## Here are some tips for handling conference and ring binder folders





When buying conference and ring binder folders, always advise customers to treat them with care:

- do <u>not overstretch the handles</u> and do <u>not carry any heavy objects</u> in the conference and ring binder folders
- do <u>not open the folder more than 180°</u>, otherwise the spine will bend over and the zip can be damaged
- when opening the folder, always ensure that <u>the zip is fully open</u>, otherwise there is a risk of the zip becoming defective
- <u>do not put anything thicker than the folder itself in the folder</u> otherwise the zip will be damaged due to excessive tension or the seams could tear
- do not put anything thicker than the compartment itself in the compartments, otherwise the compartments will expand
- handle the ring mechanism with care when opening and closing
- when pulling in and out of bags , compartments, etc. <u>make sure that the outside of the</u> <u>folder is not scratched or abraded</u>
- do not clean the folder with harsh cleaning agents
- protect from moisture

