

Choose The Perfect Paper

Buying equipment for the office such as printers and photocopiers can be very expensive, so to get the best results from this equipment it is important that you use the correct paper.

The choice of different papers available can be baffling.

To help you choose the correct paper for your equipment and your specific needs each of the papers in this section has one or more of the symbols given below to show their recommended uses.

Paper Quality

Paper is graded A, B and C quality relating to their usage:

A Grade

This is a quality bright premium paper used when visual presentation is very important. Use this paper to give your work a professional look. It is ideal for company letterheads and external communication and suitable for colour inkjet printers.

B Grade

This is a multi-functional paper. Suitable for laser and mono inkjet printing. Use this paper when the quality and the look of the paper is important. Use this paper for external communication and report writing.

C Grade

Mostly used for copier and laser applications. The paper must run well on your equipment, but the end result visually is not of prime importance. This paper is ideal for internal memos and general office photocopying.

Name	Page	Copier Guaranteed	Colour Copier Guaranteed	Laser Guaranteed	Inkjet Guaranteed	Suitable for Fax Machines	Paper Type	Grade
Advantia Premium+	171	*		*	*	*	Presentation	A+
Advantia Office	171	*		*	*	*	General	B
Advantia Value	171	*		*	*	*	General	C
Duo Laser	172	*	*	*	*	*	General	A
Duo Office	172	*	*	*	*	*	General	B+
Evolve Office	172	*		*	*	*	Recycled	B
Duo Colorcopy	173	*	*	*	*	*	Presentation	A+
Colorcopy	173	*	*	*	*	*	Presentation	A+
Silver Image	173	*	*	*	*	*	Presentation	A++
Flying Colours	174	*		*	*	*	General	B+
Conqueror	177			*	*	*	Letterhead	N/A



Suitable for plain paper photocopiers



Suitable for colour photocopiers



Suitable for inkjet



Suitable for mono laser printers



Suitable for mono or colour laser printing



Suitable for digital printing

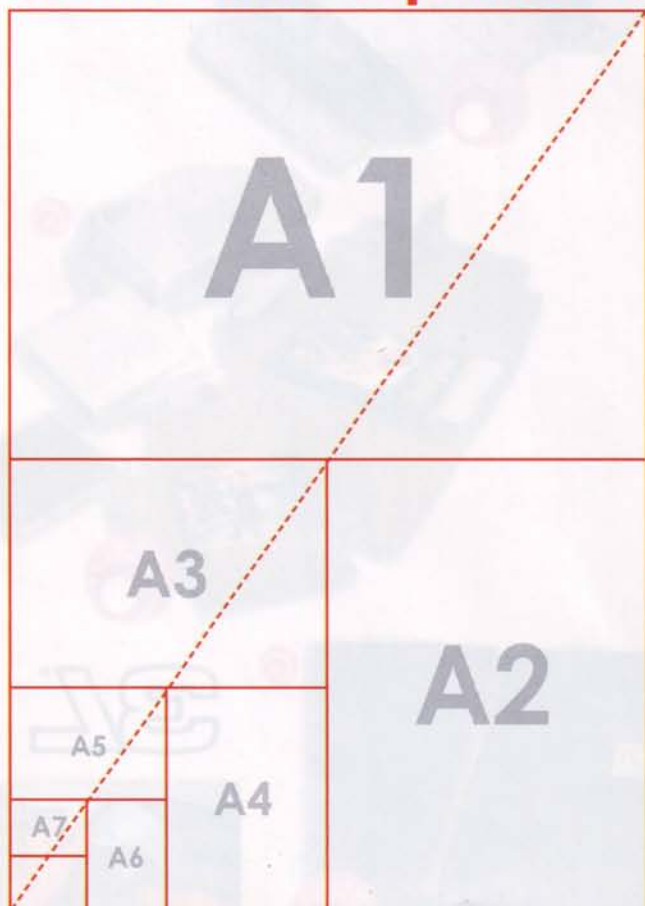


Recycled fibre within furnish



Suitable for faxes

Standard Paper Sizes



Paper 'A' sizes

A0 (The whole sheet)

1189 x 841mm (46³/₈ x 33¹/₈"

A1
841 x 594mm (33¹/₈ x 23³/₈"

A2
594 x 420mm (23³/₈ x 16¹/₂"

A3
420 x 297mm (16¹/₂ x 11³/₄"

A4
297 x 210mm (11³/₄ x 8¹/₄"

A5
210 x 148mm (8¹/₄ x 5⁷/₈"

A6
148 x 105mm (5⁷/₈ x 4¹/₈"

A7
105 x 74mm (4¹/₈ x 2⁷/₈"

To convert inches to millimetres – multiply by 25.4 To convert millimetres to inches – multiply by 0.0394