APPLICATIONS

Journals – personalize page counts, sections, special papers. Edit and rebind at your desk.

Manuals – use either the standard journal covers or the covers with pockets.

Waldorf method main lesson books – use color dividers, determine page counts, multimedia text paper

Long distance learning – printout and bind all or special sections as a supplementary learning tool

Meeting Journals – customize for seminars, training; include plain journal pages and special meeting notes pages

Internet documents – price books, catalogs, manuals, white papers.

Research documents – legal, professional, scientific, lifestyle

Project books – managing and collecting information.

Final presentations – either standard cover or pocket cover format. Custom foil stamping and die-cut window

Home – recipes, lifestyle information, scheduling, planning.

SIMPLIFY DOCUMENT BINDING

getting started...

1. Editable books – if there is something close to your needs, order these. Use books as received or plan to edit with component parts

2. A Starter Kit – includes most components (see list). Use for small requirements, one-of-a-kind, or testing.

3. Components – when you know what you want.

No equipment required. A cutter-crimper is suggested.
IMPORTANT FEATURES

Paper and Cover Selection – page 3 & 4
- TEXT paper selection for multi-media or digital printing
- COVERS use color choices to color code different applications

Covers with Pockets – page 4
- Stock colors
- Personalizing option
- Use – as a cover or as a multi-pocket organizing device

Indexing Solution – page 4
- Index page and color-coded dividers

Starter Kit – page 5
- Easy way to see full system

Book Identification with Spine Labels – page 7
- Identify new bound documents on a product shelf or in a file

Plastic Coil Binding’s many Features – page 8
- Insert coils in seconds
- Easily edited
- Will not be damaged or distorted
- Suitable to personal and production use
- Automated equipment optional
- Opens 360°, maximizing desk-space and lap-use
- Pages secure

Work Centers – page 9
- How to set up

518.465.3248  raand.com
COVER & DIVIDER COMPONENTS

Index Divider System

Features

- **WORD TEMPLATES** Complete by using the supplied template or manually.
- **INDEX FORM** corresponds to the 5 colors of dividers available.

# PT-CVR-8511 – (5 COLORS)
Lightweight Covers/Dividers

# MU-65CW-8511-5C – 5 Color Multi-pack (20 sheets/color)

# PT-CVS1P – Custom Imprinted
Window option, many stock choices, See custom order form

# PT-CV80-8511 – (4 COLORS)
80lb Heavy Covers

# PT-CHP-8511 – Chipboard Back Covers

# PT-CVAC-8511 – Clear Plastic Covers

Pocket Covers

Try these handy pocket covers, 9.125" x 11.25", with pockets to accept 8.5 x 11 pages.
Ask for prices on custom covers with your imprint. *(See order form)*

# PT-CVS2P – (3 COLORS) 10 sets/package
100lb Bristol Cover – 2 pockets (front and back covers)

# PT-CVS1P – Custom Imprinted
Window option, many stock choices, See custom order form
PAPER COMPONENTS

**Journal Pages**
- # PT-JNL-8511-70 – (100 pkg)
- # PT-JNL-8511-200 – (200 pkg)

**Note Taking Page, Cornell Style Layout**
- # PT-EVENT-8511-60 – Ask for sample or view online.

**White Papers**
- # PT-TEXT-8511-80 VE – 80lb Vellum
- # PT-TEXT-8511-80 – 80lb Smooth
- # PT-COPY-8511-20 – 20lb Copy/Print
- # PT-DGT-8511-100 – 100lb Gloss Text

**Astronomy/Simulated Blue Print Paper**
- # PT-ASTRPAP-8511 – Blue 24lb Bond
  (use metallic rolling writer)

**Graph Paper**
- # PT-GRPD-60-5M – 5mm Grid
- # PT-GRPD-60-10M – 10mm Grid

**STARTER KIT**

Start your next project, class, or presentation. **Print and Bind Your documents!**

