



Types of Paper

TYPE	TYPICAL WEIGHTS	TYPICAL SIZES	COMMON USAGE & COMMENTS
Bond	20#, 24#	8.5" x 11" 11" x 17"	<ul style="list-style-type: none">• Flyers, price lists, copying, "everyday brochures"• Cut sizes are common; economy paper; colors are available
Offset	50#, 60#, 70#	17.5" x 22.5" 23" x 35" 19" x 25" 25" x 38"	<ul style="list-style-type: none">• Flyers, newsletters, books, direct mail, instructions• No broken cartons; economy paper; colors are available
Writing	20#, 24#	8.5" x 11" 17" x 22"	<ul style="list-style-type: none">• Stationery• Broken cartons are available; matching envelopes and business card stock; many finishes available
Text	70#, 80#	23" x 35" 25" x 38"	<ul style="list-style-type: none">• Brochures, booklets• High quality; huge variety of colors and finishes; broken cartons are usually available; choice for high quality uncoated printing
Cover	65#, 80#	20" x 26" 23" x 35" 26" x 40"	<ul style="list-style-type: none">• Brochures, booklet covers, invitations, business cards• Same high quality and variety as text; most have matching text; high quality projects
Coated	70#, 80#, 100# Text	17.5" x 22.5" 19" x 25" 23" x 35" 25" x 38"	<ul style="list-style-type: none">• Brochures and flyers, high quality booklets• Gloss or matte; best reproduction of color and halftones
Coated Cover	80#, 100# Cover	19" x 25" 20" x 26" 26" x 40"	<ul style="list-style-type: none">• Same as coated text
Index / Tag	90#, 110#, 140#	8.5" x 11" 22.5" x 35"	<ul style="list-style-type: none">• File cards and folders• Hard, smooth surface; very durable
Vellum Bristol	67#	8.5" x 11" 11" x 17" 23" x 35"	<ul style="list-style-type: none">• Postcards, reply cards, posters, economy covers for booklets• Good economy cover, many colors are available
Carbonless	14#, 17# 19#, 20#	8.5" x 11" 8.5" x 14" 11" x 17" 17" x 22"	<ul style="list-style-type: none">• Carbonless forms• Precollated sets