

The Precision Spec Sheet: Custom Spiral-Bound Notebooks

An anatomical guide to engineering, specifying,
and sourcing bound paper products.

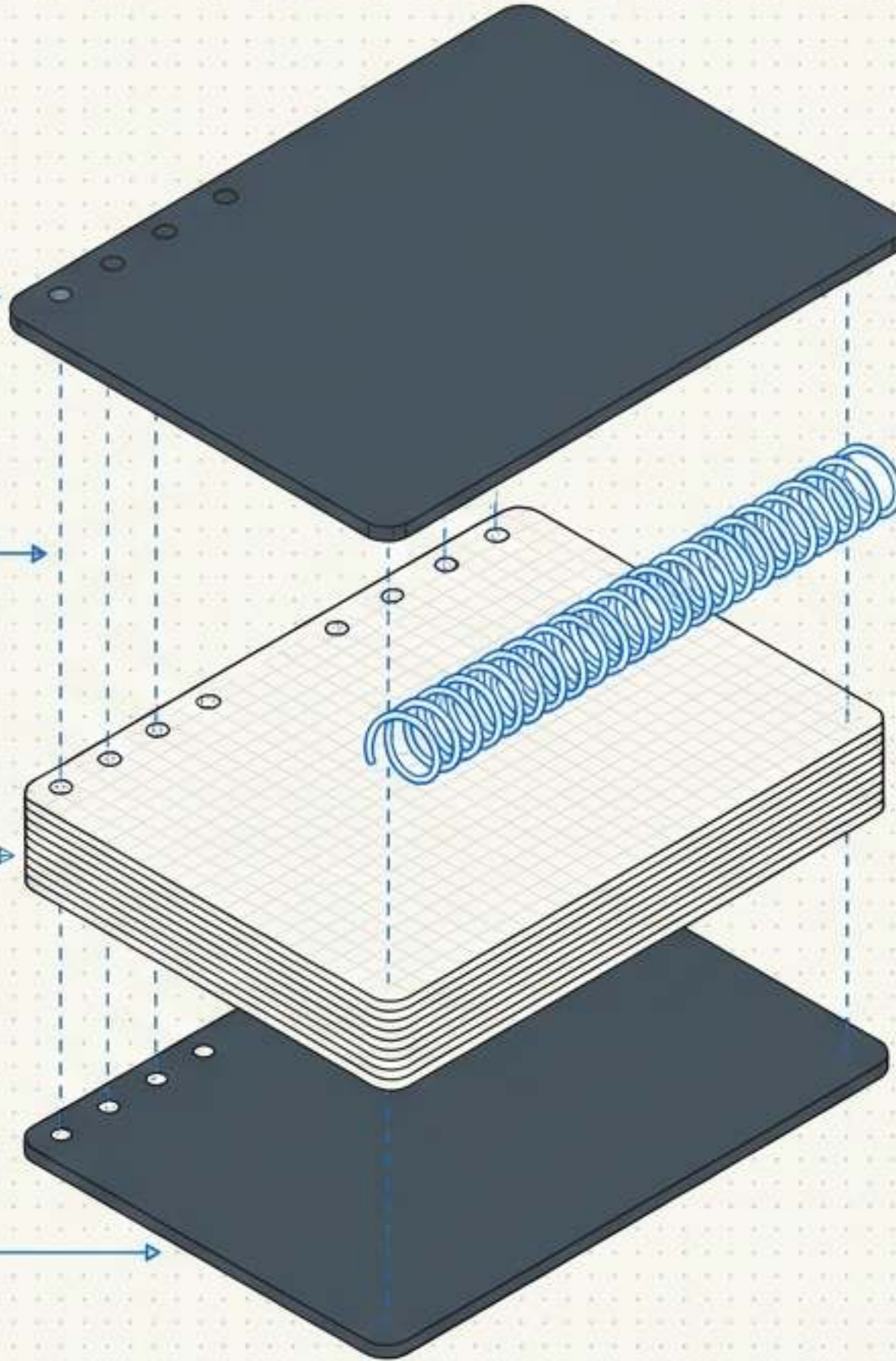
PROCUREMENT & PRODUCTION PLAYBOOK

The Anatomy of a Spiral-Bound Notebook

The Covers: Can feature different materials, printing, and protective finishes for front and back.

