

MATERIAL LIST

A Guide To Our Services

This document contains details on the wide range of materials and finishing services we offer within the shop. From binding to signage there's more than just paper.

If you have any questions please contact us via phone or email and we would be happy to help.

print@edinburghcopyshop.co.uk

0131 556 6100

**52 St. Mary's Street, Edinburgh
EH1 1SX**

***Small Format | Binding
Booklet Making | Lamination
Large Format | Vinyl
Signage | Mounting
Stickers | Fabric Printing***



MON-FRI 9am - 5:30pm SAT 12pm - 4pm

Common Products



Flyers

We recommend 160gsm or 350gsm, please see page 4-5.



Business Cards

We recommend 350gsm or 400gsm. Matrix lamination can be applied for a premium finish, please see page 5 and 8.



Small Posters

We recommend 100gsm or 160gsm, please see page 4.



Large Posters

We recommend 160gsm, or 190gsm for a premium finish, please see page 10.



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Small Format

Paper Selection

We can print a variety of sizes up to A3 for small format printing. Anything over this size will be large format. Small format printing is available in a range of weights in matte, satin and silk coated paper. Please see our paper samples for examples



80gsm/100gsm office paper

80gsm copier paper is used for standard everyday printing such as letters, boarding passes, forms etc. 100gsm will generally be used for colour printing of images or heavier ink coverage. 80gsm is available in a range of colours, please ask for details.

Common uses:

Letters

Forms

Generally single use printing

Standard sizes: A6, A5, A4, A3

Please note any sizes smaller than A4 will be printed multiple per sheet and cut to size.



120gsm Matte, Satin & Silk

120gsm paper is a thicker more premium stock of paper often used for business stationery such as letterheads, compliment slips and presentation documents. We would recommend using a matte finish for any documents that are designed to be written on.

This stock is available in a range of colours, please ask for details.

Common uses:

Letter heads

Compliment slips

Presentation documents

Standard sizes: A6, A5, A4, A3



160gsm Matte, Satin & Silk

160gsm is a lightweight card stock ideal for flyers and posters. The card is slightly thicker and more durable for handling. 160gsm is also good for business or student portfolios giving a higher quality and professional feel to your print. We recommend using a satin finish for flyers and posters which will help colours appear more vibrant.

Common uses:

Flyers

Posters

Portfolios

Pouch Encapsulation

Standard sizes: A6, A5, A4, A3

Paper Selection

Matte - A soft white non-glossy finish.

Satin - A smooth, slightly glossy finish with a subtle sheen.

Silk Coated - A silky high gloss finish.



200 – 250gsm Matte, Satin & Silk

200 – 250gsm is a mid-weight card stock this may be used as a slightly thicker poster or flyer option to give a more luxurious feel. Art prints are often printed onto a 250gsm offering a more substantial print without being too thick.

Common uses:

Art prints

Flyers

Posters

Standard sizes: A6, A5, A4, A3



300 – 350gsm Matte, Satin & Silk

300 -350gsm is a smooth thick card stock used for business cards, appointment cards, postcards, invitations & booklet covers. A great quality and value card option for business cards.

We print on either 350gsm satin or 300gsm matte.

We would recommend using a matte finish for any document which may require writing.

Common Uses:

Business cards

Invitations

Postcards

Matrix Lamination

Standard sizes: A8, A7, A6, A5, A4, A3



350gsm recycled Matte & 400gsm Satin

For a more premium and durable option we offer 350gsm recycled matte or 400gsm satin. 350gsm premium recycled matte offers a softer white colour with subtle natural fibres while 400gsm satin offers a bright white smooth finish optimal for high quality printing.

Common uses:

Business cards

Invitations

Postcards

Pricelists

Matrix Lamination

Standard sizes: A8, A7, A6, A5, A4, A3

Small Format

Binding

These are our standard binding methods. These are all available on a **same day turnaround**.