**STARTER KIT - ITEM # MUOB-KIT-1** (Includes all of the following)

<table>
<thead>
<tr>
<th>PAPERS</th>
<th>Sheets/Pkg.</th>
<th>COVERS/DIVIDERS</th>
<th>Sheets/Pkg.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Index Page, Color Coded to dividers</td>
<td>5</td>
<td>80 lb. Cover - Bright White</td>
<td>3</td>
</tr>
<tr>
<td>80 lb. Vellum Text</td>
<td>100</td>
<td>80 lb. Cover - Cream White</td>
<td>3</td>
</tr>
<tr>
<td>Copy Paper</td>
<td>125</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Digital Gloss Text</td>
<td>5</td>
<td>65 lb. Divider/Cover - Blue</td>
<td>3</td>
</tr>
<tr>
<td>Ruled Journal Paper</td>
<td>50</td>
<td>65 lb. Divider/Cover - Teal</td>
<td>3</td>
</tr>
<tr>
<td>Graph Paper A</td>
<td>5</td>
<td>65 lb. Divider/Cover - Gold</td>
<td>3</td>
</tr>
<tr>
<td>Graph Paper B</td>
<td>5</td>
<td>65 lb. Divider/Cover - Kelly Green</td>
<td>3</td>
</tr>
<tr>
<td>Astronomy/Blueprint Simulation Paper</td>
<td>5</td>
<td>65 lb. Divider/Cover - Red</td>
<td>3</td>
</tr>
</tbody>
</table>

**POCKET COVER SETS**

<table>
<thead>
<tr>
<th>SPECIAL COVERS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Pocket - Blue</td>
<td>1</td>
</tr>
<tr>
<td>2 Pocket - Yellow</td>
<td>1</td>
</tr>
<tr>
<td>2 Pocket - White coated 1 side cover</td>
<td>1</td>
</tr>
<tr>
<td>1 Pocket - Gray, die-cut window</td>
<td>1</td>
</tr>
</tbody>
</table>

**JOURNAL BOOKS - 1 Scarlet and 1 Sunflower Yellow Book**

SAVE TIME – Print your downloaded documents on pre-punched paper!!

518.465.3248  raand.com
EQUIPMENT & PLASTIC COILS

Inserter Machines

Manual Punch and Electric Inserter (w/foot pedal)
EQ-COILMACER41
A single machine for both a manual punch and electric inserter. For those occasional inserts not printed on prepunched paper
- Round hole punch, 44 holes on 8.5 x 11 with .25" pitch
- Punch capacity – 20 sheets/lift
- Weight 38 lbs.
- Free Crimper & coil selector
- Foot pedal
- Heavy duty machine
- Alignment for documents up to 26"
- 1 Year Warranty

Electric Coil Inserter with Foot Pedal
EQ-ROLL-@-COIL
When productivity is a must! Up to .875" inserter capacity
- Weight 14 lbs.
- Full-length roller
- Inserting capacity, up to .875" coil diameter
- Built-in diameter scale (coil-size)
- Built-in alignment channel
- Foot pedal
- 1 Year Warranty

High capacity Electric Coil Inserter & Crimper
EQ-FINISH@COIL-E1
When productivity is a must!
- Up to 2" thick books
- Built-in Electric Coil Crimper, synchronized adjustment
- Full-length, high-friction roller, foot pedal
- Built-in diameter scale, alignment channel
- 1 Year warranty

Cutting – Crimper

PR-05-HDCRP
Use to produce books manually at desk, home, or on the road. Cut and crimp all sizes of plastic coil with convenient coil crimper. Comfort Plastic Grip for crimping with one squeeze.

INSTRUCTIONS: Keep red dot up and always crimp bottom of book to bend in. Squeeze for double action of first cutting and crimping.

Coils

Colors: NB-Navy Blue, WH-White, BK-Black
Plastic coils for 11” book (12” long) – 100 per box

Coil sizes included here are diameter increments (millimeter). If other sizes are needed please contact us.

<table>
<thead>
<tr>
<th>Capacity</th>
<th>Item No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>.25&quot;</td>
<td>PT-C12-08MM</td>
</tr>
<tr>
<td>.375&quot;</td>
<td>PT-C12-11MM</td>
</tr>
<tr>
<td>.5&quot;</td>
<td>PT-C12-15MM</td>
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<tr>
<td>.625&quot;</td>
<td>PT-C12-18MM</td>
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<td>PT-C12-22MM</td>
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<tr>
<td>.875&quot;</td>
<td>PT-C12-25MM</td>
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</tbody>
</table>
**WORK CENTER SETUP**

**Office Center MUOB**

**Features**
- Customize compartment sizes during assembly – slots. 1.25” spaces
- Add up to 10 hardboard shelves, support 15lbs ea., 11 compartments
- Construction – compressed wood, laminate oak finish
- Back: hardboard

Size: W 10.75” x H 16” x D 12”
Shelf space: W 10” x D 11.75”
Easy assembly – pre-glued dowels

# RA-19419-MO
10 shelf sorter

**Copy/Print Center**

**Features**
- Customize compartments – set on metal pins 2.5” apart. Can be changed from front.
- Add up to 14 hardboard shelves, supporting 15lb, 16 compartments
- Construction – compressed wood, laminate oak finish
- Back – hardboard

