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# HOW TO USE THIS CATALOG

## How to Use This Catalog:

- This catalog has been designed for ease of use and simplicity. The table of contents outlines each of the product categories and is color coded to match the section within the catalog. Each product category is coded with a colored tab at the edge of the page for quickly locating a desired section.
- Within each section is a table of contents that breaks down the products with the section and provides page numbers to locate the items you are looking for quickly.
- User-oriented product copy with suggested product uses are defined for all of the items within the catalog. Product specifications are listed in an easy to read bullet format.
- All item lead times are easily identified through the use of our qwik-ship markers. Each item's lead time is clearly marked with our qwik-ship logo defining the lead time so you always know how long it takes to receive. Lead times are estimates only! Back orders do occur based on product demand and may affect published lead times.
- An alphabetic listing of product categories is included in the back of the catalog for location products by type or by the kind of business user that traditionally uses the products.

## Trademarks:

### The following are Industry Trademarks.

- ACME® is a registered trademark of S&W Manufacturing, Inc.
- AMES® is a registered trademark of Ames Color-File
- Brunswick® is a registered trademark of Brunswick Labels, Inc.
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- Col-R-Tab® is a registered trademark of XERTREX International, Inc.
- CutLess® is a registered trademark of International Paper
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- OPUSLite 2® is a registered trademark of Thoroughbred Technology
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- Tab® is a registered trademark of Tab Products Company
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- GBS VRE® is a registered trademark of GBS
- Watershed® is a registered trademark of International Paper Company
- Watch Dog® is a registered trademark of EDP, Inc.

# TERMS AND CONDITIONS

## **Payment Terms:**

Terms of sale are NET 30 Days. Invoices are dated the day of shipment and due in 30 days. A 1 1/2% per month interest will be assessed on all invoices not paid within 30 days from date of invoice. New accounts are subject to credit approval. To avoid delays prepay with credit cards. All major cards are accepted.

## **Establishing Credit:**

Credit must be established by submitting satisfactory references. We may cancel or change credit terms at our discretion and may request advance payment at time of order.

## **Quotations:**

It is always best to submit a sample for quotation of custom products. If this is not available the next best option is to sketch or mock-up a sample with notations as to quantity, size, color, copy etc. Verbal descriptions can suffice for simple or stock items. We will mail or fax complete specifications upon request.

## **Lead Times:**

Quoted lead times are estimates only. Firm delivery dates will be determined upon receipt of purchase order and approved proofs or artwork. Delivery refers to the date the product is shipped from the factory and does not include the time it takes the shipper to get the product to the final destination.

## **Minimum Orders:**

There are no minimum orders requirements, but please purchase product by the full box or case. Colored folders can be mixed in case quantities.

## **Artwork:**

The customer is generally asked to furnish camera ready artwork. We can also prepare artwork. We will provide a cost estimate upon receipt of a detailed mock up or sample of the copy. We will provide a proof of the artwork. Our stated lead times begin when we receive a customer approval of the artwork.

## **Pre-Production Proofs:**

It is our policy to provide a production proof on all new custom orders. This for your protection as well as for our production department to insure the correct products specified and produced at the time of order.

## **Over-Runs and Under-Runs:**

We attempt to ship exact quantities as ordered. Stock or colorcoded products will be exact quantity. However, we reserve the right to over-ship or under-ship a maximum of 10% of the total quantity on custom manufactured product. On custom manufactured or custom printed items, a 10% over-run or under-run is an industry standard.

## **Shipping:**

Our company uses the most direct and economical carriers and routes available, unless directed otherwise. All prices are F.O.B. point of manufacture. There are additional charges for inside delivery unless shipped UPS. This charge is determined by the freight carrier and may be invoiced separately.

## **Hold and Release and Drop Shipping:**

Hold and release services are available. You can place a blanket order and have us ship on predefined dates or as requested. All products must be shipped with a 12 month period. Drop shipment to any location is available at any time.

## **Freight Claims:**

Claims resulting from shortages or merchandise damage in transit must be filed by the consignee with the respective freight carrier. We cannot allow credit resulting from such claims. We will, upon request, furnish necessary information to prepare your claim. The legal responsibility passes from us to the customer when consignment is made to the carrier.

## **Cancellations:**

All entered orders are considered firm and cannot be canceled except upon written authorization from our company. Cancellation costs will be billed.

## **Returns:**

All returns must be authorized by your sales representative. Custom manufactured items are not subject to return. Merchandise will not be considered eligible for return after 60 days from original date of shipment. A restocking charge will be applied to the customer's credit on all returns.

# 10 QUESTIONS REGARDING YOUR FILING SYSTEM

## YOU NEED A BETTER FILING SYSTEM, BUT WHERE DO YOU START?

People in your office don't need to be walking around saying, "Say, where did we file that?" Upgrade paper filing systems so that personnel will have almost instant access to records needed to serve customers, improve efficiency, cut costs and positively affect bottom lines. The following ten questions should serve as a guide for evaluating your current filing system and help in defining areas that need improvement.

### SPEED:

#### 1). Is it easy to quickly distinguish one folder from another in your present filing system?

- Without color-coding hundreds of look-alike folders require tedious, time consuming search effort. Color-coding systems let you find files up to 40% faster because people can "read" color more easily than alphabetic or numeric symbols.

### ACCURACY:

#### 2). Can you re-file quickly with the assurance that you are filing accurately?

- Without color-coding there is no quick and easy way of visually assuring of accurate filing. Color-coding systems immediately confirm accurate filing with color patterns that create an instant match when placing a folder where it belongs.

### MISFILES:

#### 3). Can you quickly identify a folder that is out of place within your filing system?

- Without color-coding all files look alike and there is no easy way to identify a misfile. Color-coding systems let you identify misfiles at a glance because an incorrectly placed folder breaks the color pattern created by correctly placed folders.

### VISIBILITY:

#### 4). Are your folders tabs easy to read, in one position only, and in open-shelving?

- End tab filing products are easy to read and offer unparalleled visibility. Open shelf files allow visual access to records at a glance, can effectively use color-coding and bar coding, conserve floor space by using height and are approximately one-third less expensive than drawer files, are aesthetically pleasing and complement the décor and image of a professional office environment.

### FILE CONTROL:

#### 5). Do you have a way of knowing who removes files from your filing system? Do you have a place to put incoming information when the folder is out-of-file?

- Removing files from the filing system without identifying who removed them means information is not available when needed. Also, incoming information has no specific place to be filed until the folder is returned. The use of file out guides and/or the implementation of Record Tracking Software help to point where the file and records are and aids in accessing, using, tracking and managing those records and files.

# 10 QUESTIONS REGARDING YOUR FILING SYSTEM

## ORGANIZATION WITHIN THE FOLDER:

### 6). Are folder contents in the order you need them to be?

- Without file accessories, information easily becomes disorganized and difficult and time consuming to find. File accessories such as Indexes, file backs, fasteners, pocket, and inner dividers keep the information well organized and in appropriate order.

## SPECIAL FILE DESIGNATION:

### 7). Can you quickly purge inactive files or highlight important information without opening each folder?

- Without special designation labels, you waste time and effort searching folder contents for important information. Printed forms and/or color coding labels like year bands and medical alert labels can designate file activity or important information, allowing for quick recognition and easy retrieval.

## CLARITY OF FILE IDENTIFICATION:

### 8). Are names or numbers, clear, distinct, and easy to read?

- Using small, typed or handwritten number or letters varying within each individual application restricts your ability to maintain clarity and consistency in file identification. This makes filing tasks tedious and time consuming. Individual color-code labels and computer-generated filing systems provide bright colors and large, easy to read, uniform labels that enable you to maintain file identification consistency.

## SYSTEM COMPLEXITY:

### 9). Is your filing system simple to use and easily understood by others who need to use it?

- Look-alike folders make it complicated to organize and maintain file order. They also make it difficult to indicate and recognize special sub categories. This type of filing is troublesome for other people to use. Color-coding systems provide a variety of labels that make it easy to organize and consistently maintain file order, identify special sub categories, and create a uniform system. The connection between color and letters and numbers makes it easy for anyone to use.

## FILING MORALE:

### 10). Is filing a pleasant task that is frustration-free?

- Look-alike folders and the resulting lack of control, disorganization and monotony contribute to inefficient filing and constant irritation and frustration with filing tasks. Filing system supplies can be used to create efficient, well-organized, color-coded systems, with clearly distinguishable and easily retrieved files. Filing is fast and easy and the work environment more pleasant

# END TAB PRODUCTS

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# SINGLE PLY END TAB MANILA FOLDERS

## MANILA FOLDERS, SINGLE-PLY END TAB

End tab folders have been proven time after time to be the most efficient filing method available. These manila folders feature a single ply end tab with scored tick marks for easy application of color coded labels. The undercut front panel helps aid in the application of individual labels or computer driven labels and helps makes the label stand out for extra readability.

### Specifications

- Single ply tab
- Tab 1/2" wide
- Scored for 3/4" expansion
- Top corners rounded, front and back
- 10% recycled content, 10% post-consumer material
- 11pt, 14pt or 18pt manila stock
- Front panel 9 1/2" high
- Front panel undercut 1/4" deep
- Fasteners



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 12 1/4" w X 9 1/2" Overall, 11 3/4" W Body

**Manila 11pt.** 9 1/2" H Front (SMEAD COMPATIBLE)

Full Cut End Tab (No Fasteners)	<b>S-1102</b>	100	500	45lbs
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**Manila 14pt.** 9 1/2" H Front (SMEAD COMPATIBLE)

Full Cut End Tab (No Fasteners)	<b>S-1128</b>	100	500	33lbs
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Full Cut End Tab (Fastener Position #1)	<b>S-1343-1</b>	50	250	35lbs
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Full Cut End Tab (Fastener Position 1&3)	<b>S-1343</b>	50	250	36lbs
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**Manila 18pt.** 9 1/2" H Front (BSP Filing Solutions)

Full Cut End Tab (No Fastener)	<b>S-9348</b>	50	250	38lbs
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Full Cut End Tab (Fastener Position 1&3)	<b>S-9349</b>	50	250	41lbs
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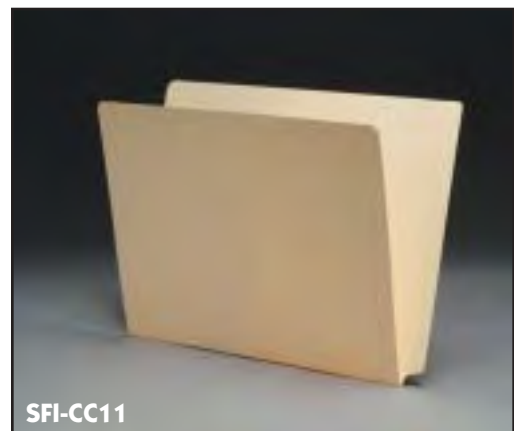


## SFI MANILA FOLDERS, SINGLE-PLY END TAB

SFI compatible end tab folders are one of the most economical filing products available. These manila folders feature a single ply end tab with scored tick marks for easy application of color coded labels.

### Specifications

- Single ply tab
- Tab 3/4" wide
- Scored for 3/4" expansion
- Top corners rounded, front and back
- 10% recycled content, 10% post-consumer material
- 11pt, 14pt manila stock, Legal 17pt Brown Kraft
- Front panel is 9 1/2" or 9" High
- Fasteners available



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 12 1/4" w X 9 1/2" Overall, 11 3/4" W Body

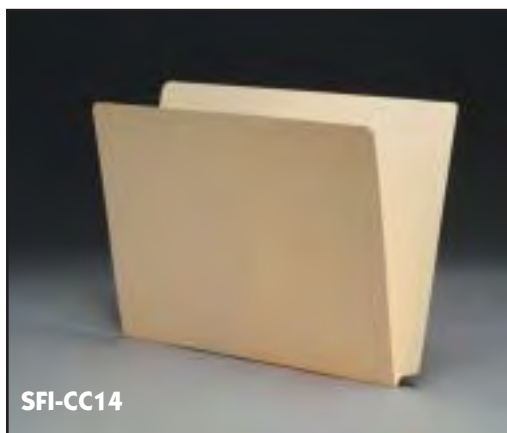
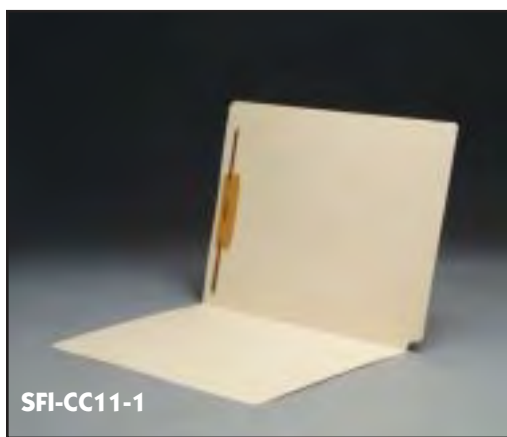
**Manila 11pt.** 9" H Front (SFI COMPATIBLE)

Full End Tab (No Fasteners)	<b>SFI-CC11</b>	100	500	45lbs
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Full End Tab



# SINGLE PLY END TAB MANILA FOLDERS



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
(Fastener Position #1) Full End Tab	<b>SFI-CC11-1</b>	50	250	35lbs
(Fastener Position 1&3) Full End Tab	<b>SFI-CC11-13</b>	50	250	36lbs
<b>Manila 14pt. 9 1/2" H Front (SFI COMPATIBLE)</b>				
(No Fasteners) Full End Tab	<b>SFI-CC14</b>	50	250	33lbs
(Fastener Position #1) Full End Tab	<b>SFI-CC14-1</b>	50	250	35lbs
(Fastener Position 1&3) Full End Tab	<b>SFI-CC14-13</b>	50	250	36lbs
<b>Manila 14pt. 9" H Front, Printed Aging Scale (SFI COMPATIBLE)</b>				
(No Fasteners) Full End Tab	<b>SFI-CC14AS</b>	50	250	33lbs
(Fastener Position #1) Full End Tab	<b>SFI-CC14AS-1</b>	50	250	35lbs
(Fastener Position 1&3) Full End Tab	<b>SFI-CC14AS-13</b>	50	250	36lbs
<b>Manila 14pt. 9 1/2" H Front (SFI COMPATIBLE)</b>				
(No Fasteners) Full End Tab	<b>SFI-FCC14</b>	50	250	33lbs
(Fastener Position #1) Full End Tab	<b>SFI-FCC14-1</b>	50	250	35lbs
(Fastener Position 1&3) Full End Tab	<b>SFI-FCC14-13</b>	50	250	36lbs
<b>Brown Kraft 11pt. 9" H Front (SFI COMPATIBLE)</b>				
(No Fastener) Full Cut End Tab	<b>SFI-CCK-11</b>	100	500	45lbs
(Fastener Position #1) Full Cut End Tab	<b>SFI-CCK-11-1</b>	50	250	23lbs
(Fastener Position 1&3) Full Cut End Tab	<b>SFI-CCK-11-13</b>	50	250	15lbs
<b>Brown Kraft 17pt. 9" H Front (SFI COMPATIBLE)</b>				
(No Fastener) Full Cut End Tab	<b>SFI-CCK-17</b>	50	250	8lbs
(Fastener Position #1) Full Cut End Tab	<b>SFI-CCK-17-1</b>	50	250	41lbs
(Fastener Position 1&3) Full Cut End Tab	<b>SFI-CCK-17-13</b>	50	250	42lbs
<b>LEGAL: 15 1/4" w X 9 1/2" Overall, 14 5/8" W Body</b>				
<b>Manila 11pt. 9" H Front (SFI COMPATIBLE)</b>				
(No Fasteners) Full End Tab	<b>SFI-CCLG-11</b>	100	500	45lbs
(Fastener Position #1) Full End Tab	<b>SFI-CCLG-11-1</b>	50	250	35lbs
(Fastener Position 1&3) Full End Tab	<b>SFI-CCLG-11-13</b>	50	250	36lbs
<b>Manila 14pt. 9 1/2" H Front (SFI COMPATIBLE)</b>				
(No Fasteners) Full End Tab	<b>SFI-CCLG-14</b>	50	250	33lbs
(Fastener Position #1) Full End Tab	<b>SFI-CCLG-14-1</b>	50	250	35lbs
(Fastener Position 1&3) Full End Tab	<b>SFI-CCLG-14-13</b>	50	250	36lbs
<b>Brown Kraft 17pt. 9" H Front (SFI COMPATIBLE)</b>				
(No Fastener) Full Cut End Tab	<b>SFI-CCKLG17</b>	50	250	38lbs
(Fastener Position #1) Full Cut End Tab	<b>SFI-CCKLG17-1</b>	50	250	41lbs
(Fastener Position 1&3) Full Cut End Tab	<b>SFI-CCKLG17-13</b>	50	250	42lbs



# SINGLE PLY END TAB MANILA FOLDERS

## MANILA FOLDERS, SUPER EXTENDED SINGLE-PLY TAB

The super extended tab offer extra space for labeling. Perfect for color-coded systems that use name labels.

### Specifications

- Single-ply tab
- Tab 7/8" wide, Full height
- Scored for 3/4" expansion
- Top corners rounded, front and back
- 10% recycled content, 10% post-consumer material
- 14pt manila stock
- Front panel 9 1/2" high
- Fasteners



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 12 1/4" W X 9 1/2" H, 11 3/4" W Body

### Manila 14pt. 9 1/2" H Front (JETER COMPATIBLE)

Super extended Tab (No Fastener)	<b>S-9029</b>	100	500	48lbs
Super Extended Tab (Fastener Position #1)	<b>S-9030</b>	50	250	27lbs
Super Extended Tab (Fastener Position 1&3)	<b>S-9031</b>	50	250	28lbs
Super Extended Tab (Fastener Position #5)	<b>S-9172</b>	50	250	27lbs
Super Extended Tab (Fastener Position 3&5)	<b>S-9170</b>	50	250	28lbs

## MANILA FOLDERS, HEAVY DUTY SINGLE-PLY TAB

This folder is constructed from heavy duty 18 pt manila and features a reinforced Mylar spine for active filing applications. Full end tab is designed for most color-code systems.

### Specifications

- Single-ply tab
- Tab 1/2" wide, Full height
- Scored for 3/4" expansion
- Top corners rounded, front and back
- 10% recycled content, 10% post-consumer material
- 18pt manila stock
- Front panel 9 1/2" high
- 3 " Mylar reinforced spine
- Fasteners



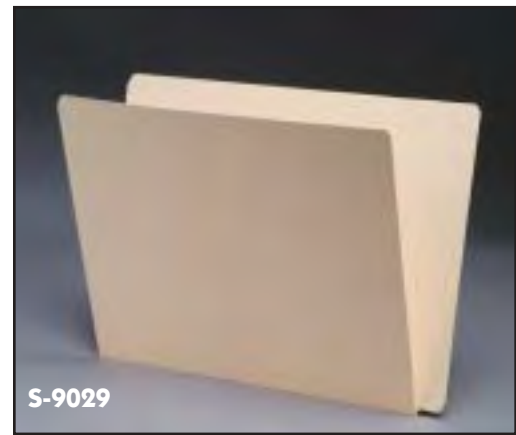
DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 12 1/4" W X 9 1/2", 11 3/4" W Body

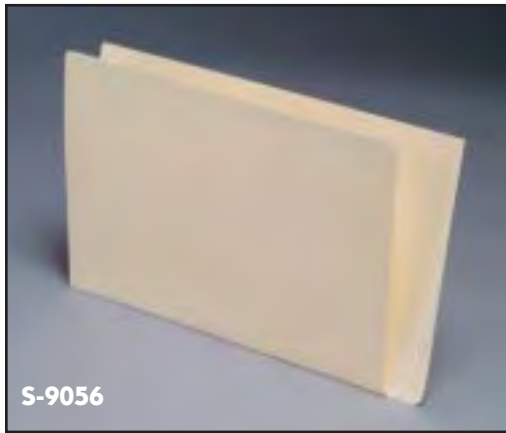
### Manila 18pt. 9 1/2" H Front (BSP FILING SOLUTIONS)

Full Cut End Tab (No Fasteners)	<b>S-9086</b>	50	250	30lbs
Full Cut End Tab (Fastener Position 1&3)	<b>S-9087</b>	50	250	35lbs
Full Cut End Tab (Fastener Position 3&5)	<b>S-9159</b>	50	250	35lbs
Full Cut End Tab (Fastener Position #5)	<b>S-9160</b>	50	250	34lbs
Full Cut End Tab (Spaceclip Position #5)	<b>S-9164</b>	50	250	36lbs

*\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.*



# SINGLE PLY END TAB MANILA FOLDERS



S-9056

## MINI MANILA FOLDERS, SINGLE-PLY END TAB

This mini folder is perfect for eye care clinics and bank title loans. These manila folders feature a single ply end tab with scored tick marks for easy application of color coded labels.

### Specifications

- Single ply tab
- Tab 3/4" wide
- Scored for 3/4" expansion
- Top corners rounded, front and back
- 10% recycled content, 10% post-consumer material
- 11pt manila stock
- Front panel 9 1/2" high



*\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.*

DESCRIPTION	STOCK NO	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 12 1/4" W X 6"H, 11 1/2" W Body

**Manila 11pt.** 6" H Front (JETER COMPATIBLE)

Full Cut End Tab	<b>S-9056</b>	100	500	15lbs
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# REINFORCED END TAB MANILA FOLDERS

## MANILA FOLDERS, REINFORCED END TAB

The standard for shelf filing applications. These folders feature a two ply end tab with scored tick marks for easy application of color coded labels. The undercut front panel helps aid in the application of individual labels or computer driven labels and helps makes the label stand out for extra readability.

### Specifications

- Reinforced two-ply tab
- Tab 1/2" wide
- Scored for 3/4" expansion
- Scored tick marks for label placement
- Top corners rounded, front and back
- 10% recycled content, 10% post-consumer material
- 11pt, 14pt manila stock
- Front panel 9" or 9 1/2" high
- Front panel undercut 1/4"
- Fasteners



S-1103-50

DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 12 1/4" W X 9 1/2" H, 11 3/4" W Body, Undercut to 11 3/8"

**Manila 11pt. 9 1/2" H Front (SMEAD COMPATIBLE)**

Full Cut End Tab (No Fastener)	<b>S-1103-50</b>	100	500	48lbs
Full Cut End Tab (Fastener Position #1)	<b>S-1314</b>	50	250	23lbs
Full Cut End Tab (Fastener Position 1&3)	<b>S-1316</b>	50	250	25lbs
Full Cut End Tab (Fastener Position #5)	<b>S-9119</b>	50	250	23lbs
Full Cut End Tab (Fastener Position 3&5)	<b>S-9192</b>	50	250	25lbs
Full Cut End Tab (Spaceclip Position #5)	<b>S-9127</b>	50	250	23lbs

**Manila 11pt. 9 1/2" H Front (BARKLEY COMPATIBLE)**

Full Cut End Tab (No Fastener)	<b>S-1190</b>	100	500	48lbs
Full Cut End Tab (Fastener Position #1)	<b>S-1190-1</b>	50	250	23lbs
Full Cut End Tab (Fastener Position 1&3)	<b>S-1190-13</b>	50	250	25lbs

**Manila 14pt. 9 1/2" H Front (SMEAD COMPATIBLE)**

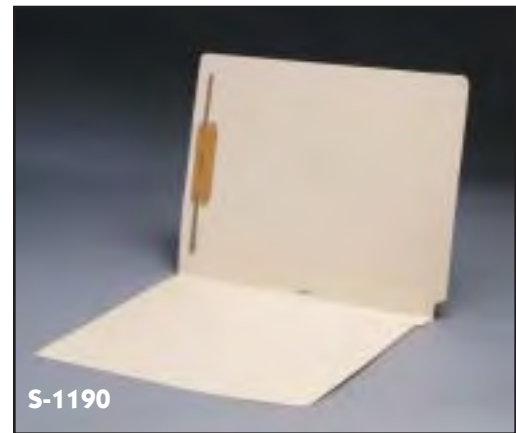
Full Cut End Tab (No Fastener)	<b>S-1123</b>	50	250	34lbs
Full Cut End Tab (Fastener Position #1)	<b>S-1323</b>	50	250	29lbs
Full Cut End Tab (Fastener Position 1&3)	<b>S-1324</b>	50	250	31lbs
Full Cut End Tab (Fastener Position #5)	<b>S-9120</b>	50	250	29lbs
Full Cut End Tab (Fastener Position 3&5)	<b>S-9193</b>	50	250	31lbs
Full Cut End Tab (Spaceclip Position #5)	<b>S-9163</b>	50	250	38lbs

**Manila 14pt. 9 1/2" H Front (Barkley COMPATIBLE)**

Full Cut End Tab (No Fastener)	<b>S-1590</b>	50	250	34lbs
Full Cut End Tab (Fastener Position #1)	<b>S-1590-1</b>	50	250	29lbs
Full Cut End Tab (Fastener Position 1&3)	<b>S-1590-1&amp;3</b>	50	250	31lbs



S-1324

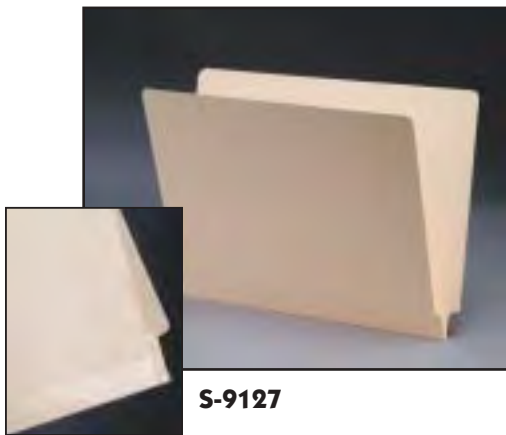


S-1190



S-9193

# REINFORCED END TAB MANILA FOLDERS



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
<b>Manila 11pt.</b> 9" H Front (SMEAD COMPATIBLE) Full Cut End Tab (No Fastener)	<b>S-9145</b>	100	500	40lbs
Full Cut End Tab (Fastener Position 1&3)	<b>S-9186</b>	50	250	24bs
1/2 Cut End Tab, Top Position (No Fastener)	<b>S-9098</b>	100	500	40lbs
1/2 Cut End Tab, Bottom Position (No Fastener)	<b>S-9099</b>	100	500	40lbs
1/2 Cut End Tab, Assorted (No Fastener)	<b>S-9097</b>	100	500	40lbs
1/3 Cut End Tab, Top Position (No Fastener)	<b>S-9101</b>	100	500	40lbs
1/3 Cut End Tab, Middle Position (No Fastener)	<b>S-9102</b>	100	500	40lbs
1/3 Cut End Tab, Bottom Position (No Fastener)	<b>S-9103</b>	100	500	40lbs
1/3 Cut End Tab, Assorted (No Fastener)	<b>S-9100</b>	100	500	40lbs

**LEGAL SIZE:** 15 1/4" W X 9 1/2" H, 14 3/4" W Body, Undercut to 14 3/8"

<b>Manila 14pt.</b> 9 1/2" H Front (SMEAD COMPATIBLE) Full Cut End Tab (No Fastener)	<b>S-2123</b>	50	250	58lbs
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## SPINE REINFORCED MANILA FOLDERS, REINFORCED END TAB

These files are designed to take the rigors of active file room. The reinforced end tab folder is the standard within the industry. The Mylar reinforced spine protects the file as it is repeatedly removed from the shelving. Fasteners organize and secure documents into the file.

### Specifications

- Reinforced two-ply tab
- 3" Mylar reinforced spine
- Tab 1/2" wide
- Scored for 3/4" expansion
- Scored tick marks for label placement
- Top corners rounded, front and back
- 10% recycled content, 10% post-consumer material
- 11pt, 14pt manila stock
- Front panel 9 1/2" high
- Front panel undercut 1/4"
- 2" bonded fasteners



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 12 1/4" W X 9 1/2" H, 11 3/4" W Body, Undercut to 11 3/8"

<b>Manila 11pt.</b> 9 1/2" H Front (BSP Filing Solutions) Full Cut End Tab (Fastener Position 1&3)	<b>S-9121</b>	50	250	25lbs
Full Cut End Tab (Fastener Position 3&5)	<b>S-9161</b>	50	250	25lbs
<b>Manila 14pt.</b> 9 1/2" H Front (BSP Filing Solutions) Full Cut End Tab (Fastener Position 1&3)	<b>S-9122</b>	50	250	31lbs
Full Cut End Tab (Fastener Position 3&5)	<b>S-9162</b>	50	250	31lbs

*\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.*

# REINFORCED END TAB MANILA FOLDERS

## SFI MANILA FOLDERS, REINFORCED END TAB

SFI compatible end tab folders are one of the most economical filing products available. These manila folders feature a reinforced two ply end tab with scored tick marks for easy application of color coded labels.

### Specifications

- Reinforced two-ply tab
- Tab 3/4" wide
- Scored for 3/4" expansion
- Scored tick marks for label placement
- Top corners rounded, front and back
- 10% recycled content, 10% post-consumer material
- 11pt, 14pt manila stock
- Front panel 9" or 9 1/2" high
- Front panel undercut 1/4"
- Fasteners



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 12 1/4" W X 9 1/2" H, 11 1/2" W Body

**Manila 11pt. 9 1/2" H Front (SFI COMPATIBLE)**

Full Cut End Tab (No Fastener)	<b>SFI-FDCC11</b>	100	500	48lbs
Full Cut End Tab (Fastener Position #1)	<b>SFI-FDCC11-1</b>	50	250	26lbs
Full Cut End Tab (Fastener Position 1&3)	<b>SFI-FDCC11-13</b>	50	250	28lbs

**Manila 11pt. 9" H Front (SFI COMPATIBLE)**

Full Cut End Tab (No Fastener)	<b>SFI-DCC11</b>	50	250	48lbs
Full Cut End Tab (Fastener Position #1)	<b>SFI-DC11-1</b>	50	250	26lbs
Full Cut End Tab (Fastener Position 1&3)	<b>SFI-DC11-13</b>	50	250	28lbs

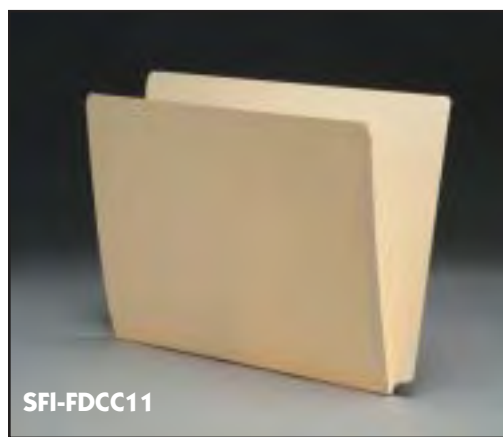
**Manila 14pt. 9 1/2" H Front (SFI COMPATIBLE)**

Full Cut End Tab (No Fastener)	<b>SFI-FDCC14</b>	100	500	48lbs
Full Cut End Tab (Fastener Position #1)	<b>SFI-FDCC14-1</b>	50	250	26lbs
Full Cut End Tab (Fastener Position 1&3)	<b>SFI-FDCC14-13</b>	50	250	28lbs

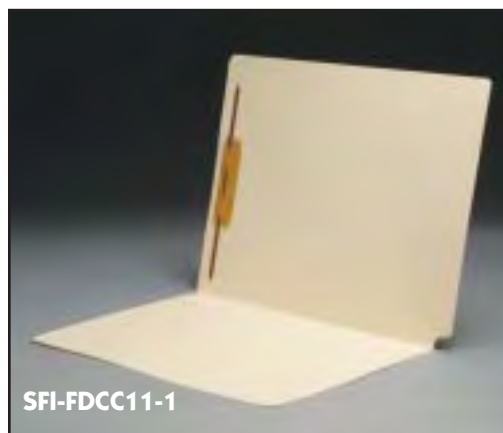
**Manila 14pt. 9" H Front (SFI COMPATIBLE)**

Full Cut End Tab (No Fastener)	<b>SFI-DCC14</b>	50	250	34lbs
Full Cut End Tab (Fastener Position #1)	<b>SFI-DCC14-1</b>	50	250	36lbs
Full Cut End Tab (Fastener Position 1&3)	<b>SFI-DCC14-13</b>	50	250	38bs

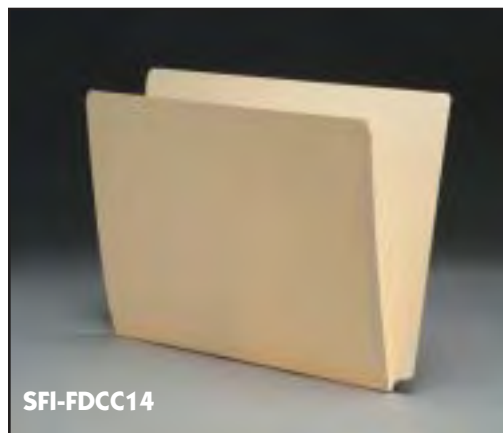
*\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.*



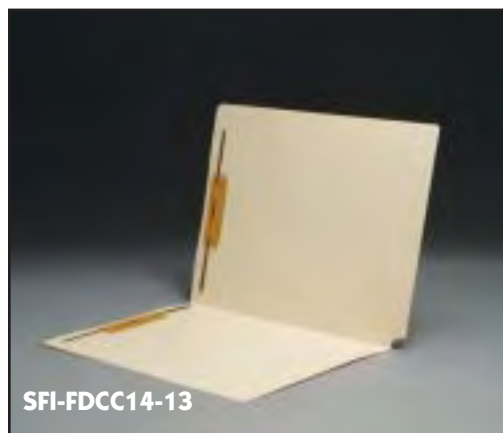
SFI-FDCC11



SFI-FDCC11-1



SFI-FDCC14



SFI-FDCC14-13

# REINFORCED END TAB MANILA FOLDERS



## MANILA FOLDERS, SUPER EXTENDED REINFORCED END TAB

The super extended tab offers extra space for labeling. Perfect for color-coded systems that use name labels.

### Specifications

- Reinforced Two-ply tab
- Tab 7/8" wide, Full height
- Scored for 3/4" expansion
- Scored tick marks for label placement
- Top corners rounded, front and back
- 10% recycled content, 10% post-consumer material
- 11pt, 14pt manila stock
- Front panel 9 1/2" high
- Fasteners



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 12 1/4" W X 9 1/2" H, 11 3/4" W Body

**Manila 11pt. 9 1/2" H Front (JETER COMPATIBLE)**

Super Extended Tab (No Fastener)	<b>S-9026</b>	100	500	41lbs
Super Extended Tab (Fastener Position #1)	<b>S-9027</b>	50	250	23lbs
Super Extended Tab (Fastener Position 1&3)	<b>S-9028</b>	50	250	25lbs
Super Extended Tab (Fastener Position #5)	<b>S-9171</b>	50	250	23lbs
Super Extended Tab (Fastener Position 3&5)	<b>S-9169</b>	50	250	25lbs

**Manila 14pt. 9 1/2" H Front (JETER COMPATIBLE)**

Super Extended Tab (No Fastener)	<b>S-9137</b>	50	250	21lbs
Super Extended Tab (Fastener Position #1)	<b>S-9138</b>	50	250	23lbs
Super Extended Tab (Fastener Position 1&3)	<b>S-9139</b>	50	250	25lbs

*\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.*



# REINFORCED END TAB MANILA FOLDERS

## MANILA FOLDERS, HEAVY DUTY REINFORCED TOP & END TAB

These folders are constructed for heavy use. Interlocking reinforcement on the top and side tab, designed for extra strength and durability. Extra wide reinforced end tab is designed to handle heavy use.

### Specifications

- Reinforced top and side tab
- Tab 7/8" wide, Full height
- Scored for 1 3/8" expansion
- Scored tick marks for label placement
- Top corners rounded, front and back
- 10% recycled content, 10% post-consumer material
- 11pt, 14pt manila stock
- Front panel 9" or 9 1/2" high
- Fasteners



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 12 1/4" W X 9 1/2" H, 11 5/8" W Body

**Manila 11pt.** 9 1/2" H Front (AMES COMPATIBLE)

Full Tab, Printed Aging Scale (No Fastener)	<b>S-9154</b>	50	250	28lbs
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**Manila 11pt.** 9" H Front (AMES COMPATIBLE)

Full Tab, No Print (No Fasteners)	<b>S-9191</b>	50	250	75lbs
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**Manila 14pt.** 9 1/2" H Front (AMES COMPATIBLE)

Full Tab, Printed Aging Scale (Fastener Position 1&3)	<b>S-9156</b>	50	250	38lbs
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Full Tab, Printed Aging Scale (Spaceclip Position #5)	<b>S-9155</b>	50	250	42lbs
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**Manila 14pt.** 9 1/2" H Front (AMES COMPATIBLE)

Full Tab, No Print (No Fasteners)	<b>S-9073</b>	50	250	75lbs
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Full Tab, No Print (Fastener Position 1&3)	<b>S-9074</b>	50	250	42lbs
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Full Tab, No Print (Spaceclip Position #5)	<b>S-9075</b>	50	250	42lbs
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*\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.*



### INTERLOCKING REINFORCED TOP & SIDE



# REINFORCED END TAB MANILA FOLDERS



## MANILA EXPANSION FOLDER, REINFORCED TOP & END TAB

For bulky files, these heavy weight folders have a “W” fold that expands to hold up to 1 1/2” of paperwork. Interlocking reinforcement on the top and side tab, designed for extra strength and durability. Extra wide reinforced end tab is designed to handle the heavy use.

### Specifications

- Reinforced top and side tab
- Tab 7/8” wide, Full height
- Scored tick marks for label placement
- Top corners rounded, front and back
- 10% recycled content, 10% post-consumer material
- 14pt manila stock
- Front panel 9 1/2” high
- 1 1/2” “W” fold expansion
- Fasteners



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 12 1/4” W X 9 1/2” H, 11 7/16” W Body

**Manila 14pt.** 9 1/2” H Front (AMES COMPATIBLE)

Full Tab (No Fasteners)	<b>S-9095</b>	50	250	33lbs
Full Tab (Fastener Position 1&3)	<b>S-9096</b>	50	250	34lbs
Full Tab (Fastener Position 3&5)	<b>S-9185</b>	50	250	34lbs
Full Tab (Spaceclip Position #5)	<b>S-9126</b>	50	250	40lbs

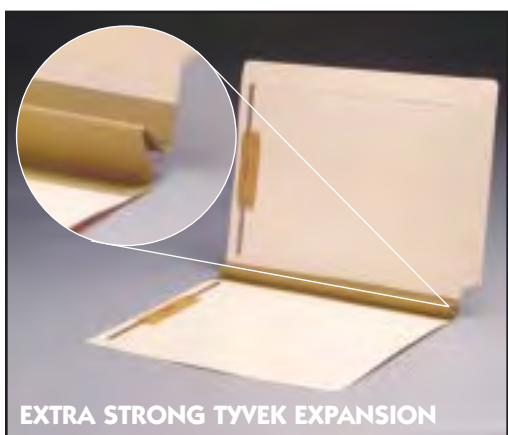


## MANILA TYVEK EXPANSION FOLDER, REINFORCED TOP AND END TAB

For bulky files, these heavy weight folders have a Tyvek “W” fold that expands to hold up to 1 1/2” of paperwork. Interlocking reinforcement on the top and side tab, designed for extra strength and durability. Extra wide reinforced end tab is designed to handle the heavy use.

### Specifications

- Reinforced top and side tab
- Tab 7/8” wide, Full height
- Scored tick marks for label placement
- Top corners rounded, front and back
- 10% recycled content, 10% post-consumer material
- 14pt manila stock
- Front panel 9 1/2” high
- 1 1/2” Tyvek “W” fold expansion
- Fasteners



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 12 1/4” W X 9 1/2” H, 11 7/16” W Body

**Manila 14pt.** 9 1/2” H Front (AMES COMPATIBLE)

Full Tab (Fastener Position 1&3)	<b>S-9152</b>	50	250	44lbs
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*\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.*



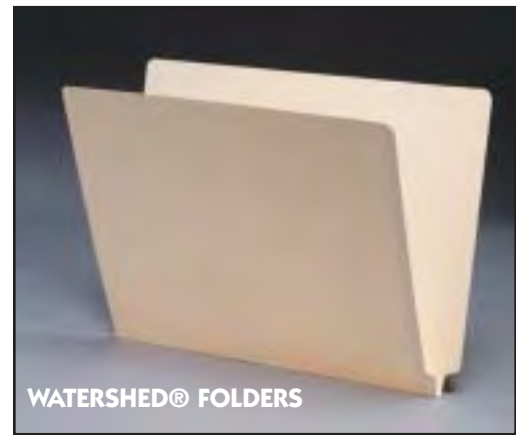
# REINFORCED END TAB MANILA FOLDERS

## WATER RESISTANT FILE FOLDERS

Protect your important documents with this water resistant folder. These files are designed to resist most liquids such as water, coffee and soda. They effectively resist everyday dirt and oils that come from normal handling. Information can be written on the folder using a standard ball point pen or pencil.

### Specifications

- Reinforced two-ply tab
- Tab 1/2" wide
- Scored for 3/4" expansion
- Scored tick marks for label placement
- Top corners rounded, front and back
- 10% recycled content, 10% post-consumer material
- Water Resistant 11pt Manila
- Front panel 9 1/2" high
- Front panel undercut 1/4" deep



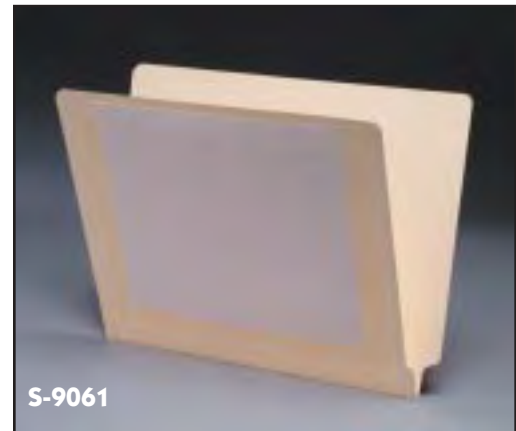
WATERSHED® FOLDERS

DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 12 1/4" W X 9 1/2" H, 11 3/4" W, Undercut to 11 3/8".

**Manila 11pt.** 9 1/2" H Front (BSP Filing Solutions)

Full Tab (No Fasteners)	<b>S-9223</b>	100	500	48lbs
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S-9061

## CLEAR POCKETED END TAB FILE FOLDERS

The clear 5 mil acetate pocket on the front of these folders allows for easy viewing of documents and small notes. The reinforced end tab folder is the standard for open shelf filing applications. Fasteners are used to attach the documentation and securely fasten the documents to the file.

### Specifications

- Reinforced two-ply tab
- Tab 1/2" wide
- Scored for 3/4" expansion
- Scored tick marks for label placement
- Top corners rounded, front and back
- 10% recycled content, 10% post-consumer material
- 11pt Manila
- Front panel 9 1/2" high
- Front panel undercut 1/4" deep
- 9" x 7" inside dimension 5 mil acetate pocket, outside front



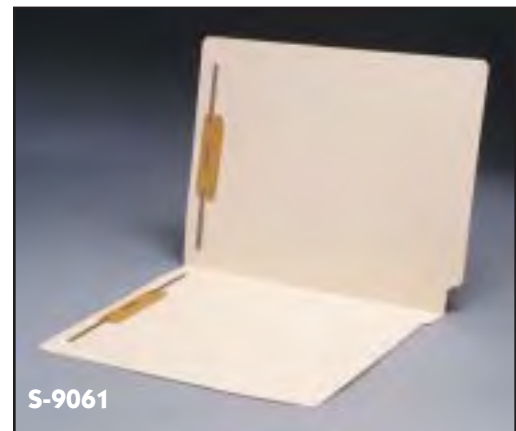
3 MIL POLY POCKET

DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 12 1/4" W X 9 1/2" H", 11 3/4" W, Undercut to 11 3/8"  
3 mil poly pocket outside front.

**Manila 11pt.** 9 1/2" H Front (BSP Filing Solutions)

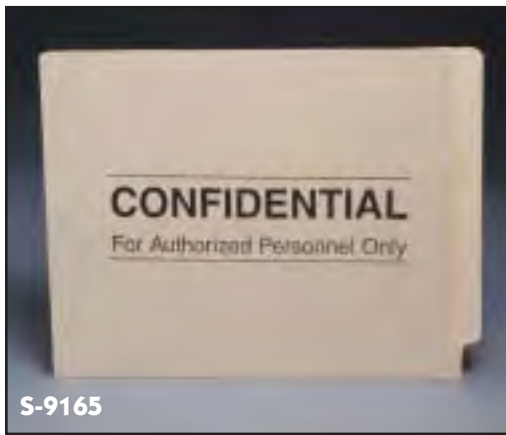
Full Tab (No Fasteners)	<b>S-9062</b>	50	250	48lbs
Full Tab (Fastener Position 1&3)	<b>S-9061</b>	50	250	60lbs



S-9061

*\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.*

# REINFORCED END TAB MANILA FOLDERS



## "CONFIDENTIAL" PRINTED FILE FOLDERS

Preprinted "Confidential" defines the importance of the information within the file and complies with the Health Information Portability Act standards. Show your patients that you take their information and the protection of that information seriously.

### Specifications

- Reinforced two-ply tab
- Tab 1/2" wide
- Scored for 3/4" expansion
- Scored tick marks for label placement
- Top corners rounded, front and back
- 10% recycled content, 10% post-consumer material
- 11pt Manila
- Front panel 9 1/2" high
- Front panel undercut 1/4" deep
- Printed outside front
- 2" bonded fasteners



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 12 1/4" W X 9 1/2" H, 11 3/4" W, Undercut to 11 3/8".

### Manila 11pt. 9 1/2" H Front (BSP Filing Solutions)

Full Tab (No Fasteners)	<b>S-9165</b>	50	250	48lbs
Full Tab (Fastener Position 1&3)	<b>S-9166</b>	50	250	25lbs

*\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.*



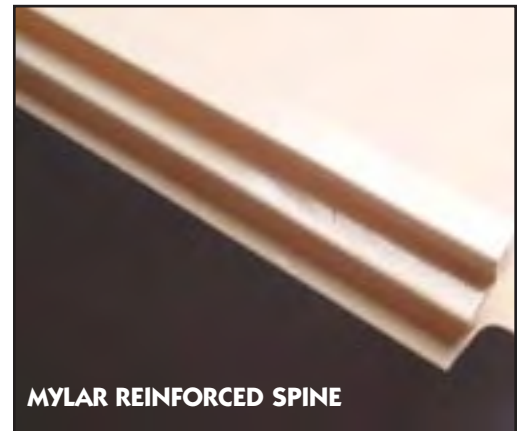
# MANILA CLASSIFICATION FOLDERS

## END TAB, MANILA CLASSIFICATION FOLDERS

Classification folders are designed to subdivide the materials within one folder. This folder is designed for heavy use. Constructed out of 14pt manila, the back panel is reinforced on the end tab and top tab for added strength. The dividers are made from two laminated 14pt manila panels for double the thickness. The spine is reinforced with a 3" Mylar strip for added strength and durability. The folder comes with 2" bonded fasteners in position 1&3 and 2" duo fasteners on the dividers.

### Specifications

- Reinforced two-ply top and end tab
- Tab 1/2" wide
- Pleated 2" or 3" expansion
- 3" Mylar reinforced spine
- Scored tick marks for label placement
- Top corners rounded, front and back
- 10% recycled content, 10% post-consumer material
- 14pt manila stock
- Front panel 9 1/2" high
- Front panel undercut 1/4"
- 2" bonded fasteners in position 1&3
- 2" duo fasteners on the dividers



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 12 1/4" W X 9 1/2" H, 11 3/4" W Body, Undercut to 11 3/8"

**Manila 14pt.** 9 1/2" H Front (Barkley COMPATIBLE)

Full Cut End Tab (1 Divider)	<b>S-9032</b>	25	125	32lbs
Full Cut End Tab (2 Dividers)	<b>S-9033</b>	15	75	27lbs

**LETTER SIZE:** 12 1/4" W X 9 1/2" H, 11 3/4" W Body, Undercut to 11 3/8"

**Manila 18pt.** 9 1/2" H Front (Barkley COMPATIBLE)

Full Cut End Tab (1 Divider)	<b>S-9034MAN</b>	15	75	32lbs
(2 Divider)	<b>S-9035MAN</b>	10	50	27lbs
Full Cut End Tab (1 Dividers)	<b>S-9147</b>	15	75	32lbs
(2 Divider)	<b>S-9148</b>	10	50	27lbs

*\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.*



# MANILA CLASSIFICATION FOLDERS



S-9141

## ECONOMY END TAB, MANILA DIVIDER FOLDERS

Economy folders are a great alternative to more expensive folder options. These folders are designed for easy classification of documents within the file. They come in two different formats, the standard end tab folder or the standard with a built in 1/2 pocket. Offered with one divider or two they are perfect for medium use or inactive file room applications.

### Specifications

- Reinforced end tab
- Tab 1/2" wide
- Designed for a 3/4" expansion
- Scored tick marks for label placement
- Top corners rounded, front and back
- 10% recycled content, 10% post-consumer material
- 11pt or 14pt manila stock
- Front panel 9 1/2" high
- Front panel undercut 1/4"
- 2" bonded fasteners in position 1&3
- 1 or 2 - 11pt manila dividers installed into folder
- 2" bonded fasteners on the dividers



S-9141 WITH 2 DIVIDERS



S-9142



S-9142 WITH 1 DIVIDER

DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 12 1/4" W X 9 1/2" H, 11 3/4" W Body, Undercut to 11 3/8"

**Manila 11pt. 9 1/2" H Front (BSP Filing Solutions)**

Full Cut End Tab (1 Divider)	<b>S-9141</b>	40	200	28lbs
Full Cut End Tab (2 Dividers)	<b>S-9303</b>	15	75	36lbs

**Manila 14pt. 9 1/2" H Front (BSP Filing Solutions)**

Full Cut End Tab (1 Divider)	<b>S-9301</b>	40	200	33lbs
Full Cut End Tab (2 Dividers)	<b>S-9304</b>	15	75	41lbs

**Manila 11pt. 9 1/2" H Front (BSP Filing Solutions)**

1/2 Pocket, Full Cut End Tab (1 Divider)	<b>S-9142</b>	50	250	31lbs
Full Cut End Tab (2 Dividers)	<b>S-9305</b>	15	75	39lbs

**\*\*Manila dividers are stocked for easy installation into any stock folder. See page 78 for self adhesive dividers.**

*\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.*



# MANILA POCKET FOLDERS

## MANILA POCKET FOLDER-INSIDE FRONT PANEL

This folder has a 1/2 pocket built into the folder on the inside front panel to hold small or loose materials securely in the folder. The perfect folder for holding photos and small x-rays, protecting them from scratches and damage. The pocket is open on the top and inside edge for easy filing. Add fasteners for securing documents within the folder. Folders are available in both 11pt and 14pt manila.

### Specifications

- Reinforced end tab
- Tab 3/4" wide
- 9" x 5 3/4" pocket on inside front
- Scored tick marks for label placement
- Top corners rounded, front and back
- 10% recycled content, 10% post-consumer material
- 11pt or 14pt manila stock
- Front panel 9" high
- 2" bonded fasteners



S-9005

DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 12 1/4" W X 9 1/2" H, 11 1/2" W Body, inside front pocket.

### Manila 11pt. 9" H Front (Smead COMPATIBLE)

End Tab with 1/2 Pocket (No Fastener)	<b>S-9005</b>	50	250	26lbs
End Tab with 1/2 Pocket (Fastener Position #1)	<b>S-9004</b>	50	250	38lbs
End Tab with 1/2 Pocket (Fastener Position #5)	<b>S-9194</b>	50	250	23lbs

### Manila 14pt. 9" H Front (Smead COMPATIBLE)

End Tab with 1/2 Pocket (No Fastener)	<b>S-9009</b>	50	250	32lbs
End Tab with 1/2 Pocket (Fastener Position #1)	<b>S-9008</b>	50	250	34lbs



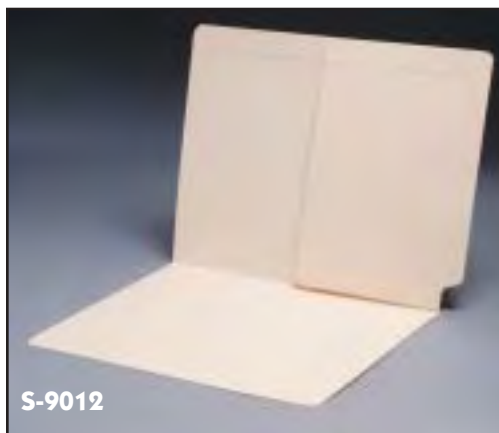
S-9008

## MANILA POCKET FOLDER-INSIDE BACK PANEL

This folder has a 1/2 pocket built into the folder on the inside back panel to hold small or loose materials securely in the folder. The perfect folder for holding photos and small x-rays, protecting them from scratches and damage. The pocket is open on the top and inside edge for easy filing. Add fasteners for securing documents within the folder.

### Specifications

- Reinforced end tab
- Tab 3/4" wide
- 9" x 5 3/4" pocket on inside back panel
- Scored tick marks for label placement
- Top corners rounded, front and back
- 10% recycled content, 10% post-consumer material
- 11pt manila
- Front panel 9" high
- 2" bonded fasteners



S-9012

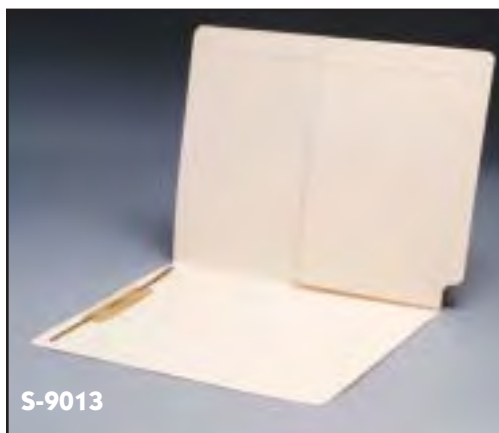
DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 12 1/4" W X 9 1/2" H, 11 1/2" W Body, inside front pocket.

### Manila 11pt. 9" H Front (Smead COMPATIBLE)

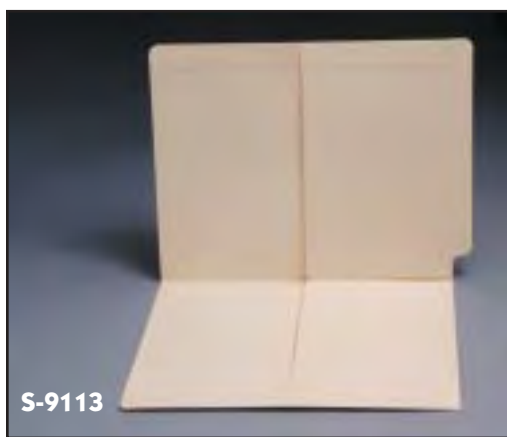
End Tab with 1/2 Pocket (No Fastener)	<b>S-9012</b>	50	250	26lbs
End Tab with 1/2 Pocket (Fastener Position #3)	<b>S-9013</b>	50	250	28lbs

*\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.*



S-9013

# MANILA POCKET FOLDERS



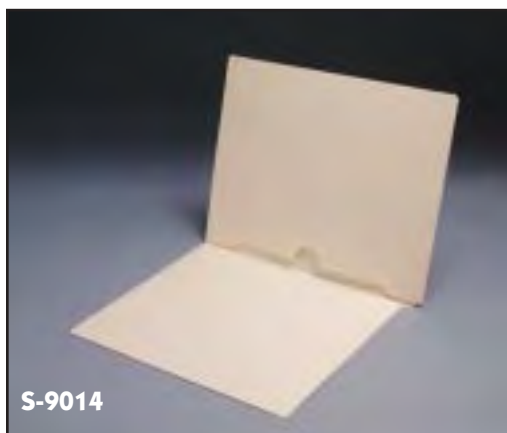
S-9113

## MANILA POCKET FOLDER - INSIDE FRONT AND BACK PANEL

This folder has two 1/2 pockets built into the folder on the inside front and back panels to hold small or loose materials securely in the folder. The perfect folder for holding loose documentation. No fasteners needed. The pockets open on the top and inside edge for easy filing.

### Specifications

- Reinforced end tab
- Tab 3/4" wide
- 9" x 5 3/4" pocket on inside front and back panel
- Scored tick marks for label placement
- Top corners rounded, front and back
- 10% recycled content, 10% post-consumer material
- 11pt Manila
- Front panel 9" high



S-9014

DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 12 1/4" W X 9 1/2" H, 11 1/2" W Body, inside front and back panel pockets.

**Manila 11pt.** 9" H Front (BSP Filing Solutions)  
End Tab with 1/2 Pockets  
(No Fastener)

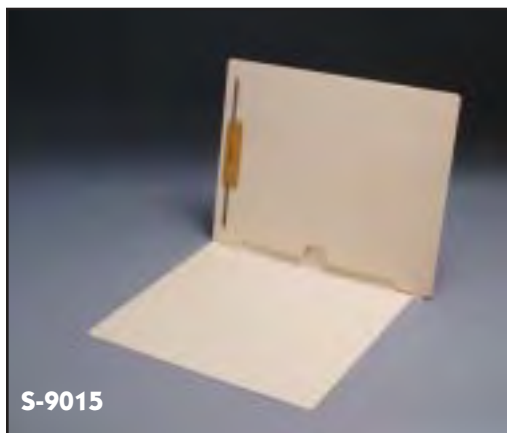
<b>S-9113</b>	50	250	32lbs
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## MANILA POCKET FOLDER, FULL BACK PANEL

This folder has a unique 12 1/4" wide back panel that forms a full size pocket on the inside back panel of the folder. Ideal for holding full size documents, panoramic dental X-rays and photos. Full end tab allows for the effective use of color coding labels. This folder is ideal for dental and medical applications. Fasteners allow for documents to be attached securely within the file.

### Specifications

- Reinforced end tab
- Tab 3/4" wide
- Full size pocket on inside back
- Scored tick marks for label placement
- Top corners rounded, front and back
- 10% recycled content, 10% post-consumer material
- 11pt manila stock
- Front panel 9" high
- 2" bonded fasteners



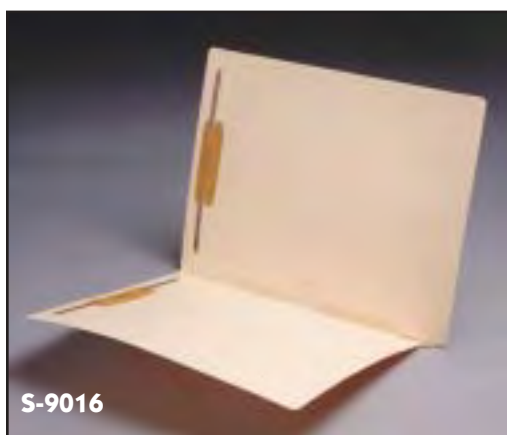
S-9015

DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 12 1/4" W X 9 1/2" H, 9 1/2" Front, Full Pocket.

**Manila 11pt.** 9 1/2" H Front (Smead COMPATIBLE)

End Tab with Full Pocket (No Fastener)	<b>S-9014</b>	50	250	33lbs
End Tab with Full Pocket (Fastener Position #1)	<b>S-9015</b>	50	250	34lbs
End Tab with Full Pocket (Fastener Position 1&3)	<b>S-9016</b>	50	250	36lbs



S-9016

*\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.*

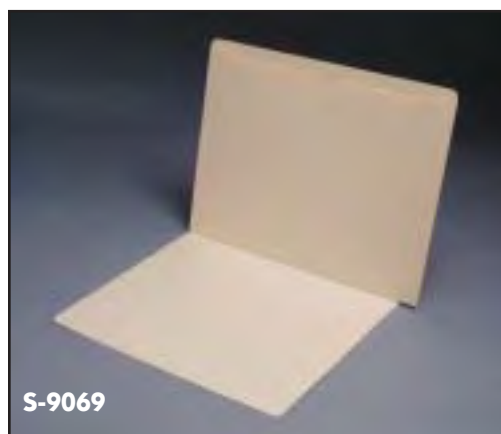
# MANILA POCKET FOLDERS

## MANILA POCKET FOLDER, FULL BACK PANEL

This folder has a unique 12 1/4" wide back panel pocket that opens on the top instead of the bottom and forms a full size pocket on the inside back panel of the folder. The pocket is accessible when folder is closed. Ideal for holding full size documents, panoramic dental X-rays and photos. Full end tab allows for the effective use of color coding labels. This folder is ideal for dental and medical applications. Fasteners allow for documents to be attached securely within the file.

### Specifications

- Reinforced end tab
- Tab 3/4" wide
- Full size pocket on inside back
- Pocket opens on the top with thumbcut
- Scored tick marks for label placement
- Top corners rounded, front and back
- 10% recycled content, 10% post-consumer material
- 11pt manila stock
- Front panel 9" high
- 2" bonded fasteners



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 12 1/4" W X 9 1/2" H, 9 1/2" Front, Full Pocket on back.

**Manila 11pt.** 9 1/2" H Front (Smead COMPATIBLE)

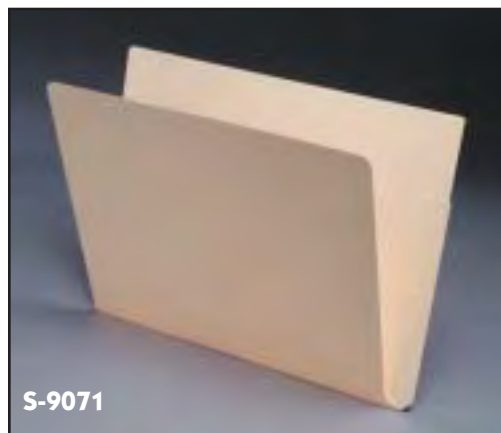
End Tab with Full Pocket (No Fastener)	<b>S-9069</b>	50	250	47lbs
End Tab with Full Pocket (Fastener Position 1&3)	<b>S-9070</b>	50	250	48lbs

## MANILA FOLDER, DOUBLE POCKETS ON OUTSIDE BACK

This folder has a unique 12 1/4" wide back panel that forms a double pocket on the outside back panel of the folder. Ideal for holding full size documents, panoramic dental X-rays and photos. Full end tab allows for the effective use of color coding labels. This folder is ideal for dental and medical applications. Fasteners allow for documents to be attached securely within the file.

### Specifications

- Reinforced end tab
- Tab 3/4" wide
- Full size double pocket on outside back
- Scored tick marks for label placement
- Top corners rounded, front and back
- 10% recycled content, 10% post-consumer material
- 11pt manila stock
- Front panel 9 1/2" high
- 2" bonded fasteners



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
-------------	-----------	-----	--------	--------

**LETTER SIZE:** 12 1/4" W X 9 1/2" H, Double Pocket outside back.

**Manila 11pt.** 9 1/2" H Front (BSP Filing Solutions)

End Tab with Double Pocket (No Fastener)	<b>S-9071</b>	50	250	43lbs
End Tab with Double Pocket (Fastener Position 1&3)	<b>S-9072</b>	50	250	42lbs

*\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.*

# MANILA POCKET FOLDERS



S-9067

## MANILA POCKET, DOUBLE FULL SIZE POCKETS

A full sized pocket is built not only on the back, but the front as well. This folder allows for documents, X-rays and other items that can not be attached within the folder to be stored within one or both pockets. This folder has a unique 12 1/4" wide back panel that forms a full size pocket on the inside back panel of the folder, as well as an 11 1/2" full size pocket on the front. Each pocket has a thumb cut for easy access. The full end tab allows for the effective use of color coding labels. This folder is ideal for dental and medical applications. Fasteners allow for documents to be attached securely within the file.

### Specifications

- Reinforced end tab
- Tab 3/4" wide
- Full size pocket on inside front and back
- Scored tick marks for label placement
- Top corners rounded, front and back
- 10% recycled content, 10% post-consumer material
- 11pt manila stock
- Front panel 9 1/2" high
- 2" bonded fasteners



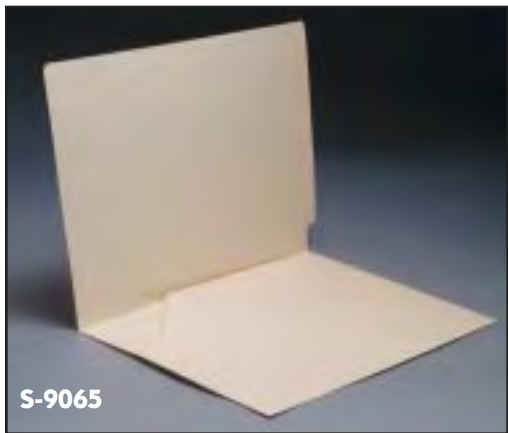
S-9068

DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 12 1/4" W X 9 1/2" H, 9 1/2" Front, Full Pocket on inside front and back.

**Manila 11pt.** 9 1/2" H Front (BSP Filing Solutions)

End Tab with Full Pockets (No Fastener)	<b>S-9067</b>	50	250	42lbs
End Tab with Full Pockets (Fastener Position 1&3)	<b>S-9068</b>	50	250	48lbs



S-9065

## MANILA FOLDER-DIAGONAL CUT FULL POCKET INSIDE FRONT

This folder has a full pocket built into the folder on the inside front panel to hold small or loose materials securely in the folder. The diagonal cut allows for easy access for easy filing of documents within the folder. This is the perfect folder for holding photos and small x-rays, protecting them from scratches and damage. The pocket is open on the top and inside edge for easy filing. Add fasteners for securing documents within the folder.

### Specifications

- Reinforced end tab
- Tab 3/4" wide
- Full diagonal pocket on inside front
- Scored tick marks for label placement
- Top corners rounded, front and back
- 10% recycled content, 10% post-consumer material
- 11pt manila stock
- Front panel 9 1/2" high
- 2" bonded fasteners



S-9066

DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 12 1/4" W X 9 1/2" H, 11 1/2" W Body, inside front pocket.

**Manila 11pt.** 9 1/2" H Front (BSP Filing Solutions)

End Tab with Full Diagonal Pocket (No Fastener)	<b>S-9065</b>	50	250	36lbs
End Tab with Full Diagonal Pocket (Fastener Position 1&3)	<b>S-9066</b>	50	250	42lbs

*\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.*



# MANILA POCKET FOLDERS

## MANILA FOLDER-KRAFT POCKET INSIDE FRONT PANEL

This folder has a 1/2 pocket installed into the folder on the inside front panel to hold small or loose materials securely in the folder. The pocket is made from 100# Kraft and glued onto the inside front panel. This folder comes with a 2" bonded fastener installed in position #1 for securing documents within the file. Perfect for holding photos and small x-rays, protecting them from scratches and damage.

### Specifications

- Reinforced end tab
- Tab 3/4" wide
- 8" x 5" Kraft pocket mounted on inside front
- Scored tick marks for label placement
- Top corners rounded, front and back
- 10% recycled content, 10% post-consumer material
- 11pt manila stock
- Front panel 9 1/2" high
- Fastener position #1



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 12 1/4" W X 9 1/2" H, 11 1/2" W Body, inside front pocket.

**Manila 11pt.** 9 1/2" H Front (BSP Filing Solutions)

End Tab with 1/2 Pocket  
(Fastener Position #1)     **S-9118**     50     250     27lbs



## MANILA FOLDER- POLY POCKET INSIDE FRONT PANEL

This folder has a 1/2 poly pocket installed into the folder on the inside front panel to hold small or loose materials securely in the folder. The pocket is made from 3 mil poly and factory attached onto the inside front panel. This folder comes with a 2" bonded fastener installed in position #1 for securing documents within the file. Perfect for holding photos and small x-rays, protecting them from scratches and damage.

