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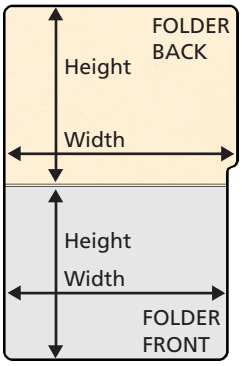
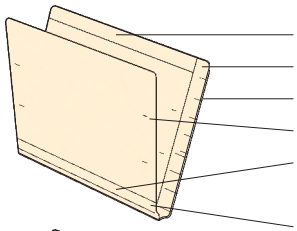
Barkley End Tab Folders use the most efficient file equipment—open shelf. Folder tabs are one position (reducing the effort used to read labels) and full cut (for name and color code labels). Folders have label placement score marks, undercut fronts for label visibility, and score lines allowing 3/4" expansion. **Dual tabs** (top & end tabs—12" wide body) fit drawers, shelves, and archive boxes.

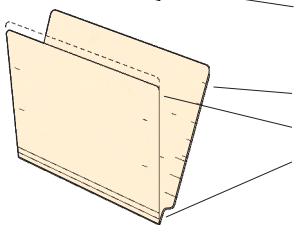
Dimensions and Features



OVERALL SIZE
Body size plus the end tab

BODY SIZE (Shaded Area)
Overall size minus the end tab





Single Tab

SINGLE TAB-FULL CUT 8 embossed score marks. 4 sets of slits. Folder front undercut.

Letter Size- Overall Size: 9½ x 12¼ Body: 9½ x 11¾ *DF=9"H drop front

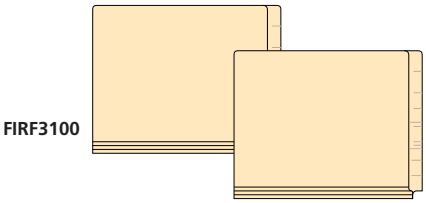
Item #	Ref #	Sub Wt.	Color	Qty/Bx	Qty/Ctn	Lb/Ctn
F16100	F1100	11 pt.	Manila	100	500	40.0
F16400	F1500	14 pt.	Manila	100	500	51.0
F16400 DF	F1500 DF*	14 pt.	Manila	100	500	51.0
F16600	F1800	18 pt.	Manila	50	250	33.0
F16500	FK 1800	17 pt.	Kraft	50	250	33.0

Letter Size- Overall Size: 9½ x 12¼ Body: 9½ x 11¾

Item #	Ref #	Sub Wt.	Color	Qty/Bx	Qty/Ctn	Lb/Ctn
F16100 BP	F1100 BP	11 pt.	Manila	—	500	35.0
F16400 BP	F1500 BP	14 pt.	Manila	—	400	46.0

Legal Size- Overall Size: 9½ x 15¼ Body: 9½ x 14¾

Item #	Ref #	Sub Wt.	Color	Qty/Bx	Qty/Ctn	Lb/Ctn
F17100	F2100	11 pt.	Manila	100	500	50.0
F17400	F2500	14 pt.	Manila	100	500	65.0

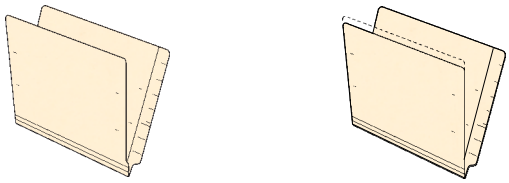


SINGLE TAB-FULL CUT 8 embossed score marks.

Overall Size: 9½ x 12¼ Body: 9½ x 11¾

Item #	Ref #	Sub Wt.	Stock	Qty/Ctn	Wt/M
FIRF3100	RF3100	11 pt.	Manila	250	95
FIRF3105	RF3105	14 pt.	Manila	250	130

Reinforced Tab



REINFORCED TAB-FULL CUT 8 embossed score marks. 4 sets of slits. Folder front undercut.

Letter Size- Overall Size: 9½ x 12¼ Body: 9½ x 11¾ *DF=9"H drop front

Item #	Ref #	Sub Wt.	Color	Qty/Bx	Qty/Ctn	Lb/Ctn
F20100	F1190	11 pt.	Manila	100	500	43.0
F20100 DF	F1190 DF*	11 pt.	Manila	100	500	43.0
F20000	F1590	14 pt.	Manila	50	250	29.0
F20000 DF	F1590 DF*	14 pt.	Manila	50	250	29.0
F20200	FK 1190	11 pt.	Kraft	100	500	43.0
F22000	F1190 Blu	11 pt.	Blue	100	500	43.0
F22100	F1190 Gol	11 pt.	Goldenrod	100	500	43.0
F22200	F1190 Gra	11 pt.	Gray	100	500	43.0
F22300	F1190 Gre	11 pt.	Green	100	500	43.0
F22400	F1190 Lav	11 pt.	Lavender	100	500	43.0
F22500	F1190 Ora	11 pt.	Orange	100	500	43.0
F22600	F1190 Pin	11 pt.	Pink	100	500	43.0
F22700	F1190 Red	11 pt.	Red	100	500	43.0
F22800	F1190 Whi	11 pt.	White	100	500	43.0
F22900	F1190 Yel	11 pt.	Yellow	100	500	43.0
F22001	F1190 Strl Blu	11 pt.	Sterling Blue	100	500	43.0
F22005	F1190 Strl Bro	11 pt.	Sterling Brown	100	500	43.0
F22002	F1190 Strl Ora	11 pt.	Sterling Orange	100	500	43.0
F22004	F1190 Strl Tan	11 pt.	Sterling Tan	100	500	43.0
F22003	F1190 Strl Vio	11 pt.	Sterling Violet	100	500	43.0
F20040	F1590 Blu	15 pt.	Blue	50	250	29.0
F20041	F1590 Gol	15 pt.	Goldenrod	50	250	29.0
F20042	F1590 Gra	15 pt.	Gray	50	250	29.0
F20043	F1590 Gre	15 pt.	Green	50	250	29.0
F20044	F1590 Lav	15 pt.	Lavender	50	250	29.0
F20045	F1590 Ora	15 pt.	Orange	50	250	29.0
F20046	F1590 Pin	15 pt.	Pink	50	250	29.0
F20047	F1590 Red	15 pt.	Red	50	250	29.0
F20048	F1590 Whi	15 pt.	White	50	250	29.0
F20049	F1590 Yel	15 pt.	Yellow	50	250	29.0