The Pages: A discrete stack of leaves, requiring explicit sheet-vs-page counts.

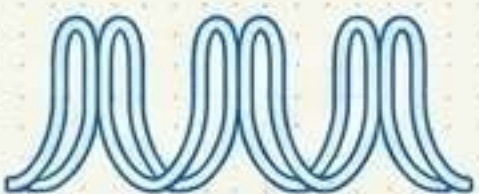
The Hardware: A continuous coil or related wire binding joining the components through punched holes.



Core Function:
Engineered for pages to turn freely and lie flat or fold back entirely.

Exclusions:
This category strictly excludes casebound or sewn notebooks, glued pads with detachable sheets, ring binders with replaceable pages, and saddle-stitched booklets.

Specify the Hardware, Not Just the Category

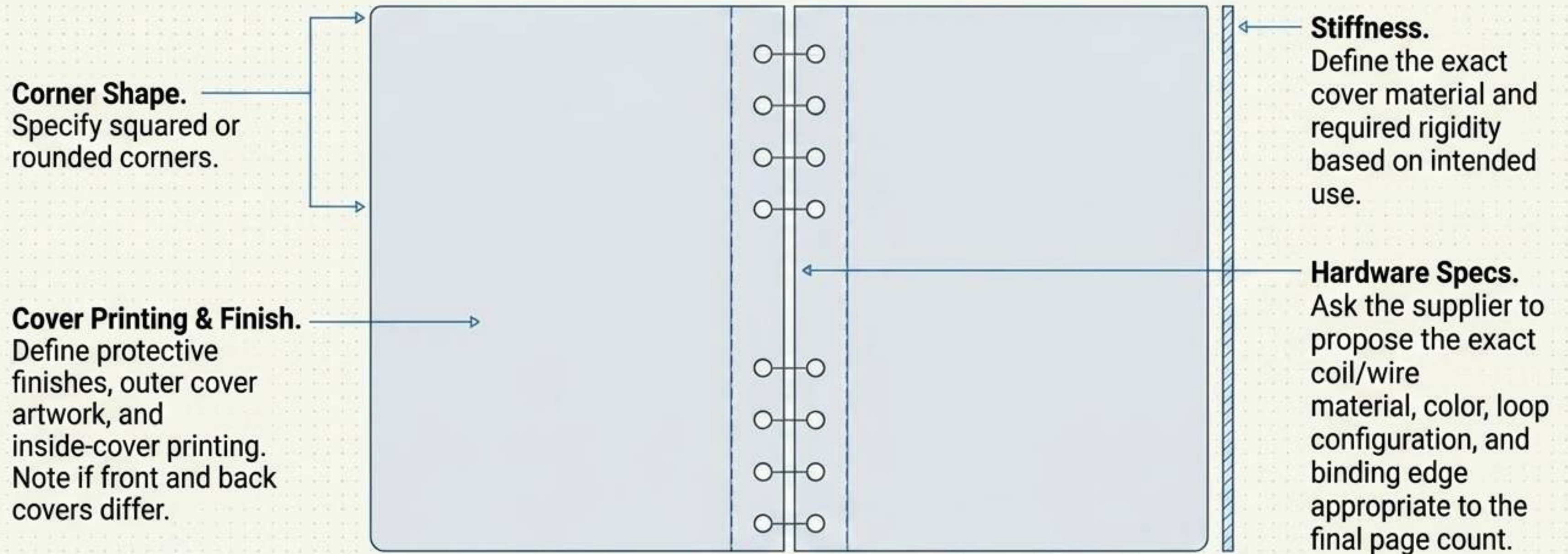


The Hardware Matrix

	Continuous Coil (Plastic/Metal)	Twin-Loop Wire	Comb Binding
