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PAPER FOR EACH JOB

Print job	Paper weight	Finish
Everyday printing, drafts, internal memos	20 lb bond (75 gsm)	Uncoated
Letters to clients, invoices, reports	24 lb bond (90 gsm)	Uncoated, bright white
Resumes and cover letters	24-32 lb bond (90-120 gsm)	Uncoated, cotton or linen
Flyers and handouts	70-100 lb text (105-150 gsm)	Matte or gloss
Brochures (folded)	80-100 lb text (120-150 gsm)	Gloss or silk
Printable planners and templates	24-32 lb bond or 65 lb cover	Uncoated (writes well)
Greeting cards, invitations	80-110 lb cover (216-300 gsm)	Matte or felt
Postcards	100-110 lb cover (270-300 gsm)	Matte or gloss
Business cards	100-130 lb cover (270-350 gsm)	Matte, soft-touch
Photos	Photo paper 200-300 gsm	Gloss, luster or matte
Labels	Label sheets	Matte; laser or inkjet type

Check the maximum paper weight your printer accepts (in the manual or on the tray); most home and office printers handle 65-80 lb cover from the manual feed tray. Use paper made for your printer type: inkjet or laser.