### Specifications

- Reinforced end tab
- Tab 3/4" wide
- 8 1/2" x 5 1/2" Poly pocket mounted on inside front
- Scored tick marks for label placement
- Top corners rounded, front and back
- 10% recycled content, 10% post-consumer material
- 11pt manila stock
- Front panel 9 1/2" high
- Fastener position #1



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 12 1/4" W X 9 1/2" H, 11 1/2" W Body, inside front pocket.

**Manila 11pt.** 9 1/2" H Front (BSP Filing Solutions)

End Tab with 1/2 Poly Pocket  
(Fastener Position #1)     **S-9117**     50     250     27lbs



*\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.*

# MANILA POCKET FOLDERS



S-9050

## MANILA FOLDER-DOUBLE POCKET INSIDE FRONT PANEL

This folder has a double pocket installed into the folder on the inside front panel to hold full size documents and small or loose materials securely in the folder. The pocket is made from 11pt manila and glued onto the inside front panel. This folder comes with a 2" bonded fastener installed in position #1 for securing documents within the file.



### Specifications

- Reinforced end tab
- Tab 3/4" wide
- First pocket 8 1/2" H x 9" mounted on inside front
- Second pocket 5" H x 9" mounted on inside front
- Scored tick marks for label placement
- Top corners rounded, front and back
- 10% recycled content, 10% post-consumer material
- 11pt manila stock
- Front panel 9 1/2" high
- 2" bonded fasteners



S-9187

DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 12 1/4" W X 9 1/2" H, 11 1/2" W Body, inside front double pocket.

### Manila 11pt. 9 1/2" H Front (BSP Filing Solutions)

End Tab with Double Pocket (No Fasteners)	<b>S-9050</b>	50	250	41lbs
End Tab with Double Pocket (Fastener Position #1)	<b>S-9063</b>	50	250	42lbs
End Tab with Double Pocket (Fastener Position 1&3)	<b>S-9187</b>	50	250	45lbs



S-9107

## MANILA END TAB SLANT FILE POCKET

Closed on the bottom and one side to keep documents safely inside, these file jackets are well suited for storing medical charts, X-rays or photos. The front panel is cut away diagonally, and the right edge is open for easy access to the contents.



### Specifications

- Reinforced end tab
- Tab 1/2" wide
- Full height gusset closed on the left edge, right edge open
- Full end tab or 4" end tab
- Straight cut tab embossed for label placement
- Front panel is cut diagonally in upper right corner
- Top corners rounded, front and back
- 10% recycled content, 10% post-consumer material
- 11pt or 14pt manila stock
- Front panel undercut 1/4"

DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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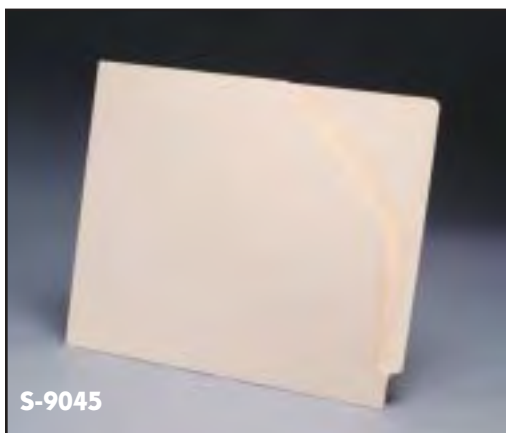
**LETTER SIZE:** 12 1/4" W X 9 1/2" H, 11 3/4" W Body

### Manila 11pt. 9 1/2" H Front (BSP Filing Solutions)

4" End Tab Pocket with Slant Cut Front (No Fasteners)	<b>S-9107</b>	100	500	41lbs
Full End Tab Pocket with Slant Cut Front (No Fastener)	<b>S-9106</b>	50	250	41lbs

### Manila 14pt. 9 1/2" H Front (BSP Filing Solutions)

Full End Tab Pocket with Slant Cut Front (No Fasteners)	<b>S-9045</b>	50	250	27lbs
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S-9045

*\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.*

# MANILA POCKET FOLDERS

## MANILA FOLDER-DOUBLE POCKET & U-FILE-M® BINDER STRIPS

This folder has a double pocket installed into the folder on the inside front panel to hold full size documents and small or loose materials securely in the folder. The pocket is made from 11pt manila and glued onto the inside front panel. This folder comes with U-File-M® binder strips that allows for the organization of the documents without punching.

### Specifications

- Reinforced end tab
- Tab 1/2" wide
- First pocket 8 1/2" H x 9" mounted on inside front
- Second pocket 5" H x 9" mounted on inside front
- U-File-M® binder strip
- Scored tick marks for label placement
- Top corners rounded, front and back
- 10% recycled content, 10% post-consumer material
- 11pt manila stock
- Front panel 9 1/2" high



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 12 1/4" W X 9 1/2" H, 11 1/2" W Body, inside front double pocket and U-File-M® Binder Strip.

**Manila 11pt.** 9 1/2" H Front (BSP Filing Solutions)  
End Tab with Double Pocket  
(No Fasteners)

<b>S-9093</b>	50	250	41lbs
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## MANILA FOLDER, DOUBLE POCKETS WITH U-FILE-M® BINDER STRIP

This folder has a unique 12 1/4" wide back panel that forms a double pocket on the outside back panel of the folder. This folder comes with U-File-M® binder strips that allows for the organization of the documents without punching. Ideal for holding full size documents, panoramic dental X-rays and photos. Full end tab allows for the effective use of color coding labels. This folder is ideal for dental and medical applications. Fasteners allow for documents to be attached securely within the file.

### Specifications

- Reinforced end tab
- Tab 3/4" wide
- Full size double pocket on outside back
- U-File-M® binder strip
- Scored tick marks for label placement
- Top corners rounded, front and back
- 10% recycled content, 10% post-consumer material
- 11pt manila stock
- Front panel 9" high
- 2" bonded fasteners



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 12 1/4" W X 9 1/2" H, 9 1/2" Front, Double Pocket outside back, U-File-M® Binder Strip.

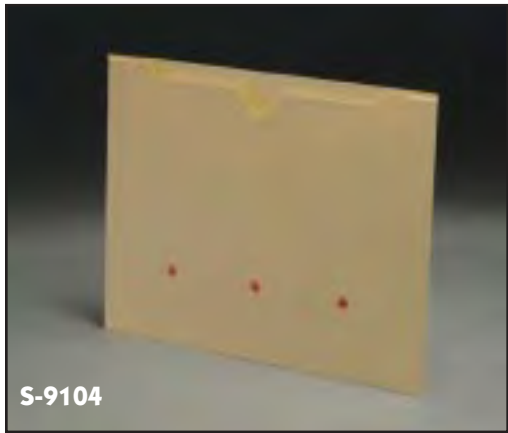
**Manila 11pt.** 9 1/2" H Front (BSP Filing Solutions)  
End Tab with Double Pocket/U-File-M® Binder Strip  
(No Fastener)

<b>S-9094</b>	50	250	43lbs
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*\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.*

# MANILA POCKET FOLDERS



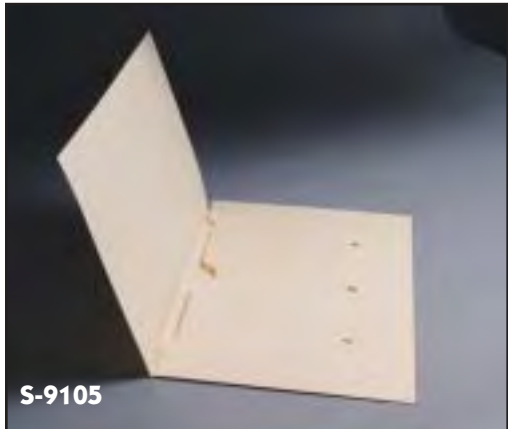
S-9104

## DENTAL STYLE FILE JACKETS

Designed for storage of X-rays, these jackets are closed on the bottom and both sides to protect the contents. Three holes in the front panel indicate if X-rays or paperwork are in the jacket. Full height tab is embossed for positioning color coded labels. The folder comes with or without a security flap.

### Specifications

- Flat (no expansion)
- Full height gusset
- Front panel three hole punched
- Two-ply edges
- Front panel has a thumbcut
- Top corners squared, front and back
- 10% recycled content, 10% post-consumer material
- 11pt manila stock



S-9105

DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 12 1/4" W X 9 1/2" H.

**Manila 11pt.** 9 1/2" H Front (BSP Filing Solutions)

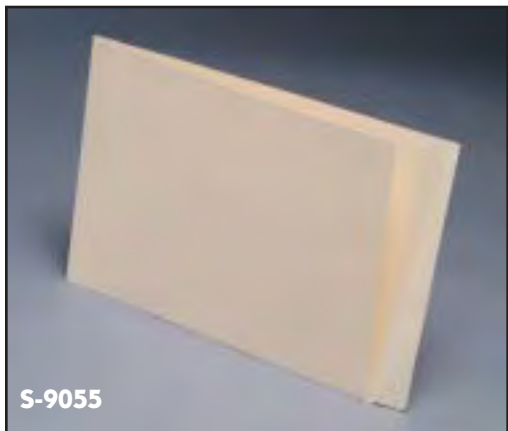
Flat Pocket (No Fasteners)	<b>S-9104</b>	50	250	22lbs
Flat Pocket with Security Flap (No Fastener)	<b>S-9105</b>	50	250	32lbs

## MINI END TAB FILE POCKET FOLDERS

Mini end tab file folders are designed for title loans and optical filing applications. They work well for small document filing utilizing open shelf filing systems. This end tab folder measures 6" high by 9 1/2" wide.

### Specifications

- Flat (no expansion)
- Full height gusset closed on the left side
- Single-ply end tab
- Top corners squared, front and back
- 10% recycled content, 10% post-consumer material
- 11pt manila stock



S-9055

DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 9 1/2" W x 6" H.

**Manila 11pt.** 6" H Front (JETER COMPATIBLE)

Flat Pocket (No Fasteners)	<b>S-9055</b>		100 Bulk	19lbs
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# END TAB REDROPE EXPANSION FILE POCKETS

## REINFORCED FULL SIDE TAB EXPANSION POCKETS

"Premium Five Piece Construction" reinforced side tab pockets let you flag a whole section of files. Or use our full side tabs to include titles, dates, descriptions, ect. 7/8" side tab keeps file precisely labeled for quick retrieval. The side tabs are the strongest on the market, so they won't bend, tear or dog ear. Ideal for multiple color coding within modern filing systems.

### Specifications

- 11pt redrope front
- 18pt manila inside lining
- Double thick, front & back
- Drop front style
- Top corners rounded, front & back
- Mylar reinforced gussets
- Tab 3/4" wide
- 1 3/4", 3 1/2" and 5 1/4" expansions
- 6 1/2" high Paper or Tyvek gussets
- 17 Tyvek® colors to choose from



FST 1524-PRM



TG FST 1524E-PRM

DESCRIPTION	STOCK NO.	CARTON	WEIGHT
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**LETTER SIZE:** 12 1/2" W X 9 1/2" H, 9" H Front.

### Paper Gussets

9 1/2" X 12 1/2" x 1 3/4"	<b>FST 1514C-PRM</b>	200	52lbs
9 1/2" X 12 1/2" x 3 1/2"	<b>FST 1524E-PRM</b>	100	28lbs
9 1/2" X 12 1/2" x 5 1/4"	<b>FST 1534G-PRM</b>	100	32lbs

### Tyvek® Gussets (Chocolate Brown)

9 1/2" X 12 1/2" x 1 3/4"	<b>TG FST 1514C-PRM</b>	200	52lbs
9 1/2" X 12 1/2" x 3 1/2"	<b>TG FST 1524E-PRM</b>	100	28lbs
9 1/2" X 12 1/2" x 5 1/4"	<b>TG FST 1534G-PRM</b>	100	32lbs

\* Please specify colored Tyvek® expansion if other then Chocolate Brown

**LEGAL SIZE:** 15 1/2" W X 9 1/2" H, 9" Front.

### Paper Gusset

9 1/2" x 15 1/2" x 1 3/4"	<b>FST 1516C-PRM</b>	200	56lbs
9 1/2" x 15 1/2" x 3 1/2"	<b>FST 1526E-PRM</b>	100	32lbs
9 1/2" x 15 1/2" x 5 1/4"	<b>FST 1536G-PRM</b>	100	36lbs

### Tyvek® Gusset (Chocolate Brown)

9 1/2" x 15 1/2" x 1 3/4"	<b>TG FST 1516C-PRM</b>	200	56lbs
9 1/2" x 15 1/2" x 3 1/2"	<b>TG FST 1526E-PRM</b>	100	32lbs
9 1/2" x 15 1/2" x 5 1/4"	<b>TG FST 1536G-PRM</b>	100	36lbs

\* Please specify colored Tyvek® expansion if other then Chocolate Brown

\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.



FST 1526E-PRM

Frosty White 10205-1	Scarlet Red 10230-1	Lemon Yellow 10219-1	Dusty Rose 10232-1	Lime 10224-1
Pearl Green 10252-1	Cerulean Blue 10243-1	Orange 10233-1	Blue/Violet 10231-1	Magenta 10234-1
Moss Green 10226-1	Black 10200-1	Dove Gray 10257-1	Desert Sand 10215-1	Maroon 10235-1
Spring Green 10220-1	Chocolate Brown 10211-1	Banker's Gray 10250-1	Dark Blue 10245-1	

### Tyvek® Colors Available

Due to catalog printing processes, colors may vary slightly on product from colors illustrated.



TG FST 1526E-PRM

# END TAB REDROPE EXPANSION FILE POCKETS



FST 1524



FST 1514-TY



FST 1516



FST 1516C-TY

## ECONOMY REINFORCED FULL SIDE POCKETS

Reinforced side tab pockets let you flag a whole section of files. Or use our full side tabs to include titles, dates, descriptions, ect. 7/8" side tab keeps file precisely labeled for quick retrieval. The side tabs are the strongest on the market, so they won't bend, tear or dog ear. Ideal for multiple color coding within modern filing systems.

### Specifications

- 11pt redrope front & back
- 11pt manila inside lining
- Double thick, front & back
- Drop front style
- Top corners rounded, front & back
- Mylar reinforced gussets
- Tab 3/4" wide
- 1 3/4", 3 1/2" and 5 1/4" expansions
- 6 1/2" high Paper or Tyvek® gussets
- 17 Tyvek® colors to choose from



DESCRIPTION	STOCK NO.	CARTON	WEIGHT
-------------	-----------	--------	--------

LETTER SIZE: 12 1/2" W X 9 1/2" H, 9" H Front.

### Paper Gussets

9 1/2" X 12 1/2" x 1 3/4"	<b>FST 1514</b>	200	52lbs
9 1/2" X 12 1/2" x 3 1/2"	<b>FST 1524</b>	100	28lbs
9 1/2" X 12 1/2" x 5 1/4"	<b>FST 1534</b>	100	32lbs

### Tyvek® Gussets (Chocolate Brown)

9 1/2" X 12 1/2" x 1 3/4"	<b>FST 1514-TY</b>	200	52lbs
9 1/2" X 12 1/2" x 3 1/2"	<b>FST 1524-TY</b>	100	28lbs
9 1/2" X 12 1/2" x 5 1/4"	<b>FST 1534-TY</b>	100	32lbs

\* Please specify colored Tyvek® expansion if other than Chocolate Brown

LEGAL SIZE: 15 1/2" W X 9 1/2" H, 9" Front.

### Paper Gusset

9 1/2" x 15 1/2" x 1 3/4"	<b>FST 1516</b>	200	56lbs
9 1/2" x 15 1/2" x 3 1/2"	<b>FST 1526</b>	100	32lbs
9 1/2" x 15 1/2" x 5 1/4"	<b>FST 1536</b>	100	36lbs

### Tyvek® Gusset (Chocolate Brown)

9 1/2" x 15 1/2" x 1 3/4"	<b>FST 1516-TY</b>	200	56lbs
9 1/2" x 15 1/2" x 3 1/2"	<b>FST 1526-TY</b>	100	32lbs
9 1/2" x 15 1/2" x 5 1/4"	<b>FST 1536-TY</b>	100	36lbs

\* Please specify colored Tyvek® expansion if other than Chocolate Brown

\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.

Frosty White 10205-1	Scarlet Red 10230-1	Lemon Yellow 10219-1	Dusty Rose 10232-1	Lime 10224-1
Pearl Green 10252-1	Cerulean Blue 10243-1	Orange 10233-1	Blue/Violet 10231-1	Magenta 10234-1
Moss Green 10226-1	Black 10200-1	Dove Gray 10257-1	Desert Sand 10215-1	Maroon 10235-1
Spring Green 10220-1	Chocolate Brown 10211-1	Banker's Gray 10250-1	Dark Blue 10245-1	

### Tyvek® Colors Available

Due to catalog printing processes, colors may vary slightly on product from colors illustrated.

# END TAB REDROPE EXPANSION FILE POCKETS

## LIP STYLE FULL SIDE TAB EXPANSION POCKETS

Premium Five-Piece Construction with a short, 1 1/2" gusset on the tab edge of the pocket allows for the contents to be inserted or removed without pulling the pocket from the shelf. The gusset is 6 1/2" on the side opposite the tab for additional strength.

### Specifications

- 11pt redrope front
- 11pt manila inside lining
- Double thick, front & back
- Drop front style
- Top corners rounded, front & back
- Mylar reinforced gussets
- Tab 3/4" wide
- 1 3/4", 3 1/2" and 5 1/4" expansions
- 6 1/2" high Paper or Tyvek gussets
- 17 Tyvek® colors to choose from



DESCRIPTION	STOCK NO.	CARTON	WEIGHT
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**LETTER SIZE:** 12 1/2" W X 9 1/2" H, 9" H Front.

### Paper Gussets

9 1/2" X 12 1/2" x 1 3/4"	<b>FST 1514 LS</b>	200	52lbs
9 1/2" X 12 1/2" x 3 1/2"	<b>FST 1524 LS</b>	100	28lbs
9 1/2" X 12 1/2" x 5 1/4"	<b>FST 1534 LS</b>	100	32lbs

### Tyvek® Gussets (Chocolate Brown)

9 1/2" X 12 1/2" x 1 3/4"	<b>TG FST 1514 LS TY</b>	200	52lbs
9 1/2" X 12 1/2" x 3 1/2"	<b>TG FST 1524 LS TY</b>	100	28lbs
9 1/2" X 12 1/2" x 5 1/4"	<b>TG FST 1534 LS TY</b>	100	32lbs

\* Please specify colored Tyvek® expansion if other than Chocolate Brown

**LEGAL SIZE:** 15 1/2" W X 9 1/2" H, 9" Front.

### Paper Gusset

9 1/2" x 15 1/2" x 1 3/4"	<b>FST 1516 LS</b>	200	56lbs
9 1/2" x 15 1/2" x 3 1/2"	<b>FST 1526 LS</b>	100	32lbs
9 1/2" x 15 1/2" x 5 1/4"	<b>FST 1536 LS</b>	100	36lbs

### Tyvek® Gusset (Chocolate Brown)

9 1/2" x 15 1/2" x 1 3/4"	<b>TG FST 1516 LS TY</b>	200	56lbs
9 1/2" x 15 1/2" x 3 1/2"	<b>TG FST 1526 LS TY</b>	100	32lbs
9 1/2" x 15 1/2" x 5 1/4"	<b>TG FST 1536 LS TY</b>	100	36lbs

\* Please specify colored Tyvek® expansion if other than Chocolate Brown

*\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.*

Frosty White 10205-1	Scarlet Red 10230-1	Lemon Yellow 10219-1	Dusty Rose 10232-1	Lime 10224-1
Pearl Green 10252-1	Cerulean Blue 10243-1	Orange 10233-1	Blue/Violet 10231-1	Magenta 10234-1
Moss Green 10226-1	Black 10200-1	Dove Gray 10257-1	Desert Sand 10215-1	Maroon 10235-1
Spring Green 10220-1	Chocolate Brown 10211-1	Banker's Gray 10250-1	Dark Blue 10245-1	

### Tyvek® Colors Available

Due to catalog printing processes, colors may vary slightly on product from colors illustrated.



FST 1524 LS



TG FST 1524 LS TY



FST 1526 LS



TG FST 1526 LS TY

# END TAB REDROPE EXPANSION FILE POCKETS



1534G-ST PRM



TG 1534G-ST PRM



1536G-ST PRM



TG 1536G-ST PRM

## SHELF TAB EXPANSION POCKETS

Premium Five-Piece Construction with a reinforced 4" top position side tab pockets are handy for workstation overhead filing cabinets. 4 1/2" high gussets keep documents straight and easy to find at a glance.

### Specifications

- 11pt redrope front
- 18pt manila inside lining
- Double thick, front & back
- Drop front style
- Top corners rounded, front & back
- Mylar reinforced gussets
- Tab 3/4" wide
- 1 3/4", 3 1/2" and 5 1/4" expansions
- 4 1/2" high Paper or Tyvek gussets
- 17 Tyvek® colors to choose from



DESCRIPTION	STOCK NO.	CARTON	WEIGHT
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LETTER SIZE: 12 1/2" W X 9 1/2" H, 9" H Front.

### Paper Gussets

9 1/2" X 12 1/2" x 1 3/4"	1514C-ST PRM	200	52lbs
9 1/2" X 12 1/2" x 3 1/2"	1524E-ST PRM	100	28lbs
9 1/2" X 12 1/2" x 5 1/4"	1534G-ST PRM	100	32lbs

### Tyvek® Gussets (Chocolate Brown)

9 1/2" X 12 1/2" x 3 1/2"	TG 1524E-ST PRM	200	32lbs
9 1/2" X 12 1/2" x 5 1/4"	TG 1534G-ST PRM	100	36lbs

\* Please specify colored Tyvek® expansion if other than Chocolate Brown

LEGAL SIZE: 15 1/2" W X 9 1/2" H, 9" Front.

### Paper Gusset

9 1/2" x 15 1/2" x 1 3/4"	1516C-ST PRM	200	56lbs
9 1/2" x 15 1/2" x 3 1/2"	1526E-ST PRM	100	32lbs
9 1/2" x 15 1/2" x 5 1/4"	1536G-ST PRM	100	36lbs

### Tyvek® Gusset (Chocolate Brown)

9 1/2" x 15 1/2" x 3 1/2"	TG 1526E-ST PRM	100	36lbs
9 1/2" x 15 1/2" x 5 1/4"	TG 1536G-ST PRM	100	40lbs

\* Please specify colored Tyvek® expansion if other than Chocolate Brown

\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.

Frosty White 10205-1	Scarlet Red 10230-1	Lemon Yellow 10219-1	Dusty Rose 10232-1	Lime 10224-1
Pearl Green 10252-1	Cerulean Blue 10243-1	Orange 10233-1	Blue/Violet 10231-1	Magenta 10234-1
Moss Green 10226-1	Black 10200-1	Dove Gray 10257-1	Desert Sand 10215-1	Maroon 10235-1
Spring Green 10220-1	Chocolate Brown 10211-1	Banker's Gray 10250-1	Dark Blue 10245-1	

### Tyvek® Colors Available

Due to catalog printing processes, colors may vary slightly on product from colors illustrated.



# END TAB REDROPE EXPANSION FILE POCKETS

## REINFORCED FULL SIDE TAB WALLETS

Expanding files feature double-thick front and back panels, with heavy reinforcement liner board between the layers. Wallets are available in a variety of closure options, including elastic cord, cloth tape and Velcro. These files can feature coordinating color gussets and expansions up to 5 1/4". Wallets are attractive and durable, able to withstand years of frequent use.

### Specifications

- 11pt redrope front & back including flap
- 11pt redrope front and back linings
- Double thick, front & back
- Mylar reinforced gussets
- Full front flap
- Elastic cord, cloth tape or Velcro closures
- 1 3/4", 3 1/2" and 5 1/4" expansions
- Full height Paper or Tyvek® gussets
- 17 Tyvek® colors to choose from



FST 1053 ELC



FST 1053 ELC-TY

DESCRIPTION	STOCK NO.	CARTON	WEIGHT
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**LETTER SIZE:** 12 1/2" W X 9 1/2" H, 9 1/2" H Front. Full Flap, Elastic Cord Closure.

### Paper Gussets

9 1/2" x 12 1/2" x 1 3/4"	<b>FST 1033 ELC</b>	100	36lbs
9 1/2" x 12 1/2" x 3 1/2"	<b>FST 1053 ELC</b>	100	40lbs
9 1/2" x 12 1/2" x 5 1/4"	<b>FST 1073 ELC</b>	100	44lbs

### Tyvek® Gussets (Chocolate Brown)

9 1/2" x 12 1/2" x 1 3/4"	<b>FST 1033 ELC-TY</b>	100	40lbs
9 1/2" x 12 1/2" x 3 1/2"	<b>FST 1053 ELC-TY</b>	100	44lbs
9 1/2" x 12 1/2" x 5 1/4"	<b>FST 1073 ELC-TY</b>	100	48lbs

\* Please specify colored Tyvek® expansion if other than Chocolate Brown

**LEGAL SIZE:** 15 1/2" W X 9 1/2" H, 9 1/2" H Front. Full Flap, Elastic Cord.

### Paper Gusset

9 1/2" x 15 1/2" x 1 3/4"	<b>FST 1035 ELC</b>	100	40lbs
9 1/2" x 15 1/2" x 3 1/2"	<b>FST 1055 ELC</b>	100	44lbs
9 1/2" x 15 1/2" x 5 1/4"	<b>FST 1075 ELC</b>	100	48lbs

### Tyvek Gusset (Chocolate Brown)

9 1/2" x 15 1/2" x 1 3/4"	<b>FST 1035 ELC-TY</b>	100	44lbs
9 1/2" x 15 1/2" x 3 1/2"	<b>FST 1055 ELC-TY</b>	100	48lbs
9 1/2" x 15 1/2" x 5 1/4"	<b>FST 1075 ELC-TY</b>	100	52lbs

\* Please specify colored Tyvek® expansion if other than Chocolate Brown

\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.



FST 1075 ELC

Frosty White 10205-1	Scarlet Red 10230-1	Lemon Yellow 10219-1	Dusty Rose 10232-1	Lime 10224-1
Pearl Green 10252-1	Cerulean Blue 10243-1	Orange 10233-1	Blue/Violet 10231-1	Magenta 10234-1
Moss Green 10226-1	Black 10200-1	Dove Gray 10257-1	Desert Sand 10215-1	Maroon 10235-1
Spring Green 10220-1	Chocolate Brown 10211-1	Banker's Gray 10250-1	Dark Blue 10245-1	

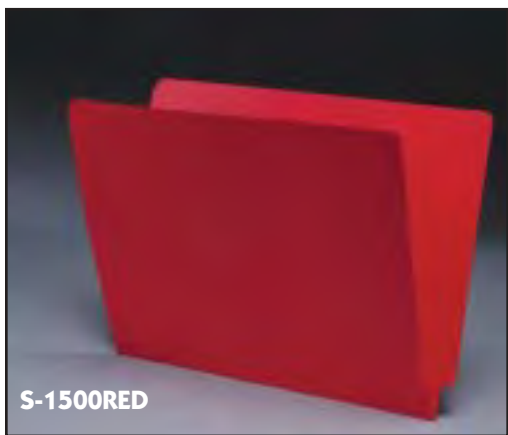
### Tyvek® Colors Available

Due to catalog printing processes, colors may vary slightly on product from colors illustrated.



FST 1075 ELC-TY

# END TAB COLORED FOLDERS



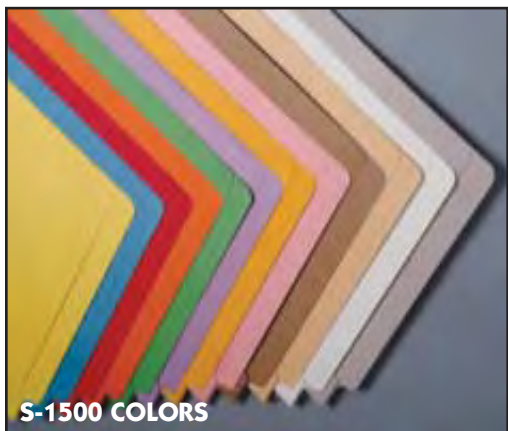
S-1500RED

## COLORED FOLDERS, REINFORCED END TAB

Use color within your system to indicate various types of files. These folders come in 12 different colors and feature a two ply end tab with scored tick marks for easy application of color coded labels. The undercut front panel helps aid in the application of individual labels or computer driven labels and helps makes the label stand out for extra readability.

### Specifications

- Reinforced two-ply tab
- Tab 1/2" wide
- Scored for 3/4" expansion
- Scored tick marks for label placement
- Top corners rounded, front and back
- 10% recycled content, 10% post-consumer material
- 11pt or 14pt manila stock
- Front panel 9 1/2" high
- Front panel undercut 1/4" deep
- 2" Bonded Fasteners



S-1500 COLORS

DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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LETTER SIZE: 12 1/4" W X 9 1/2" H, 11 3/4" W Body, Undercut to 11 3/8"

### Color 11pt., No Fasteners (SMEAD, BARKLEY COMPATIBLE)

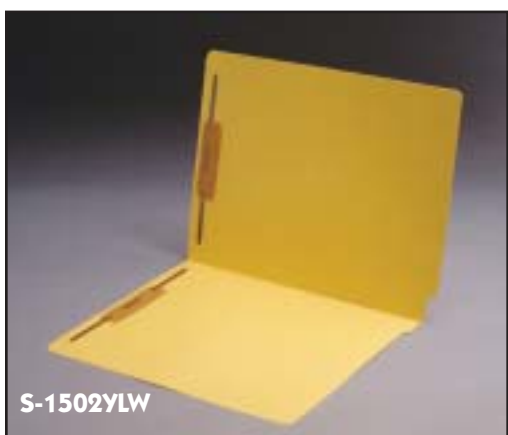
Blue	<b>S-1500BLU</b>	100	500	43lbs
Goldenrod	<b>S-1500GLD</b>	100	500	43lbs
Gray	<b>S-1500GRY</b>	100	500	43lbs
Green	<b>S-1500GRN</b>	100	500	43lbs
Brown	<b>S-1500BRN</b>	100	500	43lbs
Lavender	<b>S-1500LAV</b>	100	500	43lbs
Orange	<b>S-1500ORG</b>	100	500	43lbs
Pink	<b>S-1500PNK</b>	100	500	43lbs
Red	<b>S-1500RED</b>	100	500	43lbs
White	<b>S-1500WHT</b>	100	500	43lbs
Yellow	<b>S-1500YLW</b>	100	500	43lbs
Tan	<b>S-1500TAN</b>	100	500	43lbs



S-1501PNK

### Color 11pt., Fastener Position #1 (SMEAD, BARKLEY COMPATIBLE)

Blue	<b>S-1501BLU</b>	50	250	23lbs
Goldenrod	<b>S-1501GLD</b>	50	250	23lbs
Gray	<b>S-1501GRY</b>	50	250	23lbs
Green	<b>S-1501GRN</b>	50	250	23lbs
Brown	<b>S-1501BRN</b>	50	250	23lbs
Lavender	<b>S-1501LAV</b>	50	250	23lbs
Orange	<b>S-1501ORG</b>	50	250	23lbs
Pink	<b>S-1501PNK</b>	50	250	23lbs
Red	<b>S-1501RED</b>	50	250	23lbs
White	<b>S-1501WHT</b>	50	250	23lbs
Yellow	<b>S-1501YLW</b>	50	250	23lbs
Tan	<b>S-1501TAN</b>	50	250	23lbs



S-1502YLW

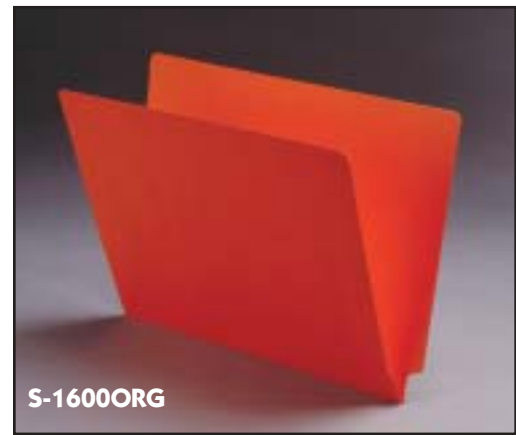
### Color 11pt., Fastener Position 1&3 (SMEAD, BARKLEY COMPATIBLE)

Blue	<b>S-1502BLU</b>	50	250	26lbs
Goldenrod	<b>S-1502GLDO</b>	50	250	26lbs
Gray	<b>S-1502GRY</b>	50	250	26lbs
Green	<b>S-1502GRN</b>	50	250	26lbs
Brown	<b>S-1502BRN</b>	50	250	26lbs
Lavender	<b>S-1502LAV</b>	50	250	26lbs
Orange	<b>S-1502ORG</b>	50	250	26lbs
Pink	<b>S-1502PNK</b>	50	250	26lbs
Red	<b>S-1502RED</b>	50	250	26lbs
White	<b>S-1502WHT</b>	50	250	26lbs
Yellow	<b>S-1502YLW</b>	50	250	26lbs
Tan	<b>S-1502TAN</b>	50	250	26lbs

\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.

# END TAB COLORED FOLDERS

DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
<b>Color 14pt., No Fastener (SMEAD, BARKLEY COMPATIBLE)</b>				
Blue	<b>S-1600BLU</b>	50	250	28lbs
Goldenrod	<b>S-1600GLD</b>	50	250	28lbs
Gray	<b>S-1600GRY</b>	50	250	28lbs
Green	<b>S-1600GRN</b>	50	250	28lbs
Brown	<b>S-1600BRN</b>	50	250	28lbs
Lavender	<b>S-1600LAV</b>	50	250	28lbs
Orange	<b>S-1600ORG</b>	50	250	28lbs
Pink	<b>S-1600PNK</b>	50	250	28lbs
Red	<b>S-1600RED</b>	50	250	28lbs
White	<b>S-1600WHT</b>	50	250	28lbs
Yellow	<b>S-1600YLW</b>	50	250	28lbs
Tan	<b>S-1600TAN</b>	50	250	28lbs



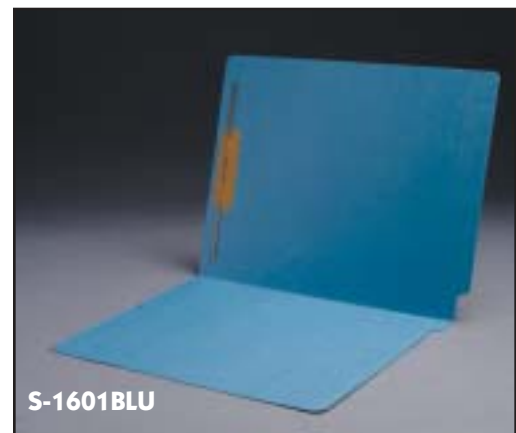
<b>Color 14pt., Fastener Position #1 (SMEAD, BARKLEY COMPATIBLE)</b>				
Blue	<b>S-1601BLU</b>	50	250	28lbs
Goldenrod	<b>S-1601GLD</b>	50	250	28lbs
Gray	<b>S-1601GRY</b>	50	250	28lbs
Green	<b>S-1601GRN</b>	50	250	28lbs
Brown	<b>S-1601BRN</b>	50	250	28lbs
Lavender	<b>S-1601LAV</b>	50	250	28lbs
Orange	<b>S-1601ORG</b>	50	250	28lbs
Pink	<b>S-1601PNK</b>	50	250	28lbs
Red	<b>S-1601RED</b>	50	250	28lbs
White	<b>S-1601WHT</b>	50	250	28lbs
Yellow	<b>S-1601YLW</b>	50	250	28lbs
Tan	<b>S-1601TAN</b>	50	250	28lbs



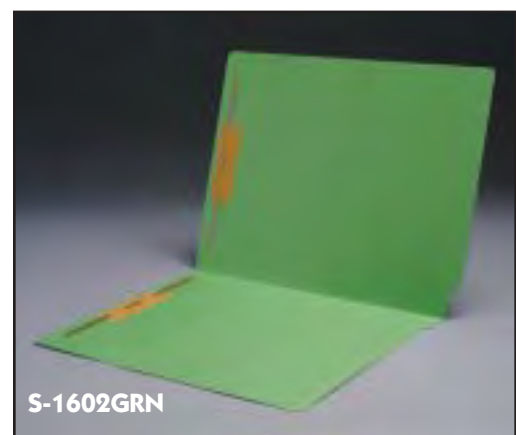
### Folder Colors Available

Due to catalog printing processes, colors may vary slightly on product from colors illustrated.

<b>Color 14pt., Fastener Position 1&amp;3 (SMEAD, BARKLEY COMPATIBLE)</b>				
Blue	<b>S-1602BLU</b>	50	250	32lbs
Goldenrod	<b>S-1602GLD</b>	50	250	32lbs
Gray	<b>S-1602GRY</b>	50	250	32lbs
Green	<b>S-1602GRN</b>	50	250	32lbs
Brown	<b>S-1602BRN</b>	50	250	32lbs
Lavender	<b>S-1602LAV</b>	50	250	32lbs
Orange	<b>S-1602ORG</b>	50	250	32lbs
Pink	<b>S-1602PNK</b>	50	250	32lbs
Red	<b>S-1602RED</b>	50	250	32lbs
White	<b>S-1602WHT</b>	50	250	32lbs
Yellow	<b>S-1602YLW</b>	50	250	32lbs
Tan	<b>S-1602TAN</b>	50	250	32lbs



*\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.*



# END TAB COLORED FOLDERS



## COLORED EXPANSION FOLDER, REINFORCED TOP AND END TAB

For bulky files, these heavy weight folders have a “W” fold that expands to hold up to 1 1/2” of paperwork. Interlocking reinforcement on the top and side tab, designed for extra strength and durability. Extra wide reinforced end tab is designed to handle the heavy use. Available in 10 colors.

### Specifications

- Reinforced top and side tab
- Tab 7/8” wide, Full height
- Scored tick marks for label placement
- Top corners rounded, front and back
- 10% recycled content, 10% post-consumer material
- 14pt colored tag stock
- Front panel 9 1/2” high
- 1 1/2” “W” fold expansion
- 2” Bonded Fasteners

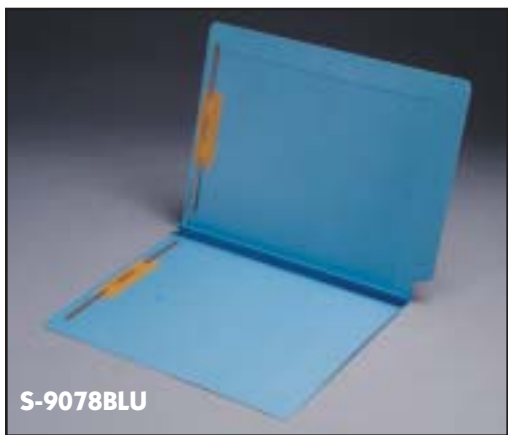


DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 12 1/4” W X 9 1/2” H, 11 7/16” W Body

### Color 14pt., No Fasteners (BSP FILING SOLUTIONS)

Blue	<b>S-9077BLU</b>	50	250	30lbs
Goldenrod	<b>S-9077GLD</b>	50	250	30lbs
Gray	<b>S-9077GRY</b>	50	250	30lbs
White	<b>S-9077WHT</b>	50	250	30lbs
Green	<b>S-9077GRN</b>	50	250	30lbs
Lavendar	<b>S-9077LAV</b>	50	250	30lbs
Red	<b>S-9077RED</b>	50	250	30lbs
Pink	<b>S-9077PNK</b>	50	250	30lbs
Yellow	<b>S-9077YLW</b>	50	250	30lbs
Orange	<b>S-9077ORG</b>	50	250	30lbs



### Color 14pt., Fastener Position 1&3 (BSP FILING SOLUTIONS)

Blue	<b>S-9078BLU</b>	50	250	34lbs
Goldenrod	<b>S-9078GLD</b>	50	250	34lbs
Gray	<b>S-9078GRY</b>	50	250	34lbs
White	<b>S-9078WHT</b>	50	250	34lbs
Green	<b>S-9078GRN</b>	50	250	34lbs
Lavendar	<b>S-9078LAV</b>	50	250	34lbs
Red	<b>S-9078RED</b>	50	250	34lbs
Pink	<b>S-9078PNK</b>	50	250	34lbs
Yellow	<b>S-9078YLW</b>	50	250	34lbs
Orange	<b>S-9078ORG</b>	50	250	34lbs

*\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.*



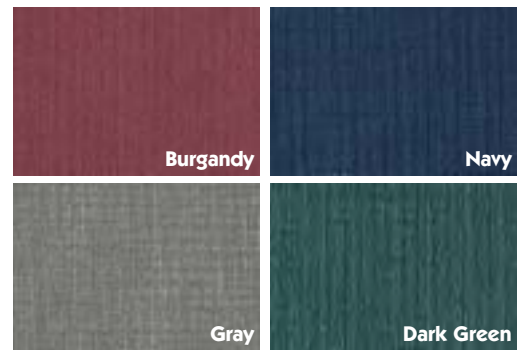
# END TAB COLORED FOLDERS

## CHESHIRE LINEN COLORED FOLDERS, REINFORCED END TAB

These files are designed for high profile filing applications. The paper style is perfect for medical, legal and accounting firms that are looking for that specialty folder or to set the files apart from standard manila or colors. Available in 4 colors.

### Specifications

- Reinforced side tab
- Tab 1/2" wide, Full height
- Scored tick marks for label placement
- Top corners rounded, front and back
- 11pt colored linen stock
- Front panel 9 1/2" high
- 2" bonded fasteners



*Cheshire Linen Colors Available*

Due to catalog printing processes, colors may vary slightly on product from colors illustrated.

DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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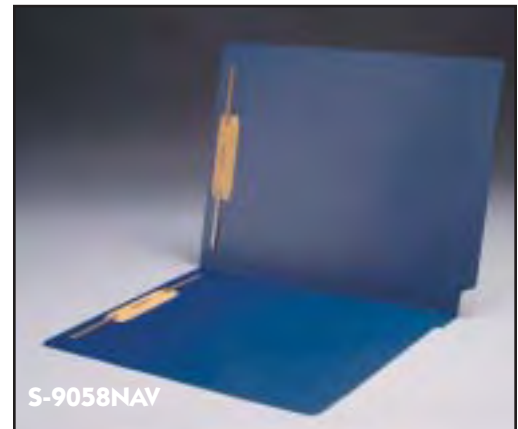
**LETTER SIZE:** 12 1/4" W X 9 1/2" H, 113/4" W Body, Undercut to 113/8"

### Color 11pt., No Fasteners (BSP FILING SOLUTIONS)

Navy	<b>S-9057NAV</b>	50	250	23lbs
Gray	<b>S-9057GRY</b>	50	250	23lbs
Dark Green	<b>S-9057GRN</b>	50	250	23lbs
Burgundy	<b>S-9057BUR</b>	50	250	23lbs

### Color 11pt., Fastener Position 1&3 (BSP FILING SOLUTIONS)

Navy	<b>S-9058NAV</b>	50	250	26lbs
Gray	<b>S-9058GRY</b>	50	250	26lbs
Dark Green	<b>S-9058GRN</b>	50	250	26lbs
Burgundy	<b>S-9058BUR</b>	50	250	26lbs



## POLY END TAB FOLDERS, SINGLE PLY

These durable poly folders stay new looking longer and last much longer than typical paper products. Bottom folds expand to hold up to 100 sheets. Includes adhesive labels.

### Specifications

- Single Ply side tab
- Tab 1/2" wide, Full height
- Top corners rounded, front and back
- 5 Mil Poly comes in 5 bright colors
- Front panel 9 1/2" high
- 2" Bonded Fasteners



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 12 1/4" W X 9 1/2" H, 11 1/2" W".

### Color Poly. Full End Tab, No Fasteners

Red	<b>S-FLD011-RED</b>	25	125	20lbs
Green	<b>S-FLD011-GRN</b>	25	125	20lbs
Yellow	<b>S-FLD011-YLW</b>	25	125	20lbs
Orange	<b>S-FLD011-ORG</b>	25	125	20lbs
Blue	<b>S-FLD011-BLU</b>	25	125	20lbs

### Color Poly. Full End Tab, (Fastener Position 1&3)

Red	<b>S-FLD012-RED</b>	25	125	25lbs
Green	<b>S-FLD012-GRN</b>	25	125	25lbs
Yellow	<b>S-FLD012-YLW</b>	25	125	25lbs
Orange	<b>S-FLD012-ORG</b>	25	125	25lbs
Blue	<b>S-FLD012-BLU</b>	25	125	25lbs



**POLY END TAB FOLDERS**

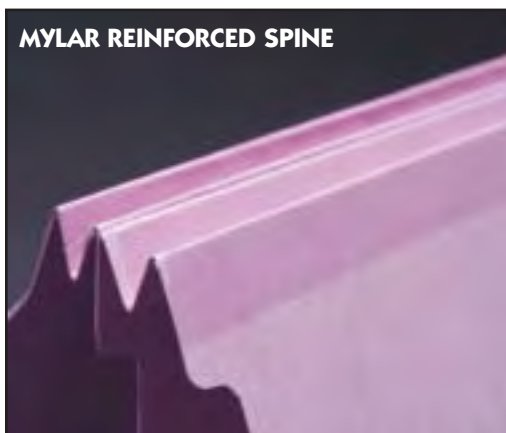
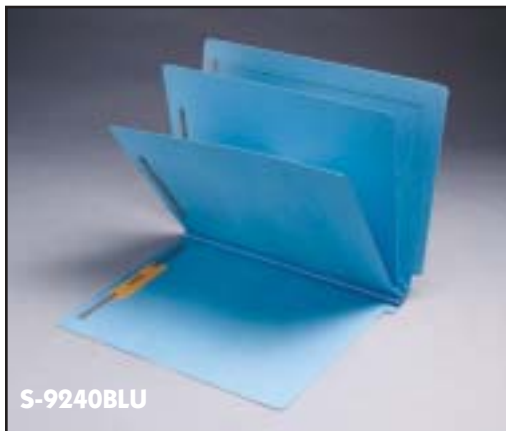
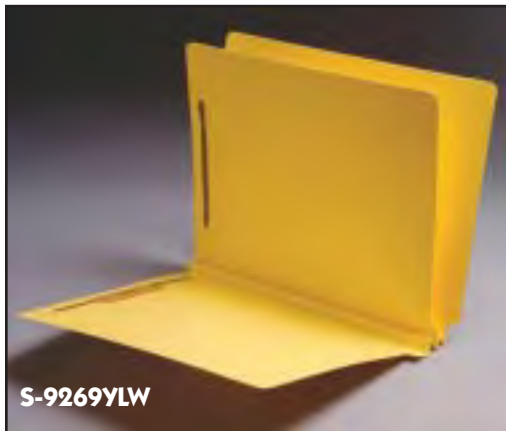
*\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.*

# COLORED CLASSIFICATION FOLDERS



### Folder Colors Available

Due to catalog printing processes, colors may vary slightly on product from colors illustrated.



## END TAB, COLORED CLASSIFICATION FOLDERS

Classification folders are designed to subdivide the materials within one folder. This folder is designed for heavy use. Constructed out of 14pt colored tag, the back panel is reinforced on the end tab, and top tab for added strength. The dividers are made from two laminated 14pt colored panels for double the thickness. The spine is reinforced with a 3" Mylar strip for added strength and durability. The folder comes with 2" bonded fasteners in position 1&3 and 2" duo fasteners on the dividers.

### Specifications

- Reinforced two-ply top and end tab
- Tab 1/2" wide
- Pleated 2" or 3" expansion
- 3" Mylar reinforced spine
- Scored tick marks for label placement
- Top corners rounded, front and back
- 10% recycled content, 10% post-consumer material
- 14pt colored tag stock – 5 colors
- Front panel 9 1/2" high
- Front panel undercut 1/4"
- 2" bonded fasteners in position 1&3
- 2" duo fasteners on the dividers



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 12 1/4" W X 9 1/2" H, 11 3/4" W Body, Undercut to 11 3/8"

### Colored Tag, 14pt. 9 1/2" H Front (Barkley COMPATIBLE)

Blue - Full Cut End Tab (1 Divider)	<b>S-9239BLU</b>	25	125	32lbs
Green - Full Cut End Tab (1 Divider)	<b>S-9239GRN</b>	25	125	32lbs
Red - Full Cut End Tab (1 Divider)	<b>S-9239RED</b>	25	125	32lbs
Yellow - Full Cut End Tab (1 Divider)	<b>S-9239YLW</b>	25	125	32lbs
Lavender - Full Cut End Tab (1 Divider)	<b>S-9239LAV</b>	25	125	32lbs

### Colored Tag, 14pt. 9 1/2" H Front (Barkley COMPATIBLE)

Blue - Full Cut End Tab (2 Dividers)	<b>S-9240BLU</b>	15	75	27lbs
Green - Full Cut End Tab (2 Dividers)	<b>S-9240GRN</b>	15	75	27lbs
Red - Full Cut End Tab (2 Dividers)	<b>S-9240RED</b>	15	75	27lbs
Yellow - Full Cut End Tab (2 Dividers)	<b>S-9240YLW</b>	15	75	27lbs
Lavenders - Full Cut End Tab (2 Dividers)	<b>S-9240LAV</b>	15	75	27lbs

*\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.*



# COLORED CLASSIFICATION FOLDERS

## ECONOMY END TAB, COLORED DIVIDER FOLDERS

Economy folders are a great alternative to more expensive folder options. These folders are designed for easy classification of documents within the file. They come in two different formats, the standard end tab folder or the standard with a built in 1/2 pocket. Offered with one divider or two they are perfect for medium use or inactive file room applications.

### Specifications

- Reinforced end tab
- Tab 1/2" wide
- Designed for a 3/4" expansion
- Scored tick marks for label placement
- Top corners rounded, front and back
- 10% recycled content, 10% post-consumer material
- 11pt or 14pt colored tag stock
- Front panel 9 1/2" high
- Front panel undercut 1/4"
- 2" bonded fasteners in position 1&3
- 1 or 2 - 11pt manila dividers installed into folder
- 2" bonded fasteners on the dividers



### Folder Colors Available

Due to catalog printing processes, colors may vary slightly on product from colors illustrated.

DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 12 1/4" W X 9 1/2" H, 11 3/4" W Body, Undercut to 11 3/8"

#### Colored 11pt. 9 1/2" H Front (BSP Filing Solutions)

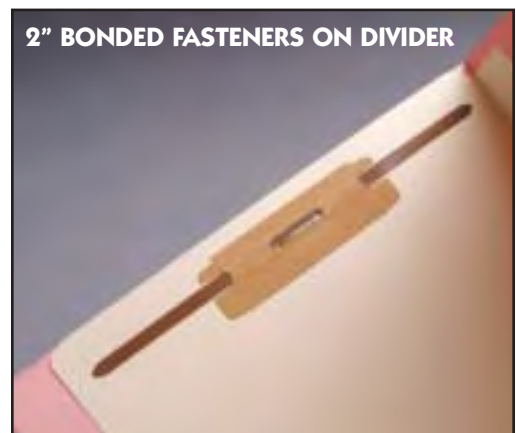
Blue - Full Cut End Tab (1 Divider)	<b>S-9306BLU</b>	40	200	29lbs
Green - Full Cut End Tab (1 Divider)	<b>S-9306GRN</b>	40	200	29lbs
Red - Full Cut End Tab (1 Divider)	<b>S-9306RED</b>	40	200	29lbs
Yellow - Full Cut End Tab (1 Divider)	<b>S-9306YLW</b>	40	200	29lbs
Lavender - Full Cut End Tab (1 Divider)	<b>S-9306LAV</b>	40	200	29lbs

#### Colored 11pt. 9 1/2" H Front (BSP Filing Solutions)

Blue - Full Cut End Tab (2 Divider)	<b>S-9307BLU</b>	25	125	37lbs
Green - Full Cut End Tab (2 Divider)	<b>S-9307GRN</b>	25	125	37lbs
Red - Full Cut End Tab (2 Divider)	<b>S-9307RED</b>	25	125	37lbs
Yellow - Full Cut End Tab (2 Divider)	<b>S-9307YLW</b>	25	125	37lbs
Lavender - Full Cut End Tab (2 Divider)	<b>S-9307LAV</b>	25	125	37lbs

**\*\*Manila dividers are stocked for easy installation into any stock folder. See page 78 for self adhesive dividers.**

*\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.*



# COLORED CLASSIFICATION FOLDERS



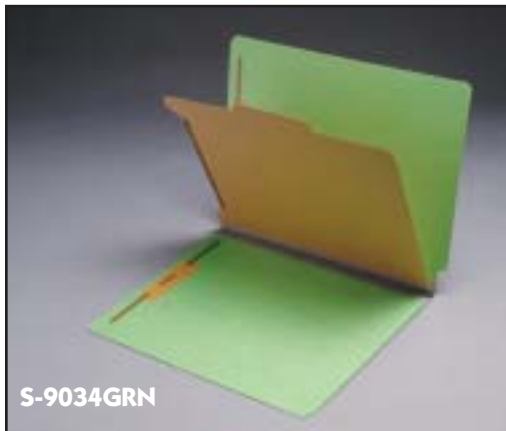
**Folder Colors Available**  
Due to catalog printing processes, colors may vary slightly on product from colors illustrated.

## 18PT COLORED TAG CLASSIFICATION FOLDERS

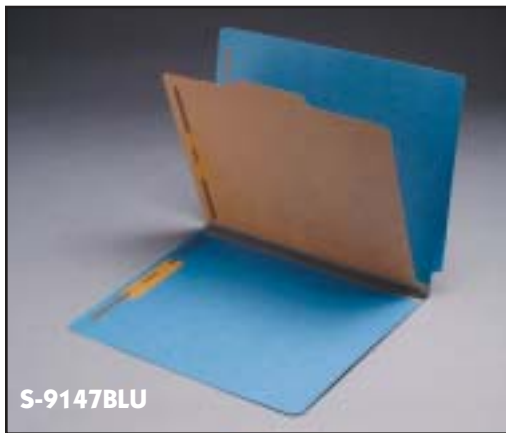
A great alternative to pressboard classification folders. These colored folders are designed for easy classification of documents within the file. The colored folder can be used to represent specific applications. All folders come with either 1 divider or 2 dividers, made from a sturdy 17pt brown kraft material. The dividers come with either a 2" duo fastener or 2-2" bonded fasteners for securing documents. These folders are perfect for active file room applications.

### Specifications

- Full end tab
- Tab 3/4" wide
- 2" or 3" Tyvek® expansion
- Scored tick marks for label placement
- Top corners rounded, front and back
- 18pt colored tag stock
- Front panel 9 1/2" high
- 2" bonded fasteners in position 1&3
- 1 or 2 - 17pt brown kraft dividers taped directly into the folder
- 2" bonded fasteners or 2" duo fastener installed on divider



S-9034GRN



S-9147BLU



S-9147RED

DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 12 1/4" W X 9 1/2" H, 11 1/2" Wide Front.

### Colored 18pt. 1 Divider/Duo - 9 1/2" H Front (BSP Filing Solutions)

Blue - 2" Duo Fasteners on Divider (1 Divider)	<b>S-9034BLU</b>	15	75	17lbs
Green - 2" Duo Fasteners on Divider (1 Divider)	<b>S-9034GRN</b>	15	75	17lbs
Red - 2" Duo Fasteners on Divider (1 Divider)	<b>S-9034RED</b>	15	75	17lbs
Salmon - 2" Duo Fasteners on Divider (1 Divider)	<b>S-9034SAL</b>	15	75	17lbs
Yellow - 2" Duo Fasteners on Divider (1 Divider)	<b>S-9034YLW</b>	15	75	17lbs
Pink - 2" Duo Fasteners on Divider (1 Divider)	<b>S-9034PNK</b>	15	75	17lbs
Tan - 2" Duo Fasteners on Divider (1 Divider)	<b>S-9034TAN</b>	15	75	17lbs

### Colored 18pt. 1 Divider/Bonded - 9 1/2" H Front (BSP Filing Solutions)

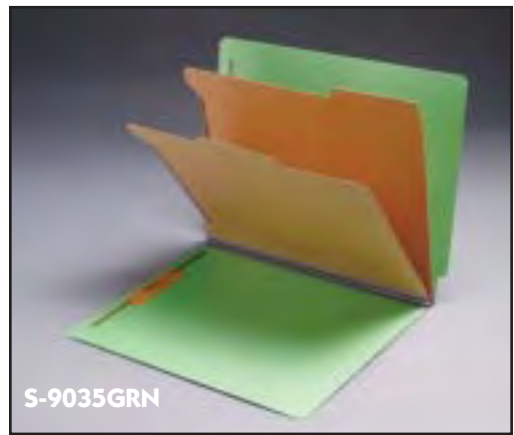
Blue - 2" Bonded Fasteners on Divider (1 Divider)	<b>S-9147BLU</b>	15	75	17lbs
Green - 2" Bonded Fasteners on Divider (1 Divider)	<b>S-9147GRN</b>	15	75	17lbs
Red - 2" Bonded Fasteners on Divider (1 Divider)	<b>S-9147RED</b>	15	75	17lbs
Salmon - 2" Bonded Fasteners on Divider (1 Divider)	<b>S-9147SAL</b>	15	75	17lbs
Yellow - 2" Bonded Fasteners on Divider (1 Divider)	<b>S-9147YLW</b>	15	75	17lbs
Pink - 2" Bonded Fasteners on Divider (1 Divider)	<b>S-9147PNK</b>	15	75	17lbs
Tan - 2" Bonded Fasteners on Divider (1 Divider)	<b>S-9147TAN</b>	15	75	17lbs

*\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.*



# COLORED CLASSIFICATION FOLDERS

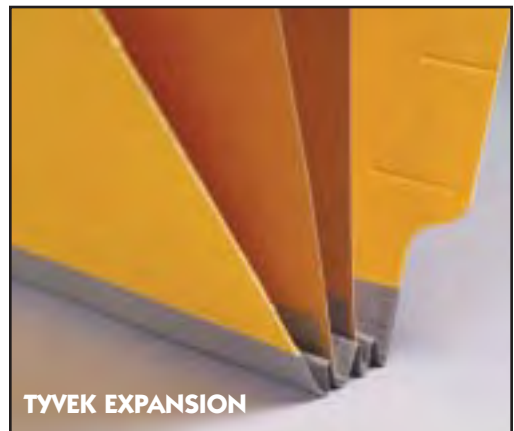
DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
<b>Colored 18pt. 2 Divider Duo - 9 1/2" H Front (BSP Filing Solutions)</b>				
Blue - 2" Duo Fasteners on Divider (2 Divider)	<b>S-9035BLU</b>	10	50	14lbs
Green - 2" Duo Fasteners on Divider (2 Divider)	<b>S-9035GRN</b>	10	50	14lbs
Red - 2" Duo Fasteners on Divider (2 Divider)	<b>S-9035RED</b>	10	50	14lbs
Yellow - 2" Duo Fasteners on Divider (2 Divider)	<b>S-9035YLW</b>	10	50	14lbs
Pink - 2" Duo Fasteners on Divider (2 Divider)	<b>S-9035PNK</b>	10	50	14lbs
Salmon - 2" Duo Fasteners on Divider (2 Divider)	<b>S-9035SAL</b>	10	50	14lbs
Tan - 2" Duo Fasteners on Divider (2 Divider)	<b>S-9035TAN</b>	10	50	14lbs



<b>Colored 18pt. 2 Divider Bonded - 9 1/2" H Front (BSP Filing Solutions)</b>				
Blue - 2" Bonded Fasteners on Divider (2 Divider)	<b>S-9148BLU</b>	10	50	14lbs
Green - 2" Bonded Fasteners on Divider (2 Divider)	<b>S-9148GRN</b>	10	50	14lbs
Red - 2" Bonded Fasteners on Divider (2 Divider)	<b>S-9148RED</b>	10	50	14lbs
Yellow - 2" Bonded Fasteners on Divider (2 Divider)	<b>S-9148YLW</b>	10	50	14lbs
Pink - 2" Bonded Fasteners on Divider (2 Divider)	<b>S-9148PNK</b>	10	50	14lbs
Salmon - 2" Bonded Fasteners on Divider (2 Divider)	<b>S-9148SAL</b>	10	50	14lbs
Tan - 2" Bonded Fasteners on Divider (2 Divider)	<b>S-9148TAN</b>	10	50	14lbs



*\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.*



# COLORED END TAB POCKET FOLDERS

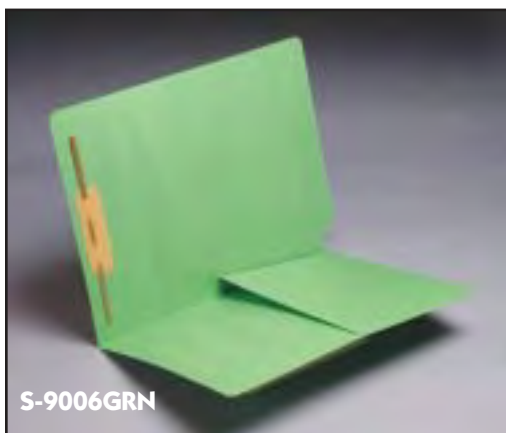


## COLORED POCKET FOLDER-INSIDE FRONT PANEL

This folder has a 1/2 pocket built into the folder on the inside front panel to hold small or loose materials securely in the folder. The perfect folder for holding photos and small x-rays, protecting them from scratches and damage. The pocket is open on the top and inside edge for easy filing. Add fasteners for securing documents within the folder. Folders are available in both 11pt and 14pt colored tag.

### Specifications

- Reinforced end tab
- Tab 3/4" wide
- 9" x 5 3/4" pocket on inside front
- Scored tick marks for label placement
- Top corners rounded, front and back
- 10% recycled content, 10% post-consumer material
- 11pt or 14pt colored tag (10 colors)
- Front panel 9" high
- 2" bonded fasteners



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 12 1/4" W X 9 1/2" H, 11 1/2" W Body, inside front pocket.

### Colored 11pt. 9" H Front (Smead COMPATIBLE)

Blue with 1/2 Pocket (No Fastener)	<b>S-9007BLU</b>	50	250	27lbs
Goldenrod with 1/2 Pocket (No Fastener)	<b>S-9007GLD</b>	50	250	27lbs
Gray with 1/2 Pocket (No Fastener)	<b>S-9007GRY</b>	50	250	27lbs
White with 1/2 Pocket (No Fastener)	<b>S-9007WHT</b>	50	250	27lbs
Green with 1/2 Pocket (No Fastener)	<b>S-9007GRN</b>	50	250	27lbs
Lavendar with 1/2 Pocket (No Fastener)	<b>S-9007LAV</b>	50	250	27lbs
Red with 1/2 Pocket (No Fastener)	<b>S-9007RED</b>	50	250	27lbs
Pink with 1/2 Pocket (No Fastener)	<b>S-9007PNK</b>	50	250	27lbs
Yellow with 1/2 Pocket (No Fastener)	<b>S-9007YLW</b>	50	250	27lbs
Orange with 1/2 Pocket (No Fastener)	<b>S-9007ORG</b>	50	250	27lbs

Blue with 1/2 Pocket (Fastener Position #1)	<b>S-9006BLU</b>	50	250	27lbs
Goldenrod with 1/2 Pocket (Fastener Position #1)	<b>S-9006GLD</b>	50	250	27lbs
Gray with 1/2 Pocket (Fastener Position #1)	<b>S-9006GRY</b>	50	250	27lbs
White with 1/2 Pocket (Fastener Position #1)	<b>S-9006WHT</b>	50	250	27lbs
Green with 1/2 Pocket (Fastener Position #1)	<b>S-9006GRN</b>	50	250	27lbs
Lavendar with 1/2 Pocket (Fastener Position #1)	<b>S-9006LAV</b>	50	250	27lbs
Red with 1/2 Pocket (Fastener Position #1)	<b>S-9006RED</b>	50	250	27lbs
Pink with 1/2 Pocket (Fastener Position #1)	<b>S-9006PNK</b>	50	250	27lbs
Yellow with 1/2 Pocket (Fastener Position #1)	<b>S-9006YLW</b>	50	250	27lbs
Orange with 1/2 Pocket (Fastener Position #1)	<b>S-9006ORG</b>	50	250	27lbs

*\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.*

# COLORED END TAB POCKET FOLDERS

DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
<b>Manila 14pt. 9" H Front (Smead COMPATIBLE)</b>				
Blue with 1/2 Pocket (No Fastener)	<b>S-9011BLU</b>	50	250	32lbs
Goldenrod with 1/2 Pocket (No Fastener)	<b>S-9011GLD</b>	50	250	32lbs
Gray with 1/2 Pocket (No Fastener)	<b>S-9011GRY</b>	50	250	32lbs
White with 1/2 Pocket (No Fastener)	<b>S-9011WHT</b>	50	250	32lbs
Green with 1/2 Pocket (No Fastener)	<b>S-9011GRN</b>	50	250	32lbs
Lavender with 1/2 Pocket (No Fastener)	<b>S-9011LAV</b>	50	250	32lbs
Red with 1/2 Pocket (No Fastener)	<b>S-9011RED</b>	50	250	32lbs
Pink with 1/2 Pocket (No Fastener)	<b>S-9011PNK</b>	50	250	32lbs
Yellow with 1/2 Pocket (No Fastener)	<b>S-9011YLW</b>	50	250	32lbs
Orange with 1/2 Pocket (No Fastener)	<b>S-9011ORG</b>	50	250	32lbs



Blue with 1/2 Pocket (Fastener Position #1)	<b>S-9010 BLU</b>	50	250	32lbs
Goldenrod with 1/2 Pocket (Fastener Position #1)	<b>S-9010GLD</b>	50	250	32lbs
Gray with 1/2 Pocket (Fastener Position #1)	<b>S-9010GRY</b>	50	250	32lbs
White with 1/2 Pocket (Fastener Position #1)	<b>S-9010WHT</b>	50	250	32lbs
Green with 1/2 Pocket (Fastener Position #1)	<b>S-9010GRN</b>	50	250	32lbs
Lavender with 1/2 Pocket (Fastener Position #1)	<b>S-9010LAV</b>	50	250	32lbs
Red with 1/2 Pocket (Fastener Position #1)	<b>S-9010RED</b>	50	250	32lbs
Pink with 1/2 Pocket (Fastener Position #1)	<b>S-9010PNK</b>	50	250	32lbs
Yellow with 1/2 Pocket (Fastener Position #1)	<b>S-9010YLW</b>	50	250	32lbs
Orange with 1/2 Pocket (Fastener Position #1)	<b>S-9010ORG</b>	50	250	32lbs

*\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.*



# COLORED END TAB POCKET FOLDERS

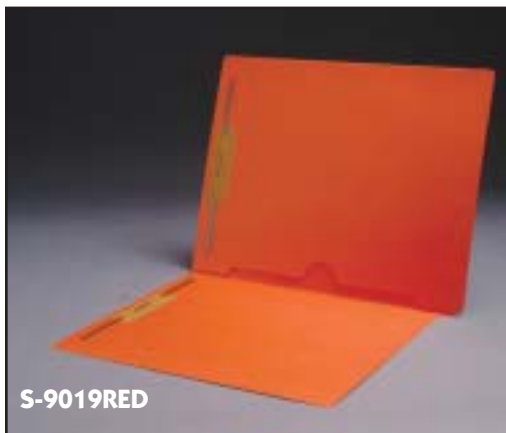
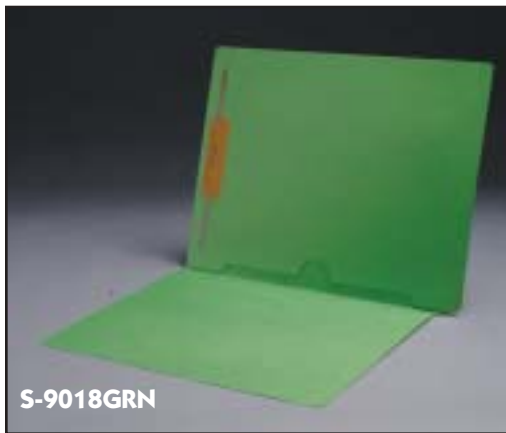
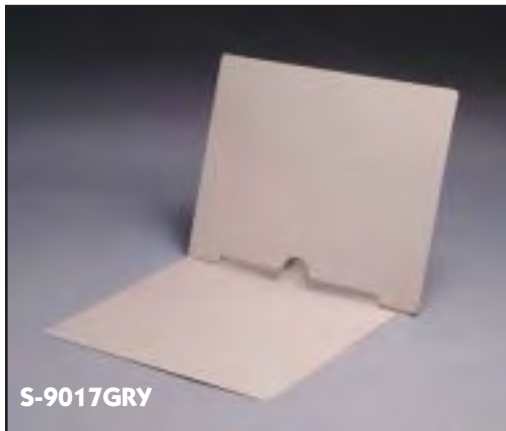


## COLORED POCKET FOLDER, FULL BACK PANEL

This folder has a unique 12 1/4" wide back panel that forms a full size pocket on the inside back panel of the folder. Ideal for holding full size documents, panoramic dental X-rays and photos. Full end tab allows for the effective use of color coding labels. This folder is ideal for dental and medical applications. Fasteners allow for documents to be attached securely within the file.

