

INDEX PRODUCTS, INC.

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Always Your Best™
Index Tab Source!

VOICE (888) 822-7669
F A X (800) 329-8227

Standard turnaround time is 5 to 7 working days from proof approval on custom tabs. Turn around time on tabs with body copy is 10 working days. Rush delivery is available at an additional charge — See schedule below

CUSTOM INDEX TABS — TAB CONVERTING OF YOUR PRE-PRINTED SHEETS — BLANK PLAIN PAPER & MYLAR COPIER TABS

CUSTOM INDEX TAB SPECIFICATIONS

TYPE STYLE	PT. SIZE	TAB STYLE	COPY TO BACKUP	<input type="checkbox"/> Head to Head	<input type="checkbox"/> Head to Foot
<input type="checkbox"/> Helvetica Bold	_____ PT.	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D
<input type="checkbox"/> Optima Bold	_____ PT.				
<input type="checkbox"/> Times Bold	_____ PT.	ON STYLE D INDICATE IF FIRST TAB IS AT			
<input type="checkbox"/> OTHER FONT:	_____ PT.	<input type="checkbox"/> TOP			
		<input type="checkbox"/> BOTTOM			

QUANTITY _____ SETS _____ TABS PER SET _____

CUT _____ CUT (TABS PER BANK) _____

TAB PLAIN MYLAR: CLEAR COLOR (S) _____

PAPER IP-90 WHITE IP-100 WHITE IP-125 WHITE CUSTOMER SUPPLIED
Must be trimmed to size
OTHER _____

SHEET SIZE	Standard Side Tab	Standard Bottom Tab	Non-Standard Tab	OVERALL SIZE _____" x _____"
	OVERALL SIZE <input type="checkbox"/> 9" x 11"	<input type="checkbox"/> 8½" x 11½"	OVERALL SIZE _____" x _____"	
	BODY SIZE <input type="checkbox"/> 8½" x 11"	<input type="checkbox"/> 8½" x 11"	BODY SIZE _____" x _____"	

EXTENSION ½" Standard ¼" ⅜" ⅝"

MYLAR BINDING EDGE YES NO

COLLATING YES TABS WITH SLIP SHEET STRAIGHT SEQUENCE (1,2,3,1,2,3...)
 TABS WITH CUSTOMER SUPPLIED TEXT SINGLE REVERSE SEQUENCE (3,2,1,3,2,1...)
 NO TABS WITH OTHER SUPPLIED INSERTS DOUBLE REVERSE SEQUENCE (3,3,2,2,1,1...)

DRILLING YES 3 HOLES - 4¼" C to C ⅝" Standard ¼" ⅜"
 NO OTHER: # HOLES _____ MATCH SAMPLE CENTERS _____

PRINTING CUSTOMER SUPPLIED PRE-PRINTED — See Tab Converting Section **OTHER CONSIDERATIONS**
TABS ONE SIDE TWO SIDES BODY COPY — NO YES REVERSED TAB COPY BLEEDS FILM OUTPUT _____ PGS.

INK COLOR BLACK PMS - _____

SHRINKWRAPPING SHRINKWRAP IN _____'s CHIPBOARD (30 tabs or less)

PACKAGING CARTON SKID

SHIPPING WILL CALL ADDITIONAL INCLUDED **VIA:** UPS TRUCK

RUSH POLICY
4 working days add 10%*
3 working days add 25%*
2 working days add 50%*
24 hours, add 100%*
*Subject to production approval
Working days are based from time of proof approval; if proof is returned before 12 noon, the current day counts as a working day; if the proof is returned after 12 noon the current day is not considered to be available for production purposes and will not count as a working day. Body copy can not be rushed.

PHONE (____) _____ FAX (____) _____ QUOTATION ORDER

CUSTOMER NAME _____ PO # _____

ADDRESS _____

CUSTOMER CONTACT _____

QUOTED BY _____ DATE QUOTED ____/____/____

IMPORTANT: Trim your sheets to size, allowing for subsequent bindery operations; INDEX PRODUCTS DOES NOT TRIM
 UNCOATED STOCK NO BODY COPY REVERSED TAB - LIGHT INK LAMINATED SHEET
 COATED STOCK BODY COPY REVERSED TAB - DARK INK UV COATED SHEET
IF PERFECT BOUND: GRIND _____"; HEAD TRIM _____"; FOOT TRIM _____" AQUEOUS - NO MYLAR

SPECIAL INSTRUCTIONS USE LASER-SUB INK USE HARD-DRY INK
 WAIT 72 HOURS AFTER PRINTING, THEN APPLY AN OVERALL WAX-FREE VARNISH

REPEAT PREVIOUS ORDER — JOB# _____ EXACT REPEAT REPEAT WITH CHANGE

PRICING BASED ON STANDARD TURNAROUND

QUANTITY (1)	QUANTITY (2)	QUANTITY (3)
_____ <input type="checkbox"/> SETS <input type="checkbox"/> TABS	_____ <input type="checkbox"/> SETS <input type="checkbox"/> TABS	_____ <input type="checkbox"/> SETS <input type="checkbox"/> TABS
OF _____ TAB(S)/SET	OF _____ TAB(S)/SET	OF _____ TAB(S)/SET
@ _____ <input type="checkbox"/> SET <input type="checkbox"/> TAB <input type="checkbox"/> M TABS <input type="checkbox"/> LOT	@ _____ <input type="checkbox"/> SET <input type="checkbox"/> TAB <input type="checkbox"/> M TABS <input type="checkbox"/> LOT	@ _____ <input type="checkbox"/> SET <input type="checkbox"/> TAB <input type="checkbox"/> M TABS <input type="checkbox"/> LOT
\$ _____ per _____ shipping	\$ _____ per _____ shipping	\$ _____ per _____ shipping

OVERS POLICY We reserve the right to overship no more than 10% and bill accordingly. For exact quantities add 10% to quoted prices. © 2000 Index Products, Inc.