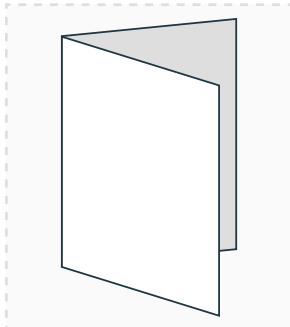


Established 1947



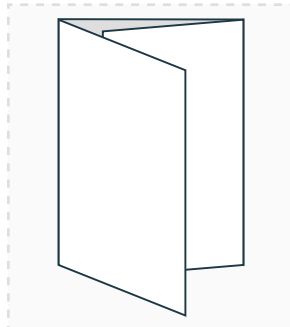
3683 Whitesville Road  
LaGrange, GA 30240  
phone 706.884.8730  
fax 706.882.7684

## COMMON FOLDS



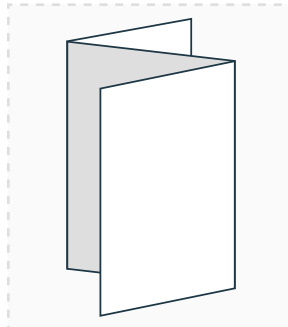
### Single Fold

No allowances necessary.



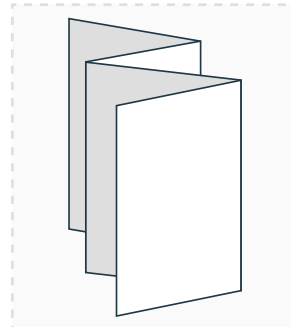
### Letter Fold

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



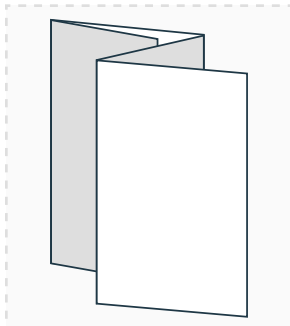
### Z-Fold

No allowances necessary.



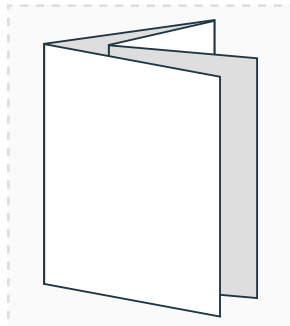
### Accordion Fold

No allowances necessary.



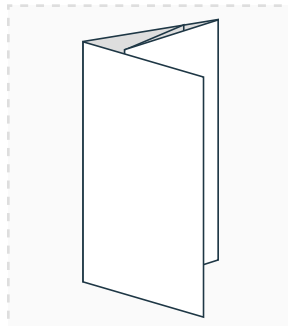
### Map Fold

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



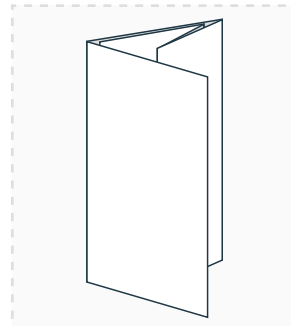
### Double Parallel Fold

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



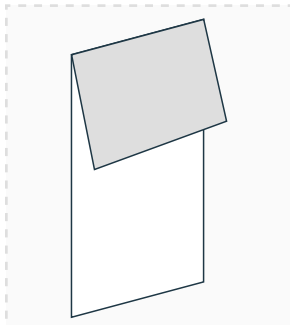
### Barrel or Roll Fold

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



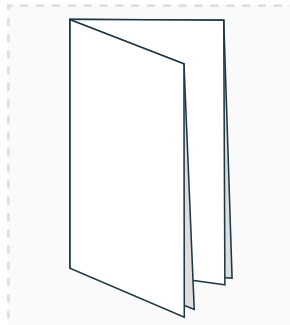
### 10-Page Parallel Fold

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



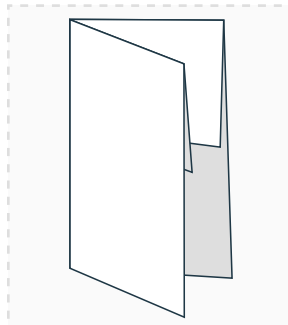
### Short Fold

No allowances necessary.



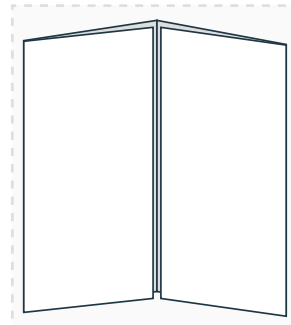
### Right Angle or French Fold

No allowances necessary.



### Right Angle with Short Fold

No allowances necessary.



### Gate Fold

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