### Specifications

- Reinforced end tab
- Tab 3/4" wide
- Full size pocket on inside back
- Scored tick marks for label placement
- Top corners rounded, front and back
- 10% recycled content, 10% post-consumer material
- 11pt colored stock (10 colors)
- Front panel 9 1/2" high
- 2" bonded fasteners



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 12 1/4" W X 9 1/2" H, 9 1/2" Front, Full Pocket.

### Colored 11pt. 9 1/2" H Front (Smead COMPATIBLE)

Blue - End Tab with Full Pocket (No Fastener)	<b>S-9017BLU</b>	50	250	31lbs
Goldenrod - End Tab with Full Pocket (No Fastener)	<b>S-9017GLD</b>	50	250	31lbs
Gray - End Tab with Full Pocket (No Fastener)	<b>S-9017GRY</b>	50	250	31lbs
White - End Tab with Full Pocket (No Fastener)	<b>S-9017WHT</b>	50	250	31lbs
Green - End Tab with Full Pocket (No Fastener)	<b>S-9017GRN</b>	50	250	31lbs
Lavendar - End Tab with Full Pocket (No Fastener)	<b>S-9017LAV</b>	50	250	31lbs
Red - End Tab with Full Pocket (No Fastener)	<b>S-9017RED</b>	50	250	31lbs
Pink - End Tab with Full Pocket (No Fastener)	<b>S-9017PNK</b>	50	250	31lbs
Yellow - End Tab with Full Pocket (No Fastener)	<b>S-9017YLW</b>	50	250	31lbs
Orange - End Tab with Full Pocket (No Fastener)	<b>S-9017ORG</b>	50	250	31lbs

Blue - End Tab with Full Pocket (Fastener Position #1)	<b>S-9018BLU</b>	50	250	33lbs
Goldenrod - End Tab with Full Pocket (Fastener Position #1)	<b>S-9018GLD</b>	50	250	33lbs
Gray - End Tab with Full Pocket (Fastener Position #1)	<b>S-9018GRY</b>	50	250	33lbs
White - End Tab with Full Pocket (Fastener Position #1)	<b>S-9018WHT</b>	50	250	33lbs
Green - End Tab with Full Pocket (Fastener Position #1)	<b>S-9018GRN</b>	50	250	33lbs
Lavendar - End Tab with Full Pocket (Fastener Position #1)	<b>S-9018LAV</b>	50	250	33lbs
Red - End Tab with Full Pocket (Fastener Position #1)	<b>S-9018RED</b>	50	250	33lbs
Pink - End Tab with Full Pocket (Fastener Position #1)	<b>S-9018PNK</b>	50	250	33lbs
Yellow - End Tab with Full Pocket (Fastener Position #1)	<b>S-9018YLW</b>	50	250	33lbs
Orange - End Tab with Full Pocket (Fastener Position #1)	<b>S-9018ORG</b>	50	250	33lbs

*\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.*

# COLORED END TAB POCKET FOLDERS

DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
Blue - End Tab with Full Pocket (Fastener Position 1&3)	<b>S-9019BLU</b>	50	250	39lbs
Goldenrod - End Tab with Full Pocket (Fastener Position 1&3)	<b>S-9019GLD</b>	50	250	39lbs
Gray - End Tab with Full Pocket (Fastener Position 1&3)	<b>S-9019GRY</b>	50	250	39lbs
White - End Tab with Full Pocket (Fastener Position 1&3)	<b>S-9019WHT</b>	50	250	39lbs
Green - End Tab with Full Pocket (Fastener Position 1&3)	<b>S-9019GRN</b>	50	250	39lbs
Lavender - End Tab with Full Pocket (Fastener Position 1&3)	<b>S-9019LAV</b>	50	250	39lbs
Red - End Tab with Full Pocket (Fastener Position 1&3)	<b>S-9019RED</b>	50	250	39lbs
Pink - End Tab with Full Pocket (Fastener Position 1&3)	<b>S-9019PNK</b>	50	250	39lbs
Yellow - End Tab with Full Pocket (Fastener Position 1&3)	<b>S-9019YLW</b>	50	250	39lbs
Orange - End Tab with Full Pocket (Fastener Position 1&3)	<b>S-9019ORG</b>	50	250	39lbs



### Slant Pocket Colors Available

Due to catalog printing processes, colors may vary slightly on product from colors illustrated.

## Colored End Tab Slant File Pocket

Closed on the bottom and one side to keep documents safely inside, these file jackets are well suited for storing medical charts, X-rays or photos. The front panel is cut away diagonally, and the right edge is open for easy access to the contents.

### Specifications

- Reinforced end tab
- Tab 1/2" wide
- Full height gusset closed on the left edge, right edge open
- Full end tab or 4" end tab
- Straight cut tab embossed for label placement
- Front panel is cut diagonally in upper right corner
- Top corners rounded, front and back
- 10% recycled content, 10% post-consumer material
- 11pt colored stock (10 colors)
- Front panel undercut 1/4"

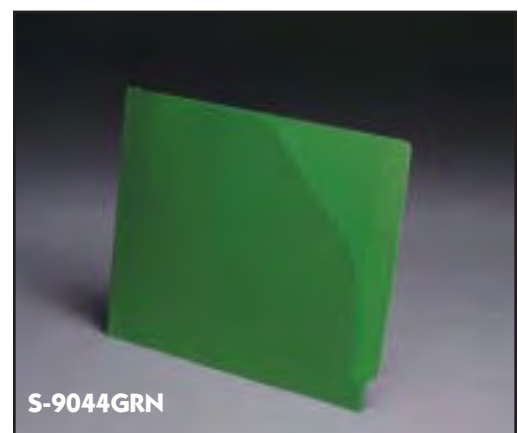


DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 12 1/4" W X 9 1/2" H, 11 3/4" W Body

### Colored 11pt. 9 1/2" H Front (BSP Filing Solutions)

Blue Pocket with Slant Cut Front (No Fastener)	<b>S-9044BLU</b>	100	500	42lbs
Goldenrod Pocket with Slant Cut Front (No Fastener)	<b>S-9044GLD</b>	100	500	42lbs
Gray Pocket with Slant Cut Front (No Fastener)	<b>S-9044GRY</b>	100	500	42lbs
White Pocket with Slant Cut Front (No Fastener)	<b>S-9044WHT</b>	100	500	42lbs
Green Pocket with Slant Cut Front (No Fastener)	<b>S-9044GRN</b>	100	500	42lbs
Lavender Pocket with Slant Cut Front (No Fastener)	<b>S-9044LAV</b>	100	500	42lbs
Red Pocket with Slant Cut Front (No Fastener)	<b>S-9044RED</b>	100	500	42lbs
Pink Pocket with Slant Cut Front (No Fastener)	<b>S-9044PNK</b>	100	500	42lbs
Yellow Pocket with Slant Cut Front (No Fastener)	<b>S-9044YLW</b>	100	500	42lbs
Orange Pocket with Slant Cut Front (No Fastener)	<b>S-9044ORG</b>	100	500	42lbs



*\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.*

# COLORED END TAB POCKET FOLDERS



**Folder Colors Available**  
 Due to catalog printing processes, colors may vary slightly on product from colors illustrated.

## COLORED DENTAL STYLE FILE JACKETS

Designed for storage of X-rays, these jackets are closed on the bottom and both sides to protect the contents. Three holes in the front panel indicate if X-rays or paperwork are in the jacket. Full height tab is embossed for positioning color coded labels.

### Specifications

- Flat (no expansion)
- Full height gusset
- Front panel three hole punched
- Two-ply edges
- Front panel has a thumbcut
- Top corners squared, front and back
- 10% recycled content, 10% post-consumer material
- 11pt colored stock (10 colors)

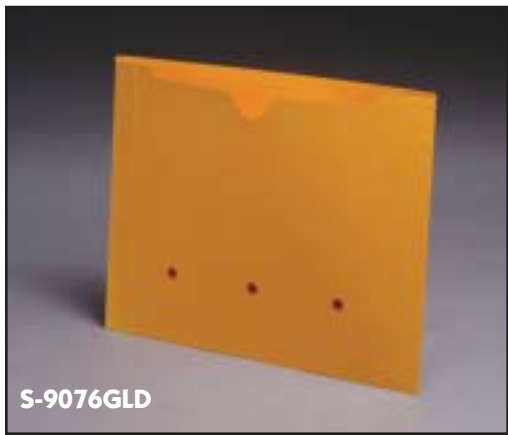
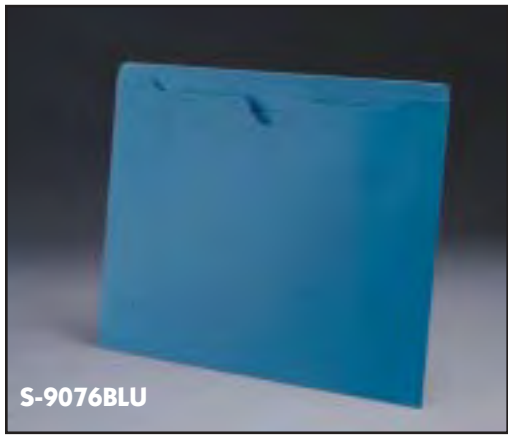


DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 12 1/4" W X 9 1/2" H.

**Manila 11pt. 9 1/2" H Front (BSP Filing Solutions)**

Blue	<b>S-9076BLU</b>	50	250	22lbs
Goldenrod	<b>S-9076GLD</b>	50	250	22lbs
Gray	<b>S-9076GRY</b>	50	250	22lbs
White	<b>S-9076WHT</b>	50	250	22lbs
Green	<b>S-9076GRN</b>	50	250	22lbs
Lavendar	<b>S-9076LAV</b>	50	250	22lbs
Red	<b>S-9076RED</b>	50	250	22lbs
Pink	<b>S-9076PNK</b>	50	250	22lbs
Yellow	<b>S-9076YLW</b>	50	250	22lbs
Orange	<b>S-9076ORG</b>	50	250	22lbs



*\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.*



# END TAB COLORED EXPANSION FILE POCKETS

## COLORED REINFORCED FULL SIDE POCKETS

Reinforced side tab pockets let you flag a whole section of files. The color of the pocket serves to designate specific files and or departments. The full side tabs offers enough room to include titles, dates, descriptions. 7/8" side tab keeps file precisely labeled for quick retrieval. Ideal for multiple color-coding within modern filing systems.

### Specifications

- 10 colors to choose from
- 11pt colored tag front & back
- 11pt colored tag inside lining
- Double thick, front & back
- Drop front style
- Top corners rounded, front & back
- Mylar reinforced gussets
- Tab 3/4" wide
- 1 3/4", 3 1/2" and 5 1/4" expansions
- 6 1/2" high Paper or Tyvek gussets
- 10 Tyvek® colors to choose from



**Folder Colors Available**  
Due to catalog printing processes, colors may vary slightly on product from colors illustrated.

DESCRIPTION	STOCK NO.	CARTON	WEIGHT
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**LETTER SIZE:** 12 1/2" W X 9 1/2" H, 9" H Front.

### Paper Gussets (Matching Color)

9 1/2" X 12 1/2" x 1 3/4"	<b>FST 1514 ALL (COLOR)</b>	200	52lbs
9 1/2" X 12 1/2" x 3 1/2"	<b>FST 1524 ALL (COLOR)</b>	100	28lbs
9 1/2" X 12 1/2" x 5 1/4"	<b>FST 1534 ALL (COLOR)</b>	100	32lbs

**\* Please specify color when ordering.**

### Tyvek® Gussets (Matching Color Tyvek)

9 1/2" X 12 1/2" x 1 3/4"	<b>FST 1514-TY ALL (COLOR)</b>	200	52lbs
9 1/2" X 12 1/2" x 3 1/2"	<b>FST 1524-TY ALL (COLOR)</b>	100	28lbs
9 1/2" X 12 1/2" x 5 1/4"	<b>FST 1534-TY ALL (COLOR)</b>	100	32lbs

**\* Please specify color when ordering.**



**LEGAL SIZE:** 15 1/2" W X 9 1/2" H, 9" Front.

### Paper Gusset (Matching Color)

9 1/2" x 15 1/2" x 1 3/4"	<b>FST 1516 ALL (COLOR)</b>	200	56lbs
9 1/2" x 15 1/2" x 3 1/2"	<b>FST 1526 ALL (COLOR)</b>	100	32lbs
9 1/2" x 15 1/2" x 5 1/4"	<b>FST 1536 ALL (COLOR)</b>	100	36lbs

**\*Please specify color when ordering.**

### Tyvek® Gusset (Matching Color Tyvek)

9 1/2" x 15 1/2" x 1 3/4"	<b>FST 1516-TY ALL (COLOR)</b>	200	56lbs
9 1/2" x 15 1/2" x 3 1/2"	<b>FST 1526-TY ALL (COLOR)</b>	100	32lbs
9 1/2" x 15 1/2" x 5 1/4"	<b>FST 1536-TY ALL (COLOR)</b>	100	36lbs

**\*Please specify color when ordering.**



*\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.*

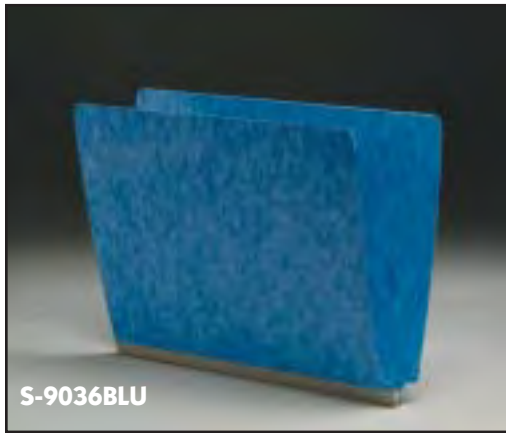
Frosty White 10205-1	Scarlet Red 10230-1	Lemon Yellow 10219-1	Dusty Rose 10232-1	Lime 10224-1
Pearl Green 10252-1	Cerulean Blue 10243-1	Orange 10233-1	Blue/Violet 10231-1	Magenta 10234-1
Moss Green 10226-1	Black 10200-1	Dove Gray 10257-1	Desert Sand 10215-1	Maroon 10235-1
Spring Green 10220-1	Chocolate Brown 10211-1	Banker's Gray 10250-1	Dark Blue 10245-1	

### Tyvek® Colors Available

Due to catalog printing processes, colors may vary slightly on product from colors illustrated.



# END TAB PRESSBOARD FOLDERS



## TYPE I® GENUINE PRESSBOARD FOLDERS

The perfect folder for large bulky files. Whether they are active or inactive records, pressboard folders are designed to stand up and last even in the most demanding environment. All pressboard products feature Tyvek® expansions which allow the file to expand as needed.

### Specifications

- Full end tab design, 1/2" exposure
- 1 or 2" Gray Tyvek expansion
- Scored tick marks for label placement
- Top corners rounded, front and back
- 10% recycled content, 10% post-consumer material
- 20pt, 4 stock colors
- Front panel 9 1/2" high



LETTER SIZE



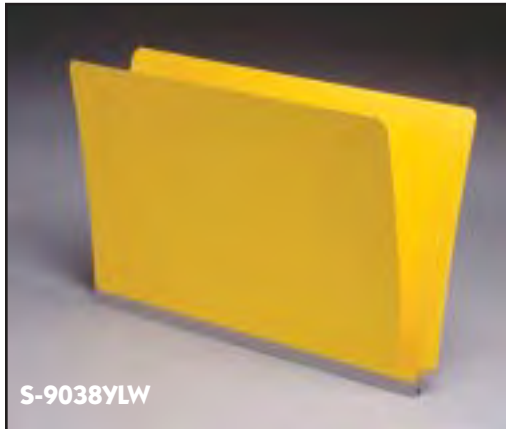
LEGAL SIZE

DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 12 1/4" W X 9 1/2" H, 11 3/4" W

### 1" Expansion, Full End Tab

Cornflower Blue (No Fasteners)	<b>S-9036BLU</b>	25	125	22lbs
Executive Red (No Fasteners)	<b>S-9036RED</b>	25	125	22lbs
Green (No Fasteners)	<b>S-9036GRN</b>	25	125	22lbs
Yellow (No Fasteners)	<b>S-9036YLW</b>	25	125	22lbs



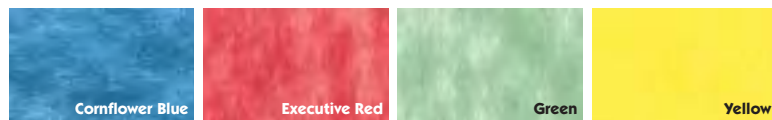
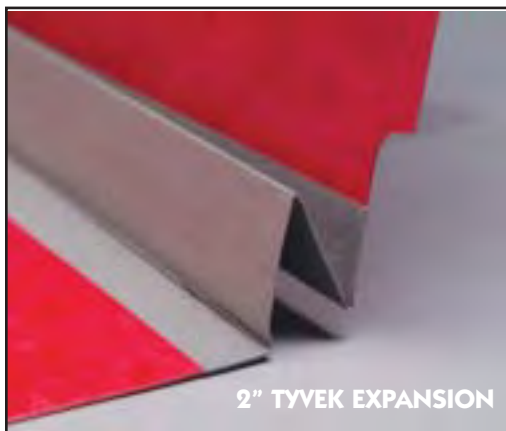
Cornflower Blue (Fasteners Position 1&3)	<b>S-9038BLU</b>	25	125	23lbs
Executive Red (Fasteners Position 1&3)	<b>S-9038RED</b>	25	125	23lbs
Green (Fasteners Position 1&3)	<b>S-9038GRN</b>	25	125	23lbs
Yellow (Fasteners Position 1&3)	<b>S-9038YLW</b>	25	125	23lbs



### 2" Expansion, Full End Tab

Cornflower Blue (No Fasteners)	<b>S-9037BLU</b>	25	125	22lbs
Executive Red (No Fasteners)	<b>S-9037RED</b>	25	125	22lbs
Green (No Fasteners)	<b>S-9037GRN</b>	25	125	22lbs
Yellow (No Fasteners)	<b>S-9037YLW</b>	25	125	22lbs

Cornflower Blue (Fasteners Position 1&3)	<b>S-9039BLU</b>	25	125	24lbs
Executive Red (Fasteners Position 1&3)	<b>S-9039RED</b>	25	125	24lbs
Green (Fasteners Position 1&3)	<b>S-9039GRN</b>	25	125	24lbs
Yellow (Fasteners Position 1&3)	<b>S-9039YLW</b>	25	125	24lbs



### Type I Pressboard® Colors Available

Due to catalog printing processes, colors may vary slightly on product from colors illustrated.



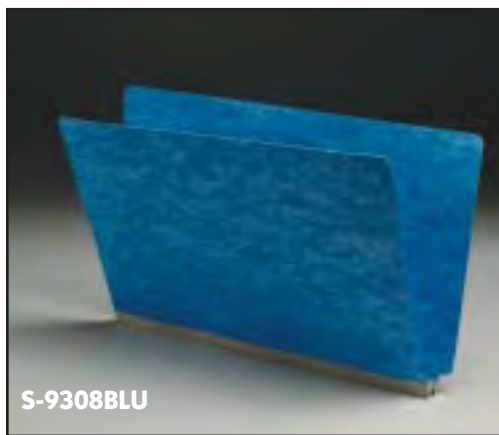
# END TAB PRESSBOARD FOLDERS

**DESCRIPTION**      **STOCK NO.**    **BOX**      **CARTON**      **WEIGHT**

**LEGAL SIZE:** 15 1/4" W X 9 1/2"H, 14 3/4" W Body, Undercut to 14 3/8"

**1" Expansion, Full End Tab**

Cornflower Blue (No Fasteners)	<b>S-9308BLU</b>	25	125	39lbs
Executive Red (No Fasteners)	<b>S-9308RED</b>	25	125	39lbs
Green (No Fasteners)	<b>S-9308GRN</b>	25	125	39lbs
Yellow (No Fasteners)	<b>S-9308YLW</b>	25	125	39lbs

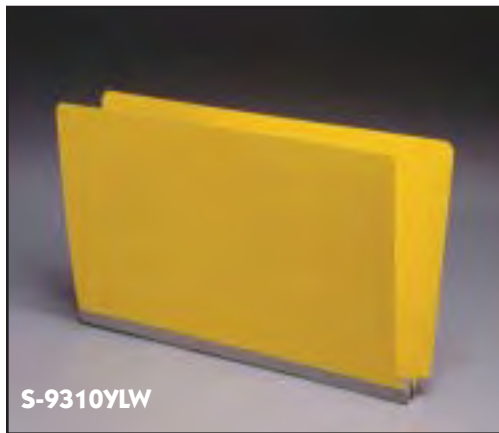


Cornflower Blue (Fasteners Position 1&3)	<b>S-9309BLU</b>	25	125	41lbs
Executive Red (Fasteners Position 1&3)	<b>S-9309RED</b>	25	125	41lbs
Green (Fasteners Position 1&3)	<b>S-9309GRN</b>	25	125	41lbs
Yellow (Fasteners Position 1&3)	<b>S-9309YLW</b>	25	125	41lbs



**2" Expansion, Full End Tab**

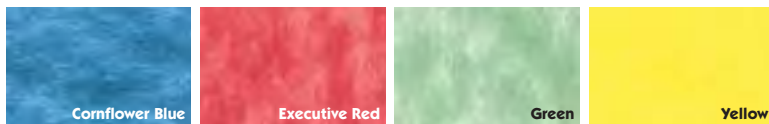
Cornflower Blue (No Fasteners)	<b>S-9310BLU</b>	25	125	40lbs
Executive Red (No Fasteners)	<b>S-9310RED</b>	25	125	40lbs
Green (No Fasteners)	<b>S-9310GRN</b>	25	125	40lbs
Yellow (No Fasteners)	<b>S-9310YLW</b>	25	125	40lbs



Cornflower Blue (Fasteners Position 1&3)	<b>S-9311BLU</b>	25	125	42lbs
Executive Red (Fasteners Position 1&3)	<b>S-9311RED</b>	25	125	42lbs
Green (Fasteners Position 1&3)	<b>S-9311GRN</b>	25	125	42lbs
Yellow (Fasteners Position 1&3)	<b>S-9311YLW</b>	25	125	42lbs



*\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.*



**Type I Pressboard® Colors Available**

Due to catalog printing processes, colors may vary slightly on product from colors illustrated.



# END TAB PRESSBOARD FOLDERS



## TYPE II® GUIDEX PRESSBOARD FOLDERS

The perfect folder for large bulky files. Whether they are active or inactive records, pressboard folders is designed to stand up and last even in the most demanding environment. All pressboard products feature Tyvek® expansions which allow the file to expand as needed.

### Specifications

- Full end tab design, 3/4" exposure
- 2" Matching color Tyvek expansion
- Scored tick marks for label placement
- Top corners rounded, front and back
- 10% recycled content, 10% post-consumer material
- 25pt, 2 stock colors
- Front panel 9 1/2" high
- Front panel undercut 1/4" deep



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 12 1/4" W X 9 1/2" H, 11 3/4" W Body Undercut to 11 3/8"

### 1" Expansion, Full End Tab

Gray (No Fasteners)	<b>S-9312GRY</b>	25	125	32lbs
Red (No Fasteners)	<b>S-9312RED</b>	25	125	32lbs

Gray (Fasteners Position 1&3)	<b>S-9313GRY</b>	25	125	34lbs
Red (Fasteners Position 1&3)	<b>S-9313RED</b>	25	125	34lbs

### 2" Expansion, Full End Tab

Gray (No Fasteners)	<b>S-9314GRY</b>	25	125	33lbs
Red (No Fasteners)	<b>S-9314RED</b>	25	125	33lbs

Gray (Fasteners Position 1&3)	<b>S-9315GRY</b>	25	125	35lbs
Red (Fasteners Position 1&3)	<b>S-9315RED</b>	25	125	35lbs

**LEGAL SIZE:** 15 1/4" W X 9 1/2" H, 14 3/4" W Body, Undercut to 14 3/8"

### 1" Expansion, Full End Tab

Gray (No Fasteners)	<b>S-9316GRY</b>	25	125	39lbs
Red (No Fasteners)	<b>S-9316RED</b>	25	125	39lbs

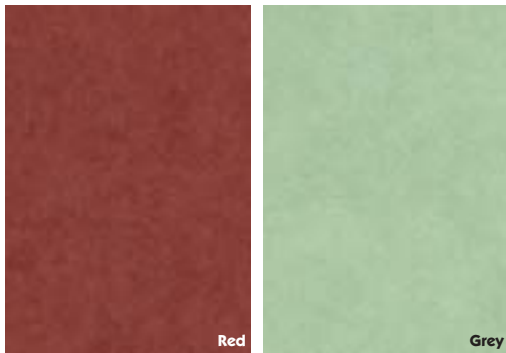
Gray (Fasteners Position 1&3)	<b>S-9317GRY</b>	25	125	41lbs
Red (Fasteners Position 1&3)	<b>S-9317RED</b>	25	125	41lbs

### 2" Expansion, Full End Tab

Gray (No Fasteners)	<b>S-9318GRY</b>	25	125	40lbs
Red (No Fasteners)	<b>S-9318RED</b>	25	125	40lbs

Gray (Fasteners Position 1&3)	<b>S-9319GRY</b>	25	125	42lbs
Red (Fasteners Position 1&3)	<b>S-9319RED</b>	25	125	42lbs

*\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.*



### Type II Pressboard® Colors Available

Due to catalog printing processes, colors may vary slightly on product from colors illustrated.



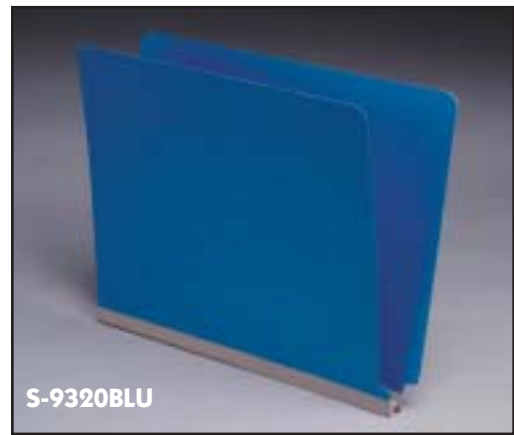
# END TAB PRESSBOARD FOLDERS

## TYPE III® VALTEX PRESSBOARD FOLDERS

The perfect folder for large bulky files. Whether they are active or inactive records, pressboard folders are designed to stand up and last even in the most demanding environment. All pressboard products feature Tyvek® expansions which allow the file to expand as needed.

### Specifications

- Full end tab design, 3/4" exposure
- 2" Matching color Tyvek expansion
- Scored tick marks for label placement
- Top corners rounded, front and back
- 10% recycled content, 10% post-consumer material
- 25pt, 5 stock colors
- Front panel 9 1/2" high
- Front panel undercut 1/4" deep



### DESCRIPTION STOCK NO. BOX CARTON WEIGHT

LETTER SIZE: 12 1/4" W X 9 1/2" H, 11 3/4" W Body, Undercut to 11 3/8"

#### 1" Expansion, Full End Tab

Gray (No Fastener)	<b>S-9320GRY</b>	25	125	27lbs
Royal Blue (No Fastener)	<b>S-9320BLU</b>	25	125	27lbs
Deep Red (No Fastener)	<b>S-9320RED</b>	25	125	27lbs
Yellow (No Fastener)	<b>S-9320YLW</b>	25	125	27lbs
Moss Green (No Fastener)	<b>S-9320GRN</b>	25	125	27lbs

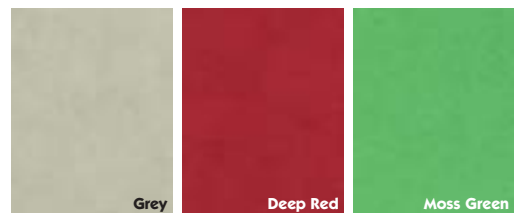
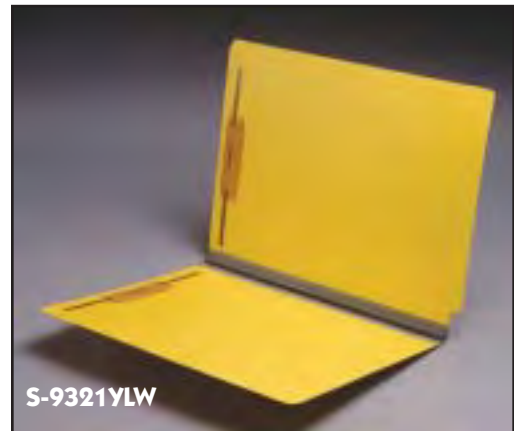
Gray (Fastener Position 1&3)	<b>S-9321GRY</b>	25	125	29lbs
Royal Blue (Fastener Position 1&3)	<b>S-9321BLU</b>	25	125	29lbs
Deep Red (Fastener Position 1&3)	<b>S-9321RED</b>	25	125	29lbs
Yellow (Fastener Position 1&3)	<b>S-9321YLW</b>	25	125	29lbs
Moss Green (Fastener Position 1&3)	<b>S-9321GRN</b>	25	125	29lbs

#### 2" Expansion, Full End Tab

Gray (No Fastener)	<b>S-9322GRY</b>	25	125	28lbs
Royal Blue (No Fastener)	<b>S-9322BLU</b>	25	125	28lbs
Deep Red (No Fastener)	<b>S-9322RED</b>	25	125	28lbs
Yellow (No Fastener)	<b>S-9322YLW</b>	25	125	28lbs
Moss Green (No Fastener)	<b>S-9322GRN</b>	25	125	28lbs

Gray (Fastener Position 1&3)	<b>S-9323GRY</b>	25	125	30lbs
Royal Blue (Fastener Position 1&3)	<b>S-9323BLU</b>	25	125	30lbs
Deep Red (Fastener Position 1&3)	<b>S-9323RED</b>	25	125	30lbs
Yellow (Fastener Position 1&3)	<b>S-9323YLW</b>	25	125	30lbs
Moss Green (Fastener Position 1&3)	<b>S-9323GRN</b>	25	125	30lbs

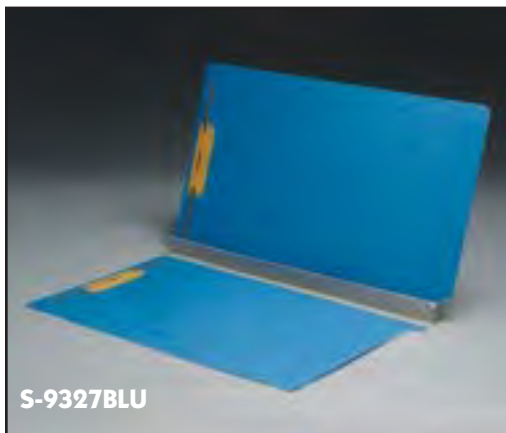
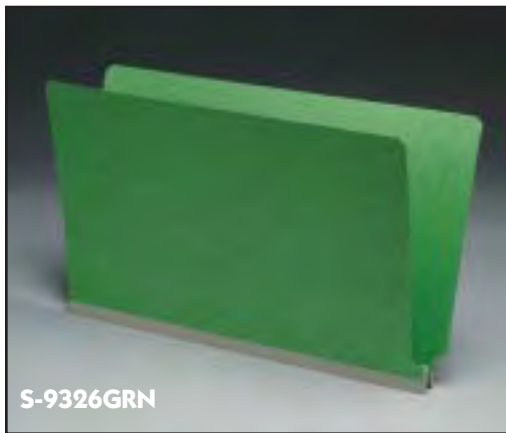
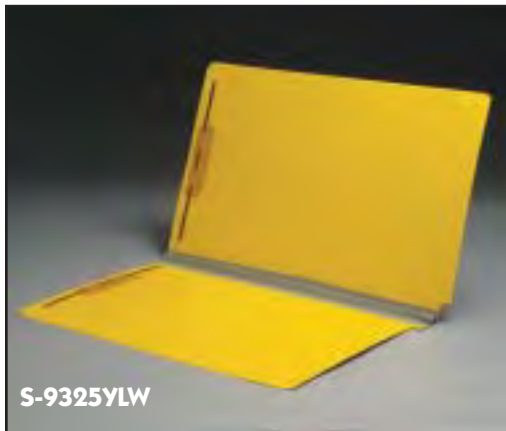
*\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.*



**Type III Pressboard® Colors Available**  
Due to catalog printing processes, colors may vary slightly on product from colors illustrated.

# END TAB PRESSBOARD FOLDERS

## TYPE III® VALTEX PRESSBOARD FOLDERS (CONT)



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LEGAL SIZE:** 15 1/4" W X 9 1/2" H, 14 3/4" W Body, Undercut 10 14 3/8"

### 1" Expansion, Full End Tab

Gray (No Fastener)	<b>S-9324GRY</b>	25	125	33lbs
Royal Blue (No Fastener)	<b>S-9324BLU</b>	25	125	33lbs
Deep Red (No Fastener)	<b>S-9324RED</b>	25	125	33lbs
Yellow (No Fastener)	<b>S-9324YLW</b>	25	125	33lbs
Moss Green (No Fastener)	<b>S-9324GRN</b>	25	125	33lbs

Gray (Fastener Position 1&3)	<b>S-9325GRY</b>	25	125	35lbs
Royal Blue (Fastener Position 1&3)	<b>S-9325BLU</b>	25	125	35lbs
Deep Red (Fastener Position 1&3)	<b>S-9325RED</b>	25	125	35lbs
Yellow (Fastener Position 1&3)	<b>S-9325YLW</b>	25	125	35lbs
Moss Green (Fastener Position 1&3)	<b>S-9325GRN</b>	25	125	35lbs

### 2" Expansion, Full End Tab

Gray (No Fastener)	<b>S-9326GRY</b>	25	125	34lbs
Royal Blue (No Fastener)	<b>S-9326BLU</b>	25	125	34lbs
Deep Red (No Fastener)	<b>S-9326RED</b>	25	125	34lbs
Yellow (No Fastener)	<b>S-9326YLW</b>	25	125	34lbs
Moss Green (No Fastener)	<b>S-9326GRN</b>	25	125	34lbs

Gray (Fastener Position 1&3)	<b>S-9327GRY</b>	25	125	36lbs
Royal Blue (Fastener Position 1&3)	<b>S-9327BLU</b>	25	125	36lbs
Deep Red (Fastener Position 1&3)	<b>S-9327RED</b>	25	125	36lbs
Yellow (Fastener Position 1&3)	<b>S-9327YLW</b>	25	125	36lbs
Moss Green (Fastener Position 1&3)	<b>S-9327GRN</b>	25	125	36lbs

*\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.*

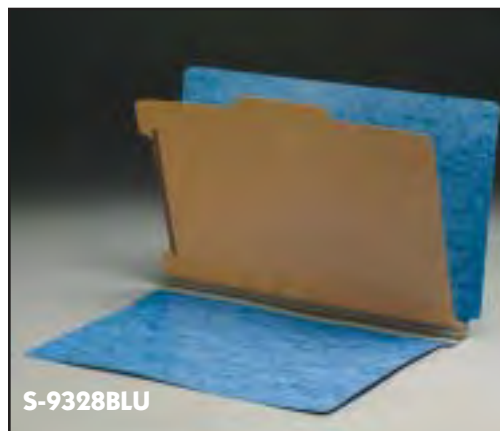
# END TAB PRESSBOARD CLASSIFICATION FOLDERS

## TYPE I® GENUINE PRESSBOARD CLASSIFICATION FOLDERS

The perfect folder for large, bulky files where separation within the folder is required. Whether they are active or inactive records, pressboard folders are designed to stand up and last even in the most demanding environment. All pressboard products feature Tyvek® expansions which allow the file to expand as needed.

### Specifications

- Full end tab design, 1/2" exposure
- 1 1/2" or 2 1/4" Gray Tyvek expansion
- 1 or 2 17pt brown kraft dividers
- Scored tick marks for label placement
- Top corners rounded, front and back
- 10% recycled content, 10% post-consumer material
- 20pt, 4 stock colors
- Front panel 9 1/2" high
- 2-2" fasteners position 1&3
- 1" Duo fastener on divider



DESCRIPTION	STOCK NO.	COLOR	CARTON	WEIGHT
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**LETTER SIZE:** 12 1/4" W X 9 1/2" H, 11 3/4" W

#### 1 Divider 1 1/2" Expansion, Full End Tab

Cornflower Blue	S-9114	BLU	75	20lbs
Executive Red	S-9114	RED	75	20lbs
Green	S-9114	GRN	75	20lbs
Yellow	S-9114	YLW	75	20lbs

#### 2 Divider, 2 1/4", Expansion, Full End Tab

Cornflower Blue	S-9115	BLU	75	26lbs
Executive Red	S-9115	RED	75	26lbs
Green	S-9115	GRN	75	26lbs
Yellow	S-9115	YLW	75	26lbs

**LEGAL SIZE:** 15 1/4" W X 9 1/2" H, 14 3/4" W Body, Undercut to 14 3/8"

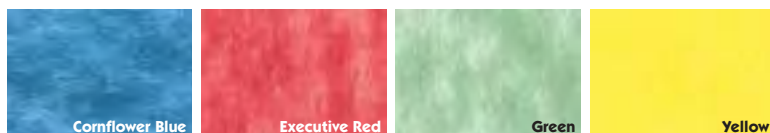
#### 1 Divider 1 1/2" Expansion, Full End Tab

Cornflower Blue	S-9328	BLU	75	26lbs
Executive Red	S-9328	RED	75	26lbs
Green	S-9328	GRN	75	26lbs
Yellow	S-9328	YLW	75	26lbs

#### 2 Divider, 2 1/4", Expansion, Full End Tab

Cornflower Blue	S-9329	BLU	75	32lbs
Executive Red	S-9329	RED	75	32lbs
Green	S-9329	GRN	75	32lbs
Yellow	S-9329	YLW	75	32lbs

*\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.*



*Type I Pressboard® Colors Available*

Due to catalog printing processes, colors may vary slightly on product from colors illustrated.

# END TAB PRESSBOARD CLASSIFICATION FOLDERS



## TYPE I® GENUINE PRESSBOARD CLASSIFICATION FOLDERS, POCKET STYLE

These folders have all the advantages of standard end tab classification folders with the added feature of a full page size pocket style divider. Perfect for holding small documents and paper that cannot be punched. Whether they are active or inactive records, pressboard folders are designed to stand up and last even in the most demanding environment. All pressboard products feature Tyvek® expansions which allow the file to expand as needed.

### Specifications

- Full end tab design, 1/2" exposure
- 1 1/2" or 2 1/4" Gray Tyvek expansion
- 1 or 2 17pt brown kraft pocket dividers
- Scored tick marks for label placement
- Top corners rounded, front and back
- 10% recycled content, 10% post-consumer material
- 20pt, 4 stock colors
- Front panel 9 1/2" high
- 2" fasteners on folder position 1&3
- 2-2" fasteners on each pocket divider

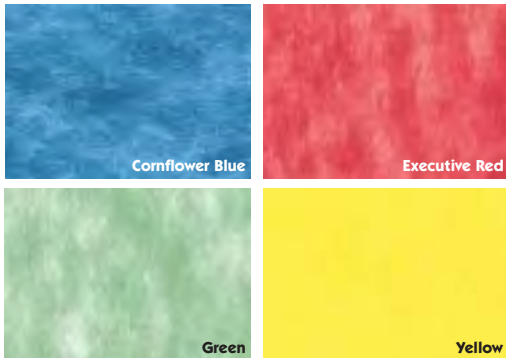


DESCRIPTION	STOCK NO.	COLOR	CARTON	WEIGHT
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**LETTER SIZE:** 12 1/4" W X 9 1/2" H, 11 3/4" W

#### 1 Pocket Divider 1 3/4" Expansion, Full End Tab

Cornflower Blue	<b>S-9040</b>	<b>BLU</b>	50	15lbs
Executive Red	<b>S-9040</b>	<b>RED</b>	50	15lbs
Green	<b>S-9040</b>	<b>GRN</b>	50	15lbs
Yellow	<b>S-9040</b>	<b>YLW</b>	50	15lbs



#### 2 Pocket Divider, 2 1/4", Expansion, Full End Tab

Cornflower Blue	<b>S-9041</b>	<b>BLU</b>	50	20lbs
Executive Red	<b>S-9041</b>	<b>RED</b>	50	20lbs
Green	<b>S-9041</b>	<b>GRN</b>	50	20lbs
Yellow	<b>S-9041</b>	<b>YLW</b>	50	20lbs

*\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.*

### Type I Pressboard® Colors Available

Due to catalog printing processes, colors may vary slightly on product from colors illustrated.



# END TAB PRESSBOARD CLASSIFICATION FOLDERS

## TYPE II® GUIDEX PRESSBOARD CLASSIFICATION FOLDERS

Made from 25pt Type II pressboard, this product is perfect folder for large, bulky files where separation within the folder is required. Whether they are active or inactive records, pressboard folders are designed to stand up and last even in the most demanding environment. All pressboard products feature Tyvek® expansions which allow the file to expand as needed.

### Specifications

- Full end tab design, 3/4" exposure
- 1 1/2" or 2 1/4" Gray Tyvek expansion
- 1 or 2 17pt brown kraft dividers
- Scored tick marks for label placement
- Top corners rounded, front and back
- 10% recycled content, 10% post-consumer material
- 25pt, 2 stock colors
- Front panel 9 1/2" high
- Front panel undercut 1/4" deep
- 2-2" fasteners 1&3
- 1" Duo fastener on divider



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
-------------	-----------	-----	--------	--------

**LETTER SIZE:** 12 1/4" W X 9 1/2" H, 11 3/4" W Body Undercut to 11 3/8"

**1 Divider 1 1/2" Expansion, Full End Tab**

Gray	<b>S-9330GRY</b>	15	75	25lbs
Red	<b>S-9330RED</b>	15	75	25lbs

**2 Divider 2 1/4" Expansion, Full End Tab**

Gray	<b>S-9331GRY</b>	15	75	29lbs
Red	<b>S-9331RED</b>	15	75	29lbs

**LEGAL SIZE:** 15 1/4" W X 9 1/2" H, 14 3/4" W Body, Undercut to 14 3/8"

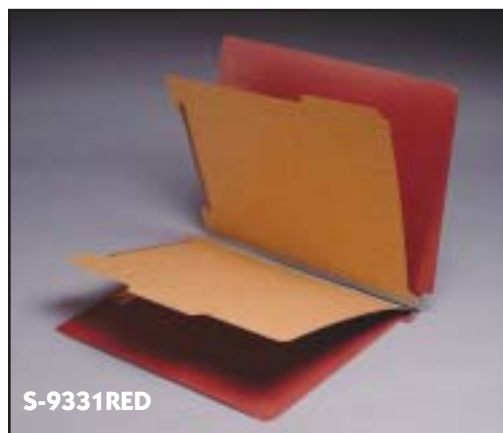
**1 Divider 1 1/4" Expansion, Full End Tab**

Gray	<b>S-9332GRY</b>	15	75	30lbs
Red	<b>S-9332RED</b>	15	75	30lbs

**2 Divider 2 1/4" Expansion, Full End Tab**

Gray	<b>S-9333GRY</b>	15	75	35lbs
Red	<b>S-9333RED</b>	15	75	35lbs

*\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.*



# END TAB PRESSBOARD CLASSIFICATION FOLDERS



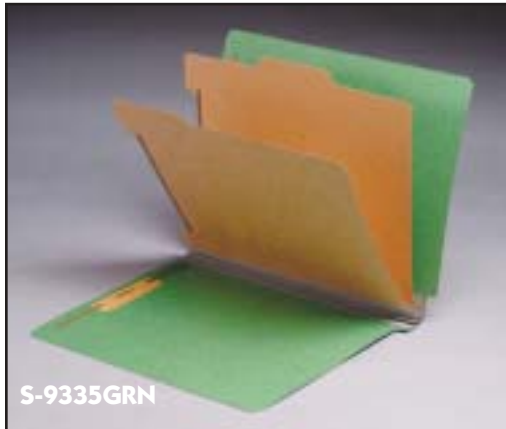
S-9334YLW

## TYPE III® VALTEX PRESSBOARD FOLDERS

The perfect folder for large, bulky files where separation within the folder is required. Whether they are active or inactive records, pressboard folders are designed to stand up and last even in the most demanding environment. All pressboard products feature Tyvek® expansions which allow the file to expand as needed.

### Specifications

- Full end tab design, 3/4" exposure
- 1 1/2" or 2 1/4" Gray Tyvek expansion
- 1 or 2 17pt brown kraft dividers
- Scored tick marks for label placement
- Top corners rounded, front and back
- 10% recycled content, 10% post-consumer material
- 25pt, 5 stock colors
- Front panel 9 1/2" high
- Front panel undercut 1/4" deep
- 2-2" fasteners position 1&3
- 1" Duo fastener on divider



S-9335GRN

DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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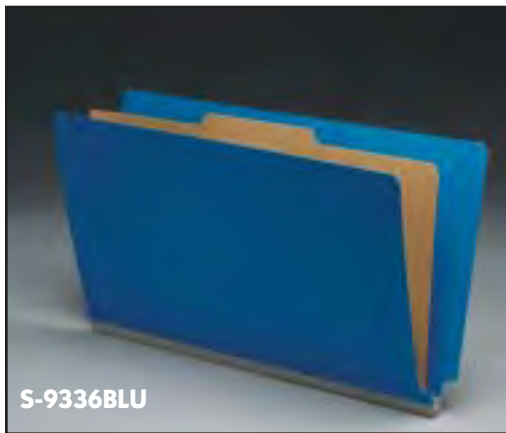
LETTER SIZE: 12 1/4" W X 9 1/2" H, 11 3/4" W Body, Undercut to 11 3/8"

#### 1 Divider 1 1/2" Expansion, Full End Tab

Gray	<b>S-9334GRY</b>	15	75	22lbs
Royal Blue	<b>S-9334BLU</b>	15	75	22lbs
Yellow	<b>S-9334YLW</b>	15	75	22lbs
Moss Green	<b>S-9334GRN</b>	15	75	22lbs
Deep Red	<b>S-9334RED</b>	15	75	22lbs

#### 2 Dividers 2 1/4" Expansion, Full End Tab

Gray	<b>S-9335GRY</b>	15	75	26lbs
Royal Blue	<b>S-9335BLU</b>	15	75	26lbs
Yellow	<b>S-9335YLW</b>	15	75	26lbs
Moss Green	<b>S-9335GRN</b>	15	75	26lbs
Deep Red	<b>S-9335RED</b>	15	75	26lbs



S-9336BLU

LEGAL SIZE: 15 1/4" W X 9 1/2" H, 14 3/4" W Body, Undercut to 14 3/8"

#### 1 Divider 1 1/2" Expansion, Full End Tab

Gray	<b>S-9336GRY</b>	15	75	27lbs
Royal Blue	<b>S-9336BLU</b>	15	75	27lbs
Yellow	<b>S-9336YLW</b>	15	75	27lbs
Moss Green	<b>S-9336GRN</b>	15	75	27lbs
Deep Red	<b>S-9336RED</b>	15	75	27lbs

#### 2 Dividers 2 1/4" Expansion, Full End Tab

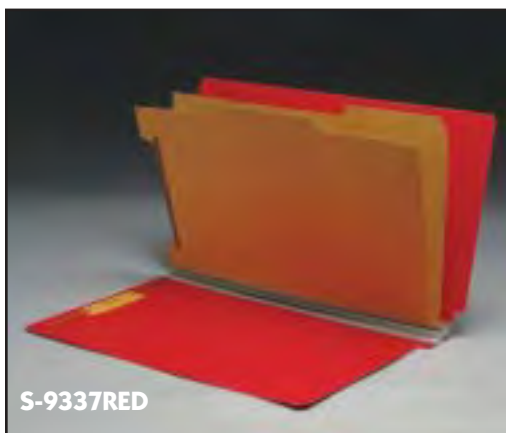
Gray	<b>S-9337GRY</b>	15	75	31lbs
Royal Blue	<b>S-9337BLU</b>	15	75	31lbs
Yellow	<b>S-9337YLW</b>	15	75	31lbs
Moss Green	<b>S-9337GRN</b>	15	75	31lbs
Deep Red	<b>S-9337RED</b>	15	75	31lbs

\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.



### Type III Pressboard® Colors Available

Due to catalog printing processes, colors may vary slightly on product from colors illustrated.



S-9337RED



# END TAB FILE OUT GUIDES

## CENTER TAB SHELF FILING VINYL OUT GUIDES

Center tab out guides help track, retrieve and re-file important documents. Features a large pocket with angle-cut design and visible charge-out pocket for quick reference. Bold "OUT" lettering appears on both sides of the tab. Available in letter or legal.

### Specifications

- 11 colors available
- "OUT" is printed on both sides
- Center tab
- Charge out pocket and loose paper pocket



DESCRIPTION	STOCK NO.	BOX	WEIGHT
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**LETTER SIZE:** 12 3/4" W x 9 1/2" H

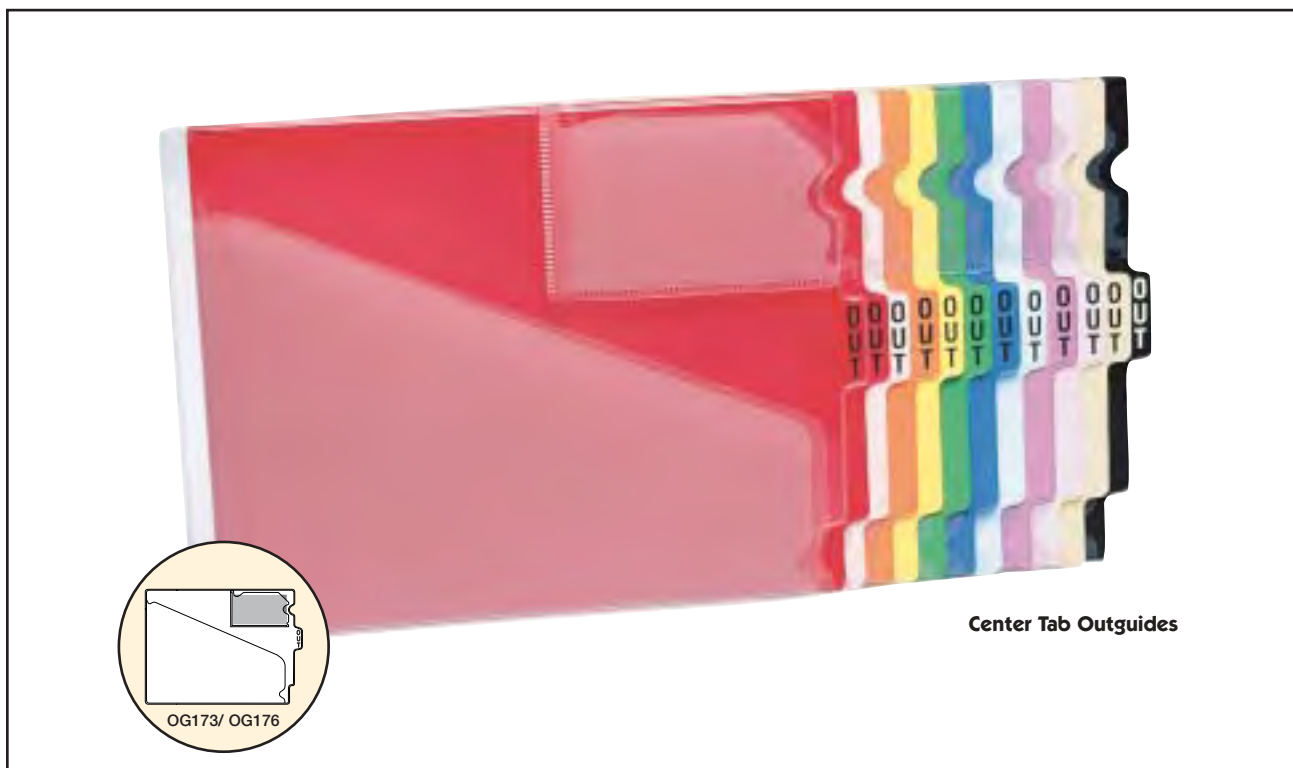
### GUIDE COLOR:

Red	<b>BK-OG173 (50)</b>	50	15lbs
Orange	<b>BK-OG173 (90)</b>	50	15lbs
Yellow	<b>BK-OG173 (80)</b>	50	15lbs
Green	<b>BK-OG173 (71)</b>	50	15lbs
Blue	<b>BK-OG173 (20)</b>	50	15lbs
Lt. Blue	<b>BK-OG173 (22)</b>	50	15lbs
Purple	<b>BK-OG173 (59)</b>	50	15lbs
Pink	<b>BK-OG173 (58)</b>	50	15lbs
Beige	<b>BK-OG173 (36)</b>	50	15lbs
Lavender	<b>BK-OG173 (48)</b>	50	15lbs
Clear	<b>BK-OG173 (00)</b>	50	15lbs

**LEGAL SIZE:** 15 3/4" W x 9 1/2" H

### GUIDE COLOR:

Red	<b>BK-OG176 (50)</b>	50	15lbs
Yellow	<b>BK-OG176 (80)</b>	50	15lbs
Blue	<b>BK-OG176 (20)</b>	50	15lbs



Center Tab Outguides

# END TAB FILE OUT GUIDES



## ECONOMY SHELF FILING VINYL OUTGUIDES

Here's the perfect alternative to a full-sized out guide. Our economy out guides are available in three sizes and each includes an open 3" x 5 1/2" pocket for placement of charge-out slips. Durable vinyl guide minimizes wear and tear from repeated handling. "OUT" clearly printed on both sides of tab.

### Specifications

- 4 colors available
- "OUT" is printed on both sides
- Full center tab
- Charge out pocket
- 3 sizes available



DESCRIPTION	STOCK NO.	BOX	WEIGHT
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### ECONOMY OUT GUIDES

#### GUIDE SIZE:

4" x 13"

Red	<b>BK-OG610 (50)</b>	50	15lbs
Orange	<b>BK-OG610 (90)</b>	50	15lbs
Yellow	<b>BK-OG610 (80)</b>	50	15lbs
Green	<b>BK-OG610 (71)</b>	50	15lbs
Blue	<b>BK-OG610 (20)</b>	50	15lbs

#### GUIDE SIZE:

4" x 16"

Red	<b>BK-OG615 (50)</b>	50	15lbs
Orange	<b>BK-OG615 (90)</b>	50	15lbs
Yellow	<b>BK-OG615 (80)</b>	50	15lbs
Green	<b>BK-OG615 (71)</b>	50	15lbs
Blue	<b>BK-OG615 (20)</b>	50	15lbs

#### GUIDE SIZE:

4" x 20"

Red	<b>BK-OG600 (50)</b>	50	15lbs
Orange	<b>BK-OG600 (90)</b>	50	15lbs
Yellow	<b>BK-OG600 (80)</b>	50	15lbs
Green	<b>BK-OG600 (71)</b>	50	15lbs
Blue	<b>BK-OG600 (20)</b>	50	15lbs



ECONOMY OUTGUIDES

# END TAB FILE OUT GUIDES

## ALPHA & NUMERIC SHELF GUIDES

A bright visual cue for fast accurate filing! Streamline your filing process with our alpha and numeric 24 gauge vinyl guides. Bold lettering printed on both sides to accommodate left and right-handed aisle of open shelf filing systems. Makes re-filing more efficient and accurate.

### Specifications

- Bright Yellow Vinyl
- A-Z or 00-99 printed on both sides
- Full center tab



DESCRIPTION	STOCK NO.	BOX	WEIGHT
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**ALPHA GUIDES:** Alpha Guides in Sets of 25 including “Mc” and “XYZ”

### Guide Sizes:

4" x 21"	<b>BK-FGD580</b>	50	15lbs
4" x 14 1/2"	<b>BK-FGD590</b>	50	15lbs

**NUMERIC GUIDES:** Numeric Guides are packed 100, numbered 00-99

### Guide Sizes:

4" x 21"	<b>BK-FGD530</b>	50	15lbs
4" x 14 1/2"	<b>BK-FGD570</b>	50	15lbs

## MANILA OUT GUIDES, PRINTED FORM STYLE

Out guides put an end to lost folders by clearly marking where folders have been removed from the file. Preprinted charge-out forms on both sides are used to indicate which file has been removed from the filing system. A solid red tab clearly marks where the file is removed. Mylar reinforced tab protects the tabs from wear and tear. Bold “OUT” lettering appears on both sides of the tab. Available in letter size only.

### Specifications

- 18pt Manila
- “OUT” is printed on both sides
- Bottom tab
- Charge out form printed in red ink
- 150 entry spaces, 75 on each side



DESCRIPTION	STOCK NO.	BOX	WEIGHT
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**LETTER SIZE:** 12 3/4" W x 9 1/2" H

Bottom Position:	<b>S-9112</b>	100	7lbs
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## CHARGE-OUT SLIPS

Conveniently track documents, records and borrowed files with our 3" x 5" forms. Choose from padded singles or two-part carbonless, both slip easily into smaller pocket of our out guides.



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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### CHARGE-OUT SLIPS

### Guide Sizes:

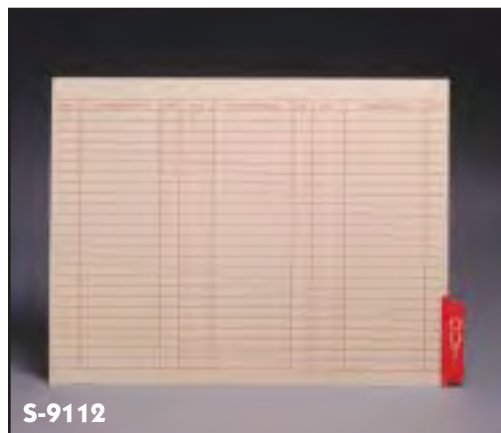
Standard	<b>BK-MSC177</b>	500	N/A	10lbs
Carbonless	<b>BK-MSC177-2</b>	500	N/A	10lbs



ALPHA SHELF GUIDES



NUMERIC SHELF GUIDES



S-9112



CHARGE-OUT SLIPS

# TOP TAB FOLDERS

<b>Reinforced Manila Top Tab Folders . . . . .</b>	<b>61</b>
<b>Reinforced Top Tab Colored Folders . . . . .</b>	<b>63</b>
<b>Colored Top Tab Pocket Folders . . . . .</b>	<b>65</b>
<b>Top Tab Redrope Expansion File Pockets . . . . .</b>	<b>66</b>

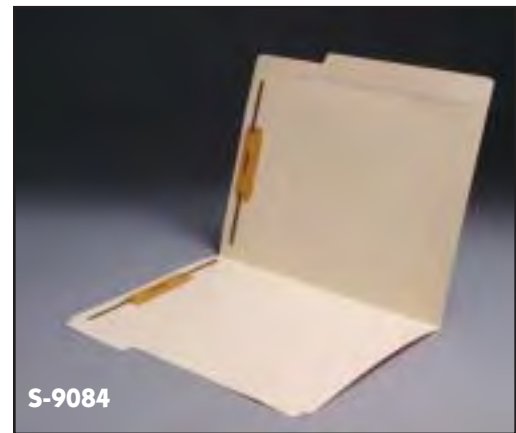
# REINFORCED TOP TAB MANILA FOLDERS

## SUPER REINFORCED MANILA FOLDERS, TOP TAB

This 8" reinforced top tab offers plenty of room for color code labels and/or name labels. Designed for drawer filing applications, this folder is durable and features 2-2" bonded fasteners in positions 1&3.

### Specifications

- Reinforced two-ply tab
- Tab 1/2" wide
- 8" wide top tab
- Scored for 3/4" expansion
- Top corners rounded, front and back
- 11pt manila stock
- Front panel 9"
- Bonded fasteners in position 1&3



S-9084

DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 11 3/4" W X 9 1/2" H

**Manila 11pt.** 9" H Front (BSP Filing COMPATIBLE)

8" Top Tab

(Fastener Position 1&3)    **S-9084**    50    250    25lbs

## FULL REINFORCED MANILA FOLDERS, TOP TAB

This folder features a full reinforced top tab. Designed with plenty of room for color code labels and/or name labels. Specifically designed for drawer filing applications. Bonded fasteners available in positions 1&3.

### Specifications

- Full reinforced two-ply tab
- Tab 1/2" wide
- Scored for ?" expansion
- Top corners rounded, front and back
- 14pt manila stock
- Front panel 9"
- Bonded fasteners available in position 1&3



S-9263

DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 11 3/4" W X 9 1/2" H

**Manila 14pt.** 9" H Front (SMEAD COMPATIBLE)

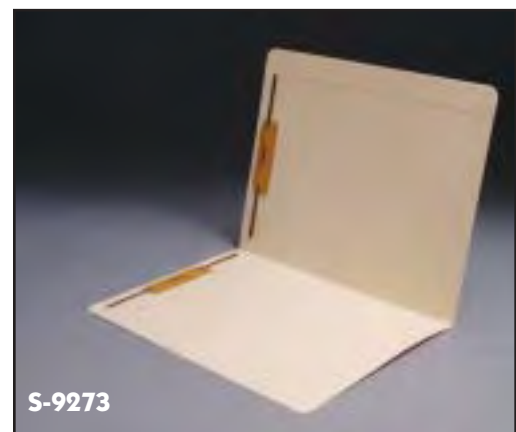
Full Top Tab

(No fastener)    **S-9263**    50    250    25lbs

Full Top Tab

(Fasteners in Position 1&3)    **S-9173**    50    250    26lbs

*\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.*



S-9273



# REINFORCED TOP TAB MANILA FOLDERS



## 1/3 CUT REINFORCED MANILA FOLDERS, TOP TAB

These files are designed to take the rigors of active file room. The reinforced 1/3 cut top tab folder is the standard within the industry. Designed for draw filing applications. Fasteners organize and secure documents into the file.

### Specifications

- Reinforced two-ply top tab
- 1/3 cut assorted tab position
- Tab 1/2" wide
- Scored for 3/4" expansion
- Top corners rounded, front and back
- 11pt, 14pt manila stock
- Front panel 9" high
- Front panel undercut 1/2" under tab
- Fasteners available



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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LETTER SIZE: 11 3/4" W X 9 1/2"H

### Manila 11pt. 9" H Front (SMEAD Filing Solutions)

1/3 Cut Assorted Positions (No Fasteners)	<b>S-9269</b>	50	250	20lbs
1/3 Cut Assorted Positions (Fastener Position 1)	<b>S-9270</b>	50	250	21lbs
1/3 Cut Assorted Positions (Fastener Position 1&3)	<b>S-9271</b>	50	250	22lbs

### Manila 14pt. 9" H Front (SMEAD Filing Solutions)

1/3 Cut Assorted Positions (No Fasteners)	<b>S-9264</b>	50	250	25lbs
1/3 Cut Assorted Positions (Fastener Position 1&3)	<b>S-9274</b>	50	250	27lbs



*\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.*



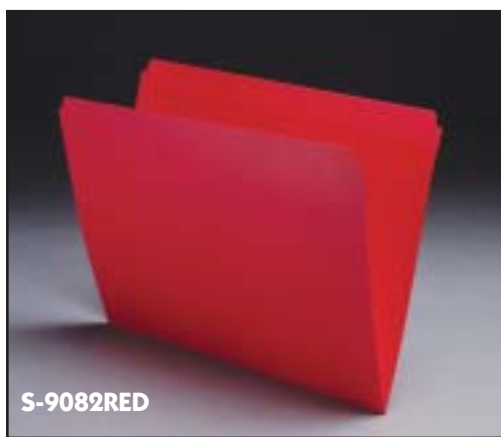
# REINFORCED TOP TAB COLORED FOLDERS

## FULL REINFORCED COLORED TAG FOLDERS, TOP TAB

This folder features a full reinforced top tab. Designed with plenty of room for color code labels and/or name labels. Specifically designed for drawer filing applications. Bonded fasteners available in positions 1&3.

### Specifications

- Full reinforced two-ply tab
- Tab 1/2" wide
- Scored for 3/4" expansion
- Top corners rounded, front and back
- 11pt pulp dyed color tag
- Front panel 9"
- Bonded fasteners available in position 1&3



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
-------------	-----------	-----	--------	--------

LETTER SIZE: 11 3/4" W X 9 1/2" H

### Color 11pt. (SMEAD COMPATIBLE)

(No Fasteners)

Blue	<b>S-9082BLU</b>	100	500	42lbs
Goldenrod	<b>S-9082GLD</b>	100	500	42lbs
Gray	<b>S-9082GRY</b>	100	500	42lbs
Green	<b>S-9082GRN</b>	100	500	42lbs
Lavender	<b>S-9082LAV</b>	100	500	42lbs
Orange	<b>S-9082ORG</b>	100	500	42lbs
Pink	<b>S-9082PNK</b>	100	500	42lbs
Red	<b>S-9082RED</b>	100	500	42lbs
White	<b>S-9082WHT</b>	100	500	42lbs
Yellow	<b>S-9082YLW</b>	100	500	42lbs



### Color 11pt. (SMEAD COMPATIBLE)

(Fastener Position 1&3)

Blue	<b>S-9083BLU</b>	50	250	24lbs
Goldenrod	<b>S-9083GLD</b>	50	250	24lbs
Gray	<b>S-9083GRY</b>	50	250	24lbs
Green	<b>S-9083GRN</b>	50	250	24lbs
Lavender	<b>S-9083LAV</b>	50	250	24lbs
Orange	<b>S-9083ORG</b>	50	250	24lbs
Pink	<b>S-9083PNK</b>	50	250	24lbs
Red	<b>S-9083RED</b>	50	250	24lbs
White	<b>S-9083WHT</b>	50	250	24lbs
Yellow	<b>S-9083YLW</b>	50	250	24lbs



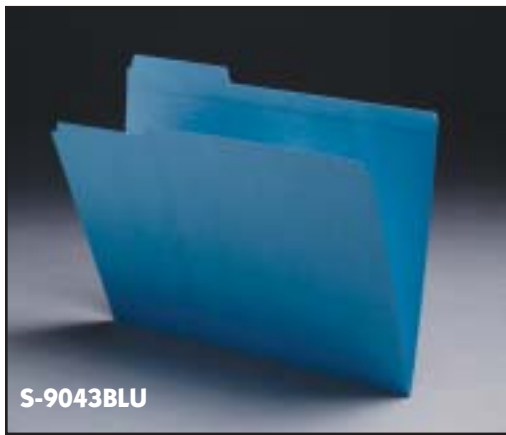
### Folder Colors Available

Due to catalog printing processes, colors may vary slightly on product from colors illustrated.

