

PRESENTER GUIDE

Element	Stock	Size	Print	Pages	# / Sheets
Printed Cover Front	100# gloss cover wht	8.5"x11"	4:0	1-2	1
Guts	80# uncoated	8.5"x11"	4:4	3-12	5
Divider 1	Reinforced, 6-bank	9"x11"	4:0	13-14	1
Guts	80# uncoated	8.5"x11"	4:4	15-86	36
Divider 2	Reinforced, 6-bank	9"x11"	4:0	87-88	1
Guts	80# uncoated	8.5"x11"	4:4	89-164	38
Divider 3	Reinforced, 6-bank	9"x11"	4:0	165-166	1
Guts	80# uncoated	8.5"x11"	4:4	167-240	37
Divider 4	Reinforced, 6-bank	9"x11"	4:0	241-242	1
Guts	80# uncoated	8.5"x11"	4:4	243-310	34
Divider 5	Reinforced, 6-bank	9"x11"	4:0	311-312	1
Guts	80# uncoated	8.5"x11"	4:4	313-378	33
Divider 6	Reinforced, 6-bank	9"x11"	4:0	379-380	1
Guts	80# uncoated	8.5"x11"	4:4	381-452	36
Printed Cover Back	100# gloss cover wht	8.5"x11"	4:0	453-454	1

PAGE & SHEET NOTES

Page: a single side, in context - used to identify placement in document

Sheet: the actual physical paper - used to asses document thickness

Total Page Count [printed & unprinted] 454 pages + clears

FINISHING

Collated

Clear Cover Front - 9"x11"

Clear Cover Back - 9"x11"

Punched for coil binding 4:1

Coil Binding TBD

FINISHING NOTES

Client emphasizes need for REINFORCED, tabbed dividers

Clear covers [not printed covers] should extend to cover tabs

ESTIMATE CLICKS GROUPED BY STOCK

Element	Print	# / Sheets
Clear Covers	0:0	2
Printed Covers	4:0	2
Dividers	4:0	6
Guts	4:4	219

PARTICIPANT JOURNAL

Element	Stock	Size	Print	Pages	# / Sheets
Printed Cover Front	100# gloss cover wht	8.5"x11"	4:0	1-2	1
Guts	70# uncoated	8.5"x11"	4:4	3-10	4
Divider 1	Reinforced, 6-bank	9"x11"	4:0	11-12	1
Guts	70# uncoated	8.5"x11"	4:4	13-52	20
Divider 2	Reinforced, 6-bank	9"x11"	4:0	53-54	1
Guts	70# uncoated	8.5"x11"	4:4	55-98	22
Divider 3	Reinforced, 6-bank	9"x11"	4:0	99-100	1
Guts	70# uncoated	8.5"x11"	4:4	101-142	21
Divider 4	Reinforced, 6-bank	9"x11"	4:0	143-144	1
Guts	70# uncoated	8.5"x11"	4:4	145-184	20
Divider 5	Reinforced, 6-bank	9"x11"	4:0	185-186	1
Guts	70# uncoated	8.5"x11"	4:4	187-224	19
Divider 6	Reinforced, 6-bank	9"x11"	4:0	225-226	1
Guts	70# uncoated	8.5"x11"	4:4	227-272	23
Printed Cover Back	100# gloss cover wht	8.5"x11"	4:0	273-274	1

PAGE & SHEET NOTES

Page: a single side, in context - used to identify placement in document

Sheet: the actual physical paper - used to asses document thickness

Total Page Count [printed & unprinted] 274 pages + clears

FINISHING

Collated

Clear Cover Front - 9"x11"

Clear Cover Back - 9"x11"

Punched for coil binding 4:1

Coil Binding TBD

FINISHING NOTES

Client emphasizes need for REINFORCED, tabbed dividers

Clear covers [not printed covers] should extend to cover tabs

ESTIMATE CLICKS GROUPED BY STOCK

Element	Print	# / Sheets
Clear Covers	0:0	2
Printed Covers	4:0	2
Dividers	4:0	6
Guts	4:4	129