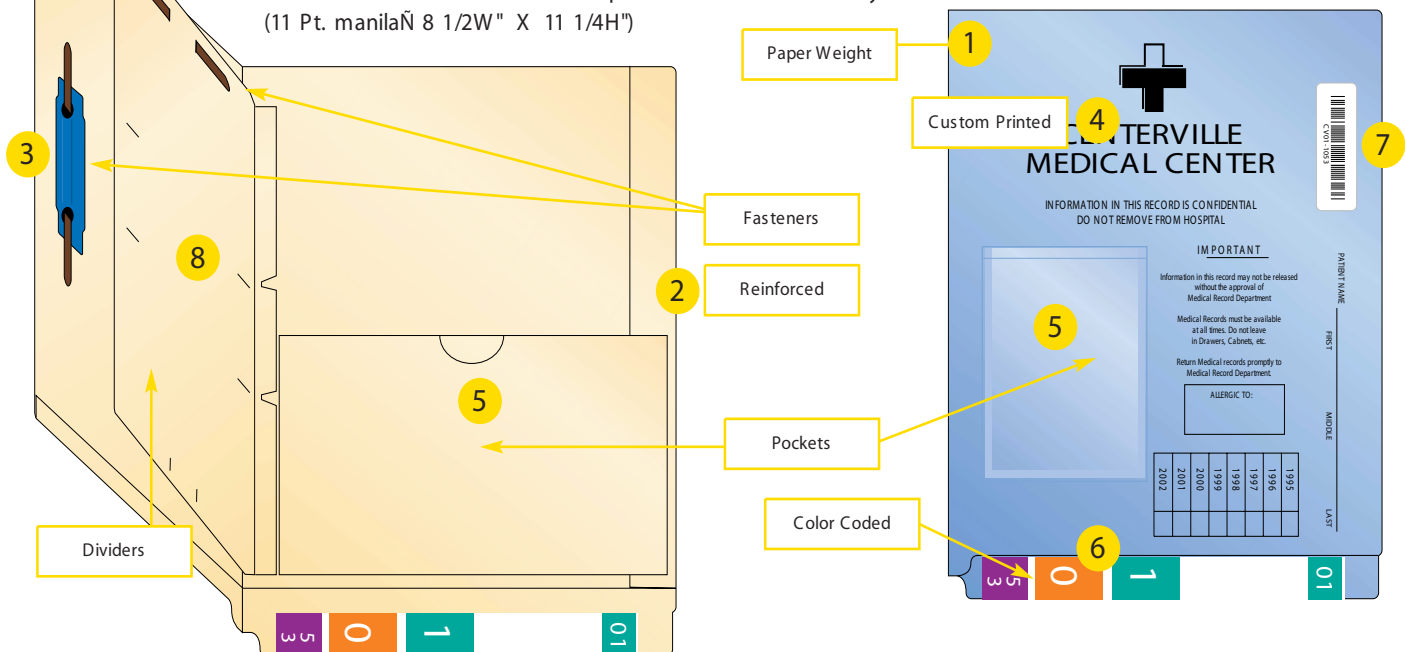


Custom Medical Records

• Medical Record Folder Construction

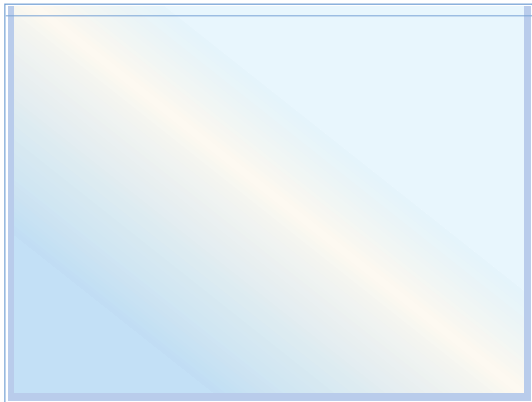
- 1 PAPER WEIGHTS**
 Available in 11, 14, 15, and 18 Pt. manila or 11 and 17 Pt. kraft. Colored Paper is also available, 11 and 15 Pt.; Please contact the factory for further details.
- 2 REINFORCING**
 May be ordered with reinforced top tab, reinforced side tab or reinforced top and side tab. Mylar® or Tyvek® can also be applied to further reinforce the spine.
- 3 FASTENERS**
 Fasteners may be installed in any of 8 standard fastener positions. Three different styles of fasteners are available - heatbonded (1" or 2" prong), embossed (1" or 2"), and DocuClips®.
- 4 CUSTOM PRINTING**
 Folders may be custom designed with special imprints on the outside surface, inside surface or both. Rough copy must be supplied for type-setting.
- 5 POCKETS**
 Different styles of pockets may be installed to meet your needs. Pockets may be designed to store microfiche, cards or plastic credit cards. Suggested styles of pockets are as follows: Plastic, envelope-style, manila, and kraft.
- 6 COLOR CODING**
 Folders may be color coded with one-piece strip labels to meet your file needs and to solve your file problems. The basic color coded systems are Alphabetical, Straight Numeric and Terminal Digit. Color coding may be designed to solve a particular need or may be duplicated to match virtually any existing system. After labels are applied to the side tab of folders, heat-sealed Mylar® is placed over color bands to reinforce side tabs and to protect bands from fading, fraying or getting dirty.
- 7 BAR CODING**
 Bar code labels may be applied to the front of folders for applicable situations. Code 39 or 3 of 9 is more common and can easily be provided to solve your needs.