Wire Binding

Wire binding is a binding method in which holes are punched along one edge of a document and a wire spine inserted. This binding allows a document to lay flat on a table. It is durable and practical for regular use. We can add a clear acetate cover & card back cover at additional cost. Our wires are available in white, black or silver.

We recommend this binding for document which may need to be opened frequently or has many pages.

Common Uses:

Presentations

Portfolios

Maximum binding size: 42cm

Top tip: Allow 5/10mm margin from the edge of your page to allow



Fastback Glue Binding

Fast back glue binding is a pre-glued adhesive fabric strip which is heated to activate and hold pages in place. We stock strips in white, black & navy. We can add a clear acetate cover & card back cover at additional cost. **We don't recommend this binding for documents which may be regularly opened but rather documents or books for less frequent use.**

Common Uses:

Presentations

Portfolios

Maximum size: 29.7cm



Saddle Stitch (Stapled Booklets)

Saddle stitched booklets use staples to hold multiple sheets of folded paper together which are then pressed to a square spine. This is a cost-effective and short production time binding option best for printing large runs of brochures or sheet music. This binding option allows for the book to be laid flat allowing page spreads to be easily visible. **We recommend this binding for books with a lower page count. This binding can be used for booklets with multiple stocks such as thicker card covers.**

Common Uses:

Sheet music

Brochures/Magazines

Maximum standard size: A3 folded A4

Top tip: The page count for stapled booklets will always need to be a multiple of 4 (8, 16, 20, 24 etc) or you may end up with blank pages

These are our specialist binding techniques. These require a minimum of **3 working days turnaround**.

Specialist Binding



Perfect Binding

Perfect binding may also be referred to as soft cover or paperback. This binding gives a clean professional look for documents with a higher page count. Perfect for a final project portfolio or presentation. Internal single pages are collated and cut into an oversized block then glued onto a thicker wrap around cover spread. We then trim the combined cover & inner pages to the finished size. As the spine is held with a set glue this binding is for minimal use rather than daily as it may crack over time.

As this binding does not lay flat, we do not recommend it for spreads as elements are lost in the middle curve of the book spine.

Common Uses:

Portfolios

Catalogues

Maximum size: 297mm spine length

Minimum page count 100 pages (200 sides).

If interested in this binding technique, please ask for a perfect bind specification sheet.



Hardback Binding

Hardback binding works by sandwiching inner pages between two rigid leather effect card covers then pressing a metal spine along the document edge to seal together. Gold foil text can then be applied to the cover & spine. We stock covers in a variation of colours black, navy, burgundy and green.

We recommend a black cover if using gold foil to really make your text stand out.

Common Uses:

Thesis

Biographies

Available Sizes: A4 portrait & landscape, A5 Portrait only.

If interested in this binding technique, please ask for a hardback binding form.

Small Format Finishing Services

Lamination

Our small format lamination is ideal to adding durability and waterproofing to your print.



Pouch Encapsulation - Gloss or Matte

Pouch lamination offers additional durability and longevity to your printing. This lamination option is fully sealed on all edges leaving a slight plastic overhang around your print making your prints watertight.

We recommend this lamination for short runs of menus and semi-permanent signage. We do not recommend punching holes through this lamination as this will create a weak spot which allows water to leak into your print.

Common Uses:

- Menus
- Pricelists
- Temporary Signage

Maximum Size: A3

Recommended Stock: 80 - 160gsm



Matrix Lamination - Matte or Gloss

Matrix lamination applies a thin plastic film on top of the surface of your card with heat and pressure (edges unsealed). This finish adds durability allowing the surface to be wiped clean and is ideal for printing menus and business cards which may be handled regularly. A matte finish has limited glare and is easier for reading.

We recommend this lamination as a more cost-effective option for large print runs of menus and business cards.

Common Uses:

- Menus
- Business cards
- Pricelists

Maximum Size: A3

Recommended Stock: 200 - 400gsm

Small Format Finishing Services

If required we can apply additional finishing services to enhance your small format print projects.