Appearance	Classic single loop	Distinct premium aesthetic	Sectioned plastic spine
Page Turning	High fold-back capability; turns 360 degrees	Differing turn feel; folds flat	Limited fold-back
Crush Sensitivity	High bounce-back; resilient	Highly susceptible to crushing	Lower crush resistance
Production Setup	Specific loop configurations based on page count	Specific crimping required. Never specify as 'continuous spiral'.	Punched and opened mechanically

WARNING: The term 'spiral' is insufficient for an RFQ. Always identify the specific intended binding construction.

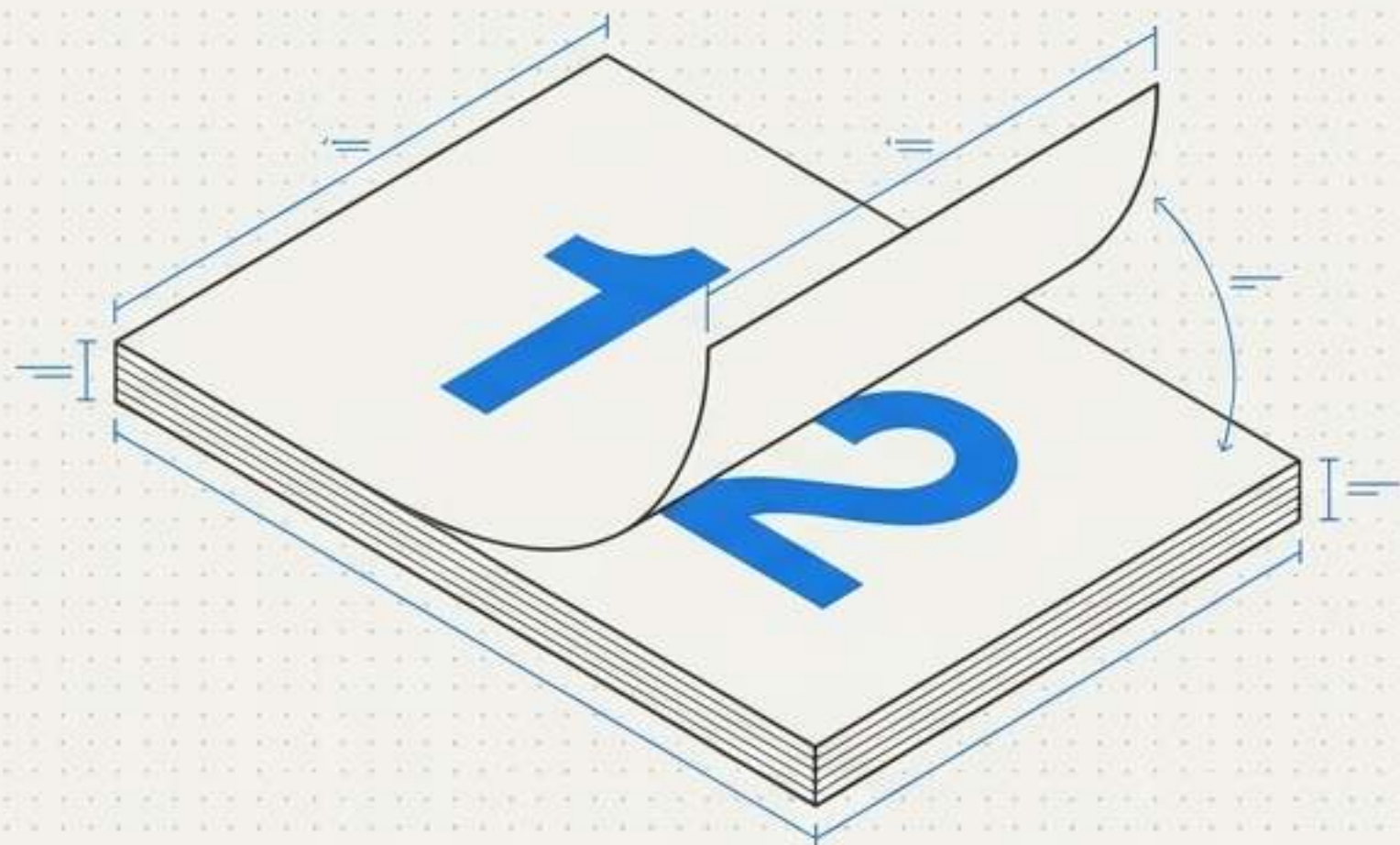
Exterior Architecture: Covers & Hardware