*\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.*



# REINFORCED TOP TAB COLORED FOLDERS



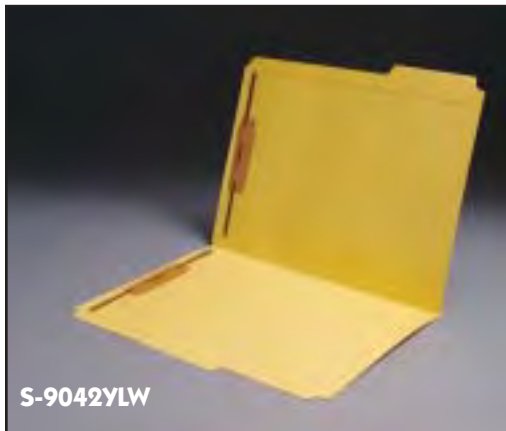
S-9043BLU

## 1/3 CUT REINFORCED COLORED TAG FOLDERS, TOP TAB

These files are designed to take the rigors of active file room. The reinforced 1/3 cut top tab folder is the standard within the industry. Designed for draw filing applications. Fasteners organize and secure documents into the file.

### Specifications

- Reinforced two-ply top tab
- 1/3 cut assorted tab position
- Tab 1/2" wide
- Scored for 3/4" expansion
- Top corners rounded, front and back
- 11pt, pulp dyed color tag
- Front panel 9" high
- Front panel undercut 1/2" under tab
- Bonded fasteners available in position 1 & 3



S-9042YLW

DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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LETTER SIZE: 11 3/4" W X 9 1/2"H

### Color 11pt. (SMEAD COMPATIBLE)

(No Fasteners)

Dark Blue	<b>S-9043BLU</b>	100	500	40lbs
Goldenrod	<b>S-9043GLD</b>	100	500	40lbs
Gray	<b>S-9043GRY</b>	100	500	40lbs
Green	<b>S-9043GRN</b>	100	500	40lbs
Lavender	<b>S-9043LAV</b>	100	500	40lbs
Orange	<b>S-9043ORG</b>	100	500	40lbs
Pink	<b>S-9043PNK</b>	100	500	40lbs
Red	<b>S-9043RED</b>	100	500	40lbs
White	<b>S-9043WHT</b>	100	500	40lbs
Yellow	<b>S-9043YLW</b>	100	500	40lbs



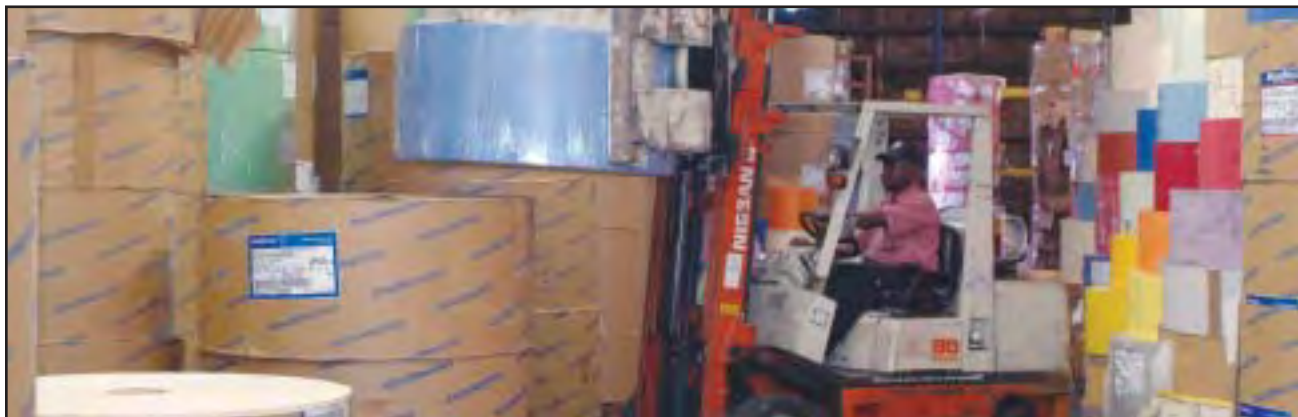
**Folder Colors Available**  
Due to catalog printing processes, colors may vary slightly on product from colors illustrated.

### Color 11pt. (SMEAD COMPATIBLE)

(Fastener Position 1&3)

Dark Blue	<b>S-9042BLU</b>	50	250	25lbs
Goldenrod	<b>S-9042GLD</b>	50	250	25lbs
Gray	<b>S-9042GRY</b>	50	250	25lbs
Green	<b>S-9042GRN</b>	50	250	25lbs
Lavender	<b>S-9042LAV</b>	50	250	25lbs
Orange	<b>S-9042ORG</b>	50	250	25lbs
Pink	<b>S-9042PNK</b>	50	250	25lbs
Red	<b>S-9042RED</b>	50	250	25lbs
White	<b>S-9042WHT</b>	50	250	25lbs
Yellow	<b>S-9042YLW</b>	50	250	25lbs

*\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.*





# COLORED TOP TAB POCKET FOLDERS

## DRAWER FILING COLORED POLY FILE JACKETS

Once you try these sturdy folders, you'll never go back to paper! Made of durable poly material so you'll never have to deal with tatters, dog-eared edges or bursting sides again. Save the money you spend on replacing worn-out paper files! Archival safe; resists ink transfer. Includes adhesive labels.

### Specifications

- Flat (no expansion)
- Full height gusset
- Thumbcut front for easy retrieval and insertion
- Frosted front allows you to ID contents
- Letter size or legal size
- 5 popular colors



DESCRIPTION	STOCK NO.	BOX	WEIGHT
LETTER SIZE: 11 3/4" W X 9 1/2" H.			
5 mil Poly. 9 1/2" H Front (BSP Filing Solutions)			
Blue	<b>ORG-5007BLU</b>	25	3lbs
Yellow	<b>ORG-5007YLW</b>	25	3lbs
Orange	<b>ORG-5007ORG</b>	25	3lbs
Green	<b>ORG-5007GRN</b>	25	3lbs
Red	<b>ORG-5007RED</b>	25	3lbs
Assorted			
5 of each color	<b>ORG-5007ASS</b>	25	3lbs



COLORED POLY FILE JACKETS

**LEGAL SIZE:** 14 3/4" W X 9 1/2" H.

5 mil Poly. 9 1/2" H Front (BSP Filing Solutions)			
Blue	<b>ORG-5008BLU</b>	25	4lbs
Yellow	<b>ORG-5008YLW</b>	25	4lbs
Orange	<b>ORG-5008ORG</b>	25	4lbs
Green	<b>ORG-5008GRN</b>	25	4lbs
Red	<b>ORG-5008RED</b>	25	4lbs
Assorted			
5 of each color	<b>ORG-5008ASS</b>	25	4lbs

## GUSSETED COLORED POLY FILE JACKETS

These non-glare gusseted poly file jackets expand to 1 7/8" and hold up to 300 sheets. Once you try these sturdy folders, you'll never go back to paper! Made of durable poly material so you'll never have to deal with tatters, dog-eared edges or bursting sides again. Save the money you spend on replacing worn-out paper files! Archival safe; resists ink transfer. Includes adhesive labels.

### Specifications

- 1 3/4" expansion
- Full height gusset
- Frosted front allows you to ID contents
- Letter size only
- 5 popular colors



DESCRIPTION	STOCK NO.	BOX	WEIGHT
LETTER SIZE: 11 3/4" W X 9 1/2" H.			
5 mil Poly. 9 1/2" H Front (BSP Filing Solutions)			
Blue	<b>ORG-5006BLU</b>	10	2lbs
Yellow	<b>ORG-5006YLW</b>	10	2lbs
Orange	<b>ORG-5006ORG</b>	10	2lbs
Green	<b>ORG-5006GRN</b>	10	2lbs
Red	<b>ORG-5006RED</b>	10	2lbs
Assorted			
2 of each color	<b>ORG-5006ASS</b>	10	2lbs



GUSSETED COLORED POLY FILE JACKETS

Expands to hold up to 300 paper sheets.

# TOP TAB REDROPE EXPANSION FILE POCKETS



1524E-PRM



TG 1524E-PRM



1526E-PRM



TG 1526E-PRM

## VERTICAL REDROPE FILE POCKETS

Premium Five-Piece Construction files are designed for filing bulky, frequently accessed files. These sturdy file pockets expand up to 5 1/4" and feature a reinforced paper gusset or Tyvek® gusset for heavy use. Drop front allows for easy access to the contents.

### Specifications

- 11pt redrope front & back
- 18pt manila inside lining
- Double thick, front & back
- Drop front style
- Top corners rounded, front & back
- Mylar reinforced gussets
- Tab 1/2" High
- 1 3/4", 3 1/2" and 5 1/4" expansions
- 6 1/2" high Paper or Tyvek® gussets
- 17 Tyvek® colors to choose from



DESCRIPTION	STOCK NO.	CARTON	WEIGHT
-------------	-----------	--------	--------

**LETTER SIZE:** 11 3/4" W X 9 1/2" H, 9" H Front.

### Paper Gussets

9 1/2" X 11 3/4" x 1 3/4"	<b>1514C-PRM</b>	200	52lbs
9 1/2" X 11 3/4" x 3 1/2"	<b>1524E-PRM</b>	100	28lbs
9 1/2" X 11 3/4" x 5 1/4"	<b>1534E-PRM</b>	100	32lbs

### Tyvek® Gussets (Chocolate Brown)

9 1/2" X 11 3/4" x 1 3/4"	<b>TG 1514C-PRM</b>	200	52lbs
9 1/2" X 11 3/4" x 3 1/2"	<b>TG 1524E-PRM</b>	100	28lbs
9 1/2" X 11 3/4" x 5 1/4"	<b>TG 1534G-PRM</b>	100	32lbs

\* Please specify colored Tyvek® expansion if other than Chocolate Brown

**LEGAL SIZE:** 14 3/4" W X 9 1/2" H, 9" Front.

### Paper Gusset

9 1/2" x 14 3/4" x 1 3/4"	<b>1516C-PRM</b>	200	56lbs
9 1/2" x 14 3/4" x 3 1/2"	<b>1526E-PRM</b>	100	32lbs
9 1/2" x 14 3/4" x 5 1/4"	<b>1536G-PRM</b>	100	36lbs

### Tyvek® Gusset (Chocolate Brown)

9 1/2" x 14 3/4" x 1 3/4"	<b>TG 1516C-PRM</b>	200	56lbs
9 1/2" x 14 3/4" x 3 1/2"	<b>TG 1526E-PRM</b>	100	32lbs
9 1/2" x 14 3/4" x 5 1/4"	<b>TG 1536G-PRM</b>	100	36lbs

\* Please specify colored Tyvek® expansion if other than Chocolate Brown

\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.

Frosty White 10205-1	Scarlet Red 10230-1	Lemon Yellow 10219-1	Dusty Rose 10232-1	Lime 10224-1
Pearl Green 10252-1	Cerulean Blue 10243-1	Orange 10233-1	Blue/Violet 10231-1	Magenta 10234-1
Moss Green 10226-1	Black 10200-1	Dove Gray 10257-1	Desert Sand 10215-1	Maroon 10235-1
Spring Green 10220-1	Chocolate Brown 10211-1	Banker's Gray 10250-1	Dark Blue 10245-1	

*Tyvek® Colors Available*

Due to catalog printing processes, colors may vary slightly on product from colors illustrated.

# TOP TAB REDROPE EXPANSION FILE POCKETS

## FULL HEIGHT VERTICAL REDROPE FILE POCKETS

Premium Five Piece Construction files feature a full height gusset. These files protect the information and wear well during heavy use. These sturdy file pockets expand up to 5 1/4" and feature a reinforced paper gusset or Tyvek® gusset for heavy use. Drop front allows for easy access to the contents.

### Specifications

- 11pt redrope front & back
- 18pt manila inside lining
- Double thick, front & back
- Drop front style
- Top corners rounded, front & back
- Mylar reinforced gussets
- Tab 1/2" High
- 1 3/4", 3 1/2" and 5 1/4" expansions
- Full height Paper or Tyvek® gussets
- 17 Tyvek® colors to choose from



153E-PRM



TG-153E-PRM



155E-PRM



TG 155G-PRM

DESCRIPTION	STOCK NO.	CARTON	WEIGHT
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**LETTER SIZE:** 11 3/4" W X 9 1/2" H, 9" H Front.

### Paper Gussets

9 1/2" X 11 3/4" x 1 3/4"	<b>133C-PRM</b>	100	36lbs
9 1/2" X 11 3/4" x 3 1/2"	<b>153E-PRM</b>	100	40lbs
9 1/2" X 11 3/4" x 5 1/4"	<b>173G-PRM</b>	100	44lbs

### Tyvek® Gussets (Chocolate Brown)

9 1/2" X 11 3/4" x 1 3/4"	<b>TG 133C-PRM</b>	100	44lbs
9 1/2" X 11 3/4" x 3 1/2"	<b>TG 153E-PRM</b>	100	48lbs
9 1/2" X 11 3/4" x 5 1/4"	<b>TG 173G-PRM</b>	100	52lbs

\* Please specify colored Tyvek® expansion if other than Chocolate Brown

**LEGAL SIZE:** 14 3/4" W X 9 1/2" H, 9" Front.

### Paper Gusset

9 1/2" x 14 3/4" x 1 3/4"	<b>135C-PRM</b>	100	40lbs
9 1/2" x 14 3/4" x 3 1/2"	<b>155E-PRM</b>	100	44lbs
9 1/2" x 14 3/4" x 5 1/4"	<b>175G-PRM</b>	100	48lbs
10" x 15" x 1 3/4"	<b>136C-PRM</b>	100	44lbs
10" x 15" x 3 1/2"	<b>156E-PRM</b>	100	48lbs
10" x 15" x 5 1/4"	<b>176G-PRM</b>	100	52lbs

### Tyvek® Gusset (Chocolate Brown)

9 1/2" x 14 3/4" x 1 3/4"	<b>TG 135C-PRM</b>	100	48lbs
9 1/2" x 14 3/4" x 3 1/2"	<b>TG 155E-PRM</b>	100	52lbs
9 1/2" x 14 3/4" x 5 1/4"	<b>TG 175G-PRM</b>	100	56lbs
10" x 15" x 1 3/4"	<b>TG 136C-PRM</b>	100	48lbs
10" x 15" x 3 1/2"	<b>TG 156E-PRM</b>	100	52lbs
10" x 15" x 5 1/4"	<b>TG 176G-PRM</b>	100	56lbs

\* Please specify colored Tyvek® expansion if other than Chocolate Brown

*\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.*

Frosty White 10205-1	Scarlet Red 10230-1	Lemon Yellow 10219-1	Dusty Rose 10232-1	Lime 10224-1
Pearl Green 10252-1	Cerulean Blue 10243-1	Orange 10233-1	Blue/Violet 10231-1	Magenta 10234-1
Moss Green 10226-1	Black 10200-1	Dove Gray 10257-1	Desert Sand 10215-1	Maroon 10235-1
Spring Green 10220-1	Chocolate Brown 10211-1	Banker's Gray 10250-1	Dark Blue 10245-1	

### Tyvek® Colors Available

Due to catalog printing processes, colors may vary slightly on product from colors illustrated.

# TOP TAB REDROPE EXPANSION FILE POCKETS



1524



1524-TY



1526



1526-TY

## ECONOMY TOP TAB REDROPE FILE POCKETS

The economy top tab pocket is constructed the same as the Premium line, but uses lighter materials to lower costs. If you are looking for an extremely functional product at a lower cost this is the pocket for you. Perfect for filing applications that require the storage of bulky, inactive materials, these sturdy file pockets expand up to 5 1/4" and feature a reinforced paper gusset or Tyvek® gusset for heavy use. Drop front allows for easy access to the contents.

### Specifications

- 11pt redrope front & back
- 11pt manila inside lining
- Double thick, front & back
- Drop front style
- Top corners rounded, front & back
- Mylar reinforced gussets
- Tab 1/2" High
- 1 3/4", 3 1/2" and 5 1/4" expansions
- 6 1/2" high Paper or Tyvek® gussets
- 17 Tyvek® colors to choose from



DESCRIPTION	STOCK NO.	CARTON	WEIGHT
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**LETTER SIZE:** 11 3/4" W X 9 1/2" H, 9" H Front.

### Paper Gussets

9 1/2" X 11 3/4" x 1 3/4"	<b>1514</b>	50	12lbs
9 1/2" X 11 3/4" x 3 1/2"	<b>1524</b>	50	13lbs
9 1/2" X 11 3/4" x 5 1/4"	<b>1534</b>	50	15lbs

### Tyvek® Gussets (Chocolate Brown)

9 1/2" X 11 3/4" x 1 3/4"	<b>1514-TY</b>	200	52lbs
9 1/2" X 11 3/4" x 3 1/2"	<b>1524-TY</b>	100	28lbs
9 1/2" X 11 3/4" x 5 1/4"	<b>1534-TY</b>	100	32lbs

\* Please specify colored Tyvek® expansion if other than Chocolate Brown

**LEGAL SIZE:** 14 3/4" W X 9 1/2" H, 9" Front.

### Paper Gusset

9 1/2" x 14 3/4" x 1 3/4"	<b>1516</b>	50	13lbs
9 1/2" x 14 3/4" x 3 1/2"	<b>1526</b>	50	14lbs
9 1/2" x 14 3/4" x 5 1/4"	<b>1536</b>	50	15lbs

### Tyvek® Gusset (Chocolate Brown)

9 1/2" x 14 3/4" x 1 3/4"	<b>1516-TY</b>	200	56lbs
9 1/2" x 14 3/4" x 3 1/2"	<b>1526-TY</b>	100	32lbs
9 1/2" x 14 3/4" x 5 1/4"	<b>1536-TY</b>	100	36lbs

\* Please specify colored Tyvek® expansion if other than Chocolate Brown

\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.

Frosty White 10205-1	Scarlet Red 10230-1	Lemon Yellow 10219-1	Dusty Rose 10232-1	Lime 10224-1
Pearl Green 10252-1	Cerulean Blue 10243-1	Orange 10233-1	Blue/Violet 10231-1	Magenta 10234-1
Moss Green 10226-1	Black 10200-1	Dove Gray 10257-1	Desert Sand 10215-1	Maroon 10235-1
Spring Green 10220-1	Chocolate Brown 10211-1	Banker's Gray 10250-1	Dark Blue 10245-1	

### Tyvek® Colors Available

Due to catalog printing processes, colors may vary slightly on product from colors illustrated.

# TOP TAB REDROPE EXPANSION FILE POCKETS

## GUIDE HIGH ECONOMY 1/2 CUT TOP TAB FILE POCKETS

The economy 1/2 cut top tab pocket is constructed the same as the Premium line, but uses lighter materials to lower costs. If you are looking for an extremely functional product at a lower cost this is the pocket for you. Perfect for filing applications that require the storage of bulky, inactive materials, these sturdy file pockets expand up to 5 1/4" and feature a reinforced paper gusset or Tyvek® gusset for heavy use. Drop front allows for easy access to the contents.

### Specifications

- 11pt redrope front & back
- 11pt manila inside lining
- Double thick, front & back
- Drop front style
- Top corners rounded, front & back
- Mylar reinforced gussets
- Tab 7/8" High
- Right, left or assorted tab positions
- 1 3/4", 3 1/2" and 5 1/4" expansions
- 6 1/2" high Paper or Tyvek® gussets
- 17 Tyvek® colors to choose from



DESCRIPTION	STOCK NO.	CARTON	WEIGHT
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**LETTER SIZE:** 11 3/4" W X 9 7/8" H, 9" H Front. Tab Position Left, Right or Assorted.

### Paper Gussets

9 7/8" X 11 3/4" x 1 3/4"	<b>1514T</b>	200	52lbs
9 7/8" X 11 3/4" x 3 1/2"	<b>1524T</b>	100	28lbs
9 7/8" X 11 3/4" x 5 1/4"	<b>1534T</b>	100	32lbs

\*Please specify left, right or assorted tab position.

### Tyvek® Gussets (Chocolate Brown)

9 7/8" X 11 3/4" x 1 3/4"	<b>1514T-TY</b>	200	52lbs
9 7/8" X 11 3/4" x 3 1/2"	<b>1524T-TY</b>	100	28lbs
9 7/8" X 11 3/4" x 5 1/4"	<b>1534T-TY</b>	100	32lbs

\* Please specify colored Tyvek® expansion if other than Chocolate Brown

\*Please specify left, right or assorted tab position.

**LEGAL SIZE:** 14 3/4" W X 9 7/8" H, 9" Front.

### Paper Gusset

9 7/8" x 14 3/4" x 1 3/4"	<b>1516T</b>	200	56lbs
9 7/8" x 14 3/4" x 3 1/2"	<b>1526T</b>	100	32lbs
9 7/8" x 14 3/4" x 5 1/4"	<b>1536T</b>	100	36lbs

\*Please specify left, right or assorted tab position.

### Tyvek® Gusset (Chocolate Brown)

9 7/8" x 14 3/4" x 1 3/4"	<b>1516T-TY</b>	200	56lbs
9 7/8" x 14 3/4" x 3 1/2"	<b>1526T-TY</b>	100	32lbs
9 7/8" x 14 3/4" x 5 1/4"	<b>1536T-TY</b>	100	36lbs

\* Please specify colored Tyvek® expansion if other than Chocolate Brown

\*Please specify left, right or assorted tab position.

Frosty White 10205-1	Scarlet Red 10230-1	Lemon Yellow 10219-1	Dusty Rose 10232-1	Lime 10224-1
Pearl Green 10252-1	Cerulean Blue 10243-1	Orange 10233-1	Blue/Violet 10231-1	Magenta 10234-1
Moss Green 10226-1	Black 10200-1	Dove Gray 10257-1	Desert Sand 10215-1	Maroon 10235-1
Spring Green 10220-1	Chocolate Brown 10211-1	Banker's Gray 10250-1	Dark Blue 10245-1	

*Tyvek® Colors Available*

Due to catalog printing processes, colors may vary slightly on product from colors illustrated.



1524T



1524T-TY



1526T



1526T-TY

# TOP TAB REDROPE EXPANSION FILE POCKETS



1073GL-PRM



RTG1073GL-PRM



1075GL-PRM



RTG1076GL-PRM

## DRAWER FILE REDROPE WALLETS

Expanding files feature double-thick front and back panels, with heavy reinforcement liner board between the layers. Wallets also feature double-thick front and back panels and are available in a variety of closure options, including elastic cord, cloth tape and Velcro. These files can feature coordinating color gussets and expansions up to 5 1/4". Wallets are attractive and durable, able to withstand years of frequent use.

### Specifications

- 17pt redrope front & back including flap
- 11pt redrope front and back linings
- Double thick, front & back
- Mylar reinforced gussets
- Full front flap
- Elastic cord, cloth tape or Velcro closures
- 1 3/4", 3 1/2" and 5 1/4" expansions
- Full height Paper or Tyvek® gussets
- 17 Tyvek® colors to choose from



DESCRIPTION	STOCK NO.	CARTON	WEIGHT
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**LETTER SIZE:** 11 3/4" W X 9 1/2" H, 9 1/2" H Front. Full flap, Elastic Cord Closure.

### Paper Gussets

9 1/2" x 11 3/4" x 1 3/4"	<b>1033CL-PRM</b>	100	32lbs
9 1/2" x 11 3/4" x 3 1/2"	<b>1053EL-PRM</b>	100	36lbs
9 1/2" x 11 3/4" x 5 1/4"	<b>1073GL-PRM</b>	100	44lbs

### Tyvek® Gussets (Chocolate Brown)

9 1/2" x 11 3/4" x 1 3/4"	<b>*RTG1073GL-PRM</b>	100	40lbs
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**\*RTG Prefix Indicates Tyvek® Reinforced Flap**

**\* Please specify colored Tyvek® expansion if other than Chocolate Brown**

**LEGAL SIZE:** 14 3/4" W X 9 1/2" H, 9" Front.

### Paper Gusset

9 1/2" x 14 3/4" x 1 3/4"	<b>1035CL-PRM</b>	100	36lbs
9 1/2" x 14 3/4" x 3 1/2"	<b>1055EL-PRM</b>	100	40lbs
9 1/2" x 14 3/4" x 5 1/4"	<b>1075GL-PRM</b>	100	44lbs
10" x 15" x 1 3/4"	<b>1036CL-PRM</b>	100	40lbs
10" x 15" x 3 1/2"	<b>1056EL-PRM</b>	100	44lbs
10" x 15" x 5 1/4"	<b>1076GL-PRM</b>	100	48lbs

### Tyvek® Gusset (Chocolate Brown)

9 1/2" x 14 3/4" x 1 3/4"	<b>TG1035CL-PRM</b>	100	36lbs
9 1/2" x 14 3/4" x 3 1/2"	<b>TG1055EL-PRM</b>	100	40lbs
9 1/2" x 14 3/4" x 5 1/4"	<b>TG1075GL-PRM</b>	100	44lbs
10" x 15" x 1 3/4"	<b>TG1036CL-PRM</b>	100	44lbs
10" x 15" x 3 1/2"	<b>TG1056EL-PRM</b>	100	48lbs
10" x 15" x 5 1/4"	<b>TG1076GL-PRM</b>	100	52lbs
10" x 15" x 3 1/2"	<b>*RTG1056EL-PRM</b>	100	48lbs
10" x 15" x 5 1/4"	<b>*RTG1076GL-PRM</b>	100	52lbs

**\*RTG Prefix Indicates Tyvek® Reinforced Flap**

**\* Please specify colored Tyvek® expansion if other than Chocolate Brown**

*\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 120 for ideas that work for the way you work.*

Frosty White 10205-1	Scarlet Red 10230-1	Lemon Yellow 10219-1	Dusty Rose 10232-1	Lime 10224-1
Pearl Green 10252-1	Cerulean Blue 10243-1	Orange 10233-1	Blue/Violet 10231-1	Magenta 10234-1
Moss Green 10226-1	Black 10200-1	Dove Gray 10257-1	Desert Sand 10215-1	Maroon 10235-1
Spring Green 10220-1	Chocolate Brown 10211-1	Banker's Gray 10250-1	Dark Blue 10245-1	

*Tyvek® Colors Available*

Due to catalog printing processes, colors may vary slightly on product from colors illustrated.



# CASE FILES AND CASE BINDERS

**Top Tab Case Binders . . . . . 73**

**End Tab Case Binders . . . . . 74**

THESE ARE ORIGINAL COURT PAPERS  
THEY MUST NOT BE REMOVED FROM THIS  
FOLDER OR TAKEN FROM THIS OFFICE

Fairfield County Common Pleas Court -- CRIMINAL



## CASEBINDER LEFT&RIGHT ENDWINGS



## TOP TAB HEAVY-DUTY CASEBINDERS

Perfect for bulky and active legal files, or any records you need to keep in chronological order. The fastener is installed on a special flap so the first page in the file file is always in the front. No need to remove paper to keep the documents in order. Double thickness back stands up to lots of handling. Holds up to 2" of materials. Tabs are higher for better visibility in drawers. Extra wide tab allows room for color-coding or subject labels. Available in manila and nine colors for coding different case types.

### Specifications

10 colors to choose from  
14pt heavyweight stock  
Double thick back panels  
End wings can alternate left and right positions  
Top alternates left and right positions with end wing  
2" embedded fastener on 2nd wing  
End wing and front panel scored for 2" expansion



## CASEBINDERS



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**Letter Size:** 11 3/4" W x 9 7/8" H Overall + 1 3/4" Flap, 9" H Body

### 1/2 Cut Tab, Assorted Positions

Manila	<b>S-9338MAN</b>	50	250	44lbs
Blue	<b>S-9338BLU</b>	50	250	44lbs
Goldenrod	<b>S-9338GLD</b>	50	250	44lbs
Gray	<b>S-9338GRY</b>	50	250	44lbs
Green	<b>S-9338GRN</b>	50	250	44lbs
Orange	<b>S-9338ORG</b>	50	250	44lbs
Red	<b>S-9338RED</b>	50	250	44lbs
Redrope	<b>S-9338RRP</b>	50	250	44lbs
Yellow	<b>S-9338YLW</b>	50	250	44lbs
Lavender	<b>S-9338LAV</b>	50	250	44lbs

## CASEBINDERS



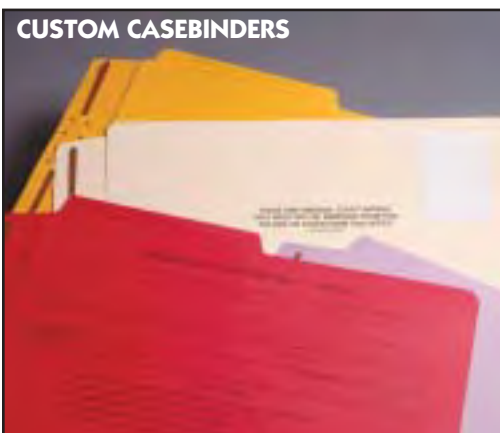
**Legal Size:** 14 3/4" W x 9 7/8" H Overall + 1 3/4" Flap, 9" H Body

### 1/2 Cut Tab, Assorted Positions

Manila	<b>S-9339MAN</b>	50	250	53lbs
Blue	<b>S-9339BLU</b>	50	250	53lbs
Goldenrod	<b>S-9339GLD</b>	50	250	53lbs
Gray	<b>S-9339GRY</b>	50	250	53lbs
Green	<b>S-9339GRN</b>	50	250	53lbs
Orange	<b>S-9339ORG</b>	50	250	53lbs
Red	<b>S-9339RED</b>	50	250	53lbs
Redrope	<b>S-9339RRP</b>	50	250	53lbs
Yellow	<b>S-9339YLW</b>	50	250	53lbs
Lavender	<b>S-9339LAV</b>	50	250	53lbs

*\* Customizing Available. They include options such as printing, special tab configurations, special fastener positions, removal of flaps, and color-coding. Submit copy and request a custom quote from your Filing Systems Consultant.*

## CUSTOM CASEBINDERS



# CASE BINDERS

## END TAB HEAVY-DUTY CASEBINDERS

Perfect for bulky and active legal files, or any records you need to keep in chronological order. The fastener is installed on a special flap so the first page in the file file is always in the front. No need to remove paper to keep the documents in order. Double thickness back stands up to lots of handling. Holds up to 2" of materials. Tabs are higher for better visibility in drawers. Extra wide tab allows room for color-coding or subject labels. Available in manila and eight colors for coding different case types.

### Specifications

- 10 colors to choose from
- 14pt heavyweight stock
- Double thick back panels
- Flaps left
- 2" embedded fastener on 2nd wing
- End Wing and front panel scored for 2" expansion



## MANILA CASEBINDER LEFT END WING



S-9340MAN

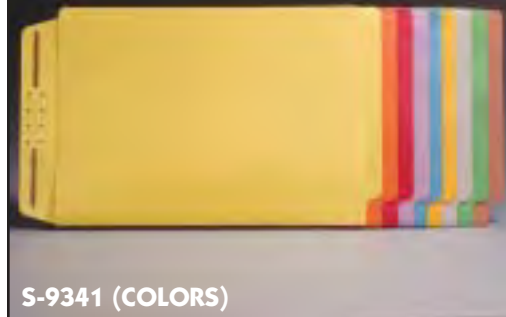
DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**Letter Size:** 11 3/4" W x 9 7/8" H Overall + 1 3/4" End Wing, 9" H Body

### 1/2 Cut Tab, Assorted Positions

Manila	<b>S-9340MAN</b>	50	250	44lbs
Blue	<b>S-9340BLU</b>	50	250	44lbs
Goldenrod	<b>S-9340GLD</b>	50	250	44lbs
Gray	<b>S-9340GRY</b>	50	250	44lbs
Green	<b>S-9340GRN</b>	50	250	44lbs
Orange	<b>S-9340ORG</b>	50	250	44lbs
Red	<b>S-9340RED</b>	50	250	44lbs
Redrope	<b>S-9340RRP</b>	50	250	44lbs
Yellow	<b>S-9340YLW</b>	50	250	44lbs
Lavender	<b>S-9340LAV</b>	50	250	44lbs

## COLORED TAG CASEBINDERS



S-9341 (COLORS)

**Legal Size:** 14 3/4" W x 9 7/8" H Overall + 1 3/4" End Wing, 9" H Body

### 1/2 Cut Tab, Assorted Positions

Manila	<b>S-9341MAN</b>	50	250	53lbs
Blue	<b>S-9341BLU</b>	50	250	53lbs
Goldenrod	<b>S-9341GLD</b>	50	250	53lbs
Gray	<b>S-9341GRY</b>	50	250	53lbs
Green	<b>S-9341GRN</b>	50	250	53lbs
Orange	<b>S-9341ORG</b>	50	250	53lbs
Red	<b>S-9341RED</b>	50	250	53lbs
Redrope	<b>S-9341RRP</b>	50	250	53lbs
Yellow	<b>S-9341YLW</b>	50	250	53lbs
Lavender	<b>S-9340LAV</b>	50	250	53lbs



### Folder Colors Available

Due to catalog printing processes, colors may vary slightly on product from colors illustrated.

*\* Customizing Available. They include options such as printing, special tab configurations, special fastener positions, removal of flaps, and color-coding. Submit copy and request a custom quote from your Filing Systems Consultant.*





# FILING ACCESSORIES

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## SELF-ADHESIVE FASTENERS

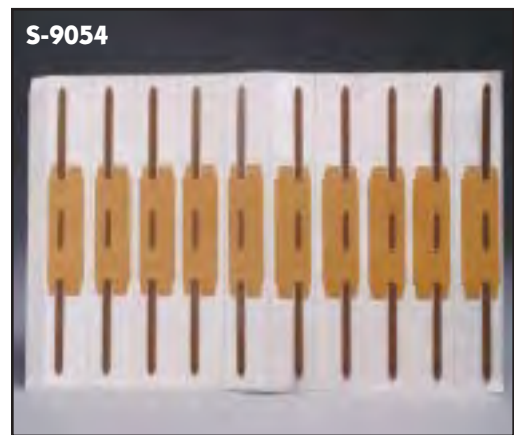
Documents can be securely fastened in any position using reinforced self-adhesive fasteners. These heat sealed 2" fasteners are pre-affixed to extra long 9" self adhesive strips. Just peel away from backing, position on the folder and press for an easy, permanent bond.

### Specifications

- 2" capacity
- Durable 9" self-adhesive strip
- Adhesive strip allows for easy placement on folder
- Conveniently packaged 4 fasteners per sheet, 25 sheets per box



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
2" Prong Capacity	<b>S-9054</b>	100	2000	19lbs



## SPACE CLIP BONDED FASTENER

Space Clip fasteners feature a unique design that allows folders to function like ring binders. The U-shaped end-piece is removable, allowing you to easily insert or remove papers. The clip will bend as you fold back papers for ease of reading and photocopying. Each clip holds up to 2" of paper. Use with 2 3/4" center-to-center hole punch. The Tyvek strip allows pages to open easily and lie flat for easy viewing.

### Specifications

- 2" capacity
- Flexible, heavy-duty plastic tubing
- Tyvek self-adhesive strip
- 100 fasteners, compressors and Space Clips per box



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
Space Clip/WO Tyvek Strip	<b>S-9059</b>	100	500	9lbs
Space Clip/W Tyvek Strip	<b>S-9060</b>	100	500	10lbs



## TWIN-PRONG FASTENERS, TP STYLE

When you want the convenience and added organization of a fastener on both sides of a divider, use twin-prong style fasteners. Simply bend two of the prongs outward and push through the pre-punched slits on any divider.

### Specifications

- 1" prong capacity
- Metal with brown enamel finish
- Standard 2 3/4" center to center



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
1" Prong Capacity	<b>S-9342</b>	100	2500	19lbs



## FASTENER COMPRESSORS

Use to hold large amounts of paperwork in fastener folders without damaging the top sheet. Can be used with all fasteners that have a 2 3/4" center-to-center fastener styles.

### Specifications

- Metal with brown enamel finish
- With metal slides to hold prongs
- Standard 2 3/4" C-C
- Compressor only – not installed on fasteners



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
Compressor	<b>S-9343</b>	100	2000	15lbs



# FILING ACCESSORIES



S-9053

## FILE BACK FASTENERS

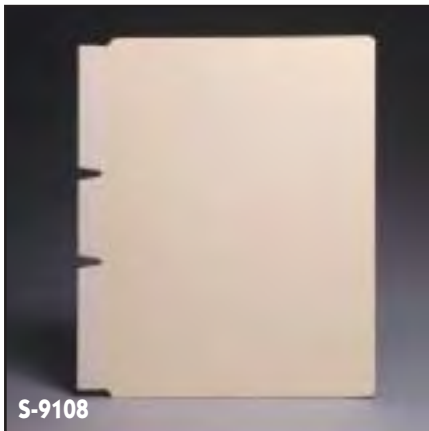
Just open up the existing folder prongs and slide on the new fastener hinges. Then insert the new section! Add and remove pages in the new sections – the rest of the file remains untouched. Works with any 2-pronged metal fastener, in all fastener positions.

### Specifications

- 1" capacity fastener
- 11pt manila hinge
- Size 8" x 2 1/2"



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
File back Fasteners	<b>S-9053</b>	100		11lbs



S-9108

## SIDE AND END FLAP SELF-ADHESIVE FOLDER DIVIDERS

Quickly convert your file folders to divided folders. Just fold on score line to form a flap, then remove protective strip over adhesive and affix to folder. Adhesive strip runs the length of the fold for a secure hold. Sturdy dividers are made from 11pt manila stock. Self adhesive dividers come with or without fasteners can be used with self adhesive or twin-prong fasteners to create additional filing surfaces.

### Specifications

- 11pt Manila Stock
- Standard 2 3/4" slit punching
- For end or top tab folders
- Self-adhesive hinge for attaching to folder
- Hinge slotted to fit around fasteners
- Poly wrapped
- Rounded corners
- 10% recycled content, 10% post-consumer material
- Assorted clip positions available



S-9091

DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 11 1/4" W X 8 1/2" H (Installed Size)

### Standard Side Flap (Smead Compatible)

Standard Side Flap Divider (No Fastener)	<b>S-9108</b>	100	500	19lbs
Standard Side Flap Divider (1-2" Fasteners on Front)	<b>S-9091</b>	100	500	23lbs
Standard Side Flap Divider (2-2" Fasteners)	<b>S-9143</b>	100	500	24lbs
Standard Side Flap Divider (1-2" Fastener Pos. #5)	<b>S-9090</b>	100	500	25lbs
Standard Side Flap Divider (1- Space Clip Pos. #5)	<b>S-9144</b>	50	250	26lbs
Standard End Flap Divider (No Clips)	<b>S-9109</b>	100	500	18lbs
Standard End Flap Divider (1-2" Fasteners at Top)	<b>S-9092</b>	100	500	23lbs



S-9109

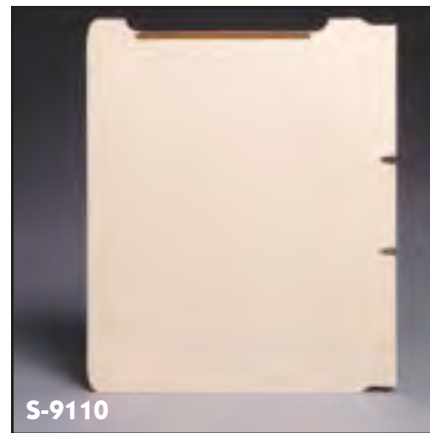


## SELF-ADHESIVE FOLDER DIVIDERS WITH TWIN-PRONG FASTENER

Save time and effort needed to install twin-prong fasteners on side flap style dividers. Factory installed twin-prong fasteners make it easy to add two additional filing surfaces to any file folder. Simple peel back the protective strip and press the hinged flap into any file folder.

### Specifications

- 11pt manila stock
- 1" twin-prong fastener
- Rounded corners
- For end tab or top tab folders
- Standard  $\pm 3/4$ " Center to Center
- Prongs on both sides of divider
- Self-adhesive hinge for attaching to folder
- Hinge slotted to fit around fastener in folder
- 10% recycled content, 10% post-consumer material



S-9110

DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 11 1/4" W X 8 1/2" H (Installed Size), 1" Twin-Prong

<b>Standard Side Flap with 1" Twin Prong</b> (Smead Compatible) (1" Twin Prong)	<b>S-9110</b>	100	500	27lbs
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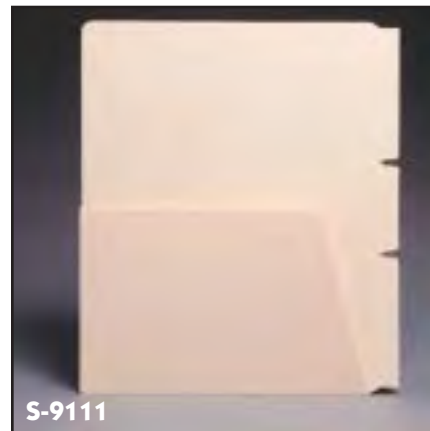
FOLDER WITH DIVIDER S-9110

## SELF-ADHESIVE DIVIDER WITH 1/2 POCKET

These self-adhesive dividers have a 1/2 pocket on both sides, ideal for storing important documents safely inside the folders. Great for items that cannot be punched, such as small papers, photos, x-rays or certificates.

### Specifications

- 11pt manila stock
- For end tab or top tab folders
- 5 1/2" high pocket on both sides
- Standard  $\pm 3/4$ " slit punching
- Self-adhesive hinge for attaching to folders
- Hinge slotted to fit around fasteners in folder
- 10% recycled content, 10% post-consumer material



S-9111

DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 11 1/4" W X 8 13/16" H (Installed Size)

<b>Manila 11pt. 1/2 Pocket</b> , (Smead Compatible) Side Flap with 1/2 Pockets (No Fastener)	<b>S-9111</b>	100	500	36lbs
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FOLDER WITH DIVIDER S-9111

# FILING ACCESSORIES



S-9048

## SELF-ADHESIVE FULL POCKET DIVIDERS

Made from 11pt manila, these self-adhesive full sized pockets give you an ideal way to add a section to a file. Full sized pocket provides a easy to use way to secure smaller documents. Convenient pressure sensitive adhesive attachment strip on long side is easy to use and attaches firmly to any folder.

### Specifications

- 11pt manila stock
- Full size pocket
- For end or top tab folders
- Self-adhesive hinge for attaching to a folder
- Hinge slotted to fit around fasteners in folder
- 10% recycled content, 10% post-consumer material



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**LETTER SIZE:** 11 1/4" W X 8 3/4" H, Self-Adhesive Full Pocket

### Manila 11pt. Full Pocket (BSP Filing Solutions)

Side Flap with Full Pocket  
(No Fasteners)

<b>S-9048</b>	50	250	18lbs
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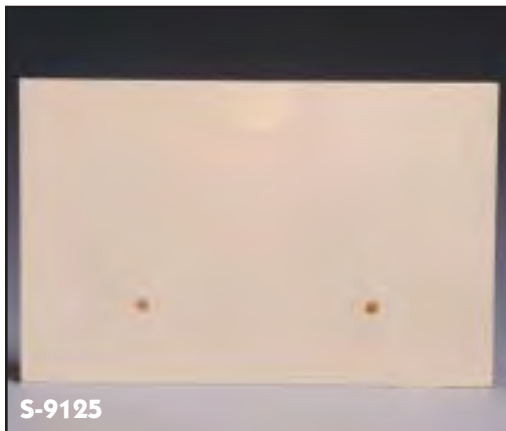
S-9116

## SELF-ADHESIVE MANILA POCKETS

Sturdy 11pt manila pockets attach firmly to folders with two self-adhesive strips to keep small documents and loose items organized in folders. Pockets feature thumb-cut openings for easy retrieval of contents. Choose from 4 single pocket sizes or the twin pocket with one 9"w x 5"d and one 9"w x 8" d pocket. Hole in outer panel of single pockets lets you see if smaller items are inside. All sizes given are inside dimensions.

### Specifications

- 11pt manila stock
- Thumb cut center
- Punched holes on front
- Single pocket sizes:
  - 8 1/2" W X 5" H
  - 5" W X 3" H
  - 6" W X 4" H
  - 9" W X 6" H
- Double pocket size:
  - 8 1/2" H X 9" W
  - 8 1/2" H X 5" D
- Two strips of self-adhesive tape on back of pocket
- 10% recycled content, 10% post-consumer material



S-9125

DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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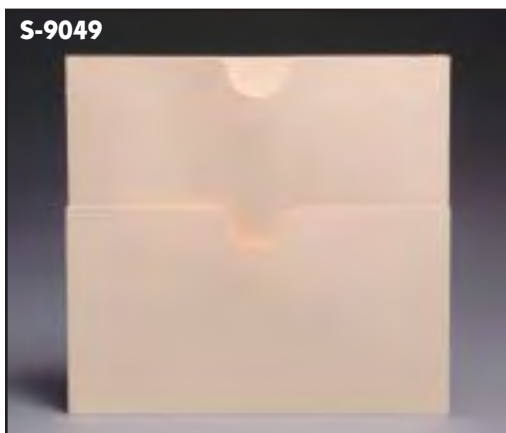
### Self-Adhesive Manila Pockets

#### Manila 1/2 Pockets (BSP Filing Solutions)

8 1/2" W X 5" H Pocket	<b>S-9116</b>	50	250	9lbs
5" W X 3" H Pocket	<b>S-9123</b>	50	250	4lbs
6" W X 4" H	<b>S-9124</b>	50	250	6lbs
9" W X 6" H	<b>S-9125</b>	50	250	11lbs

#### Manila Double Pocket

8 1/2" H X 9" W	<b>S-9049</b>	50	250	20lbs
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S-9049



## POLY AND VINYL SELF-ADHESIVE POCKETS

These easy to use pockets adhere to practically any flat surface to give you a multitude of labeling and storage options. To use, simply peel away the paper backing from adhesive and press onto a clean surface. Self-adhesive pockets make it easy to add a business card, slide, photo, document or disk to any presentation or filing system. Pockets come either in 8 mil vinyl or 5 mil poly.

### Specifications

- Self-adhesive back panel extends above front panel
- Back panel is slit for easy removal of backing
- Made from 6 mil vinyl or 5 mil poly
- Assortment of sizes available



DESCRIPTION	STOCK NO.	BOX	WEIGHT
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### Heavy Duty 8 mil Vinyl Pockets

#### Credit Card Pockets – 8 mil Vinyl

Outside: 2 1/2" W X 3 11/16" H

Inside: 2 5/16" W X 3 1/8" H

**S-9256** 100 1lbs

#### Index Card Size Pockets – 8 mil Vinyl

Outside: 5 1/2" W X 3 1/2" H

Inside: 5 1/4" W X 3 1/4" H

**S-9257** 100 2lbs

#### 6" x 4" Size Pockets – 8 mil Vinyl

Outside: 6 1/2" W X 4 1/2" H

Inside: 6" W X 4" H

**S-9258** 100 2lbs

#### Letter Size Pockets – 8 mil Vinyl

Outside: 9" W X 5 3/4" H

Inside: 8 1/2" W X 5 1/4" H

**S-9259** 100 2lbs

#### Letter Size Pockets – 8 mil Vinyl

9 W X 11 1/2" H

**S-9260** 100 3lbs

DESCRIPTION	STOCK NO.	BOX	WEIGHT
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### Heavy Duty 5 mil Poly Pockets

#### Credit Card Size Pocket – 5 mil Poly

Outside: 3" W X 3 3/4" H

Inside: 2 1/2" W X 3 1/4" H

**S-9247** 100 1lbs

4 1/4" W X 5 1/2" H

**S-9248** 100 1lbs

#### Index Card Size Pockets – 5 mil Poly

Outside: 5 3/4" W X 3 1/2" H

Inside: 5 1/4" W X 3" H

**S-9249** 100 2lbs

5" W X 6 1/2" H

**S-9250** 100 2lbs

#### Letter Size Pockets – 5 mil Poly

Outside: 7" W x 4 3/4" H

Inside: 6 1/2" W x 4 1/4" H

**S-9251** 100 2lbs

4 1/4" W X 8" H

**S-9252** 100 2lbs

#### 1/2 Letter Pockets – 5 mil Poly

Outside: 9 1/4" W X 6" H

Inside: 8 3/4" W X 5 3/4" H

**S-9253** 100 3lbs

9 1/4" W X 11 1/4" H

**S-9255** 100 3lbs

#### Full Sheet Pockets – 5 mil Poly

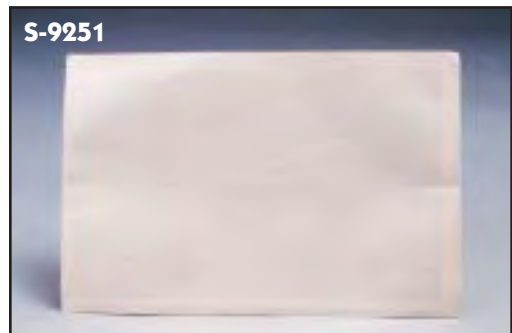
Outside: 11" W X 9" H

Inside: 10 1/2" W X 8 1/2" H

**S-9255** 100 5lbs



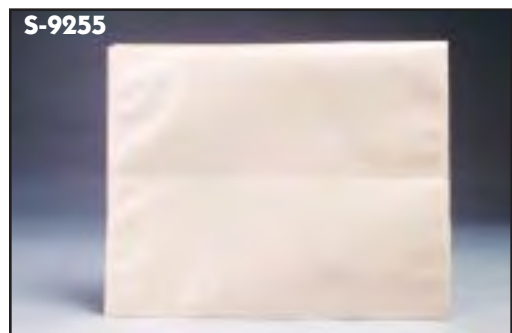
POLY & PAPER POCKETS



S-9251



S-9253



S-9255

# FILING ACCESSORIES



**ZIP-LOCK ADHESIVE POCKETS**

## ZIP-LOCK ADHESIVE POCKETS

These handy pockets adhere to almost any surface. Secure disks, CD's or any letter-size documents for years of unmatched protection. Each is made of sturdy, transparent poly with a zip-lock closure for added security.

### Specifications

- Archival safe
  - Clear 5 mil poly
  - Zip-lock closure on top
  - Pockets are perfect for CDs, dental x-rays, photos and more.
- Assortment of sizes available



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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### Clear 5 mil Poly Zip-Lock Pockets

#### CD Pockets – 5 mil Poly

Outside: 5 1/2" W X 6 1/4" H

Inside: 5" W X 5 1/4" H

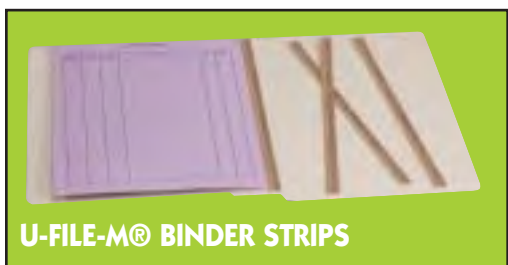
**S-PSP007** 100 1000 2lbs

#### Index Card Pockets – 5 mil Vinyl

Outside: 6 1/2" W X 10" H

Inside: 6" W X 9" H

**S-PSP019** 100 1000 3lbs



**U-FILE-M® BINDER STRIPS**

## U-FILE-M® BINDER STRIPS

U-File-M binder strips make each folder read like a book. Documents are affixed to a strip of tabs in either ascending or descending order. File by either older information first, or by newer information on top. Instructions included.

### Specifications

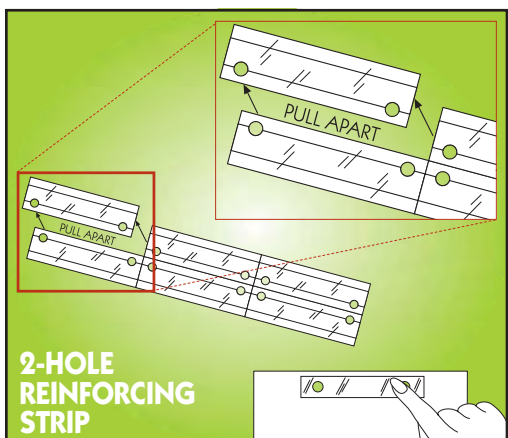
- Strip holds 22 sheets
- 100 strips per box



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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### U-File-M® Binder Strips

**S-9344** 100 3lbs



**2-HOLE REINFORCING STRIP**

## REINFORCING BINDER STRIPS

Add durability and longevity to your documents with either our 2-hole or 5-hole clear reinforcing binder strips. Strips are self-adhesive for easy use. Material is tear resistant and clear so it will not hide printed information.

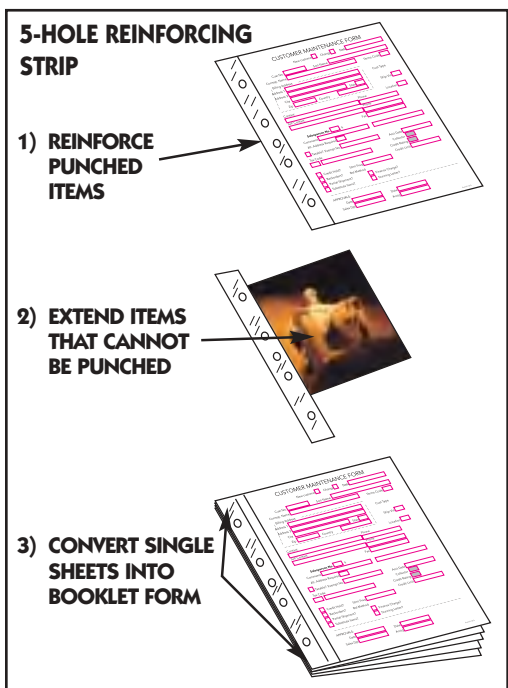


DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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### Reinforcing Binder Strips

11" 5-hole Punched **S-58390** 20 200 1lbs

3 1/2" 2-hole Punched **S-58392** N/A 500 1lbs



### 5-HOLE REINFORCING STRIP

1) REINFORCE PUNCHED ITEMS

2) EXTEND ITEMS THAT CANNOT BE PUNCHED

3) CONVERT SINGLE SHEETS INTO BOOKLET FORM



## LASER/INKJET NAME LABELS

Laser/Inkjet name labels are easy to use with most label software. The paper and adhesive are formulated specifically for use in laser or inkjet printers.

### Specifications

- Preprinted color bar or plain white
- Seven colors available
- 30 labels per sheet
- 25 sheets per package
- 750 labels per package

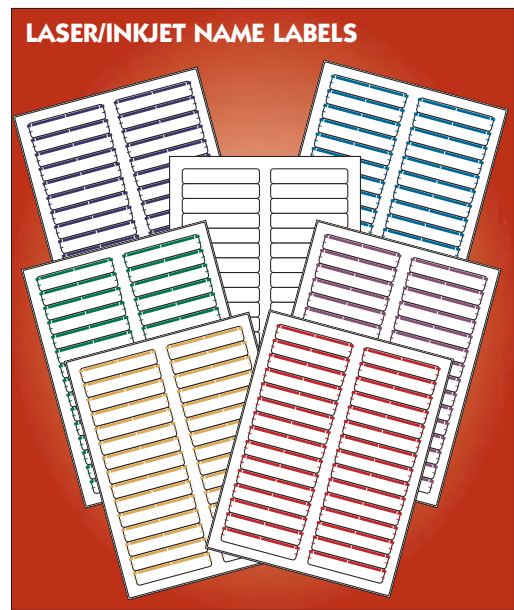


DESCRIPTION	STOCK NO.	SHEET	PACKAGE	WEIGHT
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**OVERALL SHEET SIZE:** 8 1/2" X 11"

**Label Size:** 3 7/16" X 9/16"

Dark Blue	<b>S-49437</b>	30	750	5lbs
Green	<b>S-49436</b>	30	750	5lbs
Light Blue	<b>S-49431</b>	30	750	5lbs
Purple	<b>S-49443</b>	30	750	5lbs
Red	<b>S-49432</b>	30	750	5lbs
Tan	<b>S-49441</b>	30	750	5lbs
White	<b>S-49430</b>	30	750	5lbs



## 1-UP NAME LABELS

Self-adhesive file folder labels attach permanently to file folders, cards, etc. Color coded for easy identification and smudge proof for legibility. Available in convenient sheets, in white and 6 colors ready for typing or writing.

### Specifications

- Preprinted color bar or plain white
- Seven colors available
- 8 labels per sheet
- 248 labels per package



DESCRIPTION	STOCK NO.	SHEET	PACKAGE	WEIGHT
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**LABEL SIZE:** 3 7/16" X 9/16"

**Label Color:**

Dark Blue	<b>S-59437</b>	8	248	5lbs
Green	<b>S-59436</b>	8	248	5lbs
Light Blue	<b>S-59431</b>	8	248	5lbs
Purple	<b>S-59443</b>	8	248	5lbs
Red	<b>S-59432</b>	8	248	5lbs
Tan	<b>S-59441</b>	8	248	5lbs
White	<b>S-59430</b>	8	248	5lbs



stock no.	color
S-49437	Dark Blue
S-49436	Green
S-49431	Light Blue
S-49443	Purple
S-49432	Red
S-49441	Tan
S-49430	White

## 1-UP NAME LABELS



stock no.	color
S-59437	Dark Blue
S-59436	Green
S-59431	Light Blue
S-59443	Purple
S-59432	Red
S-59441	Tan
S-59430	White

# FILING ACCESSORIES



## WRAP-AROUND NAME LABELS

Use Microsoft Word® and any laser/Inkjet printer to create wrap-around name labels for file folders, pockets, jackets, etc. Easy set-up instructions for both drawer and shelf filing applications in each package.

### Specifications

- Preprinted color bar or plain white
- Six colors available
- 12 labels per sheet
- 240 labels per package



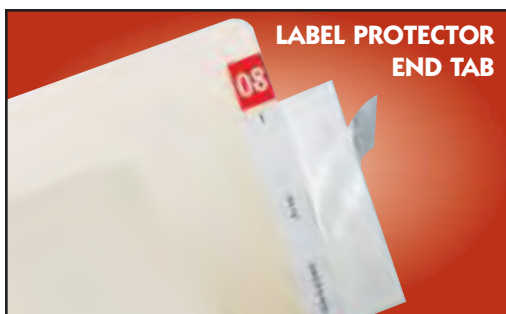
DESCRIPTION	STOCK NO.	SHEET	PACKAGE	WEIGHT
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OVERALL SHEET SIZE: 8 1/2" X 11"

stock no.	color
S-49401	Azure Blue
S-49402	Brown
S-49403	Green
S-49404	Orange
S-49405	Red
S-49406	White

### Label Color:

Azure Blue	<b>S-49401</b>	12	240	1lbs
Brown	<b>S-49402</b>	12	240	1lbs
Green	<b>S-49403</b>	12	240	1lbs
Orange	<b>S-49404</b>	12	240	1lbs
Red	<b>S-49405</b>	12	240	1lbs
White	<b>S-49406</b>	12	240	1lbs



LABEL PROTECTOR  
END TAB

## NAME LABEL PROTECTORS

Name label protectors eliminate dirty, worn, dog-eared file folders and file folder labels. Clear, wrap-around, self-adhesive protectors keep file folders and labels clean and prevent them from falling off, extending the life of the folder. Name label protectors can also be used "flat" to attach miscellaneous materials to any surface.

### Specifications

- 5 different sizes available
- Clear self-adhesive label



DESCRIPTION	STOCK NO.	BOX	WEIGHT
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### Label Size:

3 1/2" X 1 3/4"	<b>S-8078</b>	500	2lbs
4" X 2"	<b>S-LL-4</b>	500	2lbs
6" X 2"	<b>S-LL-6</b>	500	2lbs
8" X 2"	<b>S-LL-8</b>	500	3lbs
9" X 2"	<b>S-LL-9</b>	500	3lbs
11" X 2"	<b>S-LL-11</b>	500	3lbs
11" X 3"	<b>S-CT-LL-311</b>	250	3lbs



LABEL PROTECTOR  
TOP TAB

## FULL END TAB PROTECTORS

End tab protectors are an ideal solution for extending the life shelf file folders. Clear protectors wrap around folder end tabs, preventing labels from cracking or popping off, and protect against wear and tear. Self-adhesive, 8" x 2" protectors can be easily applied to all types of end tab folders to keep them looking neat and clean longer.

### Specifications

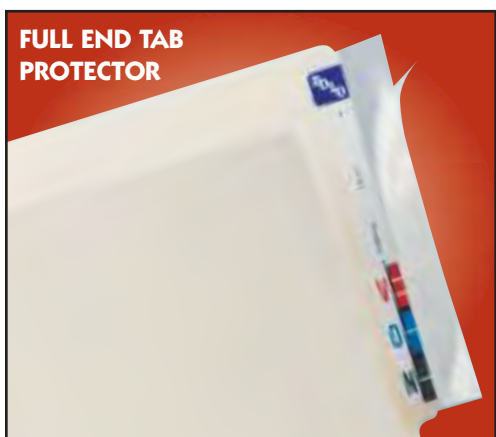
- Clear self-adhesive label



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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### Label Size:

8" X 2"	<b>S-8079</b>	100	N/A	3lbs
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FULL END TAB  
PROTECTOR

## FOLDER SPINE EDGE PROTECTORS

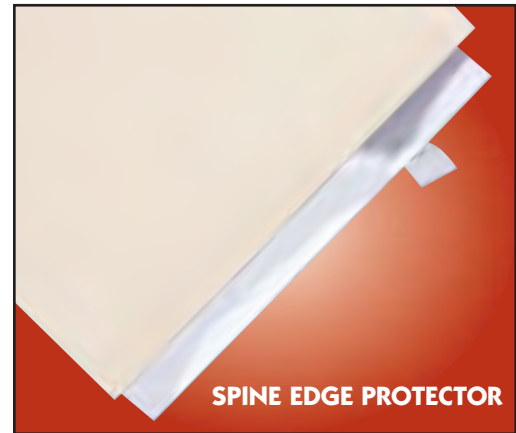
Edge protectors keep heavily used file folders looking good longer by protecting the edges from cracking and splitting. The 11" x 2" clear, wrap-around protector is easily applied to the bottom edge of a file folder, where most wear and tear occurs as the folder is moved in and out of shelf file cabinets.

### Specifications

- Clear self-adhesive label



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
<b>Label Size:</b> 11" X 2"	<b>S-LL-11</b>	500	N/A	3lbs



## ECONOMY FILE STORAGE BOXES

These economical two-piece kraft boxes are perfect for file storage. The removable lids keep files protected and clean. The box comes with a preprinted content identification form on both ends for easy identification. Letter size/legal holds 15" of letter-sized files or 12" of legal-sized files. Boxes can be stacked up to 3 high.



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
<b>Box Size:</b> Letter/Legal 15" L X 12" W X 10" D	<b>FSB300</b>		12	20lbs
Letter Size 24" L X 12" W X 10" D	<b>FSB350</b>		12	20lbs



## DELUXE FILE STORAGE BOXES

These heavy duty boxes are made from 200#/ white corrugated boxing, creating a box designed to be durable and easy to use in all filing applications. The removable lids offer quick and easy access. Tabs on the lid interlock through the handles for added strength. Boxes safely stack 5 high and come with a preprinted content identification form on both ends for easy identification. Ships and stores flat with lids in cases of 12.



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
<b>Box Size:</b> Letter/Legal 15" L X 12" W X 10" D	<b>FSB200</b>		12	70lbs
Letter Size 24" L X 12" W X 10" D	<b>FSB240</b>		12	70lbs
Legal Size 24" L X 15" W X 10" D	<b>FSB280</b>		12	70lbs



# FILING ACCESSORIES



**FSB150**

## PREMIUM FILE STORAGE BOXES

These premium boxes can withstand over 1,000 lbs of pressure and can be stacked up to 6 high. They stand up great in settings that require frequent movement and/or transportation of files. Designed for records management applications these boxes are quick to set up, strong and attractive. Boxes come in either brown grain or white with a preprinted content identification form on both ends for easy identification.



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**Box Size:**

Letter/Legal-Brown 15" L X 12" W X 10" D	<b>FSB100</b>		12	20lbs
Letter/Legal-White 15" L X 12" W X 10" D	<b>FSB150</b>		12	20lbs



**FSB640**

## STRING & BUTTON FILE STORAGE BOXES

These premium letter or legal storage boxes are made from 250#/ white corrugated. The check boxes are made from 200# white corrugated. Overlapping flaps are secured by heavy duty-ties wrapped around plastic eyelets. A content identification form is preprinted on both ends of the box for easy identification. The box is designed to stack 5 high.



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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**Box Size:**

Letter Size 24" L X 12" W X 10 1/4" D	<b>FSB640</b>		12	70lbs
Legal Size 24" L X 15" W X 10 1/2" D	<b>FSB680</b>		12	70lbs
Checks 14 1/4" L X 9" W X 4" D	<b>FSB600</b>		12	70lbs



**FSB680**



**FSB600**



## IT'S ALL ABOUT TIME AND EFFICIENCIES...

Effectively managing information is a core component of a successful organization. The key to success in any environment is the ability to locate information in an efficient and cost effective manner. Our Filing Systems Consultants provide assistance in improving existing filing methodologies through:

- Design and creation of new filing systems
- Improve filing room efficiency
- Consolidating multiply filing systems into one efficient system
- File room relocation
- File room purges

## GETTING STARTED...

Filing Systems Consultants work closely with your organization to meet the requirements of your filing initiatives. Through our survey process we observe current filing methods and obtain a complete understanding of the retrieval and filing of various documents (paper, microfilm, digital images, etc). In addition, our consultants will also provide an evaluation of the filing space, the needs of employee procedures and current/pending records regulations. Based on the evaluation, our consultants will provide effective solutions to improve the efficiency of your records management program.

## WHAT PROFESSIONAL SERVICES CAN DO FOR YOU:

**RELOCATE:** Standard moving companies can box files and relocate them. Filing systems specialists correctly stores, boxes, moves and refiles your system, in perfect order, in your new location, across town or down the hall.

**PURGE:** Filing Systems Specialists will assist you in evaluating systems burdened with inactive files; pull them, box them, label for future retrieval and move them to your designated storage location.

**EXPAND:** Filing Systems Specialists are experts in reconfiguring existing filing space requirements. We isolate your current system, reconfigure the file room, add additional space as required, and reload the files to accommodate growth.

**COMBINE: OR DIVIDE:** Merging or separating businesses? Filing Systems Specialists can separate one system into several, or consolidate several systems into one. We're there when you need us.

**NEW AND/OR CUSTOM FILE DEVELOPMENT:** Our staff will study your current filing methods and collaborate with your staff to develop an industry standard system that better serves your filing needs. Need something non-standard? We pride ourselves on new and innovative ways to accommodate your specific requirements.

## THE FIRST STEP TO SUCCESS...

Our professionals will conduct a confidential on-site audit, including a complete case study and cost analysis of your filing system project. We offer a variety of services for conversions ranging from record room moves to file room restructuring. We provide Conversion Management, Conversion Personnel and supplies appropriate to the project. Our staff of conversion professionals are experienced in complex conversion projects, and as your partner, we complete your filing system project more efficiently and cost effectively than could be achieved by your staff alone.