END TAB FOLDERS

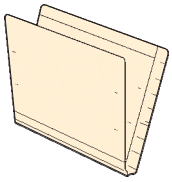
REINFORCED TAB-FULL CUT 8 embossed score marks. 4 sets of slits. Folder front undercut.

Letter Size- Overall Size: 9½ x 12¼ Body: 9½ x 11¾ *DF=9"H drop front

Item #	Ref #	Sub Wt.	Color	Qty/Bx	Qty/Ctn	Lb/Ctn
F20100 BP	F1190 BP	11 pt.	Manila	—	400	38.0
F20000 BP	F1590 BP	14 pt.	Manila	—	300	23.0

Legal Size- Overall Size: 9½ x 15¼ Body: 9½ x 14¾ *DF=9"H drop front

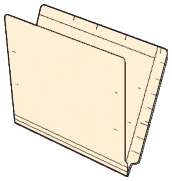
Item #	Ref #	Sub Wt.	Color	Qty/Bx	Qty/Ctn	Lb/Ctn
F21100	F1290	11 pt.	Manila	100	500	55.0
F21100 DF	F1290 DF*	11 pt.	Manila	100	500	55.0
F23000	F1290 Blu	11 pt.	Blue	100	500	55.0
F23100	F1290 Gol	11 pt.	Goldenrod	100	500	55.0
F23200	F1290 Gra	11 pt.	Gray	100	500	55.0
F23300	F1290 Gre	11 pt.	Green	100	500	55.0
F23400	F1290 Lav	11 pt.	Lavender	100	500	55.0
F23500	F1290 Ora	11 pt.	Orange	100	500	55.0
F23600	F1290 Pin	11 pt.	Pink	100	500	55.0
F23700	F1290 Red	11 pt.	Red	100	500	55.0
F23800	F1290 Whi	11 pt.	White	100	500	55.0
F23900	F1290 Yel	11 pt.	Yellow	100	500	55.0
F21000	F2590	14 pt.	Manila	50	250	38.0



REINFORCED END TAB & TOP-EXTENDED FULL CUT
9 embossed score marks. 4 sets of slits. Folder front undercut. Scored for 1⅜" expansion.

Letter Size- Overall: 9½ x 12¼ Body: 9½ x 11¾

Item #	Ref #	Sub Wt.	Color	Qty/Bx	Qty/Ctn	Lb/Ctn
F40100	F1190 RTS	11 pt.	Manila	100	500	46.0
F40101	F1590 RTS	14 pt.	Manila	50	250	31.0



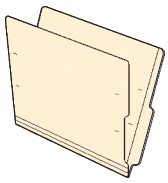
DUAL TAB "SHORT"-FULL CUT Reinforced end tab and top edge. 8 embossed score marks on end tab and 4 on top tab. 4 sets of slits. Folder front undercut.

Letter Size- Overall: 9½ x 12 Body: (9"H drop front) x 11¼

Item #	Ref #	Sub. Wt.	Color	Qty/Bx	Qty/Ctn	Lb/Ctn
F20161	F1197	11 pt.	Manila	100	500	46.0
F20162	F1497	14 pt.	Manila	50	250	28.0

Legal Size- Overall: 9½ x 15 Body: (9"H drop front) x 14¼

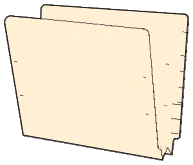
F20164	F2497	14 pt.	Manila	50	250	45.0



REINFORCED TAB-⅖ CUT (BOTTOM) 4 sets of slits. Folder front undercut.

Letter Size- Overall: 9½ x 12¼ Body: 9½ x 11¾

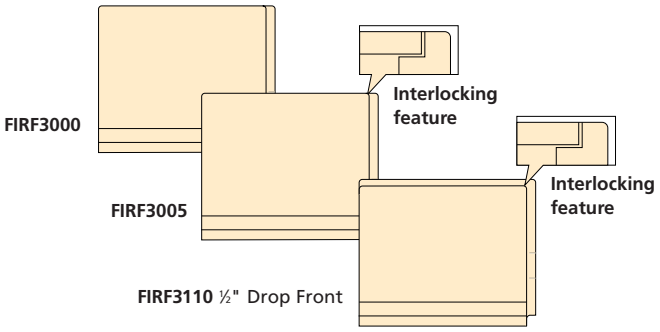
Item #	Ref #	Sub. Wt.	Color	Qty/Bx	Qty/Ctn	Lb/Ctn
F20160	F1195	11 pt.	Manila	100	500	43.0



MANILA EXPANSION (2") 18 pt. full cut end tab with 8 embossed score marks. Folder front undercut. 4 sets of slits. Shipped with W-fold scored, not folded.