Confirm the finished orientation, page direction, and whether the physical notebook must fold back on itself.

Interior Architecture: The Paper Stack

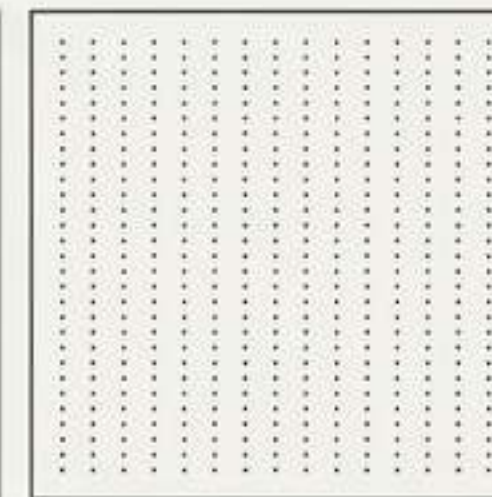
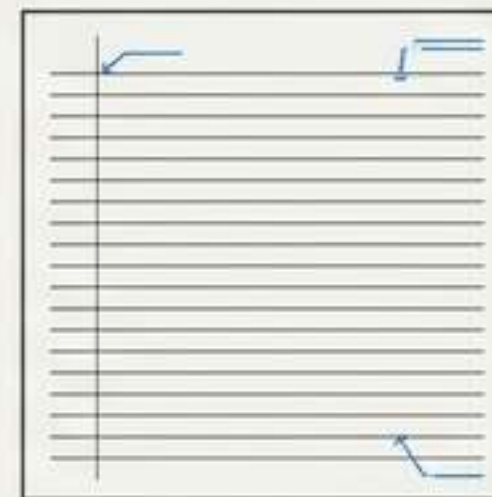
The Count



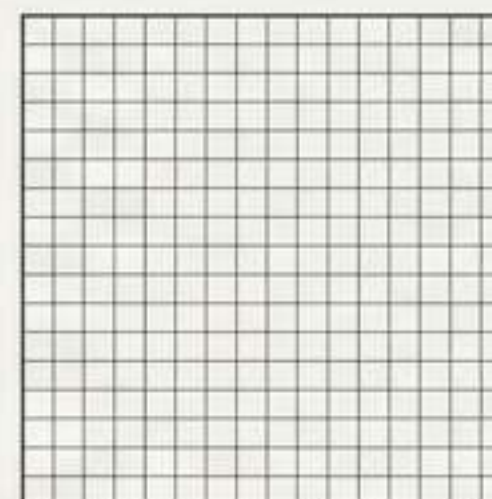
1 Sheet = 2 Pages (Front & Back)

Specify sheet count OR page count unambiguously.
Explicitly state whether covers, dividers, pockets, or inserts
are included in this total count.