- 8 DIVIDERS**
 Peel-and-stick dividers are available to provide added functionality to custom medical records.
 (11 Pt. manila 8 1/2W" X 11 1/4H")



Poly & Paper Pockets

Several different styles of pockets may be installed to meet your specific requirements. Pockets may be designed to store microfiche, cards or plastic charge type cards. Suggested styles of pockets are as follows: plastic, envelope-style, manila, and kraft.



• VISU-HOLD Poly Pockets

5 MIL THICKNESS

First Dimension is open

2 1/2" X 3 1/4"

3 3/4" X 5"

4 1/2" X 6 1/2"

8 3/4" X 5 1/2"

11 1/4" X 8 1/2"



3 MIL THICKNESS

First Dimension is open

2" X 3 1/4"

2 1/2" X 3 1/4"

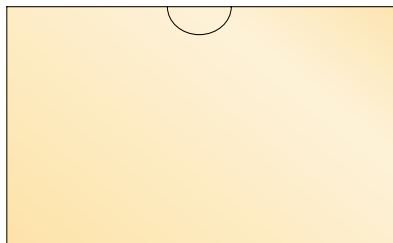
3 5/8" X 2 3/4"

3 3/4" X 5"

4 1/2" X 6 1/2"

6 3/8" X 4 1/2"

8 3/4" X 5 1/2"



¥ Manila/Kraft Pockets

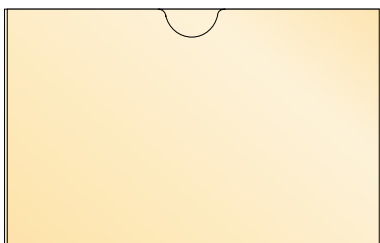
STANDARD POCKET

(11 Pt. manila)

First Dimension is open

9" X 6"

8 3/4" X 5 1/2"



EXPANSION POCKET

(11 Pt. manila)