Letter Size- Overall: 9½ x 12¼ Body: 9½ x 11¾

Item #	Ref #	Sub. Wt.	Color	Qty/Ctn	Lb/Ctn
F17030	F1800 EX2	18 pt.	Manila	200	27.5

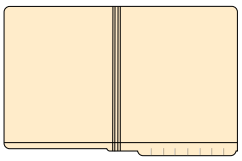


REINFORCED TOP & TAB FEATURING INTERLOCKING DESIGN-FULL CUT Reinforced 1" on top and 2⅛" on right side. Double scored for an expansion ½" to 1⅜".

Overall Size: 9⁹⁄₁₆ x 12¼ Body: 9⁹⁄₁₆ x 11¾ Drop Front 9" H

Item #	Ref #	Sub Wt.	Stock	Qty/Ctn	Wt/M
FIRF3000	RF3000	11 pt.	Manila	500	100
FIRF3005	RF3005	14 pt.	Manila	250	135
FIRF3110	RF3110	11 pt.	Manila	500	100

Economy Folder



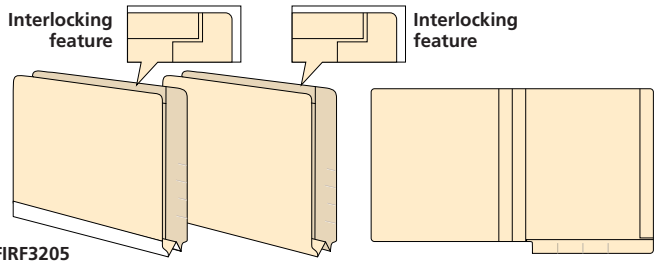
REINFORCED TAB-FULL CUT Scored to expand ¾".

Size- 9½ x 12¼

Item #	Sub Wt.	Stock	Qty/Ctn	Wt/M
RF3400	11 pt.	Manila	500	95

W Folders

- **Reinforced top of 1" and reinforced right side of 2⅛" with interlocking design for RF3200 and RF3205**
- **Reinforced top of 1" and reinforced right side of 1" with *no* interlocking design for RF3210**
- **Available with Tyvek® reinforcement for long lasting shelf life**



FIRF3205 (with Tyvek® Reinforcement)

FIRF3200

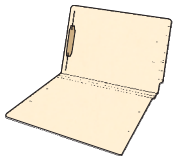
FIRF3210

Size- 9½ x 12¼ 2" Expansion

Item #	Ref #	Sub Wt.	Stock	Qty/Ctn	Wt/M
FIRF3200	RF3200	14 pt.	Manila	100	150
FIRF3205	RF3205	14 pt.	Manila	100	150
FIRF3210	RF3210	14 pt.	Manila	100	150

NOTE: W-Folders are shipped bottoms-flat (not crushed).

Manila Folders with Fasteners

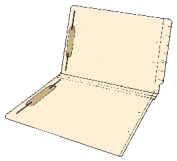


SINGLE TAB-WITH FASTENERS Full cut end tab. 8 embossed score marks. 2" capacity bonded fasteners. Folder front undercut.

Letter Size- Overall: 9½ x 12¼ Body: 9½ x 11¾

Item #	Ref #	Sub Wt.	Color	Position	Qty/Bx	Qty/Ctn	Lb/Ctn
F16402	F1500 F1	14 pt.	Manila	1	50	250	34.0
F16401	F1500 F13	14 pt.	Manila	1 & 3	50	250	35.0

NOTE: See page 14 for fastener position chart.



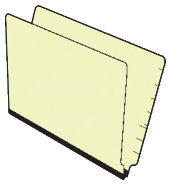
REINFORCED TAB-WITH FASTENERS Full cut end tab. 8 embossed score marks. 2" capacity bonded fasteners installed. Folder front undercut.

Letter Size- Overall: 9½ x 12¼ Body: 9½ x 11¾

Item #	Ref #	Sub Wt.	Color	Position	Qty/Bx	Qty/Ctn	Lb/Ctn
F20102	F1190 F1	11 pt.	Manila	1	50	250	21.0
F19997	F1190 F35	11 pt.	Manila	3 & 5	50	250	26.0
F20101	F1190 F13	11 pt.	Manila	1 & 3	50	250	26.0
F20002	F1590 F1	14 pt.	Manila	1	50	250	34.0
F19998	F1590 F35	14 pt.	Manila	3 & 5	50	250	35.0
F20001	F1590 F13	14 pt.	Manila	1 & 3	50	250	35.0
F20136	F1190 Blu F13	11 pt.	Blue	1 & 3	50	250	26.0
F20137	F1190 Gre F13	11 pt.	Green	1 & 3	50	250	26.0
F20139	F1190 Red F13	11 pt.	Red	1 & 3	50	250	26.0
F20138	F1190 Yel F13	11 pt.	Yellow	1 & 3	50	250	26.0

NOTE: See page 14 for fastener position chart.

Pressboard Expansion Folder

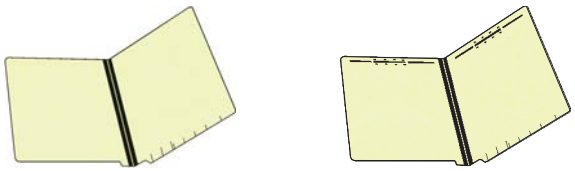


PRESSBOARD EXPANSION (2")-FULL CUT Type II 25 pt. pearl. 8 embossed score marks. Tyvek® gussets. 2" capacity. Folder front undercut.

