

• Contact Info

Company Name | _____
 Phone | _____
 Fax | _____
 Email | _____
 Purchase Order # | _____
 Estimate # | _____ Price | _____

• Ship To (NO P.O. BOXES) Note: Charges will be billed for incorrect "Ship to" or zip code.

Company Name | _____
 Attention | _____
 Address | _____
 City | _____ State | _____ Zip | _____
 Ship Date Requested / / / Event Date / / /
 Method | Best Way Other - List | _____

• Payment Options

Bill Open Account # | _____
 Check Enclosed | _____
 Bill My | VISA MasterCard American Express Card DISCOVER
 _____ - _____ - _____ - _____
 Cardholder's Name | _____
 Expiration Date | / /
 Company Name | _____
 Address | _____
 City | _____ State | _____ Zip | _____

• Quantity

of sets | _____
 # of tabs per set | _____
 # of banks per set | _____
 Exact Repeat? Yes No Previous Job # | _____

• Tab Bank Size

1 tab per bank (full cut) 9 tabs per bank (1/9 cut)
 2 tabs per bank (1/2 cut) 10 tabs per bank (1/10 cut)
 3 tabs per bank (1/3 cut) 11 tabs per bank (1/11 cut)
 4 tabs per bank (1/4 cut) 12 tabs per bank (1/12 cut)
 5 tabs per bank (1/5 cut) 13 tabs per bank (1/13 cut)
 6 tabs per bank (1/6 cut) 14 tabs per bank (1/14 cut)
 7 tabs per bank (1/7 cut) 15 tabs per bank (1/15 cut)
 8 tabs per bank (1/8 cut)

Authorized Signature _____

• Sheet Size (List binding edge first)

11" x 8 1/2" 8 1/2" x 5 1/2"
 14" x 8 1/2" _____" x _____"

• Tab Extension

1/2" (standard) 3/8" (custom)
 1/4" (custom) 5/8" (custom)

• Stock Color

90 lb. White Index (standard)
 110 lb. White Index (custom)
 90 lb. Colored Index (custom)
 Buff Ivory Gray
 Canary Blue Cherry
 Green Salmon
 Other (describe) _____

• Tab Placement / Drilling

3-hole

Drilled - Left
Tabs - Right

2-hole


Drilled - Top
Tabs - Bottom

2-hole


Drilled - Left
Tabs - Right

A (standard) B (custom) C (custom)
 Other (describe) _____


• Tab Copy Style




A



B



C



D

• Mylar Tab

Clear One Color
 Assorted Colors No Mylar

• Binding Edge Reinforced

Yes (standard) No

• Finishing Options (Additional Cost)

Collated
 Poly Bagging _____ Sheets/bag _____ Sets/bag
 Slip Sheeting Every _____ Sheets

