FILING SOLUTIONS THAT FIT YOUR BUSINESS NEEDS

Custom Printing ①

From Start

To Finish

BASSETT CREEK ORTHODONTICS

Dr. William Abrams DDS   Orthodontist
5174 Green Valley Drive
Blooomington, MN 55437
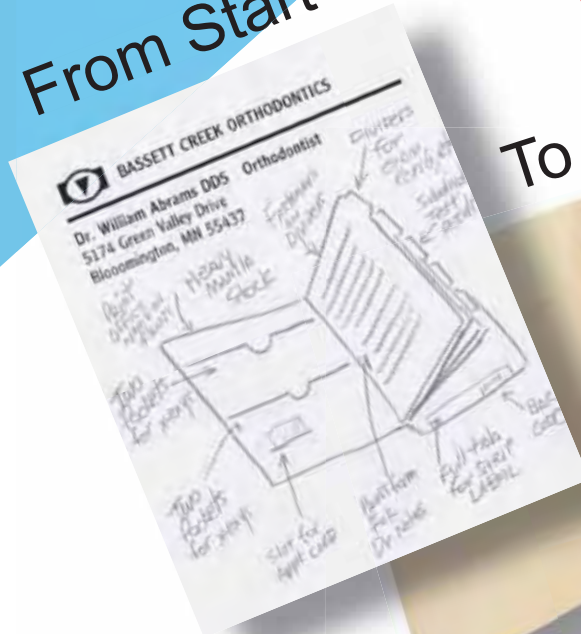
Color Coded Strip Labels ②

You Design It.
We'll Create It.

Fasteners ③

Custom Printed Tabs & Dividers ④

Manila and Vinyl Pockets ⑤

Your Business Needs are Unique.

We help you meet those needs with custom filing products designed to lower your records management costs.

Custom Printing ①

Company Logo & Name

- Enhance image and easily identify your folders by having company name and logo printed on the front panel of every folder.

Printed Forms

- Eliminate frequently used paper form documents by having them printed directly on the folder or dividers.
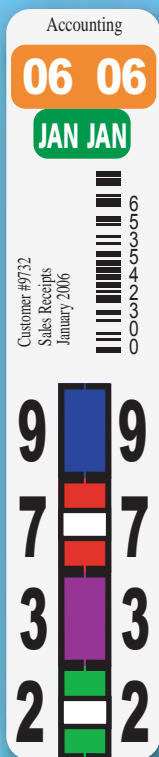
How Color-Coding Saves You Money:

- Reduced Labor Costs - 80% of filing costs are spent on the labor required to pull and re-file documents.

- Increased Productivity - Studies show that executives/doctors spend an average of 3-4 hours per week looking for missing information.

- Reduced Filing Costs - Implementing the correct color coded filing system can cut total costs by up to 40%.

Did you know that the estimated cost of tracking down a misfiled folder is $125?

Anatomy of a Strip Label

- Month/Year Labels - Help any company easily manage retention schedules.

- Bar Coding - Digitally track the location of your records by utilizing bar codes.

- Alpha, Numeric, Terminal Digit - We will assist you in designing a color-code that meets your records management requirements.

- Pre Labeling - Provide us with a database and we will print the custom designed color-coded strip label and apply it to any standard end-tab folder during the production process.

Color Coded Strip Labels ②

FINANCIAL

Accounting
06 06
JAN JAN

Customer #9732
Sales Receipts
January 2006

9 9
7 7
3 3
2 2

LEGAL

Howe, Dewey, & Davis Assoc.
06 06
MAY MAY

CASE 4352-3464-3
Jane Joannah Doe

4 4
3 3
5 5
2 2

MEDICAL

PATHOLOGY
07 07
MAR MAR

Jane Doe
Bloodwork Lab Results
003245356

D D
J - J
B B

Keep Important Documents Secure

- Fasteners can be installed in any folder, in any position, and in various styles to best suit your company's individual needs.

- Keep stacks of punched documents in order and secured with factory installed fasteners.

Fastener Styles

- **Bonded**: With 1" or 2" capacity metal prongs and a strong fiber base glued to the folder stock.

- **Embedded**: Available in 1" or 2" capacity these metal fasteners are embedded directly in the folder.

- **U-Clip:** Unique flexible fastener design adds the functionality of a 3-ring binder to your charts and folders.

Indexes and Dividers Help You Quickly Locate Information Within a Folder.

- Factory installed custom indexes and dividers reduce the hassle and time spent locating information within complex charts and folders.

  ! *Save money by having commonly used forms and documents printed directly on the divider.*

- Fasteners installed directly on the divider keep your documents secured and organized.

