computer named template and save it there.
- · When grouping text and images, the images should be separate and distinct so the audience knows where to focus.
- Use pictures as bullet points. Go to bullets, then select picture, and import.
- Use up-to-date images with a professional look instead of clip art. Many images are available at no charge on the web.
- Using too many arrows on your slides results in clutter and confusion. Try boxing the information together.

## **Delivery tips**

- Have an opening statement that will encourage audience involvement. Asking guestions is one way to do this.
- · Let the audience know what's in it for them.
- Use visual aids in moderation; too many overwhelms your message.
- If something goes wrong during your presentation, do not panic. Relax, take a breath and pick up where you left off.
- Watch for filler words such as "um," "like," "you know".

## Packaging tips

- · Package your presentation to match the occasion.
- 76% of professionals believe a bound presentation gives materials a more professional appearance.
- If in doubt, make your presentation more professional than casual. It's always an advantage if you look polished.
- · Packaging with durable materials will add shelf life to your presentation.
- Laminate visual aids to enhance their appearance and give you the ability to display them in the meeting room. And they
  can be re-used for future presentations.

## **Content tips**

- · Understand and know what you are talking about.
- Develop your own story on the topic to connect with your audience.
- · Your word choice is often more important than the words themselves.
- Make sure your presentation is clear, focused and interesting.
- What you are saying now is not as critical as what you will say next. Keep your audience eager to hear more.



