

Build your best indexes and fileback dividers

Create your custom indexes by selecting the features that would best organize and manage your files in the checklist below. Then contact your Account Representative for expert advice and a custom quotation.

PAPER

Quantity _____

Stock

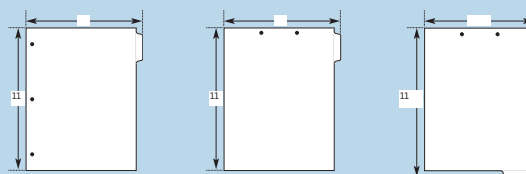
INDEX

- ☐ 90 lb. white
- ☐ 90 lb. buff

Sheet Size

INDEX

- ☐ 9" x 11" 3-hole
- ☐ 9" x 11" 2-hole
- ☐ 8 1/2" x 11 1/2"

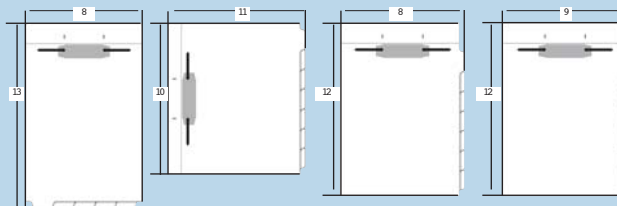


FILEBACK

- ☐ 110 lb. ivory index

FILEBACK

- ☐ 8 1/2" x 13"
- ☐ 11" x 10"
- ☐ 8 7/8" x 12 5/8"
- ☐ 9" x 12 5/8"

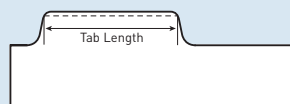
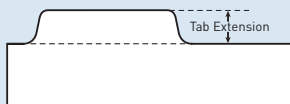


1

TABS

Extension (height of tab)

- ☐ 3/8"
- ☐ Other _____



Length or cut

BOTTOM TABS

- ☐ 1 1/16"
 - 7 tabs per bank
- ☐ 1 1/4"
 - 6 tabs per bank
- ☐ 1 1/2"
 - 5 tabs per bank
- ☐ 1 7/8"
 - 4 tabs per bank
- ☐ 2 1/2"
 - 3 tabs per bank

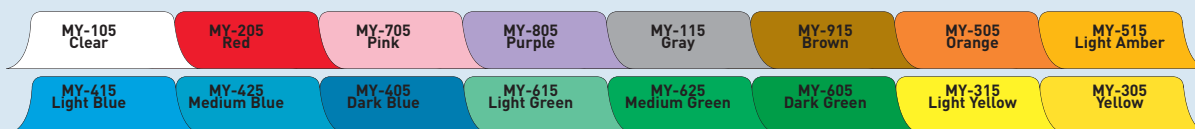
SIDE TABS

- ☐ 1 1/4"
 - 8 tabs per bank
- ☐ 1 7/16"
 - 7 tabs per bank
- ☐ 1 11/16"
 - 6 tabs per bank
- ☐ 2"
 - 5 tabs per bank
- ☐ 2 1/2"
 - 4 tabs per bank
- ☐ 3 5/16"
 - 3 tabs per bank

Styles

- ☐ Plain
- ☐ Printed tabs
- ☐ Printed tabs with Mylar (16 colors)

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Note: Only our standard choices are represented below. We can create almost anything that you can imagine. Contact your Account Representative for details and pricing.

PRINTING

One or two-sided printing is available on both indexes and tabs.
Attach separate sheet with exact wording.

3

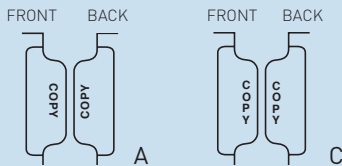
Tabs

INK COLOR

n Black n PMS (specify) _____

PRINT FORMAT

- n A – Permits full use of tab length for copy
- n C – For stacked copy reading top to bottom



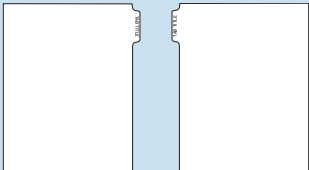
Indexes/dividers

INK COLOR

n Black n PMS (specify) _____

LOCATION

- n Front cover
- n Back cover



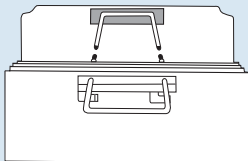
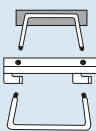
FASTENERS

Type

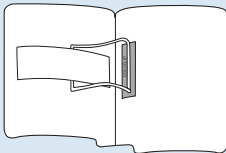
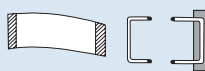
INDEX

- n DocuClip® – converts any folder to loose-leaf format
- n DocuStrip – white Tyvek® strip that quickly converts folders to loose-leaf format

DocuClip



DocuStrip

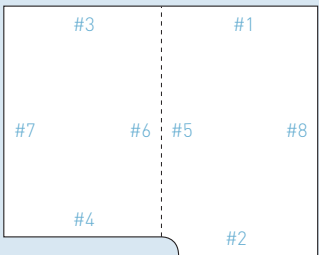


FILEBACK

- n 1 1/2" metal heat-bonded fasteners
- n 2" metal heat-bonded fasteners

Position

- | | | | |
|-----|-----|-----|-----|
| n 1 | n 3 | n 5 | n 7 |
| n 2 | n 4 | n 6 | n 8 |



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