Letter Size- Overall: 9½ x 12¼ Body: 9½ x 11¾

Item #	Ref #	Sub Wt.	Color	Qty/Bx	Qty/Ctn	Lb/Ctn
F20701	FF 2939	25 pt.	Pearl	25	125	35

Pressboard Folders with Fasteners



PRESSBOARD-WITH FASTENERS Type II 25 pt. pearl. Full cut end tab. 8 embossed score marks. Tyvek® gussets. 2" capacity embedded fasteners installed. Folder front undercut.

Letter Size- Overall: 9½ x 12¼ Body: 9½ x 11¾

Item #	Ref #	Sub Wt.	Color	Position	Qty/Bx	Qty/Ctn	Lb/Ctn
F20105	FF 2939 EF1	25 pt.	Pearl	1	25	125	39.0
F20106	FF 2939 EF13	25 pt.	Pearl	1 & 3	25	125	40.5

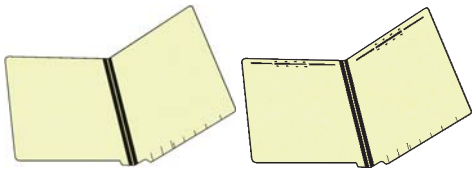
Legal Size- Overall: 9½ x 15¼ Body: 9½ x 14¾

Item #	Ref #	Sub Wt.	Color	Position	Qty/Bx	Qty/Ctn	Lb/Ctn
F21704	FF 2949 EF13	25 pt.	Pearl	1 & 3	25	125	48.0

NOTE: See page 14 for fastener position chart.

END TAB FOLDERS

Pressboard Folders with Fasteners



PRESSBOARD-WITH FASTENERS Type III 25 pt. green. Full cut end tab. 8 embossed score marks. Tyvek® gussets. 2" capacity embedded fastener installed.

Letter Size- Overall: 9½ x 12¼ Body: 9½ x 11¾

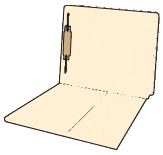
Item #	Ref #	Sub Wt.	Color	Position	Qty/Bx	Qty/Ctn	Lb/Ctn
F20107	—	25 pt.	Green	—	25	125	39.0
F20108	—	25 pt.	Green	1 & 3	25	125	41.0

Legal Size- Overall: 9½ x 15¼ Body: 9½ x 14¾

F21705	—	25 pt.	Green	1 & 3	25	125	48.0

NOTE: See page 14 for fastener position chart.

Manila Folders with Fasteners and Pocket

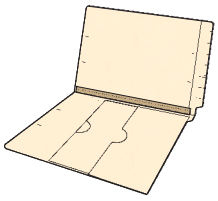


FOLDERS WITH FASTENER AND POCKET Full cut reinforced end tab. 5 embossed score marks. One piece construction. 5¾" x 9" pocket in position 4. 2" capacity bonded fastener installed in position 1. Folder front NOT undercut.

Letter Size- Overall: 9½ x 12¼ Body: (9"H drop front) x 11¾

Item #	Ref#	Sub Wt.	Color	Qty/Bx	Qty/Ctn	Lb/Ctn
F84013	F1752 F1	11 pt.	Manila	50	250	31.0

NOTE: See page 14 for fastener position chart.

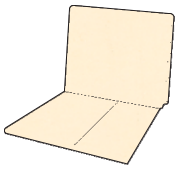


FOLDERS WITH INSTALLED POCKETS AND U-FILE-M™ BINDER STRIP Full cut reinforced end tab. 8 embossed score marks. 11" long U-File-M™ binder strip (22 page capacity). Double pocket (DDP-900; 8½" x 9" pocket with 5" x 9" front pocket) installed in position 4. 3 sets of slits. Folder front undercut.

Letter Size- Overall: 9½ x 12¼ Body: 9½ x 11¾

Item #	Ref #	Sub Wt.	Color	Qty/Bx	Qty/Ctn	Lb/Ctn
F20009	F1590 DDPEM	14 pt.	Manila	50	250	48.0

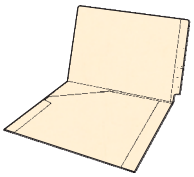
Manila Folders with Pocket



FOLDERS WITH POCKET Full cut reinforced end tab. 5 embossed score marks. One piece construction. 5¾" x 9" pocket in position 4. 2 sets of slits. Folder front NOT undercut.

Letter Size- Overall: 9½ x 12¼ Body: (9"H drop front) x 11¾

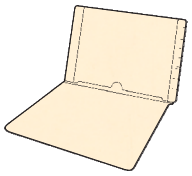
Item #	Ref #	Sub Wt.	Color	Qty/Bx	Qty/Ctn	Lb/Ctn
F84000	F1752	11 pt.	Manila	50	250	26.0
F84100	F1792	14 pt.	Manila	50	250	35.0



FOLDERS WITH POCKET Full cut reinforced end tab. 8 embossed score marks. One piece construction. 9⅜" x 11¾" full pocket on inside folder front. Folder front NOT undercut.