Please contact your sales representative for information on our survey process. Your organization's records management requirements deserve innovative solutions provided by leading experts in filing.



# CONVERSION PRODUCTS AND SERVICES

<b>Conversion File Backs</b> . . . . .	<b>89</b>
<b>Conversion File Backs-Pressure Sensitive</b> . . . . .	<b>89</b>
<b>Convert-A-Tabs</b> . . . . .	<b>90</b>
<b>Opaque Conversion Labels</b> . . . . .	<b>90</b>



# CONVERSION PRODUCTS AND SERVICES

## CONVERSION FILE BACKS

Convert any top tab, pressboard folders into end tab file folders with this easy to install file back. Simple attach to a fastener in your existing folders, and the added length of the file back creates an end tab that can color coded to create an end tab for open shelving applications. Made from durable 14pt manila, and designed for heavy use.

### Specifications

- 14pt manila
- Full cut, single ply
- Attaches to existing top tab folders
- Creates an end tab for open shelf filing applications
- Can be custom color coded directly from the factory



DESCRIPTION	STOCK NO.	CARTON	WEIGHT
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#### Letter Size:

9 1/2"H x 12 1/4"W	<b>S-9345</b>	250	14lbs
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#### Legal Size:

9 1/2"H x 15 1/4"W	<b>S-9346</b>	250	16lbs
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**\*Conversion Products can be factory color coded for use right out of the box. Contact your sales representative for details.**

## CONVERSION FILE BACKS-PRESSURE SENSITIVE

Convert any top tab, pressboard folders into end tab file folders with this easy to install file back. Simply attach to your existing top tab folder with pressure sensitive adhesive tape. The added length of the file back creates an end tab that can color coded to create an end tab for open shelving applications. Can be used for letter or legal sized filing applications.

### Specifications

- 14pt manila
- Full cut, single ply
- Attaches to existing top tab folders
- Creates an end tab for open shelf filing applications
- Can be custom color coded directly from the factory

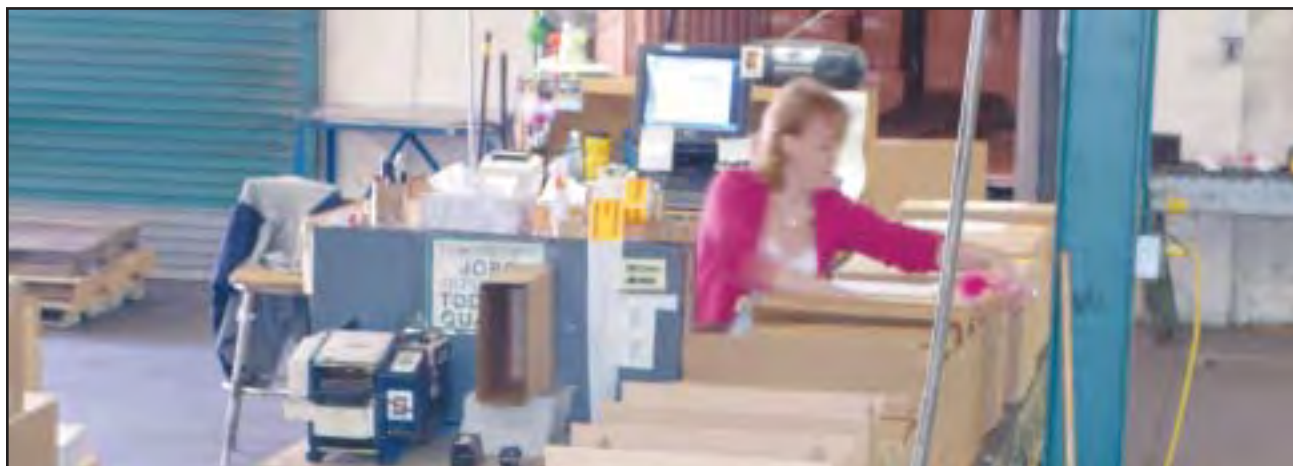
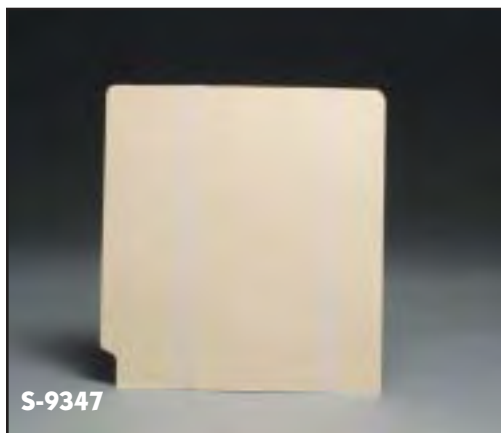
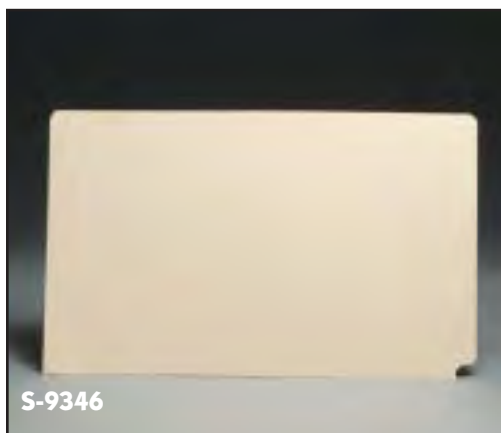
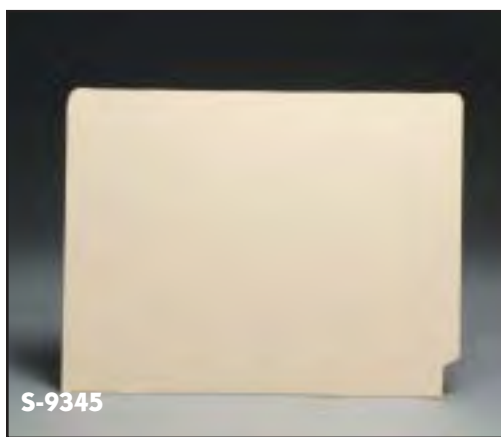


DESCRIPTION	STOCK NO.	CARTON	WEIGHT
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#### Combination Letter or Legal:

8 3/4"W x 9 1/4"H	<b>S-9347</b>	250	10lbs
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**\*Conversion Products can be factory color coded for use right out of the box. Contact your sales representative for details.**



# CONVERSION PRODUCTS AND SERVICES



CONVERT-A-TABS

## CONVERT-A-TABS

Convert-A-Tabs are the most versatile product on the market today when a conversion from top to end tab is required. They can be applied to the inside back or outside back of an existing top tab folder quickly and easily. Designed to turn any top tab folder into an end tab file folder. Simply peel away the backing and apply. The heavy duty adhesive holds up well in active filing systems. Made from heavy duty white card stock with a Mylar reinforcement. Can be used for letter or legal sized filing applications.

### Specifications

- 110# white card stock
- 1" end tab
- 2 ply reinforced tab, Mylar reinforced
- Attaches to existing top tab folders
- Creates an end tab for open shelf filing applications
- Can be custom color coded directly from the factory



DESCRIPTION	STOCK NO.	BOX	WEIGHT
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Size: 4"W x 9 1/2"H	<b>S-55996</b>	100	7lbs
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**\*Conversion Products can be factory color coded for use right out of the box. Contact your sales representative for details.**

## OPAQUE CONVERSION LABELS

A great way to reuse existing color coded folders. Simple peel and wrap over existing color coded end tab. The black opaque adhesive prevents the existing color coding to show through. The label thickness adds reinforcement to the existing tabs, creating an even stronger product than the original folder. These labels can be precolor coded directly from the factory for ready to use out of the box file conversions. applications.

### Specifications

- 60lb Pressure sensitive stock
- 4 labels per sheet
- Manila color finish
- Attaches to existing color coded end tab folders
- Can be custom color coded directly from the factory

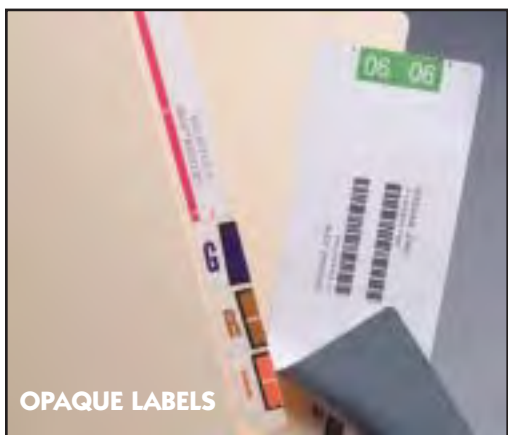


OPAQUE LABELS

DESCRIPTION	STOCK NO.	CARTON	WEIGHT
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Size: 2 1/2"W x 8"H	<b>S-55990</b>	200	7lbs
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**\*Conversion Products can be factory color coded for use right out of the box. Contact your sales representative for details.**



OPAQUE LABELS





# INDEXES AND FILEBACKS

<b>Stock fileback Divider Sets</b> . . . . .	<b>93</b>
<b>Preprinted Fileback Divider Sheets</b> . . . . .	<b>94</b>
<b>Fileback Divider Sheets</b> . . . . .	<b>94</b>
<b>Fileback Divider Sheet with 1/2 Pocket</b> . . . . .	<b>94</b>
<b>Custom Fileback Divider Sets</b> . . . . .	<b>95</b>
<b>Self-Adhesive Duo Divider Sheets</b> . . . . .	<b>96</b>
<b>Stock Chart Divider Sets</b> . . . . .	<b>97</b>
<b>Custom Chart Divider Sets</b> . . . . .	<b>98</b>
<b>Chart Divider Sheets</b> . . . . .	<b>99</b>
<b>Chart Divider Pressure Sensitive Tabs</b> . . . . .	<b>99</b>

## STOCK FILEBACK DIVIDER SETS

Fileback dividers make organization of large file folders simpler and more efficient. Individual fasteners on each divider offers the ability to add and/or delete any sections without disturbing information in other sections. This allows for a more efficient and accurate filing system. These easy to use end-tab or side-tab chart dividers come with pre-printed tab titles and are color coded for easy identification. Tabs feature industry standard titles plus one write-on erasable blank tab allowing you to create a customized tab that works for you. Filebacks are available with 8 dividers per set. See the Custom Fileback section for unlimited tab title options (see page 95). Each divider comes with a prefixed 2" fastener that makes adding and removing documents faster and easier, and they are pre-punched and Mylar reinforced so each one piggybacks onto the preceding one. Dividers are constructed of sturdy 110 lb. manila stock. Installed size: 8 1/2" x 11 1/8" with tabs extending an additional 1/2". Sets come pre-collated and packed 20 sets per box.

### Stock 1/8 Cut Tab Titles and Colors

- History & Physical (Blue)
- Progress Notes (Yellow)
- Correspondence (Orange)
- Lab/X-Ray (Green)
- Hospital (Red)
- Insurance (Brown)
- Miscellaneous (Pink)
- Write-On Erasable (Blank)



DESCRIPTION	STOCK NO.	BOX	WEIGHT
<b>8 Chart Divider Sets - Medical</b>			
End Tab-Top Fastener	<b>S-9213</b>	20 Sets	4lbs
Side Tab-Top Fastener	<b>S-9214</b>	20 Sets	4lbs
Side Tab-Side Fastener	<b>S-9215</b>	20 Sets	4lbs

SIDE HINGE/SIDE TAB



TOP HINGE/SIDE TAB



TOP HINGE/BOTTOM TAB





S-9080

## PREPRINTED FILEBACK DIVIDER SHEETS

Choose dividers with a Problem List or Medication Log printed on the divider. Dividers feature printed title and clear laminated end tab. Made from sturdy 11pt manila stock with a pre-affixed 2" heat bonded fasteners. Overall size (with flap): 8 1/2" w X 12 3/4" H. 8 1/2" X 11" When installed into folder. 100 Fileback dividers per box.



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
Problem List	<b>S-9080</b>	100	500	23lbs
Medication Log	<b>S-9081</b>	100	500	23lbs



S-9081

## FILEBACK DIVIDER SHEETS

These Fileback dividers are extended 1" in length, scored for folding and come with a pre-affixed 2" bonded fastener. Fold on score line to form a flap and slip divider over existing fastener in folder. The next divider is attached to the fastener on the first divider, and so on. Add as many sections as you need. Chart material is fastened to each individual divider giving you immediate access to easily add or remove sheets. Made from sturdy 11pt manila stock. End position overall size with extended flap: 8 1/2" W x 12 1/4" H, Side position divider size with extended flap: 9 1/2" W x 11"H. Both are 8 1/2" x 11" when installed. 100 per box.



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
End Position Divider	<b>S-9051</b>	100	500	23lbs
Side Position Divider	<b>S-9052</b>	100	500	23lbs



S-9051

## FILEBACK DIVIDER SHEET WITH 1/2 POCKET

This Fileback divider has a built in 1/2 pocket that measures 4 1/2" in height on the outside front for storing papers and computer disks. Divider has a 2" bonded fastener for installing papers or another divider. Made from sturdy 11pt manila stock. Overall size (with flap): 8 1/2" w X 12" H. 8 1/2" X 11" When installed into folder. 100 Fileback dividers per box.



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
1/2 Pocket Divider	<b>S-9079</b>	100	500	27lbs



S-9052



S-9079



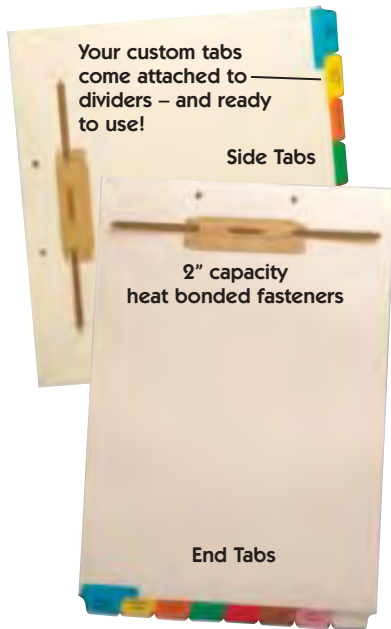
## CUSTOM FILEBACK DIVIDER SETS

Specify end or side tabs, tab colors, size, positions and titles. Your specific tab titles will be printed on both sides in black ink with a colored or clear Mylar. Dividers are constructed out of 110# manila stock with pre-affixed 2" fasteners for easy removal and replacement of documents. Dividers are pre-punched and reinforced with tear resistant Mylar. Installed size: 8 1/2" x 11 1/8" with tabs extending an additional 1/2". Custom dividers can be configured for one to eight tab on either the side or end of the divider. Dividers can be collated into sets or boxed as individual titles.

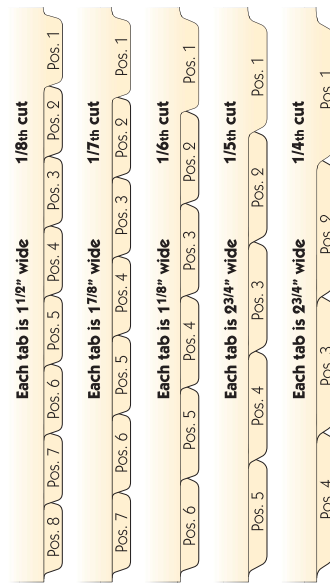
**Call your Filing Systems Consultant for Custom Pricing!**

### Easy Ordering Instructions:

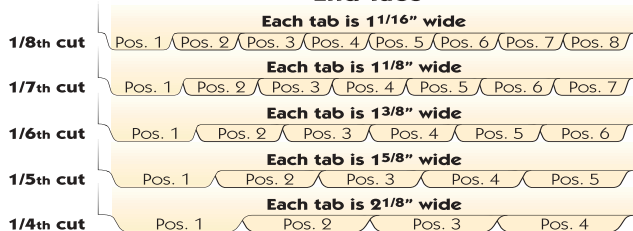
- Specify End or Side Tabs
- Specify Top or Side Fastener.
- Specify each Tab Color.
- Specify Tab Cut Size (see chart).
- Specify each Tab position (end tab left to right or side tab top to bottom).
- Specify each Tab Title.
- Specify printed tab 1-side or 2-sided.
- Specify body copy per tab if required.
- Specify packaging needs: Collated (titles boxed together in sets) or not collated (each title boxed individually).



### Side Tabs



### End Tabs



**32 TAB COLORS**



# SELF-ADHESIVE DUO DIVIDERS



**CUSTOM  
SELF-STICK  
INDEXES**

## SELF-ADHESIVE DUO DIVIDER SHEETS

This product was designed for the medical community who currently use standard Filebacks, but find that their folders have become too bulky. DuoTabs, with each divider acting as two tabs\*, reduce the bulk and allow for a more manageable system by opening and functioning like a book.



### Product Benefits...

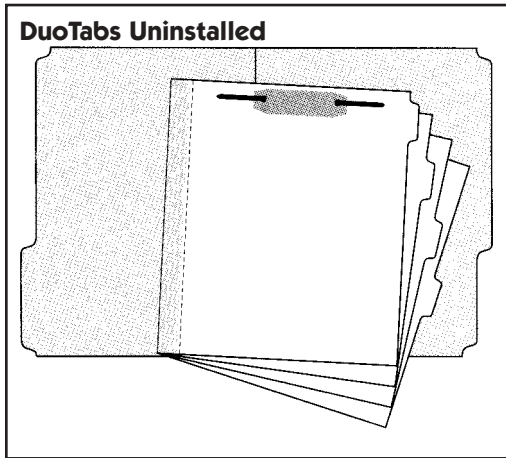
- Each DuoTab acts as two tabs
- Creates less bulk in folder
- Quick and easy installation in folder
- Once installed, DuoTabs open and function like a book
- Easy access to each section
- Easy insertion or deletion of material
- Economical, as one sheet acts as two tab dividers

### Specifications

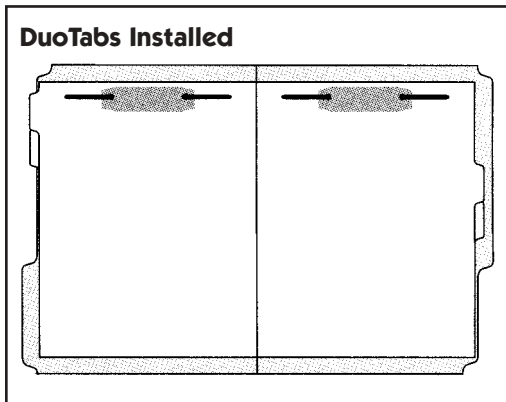
- High quality, durable 110" Ivory Index Stock
- Sheet size 11" x 10" including 7/8" adhesive flap and 3/8" tab extension
- 3/4" peel-off adhesive backing for easy and permanent installation
- 2" fastener on both sides of sheet
- Tab printing on both sides of sheet

### Call your Filing Systems Consultant for Custom Pricing!

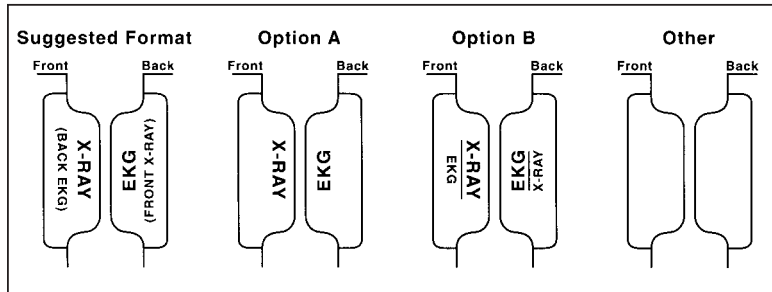
*\*The DuoTab System of printing allows for the end-user to scan both sides of the tab from the front or the back side. The title for the actual side in use is in bold letters, and the title for the opposite side is printed in smaller type underneath the main title. If this is not the desired format, it is the endusers option for any other printing style.*



**DuoTabs Uninstalled**



**DuoTabs Installed**



**32 TAB COLORS**



## STOCK CHART DIVIDER SETS

Chart dividers are designed for maximum organization within a file folder. They provide quick and easy referencing for access to pertinent information in an efficient manner and are a great time saver. Our index sets consist of 8, 6 or 4-chart dividers with Mylar colored tabs. Tabs feature popular titles plus 1- write on blank, erasable tab designed for your specific needs. All tabs are printed with the same title on both sides and reinforced with tear proof Mylar. Custom chart dividers are available (see custom chart dividers sets on page 98). Dividers are constructed of sturdy 90 lb. manila or white stock. Divider size: 8 1/2" x 11" with tabs extending an additional 1/2".

- Quick and easy access to information
- Choose 8, 6, or 4-tab medical sets
- Order with tabs at end or on side
- Developed for primary care practices



**Chart Divider Sets.** All sets are pre-collated and ready to use. 8-divider sets are packaged 50 per box; 6-divider sets are packaged 65 sets per box; and 4-divider sets are packaged 100 sets per box.

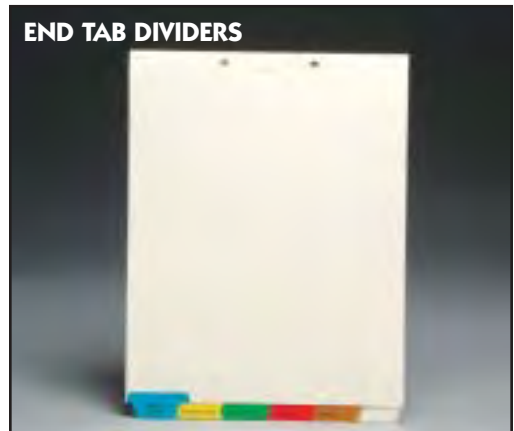
**Chart Divider Sets.** Each set consists of dividers – 7, 5, or 3 titles and 1 write-on, erasable blank tab.

DESCRIPTION	STOCK NO.	BOX	WEIGHT
<b>8 Chart Divider Sets - Medical</b>			
End Tab	<b>S-9205</b>	50 Sets	21lbs
Side Tab	<b>S-9206</b>	50 Sets	25lbs
<b>6 Chart Divider Sets - Medical</b>			
End Tab	<b>S-9207</b>	65 Sets	21lbs
Side Tab	<b>S-9208</b>	65 Sets	25lbs
<b>4 Chart Divider Sets - Medical</b>			
End Tab	<b>S-9211</b>	100 Sets	21lbs
Side Tab	<b>S-9212</b>	100 Sets	25lbs
<b>Individual Dividers</b>			
End Tab-4,6, or 8 Tabs	<b>S-9209</b>	25 Sheets	10lbs
Side Tab-4,6, or 8 Tabs	<b>S-9210</b>	25 Sheets	10lbs

## SIDE TAB DIVIDERS



## END TAB DIVIDERS



## TAB TITLES

# CUSTOM INDEXES

## CUSTOM CHART DIVIDER SETS

Custom index stock dividers are constructed of heavy-duty white or manila stock with 2-hole punching at top or 3-hole or 5-hole punching on the left or right side. All hole punching can be reinforced with Mylar tape. Tab titles can be printed one side or 2 sided and body copy can be printed on one or all index sheets. Mylar colored coating on tabs.

Call your Filing Systems Consultant for Pricing!



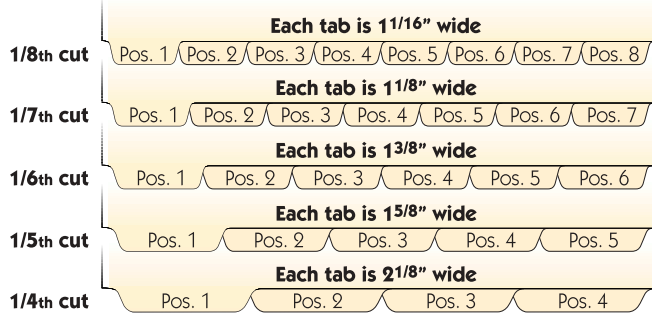
### Easy Ordering Instructions:

- Specify divider color: 90lb White or Manila
- Specify punching needs: 2-hole punching at top, or 3-hole or 5-hole punching on the left or right side.
- Specify tab cut style: End or Side Tabs.
- Specify tab cut size (see chart).
- Specify tab titles, position (end tab left to right or side tab top to bottom).
- Specify printed tab 1-side or 2-sided.
- Specify body copy per tab if required.
- Specify packaging needs: Collated (titles boxed together in sets) or not collated (each title boxed individually).

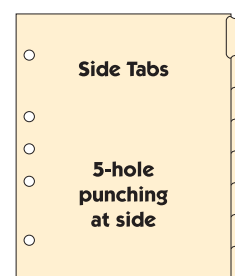
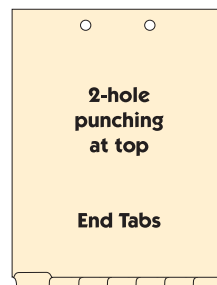
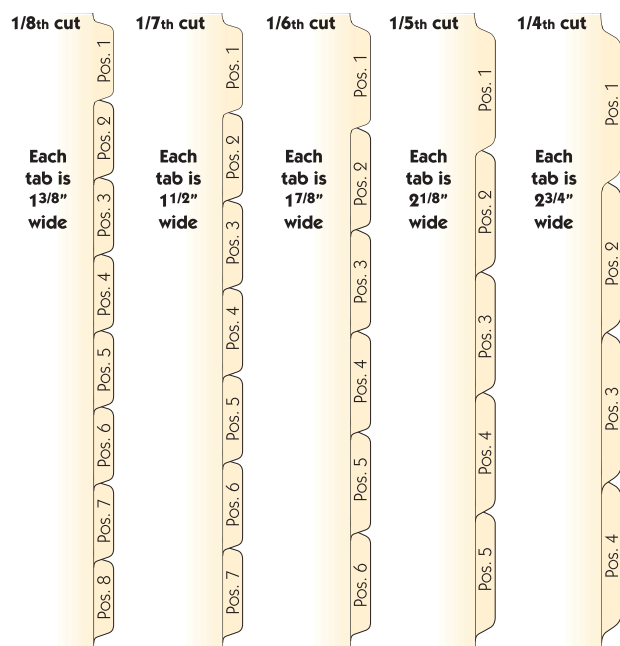


**32 MYLAR TAB COLORS**

### End Tabs



### Side Tabs



## CHART DIVIDER SHEETS

Chart dividers sheets allow you to design your file indexing system without having to order custom chart dividers. These sheets are designed and outlined in black for easy placement of our chart divider tabs and made from a sturdy 110 lb index stock that comes in either white or manila. The sheets come pre-punched for top or side mount fasteners or 3-ring binders. 250 sheets per box. Also available in 140 lb white chart divider sheets with built in 1/2 pocket on one side for filing small documents. Sheet size: 8 1/2" x 11".






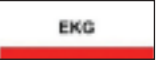
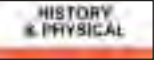



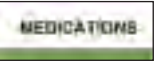



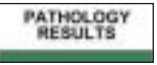

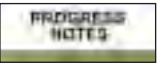


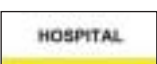




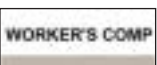



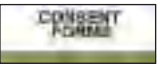
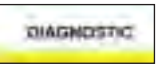

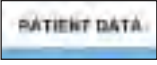









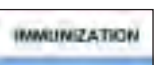


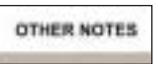
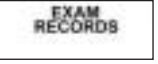
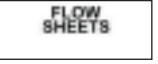


DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
<b>Chart Divider Sheets</b>				
White	<b>S-9244</b>	250	NA	8lbs
Manila	<b>S-9245</b>	250	NA	8lbs
<b>Chart Divider Sheets with 1/2 Pocket</b>				
White	<b>S-9085</b>	100	500	20lbs



## CHART DIVIDER PRESSURE SENSITIVE TABS

These Chart Divider Tabs have titles printed in black ink on white stock with an easily identifiable color-code edge. Select the titles that fit your needs. Tabs are protected by a clear laminate to resist wear. Pressure sensitive, just peel and press on to Chart Divider Sheets. 5 tabs per strip. 100 tabs per package. Size: 1 1/4" x 1 1/2" before folding.



DESCRIPTION	STOCK NO.	BOX	WEIGHT
 <b>S-8041</b>	Chart Divider Tabs (See Illustrations)	100	11bs
 <b>S-8042</b>	 <b>S-8043</b>	 <b>S-8044</b>	 <b>S-8045</b>
 <b>S-8046</b>	 <b>S-8047</b>	 <b>S-8048</b>	 <b>S-8049</b>
 <b>S-8050</b>	 <b>S-8051</b>	 <b>S-8052</b>	 <b>S-8053</b>
 <b>S-8054</b>	 <b>S-8055</b>	 <b>S-8056</b>	 <b>S-8057</b>
 <b>S-8058</b>	 <b>S-8059</b>	 <b>S-8068</b>	 <b>S-8069</b>
 <b>S-8072</b>	 <b>S-8073</b>	 <b>S-8074</b>	 <b>S-8075</b>
 <b>S-8082</b>	 <b>S-8083</b>	 <b>S-8084</b>	 <b>S-8085</b>
 <b>S-8088</b>	 <b>S-8089</b>	 <b>S-8090</b>	 <b>S-8091</b>
 <b>S-8094</b>	 <b>S-8095</b>	 <b>S-8096</b>	 <b>S-8097</b>
			 <b>S-8070</b>
			 <b>S-8071</b>
			 <b>S-8076</b>
			 <b>S-8081</b>
			 <b>S-8086</b>
			 <b>S-8087</b>
			 <b>S-8092B</b>
			 <b>S-8093B</b>
			 <b>S-8098</b>
			 <b>S-8099</b>

# RADIOLOGY SUPPLIES

<b>Standard Manila X-Ray Jackets</b> . . . . .	<b>101</b>
<b>Standard Brown Kraft X-Ray Jackets</b> . . . . .	<b>101</b>
<b>Manila Pocketed X-Ray Jackets</b> . . . . .	<b>102</b>
<b>Manila Pocketed X-Ray Jackets with Year Band</b> . . . . .	<b>102</b>
<b>Manila X-Ray Loan Jackets</b> . . . . .	<b>103</b>
<b>Mammogram Jackets</b> . . . . .	<b>103</b>
<b>System II/Mailwell Compatible Category Inserts</b> . . . . .	<b>104</b>
<b>System II/Ames Compatible Category Inserts</b> . . . . .	<b>106</b>
<b>Miscellaneous Category Inserts</b> . . . . .	<b>108</b>
<b>Film Mailers</b> . . . . .	<b>109</b>
<b>Negative Preservers</b> . . . . .	<b>110</b>
<b>Radiology Filing Accessories</b> . . . . .	<b>111</b>

# RADIOLOGY X-RAY ACTS

## STANDARD MANILA X-RAY JACKETS

This jacket is the standard for x-ray filing applications. Designed to be used almost any radiology filing system. Easy to color-code using individual labels or computer generated labeling. Available in 11pt and 14pt manila substrates and designed for 7" file expansion. Jackets are available with or without pocket on back. Preprinted file report form on front.

### Specifications

- 3/4" expansion
- Pocketed or non-pocketed jackets
- Offset thumbcut at top
- 11pt or 14 pt manila



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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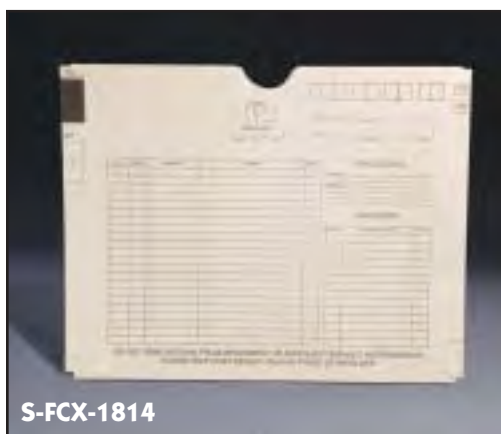
**X-RAY JACKET:** 18 1/4" W X 14 1/4" H

### Manila 11pt.

Non-pocketed Jacket	<b>S-FCX-1814</b>		100	24lbs
Pocket Jacket	<b>S-FCX-1814P</b>		100	37lbs

### Manila 14pt.

Non-pocketed Jackets	<b>S-FCX-1814-14</b>		100	24lbs
Pocketed Jackets	<b>S-FCX-1814-14P</b>		100	37lbs



## STANDARD BROWN KRAFT X-RAY JACKETS

Sturdy Brown Kraft jacket is designed for active filing systems. This jacket is the standard for x-ray filing applications. Designed to be used almost any radiology filing system. Easy to color-code using individual labels or computer generated labeling. Available in 11pt and 14pt manila substrates and designed for 7" file expansion. Jackets are available with or without pocket on back. Preprinted file report form on front.

### Specifications

- 3/4" expansion
- Pocketed or non-pocketed jackets
- Offset thumbcut at top
- 11pt Brown Kraft



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
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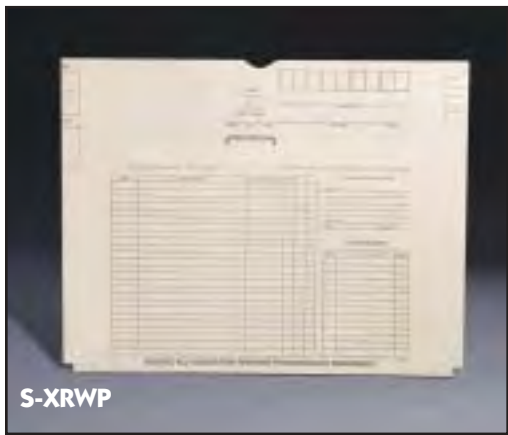
**X-RAY JACKET:** 18 1/4" W X 14 1/2" H

### Brown Kraft 11pt.

Non-pocketed Jacket	<b>S-FCX-1814K</b>		100	21lbs
Pocket Jacket	<b>S-FCX-1814KP</b>		100	25lbs



# RADIOLOGY X-RAY JACKETS



S-XRWP

## MANILA POCKETED X-RAY JACKETS

Stock printed X-Ray Jacket with a built in report pocket on the outside front. This jacket is the standard for x-ray filing applications. The jacket is easy to use and designed for use in most radiology filing systems. Easy to color-code using individual labels or computer generated labeling. Made from sturdy 11pt manila and designed for 3/4" file expansion.

### Specifications

- 3/4" expansion
- Pocket on front
- Offset thumbcut at top
- Preprinted
- 11pt manila



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
-------------	-----------	-----	--------	--------

**X-RAY JACKET:** 18 1/4" W X 14 1/2" H

**Manila 11pt.**  
Pocketed Jacket

**S-XRWP**

100

25lbs



## MANILA POCKETED X-RAY JACKETS WITH YEAR BAND

Preprinted year band makes this jacket a popular choice for radiology filing applications. This stock X-Ray Jacket has a preprinted report form and a built in report pocket on the outside front. The jacket is easy to use and designed to work in most radiology filing systems. Easy to color-code using individual labels or computer generated labeling. Made from sturdy 11pt manila and designed for 3/4" file expansion.

### Specifications

- 3/4" expansion
- Pocket on front
- Offset thumbcut at top
- Preprinted
- 11pt manila



DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
-------------	-----------	-----	--------	--------

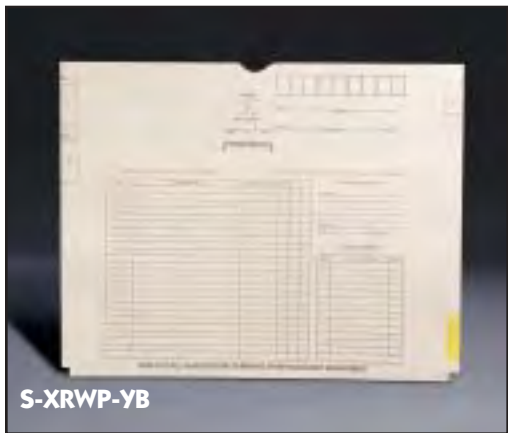
**X-RAY JACKET:** 18 1/4" W X 14 1/2" H

**Manila 11pt.**  
Pocketed Jacket

**S-XRWP-YB**

200

40lbs



S-XRWP-YB



# RADIOLOGY RAY ACTS

## Manila X-Ray Loan Jackets

Preprinted red report form allows for easy tracking and accountability for loan films makes this jacket a popular choice for radiology filing applications. The jacket is easy to use and designed to work in all radiology filing systems. Made from sturdy 11pt manila and designed for 3/4" file expansion.

### Specifications

- 3/4" expansion
- Pocket on front
- Offset thumbcut
- Preprinted
- 11pt manila



S-FLX-1814

DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
-------------	-----------	-----	--------	--------

**X-RAY JACKET:** 18 1/4" W X 14 1/2" H

### Manila 11pt.

Loan Film Jacket      **S-FLX-1814**      100      21lbs

## MAMMOGRAM JACKETS

This jacket is outlined in blue ink for easy identification and the preprinted report form allows for easy indexing and accountability. This jacket is a popular choice for Mammography filing applications. The jacket is easy to use and designed to work in all radiology filing systems. Made from sturdy 11pt manila and designed for 3/4" file expansion.

### Specifications

- 3/4" expansion
- Solid blue outline
- Pocket on front
- Offset thumbcut at top
- Preprinted
- 11pt manila



S-MAMMO FRONT

DESCRIPTION	STOCK NO.	BOX	CARTON	WEIGHT
-------------	-----------	-----	--------	--------

**X-RAY JACKET:** 11" W X 14" H

### Manila 11pt.

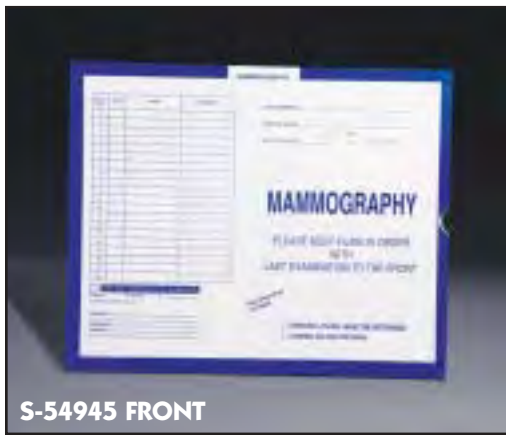
Mammogram Jacket      **S-MAMMO**      200      27lbs



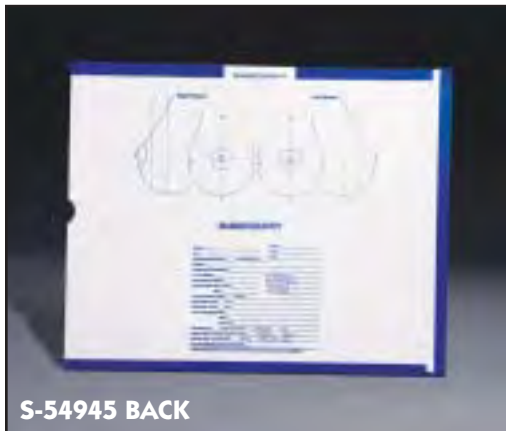
S-MAMMO BACK



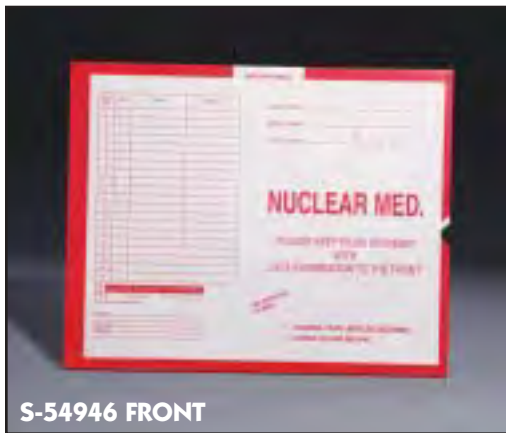
# CATEGORY FILM INSERTS



S-54945 FRONT



S-54945 BACK



S-54946 FRONT



S-54946 BACK

## SYSTEM I/MAILWELL COMPATIBLE CATEGORY INSERTS

This is the standard for indexing films within the master radiology jacket. 22 category types, each outlined in solid bright colors for easy identification within the jacket. Inserts are stocked in two sizes, in open end or open top styles. Made from a sturdy 28# White Kraft.

### Specifications

- 28# White Kraft
- 22 categories
- Printed illustrations
- Open end or open top
- Thumb cut
- 2 sizes:
  - 14 1/4" H X 17 1/2" W
  - 10 1/2" H X 12 1/2" W



### DESCRIPTION STOCK NO. CARTON WEIGHT BORDER COLOR/PMS #

Category Insert Size: 14 1/4" H X 17 1/2" W

#### Open End - 14 1/4" H X 17 1/2" W

*Abdomen	<b>S-58994</b>	250	22lbs	Yellow/Green #381	
*Angio	<b>S-54930</b>	250	22lbs	Magenta #233	
*B.E. (Barium Enema)	<b>S-54934</b>	250	22lbs	Gold #117	
*Bone	<b>S-38057</b>	250	22lbs	Yellow #109	
*Chest	<b>S-54937</b>	250	22lbs	Brown #168	
*C.T. (Cat Scan)	<b>S-54938</b>	250	22lbs	Kelly Green #568	
D.S.A.	<b>S-68479</b>	250	22lbs	Magenta #233	
*Extremities	<b>S-86650</b>	250	22lbs	Yellow #109	
*Gall Bladder	<b>S-54941</b>	250	22lbs	Light Green #375	
*G.I (Gastro Intestinal)	<b>S-97343</b>	250	22lbs	Gray#430	
*G.U. (Genito-Urinary)	<b>S-18701</b>	250	22lbs	Orange #165	
*Head & Neck	<b>S-54942</b>	250	22lbs	Process Blue	
I.V.P.	<b>S-10091</b>	250	22lbs	Peach #162	
*Mammography	<b>S-54945</b>	250	22lbs	Dark Blue #287	
Miscellaneous	<b>S-90484</b>	250	22lbs	No Border (Black Imprint)	
*M.R.I.	<b>S-20571</b>	250	22lbs	Rust #180	
*Nuclear Medicine	<b>S-54946</b>	250	22lbs	Red #185	
Radiation Oncology	<b>S-45615</b>	250	22lbs	Orange #165	
Special Procedures	<b>S-54952</b>	250	22lbs	Olive #582	
*Spine	<b>S-68955</b>	250	22lbs	Black	
Ultra Sound	<b>S-69380</b>	250	22lbs	Purple #527	

\*These items have illustrations on back.


























# CATEGORY FILM INSERTS

**DESCRIPTION STOCK NO. CARTON WEIGHT BORDER COLOR/PMS #**






**Open Top - 17 1/2" W X 4 1/4" H X**

*Abdomen	<b>S-54954</b>	250	22lbs	Yellow/Green #381	
*Angio	<b>S-94081</b>	250	22lbs	Magenta #233	
*B.E. (Barium Enema)	<b>S-8438</b>	250	22lbs	Gold #117	
*Bone	<b>S-68298</b>	250	22lbs	Yellow #109	
*Chest	<b>S-29411</b>	250	22lbs	Brown #168	
*C.T. (Cat Scan)	<b>S-28911</b>	250	22lbs	Kelly Green #568	
D.S.A.	<b>S-54955</b>	250	22lbs	Magenta #233	
*Extremities	<b>S-54957</b>	250	22lbs	Yellow #109	
*Gall Bladder	<b>S-85767</b>	250	22lbs	Light Green #375	
*G.I (Gastro Intestinal)	<b>S-54958</b>	250	22lbs	Gray#430	
*G.U. (Genito-Urinary)	<b>S-54960</b>	250	22lbs	Orange #165	
*Head & Neck	<b>S-31331</b>	250	22lbs	Process Blue	
I.V.P.	<b>S-66879</b>	250	22lbs	Peach #162	
*Mammography	<b>S-54967</b>	250	22lbs	Dark Blue #287	
Miscellaneous	<b>S-64715</b>	250	22lbs	No Border (Black Imprint)	
*M.R.I.	<b>S-99627</b>	250	22lbs	Rust #180	
*Nuclear Medicine	<b>S-57236</b>	250	22lbs	Red #185	
Radiation Oncology	<b>S-10283</b>	250	22lbs	Orange #165	
Special Procedures	<b>S-54976</b>	250	22lbs	Olive #582	
*Spine	<b>S-3304</b>	250	22lbs	Black	
Ultra Sound	<b>S-54977</b>	250	22lbs	Purple #527	





\*These items have illustrations on back.

**Category Insert Size: 10 1/2" H X 12 1/2" W**

**Open End - 10 1/2" H X 12 1/2" W**

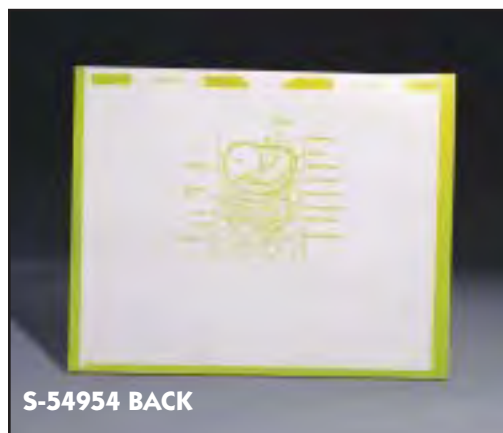
Bone Densitometry	<b>S-83608</b>	250	22lbs	Yellow #109	
C.T. (Cat Scan)	<b>S-54978</b>	250	22lbs	Yellow/Green #568	
Mammography	<b>S-54981</b>	250	22lbs	Dark Blue #287	
Nuclear Medicine	<b>S-63049</b>	250	22lbs	Red #185	
Ultra Sound	<b>S-24803</b>	250	22lbs	Purple #527	

**Open Top - 12 1/2" W X 10 1/2" H**

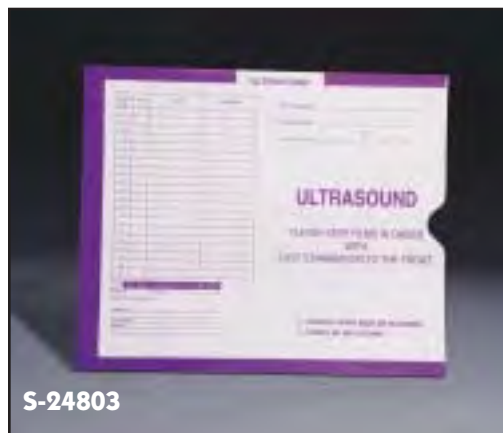
Bone Densitometry	<b>S-82056</b>	250	22lbs	Yellow #109	
Mammography	<b>S-23764</b>	250	22lbs	Dark Blue #287	
Nuclear Medicine	<b>S-38254</b>	250	22lbs	Red #185	
Ultra Sound	<b>S-84668</b>	250	22lbs	Purple #527	



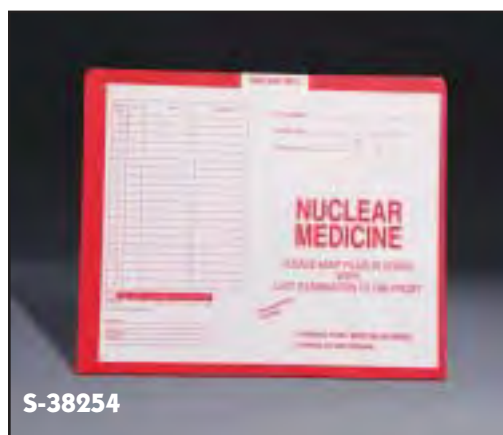
S-54954 FRONT



S-54954 BACK



S-24803

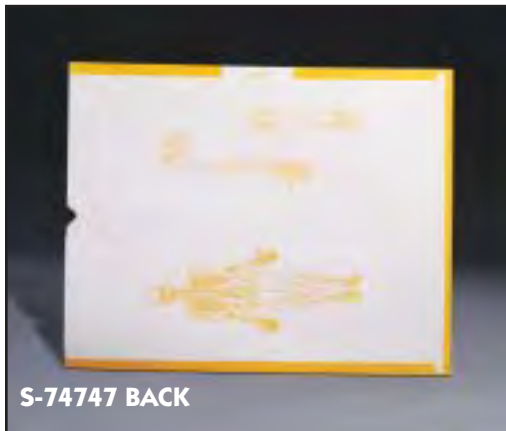


S-38254

# CATEGORY FILM INSERTS



S-74747 FRONT



S-74747 BACK



S-99602 FRONT



S-99602 BACK

## SYSTEM II/AMES COMPATIBLE CATEGORY INSERTS

The standard for indexing films within the master radiology jacket. 20 category types, each outlined in solid bright colors for easy identification within the jacket. Inserts are stocked in two sizes, in open end or open top styles. Made from a sturdy 28# White Kraft.

### Specifications

- 28# White Kraft
- 20 categories
- Printed illustrations
- Open end or open top
- Thumb cut
- 2 sizes:
  - 14 1/4" H X 17 1/2" W
  - 10 1/2" H X 12 1/2" W



DESCRIPTION	STOCK NO.	CARTON WEIGHT	BORDER COLOR/PMS #
-------------	-----------	---------------	--------------------

Category Insert Size: 14 1/4" H X 17 1/2" W

### Open End - 14 1/4" H X 17 1/2" W

*Abdomen	<b>S-82138</b>	250	22lbs	Red #185	
*Angio	<b>S-6107</b>	250	22lbs	Stone #466	
*B.E. (Barium Enema)	<b>S-74431</b>	250	22lbs	Golden #129	
*Bone	<b>S-74747</b>	250	22lbs	Yellow #115	
*Chest	<b>S-75388</b>	250	22lbs	Briar #131	
*C.T. (Cat Scan)	<b>S-83258</b>	250	22lbs	Khaki #468	
D.S.A.	<b>S-5434</b>	250	22lbs	Blue #299	
*G.I (Gastro Intestinal)	<b>S-1571</b>	250	22lbs	Putty #454	
*G.U. (Genito-Urinary)	<b>S-99602</b>	250	22lbs	Orange #151	
*Head & Neck	<b>S-85185</b>	250	22lbs	Lt. Blue #5435	
*I.V.P.	<b>S-36033</b>	250	22lbs	Orange #165	
*Mammography	<b>S-54990</b>	250	22lbs	Pink #190	
Miscellaneous	<b>S-90484</b>	250	22lbs	No Border (Black Imprint)	
*M.R.I.	<b>S-92063</b>	250	22lbs	Black	
*Nuclear Medicine	<b>S-92327</b>	250	22lbs	Manila #134	
Special Procedures	<b>S-54952</b>	250	22lbs	Olive #582	
*Spine	<b>S-31961</b>	250	22lbs	Green #364	
Ultra Sound	<b>S-23950</b>	250	22lbs	Gray #421	



\*These items have illustrations on back.



# CATEGORY FILM INSERTS

**DESCRIPTION STOCK NO. CARTON WEIGHT BORDER COLOR/PMS #**





**Open Top - 17 1/2" W X 14 1/4" H**

*Abdomen	<b>S-6625</b>	250	22lbs	Red #185	
*Angio	<b>S-23611</b>	250	22lbs	Stone #466	
*B.E. (Barium Enema)	<b>S-89475</b>	250	22lbs	Golden #129	
*Bone	<b>S-99200</b>	250	22lbs	Yellow #115	
*Chest	<b>S-18039</b>	250	22lbs	Briar #131	
*C.T. (Cat Scan)	<b>S-5973</b>	250	22lbs	Khaki #468	
*C.T. (Cat Scan)/Khaki Kraft	<b>S-5881</b>	250	22lbs	Black	
D.S.A.	<b>S-92622</b>	250	22lbs	Blue #299	
*G.I (Gastro Intestinal)	<b>S-3112</b>	250	22lbs	Putty #454	
*G.U. (Genito-Urinary)	<b>S-79243</b>	250	22lbs	Orange #151	
*Head & Neck	<b>S-14558</b>	250	22lbs	Lt. Blue #5435	
*I.V.P.	<b>S-19521</b>	250	22lbs	Orange #165	
*Mammography	<b>S-54992</b>	250	22lbs	Pink #190	
Miscellaneous	<b>S-64715</b>	250	22lbs	No Border (Black Imprint)	
*M.R.I.	<b>S-92728</b>	250	22lbs	Black	
*Nuclear Medicine	<b>S-28813</b>	250	22lbs	Manila #134	
Special Procedures	<b>S-54976</b>	250	22lbs	Olive #582	
*Spine	<b>S-84187</b>	250	22lbs	Green #364	
Ultra Sound	<b>S-75904</b>	250	22lbs	Gray #421	
Ultra Sound/Gray Kraft	<b>S-31733</b>	250	22lbs	Process Blue	




\*These items have illustrations on back.

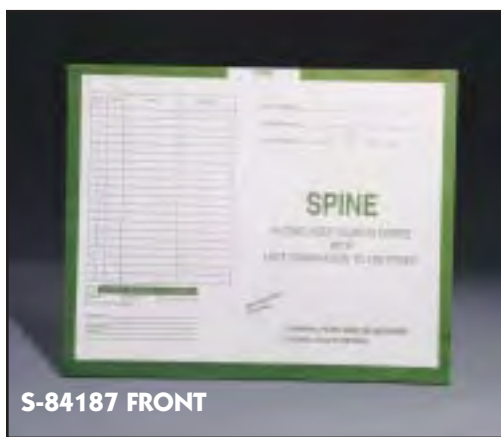
**Category Insert Size:** 10 1/2" H X 12 1/2" W

**Open End - 10 1/2" H X 12 1/2" W**

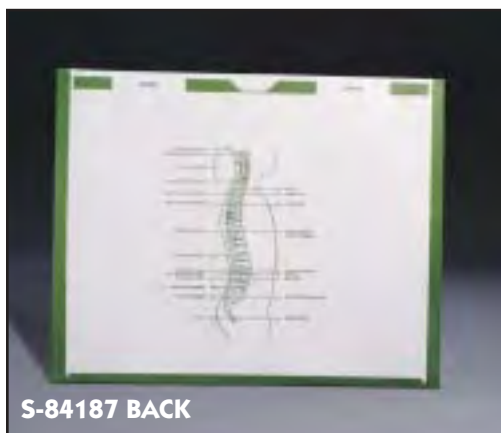
C.T. (Cat Scan)	<b>S-83475</b>	500	22lbs	Khaki #468	
Mammography	<b>S-85733</b>	500	22lbs	Pink #190	
Nuclear Medicine	<b>S-37167</b>	500	22lbs	Manila #134	
Ultra Sound	<b>S-99729</b>	500	22lbs	Gray #421	

**Open Top - 12 1/2" W X 10 1/2" H**

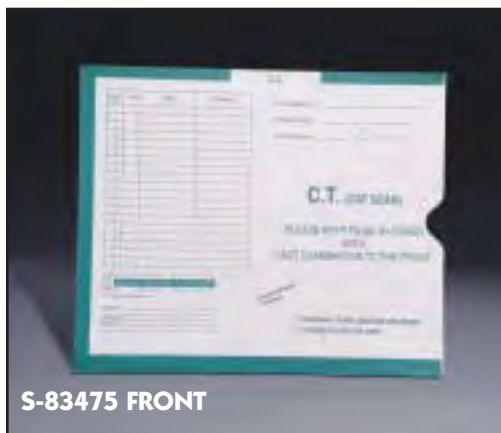
Mammography	<b>S-31536</b>	500	22lbs	Pink #190	
Nuclear Medicine	<b>S-91611</b>	500	22lbs	Manila #134	
Ultra Sound	<b>S-38171</b>	500	22lbs	Gray #421	



**S-84187 FRONT**



**S-84187 BACK**

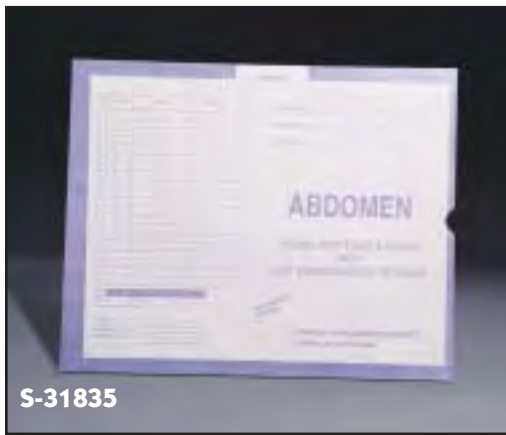


**S-83475 FRONT**

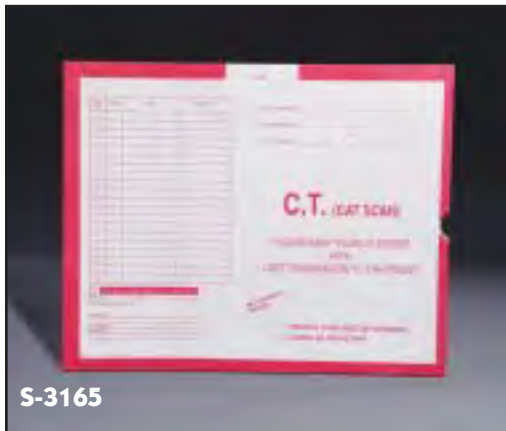


**S-91611 FRONT**

# CATEGORY FILM INSERTS



S-31835



S-3165



S-4805



S-82790

## MISCELLANEOUS CATEGORY INSERTS

Perfect for indexing films within master radiology jackets. 11 specialty category types, each outlined in solid bright colors for easy identification within the jacket. Inserts are stocked in two sizes, in open end or open top styles. Made from a sturdy 28# White Kraft.

### Specifications








- 28# White Kraft
- 11 Specialty categories
- Printed illustrations
- Open end or open top
- Thumb cut
- 2 sizes:
  - 14 1/4" H X 17 1/2" W
  - 10 1/2" H X 12 1/2" W



DESCRIPTION	STOCK NO.	CARTON WEIGHT	BORDER COLOR/PMS #
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Category Insert Size: 14 1/4" H X 17 1/2" W

### Open End - 14 1/4" H X 17 1/2" W

*Abdomen	<b>S-31835</b>	250	22lbs	Lavender #270	
*B.E. (Barium Enema)	<b>S-4998</b>	250	22lbs	Putty #454	
*C.T. (Cat Scan)	<b>S-3165</b>	250	22lbs	Red #185	
*C.T. (Cat Scan)	<b>S-2364</b>	250	22lbs	No Border/Black Imprint	
*Mammography	<b>S-77018</b>	250	22lbs	Manila #134	
*M.R.I.	<b>S-99074</b>	250	22lbs	Turquoise #326	
*M.R.I.	<b>S-76258</b>	250	22lbs	Gray #421	

\*These items have illustrations on back.

### Open Top - 17 1/2" W X 14 1/4" H

*Abdomen	<b>S-86895</b>	250	22lbs	Lavender #270	
*Chest	<b>S-92008</b>	250	22lbs	Light Brown #152	
*C.T. (Cat Scan)	<b>S-99953</b>	250	22lbs	Red #185	
*M.R.I.	<b>S-10893</b>	250	22lbs	Turquoise #326	
*M.R.I.	<b>S-89079</b>	250	22lbs	Gray #421	
Myelogram	<b>S-3725</b>	250	22lbs	Lavender #270	
*P.E.T.	<b>S-4805</b>	250	22lbs	Green #368	

\*These items have illustrations on back.

Category Insert Size: 10 1/2" H X 12 1/2" W

### Open End - 10 1/2" H X 12 1/2" W

*Mammography	<b>S-82790</b>	500	22lbs	Manila #134	
*P.E.T.	<b>S-76940</b>	500	22lbs	Green #368	

\*These items have illustrations on back.

# RAY FILM MAILERS

## FILM MAILERS

Heavy duty mailing envelopes help protect the film as it is transferred to different locations. Designed in a number of formatted that include string & button, self-seal and no seal closures, these mailers are the standard for x-ray filing applications. Designed to be used almost any radiology filing system. Available in 28lb, 32lb Kraft and 11pt manila materials.

### Specifications

- 28lb, 32lb Kraft or 11pt manila materials
- String & button, self-seal or no seal closures
- Preprinted mailing information form



DESCRIPTION	STOCK NO.	CARTON	WEIGHT
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### Open End, String & Button, Ungummed, With Chipboard Inserts, Brown Kraft

#### Standard Imprint:

11" x 13" - 28lb	<b>S-18703</b>	100	12lbs
11" x 13" - 28lb	<b>S-18613</b>	50	6lbs
15" x 18" - 32lb	<b>S-60142</b>	100	30lbs
15" x 18" - 32lb	<b>S-54984</b>	50	15lbs

### Open End, Latex Seal, With Chipboard Inserts, Brown Kraft

#### Standard Imprint:

15" x 18" - 32lb	<b>S-98724</b>	100	30lbs
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### Open End, Green Diamond Border, Ungummed, 11pt Manila

#### Standard Imprint:

11" x 13" - 11pt Manila	<b>S-54986</b>	100	12lbs
15" x 18" - 11pt Manila	<b>S-51778</b>	100	20lbs

### Open End, Green Diamond Border, String & Button, Ungummed, 11pt Manila

#### Standard Imprint:

11" x 13" - 11pt Manila	<b>S-54988</b>	100	12lbs
11" x 13" - 11pt Manila	<b>S-88947</b>	50	6lbs
15" x 18" - 11pt Manila	<b>S-72120</b>	50	10lbs

### Open End, Green Diamond Border, Red X-Ray Imprint, Peel & Seal, 11pt Manila

#### Standard Imprint:

15" x 18" - 11pt Manila	<b>S-17777</b>	50	10lbs
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### Open End, Blue Diamond Border, Red MRI Imprint, Peel & Seal, 11pt Manila

#### Standard Imprint:

15" x 18" - 11pt Manila	<b>S-12396</b>	50	10lbs
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# NEGATIVE PRESERVERS



S-66254

## NEGATIVE PRESERVERS

Designed to store and transport X-ray film, these envelopes come in a variety of sizes. Designed to protect the film within the master jacket or for film transfers. These envelopes are durable and designed for active film filing applications. Designed to be used almost any radiology filing system. Available in 28lb and 32 lb Kraft materials.

### Specifications

- 3/4" expansion
- Pocketed or non-pocketed jackets
- Offset thumbcut
- 28lb or 32 lb Kraft



DESCRIPTION	STOCK NO.	CARTON	WEIGHT
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### 28lb Brown Kraft Negative Preserver (Open End)

#### Standard Imprint:

4 1/2" x 5"	<b>S-77888</b>	2000	18lbs
8 1/2" x 10 1/2"	<b>S-66254</b>	500	16lbs
10 1/2" x 12 1/2"	<b>S-21298</b>	500	22lbs
11 1/2" x 14 1/2"	<b>S-10715</b>	500	30lbs

#### Plain, Not Printed:

8 1/2" x 10 1/2"	<b>S-54918</b>	500	16lbs
10 1/2" x 12 1/2"	<b>S-54919</b>	500	22lbs
11 1/2" x 14 1/2"	<b>S-17918</b>	500	30lbs

#### Plain, Not Printed w/Flap:

10 1/2" x 12 1/2"	<b>S-23356</b>	500	22lbs
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S-54919

### 32lb Kraft Negative Preservers (Open End)

#### Standard Imprint:

14 1/2" x 17 1/2" - Kraft	<b>S-84734</b>	500	48lbs
14 1/2" x 17 1/2" - Kraft	<b>S-13101</b>	100	10lbs
14 1/2" x 17 1/2" - Gray	<b>S-74075</b>	500	48lbs
14 1/2" x 17 1/2" - Red	<b>S-81840</b>	500	48lbs
14 1/2" x 17 1/2" - Green	<b>S-393</b>	500	48lbs

#### Plain, Not Printed:

14 1/2" x 17 1/2" - Kraft	<b>S-6029</b>	500	48lbs
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#### Plain, Not Printed w/Flap:

14 1/2" x 17 1/2" - Kraft	<b>S-38095</b>	500	48lbs
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S-84734

### 32lb Brown Kraft Negative Preserver (Open Top)

#### Standard Imprint:

14 1/2" x 17 1/2" - Kraft	<b>S-54921</b>	500	48lbs
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#### Plain, Not Printed:

14 1/2" x 17 1/2" - Kraft	<b>S-54922</b>	500	48lbs
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S-54921

# RADIOLOGY FILING ACCESSORIES

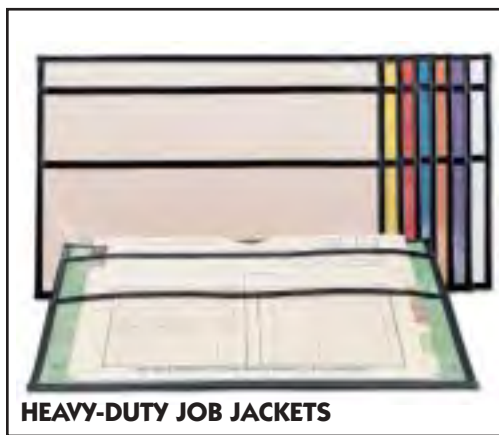
## HEAVY-DUTY JOB JACKETS

Oversized and extra-durable, our Heavy-Duty job jackets are ready to help you manage any project. We've taken color coded vinyl and covered a die cut 40pt chipboard. Then we sewn two heavy duty 12 gauge clear vinyl pockets onto the color coded vinyl with black binding to give you the ultimate in job jackets. Two pockets are perfect for storing jobs and related items. Perfect for X-Ray filing applications.



### Specifications

- 8 colors to choose from
- Non-woven binding sewn on all edges to enhance durability
- Large pocket measures 20 1/2" x 12"
- Small pocket measures 20 1/2" x 8"
- Overall dimensions are 21 1/2" x 15"



HEAVY-DUTY JOB JACKETS

DESCRIPTION	STOCK NO.	CARTON	WEIGHT
<b>Color:</b>			
Red	<b>BCC695-50</b>	10	16lbs
Orange	<b>BCC695-90</b>	10	16bs
Yellow	<b>BCC695-80</b>	10	16lbs
Green	<b>BCC695-71</b>	10	16lbs
Blue	<b>BCC695-20</b>	10	16lbs
Purple	<b>BCC695-59</b>	10	16lbs
Pink	<b>BCC695-58</b>	10	16lbs
White	<b>BCC695-02</b>	10	16lbs

## EXPANDABLE HEAVY-DUTY JOB JACKETS

Oversized and extra-durable, our Heavy-Duty job jackets are ready to help you manage any project. We've taken color coded vinyl and covered a die cut 40pt chipboard. Then we sewn two heavy duty 12 gauge clear vinyl pockets onto the color coded vinyl with black binding to give you the ultimate in job jackets. The back pocket includes a 1 1/2" gusset. Two pockets are perfect for storing jobs and related items. Perfect for X-Ray filing applications.