- Colored mylar tabs with custom printing help you locate specific sections at a glance.

Custom Pockets

- Choose from heavy manila stock, vinyl, or transparent polyeurethane.

- From x-ray film to deeds, compact discs to photos, pre-installed manila and vinyl pockets provide the perfect way to secure documents that can't be two-hole punched.

- Pockets available in numerous sizes and can be installed in any position.

Customer Service: 888-891-1970

Fasteners ③

BONDED   U-CLIP

EMBEDDED
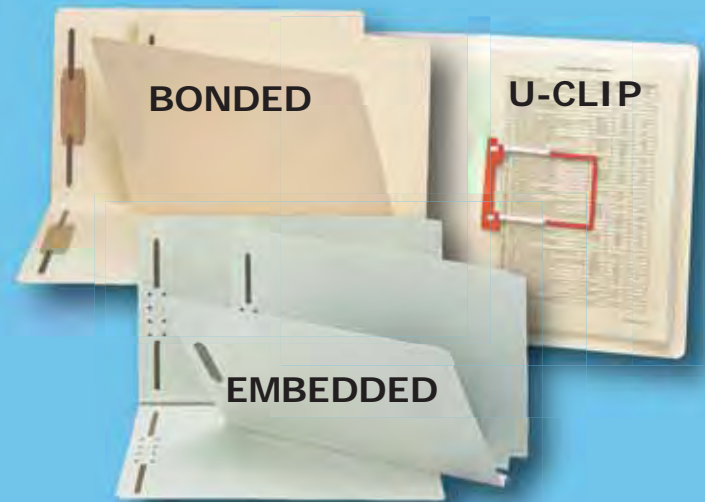
Custom Printed Tabs & Dividers ④

Manila and Vinyl Pockets ⑤

www.FilingToday.com

New
End Tab Converter

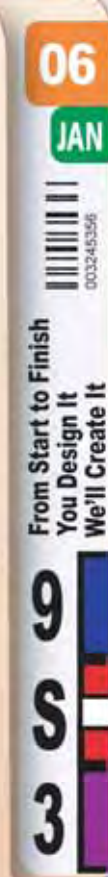# New 10-Day Quick Ship Strip Label Program

Step 1

Choose Your Folder or Converter

Step 2

Select Fasteners

Step 3

Design and Application of Color-Coded Labels

✦ Choose a folder or converter and we'll pre-apply strip labels and install fasteners.

✦ Quantities of up to 10,000 folders with strip labels ship in 10 business days or less.*

✦ Broad selection of end-tab folders to meet all of your customer's needs.
Smead® Ames® Barkley® GBS® Tab®

✦ Give top-tab folders new life with our End-Tab Converter.

Delivering Your Complete File Conversion Solution.

888-891-1970

STEP 1:
Choose Your Folder or Converter

Letter Size Manila End Tab

Item No.	Mfg	Price per 1,000	Item No.	Mfg	Price per 1,000
11 pt. Single Ply			**14 pt. Single Ply**		
P411S	Acme	$115.00	P414S	Acme	$145.00
P85S101	Barkley	$115.00	P87S101	Barkley	$145.00
PB8683	GBS	$115.00	PB8685	GBS	$145.00
PP1102	Tab	$115.00	PSWJ1231	Jeter	$145.00
P85S102	Smead	$115.00	PP1128	Tab	$145.00
			P87S102	Smead	$145.00
			PSW23X	Thompson	$145.00
11 pt. Reinforced Tab			**14 pt. Reinforced Tab**		
P411RS	Acme	$125.00	P414RS	Acme	$156.00
P85SR101	Barkley	$125.00	P87SR101	Barkley	$156.00
PB8687	GBS	$125.00	PB8688	GBS	$156.00
PSWJ1050	Jeter	$125.00	PSWJ1241	Jeter	$156.00
PP1103	Tab	$125.00	PP1123	Tab	$156.00
P85SR102	Smead	$125.00	P87SR102	Smead	$156.00
			PSW25X	Thompson	$156.00
11 pt. Top & Side Reinforced			**14 pt. Top & Side Reinforced**		
PSWRF3000	Ames	$160.00	PSWRF3005	Ames	$195.00

We will ship stock folders the same day on orders received by 5:00 pm Eastern time.

End Tab Converter

End Tab Converter		Price per 1,000
SWCONV1	14pt with 2, 1.5" self-adhesive strips	$195.00
SWCONV1	With strip label attached see below for addtional pricing	

STEP 2:
Install Fasteners

Fastener Installation		Price per 1,000
PBF1 (1 per folder)	1" bonded fastener	$87.00
PBF2 (1per folder)	2" bonded fastener	$87.00
PBF1 (2 per folder)	1" bonded fastener, pos 1&3 or 2&4 only	$170.00
PBF2 (2 per folder)	2" bonded fastener, pos 1&3 or 2&4 only	$170.00

Please add an additional two days for fastener application - call to confirm actual ship date.

