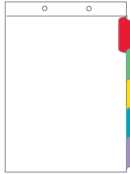


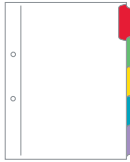
### Indexes



**INDEX A**  
8-1/2" w x 11-1/2" h  
 90# White  
 90# Manila  
Fasteners N/A



**INDEX B**  
9" w x 11" h  
 90# White  
 90# Manila  
Fasteners N/A



**INDEX C**  
9" w x 11" h  
 90# White  
 90# Manila  
Fasteners N/A

### Filebacks



**FILEBACK D**  
8-1/2" w x 12-1/2" h  
1" hinge  
110# Manila  
 No Fasteners  
 2" Fastener



**FILEBACK E**  
9" w x 12" h  
1" hinge  
110# Manila  
 No Fasteners  
 2" Fastener



**FILEBACK F**  
10" w x 11" h  
1" hinge  
110# Manila  
 No Fasteners  
 2" Fastener



**FILEBACK DUOTAB**  
10" w x 11" h  
1" hinge  
110# Manila  
 No Fasteners  
 2" Fastener (front & back)

(Reinforced Bind Edge N/A)  
Pressure Sensitive Tape

Please indicate if you would like the fastener installed in another position than shown above.

### Bottom Tabs



Top Hinge A, D

#### Print Style A

- Same Print, both sides (standard)
- Print front only
- No print on Tabs

### Side Tabs



Top Hinge B, E

#### Print Style B

- Same Print, both sides (standard)
- Print front only
- No print on Tabs



Side Hinge C, F, Duotab

#### Print Style C

- Same Print, both sides (standard)
- Print front only
- No print on Tabs

#### Print Style D

- Same Print, both sides (standard)
- Print front only
- No print on Tabs

### Quantity

No. of Tabs	No. of Sets	Total Tabs

### Tab Size

- 1/2" Standard Index
  - 3/8" Standard Fileback
  - 1/4" Special
- From top of page to top of tab

### Cut

- Letter size
- Legal size

### Collate

    Tabs into Sets?

### Install

    Tabs into Folders?

### Bind Edge Reinforcement

- Yes (standard)
- No Reinforcement

### Drilling

- Indexes: 2 holes (5/16")
- Filebacks: 2 slots (1/4")
- 23/4" centers, standard
- Special: \_\_\_\_\_

### Printing

- Font: **Helvetica Bold** (standard)
- Style:  ALL CAPS  Initial Caps
- Body Print:
- Body Print – PDF Provided
  - Dealer Reorder Information:

NOTE: If no selection is made, your order will be produced using the "Standard" choice unless a sample is provided, which we will match exactly.

### Tab Copy

Position	Text	Color/No.
<b>SAMPLE</b>	<b>Correspondence</b>	<b>Blue/MY425</b>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

#### Special Instructions:





DATE: \_\_\_\_\_

FAX ORDER / QUOTE FORM

**Invoice To:**

**Ship To Address (Check Here if Same as Invoice)**

Company Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone No: \_\_\_\_\_, Fax: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ Fax: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

SHIP VIA:  BEST WAY  NO LOADING DOCK  DOCK TO DOCK DEL

Purchase Order/Reference Number: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

(Please attach special instructions on a separate sheet if necessary)

QUANTITY	DESCRIPTION	EACH	PRICE
<b>TERMS:</b> Company Check, Credit Card, * Purchase Order		<b>F.O.B.:</b> ORIGIN, PP&ADD * Quote valid for 25 days	
<b>PREPARED BY:</b> Rudy Blasich		<b>ESTIMATED SHIP DATE ARO:</b> TBD SHIP DATE DOES NOT INCLUDE TRANSIT TIME	
<small>NOTE: ALL QUOTES AND ORDERS ARE SUBJECT TO YOUR ACCEPTANCE AS SHOWN HEREIN AND OUR TERMS &amp; CONDITIONS AS POSTED ON OUR WEB SITE WWW.FILINGTODAY.COM</small>		<b>* ACCEPTED BY</b> _____ <b>SIGNATURE REQUIRED:</b>	

**TO PLACE THIS ORDER, YOU MAY FAX OR EMAIL THIS FORM**  
**FAX TO: 888-891-9970 or EMAIL TO: SALES@FILINGTODAY.COM**

**TERMS:** When Paying by CASH (Company Check) / (Money Order) / (Wire Transfer) please authorize this purchase by signing the \* **ACCEPTED BY box above** and include this form with your payment. **To expedite** your request, send your payment **payable to AMERICAN FILING SOLUTIONS** via **NEXT DAY CARRIER** to our local Sales Office located at: **41305 Promenade Chardonnay Hills, Temecula CA 92591 or mail to P.O. Box 891719 Temecula CA 92589**

**NOTE: When paying by Credit Card**, please authorize this purchase by signing the \* Accepted By box above and fax back this form. **You may enter the Credit Card information in the area below or call our office with your credit card information.**

CREDIT CARD #: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ EXP. DATE \_\_\_\_\_ / \_\_\_\_\_

CVV \_\_\_\_\_

CARDHOLDER NAME AS SHOWN ON CARD:

\_\_\_\_\_ (PLEASE PRINT NAME) FIRST LAST