Letter Size- Overall: 9½ x 12¼ Body: 9½ x 11¾

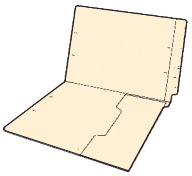
Item #	Ref#	Sub Wt.	Color	Qty/Bx	Qty/Ctn	Lb/Ctn
F84020	F1754	11 pt.	Manila	50	250	34.0
F84040	F1794	14 pt.	Manila	50	250	42.0



FOLDERS WITH POCKET Extended full cut reinforced end tab. 8 embossed score marks. One piece construction. 9½" x 12¼" full pocket with thumb notch on inside folder back. Folder front NOT undercut.

Letter Size- Overall: 9½ x 12¼ Body: 9½ x 11¾

Item #	Ref #	Sub Wt.	Color	Qty/Bx	Qty/Ctn	Lb/Ctn
F84014	F1734	11 pt.	Manila	50	250	32.6

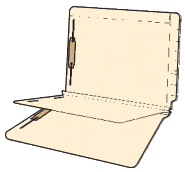


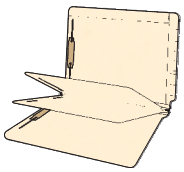
FOLDERS WITH INSTALLED POCKET Full cut reinforced end tab. 8 embossed score marks. Pocket (9 FP; 5" x 9⅜") installed in position 4. 3 sets of slits. Folder front undercut.

Letter Size- Overall: 9½ x 12¼ Body: 9½ x 11¾

Item #	Ref #	Sub Wt.	Color	Qty/Bx	Qty/Ctn	Lb/Ctn
F20147	F11909 FP 4	11 pt.	Manila	50	250	33.0

Barkley Econo-Classifile™ Folders are designed for cost efficiency, providing the same organizing function as pressboard at a savings of 40% or more. Folder strength and durability are assured with laminated construction and poly reinforcement.





END TAB ECONO-CLASSIFILE™ Full cut reinforced end tab and top edge. 8 embossed score marks. Two 2" capacity bonded fasteners in positions 1 and 3. 28 pt. manila (2-ply laminated) dividers with a 1" twin prong fastener. Poly-reinforced expansion gussets.

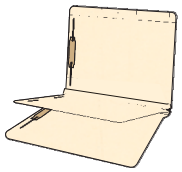
Letter Size- Overall: 9½ x 12¼ Body: 9½ x 11¾

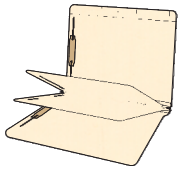
Item #	Ref #	Sub Wt.	Color	Qty/Bx	Qty/Ctn	Lb/Ctn
2" Expansion- 1 Divider						
F14141	**F817 12**	14 pt.	Manila	25	100	25.0
F14141 B	**F817 12**	15 pt.	Blue	25	100	25.0
F14141 R	**F817 12**	15 pt.	Red	25	100	25.0
F14141 G	**F817 12**	15 pt.	Green	25	100	25.0
F14141 Y	**F817 12**	15 pt.	Yellow	25	100	25.0
3" Expansion- 2 Dividers						
F14142	**F817 23**	14 pt.	Manila	15	75	29.0
F14142 B	**F817 23**	15 pt.	Blue	15	75	29.0
F14142 R	**F817 23**	15 pt.	Red	15	75	29.0
F14142 G	**F817 23**	15 pt.	Green	15	75	29.0
F14142 Y	**F817 23**	15 pt.	Yellow	15	75	29.0

Legal Size- Overall: 9½ x 15¼ Body: 9½ x 14¾

2" Expansion- 1 Divider						
F14143	**F819 12**	14 pt.	Manila	25	100	32.0

NOTE: See page 14 for fastener position chart.





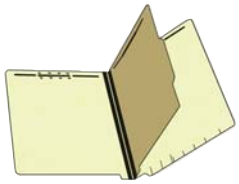
TOP TAB ECONO-CLASSIFILE™ Straight cut reinforced top tab. 4 embossed score marks. Two 2" capacity bonded fasteners in positions 1 & 3. 28 pt. manila (two-ply laminated) dividers with a 1" twin prong fastener. Poly-reinforced expansion gussets.

Letter Size- Overall: 9½ x 11¾ Body: 9 x 11¾

Item #	Ref #	Sub Wt.	Color	Qty/Bx	Qty/Ctn	Lb/Ctn
2" Expansion- 1 Divider						
F14151	**F517 12**	14 pt.	Manila	25	100	25.0
3" Expansion- 2 Dividers						
F14152	**F517 23**	14 pt.	Manila	15	75	21.0

NOTE: See page 14 for fastener position chart.

Barkley Classification Folders conveniently provide ways to segment information within folders. Fast, easy identification and access to contents within each section is possible, eliminating the need for more than one folder for the same subject.



END TAB PRESSBOARD CLASSIFICATION Type II 25 pt. Full cut. 8 embossed score marks. Tyvek® gussets. Two 2" capacity embedded fasteners in positions 1 & 3. 17 pt. Kraft divider with a 1" twin prong fastener in position 1. Divider ⅗ cut right of center. Folder front undercut.

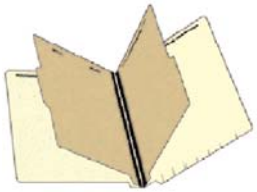
Letter Size- Overall: 9½ x 12¼ Body: 9½ x 11¾

Item #	Ref #	Sub Wt.	Color	Qty/Bx	Qty/Ctn	Lb/Ctn
2" Expansion- 1 Divider						
F24112	**F317 12**	25 pt.	Pearl	15	75	29.0
F21812	**FF 939 12**	25 pt.	Red	15	75	29.0

Legal Size- Overall: 9½ x 15¼ Body: 9½ x 14¾

F24212	**F319 12**	25 pt.	Pearl	15	75	36.0
F21912	**FF 949 12**	25 pt.	Red	15	75	36.0

NOTE: See page 14 for fastener position chart.