Size: W 19.5” x H 21.125” x D 11.75”
Shelf space: W 9.125” x D 11.5”
Black plastic molding & labels supplied for shelves for this item
Easy assembly – pre-glued dowels
Stores and organizes: components, cd’s, books

# RA-19422-MO
14 shelf sorter

**Desktop or On the Road**

**Desk Work Center**
- Store punched papers in a file drawer, or on a nearby shelf
- Assembly, editing and binding is done at your desk or a table; or if on the road hotel, your room
- For travelers, bring paper for printing at your hotel computer center for report updates and edits. Use a folder or bind a few of our file pockets together to carry papers
YOU CAN START WITH...
EDITABLE BOOKS

**Notebook** – 8.5 x 11 – 60 pages (30 leafs)

**TEXT:** 70lb text paper, gray college ruled .007mm, left margin

**COVERS:**
- Front – 80lb and selection of colors
- Back – 110lb index stock

# W-RUL-8511-60-SC (Scarlet Cover)
# W-RUL-8511-60-SY (Sunflower Yellow Cover)
# W-RUL-8511-60-BL (Blue Cover)

**Daily Journals** – 6.25 x 8.5 and 8.5 x 11 – 130 pages (65 leafs)

**TEXT:** 70lb text paper, gray college ruled .007mm, left margin

**COVERS:**
- Front and back black textured cover, "page__" 

**Features:**
- Index form
- Calendar
- Numbered weeks calendar
- 2 sizes for desktop and portable
- Includes a page# space for indexing

# W-RUL-8511-120-K – 8.5" x 11" Size
# W-RUL-6485-120-K – 6.25" x 8.5" Size

**Executive Planner**

**TEXT:** 60lb paper, 2 color printing

**FRONT & BACK COVERS:** Black textured cover

**Features:**
- Color coded index
- 3 yr. calendar
- 3 yrs. of numbered weeks
- Holidays & special days
- Projects summary
- How-to page
- 26 weeks (2 pages each)
- Weekly carryover planning
- Project management pages
- Journal pages

**Event/Meeting Journals**

**TEXT:** 70lb text paper

**Features:**
- Color coded index page
- 3 sections of event notes pages
- 1 journal section
- Journal pages – meeting inspired thoughts and actions
- Event Note pages shaded and with 2 columns (sold in packages)

**COVERS:**
- Front – 80lb blue
- Back – 110lb index

*Please contact us if you would like to contribute ideas or content for these projects! Ask for a sample!*
REVOLUTIONARY NEW PRODUCT...

Label holder
Self-adhesive labels
Word template to type labels
20 spine label per sheet plus labels for dividers pages, covers, other items
Works best on 11MM coils (.375” capacity) and larger
Use Word to color code and select type
Recommended: Franklin Gothic Heavy
Holders are transferable

CREATE AND AFFIX SELF-ADHESIVE LABEL ONTO HOLDER & INSERT INTO COIL SPINE.

It's so easy!

4.125" x .25" Spine Label (Actual size)
3.5" x 1.125" Cover/Divider Label (Actual size)

Suggest Using 14pt Franklin Gothic Extra Heavy

# PS-SLH-1B (25/pkg) White plastic holder
L 4.5" x W .4375" (Plus tabs .625" ea.)

# PS-LAB-1B (10 sheets/pkg) Labels for office printer
• 23 Spine labels 4.125" x .25" • 8 Utility labels 1.125" x 3.5" Designed for MS Word versions 2013 and newer. Older versions may need adjustment.
LET’S GET STARTED!

ORDER FORM includes pre-punched items to Make-UR-Own books

Paper supplies
- Covers
- Color divider pages
- Copy paper
- Text paper
- Printed forms

Binding supplies
- Coils
- Labels

Binding Equipment
- Cutter Crimper
- Coil Inserters
- A manual punch

Special items
- Divider pages, combo pack
- Plastic cover
- Starter Kit

Office equipment
- Sorter/ shelves

CUSTOM ITEMS - See Quote Request Form
- Personalized covers
- Customizing event journals
- Large production needs
- Book blocks for in-house personalization of meeting information

CAN START WITH STANDARD JOURNALS, OR A STARTER KIT!

JOURNALS - These are editable, so you can add or take out pages easily using other components
STARTER KIT - Use to do a few books to your liking; or to have a sample of most components

COMPONENTS - See the many applications on page 2

FINISHED BOOKS
- Journals and workbooks

A GREAT SYSTEM FOR ORGANIZATIONS LIKE...
- Accountants
- Architects
- Associations
- Builders and Designers
- Corporate Offices
- Financial Planners
- Franchises
- Homes & Home Businesses
- Hotels
- Law Offices
- Real Estate

RECOMMENDED: CUTTER-Crimper Tool – While it is possible to use a scissors to cut and crimp the coils, the cutter-crimper tool speeds the process.