Creasing/Folding



Creasing

For printed items on thick card stock (160gsm+) such as greetings cards, name cards and menus we offer a creasing service. This places a thin indent into the card stock allow the print to be easily hand folded and avoid cracking on the spine. **Please note these prints will be supplied flat and not folded.**

Common Uses:
Greeting cards
Name cards

Maximum Sheet Size : 330mm x 700mm
Minimum Sheet Size : 140mm x 210mm
Available up to 400gsm

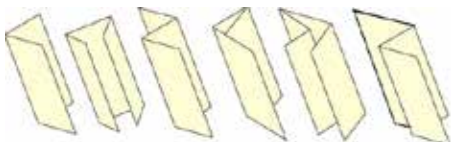


Folding

We can offer a folding service for items such as leaflets & Trifolds. This includes half folds, gate folds, Z-folds Tri-folds, double folds, and fold outs. **Please note that for paper weights above 160gsm there will be a longer turnaround time.**

Common Uses:
Trifold leaflets
Folded letters
Pamphlets

Maximum Sheet Size : 330mm x 700mm
Minimum Sheet Size : 140mm x 210mm
Available up to 400gsm



Half Fold Gate Fold Z Fold Tri Fold Double Fold Fold Out

Large Format

Paper Selection

We have a wide selection of large format printing materials for a variety of different purposes. They are all stocked on rolls which means they have a limited width size but can print to any reasonable length.

80gsm Matte - Line/CAD

Our bright white uncoated 80gsm paper is predominately used for Architectural line & cad drawings. The paper is ideal for use on building sites as it is lightweight, uncoated for notes and can be easily rolled or folded.

Common Uses:
Line drawings
CAD drawings
Technical Drawings

Available roll widths: 297, 420, 594, 841 & 914mm



160gsm Matte

This is our standard and affordable option for indoor poster printing. Colours stand out against the bright white uncoated finish reducing any glare. We also often use this stock for indoor mounting onto 5mm foamboard.

Common Uses:
Poster printing
Welcome signs
Temporary paper banners

Available roll widths: 841 & 1067mm



190gsm Inkjet Photosatin & Matte

Our inkjet printing is the highest quality we have on offer. It is available on 190gsm Photo Satin or Matte paper, giving exceptional colour accuracy and detail. The photo satin provides a semi-gloss finish, enhancing vibrancy and contrast, while the matte option delivers a smooth, non-reflective surface for high quality poster printing. Both choices ensure sharp, vivid and premium printing.

Common Uses:
Photographic prints
High quality posters
Art Reproductions

Available roll widths: 1067 & 1524mm





115gsm Blueback

Blueback paper is an outdoor semi waterproof poster paper for short term outdoor use. It lays relatively flat making it easier for easy pasting. This is most often used for advertisement posters and billboards. It's blue backing helps to block out/obscure any printing underneath.

Common Uses:

- Posters
- Billboards

Available roll widths: 1067mm



Studio Canvas

We print on studio grade smooth fine woven canvas. This material is perfect for transport as it can be easily rolled or folded. We also offer stretching onto Quickpro Canvas cardboard panels. These are available in a range of set sizes (Please ask for more information).

Common Uses:

- Portable fabric academic poster
- Stretched canvas panels

Available roll widths: 914 & 1524mm

Large Format

Latex Vinyl Printing

Our latex printing is used to make high quality, durable and waterproof prints on vinyl and plastic polymers. Suitable for both indoor and outdoor use.



Our permanent self-adhesive vinyl is designed for high-quality, durable and waterproof printing. It features a strong 3-year exterior grade rear adhesive backing that will stick to most clean surfaces. This makes it ideal for outdoor or long-lasting indoor applications such as signage, stickers or custom graphics. Available in either a matte or gloss finish.

Please see page 18 for vinyl stickers & contour cut shapes.

Common Uses:
Outdoor Displays
Signage

Available roll widths: 1370mm & 1620mm



Polyprop 200 mic

Polyprop is a water-resistant, matt-coated polypropylene film for indoor and temporary outdoor use. Its durability makes it perfect for popup banners and as a light weight option for waterproof line/CAD drawings. This can also be used as an alternative for lamination.

