

Build a better folder

You're the expert when it comes to knowing what your ideal folder should look like. Use the guidelines below to create a folder tailored to meet your exact needs. Then contact your Account Representative for expert advice and a custom quotation.

PAPER

Quantity _____

Size

- Letter
- Legal

Stock

- 11 pt. Manila
- 14 pt. Manila
- 18 pt. Manila
- 15 pt. Manila
- 11 pt. Kraft

- 17 pt. Kraft
- 11 pt. White
- Color*
(specify) _____

Reinforcement

- Top
- Side
- Interlocking
- 2" W-fold
- Tyvek Gusset

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Blue



Red



Green



Yellow



Kardex Blue



Pink



Orange



Gray



Lavender



Goldenrod



White

PRINTING

One or two-sided printing is available on folders. Attach separate sheet with exact wording.

Ink color

- Black
- PMS (specify) _____

Location

- Outside front cover
- Inside front cover
- Outside back cover
- Inside back cover

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FASTENERS

Type

- 1" heat-bonded
- 2" heat-bonded
- 2" embedded
- Docu-Clip® – converts any folder to loose-leaf format

Position

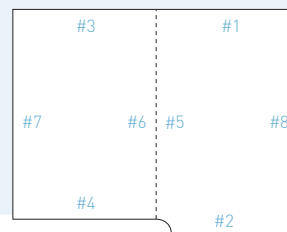
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8

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POCKETS

- Poly – Size _____ Location _____
- Vinyl – Size _____ Location _____
- Paper – Size _____ Location _____
- Envelope – Size _____ Location _____

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* Please note: Printing methods do not allow for accurate representation of colors. Call your Account Representative for exact color samples.



Customize your Folders to your exact specifications. Call today for a quote.

Note: Only our standard choices are represented below. We can create almost anything that you can imagine. Your satisfaction is 100% guaranteed. Free proofs and samples are provided in advance for all custom orders. Contact your Account Representative for details and pricing.



DIVIDERS

Quantity _____

Stock

- n 11 pt. Manila
- n 14 pt. Manila
- n 18 pt. Manila
- n 11 pt. Kraft
- n 17 pt. Kraft

Tabs

EXTENSION

- n 3/8"
- n Other _____

STYLE

- n Plain
- n Printed tabs with colored Mylar

Printing

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

INK COLOR

- n Black
- n PMS (specify) _____

Fasteners

TYPE

- n 1" heat-bonded
- n 2" heat-bonded
- n 2" embossed
- n Docu-Clip® – converts any folder to loose-leaf format

POSITION

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

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COLOR-CODING (strip label only)

System

- n Alpha – # of color bands _____
- n Straight numeric – beginning # _____
- n Terminal digit

Outline blocks

- n Yes
- n No
- n Above C.B.
- n In conjunction with C.B.

Black pre-numbering

- n Above C.B.
- n Below C.B.
- n In conjunction with C.B.

Year Band

- n Yes
- n No
- n Above C.B.
- n Below C.B.

Alpha code or destination label

- n Black ink
- n In C.B.
- n Solid color

Label placement

- n Top
- n Right
- n Left

Packing, sort by

- n Sequential
- n Like digits
- n Other (specify) _____

Quantity per carton

6

