

Outguides provide a positive effort to control files that are removed from the filing area. The large pocket will accumulate data that comes in while the file is out, while the small pocket contains a charge out slip. The out tab alerts that the file has been removed. Color coding can provide for department, date, or individual.

... your source for vinyl organizing solutions!



OG-224 has become our most popular outguide. Made of rugged .015 gauge vinyl with a frosted clear front. Slash pocket allows for easy insertion and retrieval of data without completely removing the guide from the file. Available for immediate ship in 9 popular colors. Also available in clear and black.

Colors: Red, Green, Yellow, Lavender, White, Light Blue, Navy, Purple, Orange and Pink

Product No.	Description	Overall Size	Weight / 100
OG-224	Center Tab Letter Size Outguide	9-1/2"H x 12-3/4"W	14 lbs

Available packed 50 or 100



OG-110 is an economy outguide used when a full pocket is unnecessary. Small pocket accommodates a 3x5" charge out slip. Made of rugged .015 gauge vinyl with a frosted clear pocket. Available in 9 popular colors. Also available in clear and black.

Colors: Red, Green, Yellow, Lavender, White, Light Blue, Navy, Purple, Orange and Pink

Product No.	Description	Overall Size	Weight / 50
OG-110	Letter Size Economy Outguide	4"H x 13"W	3 lbs

Available packed 25 per box



OG-ST is a full pocket outguide with a short tab. It is especially useful in mobile filing systems. Full pocket style with a small pocket to accommodate a 3x5" charge out slip. Made of rugged .015 gauge vinyl with a frosted clear pocket. Available in 9 popular colors by special order. Also available in clear and black.

Colors: Red, Green, Yellow, Lavender, White, Light Blue, Navy, Purple, Orange and Pink

Product No.	Description	Overall Size	Weight / 100
OG-ST	Letter Size Short Tab Outguide	9-1/8"H x 12-1/2"W	14 lbs

Available packed 50 or 100



OG-175 legal size outguide is similar in style to the OG-100.

Colors: Available in all colors, special order.

Product No.	Description	Overall Size	Weight / 100
OG-175	Legal Size Outguide	9"H x 16"W	17 lbs

Available packed 50 or 100

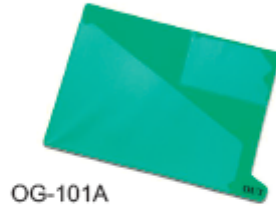


OG-100 is one of our most popular outguides. Made of rugged .015 gauge vinyl with a frosted clear front. Available for immediate ship in 9 popular colors. Also available in clear and black.

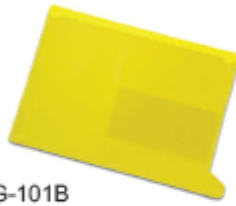
Colors: Red, Green, Yellow, Lavender, White, Light Blue, Navy, Purple, Orange and Pink

Product No.	Description	Overall Size	Weight / 100
OG-100	Bottom Tab Letter Size Outguide	9"H x 13-1/4"W	14 lbs

Available packed 50 or 100



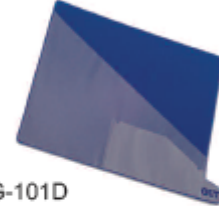
OG-101A



OG-101B



OG-101C



OG-101D

OG-101 is available in four pocket configurations. Full pocket with charge out (OG-101C), slash pocket with charge out at top (OG-101A) or bottom (OG-101D) and (OG-101B) with charge out at bottom and full pocket. Made of rugged .015 gauge vinyl with a frosted clear front. Quick ship in 9 popular colors. Also available in clear and black.

Colors: Red, Green, Yellow, Lavender, White, Light Blue, Navy, Purple, Orange and Pink



OG-101AL

Product No.	Description	Overall Size	Weight / 100
OG-101 A-B-C-D	Small Bottom Tab Letter Size Outguide	9"H x 13-1/4"W	14 lbs
OG-101AL	Small Bottom Tab Legal Size Outguide	9"H x 16"W	17 lbs

Available packed 50 or 100