Look for special offers!!!
ORDER FORM - Paper, Covers, Coils, Clinchers, Machines, Shelves

BOOKS – editable (pg. 8)

DAILY JOURNALS with index, 2 sizes, 130 pgs. (65 leafs) Black embossed durable covers front & back, 70lb gray college ruled text. .007mm, left margin, “pace _____”

8.5” x 11”
- W-RUL8511-60-130k
  - $9.13
- W-RUL8511-60-130SY
  - $9.13 ea.
- W-RUL8458-60-130K
  - $8.43

NOTEBOOKS, 8.5 x 11, 60 pgs. (30 leafs), Front - 80lb vellum cover, Back - ivory 110lb index stock (flexible), 70lb gray college ruled text .007mm, left margin
- W-RUL-85211-60-5C (scarlet)
  - $4.72 ea.
- W-RUL-8511-60-5Y (sunflower yellow)
  - $4.72 ea.
- W-RUL-8511-60-BL (blue)
  - $4.72 ea.

COMPONENTS PARTS (pgs. 3, 4)
All paper and simple covers are machine friendly (plastic is not)

COVERS
WHITES, 80 lb. (50/pkg.)
- PT-CV80-8511-WH Bright White
  - $8.77
- PT-CV80-8511-NA Natural White
  - $8.77

COLORS, 80 lb. (50/pkg.)
- PT-CV80-8511-SC Scarlet
  - $11.67
- PT-CV80-8511-SY Sunflower Yellow
  - $11.67

CHIPBOARD BACKS, 30 pt. (50/pkg.)
- PT-CHP-8511
  - $7.48

CLEAR PLASTIC COVER, 10 mil (100/pkg.)
- PT-CVAC-8511
  - $39.00

POCKET COVERS
COVER SETS (10/pkg.)
- PT-CVSP2-10-BL (Blue Index) - 2 pockets
  - $19.73
- PT-CVSP2-10-VE (Yellow Index) - 2 pockets
  - $19.73
- PT-CVSP2-10-C1S (Coated 1 side, white) 2 pockets
  - $19.73

DIVIDERS
BRIGHT COLORS, 65 lb. (100/pkg.) – Use for either covers or dividers.
- PT-CVR-8511-65-BL (Blue)
  - $9.73
- PT-CVR-8511-65-TE (Teal)
  - $9.73
- PT-CVR-8511-65-GO (Gold)
  - $9.73
- PT-CVR-8511-65-KG (Kelly Green)
  - $9.73
- PT-CVR-8511-65-RE (Red)
  - $9.73

Combination Pack - 20 each of 5 colors.
- MU-65CVR8511-SC
  - $12.44

INDEX PAGE - Color coded for dividers.
- MU-INDEX (50/pkg.)
  - $17.92

TEXT
MULTI-MEDIA Vellum, 80lb (200/pkg.)
- PT-TEXT-8511-80VE
  - $13.58

DIGITAL FINISH 80lb (200/pkg.)
Heavier text for presentations
- PT-TEXT-8511-80
  - 1-5 PKGS
    - $13.58
  - 6 PKGS or more
    - $11.67

ASTRONOMY/BLUEPRINT PAPER, 24/60 lb.
- PT-ASTRPPAP-8511 (100/pkg) - deep blue
  - $7.17

DIGITAL GLOSS TEXT, 100 lb. (100/pkg) – Not recommended for InkJet machines
- PT-DGT8511-100 (For color display pages)
  - $13.32

COPY/PRINT, 20 lb. - Bond (500/pkg.)
- PT-COPY8511-20
  - 1-9 pkg
    - $12.98
  - 10-20 pkg
    - $11.98
  - 20+ pkg
    - $10.58

PRINTED FORMS
NOTE PAGES (250 sheets/pkg.)
- PT-EVENT8511-60
  - $29.75

JOURNAL PAPER - Ruled, 70 lb.
- PT-JNL8511-70 (100 pkg)
  - $13.63
- PT-JNL8511-200 (200 pkg)
  - $19.84

GRAPH PAPER, 24/60 lb. - Bond (250/pkg)
- PT-GPPA8511-60-5MM
  - $10.68
- PT-GPPA8511-60-10MM
  - $10.68

STARTER KIT (pg. 4)
3 internal packages - pre-punched cover, text, forms, journal workbook, pocket covers, 3 ea. of 2 coil sizes
- MUO-KIT-1
  - $35.85