The Content Variables



Format: Ruling, grid, dots, blank pages, page numbering, repeated branding



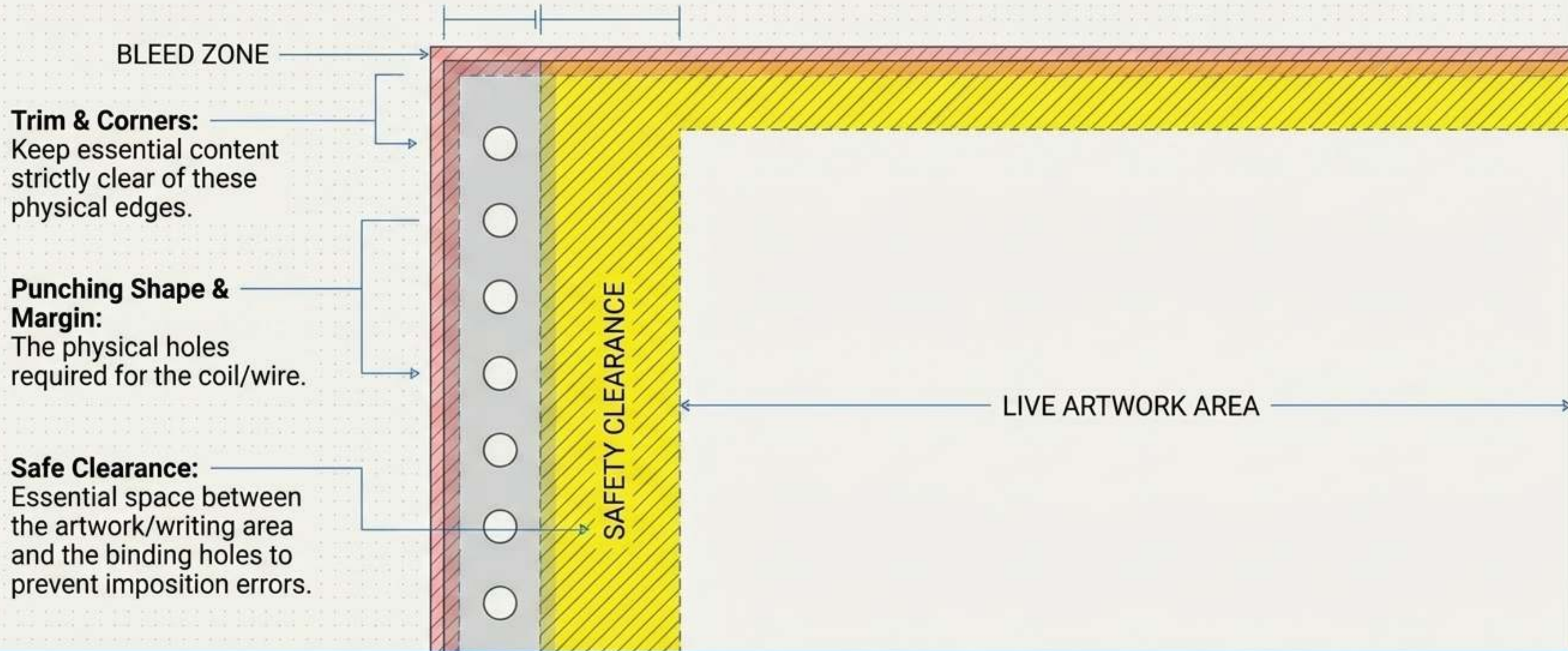
Complexity: Define any 'mixed sections' where ruling or content changes



MATERIAL TESTING: Always request paper and writing samples where feel, show-through, opacity, ink behavior, or erasability matters.