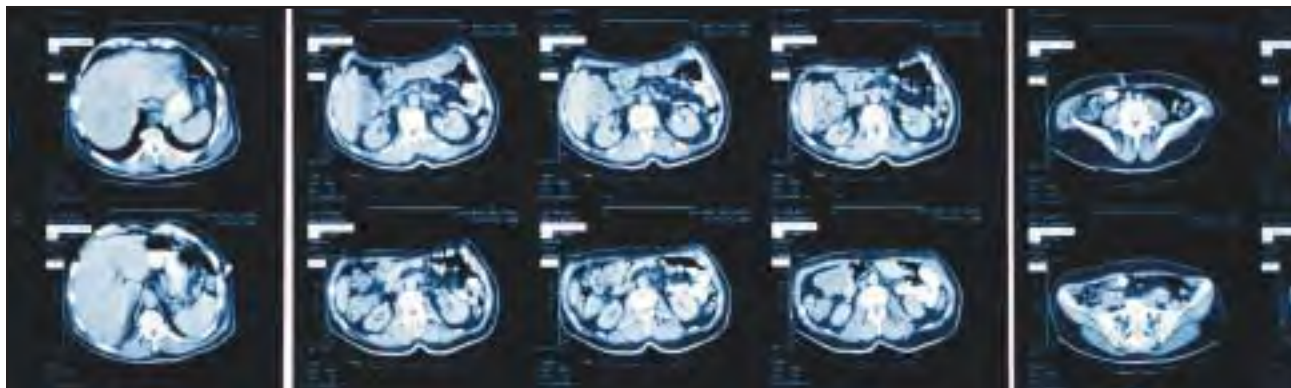
### Specifications

- 3 colors to choose from
- Non-woven binding sewn on all edges to enhance durability
- Large pocket measures 20 1/2" x 12"
- Small pocket measures 20 1/2" x 8"
- Overall dimensions are 21 1/2" x 15"
- 1 1/2" gusset provides extra storage space



EXPANDABLE HEAVY-DUTY JOB JACKETS

DESCRIPTION	STOCK NO.	CARTON	WEIGHT
<b>Color:</b>			
Red	<b>BCC690-50</b>	5	8lbs
Yellow	<b>BCC690-80</b>	5	8lbs
Blue	<b>BCC690-20</b>	5	8lbs



# RADIOLOGY FILING ACCESSORIES



**VERSATILE CONFIDENTIAL CARRIERS**

## VERSATILE CONFIDENTIAL CARRIERS

Virtually eliminates damaged, lost, mis-delivered while protecting the confidentiality of the patient's record. Oversized and extremely durable, these versatile carriers expand to hold up to 4" of files. Use the carriers over and over...their super strong Armor Shell material is washable and waterproof. Nylon zippers provide convenient access to the file. Choose from the security accessories shown below to ensure confidentiality.

### Specifications

- 3 colors to choose from
- Oversized and extremely durable
- Expands to hold 4" of files
- Armor Shell material is washable and waterproof
- Nylon Zippers provide convenient access to the file
- Sold in packages of 5



DESCRIPTION	STOCK NO.	CARTON	WEIGHT
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### Confidential Carriers

**Letter/Legal:** 16 1/2" x 12 1/2"

#### Color:

Red	ENV001-50	5	4lbs
Orange	ENV001-90	5	4lbs
Yellow	ENV001-80	5	4lbs
Blue	ENV001-20	5	4lbs

**X-Ray:** 22" x 19"

#### Color:

Red	ENV003-50	5	4lbs
Orange	ENV003-90	5	4lbs
Yellow	ENV003-80	5	4lbs
Blue	ENV003-20	5	4lbs

### Expandable Confidential Carriers

**Letter/Legal:** 17" x 11" x 4 1/2"

#### Color:

Red	ENV004-50	5	10lbs
Orange	ENV004-90	5	10lbs
Yellow	ENV004-80	5	10lbs
Blue	ENV004-20	5	10lbs

**X-Ray:** 22" x 19" x 4 1/2"

#### Color:

Red	ENV005-50	5	10lbs
Orange	ENV005-90	5	10lbs
Yellow	ENV005-80	5	10lbs
Blue	ENV005-20	5	10lbs





# RADIOLOGY FILING ACCESSORIES

## SECURITY ENHANCED EXPANDABLE CARRY CASE

Ensure the integrity and security of highly sensitive materials during transport. The expandable carry case is made from water-resistant nylon and sewn for added durability. Carry case can easily expand to a full 6" wide and features rigid sides, interior pockets, a hook and loop closure flap and detachable shoulder strap. Security loops and an interior access only pocket for routing slip combined with security accessories guarantee confidentiality.

### Specifications

- Black color
- Oversized and extremely durable
- Expands to hold 6" of files
- Nylon material is washable and waterproof
- HIPPA safe



DESCRIPTION	STOCK NO.	CARTON	WEIGHT
<b>Size:</b> 16" x 22" x 6" Black	<b>BCC003-50</b>	1	10lbs



## SECURITY ACCESSORIES

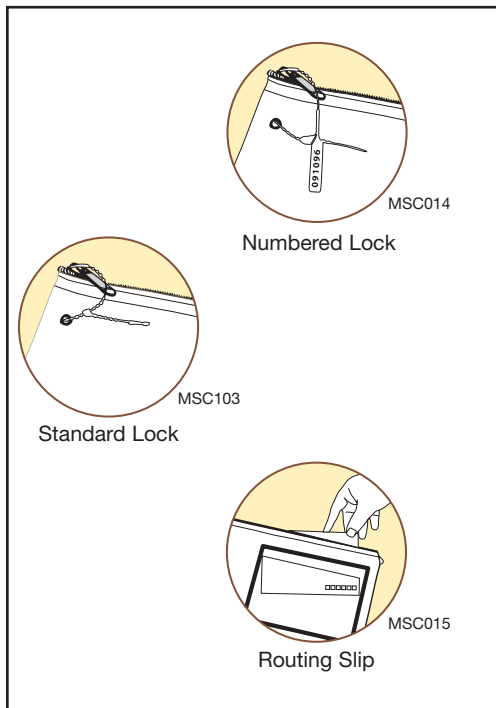
Use in conjunction with our Expandable Carry Case or Confidential Carriers to ensure security of transported files. Routing Slips along with our plastic pull-tight Standard Locks or Numbered Locks protects the integrity of highly sensitive materials and ensures preservation of confidentiality.

### Specifications

Use with Expandable Carry Case or Confidential Carriers  
Routing slips along with plastic pull-tight Standard Locks or Numbered Locks protect the integrity of material



DESCRIPTION	STOCK NO.	CARTON	WEIGHT
<b>Standard Lock:</b> White	<b>MSC103-02</b>	250	1lbs
<b>Numbered Lock:</b> Red	<b>MSC014-50</b>	50	1lbs
<b>Routing Slip:</b> 5 1/2" x 4 1/4" White	<b>MSC015-02</b>	250	1lbs



## LIGHTWEIGHT X-RAY OUTGUIDES

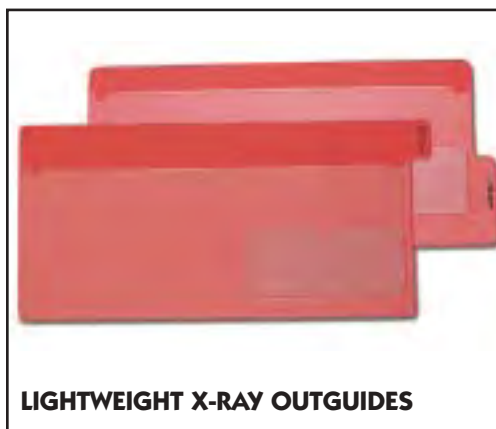
This 24 gauge rigid vinyl outguide is lightweight and designed for strength. Sized for X-Ray files and large documents, it's made to handle the rigors of the busiest office.

### Specifications

- 1 color-Red
- Strong 24 gauge vinyl
- Top or bottom tab construction



DESCRIPTION	STOCK NO.	CARTON	WEIGHT
<b>Tab Style:</b> Top	<b>OG165</b>	50	14lbs
<b>Tab Style:</b> Bottom	<b>OG545</b>	50	14lbs



# RADIOLOGY FILING ACCESSORIES



**ALPHA SHELF GUIDES**

## Alpha & Numeric Shelf Guides

A bright, visual cue for fast accurate filing! Streamline your filing process with either Alpha or Numeric 24 gauge vinyl guides. Bold lettering printed on both sides to accommodate left and right-hand aisles of open shelf filing systems. Makes re-filing more efficient and accurate.

### Specifications

- Available in Alpha or Numeric
- Color-Yellow
- 2 sizes
- Heavy 24 gauge vinyl



DESCRIPTION	STOCK NO.	CARTON	WEIGHT
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### Alpha Shelf Guides

<b>Size:</b> 4" x 21"	<b>FGD850</b>	*1 set	3lbs
4" x 14 1/2"	<b>S-FGD590</b>	*1 set	3lbs

**\*Alpha Guides sold in sets of 25 including "Mc" and "XYZ"**



**NUMERIC SHELF GUIDES**

### Numbered Guides

<b>Size:</b> 4" x 21"	<b>FGD530</b>	*1 set	10lbs
4" x 14 1/2"	<b>S-FGD570</b>	*1 set	10lbs

**\*Numbered Guides sold in packages of 100 and are numbered 0-99**





# COLOR CODED STRIP LABELS

**Color Code Filing Made Easy . . . . . 117**

**Computer Generated Strip Label Design . . . . . 118**

**Strip Label Color Matches . . . . . 118**

- **Acme Visible Compatible**
- **AMES Compatible**
- **Barkley Compatible**
- **GBS/VRE System1 Compatible**

**Strip Label Color Matches . . . . . 119**

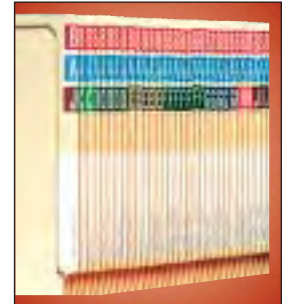
- **GBS/VRE System 6 Compatible**
- **SFI Compatible**
- **Smead Compatible**
- **Tab System Compatible**

## color code filing made easy

Color coding is the assignment of color to a number, letter or particular item that shows meaning. In filing, we assign a color for each number 0 through 9, and a color for each letter A through Z, to aid in filing and retrieval of all types of hard copy files. By putting these colors (letters, numbers and designators) in a particular position on a file folder, file pocket, etc., a color/block pattern is formed. When these patterns of color are broken, a misfile has occurred. In retrieving a file, color recognition reduces look-up time. It also saves presorting time and reduces filing time. In fact, color coded filing can reduce filing and retrieval time by up to 50%. Approximately 75% of every dollar spent in filing areas is people time; therefore, color coding can save as much or more than 33% of the money that is now spent on your present non-color coded files. Misfiles are virtually non-existent in color coded files because of the ease of spotting a file when it is out of order. Memorization of colors is not necessary; the color works as a flag which identifies position or meaning in a file sequence. A good color code system can work for your files, and in most cases pays for itself in less than a year due to the time saved in filing and retrieval without misfiles. Since most files are filed in one of the demonstrated examples, you can easily adapt your file situation to color coding.

## alphabetical filing

**alphabetical color coded name files** are easy to maintain without requiring a cross reference file. Color coding alphabetical breakdowns of initials with color can direct you to the proper file area and help eliminate misfiles, which are most common in non-color coded alphabetical files. Filing of common names is accomplished by coding the first two letters of the last name; for example, James C. Bayer would be coded "BA". In larger alphabetical files, the additional coding of the first name initial will further break up the large name groupings in the file. Using "J" for James, we now can go immediately to the "BA" section and then to the "J" section in the "BA" group to retrieve or refile. When filing corporate or company names, it is suggested to use the first two or three letters of the first full proper name; for example, "Ajax Tool Works" would be coded "AJA".



## alpha-numeric filing

**alpha-numeric filing** is simply the filing of letters and numbers in a format that suits the file situation. Many times, files have alphabetical indicators which have a particular meaning in a numeric file, or vice versa. When filing alpha-numeric files, a decision must be made as to whether the number or the letter is more important for locating or segregating the file, since the file can be set up either way. An example of alpha-numeric filing (at left) shows a construction company using the alpha prefix of the state in which the construction site is located. In the illustration, IL (postal abbreviation) is for the state of Illinois, job number 123. Job number 124 has the indicator AZ, showing that the construction site is in Arizona, which is a misfile. The files are kept in alphabetical order by state, then in numerical order by job numbers which are assigned in sequence as construction sites become available. Alpha-numeric files need not be complicated; numbers or letters used in an alpha-numeric file can give added dimension for presorting, filing and retrieval.



Note that AZ 124 is a misfile.

## straight numeric filing

**straight numeric filing** is the filing of numbered documents in a numerical sequence order starting from the first number and proceeding to the highest numbered file (last or most recent). Color coding a straight numeric file is somewhat dependent upon the total number of files. In the example, we have color coded all five digits. In straight numeric filing, time-saving and cost-saving advantages can be gained by coding the last two digits (tens and units) of the number with one double-digit color block. (Note - the units and tens digit must be color coded separately if you are considering converting to terminal digit filing at a later date.)

The major advantages of straight numeric filing are (1) no training of file personnel, since most people know how to find files if they are numbered from the lowest through the highest number in the files, (2) ease of retiring old files. In most cases of straight numeric files, the oldest files are the ones with the lowest numbers.



## terminal digit filing

**terminal digit filing** is the filing of all files ending in the same last two digits in one section, forming 100 distinct file groups (00 through 99) in any given file number situation. The use of terminal digit filing is usually seen in large file areas: hospitals, insurance companies, government, banking, etc. It speeds up retrieval time and reduces refile time by segregating files into groups of 00 through 99 (example #12345) terminal digits (45), middle digits (23 within the 45 section) and tertiary digits (01 within the 23 section). For example, file 12345 (01-23-45) would be filed in the 45 section next to file 2345 (00-23-45). File 12346 (01-23-46) which would normally be put next to 12345, would be filed in the 46 section (then in the 23 section, then 01 within 23 section). Note the misfile - two files in the 45 section between subsections 21 and 22 that should be in the middle digit section 24 (file numbers larger than six digits can also be filed in terminal digit order). The major advantage of terminal digit filing is that the file grows equally in 100 places and reduces itself in 100 places with the retirement of older files, forming an equal growth pattern in the file.



# COLOR CODED STRIP LABELS

**COMPUTER GENERATED LABELS** are the most economical and efficient way of creating stock and custom color-coded filing products. Our factory generates all of our own labels offering unparalleled quality control beginning with the design, all the way through production, all designed to match or meet your exact specifications. The computer generated label offers more features than standard label production methods, for example barcodes, logos, year bands, and designation bars, all designed and incorporated directly into the label. No more having to add additional labels to existing files! with a wide array of colors you can match any existing system or create a new one. Have the labels printed in consecutive order, terminal digit order, or alphabetically – any way you need them so the folders are ready to go right out of the box.

Labels come printed on a matte finish stock or can have a clear gloss laminate covering the label, giving the label extra protection and strength. Labels can be provided 6-up on self adhesive stock pre-die cut for easy application or can be attached at our factory directly to your folders.

Listed below are a number of industry standard formats and colors for ease of use in the design of your color-coding system. **Please call your Filing Systems Specialist for help in designing a color-coding format that works for you and your organization.**

## AMES® COMPATIBLE

No. - Color	No. - Color	No. - Color	No. - Color
0 - Red	3 - Orange	6 - Yellow	8 - Pink
1 - Gray	4 - Purple	7 - Brown	9 - Green
2 - Blue	5 - Black		

## BARKLEY® COMPATIBLE

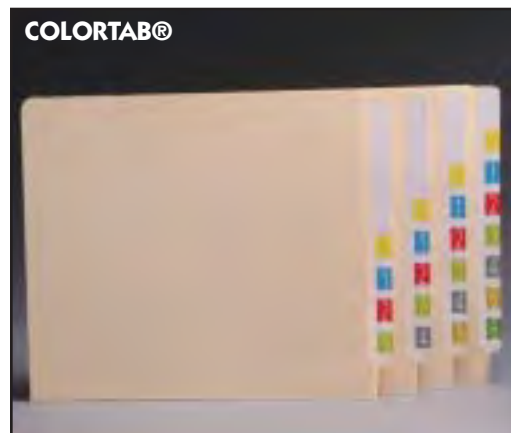
No. - Color	No. - Color	No. - Color	No. - Color
0 - Red	3 - Gold	6 - Lavender	8 - Gray
1 - Pink	4 - Green	7 - Brown	9 - Orange
2 - Yellow	5 - Blue		

## COL'R'TAB

No. - Color	No. - Color	No. - Color	No. - Color
0 - Yellow	3 - Purple	6 - Green	8 - Red
1 - Blue	4 - Orange	7 - Gray	9 - Black

## GBS/VRE® SYSTEM 1 COMPATIBLE

No. - Color	No. - Color	No. - Color	No. - Color
0 - Yellow	3 - Purple	6 - Green	8 - Red
1 - Blue	4 - Orange	7 - Gray	9 - Black
2 - Pink	5 - Brown		



# COLOR CODED STRIP LABELS

## SFI® COMPATIBLE

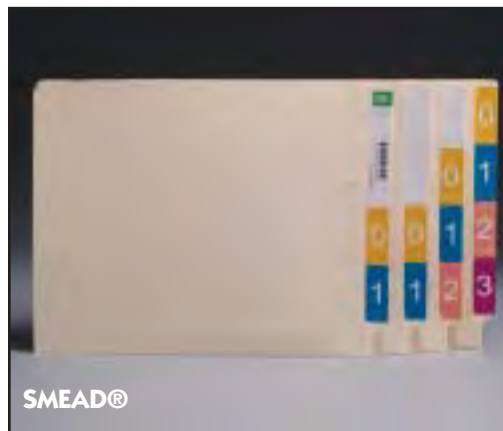
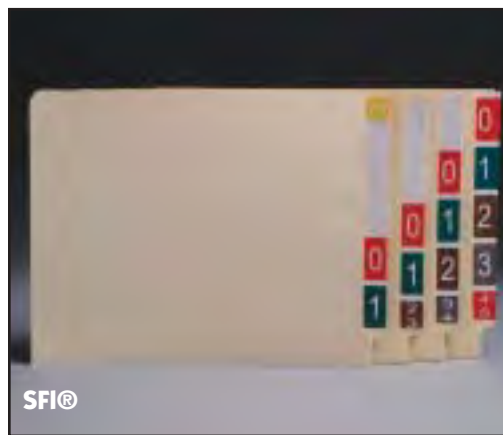
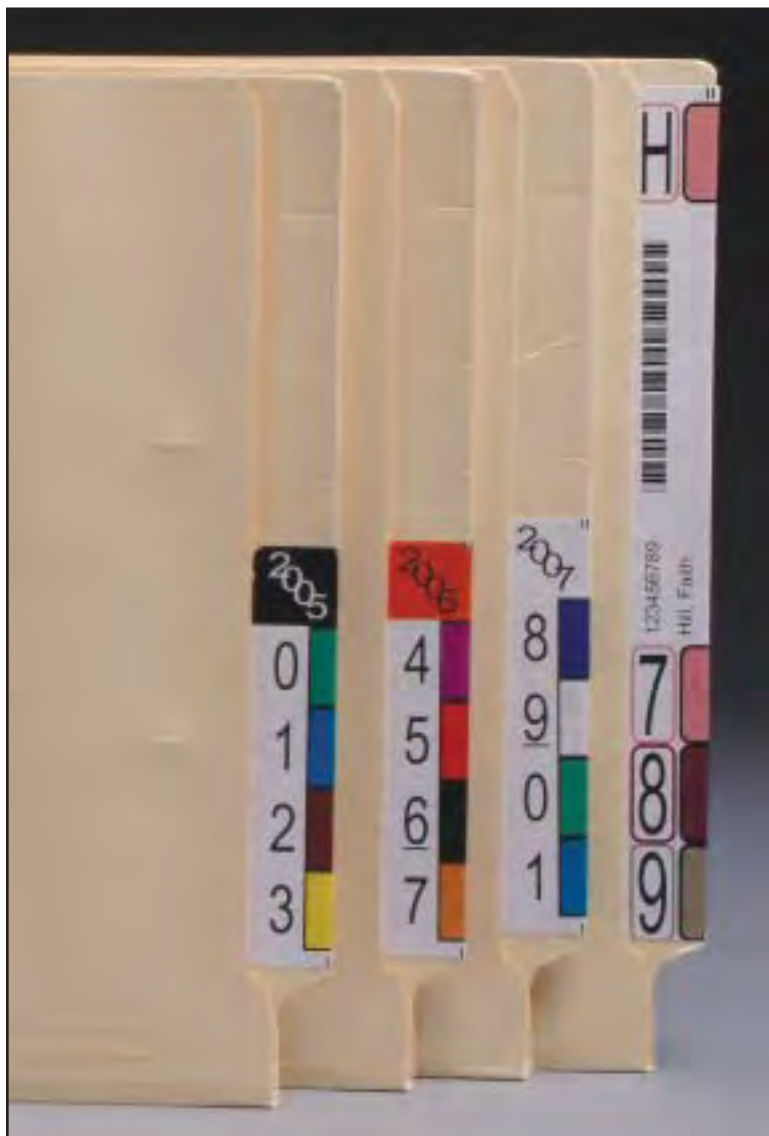
No. - Color	No. - Color	No. - Color	No. - Color
0 - Orange	3 - Gray	6 - Yellow	8 - Pink
1 - Blue	4 - Red	7 - Black	9 - Green
2 - Brown	5 - Purple		

## SMEAD® COMPATIBLE

No. - Color	No. - Color	No. - Color	No. - Color
0 - Yellow	3 - Purple	6 - Green	8 - Red
1 - Blue	4 - Orange	7 - Gray	9 - Black
2 - Pink	5 - Brown		

## TAB PRODUCTS® COMPATIBLE

No. - Color	No. - Color	No. - Color	No. - Color
0 - Pink	3 - Dk. Orange	6 - Blue	8 - Lavender
1 - Red	4 - Lt. Green	7 - Purple	9 - Brown
2 - Lt. Orange	5 - Dk. Green		



*\*Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 116 for ideas that work for the way you work.*

# CUSTOM MADE-TO-ORDER PRODUCT

## JUST LET US KNOW WHAT WORKS FOR YOU!

If you have special filing needs that require customized filing products or are looking to start a filing system from scratch to create the exact system that works the way your work, we can help! We are experts at matching existing filing products that already are working for you or setting up a filing system that works even better for you and save you money in the process. We can provide systems that allow you to open the box and start filing. Whatever your filing requirements are just ask! Our systems consultants are happy to provide ideas and discuss options to get your filing system to work for you, not you working for you filing system. Call us and we will work with to design a filing system based on your needs.

### Consider these customizing folders options:

- Install File backs or Index dividers into folders
- Affix fasteners in any position
- Print copy on folders
- Apply color-coded labels
- Attach paper or see-thru pockets

## Call your Filing Systems Consultant for more details!





# CUSTOM MADE-TO-ORDER PRODUCT



1. Add Fasteners in Any Position
2. Add Index or Fileback Dividers



## LET US PUT TOGETHER YOUR CUSTOM FILE FOLDERS:

- ✓ Save money versus having your staff putting together folders.
- ✓ Save Time with Custom Folders Ready to Use Right Out of the Box
- ✓ Streamline your filing system with folders that match your exact needs.
- ✓ Reduce mis-files with Custom printing and labeling
- ✓ Improve your organization's overall efficiency.



3. Choose Pockets for Your Folder



4. Custom Printed Folders



5. Add Color Coding for Improved File Efficiency

# COLOR CODED INDIVIDUAL LABELS

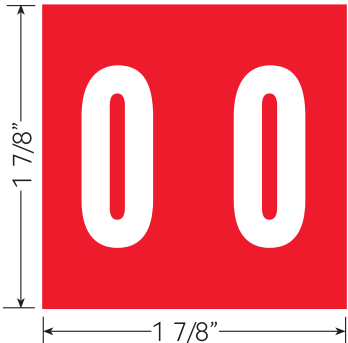
<b>AMES Compatible Labels</b> . . . . .	<b>123</b>
<b>Barkley Compatible Labels</b> . . . . .	<b>124</b>
<b>COL'R'Tab Compatible Labels</b> . . . . .	<b>128</b>
<b>Colwell Jewel-Tone Compatible Labels</b> . . . . .	<b>129</b>
<b>Data File Compatible Labels</b> . . . . .	<b>130</b>
<b>GBS Compatible Labels</b> . . . . .	<b>133</b>
<b>IEC/AFV Compatible Labels</b> . . . . .	<b>135</b>
<b>Jeter Compatible Labels</b> . . . . .	<b>136</b>
<b>Kardex Compatible Labels</b> . . . . .	<b>140</b>
<b>POS Compatible Labels</b> . . . . .	<b>141</b>
<b>Safeguard Compatible Labels</b> . . . . .	<b>142</b>
<b>Smead Compatible Labels</b> . . . . .	<b>143</b>
<b>Tab Products Compatible Labels</b> . . . . .	<b>145</b>
<b>Compatible Numeric Labels</b> . . . . .	<b>148</b>
<b>Year Code Labels</b> . . . . .	<b>151</b>
<b>Month Labels</b> . . . . .	<b>153</b>
<b>HIPAA Labels</b> . . . . .	<b>154</b>
<b>Allergy Warning Labels</b> . . . . .	<b>155</b>
<b>Communication Labels</b> . . . . .	<b>157</b>

# AMES COMPATIBLE LABELS


## AMES Compatible Numeric Labels

These large numeric labels feature a wrap-around solid color bar and a reversed color numeric character. Perfect for medical and radiology terminal digit color coding systems. Colors are compatible with AMES end tab filing systems.











**ACTUAL SIZE**



**Ames Compatible - 500 Per Roll in Dispenser Box**



**Numeric Desk Top Roll Dispenser Tray**

 S-0178N-0	 S-0178N-1	 S-0178N-2	 S-0178N-3	 S-0178N-4
 S-0178N-5	 S-0178N-6	 S-0178N-7	 S-0178N-8	 S-0178N-9

**\*0-9 1 Roll each in Desk Top Dispenser Tray specify S-0178N-ST**

### LABEL SIZE:

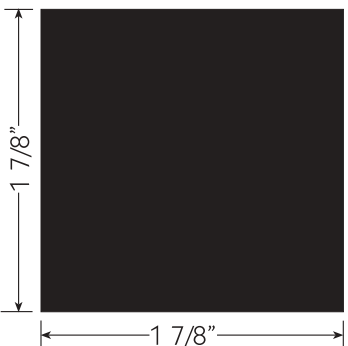
1 7/8" W x 1 7/8" H, Before Folding

- Laminated for protection
- 10 distinct colors
- 500 per roll in dispenser box
- Desk top roll dispenser with tray


## AMES Compatible Designation Labels

Solid color bands can be used to designate a file type or flag for action. Available in ten distinct colors.











**ACTUAL SIZE**



**Ames Solid Color Compatible - 500 Per Roll in Dispenser Box**



**Desk Top Roll Dispenser Tray**

 S-0178-BK	 S-0178-BL	 S-0178-BR	 S-0178-GR	 S-0178-GY
 S-0178-OR	 S-0178-PK	 S-0178-RD	 S-0178-YL	 S-0178-P

**\*1 Roll each in Desk Top Dispenser Tray specify S-0178-ST**

### LABEL SIZE:

1 7/8" W x 1 7/8" H, Before Folding

- Laminated for protection
- 10 distinct colors
- 500 per roll in dispenser box

# BARKLEY COMPATIBLE LABELS

## Barkley ABKM Compatible Alpha Labels

These alphabetic labels feature a wrap-around solid color bar and a colored alpha character outlined in black and printed on a white background. Colors are compatible with Barkley end tab filing systems.

<b>A A</b> S-9216-A S-9182-A	<b>B B</b> S-9216-B S-9182-B	<b>C C</b> S-9216-C S-9182-C	<b>D D</b> S-9216-D S-9182-D	<b>E E</b> S-9216-E S-9182-E	<b>F F</b> S-9216-F S-9182-F	<b>G G</b> S-9216-G S-9182-G
<b>H H</b> S-9216-H S-9182-H	<b>I I</b> S-9216-I S-9182-I	<b>J J</b> S-9216-J S-9182-J	<b>K K</b> S-9216-K S-9182-K	<b>L L</b> S-9216-L S-9182-L	<b>M M</b> S-9216-M S-9182-M	<b>Mc Mc</b> S-9216-MC S-9182-MC
<b>N N</b> S-9216-N S-9182-N	<b>O O</b> S-9216-O S-9182-O	<b>P P</b> S-9216-P S-9182-P	<b>Q Q</b> S-9216-Q S-9182-Q	<b>R R</b> S-9216-R S-9182-R	<b>S S</b> S-9216-S S-9182-S	<b>T T</b> S-9216-T S-9182-T
				<b>U U</b> S-9216-U S-9182-U	<b>V V</b> S-9216-V S-9182-V	<b>W W</b> S-9216-W S-9182-W
				<b>X X</b> S-9216-X S-9182-X	<b>Y Y</b> S-9216-Y S-9182-Y	<b>Z Z</b> S-9216-Z S-9182-Z

- Laminated for protection
- 500 per roll
- Two Tier Roll Dispenser
- 225 labels in zip top bags
- Compatible with Barkley ABKM Series labels

**LABEL SIZE:** 1 1/2" W x 1" H, Before Folding

Barkley ABKM Compatible – 500 per Roll in Dispenser Box or 225 per Pack

\*A-Z Set 27 rolls in Two Tiers Roll Dispenser Tray specify S-ABKM-ST (includes Mc)

\*Labels in Desk Top File Box with indexes specify S-ABKM-DST

\*120 labels in Zip Top Bags specify S-ABKM-PK-(letter)

## Barkley ABAM Compatible Mini Alpha Labels

These alphabetic labels match Barkley's ABAM series. The perfect label for dental and medical applications.

<b>A A</b> S-ABAM-A	<b>B B</b> S-ABAM-B	<b>C C</b> S-ABAM-C	<b>D D</b> S-ABAM-D
<b>E E</b> S-ABAM-E	<b>F F</b> S-ABAM-F	<b>G G</b> S-ABAM-G	<b>H H</b> S-ABAM-H
<b>I I</b> S-ABAM-I	<b>J J</b> S-ABAM-J	<b>K K</b> S-ABAM-K	<b>L L</b> S-ABAM-L
<b>M M</b> S-ABAM-M	<b>Mc Mc</b> S-ABAM-MC	<b>N N</b> S-ABAM-N	<b>O O</b> S-ABAM-O
<b>P P</b> S-ABAM-P	<b>Q Q</b> S-ABAM-Q	<b>R R</b> S-ABAM-R	<b>S S</b> S-ABAM-S
<b>T T</b> S-ABAM-T	<b>U U</b> S-ABAM-U	<b>V V</b> S-ABAM-V	<b>W W</b> S-ABAM-W
<b>X X</b> S-ABAM-X	<b>Y Y</b> S-ABAM-Y	<b>Z Z</b> S-ABAM-Z	

**LABEL SIZE:** 1 1/2" W x 1" H, Before Folding

Barkley ABAM Compatible – 500 per Roll in Dispenser Box

\*A-Z Set 27 rolls in Two Tier Roll Dispenser Tray

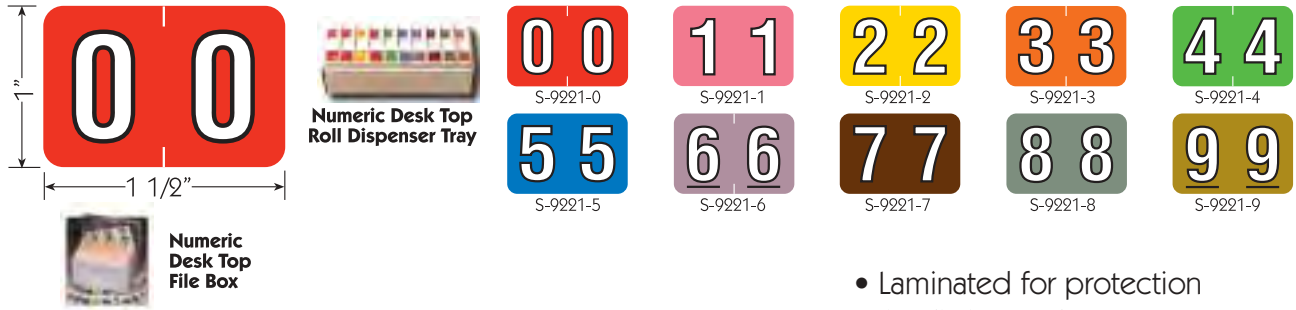
specify S-ABAM-ST (includes Mc)

- Laminated for protection
- 500 per roll in dispenser box
- 14 distinctive colors
- Printed alignment marks for easy placement

# BARKLEY COMPATIBLE LABELS

## Barkley NBKM Compatible Numeric Labels

These numeric labels feature a wrap-around solid color bar and a colored numeric character outlined in black and printed on a white background. Colors are compatible with Barkley end tab filing systems.



### LABEL SIZE:

1 1/2" W x 1" H, Before Folding

Barkley NBKM Compatible - 500 per Roll in Dispenser Box or 225 per Pack

\*0-9 1 Roll each in Desk Top Dispenser Tray specify S-NBKM-ST

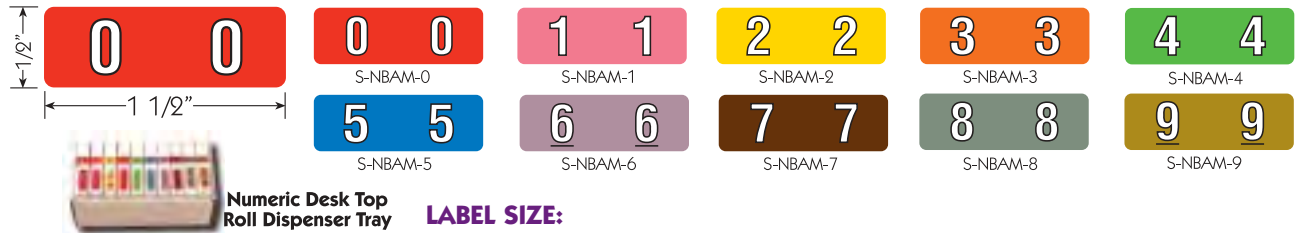
\*225 labels in Zip Top Bags specify S-NBKM-(number)-PK

\*Labels in Desk Top File Box with indexes specify S-NBKM-DST

- Laminated for protection
- 10 distinct colors
- 500 per roll in dispenser box
- 225 labels in zip top bags
- Desk Top File Box with Indexes

## Barkley NBAM Compatible Mini Numeric Labels

Smaller numeric labels are perfect for straight numeric filing systems. Colored label with numeric character outlined in black. Colors are compatible with Barkley end tab filing systems.



### LABEL SIZE:

1 1/2" W x 1/2" H, Before Folding

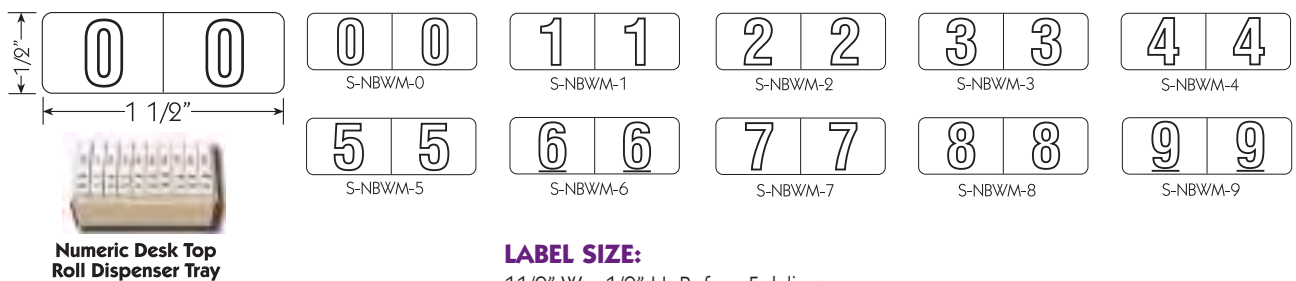
Barkley NBAM Compatible – 500 per Roll in Dispenser Box

\*0-9 Numeric Desk Top Roll set specify S-NBAM-ST

- Laminated for protection
- 10 distinct colors
- 500 per roll
- Desk Top Roll Set

## Barkley NBWM Compatible Mini Numeric Labels

White numeric labels with numeric characters outlined in black. Perfect for straight numeric filing systems or terminal digit color coded filing systems.



### LABEL SIZE:

1 1/2" W x 1/2" H, Before Folding

Barkley NBWM Compatible – 500 per Roll in Dispenser Box

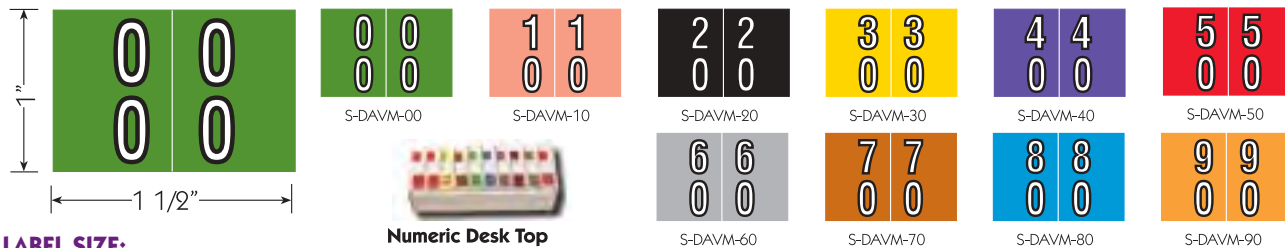
\*0-9 Numeric Desk Top Roll set specify S-NBWM-ST 500 Roll

- Laminated for protection
- White label outlined in black
- 500 per roll
- Desk Top Roll Set

# BARKLEY COMPATIBLE LABELS

## Barkley DAVM Compatible Double Digit Numeric Labels

Double digit numeric color bands are perfect for straight numeric color coding systems. Each color is defined by the top numeric number. Rolls of 500 contain 50 of each of 10 numbers.



### LABEL SIZE:

1 1/2" W x 1" H, Before Folding

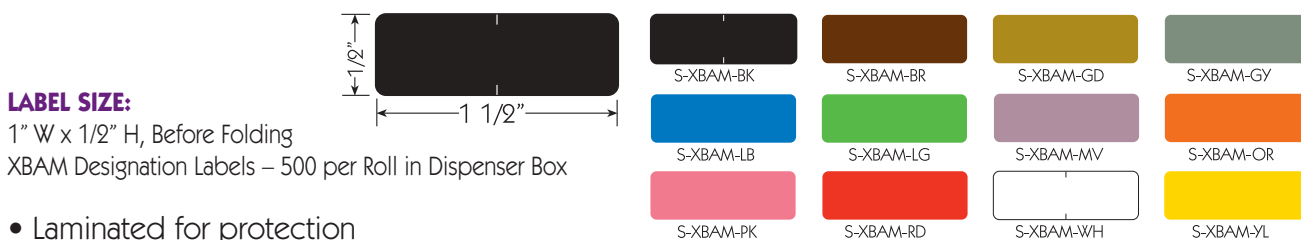
Barkley NBWM Compatible – 500/1000 per Roll in Dispenser Box

\*00-99 Numeric Desk Top Roll set specify S-DAVN-ST

- Laminated for protection
- 50 of each of 10 numbers, (00, 01, 02, 03, ect.)
- 10 colors
- 500 per roll

## Barkley Compatible XBAM Designation Labels

Solid color bands can be used to designate a file type or flag for action. Available in twelve distinct colors.



### LABEL SIZE:

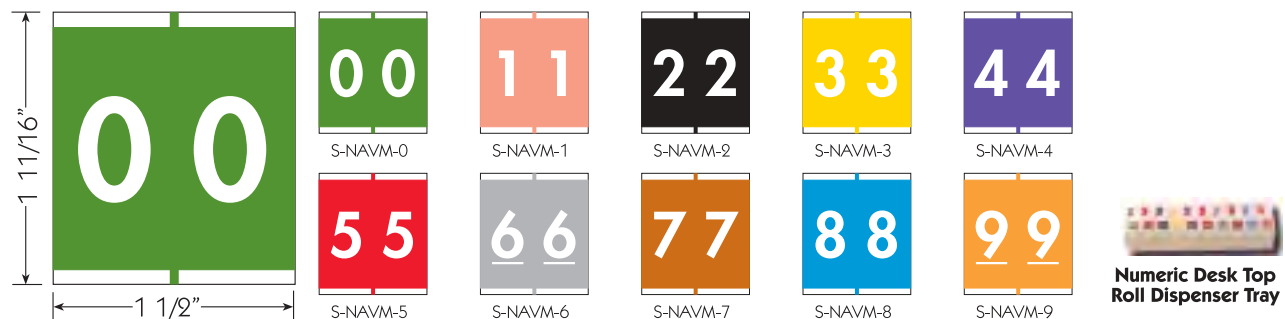
1" W x 1/2" H, Before Folding

XBAM Designation Labels – 500 per Roll in Dispenser Box

- Laminated for protection
- 12 distinct colors
- 500 per roll in dispenser box

## Barkley NAVM Compatible Numeric Labels

These numeric labels feature a wrap-around solid color bar with a reversed number. Top and bottom spacer bars help define and separate colors. Colors are compatible with Barkley end tab filing systems.



### LABEL SIZE:

1 1/2" W x 1 11/16" H, Before Folding

Barkley NAVM Compatible - 500 per Roll in Dispenser Box

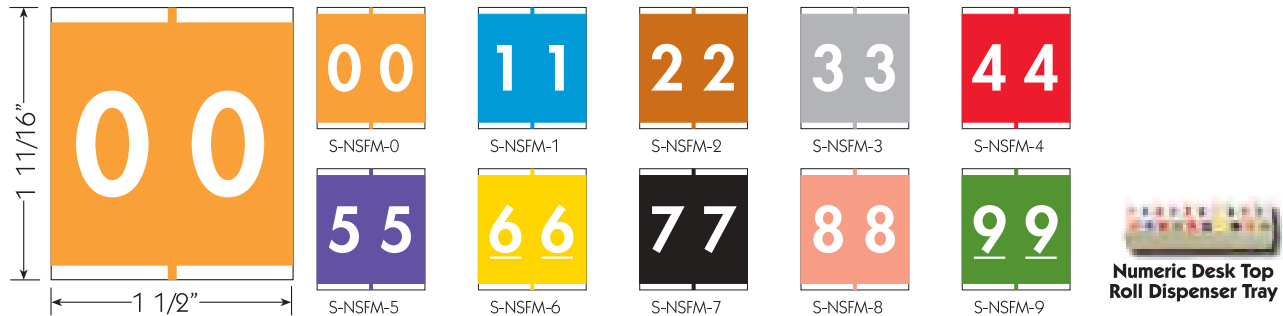
\*0-9 1 Roll each in Desk Top Dispenser Tray specify S-NAVM-ST

- Laminated for protection
- 10 distinct colors
- 500 per roll in dispenser box

# BARKLEY COMPATIBLE LABELS

## Barkley NSFM Compatible Numeric Labels

These numeric labels feature a wrap-around solid color bar with a reversed number. Top and bottom spacer bars help define and separate colors. Colors are compatible with Barkley end tab filing systems.



### LABEL SIZE:

1 1/2" W x 1 11/16" H, Before Folding

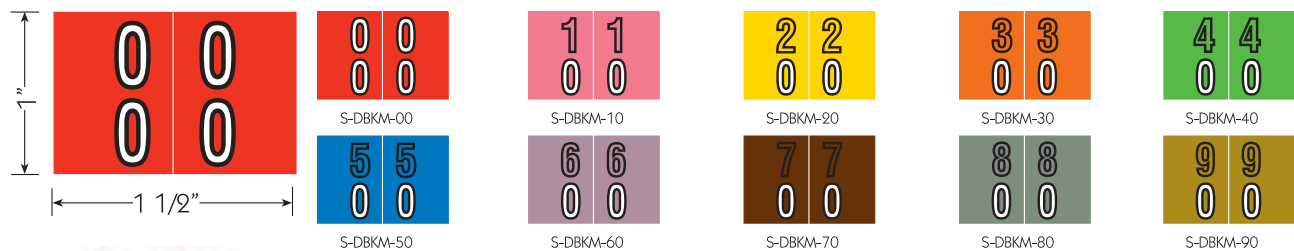
Barkley NSFM Compatible - 500 per Roll in Dispenser Box

\*0-9 1 Roll each in Desk Top Dispenser Tray specify S-NSFM-ST

- Laminated for protection
- 10 distinct colors
- 500 per roll in dispenser box

## Barkley DBKM Compatible Double Digit Numeric Labels

Double digit numeric color bands are perfect for straight numeric color coding systems. Each color is defined by the top numeric number. Rolls of 500 contain 50 of each of 10 numbers.



Numeric Desk Top Roll Dispenser Tray

### LABEL SIZE:

1 1/2" W x 1" H, Before Folding

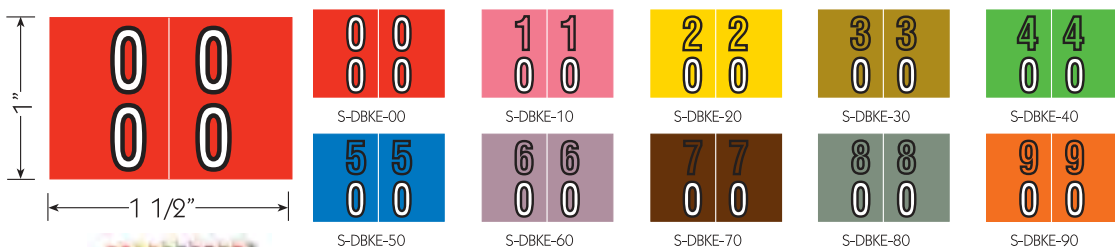
Barkley DBKM Compatible - 500 per Roll in Dispenser Box

\*00-99 Numeric Desk Top Roll set specify S-DBKM-ST

- Laminated for protection
- 50 of each of 10 numbers, (00, 01, 02, 03, ect.)
- 10 colors
- 500 per roll

## Barkley DBKE Compatible Double Digit Numeric Labels

Double digit numeric color bands are perfect for straight numeric color coding systems. Each color is defined by the top numeric number. Rolls of 500 contain 50 of each of 10 numbers.



Numeric Desk Top Roll Dispenser Tray

### LABEL SIZE:

1 1/2" W x 1" H, Before Folding

Barkley DBKE Compatible - 500 per Roll in Dispenser Box

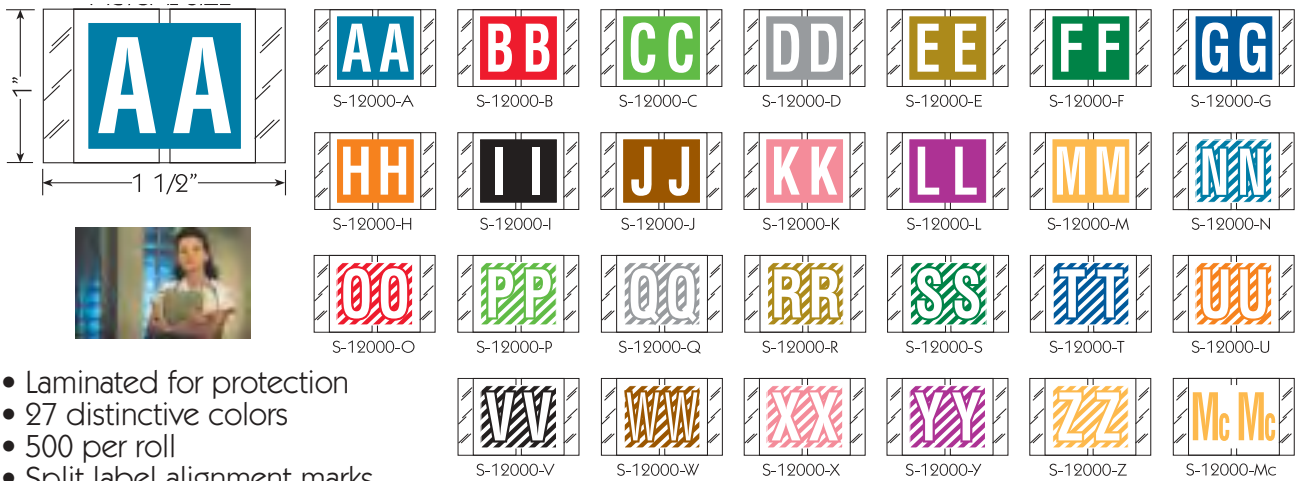
\*00-99 Numeric Desk Top Roll set specify S-DBKE-ST

- Laminated for protection
- 50 of each of 10 numbers, (00, 01, 02, 03, ect.)
- 10 colors
- 500 per roll

# COL' R' TAB COMPATIBLE LABELS

## Col' R' Tab 12000 Compatible Alpha Labels

The standard in alphabetic color coding systems. This system features a clear skirt edge and is laminated. Colors are compatible with Col' R' Tab end tab filing systems.



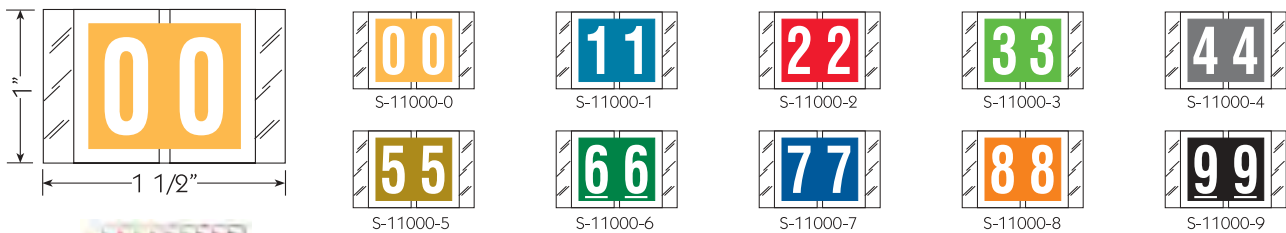
- Laminated for protection
- 27 distinctive colors
- 500 per roll
- Split label alignment marks for easy placement

**LABEL SIZE:**

1 1/2" W x 1" H, Before Folding  
Col' R' Tab 12000 Compatible – 500 per Roll in Dispenser Box

## Col' R' Tab 11000 Compatible Numeric Labels

These color numeric labels feature a wrap-around solid color bar with a white reversed numeric character printed on a white background.



**Numeric Desk Top Roll Dispenser Tray**

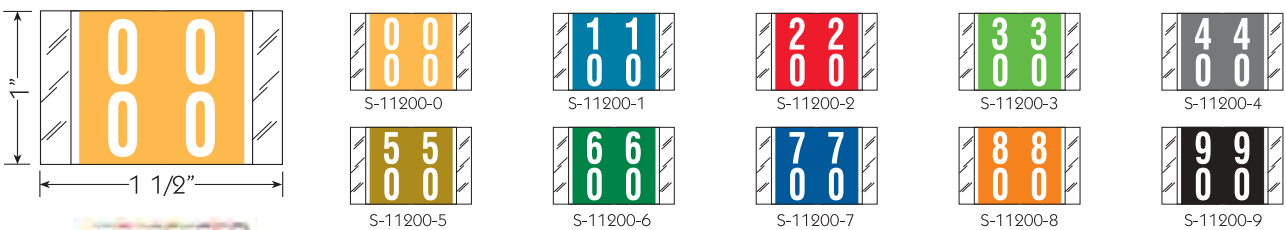
- Laminated for protection
- 10 distinct colors
- 500 per roll in dispenser box
- Desk Top Roll Dispenser

**LABEL SIZE:**

1 1/2" W x 1" H, Before Folding  
Col' R' Tab 11000 Compatible – 500 per Roll in Dispenser Box  
\*To order the above system in Desk Top Roll Dispenser Tray use the code S-11000-ST

## Col' R' Tab 11200 Compatible Double Digit Numeric Labels

Double digit numeric color bands are perfect for straight numeric color coding systems. Each color is defined by the top numeric number.



**Numeric Desk Top Roll Dispenser Tray**

- Laminated for protection
- 10 colors
- 500 per roll

**LABEL SIZE:**

1 1/2" W x 1" H, Before Folding  
Col' R' Tab 11200 Compatible – 500 per Roll in Dispenser Box  
\*To order the above system in Desk Top Roll Dispenser Tray use the code S-11200-ST



# COLWELL JEWEL-TONE COMPATIBLE LABELS

## Colwell Jewel-Tone Compatible Alpha Labels

These alphabetic labels feature a wrap-around solid color bar and a black outlined alpha character printed on a white background. Colors are compatible with Colwell/Patterson end tab filing systems.



- Laminated for protection
- 500 per roll
- 240 per pack
- Desk top roll sets

### LABEL SIZE:

1 1/2" W x 1" H, Before Folding

Colwell Jewel-Tone Compatible – 500 per Roll in Dispenser Box

\*To order the above system in packs of 240 add the suffix "PK" to the order number.

\*To order the above systems in Desktop (roll) sets use item S-91420

## Colwell Jewel-Tone Compatible Numeric Labels

These numeric labels feature a wrap-around solid color bar and a numeric character outlined in black and printed on a white background. Colors are compatible with Colwell end tab filing systems.



- Laminated for protection
- 10 distinct colors
- 500 per roll in dispenser box

### LABEL SIZE:

1 1/2" W x 1" H, Before Folding

Colwell Jewel-Tone Compatible - 500 per Roll in Dispenser Box

\*0-9 1 Roll each in Desk Top Dispenser Tray specify S-91410

# DATA FILE COMPATIBLE LABELS

## Data File Compatible Alpha Labels

These alphabetic labels feature a wrap-around solid color bar and a colored alpha character printed on a white background. Colors are compatible with Data File end tab filing systems.

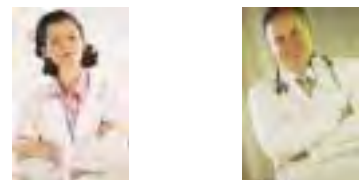
<b>A A</b> S-DATA-A S-DATA-PK-A	<b>B B</b> S-DATA-B S-DATA-PK-B	<b>C C</b> S-DATA-C S-DATA-PK-C	<b>D D</b> S-DATA-D S-DATA-PK-D	<b>E E</b> S-DATA-E S-DATA-PK-E	<b>F F</b> S-DATA-F S-DATA-PK-F	<b>G G</b> S-DATA-G S-DATA-PK-G	<b>H H</b> S-DATA-H S-DATA-PK-H
<b>I I</b> S-DATA-I S-DATA-PK-I	<b>J J</b> S-DATA-J S-DATA-PK-J	<b>K K</b> S-DATA-K S-DATA-PK-K	<b>L L</b> S-DATA-L S-DATA-PK-L	<b>M-M</b> S-DATA-M S-DATA-PK-M	<b>M-C</b> S-DATA-MC S-DATA-PK-MC	<b>MA-C</b> S-DATA-MAC S-DATA-PK-MAC	<b>N-N</b> S-DATA-N S-DATA-PK-N
<b>O-O</b> S-DATA-O S-DATA-PK-O	<b>P-P</b> S-DATA-P S-DATA-PK-P	<b>Q-Q</b> S-DATA-Q S-DATA-PK-Q	<b>R-R</b> S-DATA-R S-DATA-PK-R	<b>S-S</b> S-DATA-S S-DATA-PK-S	<b>T-T</b> S-DATA-T S-DATA-PK-T	<b>U-U</b> S-DATA-U S-DATA-PK-U	<b>V-V</b> S-DATA-V S-DATA-PK-V
<b>W-W</b> S-DATA-W S-DATA-PK-W	<b>X-X</b> S-DATA-X S-DATA-PK-X	<b>Y-Y</b> S-DATA-Y S-DATA-PK-Y	<b>Z-Z</b> S-DATA-Z S-DATA-PK-Z				



- Laminated protection
- 500 per roll
- 256 per package
- Desk top file box

**LABEL SIZE:**

1 1/4" W x 15/16" H, Before Folding  
 Data File Compatible – 500 per Roll in Dispenser Box  
 \*To order the above system in packs of 256 add the suffix "PK" (ie: S-DATA-PK-A)  
 \*To order the above system in Desk Top Roll Dispenser Tray use the code S-DATA-ST  
 \*To order the above system in Desk Top File Box add the suffix DST (ie: S-DATA-DST)



## Data File Compatible Mini Alpha Labels

Mini Data File alphabetic labels. Perfect for medical and dental color-coded filing systems.

<b>A A</b> S-DATA-M-A	<b>B B</b> S-DATA-M-B	<b>C C</b> S-DATA-M-C	<b>D D</b> S-DATA-M-D	<b>E E</b> S-DATA-M-E
<b>F F</b> S-DATA-M-F	<b>G G</b> S-DATA-M-G	<b>H H</b> S-DATA-M-H	<b>I I</b> S-DATA-M-I	<b>J J</b> S-DATA-M-J
<b>K K</b> S-DATA-M-K	<b>L L</b> S-DATA-M-L	<b>M - M</b> S-DATA-M-M	<b>Mc - Mc</b> S-DATA-M-MC	<b>Mac - Mac</b> S-DATA-M-MAC
<b>N - N</b> S-DATA-M-N	<b>O - O</b> S-DATA-M-O	<b>P - P</b> S-DATA-M-P	<b>Q - Q</b> S-DATA-M-Q	<b>R - R</b> S-DATA-M-R
<b>S - S</b> S-DATA-M-S	<b>T - T</b> S-DATA-M-T	<b>U - U</b> S-DATA-M-U	<b>V - V</b> S-DATA-M-V	<b>W - W</b> S-DATA-M-W
<b>X - X</b> S-DATA-M-X	<b>Y - Y</b> S-DATA-M-Y	<b>Z - Z</b> S-DATA-M-Z		



- Laminated protection
- 500 per roll in dispenser box
- Printed alignment marks for easy placement
- Compatible with Data File

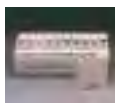
**LABEL SIZE:**

1 1/4" W x 7/16" H, Before Folding  
 Data File Compatible – 500 per Roll in Dispenser Box  
 \*To order set in Dispenser Tray use the code S-DATA-M-ST  
 \*To order set in packs of 256 add the suffix "PK" (ie: S-DATA-MPK-A)

# DATA FILE COMPATIBLE LABELS

## Data File Compatible Numeric Labels

These numeric labels feature a wrap-around solid color bar and a colored numeric character printed on a white background.



**Numeric Desk Top Roll Dispenser Tray**



**Desktop File Box**

- Laminated protection
- 10 distinct colors
- 500 per roll in dispenser box
- Packs of 256
- Desk Top File Box

### LABEL SIZE:

1 1/4" W x 15/16" H, Before Folding

Data File Compatible – 500 per Roll in Dispenser Box

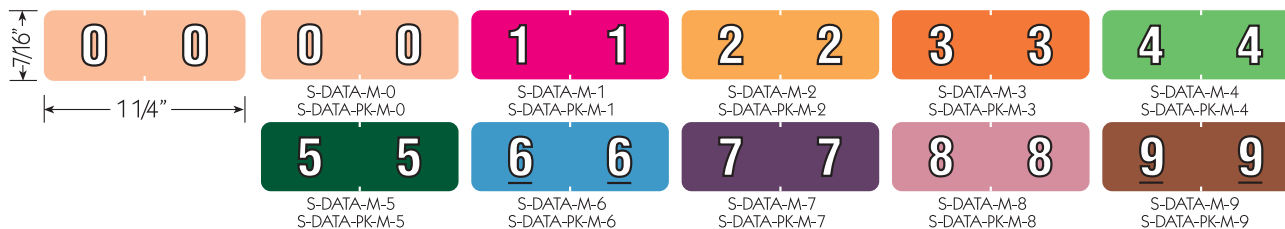
\*To order the above system in Desk Top Roll Dispenser Tray use the code S-DATA-N-ST.

\*To order the above system in packs of 256 add the suffix PK (ie: S-DATA-PK-0)

\*To order the above system in Desk Top File Box add the suffix "DST" (ie: S-DATA-DST)

## Data File Compatible Mini Numeric Labels

Mini numeric labels. Colors are compatible with Data File end tab filing systems.



**Numeric Desk Top Roll Dispenser Tray**

- Laminated Protection
- 10 distinct colors
- 500 per roll
- Packs of 256
- Desk Top Roll Dispenser Tray

### LABEL SIZE:

1 1/4" W x 7/16" H, Before Folding

Data File Compatible – 500 per Roll in Dispenser Box

\*To order the above system in Desk Top Roll Dispenser Tray use the code S- DATA-M-ST

\*To order the above system in packs of 256 add the suffix "PK" (ie: S-DATA-M-PK-O)



# DATA FILE COMPATIBLE LABELS

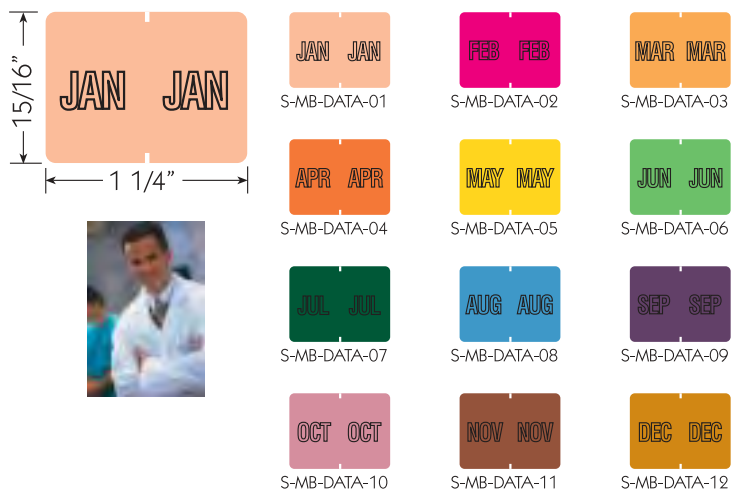
## Data File Compatible Month Bands

Month code end tab folders to indicate when a file was created or to signal when the file should be moved to inactive storage.

- Laminated protection
- 12 distinct colors
- Packs of 256
- Compatible with Tab Products 1279

### LABEL SIZE:

1 1/4" W x 15/16" H, Before Folding  
Data File Month Bands – 256 per Pack in Zip Top Bag



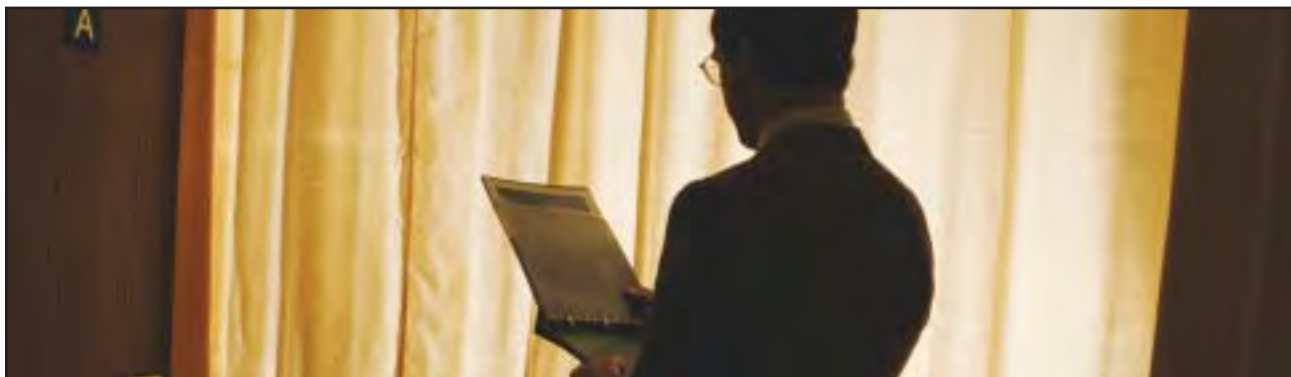
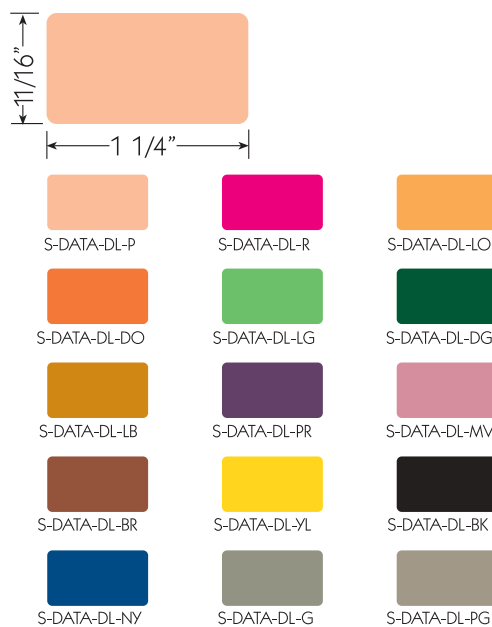
## Data File Compatible Designation Labels

Solid color bands can be used to designate a file type or flag for action. Colors are compatible with Data File end tab filing systems.

- Laminated protection
- 15 distinct colors
- 500 per roll

### LABEL SIZE:

1 1/4" W x 11/16" H, Before Folding  
Data File Designation Labels – 500 per Roll in Dispenser Box



# GBS COMPATIBLE LABELS

## GBS Compatible Alpha Labels

These alphabetic labels feature a wrap-around solid color bar and a colored alpha character printed on a white background. Colors are compatible with GBS end tab filing systems.

**220 Ring Binder Sheets**

- Laminated for protection
- 14 distinctive colors
- 550 per roll
- Printed alignment marks for easy placement
- 220 Ring Binder Pack
- Desk Top Roll Dispenser

### LABEL SIZE:

1 1/4" W x 1 5/16" H, Before Folding

GBS Compatible – 550 per Roll in Dispenser Box or 220 per Ring Binder

\*To order the above system in Desk Top Roll Dispenser Tray use the code S- 1900A-ST

\*To order the above system in Ring Binder Replacement Packs of 220 add the suffix "PK" (ie: S-1900PK-A)

## GBS Compatible Numeric Labels

These color numeric labels feature a wrap-around solid color bar with a white reversed numeric character printed on a white background.

**Numeric Desk Top Roll Dispenser Tray**

- Laminated for protection
- 10 distinct colors
- 550 per roll in dispenser box
- Desk Top Roll Dispenser

### LABEL SIZE:

1 1/4" W x 1 5/16" H, Before Folding

GBS Compatible – 550 per Roll in Dispenser Box

\*To order the above system in Desk Top Roll Dispenser Tray use the code S-1900N-ST



# GBS COMPATIBLE LABELS

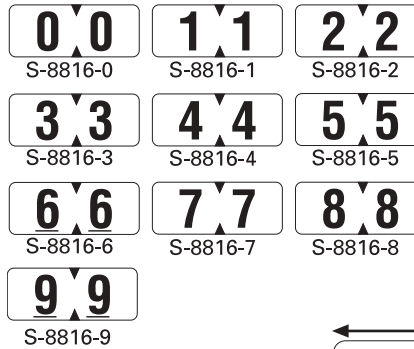
## GBS Compatible Mini Numeric Labels

These numeric labels are printed black on white, with solid numeric characters for easy viewing.

- Laminated for protection
- Black on white
- 500 per roll in dispenser box

**LABEL SIZE:**

1 1/4" W x 1/2" H, Before Folding  
 GBS Mini Black/white – 500 per Roll in Dispenser Box



GBS/VRE  
 Compatible  
 S-8816  
 Black on White  
 Numeric  
 500 per roll



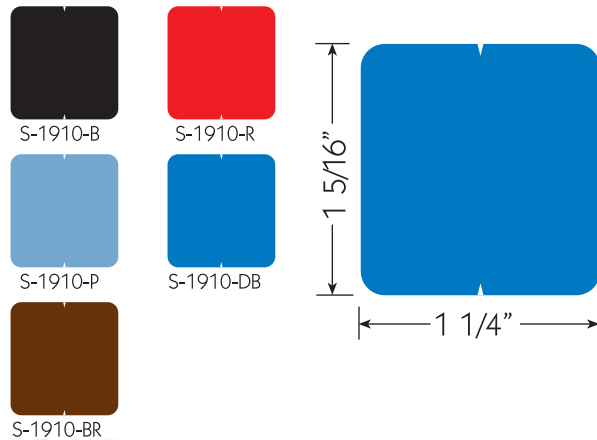
## GBS Compatible Designation Labels

Solid color bands can be used to designate a file type or flag for action. Colors are compatible with GBS end tab filing systems.

