

## Listing of tools required for in-house printing

| <b>Computer</b> |   |                 |
|-----------------|---|-----------------|
| 1               | Desktop PC or Laptop                            | Intel Core i5   |
| 2               | A3 Color printer or better a photo color copier | Toshiba eStudio |

| <b>Paper</b> |                                       |         |
|--------------|---------------------------------------|---------|
| 1            | Basic A4 & A3 size paper              | 80 gms  |
| 2            | Heavy duty paper 160gms (plain white) | 160 gms |
| 3            | Calligraphy paper                     | 145 gms |

| <b>Tools</b> |                                     |                      |
|--------------|-------------------------------------|----------------------|
| 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) |                      |

| <b>Peripherals</b> |                    |         |
|--------------------|--------------------|---------|
| 1                  | Lamination machine | A3 size |
| 2                  | Binding machine    |         |

| <b>Others</b> |                        |                          |
|---------------|------------------------|--------------------------|
| 1             | Lamination pouches     | A4   A3   60x90mm        |
| 2             | Transparent PVC Sheets | A4                       |
| 3             | Binder rings           | Various sizes and colors |