First Dimension is open

9" X 6" with 3/4" expansion

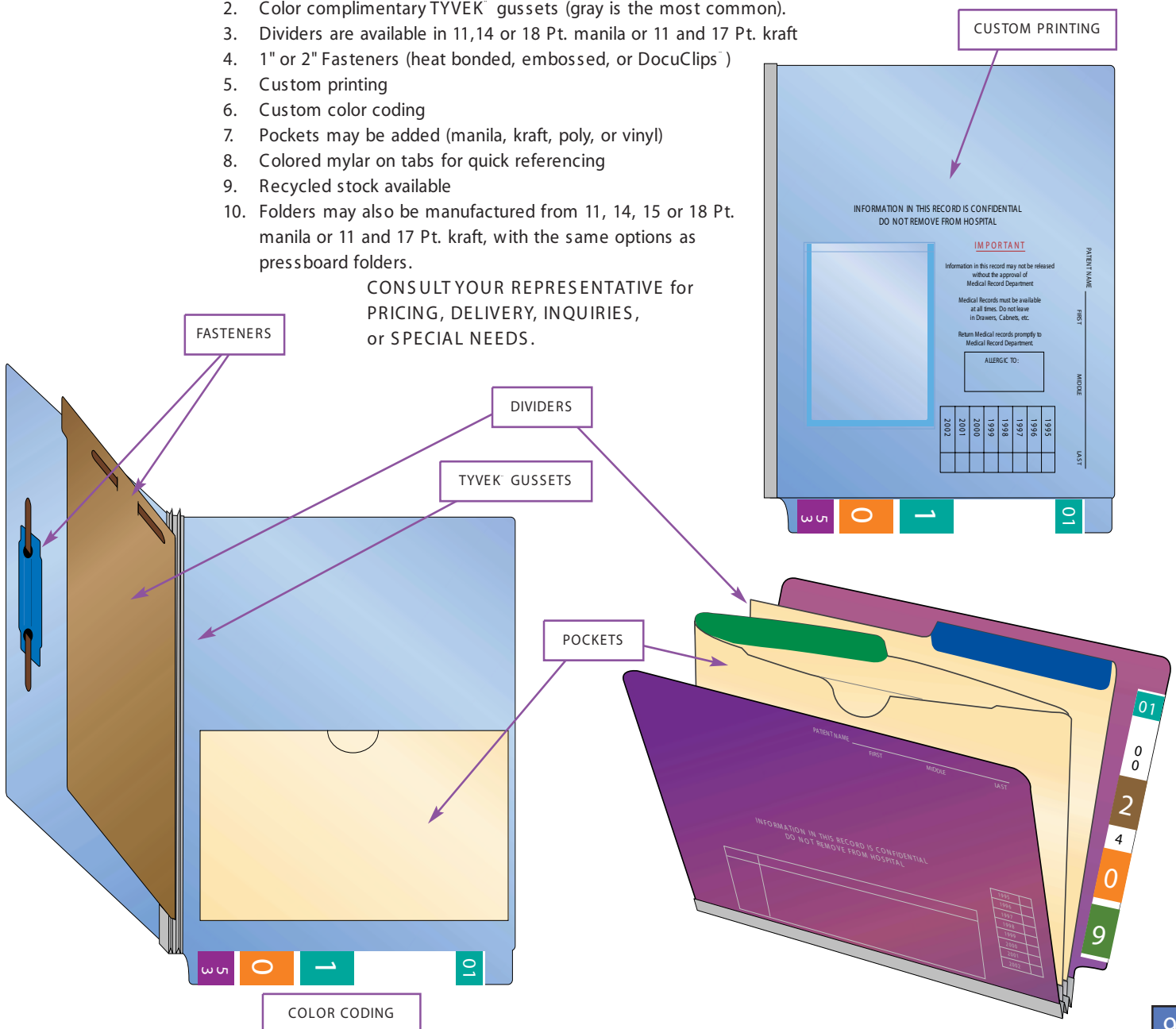
Pressboard Classification Folders

We have the capability to custom manufacture pressboard folders to meet your specialized filing needs. Because we specialize in customization, we do not stock any folders. However, because we DO stock a wide variety of all the basic component parts (pressboard, TYVEK™, etc.), we have the capability to offer quick deliveries on basic folders. Because of STS's custom manufacturing capabilities, folders for all filing requirements (medical, legal, financial, etc.) can be designed to meet your specific needs and delivered quickly.

MANUFACTURING OPTIONS ARE AS FOLLOWS

1. PRESSGUARD™, Type I GENUINE PRESSBOARD™ (choose from 22 vibrant colors or Guidex™ Type II & Type III Pressboard)
2. Color complimentary TYVEK™ gussets (gray is the most common).
3. Dividers are available in 11, 14 or 18 Pt. manila or 11 and 17 Pt. kraft
4. 1" or 2" Fasteners (heat bonded, embossed, or DocuClips™)
5. Custom printing
6. Custom color coding
7. Pockets may be added (manila, kraft, poly, or vinyl)
8. Colored mylar on tabs for quick referencing
9. Recycled stock available
10. Folders may also be manufactured from 11, 14, 15 or 18 Pt. manila or 11 and 17 Pt. kraft, with the same options as pressboard folders.

CONSULT YOUR REPRESENTATIVE for PRICING, DELIVERY, INQUIRIES, or SPECIAL NEEDS.












Pressboard Classification Folders

AVAILABLE COLORS

SPECIFICATIONS CHART

Green Mountain Colors are Available!

GRADE	STANDARD GAUGE	STANDARD COLORS		PRODUCT FEATURES	TYPICAL END USES
PRESSGUARD™	20 Pt.	A Black B Pearl C Pussywillow D Maroon* E Red F Executive Red G Midnight Blue* H Cornflower* Blue I Orange	J Blue K Pacific Blue L Green M Apple Green* N Palm Green O Maple P Forest Green* Q Cape Mist* R Yellow	¥ Acrylic coated and embossed ¥ Glazed ¥ High density for exceptional strength/durability ¥ Smudge, stain and moisture resistant ¥ Glossy, premium quality appearance ¥ Unmatched range of colors ¥ Recognized and preferred by customers	¥ Classification folders ¥ Pressboard folders
GENUINE PRESSBOARD™ TYPE I	20 Pt.	A Black B Pearl C Pussywillow D Maroon* E Red F Executive Red G Midnight Blue* H Cornflower* Blue I Orange	J Blue K Pacific Blue L Green M Apple Green* N Palm Green O Maple P Forest Green* Q Cape Mist* R Yellow	¥ High density for exceptional strength/durability ¥ Glazed yielding smooth, glossy surface ¥ Rigid with characteristic snap ¥ Distinctive marbled appearance ¥ Unmatched range of colors ¥ Versatile ¥ Recognized and preferred by customers	¥ Dividers, Guides ¥ Classification folders ¥ Pressboard folders
GUIDEX™ TYPE II PRESSBOARD	25 Pt.	 Pearl  Gray  Black	 Red  Green	¥ Smooth ¥ Dense ¥ Excellent gloss ¥ Superior stiffness	¥ Pressboard folders ¥ High grade file guides and folders ¥ Gusseted filing folders ¥ Dividers, indexes ¥ Index cards, card guides ¥ Classification folders
TYPE III PRESSBOARD	25 Pt.	 Gray  Red	 Green  Blue	¥ Dense ¥ High yield ¥ Smooth finish	¥ Pressboard and classification folders ¥ Gusseted file folders ¥ File guides and card guides ¥ Index cards

* Available in Reprise™ Recycled grade. Contains over 70% recycled fiber (50% post consumer, 20% pre-consumer). Recycled content subject to change, however, changes should remain within Government standards.

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