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PAPER

HOLES FOR GENERAL FILING PURPOSES

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PAPER

HOLES FOR GENERAL FILING PURPOSES

1. SCOPE

This ISO Recommendation specifies the dimensions, spacing and the position of the holes made in sheets of paper or documents in order to permit their filing in ordinary files.

2. FIELD OF APPLICATION

This ISO Recommendation applies to sheets or documents that can be perforated in an office with a simple punch (correspondence, standards, thin documents, etc).

In general, it does not apply to sheets or documents intended for special filing systems (loose leaf binders, etc).

3. SPECIFICATIONS

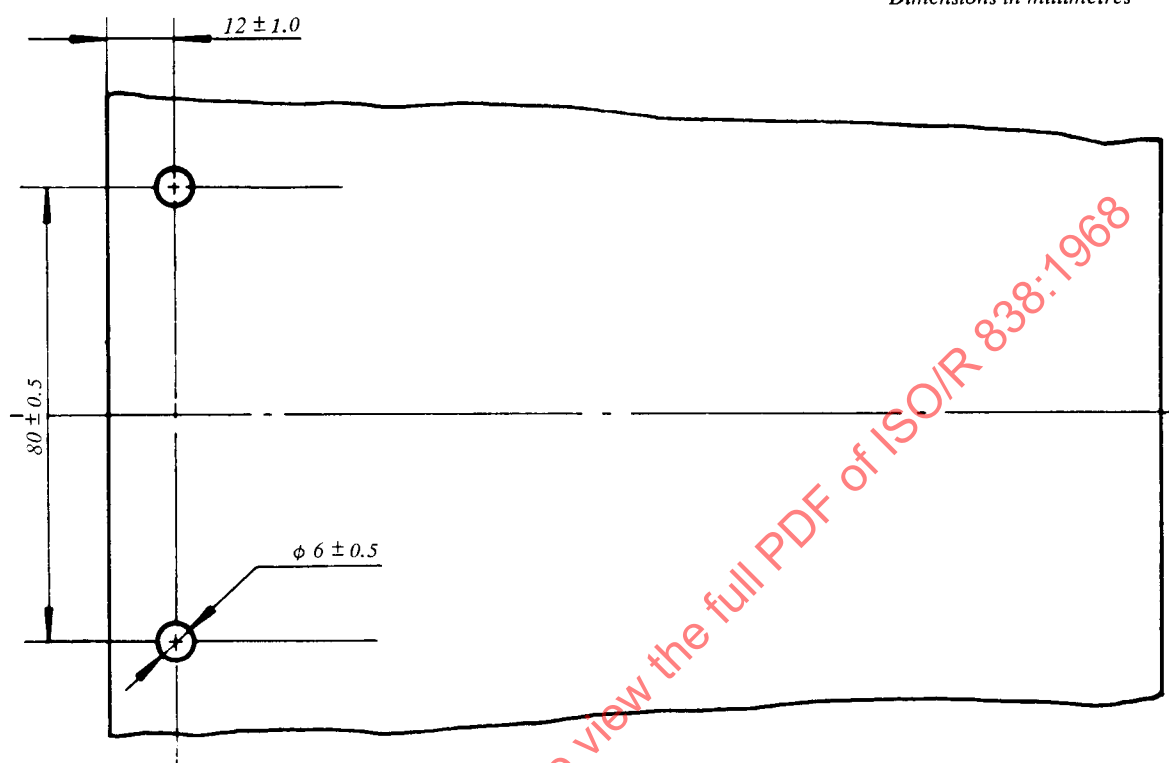
3.1 Arrangement

In principle, the holes should be arranged symmetrically in relation to the axis of the sheet or the document, perpendicular to the line of the axis of the holes.

NOTE. — The axis of the holes may be arranged parallel to the short or long edge of the sheet or the document, as required.

3.2 Dimensional characteristics

— distance between centres of holes	:	80 ± 0.5 mm
— diameter of holes	:	6 ± 0.5 mm
— distance from the centre of the holes to the nearest edge of the sheet	:	12 ± 1.0 mm



FIGURE
