

# Custom Indexes & Filebacks – Order Template

## Indexes



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

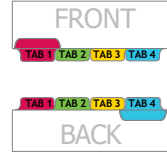


**INDEX B**  
9" w x 11" h  
 90# White  
 90# Manila  
Fasteners N/A



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

## 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,**  
**Print Style C**

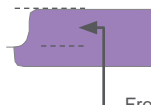
- Same Print, both sides (standard)
- Print front only
- No print on Tabs



**Print Style D**

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

## Tab Size



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

## Quantity

No. of Tabs	No. of Sets	Total Tabs

**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")
- 2 3/4" 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:

## Available Tab Colors:

Clear, Gray, Lt Gray, Red, Warm Red, Yellow, Lt Yellow, Dark Blue, Lt Blue, Med Blue, Orange, Lt Amber, Coral, Brown, Purple, Pink, Med Green, Lt Green, Dark Green

## Filebacks



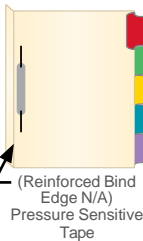
**FILEBACK D**  
8 1/2" w x 12 1/2" h  
1" hinge  
110# Manila  
 No Fasteners  
 2" Fastener



**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.