



# Paper Weight Guide

Hundreds of paper stock options are available. Stock prices are a function of size, weight and coatings. Typically, lighter weight stocks are used for single-sided printing and heavier stocks for double-sided printing. Our standard sheet for black and white printing is 60# text and for color printing is 70# Text.

**Here are some simple guidelines to the various paper weights available and their typical usage:**

\*This is only to get you started. We will be happy to discuss the details of your project and also make recommendations.

**Bond Paper** tends to be the lightest weight paper and includes translucent and opaque bond papers. Opaque bonds are traditionally used for airmail, letterhead, business forms, and copy paper.

**Translucent Bond** is traditionally used for envelopes, fly sheets and belly bands.

**Office Copy Paper** is commonly 20# Bond. The most common translucent envelopes are made from 29# bond.

**Writing Paper** tends to be light weight and is traditionally used for writing applications like letterhead, business correspondence, resumes and personal stationery. The most common writing weights range from 20# to 28# Writing. The most common weight for stationery is 24# Writing.

**Text Paper** tends to be medium weight and is traditionally used as the inner "text" pages of a brochure or report. Text paper will fold easily to make a brochure or serve as a flyer.

**Cover Paper** tends to be a heavier weight and is traditionally used in conjunction with matching colored text papers as a cover to a brochure or report, or it's used on its own for business cards, greeting cards and invitations. 60# cover will fold well without scoring. The most common cover weights range from 60# to 120# cover and 8pt. to 12pt. cover. The most common business card and greeting card weight is 80# cover and 10pt. cover.

**Index Paper** is known for its stiffness and receptivity to writing ink and is commonly used when a stiff, inexpensive paper is required.

**Tag Paper** is a utility sheet traditionally used for manufacturing tags. It has good bending, folding, tearing and water resistance qualities and its surface is suitable for printing, stamping or writing.

**Paper Weight Chart:**