Common Uses:
Pop up banners
Trade show signs
Durable line and CAD Drawings

Available roll widths: 914 x 1067mm.



Backlit Film

Backlit is an opalised polyester film used for light boxes the material allows light to pass through and illuminate the film. Standard printing practices can be applied to the front allowing for a standard poster finish when not illuminated. When lit the lighter colours and shades have a glowing effect.

Common Uses:
Indoor & outdoor Light boxes & illuminated displays

Available roll widths: 1067mm.

We offer a variety of signage that is great for both indoor and outdoor use. Often used for events and displays they're a great way to promote your brand.

Signage & Lamination



Roll-up Display Banner

Our roll-up display banners are made from durable, lightweight polyprop material, offering vibrant, high-quality prints for impactful visual presentations. Easy to set up and transport, these banners are ideal for trade shows, events, and exhibitions. The polyprop material is tear-resistant, weather-resistant, and provides a lasting, professional-looking display.

Common Uses:
Indoor signage
Event displays

Available Sizes: 2 x 0.8m, 2 x 0.85m.
Other sizes available upon request.



440gsm Vinyl Banner

Our 440gsm vinyl banners are crafted from a heavy-duty, high-grade material, ensuring durability and excellent print quality. Perfect for both indoor and outdoor use, these banners are weather and tear-resistant, making them ideal for long-term signage, events, promotions, and advertising. Available with eyelets making them easy to install and highly visible in any setting.

Common Uses:
Large outdoor banners
Advertising

Available roll widths: 1370mm & 1620mm



Large Format Lamination

Large format lamination is available for paper sizes A2 & above. This process uses two large rolls of lamination film sealing your printing between both with heat and pressure making the print fully sealed on all edges. Like small format lamination this leaves a slight plastic overhang around your print making your prints completely watertight. This lamination is available in a matte or gloss finish.

Please note this process only works on Inkjet prints.

Common Uses:
Large poster sealing
Waterproof Drawings

Maximum Roll Width: 1524mm

We also offer Outdoor Display Boards, please see page 15.

Large Format Finishing Services

Indoor Mounting

All our indoor mounting options are printed onto 160gsm matte or 190gsm satin paper and mounted onto your chosen board.



Whitecore Budget Board - 5mm

Whitecore Budget Board is a versatile, cost-effective solution for mounting projects. Ideal for temporary displays and signs, its sturdy yet lightweight construction ensures easy handling but can warp slightly when exposed to moisture. Average lifetime 1 Year.

Common Uses:

Wedding Display boards
Welcome Signs
Single Use Event Signage

Maximum Size: 1.2m x 2.4m



Premium Kappafix - 5mm

Premium Kappafix board is a durable, lightweight mounting option designed for high-quality displays, signs and artwork. This stay straighter for longer than budget board and can be laminated for additional protection. Average lifetime 2 years+.

Common Uses:

Presentation Boards
Event Signage
Permanent Indoor Display boards

Maximum Size: 1m x 1.4m



Recycled Honeycomb - 5mm, 10mm

Recycled Honeycomb is our eco-friendly option for indoor mounting. Similar in comparison to whitecore budget board it is suitable for temporary displays, signs, and creative designs but made from recycled product. Average lifetime 6 months.

Common Uses:

Wedding Display boards
Welcome Signs
Single Use Event Signage

Maximum Size: 1m x 2.4m

Large Format Finishing Services

Our outdoor mounting options are printed onto permanent self-adhesive vinyl and mounted onto your chosen board.

Outdoor Mounting



Solid White PVC - 3mm

Solid PVC Board is a durable, weather-resistant solution ideal for outdoor signage. It's solid white core ensures long-lasting performance, even in wet conditions. Great for creating vibrant, professional-quality signs that withstand the elements. Average lifetime 1 year outdoors.