END TAB PRESSBOARD CLASSIFICATION Type II 25 pt. Full cut. 8 embossed score marks. Tyvek® gussets. Two 2" capacity embedded fasteners in positions 1 & 3. Two 17 pt. Kraft dividers with a 1" twin prong fastener in position 1 in each divider. Dividers ⅓ cut center and right positions. Folder front undercut.

Letter Size- Overall: 9½ x 12¼ Body: 9½ x 11¾

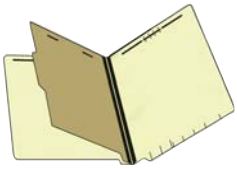
Item #	Ref #	Sub Wt.	Color	Qty/Bx	Qty/Ctn	Lb/Ctn
2" Expansion- 2 Dividers						
F24122	**F317 22**	25 pt.	Pearl	15	75	34.0
F21822	**FF 939 22**	25 pt.	Red	15	75	34.0

Legal Size- Overall: 9½ x 15¼ Body: 9½ x 14¾

F24222	**F319 22**	25 pt.	Pearl	15	75	42.0
F21922	**FF 949 22**	25 pt.	Red	15	75	42.0

NOTE: See page 14 for fastener position chart.

CLASSIFICATION FOLDERS

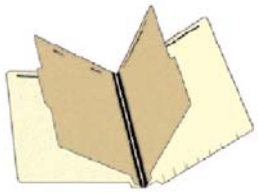


END TAB PRESSBOARD CLASSIFICATION Type III 25 pt. Full cut. 8 embossed score marks. Tyvek® gussets. Two 2" capacity embedded fasteners in positions 1 & 3. One 17pt. Kraft divider with a 1" twin prong fastener in position 1. Divider is ⅓ cut center. Folder front undercut.

Letter Size- Overall: 9½ x 12¼ Body: 9½ x 11¾

Item #	Ref #	Sub Wt.	Color	Qty/Bx	Qty/Ctn	Lb/Ctn
2" Expansion- 1 Divider						
F24113	—	25 pt.	Green	15	75	34.0
F24114	—	25 pt.	Red	15	75	34.0
Legal Size- Overall: 9½ x 15¼ Body: 9½ x 14¾						
F24213	—	25 pt.	Green	15	75	34.0
F24214	—	25 pt.	Red	15	75	34.0

NOTE: See page 14 for fastener position chart.



END TAB PRESSBOARD CLASSIFICATION Type III 25 pt. Full cut. 8 embossed score marks. Tyvek® gussets. Two 2" capacity embedded fasteners in positions 1 & 3. Two 17pt. Kraft dividers with a 1" twin prong fastener in position 1 in each divider. Dividers ⅓ cut center and right positions. Folder front undercut.

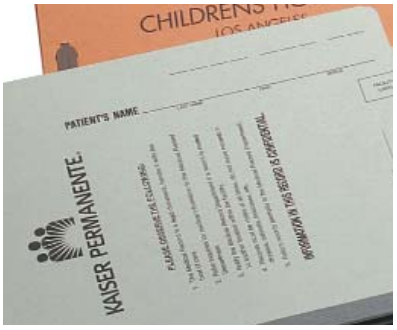
Letter Size- Overall: 9½ x 12¼ Body: 9½ x 11¾

Item #	Ref #	Sub Wt.	Color	Qty/Bx	Qty/Ctn	Lb/Ctn
3" Expansion- 2 Dividers						
F24123	—	25 pt.	Green	15	75	34.0
F24124	—	25 pt.	Red	15	75	34.0
Legal Size- Overall: 9½ x 15¼ Body: 9½ x 14¾						
F24223	—	25 pt.	Green	15	75	42.0
F24224	—	25 pt.	Red	15	75	42.0

NOTE: See page 14 for fastener position chart.

for your consideration...

We'll make the perfect solution!

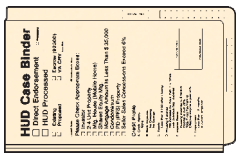


When a stock solution doesn't meet the requirements or if value-added features can enhance the solution; Barkley/Century Index shelf-filing products can create the perfect solution. To solve the filing challenge, products can be customized or manufactured to meet and exceed anyone's expectations.

See pages 57-60 for more details.

Barkley Casebinders organize documents in chronological order. The unique flap with a fastener assures that the first page in the file is always in front. Special **HUD Casebinders** meet required government specifications.

End Tab Casebinders



HUD CASEBINDERS 15 pt. calendered acid-free manila stock. Full cut end tab. Standard printed format in black ink. Two 2" capacity bonded fasteners in positions 1 & 3. Folder front NOT undercut.

Legal Size- Overall: 9½ x 15¼ Body: (8¾" H drop front) x 14½

Item #	Ref #	Sub Wt.	Color	Qty/Bx	Qty/Ctn	Lb/Ctn
F15000	FHUD 200	15 pt.	Manila	50	250	37.0

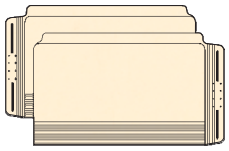
NOTE: See page 14 for fastener position chart.