STEP 3:
Have Strip Labels Pre Applied

	1,000	2,000	5,000	10,000	25,000
Color Coded Strip Label with application	$0.26 ea.	$0.21 ea.	$0.20 ea.	$0.18 ea.	$0.17 ea.
Color Coded Strip Label sold separately					
WaterGuard Rolled, non laminated	$0.18 ea.	$0.14 ea.	$0.13 ea.	$0.12 ea.	$0.11 ea.
Laminated Roll	$0.18 ea.	$0.14 ea.	$0.13 ea.	$0.12 ea.	$0.11 ea.

Label prices are quoted as auto-applied. Hand application requires a quote.
For quantities exceeding 25,000, please call for a quote.
Orders with less than 10,000 pre-applied strip labels are generally shipped within 10 business days. For quantities larger than 10,000 please call for a quoted lead-time.

* Stip label application requires a 1,000 minimum order quantity. 10 day lead-time starts after approval and finalization of all order details.
* * Freight Policy   FOB Factory

888-891-1970

QUOTE REQUEST FORM

Company Name : _____

Ref : _____

Phone # : _____

Fax # : _____

Quantities : _____

Date : _____

Type of Product :

File Folder ☐ Casebinder ☐ Tri-Fold ☐

Guide ☐   Pocket ☐   X-Ray Jacket ☐

Material Type and Weight :

Manila : ☐ 11pt. ☐ 14pt. ☐ 15pt. ☐ 18pt.

Kraft : ☐ 11pt. ☐ 17pt.

White Stock : ☐ 11pt. ☐ 14pt. ☐ 18pt.

Tinted Stock : ☐ 11pt. ☐ 14pt. ☐ 18pt.

Color : _____

* Manila or white stock may be tinted.
White recommended for best match.

Pulp Dyed Stock : ☐ 11pt. ☐ 14pt.

Color : _____

Pressboard : ☐ Type 1 ☐ Type 2 ☐ Type 3

Color : _____

Tab Style

Top Tab : ☐ Single Ply ☐ Reinforced

End Tab : ☐ Single Ply ☐ Reinforced ☐ Interlocking
☐ Top & Side Reinforced ☐ Continuous

Tab Cut : ☐ Full   ☐ 1/2   ☐ 1/3   ☐ 1/4   ☐ 1/5
☐ 2/5 ROC ☐ 2/5 FR ☐ Special ☐ Assorted

Size

S&W Std. Letter

☐ (Top-Tab 9.5" x 11.75" End-Tab 9.5" x 12.25")

S&W Std. Legal

☐ (Top-Tab 9.5" x 14.75" End-Tab 9.5" x 15.25")

☐ S&W Std. X-Ray

(14.5" x 18.25")

☐ Report Pocket ☐ No Pocket

☐ Other

Front : _____ Back : _____ Other : _____

Expansion :

☐ Flat

☐ W-Style Self Expansion

Inches : _____

☐ Shipped Flat

☐ Tucked In

☐ Tyvek Expansion

Inches : _____

☐ Color : _____

☐ Single Tuck (W-Style)

☐ Crushed (Accordian Style)

Contact : _____

Ship to Zip : _____

Samples Available if Needed?   ☐ Yes ☐ No

Have We Quoted This Before?   ☐ Yes ☐ No

Color Coding :

Strip ☐   Individual ☐

Labels Per Folder : _____

System : _____

☐ Laminated   ☐ Matte

☐ Sequential   ☐ Supplied Data

Print

Specify Color(s) and Location by Color
(note any screens or bleeds)

_____

_____

_____

☐ Camera-Ready Art Supplied

☐ Typeset

Fastener Installation :

Position(s) : _____

Bonded

☐ 1" Capacity   ☐ 2" Capacity

Embedded

☐ 1" Capacity   ☐ 2" Capacity

Visi-Clip

☐ 2" Capacity

Other : _____

Divider Installation :

Quantity : _____

☐ Pressure-Sensitive ☐ Glued   ☐ Taped

Divider Size (w/out Tab) : _____

Size Overall (with Tab) : _____

Tab Cut : _____

Assorted : ☐ Yes ☐ No

Pocket Installation :

☐ Poly   ☐ Vinyl   ☐ Kraft

☐ Other :

Size : _____

Position : _____

Additional Instructions :

Fax: 888-891-9970
Customer Service: 888-891-1970
Web: www.FilingToday.com