Common Uses:

High Quality Outdoor Signs
Menu Boards
Event and Trade Show Signage

Maximum Size: 1m x 2m



Corrugated White PVC - 4mm

Corrugated PVC Board is a weather-resistant material good for semi-permanent outdoor signage. Its lightweight ribbed design remains durable but offers flexibility. Average lifetime 6 months outdoors.

Common Uses:

Advertising Boards
Event and Trade Show Signage
Lamppost Signage

Maximum Size: 1m x 2m



Bubble Board - 3mm

Bubble board is our fully recyclable and PVC free option for outdoor signage. It features a white bubble core that provides lightweight stability and rigidity, while its smooth surface allows for a high quality finish. It is UV-treated for extended outdoors use. Average lifetime 6 months outdoors.

Common Uses:

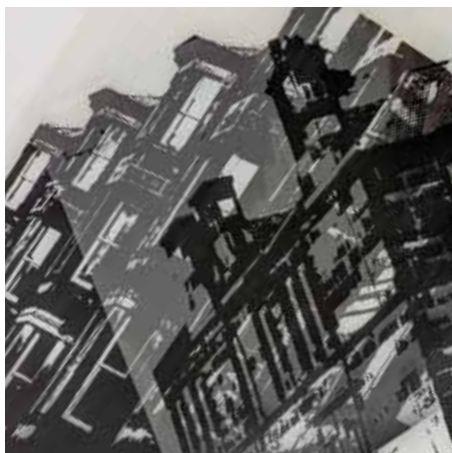
Advertising Boards
Event and Trade Show Signage
Lamppost Signage

Maximum Size: 1m x 2m

Specialist Printing

Transparency Papers

Common for architecture drawings and screen printing we can print directly onto Acetate and Tracing paper.

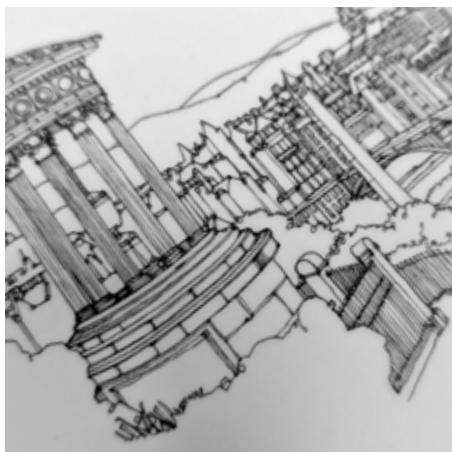


Acetate 100 mic

Acetate is a totally clear film which can be used for overlays for OHP or on a large scale may be used as screen printing masks. This is also available in A4 & A3.

Common Uses:
Screen printing masks
Drawings

Available roll widths: 914mm



Tracing Paper - 110gsm

Our 110gsm tracing paper allows for clear tracing and accurate overlaying of designs or sketches. Its smooth texture and reasonable durability offers excellent clarity and is perfect for direct printing. The paper's natural finish ensures high-quality results in a variety of creative and technical applications.

Common Uses:
Architect Drawings
Sketches

Maximum Size: A3

Durable Film - 100 mic Matte Drafting Film

Durable film is a translucent double matte polyester film. It is a more durable option to tracing paper offering exceptional strength, flexibility, and tear resistance. Its smooth matte finish allows for sharper lines and colour renders for CAD line drawings. It can also be used as an alternative to acetate for screen printing masks.

Common Uses:
Durable tracing paper
Screen printing masks

Available roll widths: 914mm



For more specific printing jobs we offer a small range of specialist printing media. All these are printed onto directly with our small format laser graphic printing machines.



Coloured Stock

We stock a variety of coloured paper in either 80gsm or 160gsm. Their vibrancy makes them ideal for eye-catching posters, flyers and use in crafting. When printed in greyscale this can be a cheap but effective promotional product.

Please email or ask a member of staff for the currently stocked colour options.