CASEBINDERS Full cut end tab. 8 embossed score marks. Folder front NOT undercut. 13 score lines for 2" expansion. Scored earflap with 2" capacity embedded fastener. Scored earflap always on left side of folder opposite end tab. Double-thick construction folder back.

Legal Size- Overall: 9½ x 15½ Body: 9½ x 14¾

Item #	Ref #	Sub Wt.	Color	Qty/Bx	Qty/Ctn	Lb/Ctn
F14130	FCB 25S Mla	14 pt.	Manila	50	250	55.0
F14131	FCB 25S Blu	15 pt.	Blue	50	250	55.0
F14132	FCB 25S Gol	15 pt.	Goldenrod	50	250	55.0
F14133	FCB 25S Gra	15 pt.	Gray	50	250	55.0
F14134	FCB 25S Gre	15 pt.	Green	50	250	55.0
F14135	FCB 25S Red	15 pt.	Red	50	250	55.0

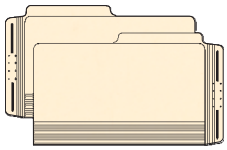
Top Tab Casebinders



STRAIGHT CUT 13 score lines for 2" expansion. Scored earflap with 2" capacity embedded fastener. Scored earflaps alternate on left and right of folder. Double-thick construction folder back. Folder front NOT undercut.

Legal Size- Overall: 10 x 14¾ Body: 9¼ x 14¾

Item #	Ref #	Sub Wt.	Color	Qty/Bx	Qty/Ctn	Lb/Ctn
F14120	FCB 25 Mla	14 pt.	Manila	50	250	55.0
F14121	FCB 25 Blu	15 pt.	Blue	50	250	55.0
F14122	FCB 25 Gol	15 pt.	Goldenrod	50	250	55.0
F14123	FCB 25 Gray	15 pt.	Gray	50	250	55.0
F14124	FCB 25 Green	15 pt.	Green	50	250	55.0
F14125	FCB 25 Red	15 pt.	Red	50	250	55.0



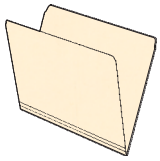
1/2 CUT-ASSORTED 13 score lines for 2" expansion. Scored earflap with 2" capacity embedded fastener. Scored earflaps alternate on left and right of folder. Double-thick construction folder back. Folder front NOT undercut.

Legal Size- Overall: 10 x 14¾ Body: 9¼ x 14¾

Item #	Ref #	Sub Wt.	Color	Qty/Bx	Qty/Ctn	Lb/Ctn
F14220	FCB 25 1/2Mla	14 pt.	Manila	50	250	55.0
F14221	FCB 25 1/2Blu	15 pt.	Blue	50	250	55.0
F14222	FCB 25 1/2Gol	15 pt.	Goldenrod	50	250	55.0
F14223	FCB 25 1/2Gray	15 pt.	Gray	50	250	55.0
F14224	FCB 25 1/2Green	15 pt.	Green	50	250	55.0
F14225	FCB 25 1/2Red	15 pt.	Red	50	250	55.0

TOP TAB FOLDERS

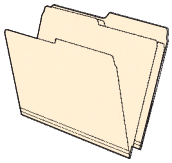
Barkley Top Tab Folders are the most recognized filing folder system. Folder tabs are available in a variety of tab positions for staggered filing.



STRAIGHT CUT-SINGLE TAB

Letter Size- Overall: 9½ x 11¾ Body: 9 x 11¾

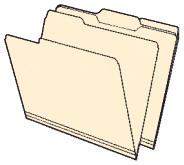
Item #	Ref #	Sub Wt.	Color	Qty/Bx	Qty/Ctn	Lb/Ctn
F10100	F5412	11 pt.	Manila	100	500	40.0
F10400	F5414	14 pt.	Manila	100	500	50.0



1/2 CUT-SINGLE TAB (ASSORTED POSITIONS)

Letter Size- Overall: 9½ x 11¾ Body: 9 x 11¾

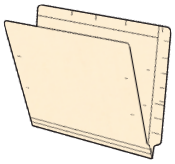
Item #	Ref #	Sub Wt.	Color	Qty/Bx	Qty/Ctn	Lb/Ctn
F10120	F5412 1/2	11 pt.	Manila	100	500	40.0



1/3 CUT-SINGLE TAB (ASSORTED POSITIONS) Folder front undercut.

Letter Size- Overall: 9½ x 11¾ Body: 9 x 11¾

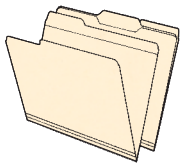
Item #	Ref #	Sub Wt.	Color	Qty/Bx	Qty/Ctn	Lb/Ctn
F10130	F5412 1/3	11 pt.	Manila	100	500	40.0



DUAL TAB "SHORT" (STRAIGHT CUT) Reinforced top tab and end tab. 4 embossed score marks on top tab and 8 on end tab. 4 sets of slits. End tab folder front undercut.

Letter Size- Overall: 9½ x 12 Body: 9 x 11¼

Item #	Ref #	Sub Wt.	Color	Qty/Bx	Qty/Ctn	Lb/Ctn
F20161	F1197	11 pt.	Manila	100	500	46.0
F20162	F1497	14 pt.	Manila	50	250	28.0
Legal Size- Overall: 9½" x 15 Body: 9 x 14¼						
F20164	F2497	14 pt.	Manila	50	250	45.0

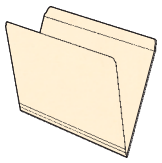


1/3 CUT-REINFORCED TAB (ASSORTED POSITIONS)

Folder front undercut.

