

Paper Weights and Uses	
Weight	Purpose
20 lb Bond/Writing	All-purpose paper, for copy machines
24 lb Laser	Typically used for brochures and flyers (thin)
28 lb Laser	Typically used for brochures and flyers (slightly heavier, less see-through than 24 lb)
65 lb Cardstock	Typically used for binding covers and rack cards
110 Cardstock	Typically used for binding covers and rack cards (heavier than 65 lb)
80 lb Gloss Text	Typically used for brochures and flyers (thin)
100 lb Gloss Text	Typically used for brochures and flyers (heavier than 80 lb)
80 lb Gloss Cover	Typically used for binding covers, postcards and rack cards (heavier than 100 lb gloss text)
100 lb Gloss Cover	Typically used for binding covers, postcards and rack cards (heaviest)
8 Point Gloss	Photo paper typically used for binding covers, headshots and postcards
10 Point Gloss	Photo paper typically used for binding covers, headshots and postcards (heavier than 8 point gloss)
12 Point Gloss Cardstock	Typically used for same-day business cards (heavier than 10 point gloss)
12 Point Matte Cardstock	Typically used for same-day business cards (heavier than 10 point gloss)
24 lb Resume Paper	Typically used for brochures, professional letters and resumes
100 lb Cover	Typically used for heavier weight business cards, etc.
other options available	

Weights	Colors
	Brights
24 lb booklets, brochures, flyers, slip sheets	Lift off lemon, solar yellow (closest to MU gold), galaxy gold, cosmic orange, rocket red, re-entry red, fireball fuschia, lunar blue, terra green and gamma green,
65 lb booklets, program covers	solar yellow (closest to MU gold), cosmic orange, re-entry red, fireball fuschia, lunar blue and terra green,
	Pastels
20 lb booklets, brochures, flyers, slipsheets	ivory, canary, goldenrod, pink, blue, green
110 lb Cardstock booklets, postcards, program covers, rack cards	ivory, blue, green,
	Other
24 lb Resume brochures, professional letters, resumes	25% cotton white, 25% cotton natural, 100% cotton white, 25% cotton grey, 25% ivory
5 mil Nevertear menus, displays	white – water and tear resistant
10 mil Nevertear menus, displays	white – water and tear resistant