Common Uses:
Posters
Flyers

Maximum Size: A3



Nevertear - 110gsm / Picofilm - 360gsm

As an alternative to lamination we offer Nevertear or Picofilm for outdoor use. These are durable synthetic papers made from a high-quality and tear-resistant material. They combine the smooth texture of traditional paper with the strength and flexibility of plastic, making it ideal for a wide range of applications that require enhanced durability and water resistance.

Common Uses:
Wipeable Menus
Outdoor Posters
Signage

Maximum Size: A3



NCR Pads

Our NCR Pads are high-quality, three-part carbonless paper pads designed for creating duplicate or triplicate copies without the use of carbon paper. Custom printed with your design these pads are ideal for businesses requiring documents such as invoices, receipts, delivery notes, and order forms.

Common Uses:
Invoices
Delivery Notes
Receipts

Maximum Size: A4

Specialist Printing

Sticker Printing



All our stickers have a self-adhesive backing but vary depending on their use. Our paper stickers are great for indoor short term use whereas our vinyl stickers are permanent and waterproof.

Precut Avery Sticker Templates

We stock a range of matte Avery precut paper labels in both rectangular and circular shapes. The labels come conveniently precut on A4 sheets for easy peeling and handling. They are the perfect solution for packaging items such as boxes and coffee cups or promotional labels for events or businesses.

We stock several dimensions (please ask a member of staff for available stock).

Common Uses:
Packaging labels
Promotional labels
Party favours

Available Sizes: A4 sheets only



Crackback Paper Stickers

If you are looking for custom rectangular sized sticker then our matte crackback stickers may be the choice for you. These stickers are printed on an oversized SRA3 matte sticker sheet and trimmed back to the final size meaning you have more freedom to choose your product. As the name says these stickers have a crackback backing paper which contains slits to help peel off.

Please note we only offer straight edge cutting on this sticker. See Vinyl stickers for circular, curved or custom shapes.

Common Uses:
Packaging labels
Promotional labels

Available Sizes: Up to A3



Vinyl Stickers & Contour Cut Shapes

Our self-adhesive vinyl can be contour cut to precise, intricate shapes with smooth, clean edges. Using a plotter device, we trim custom designs for accurate detailed decals, signage, and graphics. Any reasonable shapes can be produced and is often used for stickers, labels or text signs. The waterproof vinyl makes it ideal for long lasting indoor or outdoor use.

Please note our minimum cutting size is 2 x 2cm and a +/-0.5mm.

Common Uses:
Waterproof Stickers
Food Grade labels
Text signage

Available roll widths: 1370mm & 1620mm

All our fabric printing is done on 100% cotton products and is for short term promotional use.



Tote Bags

We only stock 100% natural cotton tote bags. Using an heat transfer process we can print your logo, text, artwork, design or photos onto the bag.

Common Uses:
Gifts
Promotional material
Goodie bags

Maximum print size: 285mm x 310mm approx



T-Shirts - Black & White

We stock 100% heavy cotton t-shirts in both white and black. The printing process varies between white/light coloured t-shirts and black/dark coloured t-shirts. For white t-shirts we use a heat transfer paper to press your image, logo or text onto the garment. For black or coloured t-shirts we instead print directly onto a solid white vinyl patch and press onto the garment. Any white areas on the vinyl patch will show on the design. **Please note these are limited to rectangular shapes if you wish to have areas cut into custom shapes, please see Contour cut t-shirts below.**

Common Uses:
Promotional Quality T-shirts
Branded Event T-Shirts

T-shirt sizes available: XS - XXL

Contour Cut T-Shirts

Our contour cut vinyl sticker T-shirts feature custom, precision-cut designs that offer a smooth, clean finish. Made and cut from our high-quality vinyl, your designs are heat pressed onto our white or black cotton T-shirts. Compared to our standard t-shirts contour cut allows for complex designs that are not just rectangular.

Please note this process is complex and designs are taken on a case-by-case basis.

Common Uses:
Complex t-shirt designs

T-shirt sizes available: XS - XXL





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Same Day Printing



City Centre Location



Delivery Within Edinburgh

