

Computer		
1	Desktop PC or Laptop	Intel Core i5
2	A3 Color printer or better a photo color copier	Toshiba eStudio

Paper		
1	Basic A4 & A3 size paper	80 gms
2	Heavy duty paper 160gms (plain white)	160 gms
3	Calligraphy paper	145 gms

Tools		
1	Cutting mat	Securit ML
2	NT Cutter	with snap off blades
3	Scissors	
4	Metal ruler	300mm and 450mm
5	Hole punch	Standard 2-hole
6	Multiple hole punch	Adjustable 4-hole
7	Stapler	
8	Tape dispenser (with tape)	
9	Glue gun (with extra glue sticks)	
10	Eyelet punch (with eyelets)	
11	Glue	
	- UHU por	Polystyrene glue
	- UHU Stic	Paper glue
12	Double sided tape	Scotch (thin tape)
		Scotch (thick tape)
13	Rotary cutter (for perforated cuts)	

Peripherals		
1	Lamination machine	A3 size
2	Binding machine	

Others		
1	Lamination pouches	A4 A3 60x90mm
2	Transparent PVC Sheets	A4
3	Binder rings	Various sizes and colors