- Laminated for protection
- 5 distinct colors
- 220 per Ring Binder Pack

**LABEL SIZE:**

1 1/4" W x 1 5/16" H, Before Folding  
 GBS Designation – 220 per Ring Binder Pack



# IEC/AFV COMPATIBLE LABELS

## IEC/AFV 2100/3100 Compatible Numeric Labels

These large numeric labels feature a wrap-around solid color bar and a reversed color numeric character. Perfect for medical and radiology terminal digit color coding systems. Colors are compatible with IFC/AFV end tab filing systems.



### LABEL SIZE:

1 7/8" W x 1 7/8" H, Before Folding

500 per Roll in Dispenser Box

\*U.V. coated paper label

\*To order the systems in Desk Top Roll Trays add the suffix "ST" (ie: S-2100ST)

- Laminated for protection
- 10 distinct colors
- 500 per roll in dispenser box
- Desk top roll dispenser with tray

## IEC/AFV 2300 Compatible Numeric Labels

These large numeric labels feature a wrap-around solid color bar and a reversed color numeric character. Colors are compatible with IFC/AFV end tab filing systems.



**Numeric Desk Top Roll Dispenser Tray**



- Laminated for protection
- 10 distinct colors
- 500 per roll in dispenser box

### LABEL SIZE:

1 7/8" W x 1 7/8" H, Before Folding

500 per Roll in Dispenser Box

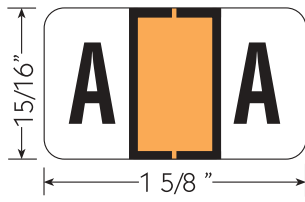
\*U.V. coated paper label

\*To order the systems in Desk Top Roll Trays add the suffix "ST" (ie: S-2300ST)

# JETER COMPATIBLE LABELS

## Jeter 7200 Series Compatible Alpha Labels

These alphabetic labels feature a wrap-around solid color bar and a colored alpha character printed on a white background. Colors are compatible with Jeter end tab filing systems.



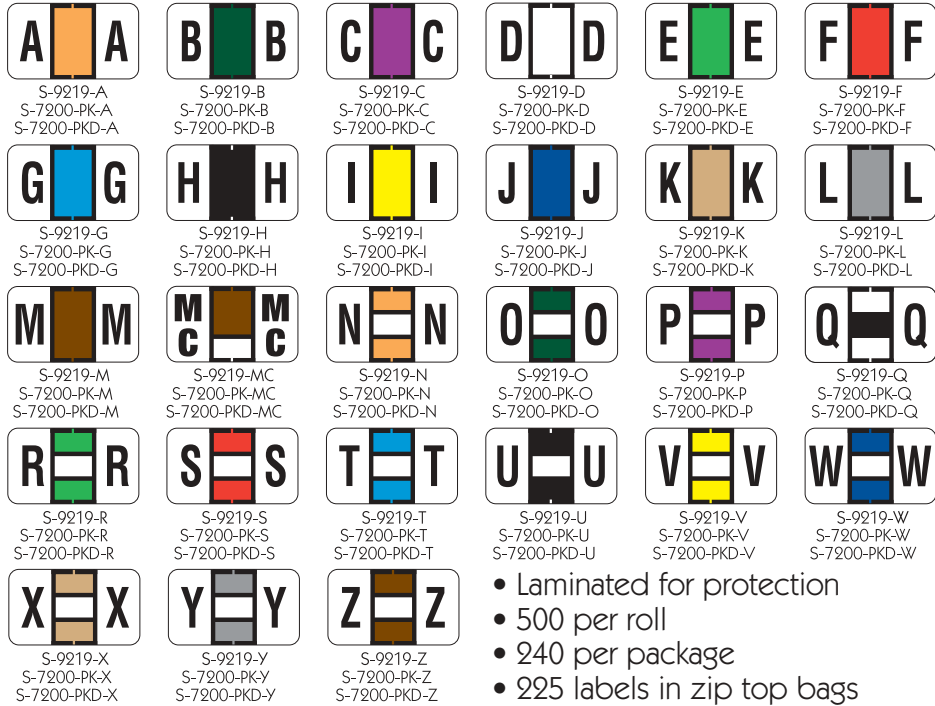
Desktop File Box



Two Tier Roll Dispenser Tray



240 Packs in zip top bag "PK"



**LABEL SIZE:** 1 5/8" W x 15/16"H, Before Folding

Jeter 7200 Series Compatible – 500 per Roll in Dispenser Box

\*To order the above system in packs of 240 add the suffix "PK" to the order number

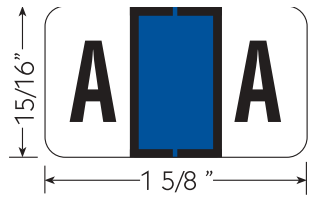
\*To order the above system in 225 Labels in Zip Top Bags add the suffix "PKD" to the order number

\*To order the above system in Desktop (roll) sets use the code S-7200-ST

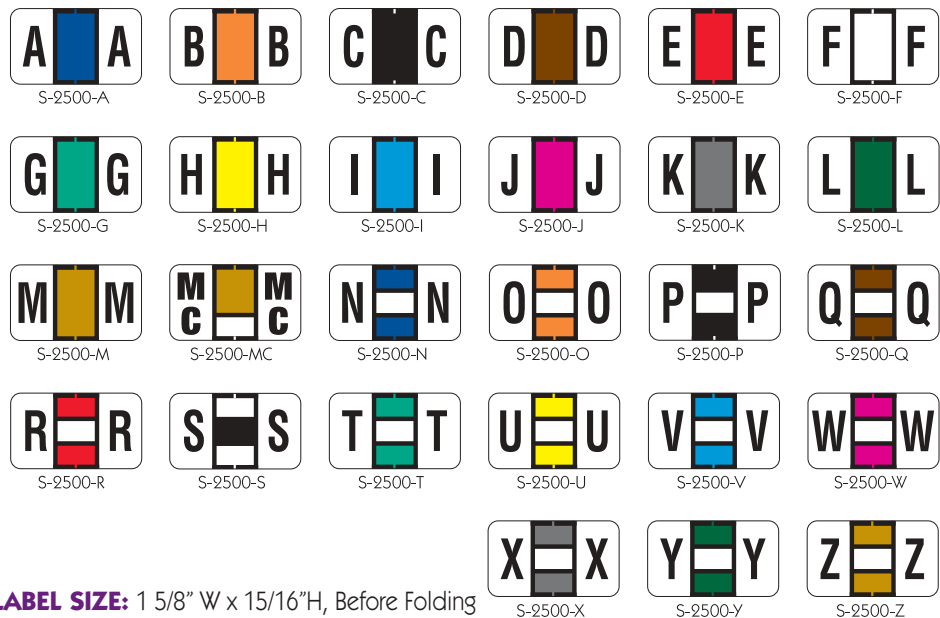
\*To order the above system in Desk Top File Box sets use the code S-7200-DST

## Jeter 2500 Series Compatible Alpha Labels

These alphabetic labels feature a wrap-around solid color bar and a colored alpha character printed on a white background. Colors are compatible with Jeter end tab filing systems.



Two Tier Roll Dispenser Tray



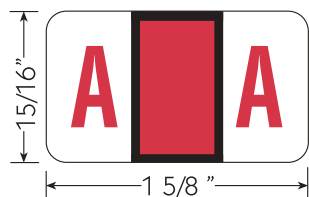
- Laminated for protection
- 500 per roll
- Desk top roll sets



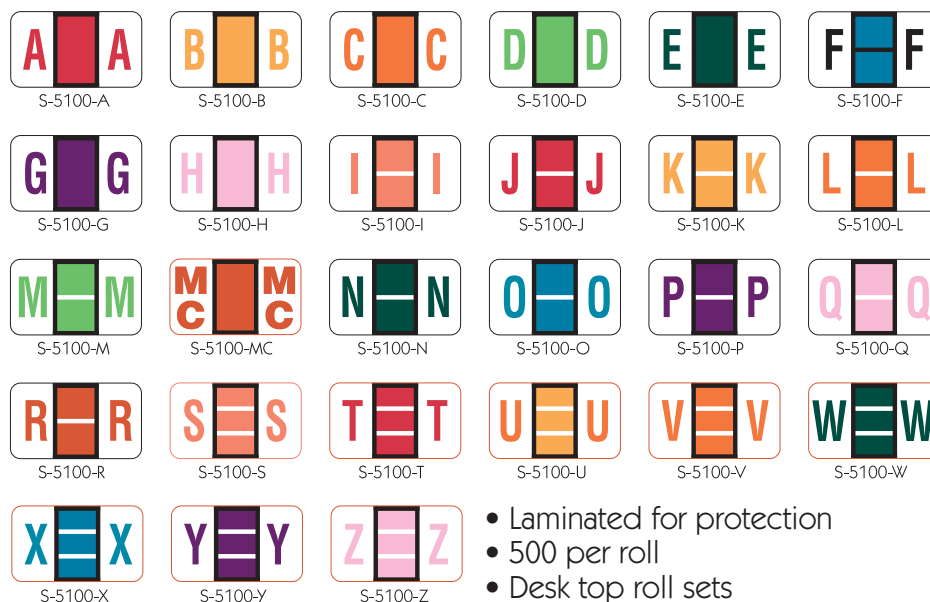
# JETER COMPATIBLE LABELS

## Jeter 5100 Series Compatible Alpha Labels

These alphabetic labels feature a wrap-around solid color bar and a colored alpha character printed on a white background. Colors are compatible with Jeter end tab filing systems.



Two Tier Roll Dispenser Tray



- Laminated for protection
- 500 per roll
- Desk top roll sets

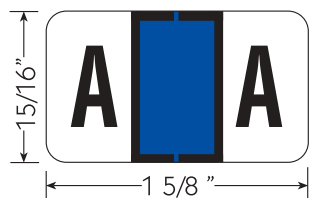
**LABEL SIZE:** 1 5/8" W x 15/16"H, Before Folding

Jeter 5100 Series Compatible – 500 per Roll in Dispenser Box

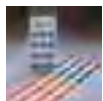
\*To order system in Desktop (roll) sets use the code S-5100-ST

## Jeter 0200 Series Compatible Alpha Labels

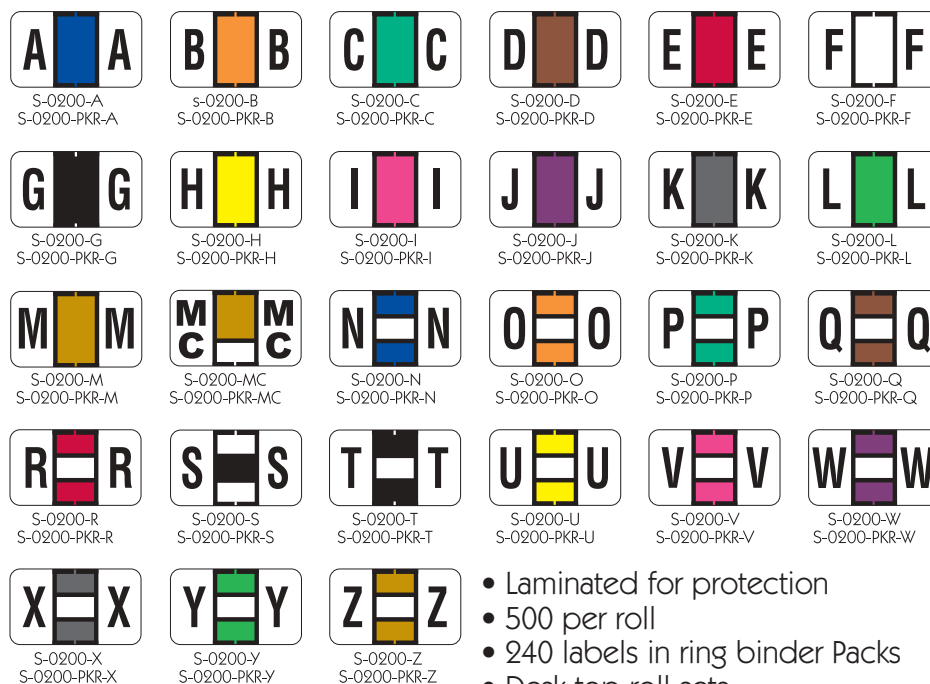
These alphabetic labels feature a wrap-around solid color bar and a colored alpha character printed on a white background. Colors are compatible with Jeter end tab filing systems.



Two Tier Roll Dispenser Tray



240 Packs in zip top bag "PK"



- Laminated for protection
- 500 per roll
- 240 labels in ring binder Packs
- Desk top roll sets

**LABEL SIZE:** 1 5/8" W x 15/16"H, Before Folding

Jeter 0200 Series Compatible – 500 per Roll in Dispenser Box

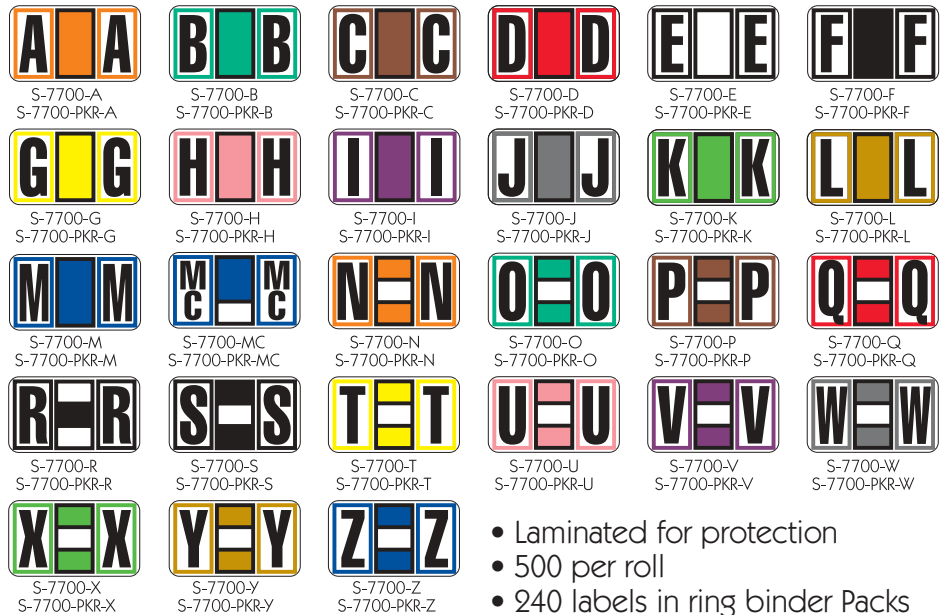
\*To order the above system in Desktop (roll) sets use the code S-0200-ST

\*To order above system in Ring Binder Packs of 240 add the suffix "PKR" (ie: S-0200-PKR)

# JETER COMPATIBLE LABELS

## Jeter 7700 Series Compatible Alpha Labels

These alphabetic labels feature a wrap-around solid color bar and a black alpha character printed on a white background. Colors are compatible with Jeter end tab filing systems.



**LABEL SIZE:** 1 5/8" W x 15/16"H, Before Folding

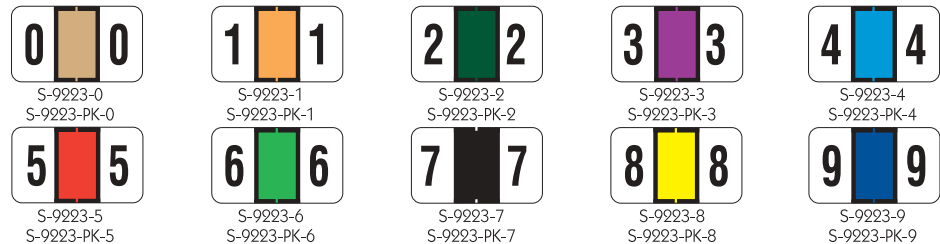
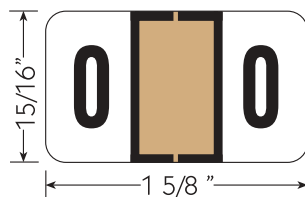
Jeter 0200 Series Compatible – 500 per Roll in Dispenser Box

\*To order the above system in Desktop (roll) sets use the code S-7700-ST

\*To order above system in Ring Binder Packs of 240 add the suffix "PKR" (ie: S-7700-PKR)

## Jeter 7300 Series Compatible Numeric Labels

These numeric labels feature a wrap-around solid color bar and a black numeric character printed on a white background. Colors are compatible with Tab Products end tab filing systems.



**LABEL SIZE:** 1 5/8" W x 15/16" H, Before Folding

Jeter 7300 Series Compatible – 500 per Roll in Dispenser Box

\*To order the above system in Desk Top Roll Dispenser Tray use the code S-7300-ST

\*To order the above systems in Ring Binder Sheets of 240 use the code S-7300-PK-0

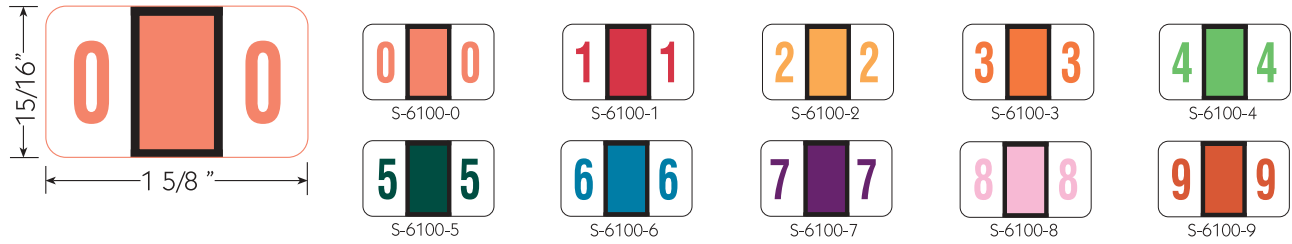
- Laminated protection
- 10 distinct colors
- 500 per roll
- 240 per zip top bag



# JETER COMPATIBLE LABELS

## Jeter 6100 Series Compatible Numeric Labels

These numeric labels feature a wrap-around solid color bar and a matching color numeric character printed on a white background. Colors are compatible with Jeter end tab filing systems.



- Laminated protection
- 10 distinct colors
- 500 per roll in dispenser
- Desktop roll sets

**LABEL SIZE:** 1 5/8" W x 15/16" H, Before Folding

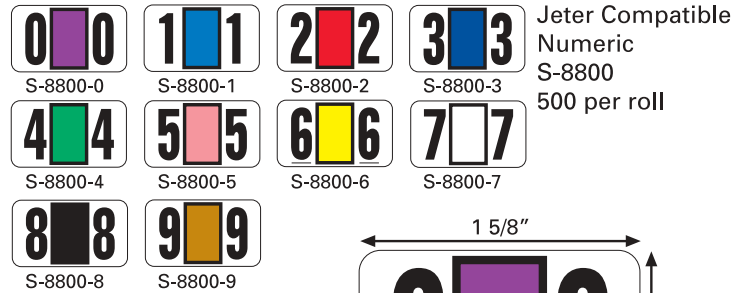
Jeter 6100 Series Compatible – 500 per Roll in Dispenser Box

\*To order the above system in Desk Top (roll) sets use the code S-6100-ST

## Jeter 8800 Series Compatible Numeric Labels

These numeric labels feature a wrap-around solid color bar and a matching color numeric character printed on a white background. Colors are compatible with Jeter end tab filing systems.

- Laminated protection
- 10 distinct colors
- 500 per roll in dispenser
- Desktop roll sets



Jeter Compatible  
Numeric  
S-8800  
500 per roll

**LABEL SIZE:** 1 5/8" W x 15/16" H, Before Folding

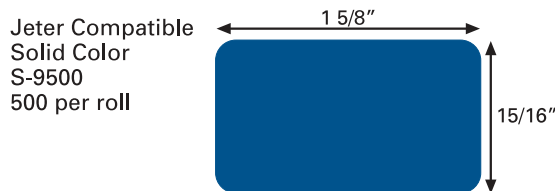
Jeter 8800 Series Compatible

500 per Roll in Dispenser Box

\*To order the above system in Desk Top (roll) sets use the code S-8800-ST

## Jeter 9500 Series Compatible Designation Labels

Solid color bands can be used to designate a file type or flag for action. Available in fifteen distinct colors.



- Laminated protection
- 15 distinct colors
- 500 per roll in dispenser box

**LABEL SIZE:** 1 5/8" W x 15/16" H, Before Folding

Jeter Designation Labels

500 per Roll in Dispenser Box

# KARDEX COMPATIBLE LABELS

## Kardex PSF139 Compatible Alpha Labels

The perfect alphabetic color coding system designed for all filing applications. Colors are compatible with Kardex end tab filing systems.

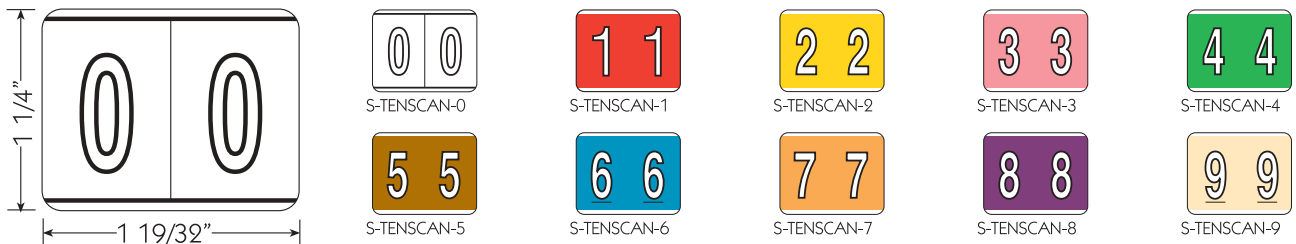


- Laminated for protection
- 26 distinctive colors
- 500 per roll

**LABEL SIZE:** 1 19/32" W x 1 1/4" H, Before Folding  
Kardex PSF139 Compatible – 500 per Roll in Dispenser Box

## Kardex Ten Scan Compatible Numeric Labels

These color numeric labels feature a wrap-around solid color bar with a white reversed numeric character outlined in black ink and printed on a white background.



**Numeric Desk Top Roll Dispenser Tray**

**LABEL SIZE:** 1 19/32" W x 1 1/4" H, Before Folding  
Kardex Ten Scan Compatible – 500 per Roll in Dispenser Box  
\*To order the above system in Desk Top Roll Dispenser Tray use the code S-TEN-SCAN-ST

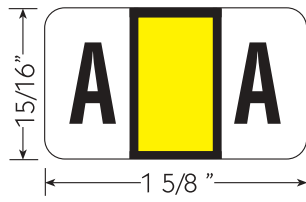
- Laminated for protection
- 10 distinct colors
- 500 per roll in dispenser box
- Desk Top Roll Dispenser



# POS COMPATIBLE LABELS

## POS Compatible Alpha Labels

These alphabetic labels feature a wrap-around solid color bar and a colored alpha character printed on a white background. Colors are compatible with POS end tab filing systems.



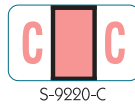
Two Tier Roll Dispenser Tray



S-9220-A



S-9220-B



S-9220-C



S-9220-D



S-9220-E



S-9220-F



S-9220-G



S-9220-H



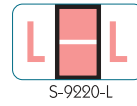
S-9220-I



S-9220-J



S-9220-K



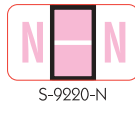
S-9220-L



S-9220-M



S-9220-MC



S-9220-N



S-9220-O



S-9220-P



S-9220-Q



S-9220-R



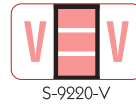
S-9220-S



S-9220-T



S-9220-U



S-9220-V



S-9220-W



S-9220-X



S-9220-Y



S-9220-Z

- Laminated for protection
- 500 per roll
- Desk top roll sets

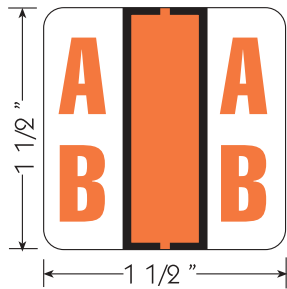
**LABEL SIZE:** 1 5/8" W x 15/16"H, Before Folding

POS Alpha Series Compatible – 500 per Roll in Dispenser Box

\*To order the above system in Desktop (roll) sets use the code S-POS-ST

## POS Random Alpha Series

These alphabetic labels break the alphabet into 10 colors. Designed for random alpha filing applications. Colors are compatible with POS end tab filing systems.



Desk Top Roll Dispenser Tray



S-POSR-AB



S-POSR-C



S-POSR-DEF



S-POSR-GHI



S-POSR-J



S-POSR-KL



S-POSR-MNO



S-POSR-PQR



S-POSR-ST



S-POSR-UZ

- Laminated for protection
- 100 per roll in dispenser box
- Desk top roll sets

**LABEL SIZE:** 1 1/2" W x 1 1/2" H, Before Folding

POS Random Alpha Compatible – 100 per Roll in Dispenser Box

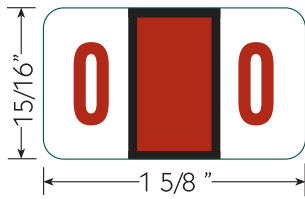
\*To order system in Desktop (roll) sets use the code S-POSRA-ST



# POS COMPATIBLE LABELS

## POS Compatible Numeric Labels

These numeric labels feature a wrap-around solid color bar and a color numeric character printed on a white background. Colors are compatible with POS end tab filing systems.



Numeric Desk Top Roll Dispenser Tray



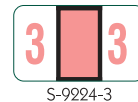
S-9224-0



S-9224-1



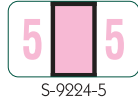
S-9224-2



S-9224-3



S-9224-4



S-9224-5



S-9224-6



S-9224-7



S-9224-8



S-9224-9

- Laminated protection
- 10 distinct colors
- 500 per roll in dispenser box

**LABEL SIZE:** 1 5/8" W x 15/16" H, Before Folding

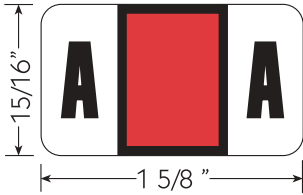
POS Compatible – 500 per Roll in Dispenser Box

\*To order the above system in Desk Top (roll) sets use the code S-POSN-ST

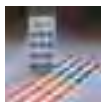
# SAFEGUARD COMPATIBLE LABELS

## Safeguard Compatible Alpha Labels

These alphabetic labels feature a wrap-around solid color bar and a black alpha character printed on a white background. Colors are compatible with Safeguard end tab filing systems.



Two Tier Roll Dispenser Tray



240 Packs in zip top bag "PK"



S-SG-A  
S-SG-PK-A



S-SG-B  
S-SG-PK-B



S-SG-C  
S-SG-PK-C



S-SG-D  
S-SG-PK-D



S-SG-E  
S-SG-PK-E



S-SG-F  
S-SG-PK-F



S-SG-G  
S-SG-PK-G



S-SG-H  
S-SG-PK-H



S-SG-I  
S-SG-PK-I



S-SG-J  
S-SG-PK-J



S-SG-K  
S-SG-PK-K



S-SG-L  
S-SG-PK-L



S-SG-M  
S-SG-PK-M



S-SG-MC  
S-SG-PK-MC



S-SG-N  
S-SG-PK-N



S-SG-O  
S-SG-PK-O



S-SG-P  
S-SG-PK-P



S-SG-Q  
S-SG-PK-Q



S-SG-R  
S-SG-PK-R



S-SG-S  
S-SG-PK-S



S-SG-T  
S-SG-PK-T



S-SG-U  
S-SG-PK-U



S-SG-V  
S-SG-PK-V



S-SG-W  
S-SG-PK-W



S-SG-X  
S-SG-PK-X



S-SG-Y  
S-SG-PK-Y



S-SG-Z  
S-SG-PK-Z

**LABEL SIZE:** 1 5/8" W x 15/16" H, Before Folding

Safeguard Alpha Series Compatible – 500 per Roll in Dispenser Box

\*To order the above system in packs of 240 add the suffix "PK" to the order number.

\*To order the above systems in Desktop (roll) sets use the code S-SG-ST

- Laminated for protection
- 500 per roll
- 240 per pack
- Desk top roll sets

# SMEAD COMPATIBLE LABELS

## Smead "Diamond Series" Compatible Alpha Labels

These alphabetic labels feature a wrap-around solid color bar and a colored alpha character printed on a white background. Colors are compatible with Smead end tab filing systems.



- Laminated for protection
- 13 distinctive colors
- 500 per roll
- Printed alignment marks for easy placement
- Desk Top Roll Dispenser

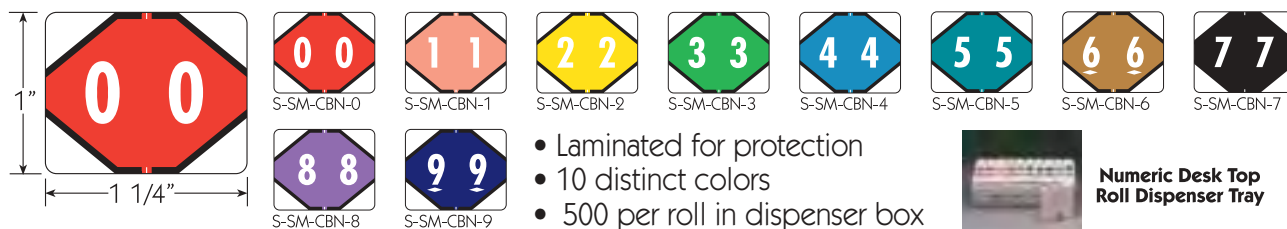
**LABEL SIZE:** 1 1/4" W x 1" H, Before Folding

Smead Compatible – 500 per Roll in Dispenser Box

\*To order the above system in Desk Top Roll Dispenser Tray use the code S- SM-CB-ST

## Smead "Diamond Series" Compatible Numeric Labels

These two color numeric labels feature a wrap-around solid color bar outlined in black and a colored numeric character printed on a white background.



- Laminated for protection
- 10 distinct colors
- 500 per roll in dispenser box
- Desk Top Roll Dispenser

**LABEL SIZE:** 1 1/4" W x 1" H, Before Folding

Smead Compatible – 500 per Roll in Dispenser Box

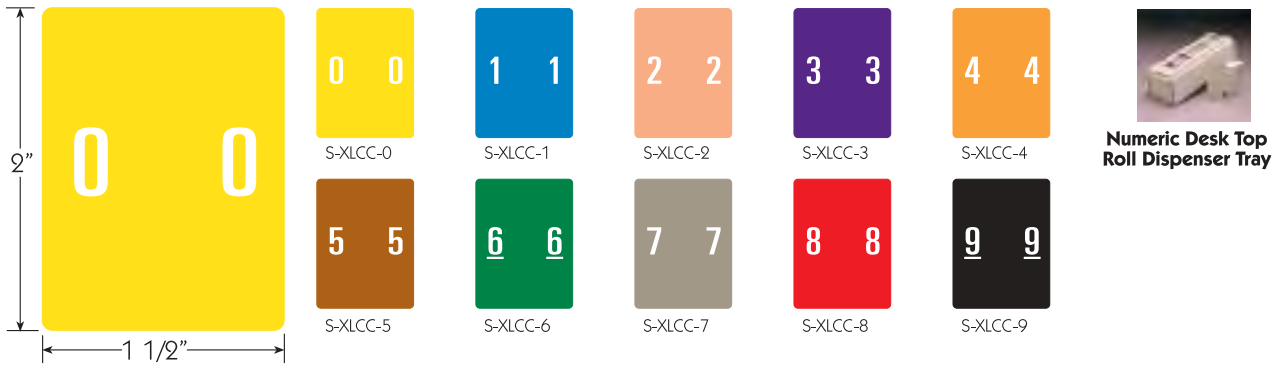
\*To order the above system in Desk Top Roll Dispenser Tray use the code S-SM-CBN-ST



# SMEAD COMPATIBLE LABELS

## Smead XLCC Compatible Numeric Labels

Large sized color labels for coding the primary filing numerals in straight numeric or terminal digit filing systems.



**LABEL SIZE:** 1 1/2" W x 2" H, Before Folding  
 Smead XLCC Compatible – 500 per Roll in Dispenser Box  
 \*To order the above system in Desk Top Roll Dispenser Tray use the code S-XLCC-ST

- Laminated for protection
- 10 distinct colors
- 500 per roll in dispenser box
- Desk Top Roll Dispenser

## Smead DCCRN Compatible Numeric Labels

The perfect label for systems that file in straight numeric or terminal digit end tab filing systems.



- Laminated for protection
- 10 distinct colors
- 500 per roll in dispenser box
- Desk Top Roll Dispenser

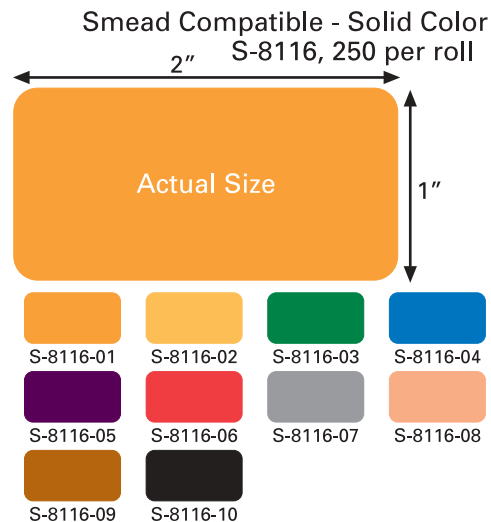
**LABEL SIZE:** 1 1/4" W x 1" H, Before Folding  
 Smead DCCRN Compatible – 500 per Roll in Dispenser Box  
 \*To order the above system in Desk Top Roll Dispenser Tray use the code S-DCCRN-ST

## Smead CC-3 Solid Color Labels

These labels are designed to match the Smead CC-3 folder series. The 10 distinct colors work well for designating files by type, department or general filing applications.

**LABEL SIZE:** 17/8" W x 1 7/8" H, Before Folding  
 Smead CC-3 Labels – 500 per Roll in Dispenser Box  
 \*One roll each in Desk Top Dispenser Tray specify S-8116-ST

- Laminated for protection
- 10 distinct colors
- 250 per roll in dispenser box





# TAB PRODUCTS COMPATIBLE LABELS

## Tab Products Compatible 1283/1383 Alpha Labels

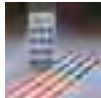
These alphabetic labels feature a wrap-around solid color bar and a colored alpha character printed on a white background. Colors are compatible with Tab Products end tab filing systems.

S-9300-A S-9217-A	S-9300-B S-9217-B	S-9300-C S-9217-C	S-9300-D S-9217-D	S-9300-E S-9217-E	S-9300-F S-9217-F	S-9300-G S-9217-G	S-9300-H S-9217-H
S-9300-I S-9217-I	S-9300-J S-9217-J	S-9300-K S-9217-K	S-9300-L S-9217-L	S-9300-M S-9217-M	S-9300-MC S-9217-MC	S-9300-MC-BR S-9217-MC-BR	S-9300-N S-9217-N
S-9300-O S-9217-O	S-9300-P S-9217-P	S-9300-Q S-9217-Q	S-9300-R S-9217-R	S-9300-S S-9217-S	S-9300-T S-9217-T	S-9300-U S-9217-U	S-9300-V S-9217-V
S-9300-W S-9217-W	S-9300-X S-9217-X	S-9300-Y S-9217-Y	S-9300-Z S-9217-Z				

Desktop File Box



Two Tier Roll Dispenser Tray



120 Packs in zip top bag

- Vinyl or laminated protection
- 500 per roll or 120 per package
- Compatible with Tab Products
- 1283 or 1383 labels

**LABEL SIZE:** 1 1/4" W x 1" H, Before Folding  
 1283 Vinyl Kimdura/1383 Laminated – 500 per Roll in Dispenser Box  
 \*To order the above system in packs of 120 add the suffix "PK" to the order number.  
 \*To order the above system in Desk Top (roll) sets use the code S-1283-ST for Kimdura or S-1383-ST for Laminated  
 \*To order the above system in Desk Top File Box sets use the code S-1283-DST for Kimdura or S-1383-DST for Laminated



## Tab Products Compatible 1278 Mini Alpha Labels

These alphabetic labels match Tab Products 1278 series.

S-1278-A	S-1278-B	S-1278-C	S-1278-D	S-1278-E
S-1278-F	S-1278-G	S-1278-H	S-1278-I	S-1278-J
S-1278-K	S-1278-L	S-1278-M	S-1278-N	S-1278-O
S-1278-P	S-1278-Q	S-1278-R	S-1278-S	S-1278-T
S-1278-U	S-1278-V	S-1278-W	S-1278-X	S-1278-Y
S-1278-Z				



Two Tier Roll Dispenser Tray



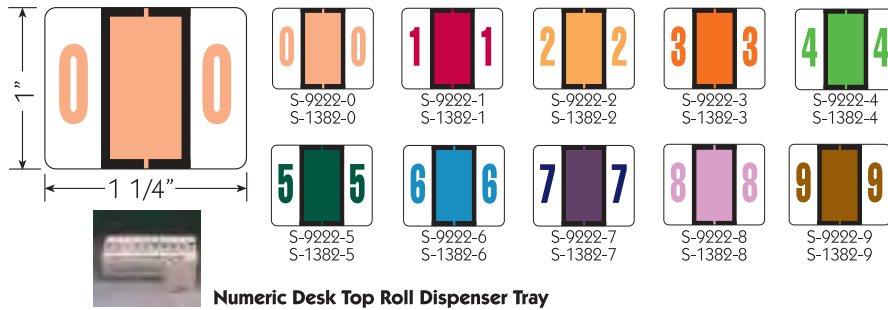
- Vinyl Kimdura
- 500 per roll in dispenser box
- 10 distinctive colors
- Printed alignment marks for easy placement
- Compatible with Tab Products 1278

**LABEL SIZE:** 1" W x 1/2" H, Before Folding  
 1283 Vinyl Kimdura/1383 Laminated – 500 per Roll in Dispenser Box  
 \*To order set in Dispenser Tray use the code S-1278-ST

# TAB PRODUCTS COMPATIBLE LABELS

## Tab Products Compatible 1282/1382 Numeric Labels

These numeric labels feature a wrap-around solid color bar and a colored numeric character printed on a white background. Colors are compatible with Tab Products end tab filing systems.



- Vinyl Kimdura or laminated protection
- 10 distinct colors
- S-9222 – 1000 per roll
- S-1382 – 500 per roll
- Compatible with Tab Products 1282 or 1382 labels

**LABEL SIZE:** 1 1/4" W x 1" H, Before Folding

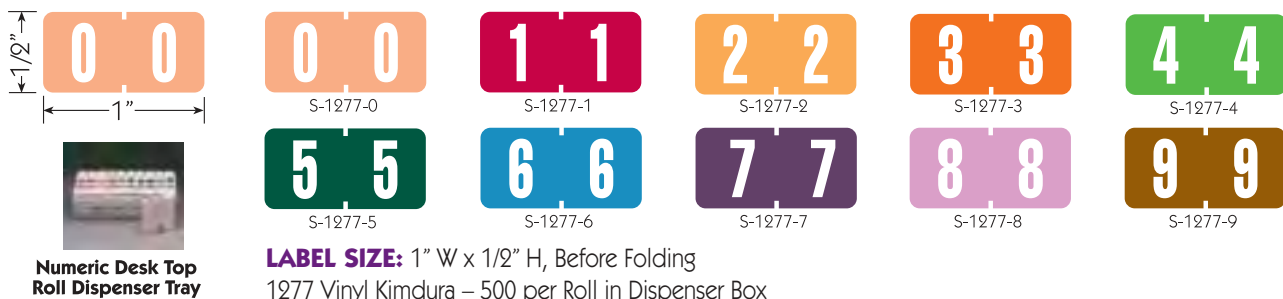
S-9222 Vinyl Kimdura 1000 per Roll in Dispenser Box

S-1382 Laminated 500 per Roll in Dispenser Box

\*To order the above system in Desk Top Roll Dispenser Tray use the code S-1282-ST for Kimdura or S-1382-ST for Laminated

## Tab Products Compatible 1277 Numeric Labels

Numeric labels match Tab Products 1277 series. Colors are compatible with Tab Products end tab filing systems.



**LABEL SIZE:** 1" W x 1/2" H, Before Folding

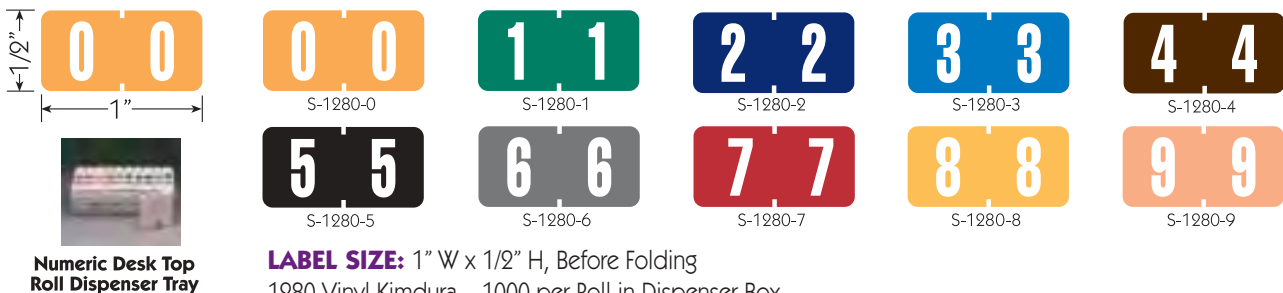
1277 Vinyl Kimdura – 500 per Roll in Dispenser Box

\*To order the above systems in Desk Top Roll Dispenser Tray use the code S-1277-ST

- Vinyl Kimdura
- 10 distinct colors
- 500 per roll
- Compatible with Tab Products 1277

## Tab Products Compatible 1280 Numeric Labels

Numeric labels match Tab Products 1280 series. Colors are compatible with Tab Products end tab filing systems.



**LABEL SIZE:** 1" W x 1/2" H, Before Folding

1280 Vinyl Kimdura – 1000 per Roll in Dispenser Box

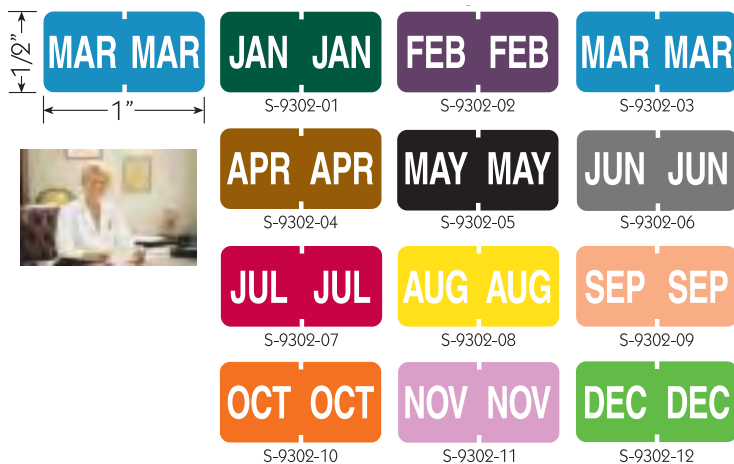
\*To order the above systems in Desk Top Roll Dispenser Tray use the code S-1280-ST

- Vinyl Kimdura
- 10 distinct colors
- 500 per roll
- Compatible with Tab Products 1280

# TAB PRODUCTS COMPATIBLE LABELS

## Tab Products Compatible 1279 Month Bands

Month code end tab folders to indicate when a file was created or to signal when the file should be moved to inactive storage.



- Vinyl Kimdura
- 12 distinct colors
- 500 per roll
- Compatible with Tab Products 1279

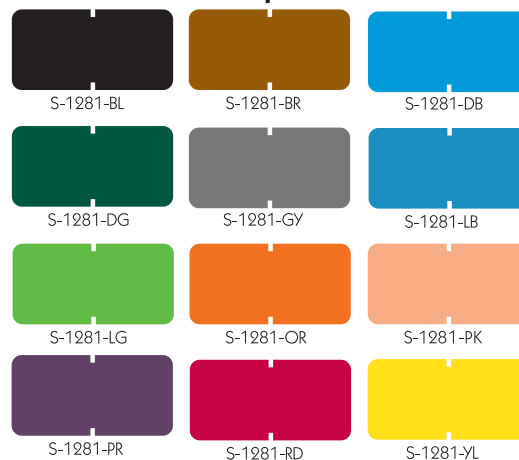
**LABEL SIZE:** 1" W x 1/2" H, Before Folding  
1279 Vinyl Kimdura – 500 per Roll in Dispenser Box

## Tab Products Compatible 1281 Designation Labels

Solid color bands can be used to designate a file type or flag for action. Solid color labels match Tab Products 1281 series. Colors are compatible with Tab Products end tab filing systems

- Vinyl Kimdura
- 12 distinct colors
- 1000 per roll
- Compatible with Tab Products 1281

**LABEL SIZE:** 1" W x 1/2" H, Before Folding  
1281 Vinyl Kimdura – 1000 per Roll in Dispenser Box



# COMPATIBLE NUMERIC LABELS

## Acme 0500 Series Compatible Numeric Labels

These color numeric labels feature a wrap-around solid color bar with a white reversed numeric character printed on a white background.

1 1/2" (height)  
 1 1/2" (width)

S-0500-0    S-0500-1    S-0500-2    S-0500-3    S-0500-4    S-0500-5    S-0500-6  
 S-0500-7    S-0500-8    S-0500-9

- Laminated for protection
- 10 distinct colors
- 500 per roll in dispenser box
- Desk Top Roll Dispenser

**LABEL SIZE:** 1 1/2" W x 1 1/2" H, Before Folding

Acme 0500 Series Compatible – 500 per Roll in Dispenser Box

\*To order the above system in Desk Top Roll Dispenser Tray use the code S-0500-ST

## Data Visible Acme 0570 Series Compatible Numeric Labels

Distinct colors really set these numbers apart. These color numeric labels feature a wrap-around solid color bar with a white reversed numeric character printed on a white background.

1 1/2" (height)  
 1 1/2" (width)

S-0570-0    S-0570-1    S-0570-2    S-0570-3    S-0570-4    S-0570-5    S-0570-6  
 S-0570-7    S-0570-8    S-0570-9

- Laminated for protection
- 10 distinct colors
- 500 per roll in dispenser box
- Desk Top Roll Dispenser

**LABEL SIZE:** 1 1/2" W x 1 1/2" H, Before Folding

Acme 0570 Series Compatible – 500 per Roll in Dispenser Box

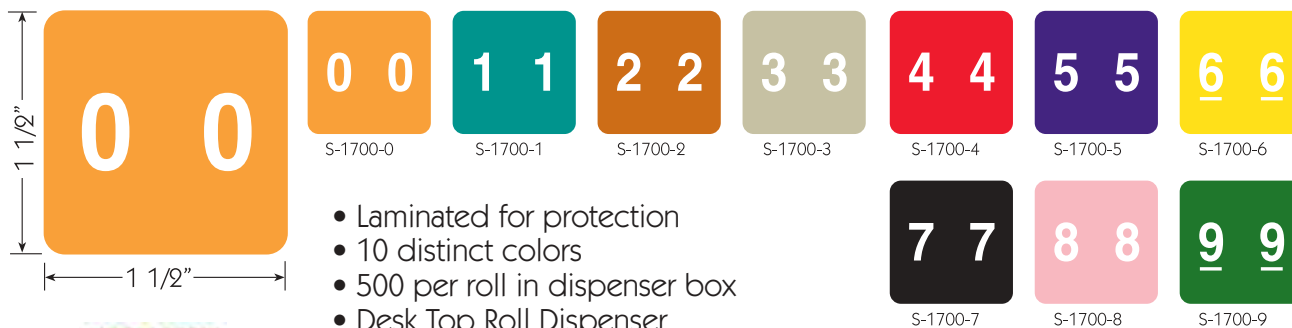
\*To order the above system in Desk Top Roll Dispenser Tray use the code S-0570-ST



# COMPATIBLE NUMERIC LABELS

## Sav-Tyme 1700 Compatible Numeric Labels

These color numeric labels feature a wrap-around solid color bar with a white reversed numeric character printed on a white background.



Numeric Desk Top Roll Dispenser Tray

- Laminated for protection
- 10 distinct colors
- 500 per roll in dispenser box
- Desk Top Roll Dispenser

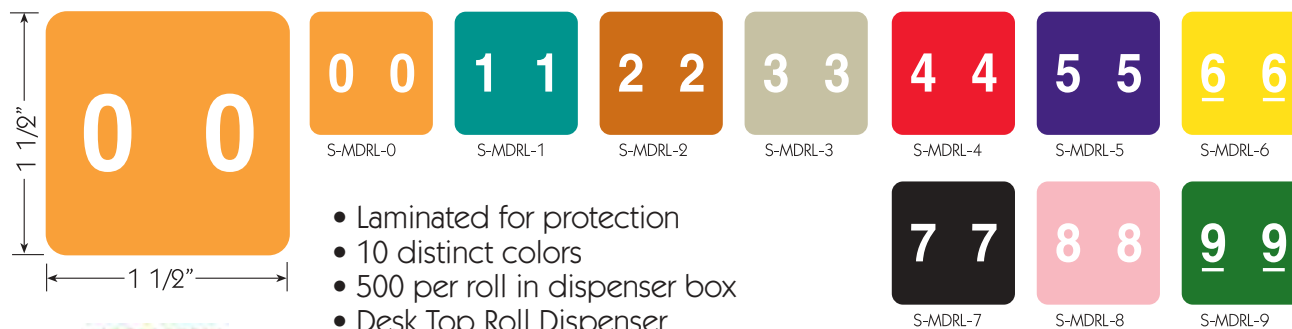
**LABEL SIZE:** 1 1/2" W x 1 1/2" H, Before Folding

Sav-Tyme 1700 Series Compatible – 500 per Roll in Dispenser Box

\*To order the above system in Desk Top Roll Dispenser Tray use the code S-1700-ST

## Sav-Tyme MDRL Compatible Numeric Labels

These color numeric labels feature a wrap-around solid color bar with a white reversed numeric character printed on a white background.



Numeric Desk Top Roll Dispenser Tray

- Laminated for protection
- 10 distinct colors
- 500 per roll in dispenser box
- Desk Top Roll Dispenser

**LABEL SIZE:** 1 1/2" W x 1 3/4" H, Before Folding

Sav-Tyme MDRL Series Compatible – 500 per Roll in Dispenser Box

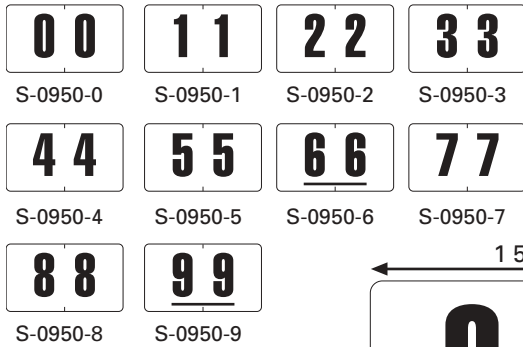
\*To order the above system in Desk Top Roll Dispenser Tray use the code S-MDRL-ST



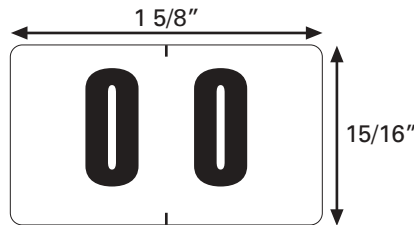
# COMPATIBLE NUMERIC LABELS

## BSP 0-9 Black/White Numeric Labels

These numeric labels are printed black on white, with solid numeric characters for easy viewing.



S-0950  
 Black on White  
 Large Numeric  
 500 per roll



- Laminated for protection
- Black on white
- 500 per roll in dispenser box
- Desk Top Roll Dispenser

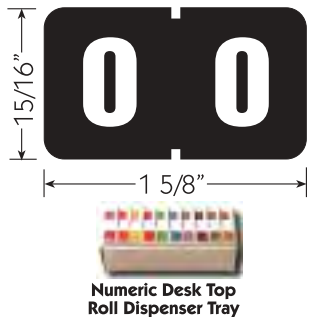
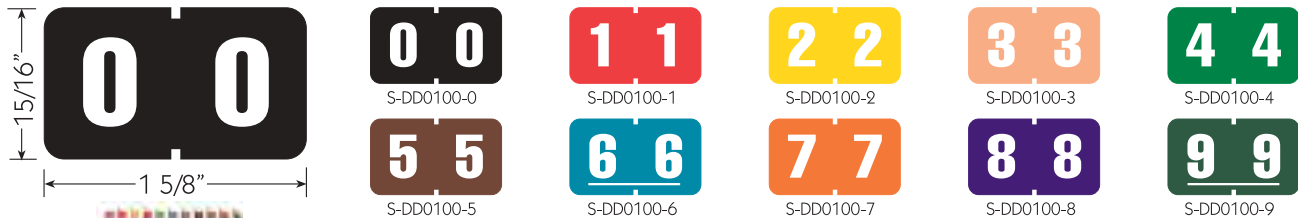
**LABEL SIZE:** 1 1/4" W x 1/2" H, Before Folding

GBS Mini Black/white – 500 per Roll in Dispenser Box

\*To order the above system in Desk Top Roll Dispenser Tray use the code S-0950-ST

## Brunswick Digi Color 0100 Compatible Numeric Labels

These mini color numeric labels feature a wrap-around solid color bar with a white reversed numeric character printed on a white background. Perfect for medical and dental applications.



**LABEL SIZE:** 1 5/8" W x 1 5/16" H, Before Folding

Brunswick Digi Color 0100 Series Compatible – 500 per Roll in Dispenser Box

\*To order the above system in Desk Top Roll Dispenser Tray use the code S-DD0100-ST

- Laminated for protection
- 10 distinct colors
- 500 per roll in dispenser box
- Desk Top Roll Dispenser



# YEAR CODE LABELS

## S-51700 Original Col'RTab®

3/4"H x 1-1/2"W – Label size  
1,000 labels per roll • 500 labels per roll • 250 labels per pkg.

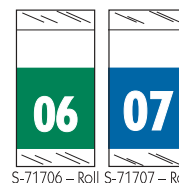
stock no.	item	color
S-923105	05	Gold
S-923106	06	Green
S-923107	07	Blue



## S-71700 series Original Col'RTab®

1-1/2"H x 3/4"W (Top Tab) – Label size  
1,000 labels per roll

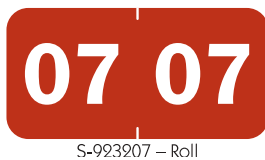
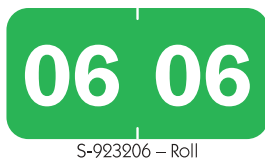
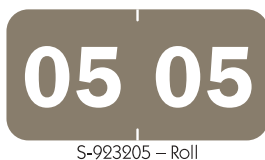
stock no.	item	color
S-71705	05	Gold
S-71706	06	Green
S-71707	07	Blue



## S-70200 series Original Tabbies®

3/4"H x 1-1/2"W – Label size  
500 labels per roll

stock no.	item	color
S-923205	05	Gray
S-923206	06	Lt. Green
S-923207	07	Red



## S-70500 series Original Tabbies®

1"H x 1/2"W (Top Tab) – Label size  
250 labels per pkg.

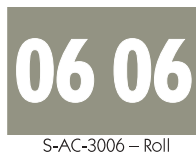
stock no.	item	color
S-70505	05	Gray
S-70506	06	Lt. Green
S-70507	07	Red



## S-AC-3006 series Acme Visible® compatible series

3/4"H x 1-1/2"W – Label size  
1,000 labels per roll  
Original Col'RTab® construction

stock no.	item	color
S-AC-3005	05	Red
S-AC-3006	06	Gray
S-AC-3007	07	Brown



## S-AM-2006 series Ames® compatible series

1-7/8"H x 1-7/8"W – Label size  
500 labels per roll

stock no.	item	color
S-AM-2005	05	Black
S-AM-2006	06	Yellow
S-AM-2007	07	Brown



# YEAR CODE LABELS

## S-BA-3006 series Barkley® compatible series

3/4"H x 1-1/2"W – Label size  
500 labels per roll

stock no.	item	color
S-922905	05	Blue
S-922906	06	Lilac
S-922907	07	Brown



S-922905 – Roll



S-922906 – Roll



S-922907 – Roll

## S-JP-3006 series Jeter® compatible series

3/4"H x 1-1/2"W – Label size  
500 labels per roll

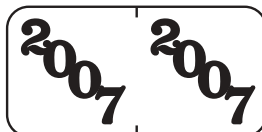
stock no.	item	color
S-922505	05	Black
S-922506	06	Orange
S-922507	07	White w/ Black



S-922505 – Roll



S-922506 – Roll



S-922507 – Roll

## S-12900 series SFI® compatible series

3/4"H x 1-1/2"W – Label size  
1,000 labels per roll  
Original Col'R'Tab® construction

S-12905	05	Purple
S-12906	06	Org./Yel.
S-12907	07	Black



S-12905 – Roll



S-12906 – Roll



S-12907 – Roll

## S-14400 series Colwell® compatible series

3/4"H x 1-1/2"W – Label size  
500 labels per roll

stock no.	item	color
S-14405	05	Pink
S-14406	06	Orange
S-14407	07	Green



S-14405 – Roll



S-14406 – Roll



S-14407 – Roll

## S-VR-3006 series GBS®/VRE® compatible series

3/4"H x 1-1/2"W – Label size  
500 labels per roll

stock no.	item	color
S-VR-3005	05	Brown
S-VR-3006	06	Green
S-VR-3007	07	Gray



S-VR-3005 – Roll



S-VR-3006 – Roll



S-VR-3007 – Roll





# YEAR CODE LABELS

## S-SM-9230 series Smead® compatible series

1/2"H x 1"W – Label size  
500 labels per roll • 250 labels per pkg.

stock no. 500/roll	item	color
S-923005	05	Brown
S-923006	06	Green
S-923007	07	Gray



S-923005 – Roll



S-923006 – Roll



S-923007 – Roll

## S-70800 series Smead® compatible series

1"H x 1/2"W (Top Tab) – Label size  
500 labels per roll

stock no.	item	color
S-70806	06	Green
S-70807	07	Gray
S-70808	08	Red



70806 – Roll



70807 – Roll



70808 – Roll

## S-9228 series Tab Products® compatible series

3/4"H x 1-1/2"W – Label size  
500 labels per roll • Laminated

stock no.	item	color
S-922805	05	Dk. Green
S-922806	06	Blue
S-922807	07	Purple



S-922805 – Roll



S-922806 – Roll



S-922807 – Roll

## S-9227 series Tab Products® compatible series

1/2"H x 1-1/8"W – Label size  
500 labels per roll • Kimdura

stock no.	item	color
S-922705	05	Dk. Green
S-922706	06	Blue
S-922707	07	Purple



S-922705 – Roll



S-922706 – Roll



S-922707 – Roll

# MONTH LABELS

**month labels** are time-saving, self-adhesive labels that are color coded for efficient filing of due dates, pay dates and follow-up work. Labels are 1/2" high and are printed horizontally and vertically for side or top placement.

\*Assorted package includes 300 labels, 25 of each month January–December - 70243.

## S-70230 series Original Tabbies®

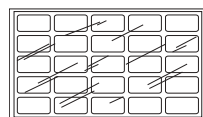
1/2"H x 1"W – Label size  
**PACK** / 100 labels per pkg.  
25 labels per sheet  
Sheet size: 5-5/8" x 3-1/8"



S-70231 – Pkg. S-70232 – Pkg. S-70233 – Pkg. S-70234 – Pkg. S-70235 – Pkg. S-70236 – Pkg.



S-70237 – Pkg. S-70238 – Pkg. S-70239 – Pkg. S-70240 – Pkg. S-70241 – Pkg. S-70242 – Pkg.



\*S-70243 JAN-DEC (assorted)  
25 ea. – 300/Pkg.

## S-11880 series Original Col'RTab®

1/2"H x 1-1/2"W – Label size  
**PACK** / 100 labels per pkg.  
20 labels per strip  
Sheet size: 10" x 1-1/2"



S-11881 – Pkg. S-11882 – Pkg. S-11883 – Pkg. S-11884 – Pkg.



S-11885 – Pkg. S-11886 – Pkg. S-11887 – Pkg. S-11888 – Pkg.



S-11889 – Pkg. S-11890 – Pkg. S-11891 – Pkg. S-11892 – Pkg.



# HIPAA LABELS



**S-8013** Green  
100 / Roll  
4"W x 2-1/2"H



**S-8015** Green – 500 / Roll – 2"W x 2"H



**S-8010** Red – 100 / Roll – 6-1/2"W x 1"H



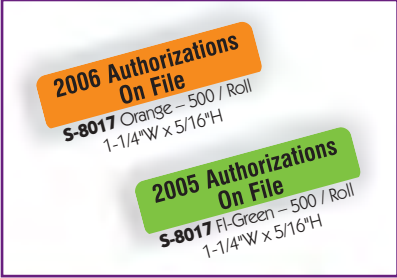
**S-8011** Green – 100 / Roll – 6-1/2"W x 1"H



**S-8012** Red – 100 / Roll – 4"W x 2-1/2"H



**S-8034** Fl-Red – 250 / Roll – 1-1/2"W x 3/4"H



**S-8014** Red – 500 / Roll – 2"W x 2"H



**S-8016** Red – 250 / Roll – 3-1/4"W x 1-3/4"H

**HIPAA Requirements**

Privacy Notice:	By:	Date:
<input type="checkbox"/> Given to patient	_____	_____
<input type="checkbox"/> Acknowledgment received	_____	_____
<b>Authorization/Other:</b>		
<input type="checkbox"/> Disclosure authorization on file	_____	
<input type="checkbox"/> Restriction Request on file	_____	
<input type="checkbox"/> Other	_____	

**S-7130** Red – 250 / Roll – 4"W x 2"H



**S-8018** Red – 300 / Roll – 2-1/2"W x 3/4"H



**S-7190** Fl-Red – 250 / Roll – 1-1/2"W x 7/8"H



**S-711** Fl-Red – 390 / Roll – 2-1/2"W x 2-1/2"H

Due to catalog printing processes, colors may vary slightly on product from colors illustrated.

# ALLERGY WARNING LABELS

S-8000 240 / Roll • S-40561 175 / Roll  
White/Red – 5-1/2"W x 1"H



**ALLERGIC:** \_\_\_\_\_

**ALLERGIC**

S-167 White/Red – 100 / Roll – 6-1/2"W x 1"H



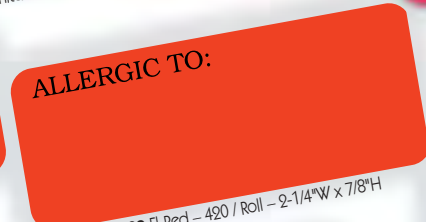
**ALLERGIC TO:** \_\_\_\_\_

S-8001 White/Red – 320 / Roll – 3"W x 1-1/8"H



**ALLERGIC TO:**

S-5516 Fl-Red – 500 / Roll – 1-7/8"W x 3/4"H



**ALLERGIC TO:**

S-UL808 Fl-Red – 420 / Roll – 2-1/4"W x 7/8"H



**ALLERGIC TO:**

S-UL439 Fl-Red – 500 / Roll  
1-1/4"W x 5/16"H



**ALLERGIC TO:**

S-496 Fl-Orange – 300 / Roll – 2-1/2"W x 3/4"H



**ALLERGIC TO:**

S-8030 Fl-Red – 250 / Roll – 1-1/2"W x 3/4"H



**ALLERGIC TO:**

S-8064 White/Red – 250 / Roll – 3"W x 1"H



**ALLERGIC TO:  
PENICILLIN**

S-499 Fl-Orange – 300 / Roll – 2-1/2"W x 3/4"H



**NO KNOWN  
ALLERGIES**

S-1510 Lt-Blue – 250 / Roll – 1-1/2"W x 7/8"H



**ALLERGIC TO:**

S-3240 Fl-Red – 250 / Roll – 3"W x 1"H



**ALLERGIC TO:**

S-326 Fl-Red – 300 / Roll – 2-1/2"W x 3/4"H



**ALLERGIC TO:**

S-4950 Fl-Pink – 250 / Roll – 3"W x 1"H



**ALLERGIC TO:**

S-497 Fl-Pink – 300 / Roll – 2-1/2"W x 3/4"H



**ALLERGIC TO:**

S-8065 White/Red – 250 / Roll – 1-1/2"W x 7/8"H



**ALLERGIC TO:**

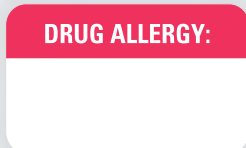
**ALLERGY**

\*S-6430 250 / Roll • \*40562 500 / Roll  
White/Red – 3"W x 1"H



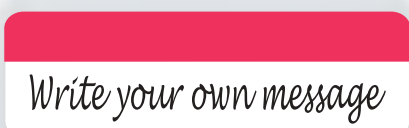
**ALLERGIC TO**

S-498 White/Red – 300 / Roll – 2-1/2"W x 3/4"H



**DRUG ALLERGY:**

S-2240 White/Red – 250 / Roll – 1-1/2"W x 7/8"H



*Write your own message*

S-707 White/Red – 300 / Roll – 2-1/2"W x 3/4"H



**ALLERGIC TO:**

S-3320 Fl-Orange – 250 / Roll – 1-1/2"W x 7/8"H



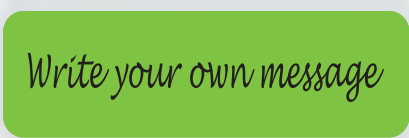
**ALLERGY  
ALERT**

S-4930 Fl-Red – 250 / Roll – 1-1/2"W x 7/8"H



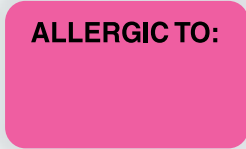
**ALLERGIC  
TO LATEX**

S-6260 Red – 250 / Roll – 1-1/2"W x 7/8"H



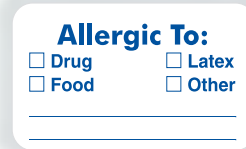
*Write your own message*

S-500 Fl-Green – 300 / Roll – 2-1/2"W x 3/4"H



**ALLERGIC TO:**

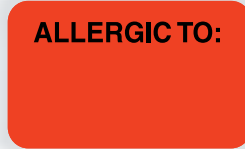
S-3350 Fl-Pink – 250 / Roll – 1-1/2"W x 7/8"H



**Allergic To:**

- Drug
- Food
- Latex
- Other

S-3370 White/Blue – 250 / Roll – 1-1/2"W x 7/8"H



**ALLERGIC TO:**

S-3390 Fl-Red – 250 / Roll – 1-1/2"W x 7/8"H

# ALLERGY WARNING LABELS



S-486 Fl-Red – 100 / Roll – 4"W x 2-1/2"H



S-488 Fl-Red  
100 / Roll  
4"W x 2-1/2"H



S-8067 390 / Roll • S-40560 – 500 / Roll  
Fl-Red – 2-1/2"W x 2-1/2"H



S-UL180 Fl-Red – 500 / Roll – 1-5/8"W x 7/8"H



S-8003 Fl-Red – 100 / Roll  
4"W x 2-1/2"H



\*S-3330 White/Red – 250 / Roll  
2"W x 2"H\*

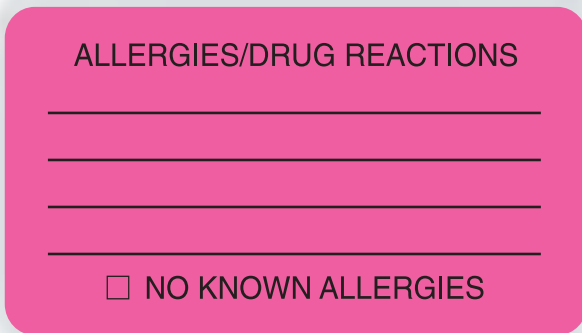


S-8002 Fl-Red – 250 / Roll – 3-1/4"W x 1-3/4"H

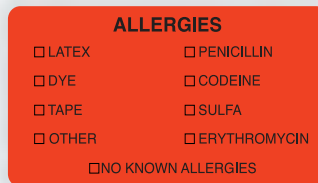


S-4890 Fl-Red – 250 / Roll  
2"W x 2"H

S-8062 Fl-Red – 250 / Roll  
2"W x 2"H



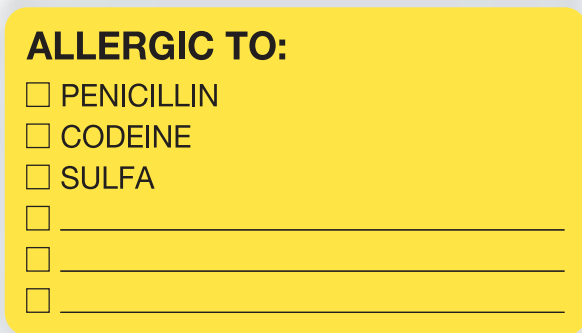
S-8004 Fl-Pink – 250 / Roll – 3-1/4"W x 1-3/4"H



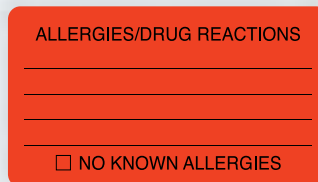
S-3250 Fl-Red – 250 / Roll  
3-1/4"W x 1-3/4"H



S-4900 Fl-Red – 250 / Roll  
3-1/4"W x 1-3/4"H



S-1550 Fl-Chartreuse – 250 / Roll – 3-1/4"W x 1-3/4"H



S-8061 Fl-Red – 250 / Roll  
3-1/4"W x 1-3/4"H



S-5140 White/Red – 250 / Roll  
3-1/4"W x 1-3/4"H



\*S-3300 White/Red – 250 / Roll  
3-1/4"W x 1-3/4"H\*



\*S-6440 250 / Roll • \*S-4563 500 / Roll  
White/Red – 3-1/4"W x 1-3/4"H\*

Due to catalog printing processes, colors may vary slightly on product from colors illustrated.

