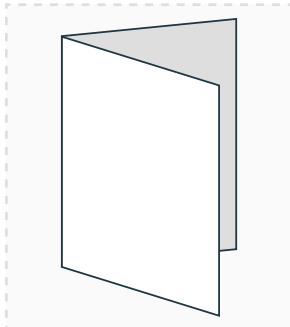


Established 1947



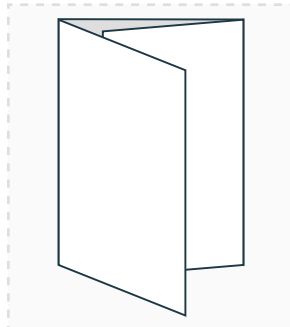
3683 Whitesville Road
LaGrange, GA 30240
phone 706.884.8730
fax 706.882.7684

COMMON FOLDS



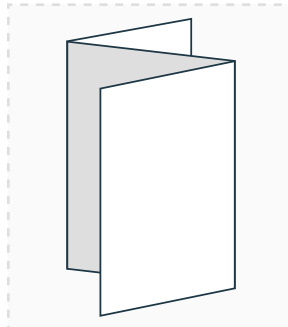
Single Fold

No allowances necessary.



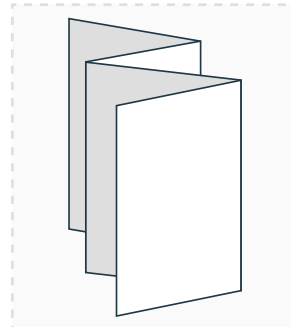
Letter Fold

Two outside panels: full size. Inside panel: $\frac{1}{16}$ in. narrower.



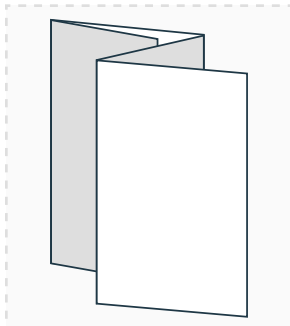
Z-Fold

No allowances necessary.



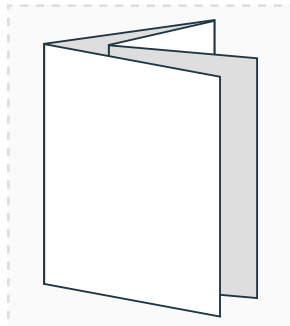
Accordion Fold

No allowances necessary.



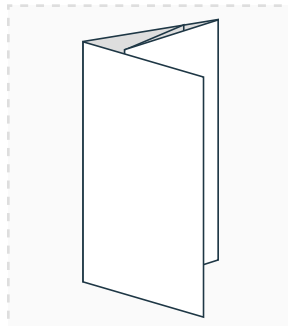
Map Fold

Inside panel should be $\frac{1}{16}$ in. narrower than the other full size, Z-folded panels.



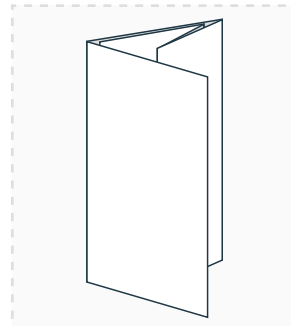
Double Parallel Fold

Two outside panels: Full size. Two inside panels: $\frac{1}{16}$ in. narrower.



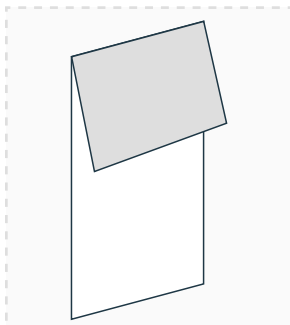
Barrel or Roll Fold

Two outside panels: Full size. Each successive panel should be $\frac{1}{16}$ in. narrower than the previous one.



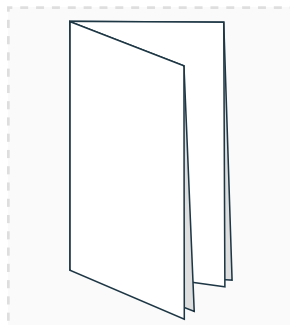
10-Page Parallel Fold

Two outside panels: Full size. Middle panel: $\frac{1}{16}$ in. narrower. Two inside panels: $\frac{1}{8}$ in. narrower than full size.



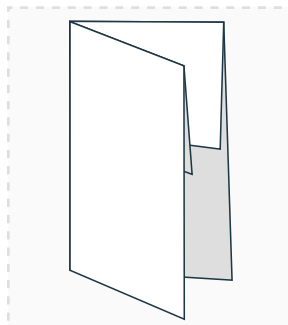
Short Fold

No allowances necessary.



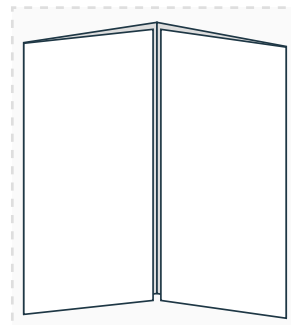
Right Angle or French Fold

No allowances necessary.



Right Angle with Short Fold

No allowances necessary.



Gate Fold

Outside panels: Full size. Inside panels: $\frac{1}{16}$ in. narrower.