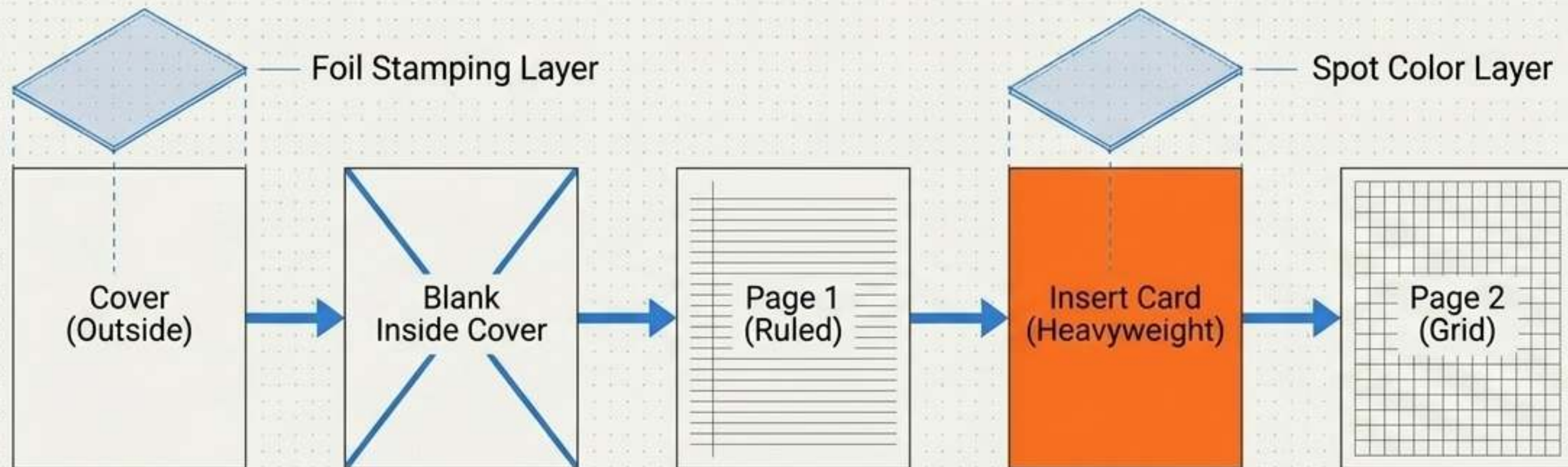
Artwork Engineering: The 'Danger Zone'



RULE: Provide separate print-ready files for front cover, back cover, inside covers, repeated interiors, variable sections, dividers, and inserts based on the supplier's reviewed template.

The Pagination Map & Artwork Layers

Use a pagination map showing every leaf in sequence, front and back, including covers and inserts.



Step 1: Sequence.

Label blank pages explicitly to prevent imposition errors.

Step 2: Layering.

Identify color references, spot colors, white ink, foil, embossing, lamination, or other finishes as separate design layers.

Step 3: Proofing.

Request a digital proof for sequence accuracy. Request a physical sample when paper, color, cover feel, punching, or binding action is critical.