\*Wrap-around labels are designed to alert you to view important information whether file is open or closed

# COMMUNICATION LABELS

## INSURANCE LABELS

**MEDICARE**  
\*S-3080 Fl-Orange – 250 / Roll – 3"W x 1"H

**INSURANCE**  
\*S-6420 Fl-Pink – 250 / Roll – 3"W x 1"H

**INSURANCE**  
S-8007 Fl-Red – 500 / Roll  
1-1/4"W x 5/16"H

**MEDICAID**  
\*S-3090 Fl-Pink – 250 / Roll – 3"W x 1"H

**HMO**  
\*S-6450 Fl-Red – 250 / Roll – 3"W x 1"H

**MEDICAID**  
S-120 Fl-Orange – 500 / Roll  
1-1/4"W x 5/16"H

**ATTENTION OFFICE STAFF:  
CO-PAY**  
Collect at time of visit  
\*S-6460 250 / Roll • \*40566 – 500 / Roll  
Fl-Red – 3"W x 1"H

**INSURANCE**  
\*S-3140 Fl-Orange – 250 / Roll – 3"W x 1"H

**MEDICARE**  
S-113 Fl-Orange – 500 / Roll  
1-1/4"W x 5/16"H

**INSURANCE**  
S-8008 Fl-Red – 250 / Roll – 3-1/4"W x 1-3/4"H

**INSURANCE**  
S-8006 Fl-Pink – 250 / Roll – 3-1/4"W x 1-3/4"H

**BC/BS**  
S-1650 Lt-Blue – 250 / Roll  
1-1/2"W x 7/8"H

**ATTENTION OFFICE STAFF:  
CO-PAY**  
Collect at time of visit  
S-8060 Fl-Red – 250 / Roll  
1-1/2"W x 7/8"H

**MEDICARE**  
S-1160 Fl-Orange – 250 / Roll  
1-1/2"W x 7/8"H

**INSURANCE**  
\*S-5210 Fl-Pink – 250 / Roll – 3-1/4"W x 1-3/4"H

**INSURANCE PROVIDER:**  
S-8063 White/Red – 250 / Roll  
1-1/2"W x 7/8"H

**REFERRAL  
NEEDED**  
S-1170 Fl-Pink – 250 / Roll  
1-1/2"W x 7/8"H

**ATTENTION OFFICE STAFF:  
CO-PAY**  
Collect at time of visit  
\*S-8009 Fl-Red – 250 / Roll – 3-1/4"W x 1-3/4"H

**INSURANCE**  
S-UL007 Fl-Chartreuse – 500 / Roll – 1-5/8"W x 7/8"H

- Medicare
- Medicaid
- BC/BS
- United Healthcare
- Aetna
- Other
- Worker Comp.
- Self Pay
- Auto
- Kaiser
- CIGNA

## CHART LABELS

**MINOR**  
S-8020 Fl-Green – 250 / Roll  
1-1/2"W x 7/8"H

**DNR**  
S-2010 Fl-Orange – 250 / Roll  
1-1/2"W x 7/8"H

**PRIMARY CARE PHYSICIAN:**  
Dr. \_\_\_\_\_  
S-2220 Fl-Chartreuse – 250 / Roll – 3"W x 1"H

**PRE-MEDICATE**  
S-8031 Fl-Red – 250 / Roll  
1-1/2"W x 3/4"H

**PACEMAKER**  
S-229 Fl-Chartreuse – 500 / Roll  
1-1/4"W x 5/16"H

**ADVANCE DIRECTIVE**  
S-346 Fl-Orange – 500 / Roll  
1-1/4"W x 5/16"H

**CHART INACTIVATED**  
 Moved/Unable to Contact  
 Transferred to Another Doctor  
 Non-Payment  
 Missed Appointments  
 No Response to Scheduling Attempts  
 Patient Deceased  
 Other \_\_\_\_\_  
S-1540 White – 250 / Roll – 3-1/4"W x 1-3/4"H

**DIABETIC**  
S-8032 Fl-Red – 250 / Roll  
1-1/2"W x 3/4"H

**SMOKER**  
S-186 Fl-Pink – 500 / Roll  
1-1/4"W x 5/16"H

**STAT**  
S-343 Fl-Red – 500 / Roll  
1-1/4"W x 5/16"H

**PNEUMOVAX**  
Date \_\_\_\_\_  
Initial \_\_\_\_\_  
S-1890 White – 250 / Roll  
1-1/2"W x 7/8"H

**DECEASED**  
Date \_\_\_\_\_  
S-3560 Lt-Blue – 250 / Roll  
1-1/2"W x 7/8"H

**FLU VACCINE**  
Date \_\_\_\_\_  
S-1900 Fl-Green – 250 / Roll  
1-1/2"W x 7/8"H

**ON ANTI-COAGULANTS**  
S-3580 Fl-Orange – 250 / Roll  
1-1/2"W x 7/8"H

**TETANUS**  
Date \_\_\_\_\_  
Initial \_\_\_\_\_  
S-2430 Fl-Pink – 250 / Roll  
1-1/2"W x 7/8"H

**Rh NEGATIVE**  
S-1720 Red – 250 / Roll  
1-1/2"W x 7/8"H

**URINALYSIS** Date \_\_\_\_\_  
Name \_\_\_\_\_ DOB \_\_\_\_\_  
Glucose \_\_\_\_\_ pH \_\_\_\_\_  
Bili \_\_\_\_\_ Protein \_\_\_\_\_  
Ketone \_\_\_\_\_ Urobili \_\_\_\_\_  
Sp. Gr. \_\_\_\_\_ Nitrate \_\_\_\_\_  
Blood \_\_\_\_\_ Leuko \_\_\_\_\_  
S-3510 White – 250 / Roll – 3-1/4"W x 1-3/4"H

**ADVANCE DIRECTIVE**  
Living Will \_\_\_\_\_  
Health Care Proxy \_\_\_\_\_  
Durable Power of Attorney  
for Health Care \_\_\_\_\_  
Other \_\_\_\_\_  
S-UL851 Fl-Green – 390 / Roll – 2-1/2"W x 2-1/2"H

**ADVANCE DIRECTIVE ON FILE**  
DATE \_\_\_\_\_  
S-UL589 Fl-Green – 420 / Roll  
2-1/4"W x 7/8"H

**NAME ALERT**  
Two patients with same name  
\*S-6470 Fl-Chartreuse – 250 / Roll  
3"W x 1"H

**MEDICAL ALERT**  
S-5180 Fl-Red – 250 / Roll  
3-1/4"W x 1-3/4"H

**NAME ALERT**  
S-345 Fl-Chartreuse – 500 / Roll  
1-1/4"W x 5/16"H

**NAME ALERT**  
Two patients with same name  
S-1050 Fl-Chartreuse – 250 / Roll  
1-1/2"W x 7/8"H

**NAME ALERT**  
D.O.B. \_\_\_\_\_  
S-8005 Fl-Chartreuse – 250 / Roll  
3-1/4"W x 1-3/4"H

## ATTENTION / ALERT LABELS

**NAME ALERT**  
Birthdate \_\_\_\_\_  
S-1180 Fl-Red – 250 / Roll  
1-1/2"W x 7/8"H

**MEDICAL ALERT**  
S-8029 Fl-Red – 250 / Roll  
1-1/2"W x 3/4"H

**NAME ALERT**  
Removable Adhesive  
S-8037 Fl-Red – 250 / Roll  
1-1/2"W x 3/4"H

\* Wrap-around labels are designed to alert you to view important information whether file is open or closed

# COMMUNICATION LABELS

**YOUR INSURANCE COMPANY**  
has paid its share of your bill.  
This statement is for the amount payable directly by you.

**S-4200** Fl-Pink – 250 / Roll  
3-1/4"W x 1-3/4"H

**NO PAYMENT HAS BEEN RECEIVED FROM THE INSURANCE CLAIM WE FILED FOR YOU.**

This amount is now due and payable by you.

**S-5590** Fl-Pink – 250 / Roll  
3-1/4"W x 1-3/4"H

## REMINDER

- Your insurance has paid its share.
- This is the amount that you owe.
- Please remit TODAY!

**S-5620** Fl-Green – 250 / Roll  
3-1/4"W x 1-3/4"H

**We Have Not Been Paid On This Claim Because Your Insurance Company:**  
 Sent payment to you  
 Applied these charges to your deductible  
 Does not cover this service  
 Has not yet received the information requested from you  
 Terminated your coverage on \_\_\_\_\_  
 Other \_\_\_\_\_  
**Please remit in full or call to arrange a payment schedule.**

**S-1560** Fl-Chartreuse – 250 / Roll  
3-1/4"W x 1-3/4"H

**Your Insurance Co. has not paid this claim because:**

- Deductible Taken
  - Non-Covered Service
  - Insurance Cancelled
  - Requested Information Not Received
- Please remit payment in full.**

**S-5580** Fl-Chartreuse – 250 / Roll  
3-1/4"W x 1-3/4"H

## FINAL NOTICE

- Your insurance has paid its share.
- If we do not hear from you within \_\_\_\_\_ days, this account will be turned over to the collection agency.
- REMIT IN FULL TODAY!

**S-5630** Fl-Red – 250 / Roll  
3-1/4"W x 1-3/4"H

# PATIENT RESPONSIBILITY LABELS

**YOUR INSURANCE COMPANY**  
has paid its share of your bill. This statement is for the amount payable directly by you. *Please Remit*

**S-UL1423** Fl-Red – 320 / Roll  
3"W x 7/8"H

**PAST DUE** ←  
Prompt payment of this balance due will preserve your good credit rating. **MAIL YOUR CHECK TODAY.**

**S-UL1401** Fl-Green – 320 / Roll  
3"W x 7/8"H

## FINAL NOTICE

Much as we regret it we will be compelled to place this account in outside hands unless payment or arrangements are received **AT ONCE!**

**S-UL1404** Fl-Red – 320 / Roll  
3"W x 7/8"H

**WE HATE TO KEEP HOUNDING YOU, BUT YOUR BILL IS PAST DUE.**

**S-UL520** Fl-Pink – 420 / Roll  
2-1/4"W x 7/8"H

## FINAL NOTICE

This is the last statement that will be sent to you. Unless paid at once the account will be turned over for collection.

**S-UL1402** Fl-Orange – 320 / Roll  
3"W x 7/8"H

## MEDICARE

has paid its share of your bill. This statement is for the amount payable directly by you to us. *Thank You!*

**S-UL1412** Fl-Pink – 320 / Roll  
3"W x 7/8"H

# INSURANCE CARRIER COLLECTION LABELS

- Primary EOB Attached
- Medicare EOB Attached

**S-7050** Fl-Orange – 250 / Roll  
1-1/2"W x 7/8"H

**MEDICARE EOB ATTACHED**

**S-2690** Fl-Orange – 250 / Roll  
1-1/2"W x 7/8"H

**RESUBMISSION:**  
This is not a duplicate billing. This claim has either been denied or never received. Please consider for benefits.

**S-2670** Fl-Pink – 250 / Roll  
1-1/2"W x 7/8"H

**DOCUMENTATION ATTACHED DO NOT SEPARATE FROM CLAIM**

**S-2650** Fl-Green – 250 / Roll  
1-1/2"W x 7/8"H

**PRIMARY EOB ATTACHED**

**S-1480** Fl-Green – 250 / Roll  
1-1/2"W x 7/8"H

**CORRECTIVE CLAIM**

**S-1460** Fl-Pink – 250 / Roll  
1-1/2"W x 7/8"H

**SECOND SUBMISSION**

**ORIGINAL CLAIM WAS SENT ON:**

**S-6220** Orange/Black – 250 / Roll  
1-1/2"W x 1-1/2"H

**INSURANCE**

This office has not received an explanation, payment or denial on this claim. We respectfully request one. **Thank you.**

**S-6200** Teal/Black – 250 / Roll  
1-1/2"W x 1-1/2"H

**RESUBMISSION**  
This is not a duplicate billing. This claim has either been denied or never received. Please consider for benefits or instruct if patient owes.

**S-2610** Fl-Chartreuse – 250 / Roll  
3-1/4"W x 1-3/4"H

**PLEASE PROCESS THIS CLAIM AS:**

- Rebill
- Corrections have been made
- First claim not received
- Secondary ins., EOB attached
- Claim filed, no response received

**S-2800** Fl-Red – 250 / Roll  
3-1/4"W x 1-3/4"H

# BILLING COLLECTION LABELS

**FINAL NOTICE**  
If we do not hear from you within 10 days, this account will be turned over to our collection agency.

**S-4790** Fl-Red – 250 / Roll – 3-1/4"W x 1-3/4"H

**WE ACCEPT MAJOR CREDIT CARDS**  
To pay with your credit card please complete:  
Acct. No. \_\_\_\_\_  
VISA \_\_\_\_\_ MasterCard \_\_\_\_\_ American Ex \_\_\_\_\_ Discover \_\_\_\_\_  
Exp. Date \_\_\_\_\_ Signature \_\_\_\_\_

**S-5790** Fl-Chartreuse – 250 / Roll – 3"W x 1"H

To pay with your credit card please complete:  
Acct. No. \_\_\_\_\_  VISA  MasterCard  
Exp. Date \_\_\_\_\_  
Signature \_\_\_\_\_

**S-4680** Fl-Chartreuse – 250 / Roll – 3"W x 1"H

We accept VISA and MasterCard. If you wish to pay your account with your credit card, please complete the following lines:  
Acct. No. \_\_\_\_\_  
Exp. Date \_\_\_\_\_  VISA  MasterCard  
Signature \_\_\_\_\_

**S-2500** Fl-Chartreuse – 250 / Roll – 3-1/4"W x 1-3/4"H

**PAST DUE**  
Please remit TODAY!

**S-1350** Fl-Red – 250 / Roll  
1-1/2"W x 7/8"H

**Just a friendly reminder**  
that your account is overdue. Won't you please mail your remittance?

**S-4220** Fl-Green – 250 / Roll  
1-1/2"W x 7/8"H

**AMOUNT DUE**  
\$ \_\_\_\_\_

**S-4710** Fl-Chartreuse – 250 / Roll  
1-1/2"W x 7/8"H

**Thank You!**

**S-4300** Fl-Chartreuse – 250 / Roll  
1-1/2"W x 7/8"H

**ACCOUNT SERIOUSLY OVERDUE**  
Remit payment in full to prevent collections

**S-1400** Fl-Red – 250 / Roll  
1-1/2"W x 7/8"H

# X-RAY LABELS

**ORIGINAL PLEASE RETURN**

**S-UL806** Fl-Green – 420 / Roll  
2-1/4"W x 7/8"H

**X-RAY COPIES DO NOT RETURN**

**S-UL807** Fl-Chartreuse – 420 / Roll  
2-1/4"W x 7/8"H

**X-RAYS Handle with Care**

**S-2410** Fl-Red – 250 / Roll  
1-1/2"W x 7/8"H



# FILING CABINETS

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# FILING SHELVING

## OPEN SHELF FILING CABINETS

All folder labels are clearly visible for easy filing. Features a build as you need design, so you can stack tiers up to 8 high. As your file needs grow just add tiers. Each tier is constructed of heavy 18 gauge steel with scratch resistant finish. Four sturdy dividers are welded to the shelf to give the system extra strength. Each tier holds up to 200 lbs. Tiers come fully assembled and are ready to stack. 2" base with top included with each section. Available in 2 colors-Beige and Gray. (\* Note: Please add 01 to the stock number to indicate gray as your preference.)

**Individual tiers measure:**

12.16" D x 10.37" H. and either 24", 36", 42" or 48" widths

## WORK SHELF

An important accessory for any open shelf filing system. Add a shelf between the 3rd and 4th tier for chair height or between the 4th and 5th tier for standing height. To maintain uniform section heights in a file system, you must order Spacer for those sections which will not have work shelves. Available in 2 colors- Beige or Gray. (\* Note: Please add 01 to the stock number to indicate gray as your preference.)

**Specifications**

- Tiers come fully assembled and are ready to stack and connect
- 2" base with top
- 18 gauge tiers are designed to hold 200lbs
- Scratch resistant finish available in 2 colors- Beige or Gray. (\* Note: Please add 01 to the stock number to indicate gray as your preference.)

DESCRIPTION	WIDTH	HEIGHT	STOCK NO.
5-Tier File	24"	53.85"	<b>B-S-LTR-24-5</b>
6-Tier File	24"	64.22"	<b>B-S-LTR-24-6</b>
7-Tier File	24"	4.59"	<b>B-S-LTR-24-7</b>
8-Tier File	24"	84.96"	<b>B-S-LTR-24-8</b>
2" Top w/Base Set	24"	2.00"	<b>B-S-LTR-24-TB</b>
2" Spacer	24"	2.00"	<b>B-S-LTR-24-S</b>
Individual Tier	24"	10.37"	<b>B-S-LTR-24</b>
<hr/>			
5-Tier File	36"	53.85"	<b>B-S-LTR-36-5</b>
6-Tier File	36"	64.22"	<b>B-S-LTR-36-6</b>
7-Tier File	36"	74.59"	<b>B-S-LTR-36-7</b>
8-Tier File	36"	84.96"	<b>B-S-LTR-36-8</b>
Work Shelf	36"	2.50"	<b>B-S-LTR-36-WS</b>
2" Top w/Base Set	36"	2.00"	<b>B-S-LTR-24-TB</b>
2" Spacer	36"	2.00"	<b>B-S-LTR-36-S</b>
Individual Tier	36"	10.37"	<b>B-S-LTR-36</b>
<hr/>			
5-Tier File	42"	53.85"	<b>B-S-LTR-42-5</b>
6-Tier File	42"	64.22"	<b>B-S-LTR-42-6</b>
7-Tier File	42"	74.59"	<b>B-S-LTR-42-7</b>
8-Tier File	42"	84.96"	<b>B-S-LTR-42-8</b>
Work Shelf	42"	2.50"	<b>B-S-LTR-42-WS</b>
2" Top w/Base Set	42"	2.00"	<b>B-S-LTR-42-TB</b>
2" Spacer	42"	2.00"	<b>B-S-LTR-42-S</b>
Individual Tier	42"	10.37"	<b>B-S-LTR-42</b>
<hr/>			
5-Tier File	48"	53.85"	<b>B-S-LTR-48-5</b>
6-Tier File	48"	64.22"	<b>B-S-LTR-48-6</b>
7-Tier File	48"	74.59"	<b>B-S-LTR-48-7</b>
8-Tier File	48"	84.96"	<b>B-S-LTR-48-8</b>
Work Shelf	48"	2.50"	<b>B-S-LTR-48-WS</b>
2" Top w/Base Set	48"	2.00"	<b>B-S-LTR-48-TB</b>
2" Spacer	48"	2.00"	<b>B-S-LTR-48-S</b>
Individual Tier	48"	10.37"	<b>B-S-LTR-48</b>



**OPEN SHELF FILING CABINET**



**WORK SHELF**



**CALL FOR PRICING ON LEGAL SHELVING**



**CALL FOR PRICING ON X-RAY SHELVING**

# FILING SHELVING



**LATERAL MOBILE SYSTEM**

## LATERAL MOBILE SYSTEMS

Our Lateral Mobile systems give you more filing inches of storage in less floor space than any comparable filing systems. These systems are available with 2 or 3 sections of fixed shelving in the back and with one or two sections of movable shelving in the front. Each system can accommodate either 6, 7, or 8 levels of our stackable open shelf filing. Each stackable tier measures 36"W x 12.16"D x 10.37" H and includes 4 welded dividers to keep files organized and in place. Each filing unit includes a 2" base and top. Just add more tiers and/or track to expand your system. Choose from 2 x 1 unit (2 stationary/1 mobile), 3 x 2 unit (3-stationary/2 mobile), or 7-unit (4 stationary/3 mobile), systems. Beige or Gray. (\* Note: Please add 01 to the stock number to indicate gray as your preference.)

### Lateral Mobile System – Technical Specifications

#### Carriage

- Fully assembled; able to accept a variety of shelving recessed to a depth of 5/8"
- H-shaped, 1/8" wall thickness, 6063T5 aluminum alloy extrusion frame
- Heavy-duty Mig/Tig welded construction on all interior and exterior seams
- Anti-derailment device on back of carriage interlocks with rear rail holder for added safety
- Baked enamel paint available in beige/neutral lite or alabaster gray; baked at 275°F; extremely durable, mar/chip resistant, 5H hardness finish

#### Carriage Wheels

- 3" wheel diameter minimizes rolling effort
- Designed as a heavy-duty system; wheels equipped with two permanently shielded ball bearing assemblies; eight per carriage; each bearing rated at 1,325 pounds
- Double-flanged front wheels ride on a hexagon-shaped front rail; ensures correct tracking and guidance
- Precision machined 1041 grade steel for long life

#### Anti-Tip Device, Patented

- Features 6063T5 aluminum alloy extruded channel and bullet-shaped cylinders on pivoting arm supports
- Unique design holds mobile shelving secure without impeding the movement of the carriage
- Automatically adjusts to un-level floor surfaces
- U.S. patent number 5,624,166

#### Rail Assembly

- Cold drawn 1018 steel rails are secured to aluminum rail holders with stainless steel screws evenly spaced 9" to 17" apart
- Front rail is hexagon-shaped to accept a double-flanged guide wheel
- Rear rail is rectangular-shaped to accept a flat load wheel
- Rails are end drilled (+/- .004") to accept a 5/16" x 1" steel dowel pin to align adjoining sections; high precision ensures a smooth rolling surface between sections for ease of movement
- Sloped edge on front rail holder minimizes tripping hazard
- 6063T5 grade aluminum alloy extrusion
- Water-based baked enamel, 5H hardness paint; beige/neutral lite or alabaster gray
- Rear rail holder is designed to interlock with the carriage to prevent derailment
- Decorative foam filler beneath front rail holder fills void between rail assembly and floor surface
- End stops uniquely recessed in the rear rail holder to eliminate tripping hazard; carriage frame butts with end stop, not the carriage wheel



**CARRIAGE WHEELS and BUMPER**



**ANTI TIP**

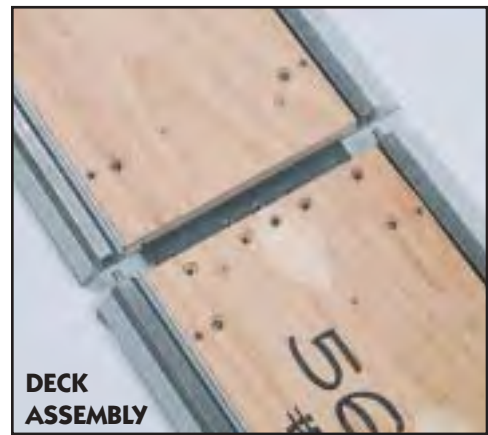


**RAIL ASSEMBLY**

## Lateral Mobile System – Technical Specifications (continued)

### Deck Assembly

- Constructed from 3/4" exterior grade Douglas Fir Sturdi-Floor 5-ply pl wood
- Recessed deck can accept tile or carpet of flush mount appearance; standard system includes 3/16" thick 100% Olefin carpet squares; standard colors are charcoal gray and beige;
- 1/4" x 3" solid steel load plates evenly spaced every 9" to 17"; ensures proper transfer of weight to floor surface
- Two heavy-duty padded leveling feet per load plate (5/16"-18 x 11/4"); adjustable from top deck surface with standard flat screwdriver
- Padded leveling foot at every junction between adjoining sections provides extra support
- Can be installed over existing carpet
- Fire retardant deck is available upon request



**DECK ASSEMBLY**

### Available in Beige and Gray.

(\* Note: Please add 01 to the stock number to indicate gray as your preference.)

DESCRIPTION	DIMENSIONS	LFI	STOCK NO.
2 x 1-Unit-7 Tier	74"W x 26.5"D x 79.59"H	756"	<b>B-2x1-S-LTR-36-7</b>
2 x 1-Unit-8 Tier	74"W x 26.5"D x 89.96"H	864"	<b>B-2x1-S-LTR-36-8</b>
3 x 2-Unit-7 Tier	110"W x 26.5"D x 79.59"H	1260"	<b>B-3x2-S-LTR-36-7</b>
3 x 2-Unit-8 Tier	110"W x 26.5"D x 89.96"H	1440"	<b>B-3x2-S-LTR-36-8</b>

Open Shelf 36" wide individual tiers

**B-S-LTR-36**



**CARRIAGE STOP**

### 4-POST OPEN SHELF FILES

This streamlined shelving system is easy to install, expand and relocate without hardware or fasteners. The single-view unit is a traditional open shelf file with access from the front. The double-view unit accommodates 2 sets of files. Access one set from the front of the file, and the other from the back. A center stop separates the 2 sets of files and holds them in place. The 4-Post system has a 275 lb. capacity per shelf. Each shelf has up to 34 linear filing inches of space as well. Begin with 7 or 8 tier starter unit in either single or double view, and create as much filing space as you need by connecting 7 or 8 tier add-on units at any time. Heavy-duty steel construction with scratch-resistant powder-coated finish. Choose Tan or Light Gray. Single view shelf measures 36"W x 12"D. Double view shelf measures 36"W x 24"D.

DESCRIPTION	Height	STOCK NO.
Single-View 7-Tier Starter Unit	76 1/4"	<b>2F12C8L36-M</b>
Single-View 7-Tier Add-On Unit	76 1/4"	<b>2F1208T36-M</b>
Single-View 8-Tier Starter Unit	88 1/4"	<b>2F12C9L36-M</b>
Single-View 8-Tier Add-On Unit	88 1/4"	<b>2F1209T36-M</b>
Double-View 7-Tier Starter Unit	76 1/4"	<b>2F24C8L36-M</b>
Double-View 7-Tier Add-On Unit	76 1/4"	<b>2F2408T36-M</b>
Double-View 8-Tier Starter Unit	88 1/4"	<b>2F24C9L36-M</b>
Double-View 8-Tier Add-On Unit	88 1/4"	<b>2F2409T36-M</b>
Divider for (10 Pack)		<b>1006FD00</b>



**4-POST**



**DIVIDERS**

# FILING SHELVING



**X-RAY**

## 4-POST OPEN SHELF X-RAY FILES

Adjustable shelves and movable dividers give you maximum filing flexibility. Sturdy, easy to assemble open shelf system is ideal for X-rays and other large files. Extra strength shelving accommodates the weight of large X-ray folders. Each shelf has a 568 lb. weight capacity, with 34 inches of linear filing space. Includes three movable dividers per shelf. Additional dividers are available. Heavy duty 18 gauge steel construction with scratch resistant powder-coated finish in choice of Tan or Light Gray.

**5-Tier Unit measures 36"W x 18"D x 88 1/4"H.**

### DESCRIPTION

### STOCK NO.

5-Tier Starter Unit	<b>TX18C6L36</b>
5-Tier Add-On Unit	<b>TX18C6T36</b>
Extra Dividers (5-Pack)	<b>1610FD00</b>

## LOCKING TAMBOUR DOOR KITS

Convert existing 36" wide, 6, 7 and 8 tier Stackable cabinet and/or 7 or 8 tier 4-post shelving into closed locking filing systems to protect files and privacy. The sturdy extruded plastic tambour doors lowers and locks at bottom of the unit to conceal files. The steel housing unit retrofits onto the top of your existing cabinets or shelving. Door retracts out of the way when files are in use. Doors come in two colors, Beige housing with an Ivory door or Gray housing with a Light Gray door.

### Locking Tambour Door Kits for Open Shelf Files

#### DESCRIPTION

#### WIDTH

#### HEIGHT

#### STOCK NO.

6-Tier Open Shelf File (Beige w/Ivory)	36"	64	<b>B-TD3664SX-00-IV</b>
6-Tier Open Shelf File (Gray w/Light Gray)	36"	64	<b>B-TD3664SX-01-LG</b>
6-Tier Open Shelf File w/work shelf (Beige w/Ivory)	36"	66	<b>B-TD3666SX-00-IV</b>
6-Tier Open Shelf File w/work shelf (Gray w/Light Gray)	36"	66	<b>B-TD3666SX-01-LG</b>
7-Tier Open Shelf File (Beige w/Ivory)	36"	74	<b>B-TD3674SX-00-IV</b>
7-Tier Open Shelf File (Gray w/Light Gray)	36"	74	<b>B-TD3674SX-01-LG</b>
7-Tier Open Shelf File w/work shelf (Beige w/Ivory)	36"	77	<b>B-TD3677SX-00-IV</b>
7-Tier Open Shelf File w/work shelf (Gray w/Light Gray)	36"	77	<b>B-TD3677SX-01-LG</b>
8-Tier Open Shelf File (Beige w/Ivory)	36"	84	<b>B-TD3684SX-00-IV</b>
8-Tier Open Shelf File (Gray w/Light Gray)	36"	84	<b>B-TD3684SX-01-LG</b>
8-Tier Open Shelf File w/work shelf (Beige w/Ivory)	36"	87	<b>B-TD3687SX-00-IV</b>
8-Tier Open Shelf File w/work shelf (Gray w/Light Gray)	36"	87	<b>B-TD3687SX-01-LG</b>

### Locking Tambour Door Kits for 4-Post Shelf Files

#### DESCRIPTION

#### WIDTH

#### HEIGHT

#### STOCK NO.

7-Tier Open Shelf File (Beige w/Ivory)	36"	76	<b>B-TD36764P-00-IV</b>
7-Tier Open Shelf File (Gray w/Light Gray)	36"	76	<b>B-TD36764P-01-LG</b>
8-Tier Open Shelf File (Beige w/Ivory)	36"	88	<b>B-TD36884P-00-IV</b>
8-Tier Open Shelf File (Gray w/Light Gray)	36"	88	<b>B-TD36884P-01-LG</b>



**LOCKING TAMBOUR DOOR CLOSED**



**LOCKING TAMBOUR DOOR OPEN**

# FILE TRANSFER CARTS

## STANDARD FILE TRANSFER CARTS

This file transfer cart is available with either two angled, divider type shelves for end-tab folders or with one angled divider type shelf on top and a flat shelf on the bottom to hold boxes and other supplies.

- 18 gauge steel
- 4 swivel casters
- 3 colors-Beige or Gray  
(Please Note: Add 01 to the stock number if you desire to order Gray)

### DESCRIPTION

### STOCK NO.

(Units can be shipped unassembled to save on freight and packaging costs. Please add KD to the part number for unassembled units.)

Cart with one angled divider shelf with two removable dividers, one flat shelf, end covers and top.	Unassembled	<b>VC-CFC005-KD</b>
	Assembled	<b>VC-CFC005</b>
Cart with two angled divider shelves with four removable dividers,, end covers and top	Unassembled	<b>VC-CFC008-KD</b>
	Assembled	<b>VC-CFC008</b>
Additional Shelf Dividers (Pack of 2)		<b>VC-CFC001</b>



**STANDARD FILE TRANSFER CART**

## STANDARD FILE TRANSFER CART WITH LOCKING DOOR

This lockable file transfer cart is also available with either two angled, divider type shelves for end-tab folders or with one angled divider type shelf on top and a flat shelf on the bottom to hold boxes and other supplies.

- 18 gauge steel
- 4 swivel casters
- 3 colors-Beige or Gray  
(Please Note: Add 01 to the stock number if you desire to order Gray)

### DESCRIPTION

### STOCK NO.

(Units can be shipped unassembled to save on freight and packaging costs. Please add KD to the part number for unassembled units.)

Cart with one angled divider shelf with two removable dividers, one flat shelf, end covers and top.	Unassembled	<b>VC-CFC005-DG-TD-KD</b>
	Assembled	<b>VC-CFC005-DG-TD</b>
Cart with two angled divider shelves with four removable dividers,, end covers and top	Unassembled	<b>VC-CFC008-DG-TD-KD</b>
	Assembled	<b>VC-CFC008-DG-TD</b>
Additional Shelf Dividers (Pack of 2)		<b>VC-CFC001</b>



**FILE TRANSPORT CART WITH LOCKING TAMBOUR DOOR**

# LABEL PRINTING SOFTWARE

**LabelsAnywhere™** ..... 167

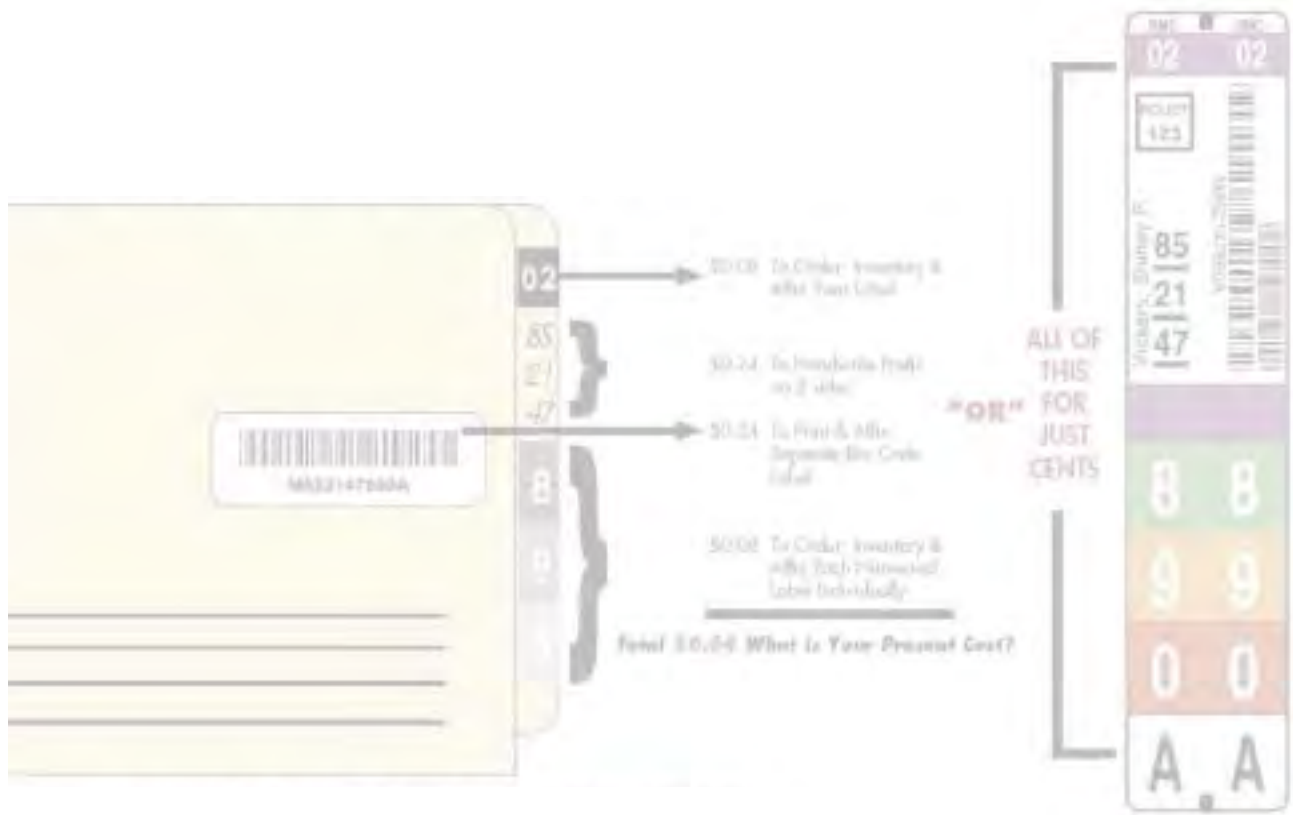
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*Harnessing the Internet with the power to print brilliant color-coded labels in three easy steps –  
**Any Label, Any Time, Anywhere!***

With LabelsAnywhere™, you can print brilliant color-coded labels complete with personalized bar codes and graphics, from any location, so you get the labels you want, when you want them.

## **Easy as 1 - 2 - 3**

*LabelsAnywhere™ is straightforward and easy to use. You can begin printing custom labels in three simple steps using the intuitive Print Wizard:*

The image shows three sequential screenshots of the LabelsAnywhere.com Print Wizard interface, each with a red circle highlighting a specific step and a red arrow pointing to it.

- 1. Choose your label design:** The first screenshot shows a grid of four different label designs. Each design is represented by a small thumbnail showing a color-coded label with a barcode and text. A red circle highlights the entire grid, and a red arrow points to the top of the grid.
- 2. Enter or import your data:** The second screenshot shows the data entry screen. It features a table with columns for "Label", "Barcode", "Color Code", and "Print". A red circle highlights the "Label" column, and another red circle highlights the "Print" button. A red arrow points to the "Print" button.
- 3. Print your label:** The third screenshot shows the final print screen. A red circle highlights the "Print" button, and a red arrow points to it.

## **LabelsAnywhere™ Advantages**

*All Information within is subject to change without notice.*

1. No software to install; you always have the most up-to-date version
2. Your sensitive customer data never leaves your computer
3. Compatible with your printer
4. You set up the system administrator and add/delete users
5. "Remember Data" feature allows you to save data you've entered and retrieve it later

## Key Features

*Whether you print one label per day or thousands, LabelsAnywhere™ is an easy and economical solution to managing your filing systems!*

- Print labels hassle-free – No driver or software installation; new features are automatically delivered via the web to ensure you are *always* using the most up-to-date version allowing for a maintenance-free experience
- Use virtually any color printer to achieve vibrant color-coded labels
- Print high-quality bar codes – without downloading special fonts (**exclusive to LabelsAnywhere™**)
- Select your label from an ever-increasing library of label designs or have custom labels designed specifically for your needs by the experts at BSP Filing Solutions
- Track label inventory automatically (**exclusive to LabelsAnywhere™**)
- Recover and reuse data without re-keying with the "Remember Data" tool (**exclusive to LabelsAnywhere™**)

## Benefits

1. You set up the system administrator who can add and delete users as needed, preserving the security of your data
2. Unlimited use — anyone you designate can print the labels they need where and when they need them Ability to efficiently handle infinite simultaneous users
3. Total confidentiality and security – data never leaves your computer
4. Match your existing color-coded systems or customize with the help of your Colorflex or our exclusive online design and training service
5. Easy-to-use Web-based administration puts you in complete control

## System Requirements

- Internet connection
- Microsoft® Internet Explorer version 5.50.4134.0600 (5.5) or higher
- Windows® 98, 98 2nd edition, ME, 2000, XP and NT workstation 4.0
- RAM: 64MB or greater

## Settings

- JavaScript™ must be enabled
- We recommend having cookies enabled

## Active X

*All Information within is subject to change without notice.*



- System must allow for a VeriSign™ ActiveX control (ActiveX will download in approximately 4 minutes using a 56K modem)

## About Security

Security is built directly into LabelsAnywhere™

- You set up the System Administrator who can add and delete users as necessary. You control who uses your LabelsAnywhere™ account at any given time
- Your data is secure. Although LabelsAnywhere™ is a Web-based product, all of your data resides safely on your computer — and stays there
- Before leaving your computer, you can logout to protect your data
- Should you forget to logout, your LabelsAnywhere™ session will time out after one hour of inactivity.

## About Barcodes and Graphics

- Print Grade A barcodes without downloading special fonts — a feature exclusive to LabelsAnywhere™
- Incorporate graphics, logos and special marks as needed

## About Color Printers

LabelsAnywhere™ will work with virtually any color laser or ink jet printer. However, we recommend the Epson Stylus C88 inkjet and the Okidata C7350N laser printer. These printers offer the latest technology in their platform and deliver speed and performance at competitive prices. Here are some of the features of each:

### Epson Stylus C88 Color Inkjet

- USB and Parallel connectivity, plus networking and wireless options
- Approved to run label stock
- Revolutionary quick-drying, smudge-proof pigment inks ensure great results
- Prints color 4 ppm (pages per minute) for label stock
- Up to 5760 x 1440 optimized dpi (dots per inch) resolution



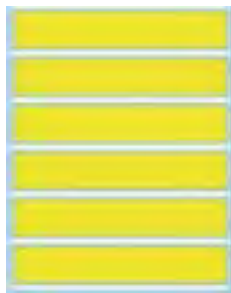
### Okidata C7350N Color Laser Printer

- Network ready
- Approved to run our label stock
- Prints color 11 ppm (pages per minute) for label stock
- 1200 x 600 dpi (dots per inch) resolution
- Single Pass Color Digital technology for printing on media up to 110-lb.
- Powerful 450 MHz PowerPC 750 processor



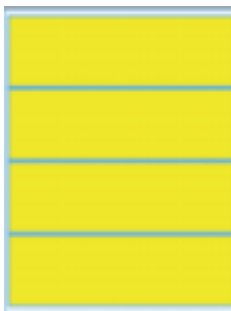
All Information within is subject to change without notice.

## LabelsAnywhere™ On-Demand Label Stock



**8" Folder Labels**  
6 labels per sheet  
6 records per sheet  
(6) 8" x 1.5"

Inkjet #LAFS68W  
Laser #LAFS68L  
1 Pkg = 50 Shts



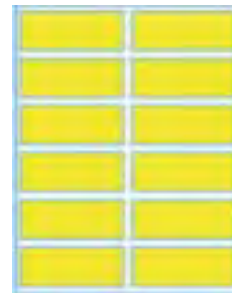
**Convert-A-Tab**  
4 labels per sheet  
4 records per sheet  
(4) 8" X 2.625"

Inkjet # LAFSCVTW  
Laser # LAFSCVTL  
1 Pkg = 50 Sheets



**X-Ray Jacket**  
4 labels per sheet  
4 records per sheet  
(4) 1.875" X 10"

Inkjet # LAFSXR10W  
Laser # LAFSXR10L  
1 Pkg = 50 Sheets



**4" Folder Labels**  
12 labels per sheet  
12 records per sheet  
(12) 1.5" X 3.887"

Inkjet #LAFS4W  
Laser #LAFS4L  
1 Pkg = 50 Sheets

All Information within is subject to change without notice.



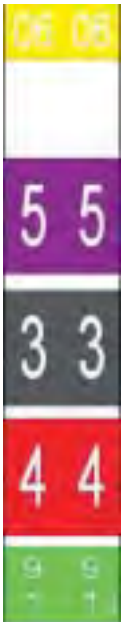
## Intaglio® Print

### PRODUCT OVERVIEW

A complete, full function label print software program. Users can modify or select labels from an ever-increasing library of label designs. You can use Intaglio® Print with virtually any color printer using a Windows® driver. However, BSP recommends these printers:

- Epson Stylus C88
- OKI DATA C7350N

### PRODUCT BENEFITS

- Service Packs will only need to be installed once on the initial network server; subsequent client/workstations will be updated automatically
  - Improved installation utility allows for client/workstation installations from the network server instead of software CD
  - Welcome and Data Grid screens have intuitive quick-start options
  - Live label preview reflects data entered from keyboard on a per key basis
  - New Data Grid allows user to select multiple records directly from the data grid to create a new print pick list
- 
- Redesigned look for screen icons and splash screen
  - Available as a “stand alone” or network version
  - Import Text Wizard automatically guides you through the process of importing data or text in ASCII format
  - Has “Lite Editor,” an easy, yet sophisticated design tool that allows adjustments to colors and font size without returning to the design process
  - Comes with an ever-increasing library of label designs to match industry standard color-coding systems
  - Unlimited number of label designs supported
  - Allows multiple color maps to be combined on a single design
  - Print multiple designs on a sheet of labels to meet the label needs of more than one department or business unit
  - Inventory Management tool is included to help monitor use of labels and ink and insure timely reorder
  - Integrates with WatchDog®, our state-of-the-art data-polling/automated label printing software
  - Bundled purchases include WatchDog® at no charge
  - Compatible with Opus-Lite™, our information management tracking software

### SYSTEM REQUIREMENTS

Windows 98, ME, NT 4.0 (S.P.6), 2000 & XP  
Processor: 200 MHz or Faster  
RAM: 64MB or better  
Monitor: VGA Supporting 16 bit color or better  
40MB free disk space for installation  
5MB free space for permanent use; 15MB recommended  
CD ROM

*All Information within is subject to change without notice.*



## Intaglio® Design Pro

### Color Labels Now!

On Demand – means now! With Intaglio® Design Pro, you have complete control over creating your custom color and filing system for all your folder needs. Print custom colors, bar codes and graphics on a single water and wear resistant label. You can complete in-house printing with brilliant colors on your desktop printer.

With Intaglio®, you can match your current system, create your own label design or choose one from a large library of designs.

You can:

- Create multiple color maps on a single label design
- Create multiple label designs on a single sheet of labels
- Adjust colors and font size to fit maximum readability
- Match labels already in use
- Incorporate all color bands, text and bar codes onto an 8” label (multiple label needs on a single folder)
- Get rid of large inventories of labels and folders



### Convert your existing folders to Professional-Grade Labels.

### Stop Misfiles and Wasted Time!

**Personnel costs increase as much as 40% when ongoing filing systems maintenance is considered, or when folders are not color-coded correctly. Looking for misfiles and using “pick and stick” labels wastes valuable company time.**

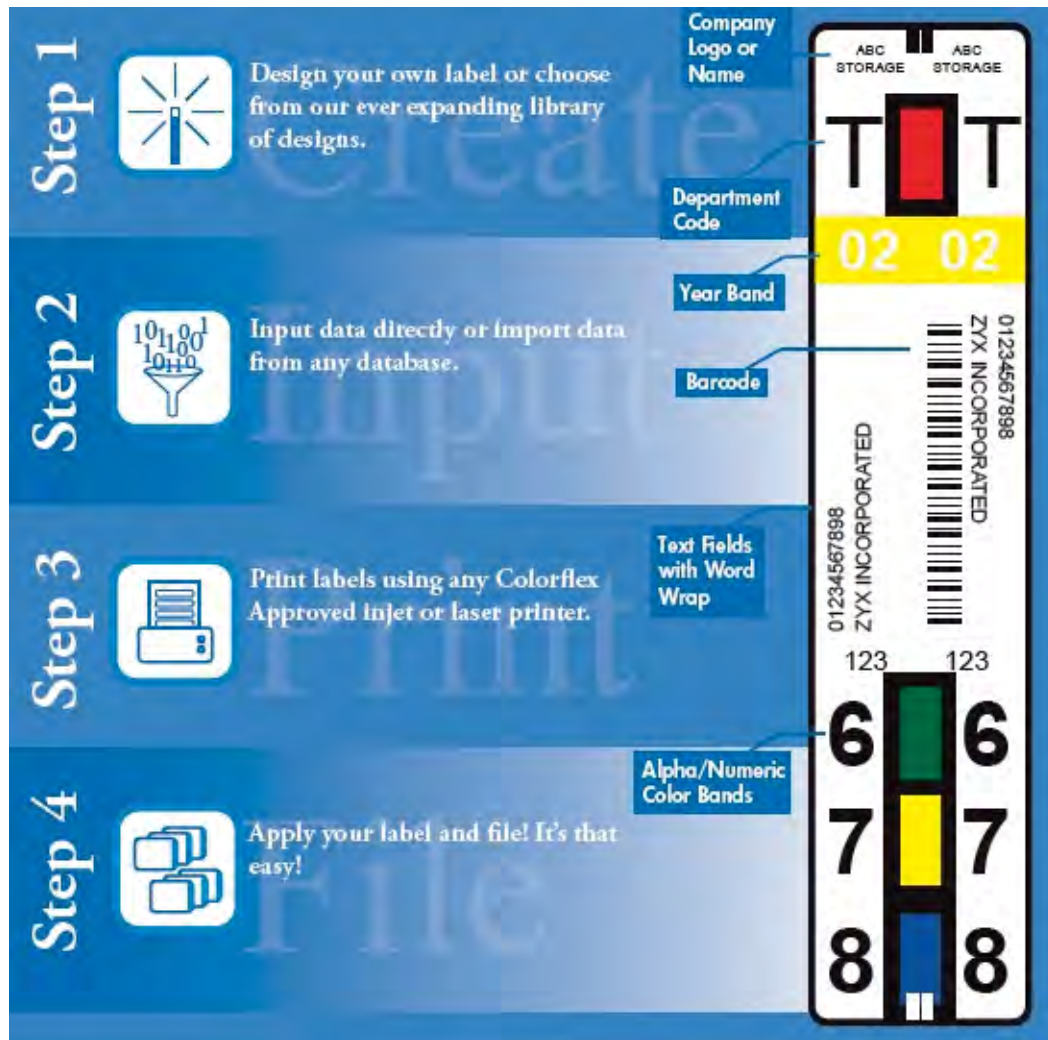
You can use Intaglio® Design Pro with virtually any color printer using a Windows® driver. However, BSP Filing Solutions recommends these printers:

- Epson Stylus C88 color inkjet printer
- OKI DATA C7350N color laser printer



*All Information within is subject to change without notice.*

## From Creation to Filing in 4 Easy Steps



All Information within is subject to change without notice.

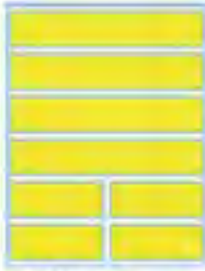
# LABEL PRINTING SOFTWARE

(not for use with LabelsAnywhere™)



**8" Folder Labels**  
6 labels per sheet  
6 records per sheet  
(6) 8" x 1.5"

Inkjet # FS68W  
Laser # FS68L  
1 pkg = 50 sheets



**4x4 Mixed Sheet**  
8 labels per sheet  
4 records per sheet  
(4) 1.5" x 3.887"  
(4) 1.5" x 8"

Inkjet # FS4x4W  
Laser # FS4x4L  
1 pkg = 50 sheets



**3x3 Mixed Sheet**  
6 labels per sheet  
3 records per sheet  
(3) 3.25" x 1.875"  
(3) 10" x 1.875"

Inkjet # FS3x3W  
Laser # FS3x3L  
1 pkg = 50 sheets



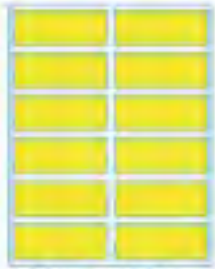
**Convert-A-Tab™**  
4 labels per sheet  
4 records per sheet  
(4) 8" x 2.625"

Inkjet # FSCVTW  
Laser # FSCVTL  
1 pkg = 50 sheets



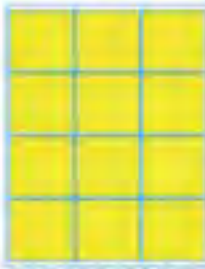
**X-Ray Jacket**  
4 labels per sheet  
4 records per sheet  
(4) 1.875" x 10"

Inkjet # FSXR10W  
Laser # FSXR10L  
1 pkg = 50 sheets



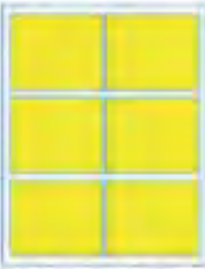
**4" Filing Labels**  
12 labels per sheet  
12 records per sheet  
(12) 1.5" x 3.887"

Inkjet # FS4W  
Laser # FS4L  
1 pkg = 50 sheets



**Diskette Labels**  
12 labels per sheet  
12 records per sheet  
(12) 2.7" x 2.6"

Inkjet # FS12DW  
Laser # FS12DL  
1 pkg = 50 sheets



**Shipping Labels**  
6 labels per sheet  
6 records per sheet  
(6) 3.3" x 4"

Inkjet # FS65W  
Laser # FS65L  
1 pkg = 50 sheets



**Address Labels**  
30 labels per sheet  
30 records per sheet  
(30) 1" x 2.6"

Inkjet # FS30AW  
Laser # FS30AL  
1 pkg = 50 sheets



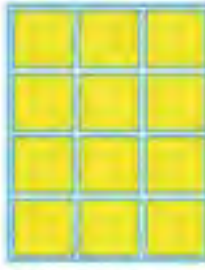
**2x2 Mixed Sheet**  
4 labels per sheet  
2 records per sheet  
(2) 8" x 1.5"  
(2) 4" x 6.25"

Inkjet # FS22W  
Laser # FS22L  
1 pkg = 50 sheets



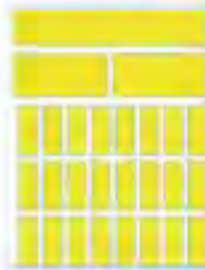
**8" Folder Labels (5 up)**  
5 labels per sheet  
5 record per sheet  
(5) 7.75" x 1.625"

Inkjet # FS57W  
Laser # FS57L  
1 pkg = 50 sheets



**12 Up Sheet**  
12 labels per sheet  
12 record per sheet  
(12) 2" x 2.25"

Inkjet # FS512W  
Laser # FS512L  
1 pkg = 50 sheets



**R2i - 27 \***  
27 labels per sheet  
1 record per sheet  
(1) 8.0" x 1.5"  
(2) 3.887" x 1.688"  
(24) .75" x 2.0"  
Laser # FSR2i-02L  
1 pkg = 50 sheets



**Convert-A-Tab™ R2i\***  
19 labels per sheet  
1 record per sheet  
(2) 3.887" x 1.688"  
(1) 2.625" x 8"  
(16) 2.0" x .75"  
Laser # FSR2i-01L  
1 pkg = 50 sheets

All Information within is subject to change without notice.



## **WatchDog® Data Polling Software**

### ***A Better Way to Print Labels***

WATCHDOG® seamlessly takes information from virtually any data source to the label print engine.

WatchDog® is an automatic data-polling software program. It is the preferred method of printing on-demand labels for most hospitals, law firms, banks and other servicing applications because it completely automates their label printing process.

Most companies know that they could be more efficient and more accurate if only their label printing could use data that already resides in their system. WatchDog® printing eliminates the labor involved in manually entering data and virtually eliminates human errors that are made when data must be entered multiple times.

WatchDog® provides two methods for managing data: Serial or ASCII.

- The ASCII method watches for a text file.
- The Serial method watches for data across a serial cable.

In addition to looking for a data file, WatchDog® can perform the following functions:

- Work with multiple data sources, designs and printers;
- Exclude duplicate records;
- Clean data by removing extraneous characters or records;
- Transform data according to rules you specify;
- Route data from one or more sources to any number of printers. This means you can print labels for each department or location at their own printers!

Users can also use WatchDog® to re-print individual labels or entire print runs.

WatchDog® provides an easy, expandable method for managing your enterprise data and makes label printing an effortless task.

# OPUSLite 2® RECORD TRACKING

## *OPUSLite 2 - Records Management Solutions for Small Businesses*

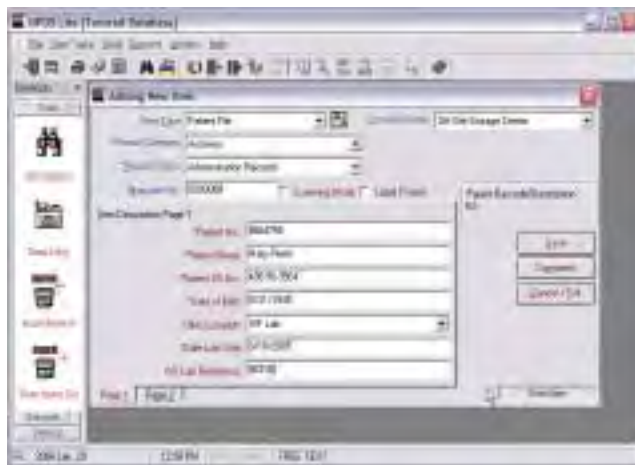
**OPUSLite 2** offers a cost effective, entry-level records management solution that can be easily upgraded to meet future, more complex processing needs as small businesses expand. **OPUSLite** is a feature-rich application that is simple to install and intuitively easy to use. Installation is automated and requires no special technical expertise or additional personnel. **OPUSLite** is also highly configurable, allowing for increased efficiency through a customized, workflow specific interface.

### *Searching - Information at the File Room Desktop*

Locating and controlling records must be efficient, quick and easy. **OPUSLite** provides extensive search tools including key word, wildcard and Boolean search logic. Results are displayed in a user definable format allowing the user to scroll through hundreds or thousands of records located by the search query, provided user security level authorization permits viewing.

### *Data Entry - Flexible & User Definable*

Data entry is simple, fast and flexible. Administrators are able to configure multiple data entry screens by object types. Each screen possesses its own data entry editing rules and lookup tables. Sub-items can also be created, such as indexing documents within files and files within boxes.



**OPUSLite 2 Application Desktop**

### *Circulation Management with Bar-code Scanning*

To assure proper control and security, **OPUSLite** tracks the circulation of records and retains the information for productivity reports. Security checks are made prior to charge outs to assure that the requestor has the security rights to access the record. **OPUSLite's** productivity tool prevents charge out errors by utilizing bar-code scanning and audit pick lists to assure items requested are indeed charged out to the correct person. Optional charge out transmittals and out cards may also be printed. Transfers are recorded as records move from one requestor to another to provide a complete history of the records' movement.

### *Printing - Labels, Bar-codes, Reports...*

**OPUSLite** includes a comprehensive bar-code label designer for files and boxes. In addition, **OPUSLite** interfaces with the most popular color label systems on the market today. **OPUSLite** ships with 14 of the most popular inventory and circulation management reports. Users can also use **OPUSLite's** column report generator to create additional reports to meet all business specific reporting needs.

### *System Configuration & User Profiles*

The Administration Wizard allows your system administrator to configure and setup system users including multiple levels of user security, requestor profiles, item object types, record retention schedules, record categories and locations, data entry and search screens, bar-code sequence and up to 14 user definable index fields. **OPUSLite** is designed for ease of use and ease of configuration including the ability to install one or more of 10 predefined industry specific databases which allow users to retain or modify any portion of the system.

### *Additional Features....*

**OPUSLite** provides numerous additional records management features including:

- ◆ Record Series & Retention Management
- ◆ Track Images & Electronic Documents



## *OPUS 4 - Professional Records Management Solutions*

Since OPUSLite is a member of the OPUS family of products, upgrading to the more robust Professional Editions of OPUS 4 is simple and seamless. OPUS 4 supports Microsoft Access, Microsoft SQL Server and Oracle database environments. All existing database settings for configurations are completely upward compatible. OPUS 4 Professional provides all of the functionality of OPUSLite 2 plus numerous additional expanded features including:

- ◆ Remote user requests and data entry via a web interface
- ◆ Extended searches including savable Boolean searches
- ◆ Archive center management
- ◆ Pick lists and request processing
- ◆ item level security
- ◆ Destruction review processing
- ◆ Scan to shelf location
- ◆ Linking to external retention citation tables
- ◆ Transmittal processing
- ◆ Reminder processing
- ◆ Advanced Ad Hoc reporting
- ◆ Real-time data import
- ◆ Trailing documents tracking and more...

### *OPUSNet Web-enabled Thin- Client Requestor User Application*

**OPUSNet** is a web-enabled thin client application that provides Enterprise wide **requestor users** the ability to perform a number of the OPUS 4 task from any standard Web browser. OPUSNet eliminates the time and frustration of desktop installation throughout an Enterprise. OPUSNet functionality includes:

- ◆ **System Security** - OPUSNet uses all the integrated security of the OPUS system and requires the users name be register with a password in the OPUS database.
- ◆ **Searching** - Search screens can be configured based on the types of information users are requesting. Users can search on any number of search fields using key word and wildcard searches. Search screens can also be configured with default search values. Global and batch searches are also available that allow users to enter one or more key works to search all description fields for these values. Batch searching allows uploading a text file that contains all the values to be searched on.
- ◆ **Viewing Search Results** – Search Result views can be customized to fit a users specific needs. Full screen viewing of the item can be displayed by clicking on the item Icon (File or Box) that is returned. Child items can also be view by expanding a Parent item, which will be noted by an + sign. When results of a search is an imaged item or a physical item with images linked to it, the user can view the Image directly from OPUSNet. The OPUSNet image viewer allows for resizing, rotation, paging, printing and saving (optional). If images exist the item will display an Image Icon.
- ◆ **Requesting items** - User can submit item request to be fulfilled by the file room or archive center. From a search results screen, the user can select as many items as they wish to submit as an item Request. item Request can be batched together after several searches and submitted as one request. Prior to submitting the request, the user can confirm their personal address information and enter any special instructions. If items are currently checked out to someone else, users can submit a reservation on the item. As the item is checked back into the file room or archive center, the attendant will be notified of the pending reservation. Users can continue to monitor the request form their OPUSNet menu until the request has been fulfilled.
- ◆ **Item Transfer** - Users can monitor all items they currently have checked out and OPUSNet will prompt the user when they have items out over a specified number of days. If the user has the security rights to do so, they can select items they have checked out to themselves and 'transfer' them to other users. A complete history of this transaction is recorded in the OPUS database.
- ◆ **Data Entry** - OPUSNet can be configured to provide complete data entry screen input with data entry editing rules. Security can be utilized to control access rights to only authorized enterprise users. Data entry from OPUSNet can be configured to update directly into the OPUS production database or items can be queued into an items pending table for an OPUS supervisors to review and edit entries before moving the item into the production database.

## *OPUS 4 - Integrated Records Management Products*

### *OPUS 4 - Loan Post Close Audit Manager System for Mortgage and Commercial Banking*

**OPUS 4 Loan Post Close Audit Manager** is a dynamic full featured loan file and document Post Close Audit tracking system which provides mortgage banking companies and commercial banks with a series of post close audit software tools required to manage the high volume production tasks associated with loan production and investor pool management. Built upon the mature and feature-rich OPUS 4 Enterprise Records and Document Information Management System platform, OPUS 4 Loan Manager addresses all Loan Post Close Audit functions including Trailing Document Tracking, Exception Resolution, Loan Document Review and Investor Pool Management.

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### *OPUS 4 - Realtime Legacy System Import Interface Module*

**OPUS 4 Realtime Import Interface Module** is a data import process that can be executed on demand or monitor a server location for an import file from a legacy system to automatically update the OPUS 4 item database. Realtime provides the ability to simultaneously process multiple instances of automated legacy system push or pull imports into or from the OPUS item database environment(s).

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### *OPUS 4 - Imaging Capture and Indexing Module*

**OPUS 4 Imaging Capture and Indexing Module** provides easy access to scalable imaging technology. Paper documents can be scanned at your desktop, from your internal file room or from your archive center. You can search, retrieve, view, and share imaged documents instantly from your desktop web browser through *OPUS 4*, *OPUSNet* and the *OPUS image viewer*. The OPUS 4 Imaging module not only provides document image capture, indexing, retrieval and viewing functions, but also provides imaged document recognition / index capture and quality control review and editing functionality.

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### *OPUS 4 - RFID Radio Frequency Identification*

**OPUS 4 RFID** allows the re-engineer of the file room with Thoroughbred's Intelligent Filing System (IFS) utilizing state of the art RFID tags. IFS allows performance of all functions normally used in bar-code scanning with much higher throughput and less effort. RFID will streamline the file room operation and free staff to perform other record management tasks.

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### *OPUS 4 – Self Check Module*

**OPUS 4 Self Check module** is ideal for those open file rooms with no attendant. This system provides a very simple, graphically enhanced screen for checking out and checking in files. Through a touch screen interface the user simply touches the options on the screen and will be prompted to scan file barcodes and scan their own personal identification card. As part of the OPUS 4 system, a complete record of all transactions is available for querying or reporting.

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### *OPUS 4 – File Carousel Interface*

**OPUS 4 File Carousel Interfaces** allows users the ability to download pick lists from the OPUS 4 systems and automatically rotate high density file carousels for efficient and controlled retrieval of files. The OPUS 4 File Carousel modules interfaces with most file carousel manufacturers.

## *OPUS 4 - Barcode Scanning Hardware*



### *QS6000 Plus Handheld Scanner*

The QuickScan® QS6000 Plus handheld scanner offers great performance at a very affordable price. With a high first pass read rate and the best speed-to-read of any scanner in its class, the QS6000 Plus speeds all records management barcode scanning functions. This high performance laser scanner offers extended depth-of-field, allowing the user to read labels at distances of 20" (50 cm) and beyond. Plus, PSC's advanced electronics perform well even when reading low contrast labels with poor edge definition.



### *HHP Dolphin 7200 Portable Data Terminal*

The ergonomic design of Dolphin 7200 computer enables single-handed operation with the right or left hand. This pocket-size handheld computer is rugged and reliably built for use in the harshest industrial environment. With its DOS PC architecture, upgradeable memory and data collection options, the Dolphin family of handheld computers is "the new standard in portable data collection". The terminal's large, easy-to-read display is backlit for easy reading in dark areas. This model has a 36-key alphanumeric keyboard with coated keys to prevent numbers from wearing off.



### *PSC Falcon 320 Portable Data Terminal*

The PSC Falcon 320 series of DOS portable data terminals is the most recent innovative technology from PSC, offering a 16-line backlit display screen, integrated scanning, a 33MHz 486-class processor, a 57-key alphanumeric keyboard, a user-accessible PC Card slot and more.

## *OPUS 4 - Professional Services and Support*

Our Professional Services team provides a full complement of OPUS 4 Professional Services to insure that every OPUS 4 product install meets and exceeds a client records management business requirements. From a pre-install business requirements assessment through product configuration and implementation to ongoing product support and maintenance, The Professional Services team is staffed by seasoned specialist who successfully bring each installation to a speedy and cost effective conclusion. OPUS 4 Professional Services include:

- ◆ Requirements Studies
- ◆ Data Integration
- ◆ System Configurations
- ◆ Administrator Training
- ◆ User Training
- ◆ Refresher Training
- ◆ Custom Reporting
- ◆ Legacy System Interfaces
- ◆ Annual Maintenance & Support

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