SPINE LABELS (pg. 8)
LABEL HOLDER (25 ea/pkg)
- PS-SLH-1B
  - $13.69

LABEL SHEETS (10 shts/pkg)
- PS-LAB-1B
  - $5.65

SHELVES (pg. 9)
10 SHELF SORTER/ORGANIZER (13LBS)
- SF-5536 Free delivery
  - $71.73
- SF-1293 Free delivery
  - $115.95

COILMAC BINDING MACHINES (pg. 6)
- EQ-ROLL-COIL (inserter only)
  - $265.00
- EQ-FINISH@COIL-E1 (inserter & electric crimper)
  - $599.00
- EQ-COILMACER41 (manual punch & inserter)
  - $699.00

CUTTER - CRIMPER (pg. 6)
- PR-05-HDRCR
  - 1-5
    - $17.50 ea.
  - 6-12
    - $12.50 ea.

COILS (pg. 6)
Colors: NB-Navy Blue, WH-White, BK-Black, 100 per box

<table>
<thead>
<tr>
<th>Capacity</th>
<th>Item No.</th>
<th>Color</th>
<th>Price</th>
</tr>
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<tbody>
<tr>
<td>.25”</td>
<td>PT-C12-08MM</td>
<td>$7.66</td>
<td></td>
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<tr>
<td>.375”</td>
<td>PT-C12-11MM</td>
<td>$12.27</td>
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<tr>
<td>.5”</td>
<td>PT-C12-15MM</td>
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</tr>
<tr>
<td>.625”</td>
<td>PT-C12-18MM</td>
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<tr>
<td>.75”</td>
<td>PT-C12-22MM</td>
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<tr>
<td>.875”</td>
<td>PT-C12-25MM</td>
<td>$39.78</td>
<td></td>
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</tbody>
</table>

TOTAL ORDER: $_________
Sales tax and shipping will be added.

Schools: Complete with early order for discount program

COMPLETE & SUBMIT ORDER (fax, email or call)
Organization:
Ordered by: ____________________________ Date: _____/____/____
Title: ____________________________________________
Email: ____________________________ Phone: __________________

Fax to: 518.465.2219 Ph: 518.465.3248

RAAND - 10805 Cataraqui Road, Schenectady, NY 12306-4811
518.465.3248 www.raand.com

FREIGHT RATES DISCOUNTED FOR ORDERS OF 200lbs or MORE
## PERSONALIZED COVERS

- **SEND QUOTE BASED ON SELECTIONS BELOW**
  - **Quantities** ___________ ___________ ___________
  - **Copy and Typeface**
    - [ ] Sample of type family we prefer is attached
    - [ ] Logo sample attached (we will submit print ready file with order)
    - [ ] I have enclosed copy information to be imprinted
  - **Cover Item** to be imprinted (or describe special stock desired)
    - ______________________________________________________________________________________
  - **Process**
    - [ ] Foil Stamping – color ___________________  [ ] Embossing
    - [ ] Printing (describe) ______________________________________________________________________

## MEETING/EVENT BOOKS PRINTED AND BOUND

- **SEND QUOTE BASED ON THE FOLLOWING**
  - **Quantities** ___________ ___________ ___________
  - **Cover** ______________________________________________________________________________________
  - **Include Index page** [ ] YES  [ ] NO ______________________________________________________________________________________
  - **Include 3 year calendar page** [ ] YES  [ ] NO ______________________________________________________________________________________
  - **Event pages** (Item # PT-EVENT-8511-60) __________ Sheets/bk
  - **Journal pages** (Item # PT-JNL-8511-200) __________ Sheets/bk
  - **Custom digital printed 4 color pages**
    - Page Location ____________________________ Number of pages __________________
    - Page Location ____________________________ Number of pages __________________
    - Page Location ____________________________ Number of pages __________________
  - **Binding required** [ ] YES  [ ] NO, provide book blocks only
    - Needed in hand by ____________________________ First Event Date __________________________

## CUSTOM BOOKS PRINTED AND BOUND

- **SEND QUOTE BASED ON THE FOLLOWING**
  - **Quantities** ___________ ___________ ___________
  - **Covers pages printed  1  2  3  4** Type of cover stock __________________ Ink color ________________
  - **Text pages** # of pages __________________ Paper __________________ Printing color ________________
  - **Binding type** [ ] saddle stapled  [ ] perfect  [ ] hard cover  [ ] plastic spiral  [ ] Other ________________

## CONTACT INFORMATION

Date ___________ Person Inquiring ____________________________ Title __________________________
Organization ____________________________ Phone _______________ E-mail __________________________