Logistics: Versioning & Crush Resistance

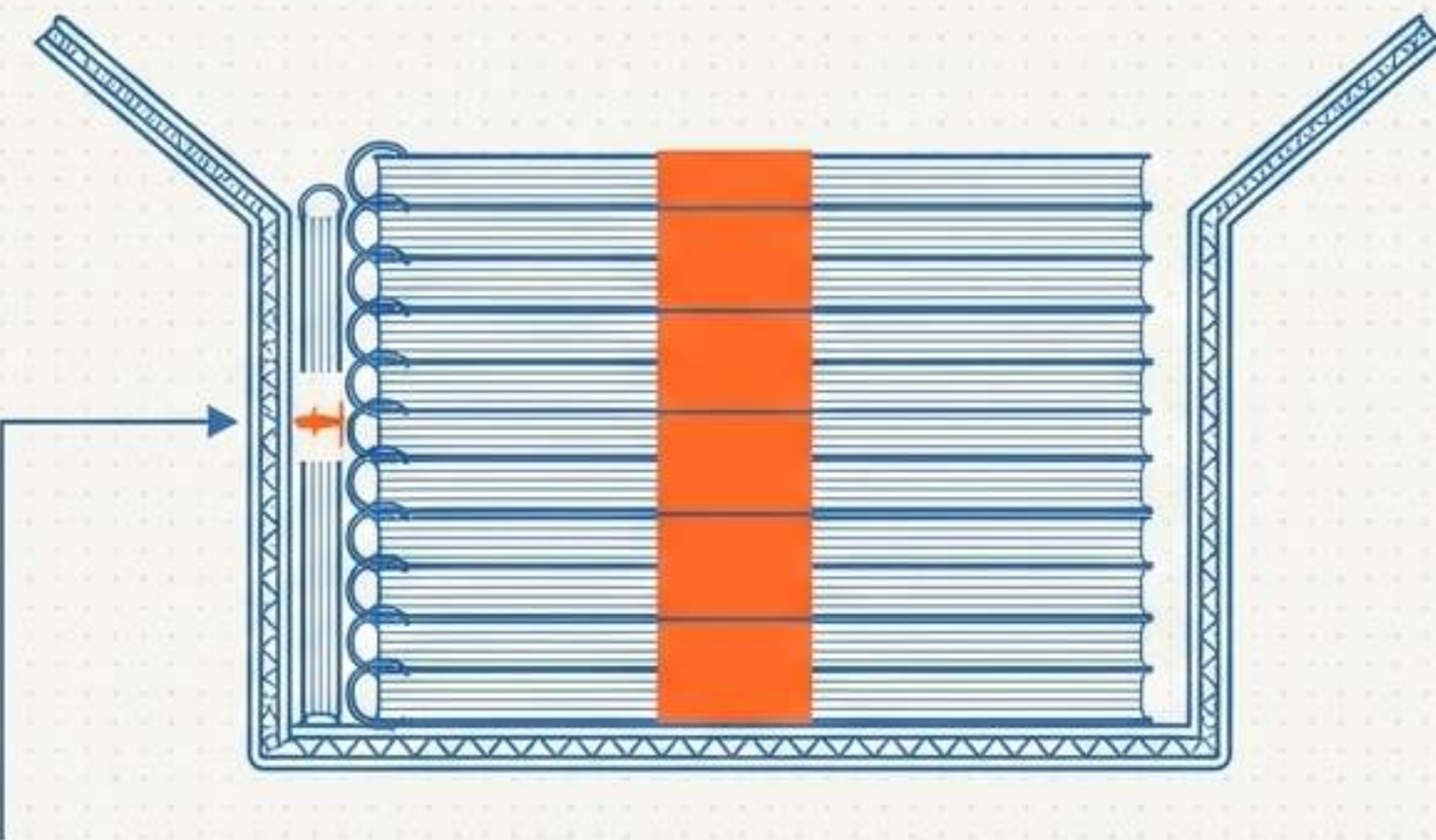
Multi-Version Orders

Version Matrix

	Version A	Version B	Version C
Cover Finish			
Interior Pages			
Packing Split			

- Provide a clear version matrix and packing split.
- Ask the supplier how changes in page count, mixed interiors, cover finishing, and inserts will affect the setup and quotation.

Packing Protocol



- Define individual wrapping, belly bands, boxes, labels, barcodes, sets, carton quantities, carton marks, and destination.

CRITICAL QUESTION: How does the proposed packing protect the coils/wire from crushing, and the covers from rubbing or curling during transit?

The Ultimate RFQ Checklist

Final technical and commercial commitments require quotation, artwork, and material review.
Do not invent specs; verify them.

☒	1.	State format, orientation, quantity, destination, delivery requirement.
☒	2.	Identify continuous coil, twin-loop wire, or other specific binding route.
☒	3.	Define cover material, print, finish, corners, inside-cover treatment.
☒	4.	Specify unambiguous sheet/page count, paper, ruling, sequence, mixed sections.
☒	5.	Supply a pagination map and separate print-ready artwork files.
☒	6.	Confirm binding side, punching zone, hardware color, fold-back need.
☒	7.	Request paper, print, binding samples, proofs, and relevant testing review (surface, material, compliance).
☒	8.	Define wrapping, labels, version splits, and crush-resistant packing.