Letter Size- Overall: 9½ x 11¾ Body: 9 x 11¾

Item #	Ref #	Sub Wt.	Color	Qty/Bx	Qty/Ctn	Lb/Ctn
F10134	F1139	11 pt.	Manila	100	500	43.0



STRAIGHT CUT-REINFORCED TAB Manila and Kraft folder fronts undercut. Color folder fronts not undercut.

Letter Size- Overall: 9½ x 11¾ Body: 9 x 11¾

Item #	Ref #	Sub Wt.	Color	Qty/Bx	Qty/Ctn	Lb/Ctn
F10110	F1119	11 pt.	Manila	100	500	43.0
F10210	FK 1119	11 pt.	Kraft	100	500	43.0
F12010	F1119 BLU	11 pt.	Blue	100	500	43.0
F12110	F1119 GOL	11 pt.	Goldenrod	100	500	43.0
F12210	F1119 GRA	11 pt.	Gray	100	500	43.0
F12310	F1119 GRE	11 pt.	Green	100	500	43.0
F12410	F1119 LAV	11 pt.	Lavender	100	500	43.0
F12510	F1119 ORA	11 pt.	Orange	100	500	43.0
F12610	F1119 PIN	11 pt.	Pink	100	500	43.0
F12710	F1119 RED	11 pt.	Red	100	500	43.0
F12810	F1119 WHI	11 pt.	White	100	500	43.0
F12910	F1119 YEL	11 pt.	Yellow	100	500	43.0
Legal Size- Overall: 9½ x 14¾ Body: 9 x 14¾						
F11110	F1219	11 pt.	Manila	100	500	55.0

Radiology Report Folder

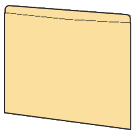
Single edge straight cut top tab. Standard printed format in black ink on folder front and tab. Used in medical records report filing.

Letter Size- Overall: 9½ x 12¼ Body: 8⅞ x 12¼

Item #	Ref #	Description	Qty/Bx	Qty/Ctn	Lb/Ctn
F15791	FRF 5412	Printed	100	500	40.0
F15790	FRF 5412F1	2" Bonded Fastener Pos. 1	50	250	22.0
F70000	FRF 150T	Adhesive Strips- To shingle mount 15 reports	100	500	40.0

Customize Your Products
See Customization Section

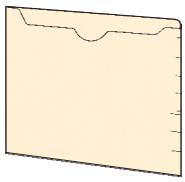
Barkley File Jackets secure documents that cannot be hole-punched and are of varying sizes. Accessing items requires minimal filing and retrieval effort because the documents are not attached to a folder. Three closed sides are available for additional security. Two closed sides and angle-cut fronts provide the easiest access to, and fastest retrieval of, jacket contents.



FLAT JACKETS-SINGLE TAB

Letter Size- Overall: 9½ x 11¾ Body: 8¾ x 11¾

Item #	Ref #	Sub Wt.	Color	Qty/Bx	Qty/Ctn	Lb/Ctn
F70006	FEP 1	6 pt.	Manila Kraft	250	1000	42.0
F70906	FEP 2 Kraft	6 pt.	Golden Kraft	250	1000	42.0
F70916	FEP 2 Whi	6 pt.	White Kraft	250	1000	42.0
F70100	FFP 1	11 pt.	Manila (8⅞"H)	100	500	50.0



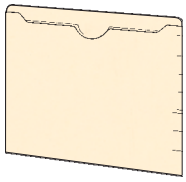
FLAT-SINGLE TOP EDGE Straight cut. 8 embossed score marks. Open top. Thumb cut.

Letter Size- Overall: 9½ x 12¼ (9" H drop front)

Item #	Ref #	Sub Wt.	Color	Qty/Bx	Qty/Ctn	Lb/Ctn
F74200	FFP 12	11 pt.	Manila	100	500	52.5

Legal Size- Overall: 9½ x 15¼ (9" H drop front)

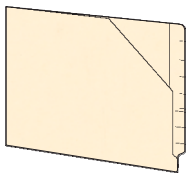
F75200	FFP 22	11 pt.	Manila	100	500	57.5



FLAT-REINFORCED TOP EDGE Straight cut. 8 embossed score marks. Open top. Thumb cut.

Letter Size- Overall: 9½ x 11¾ (8⅞ H drop front)

Item #	Ref #	Sub Wt.	Color	Qty/Bx	Qty/Ctn	Lb/Ctn
F74100	FFP 11	11 pt.	Manila	100	500	52.50

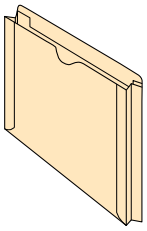


FLAT-REINFORCED TAB Full cut end tab. 8 embossed score marks. Open top and end. Diagonal cut front.

Letter Size- Overall: 9½ x 12¼ Body: 9½ x 11¾

Item #	Ref #	Sub Wt.	Color	Qty/Bx	Qty/Ctn	Lb/Ctn
F70110	FFPS 11	11 pt.	Manila	100	500	48.0

Expanding File Jackets

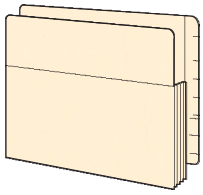


EXPANDING FILE JACKETS 1" reinforced tab. Thumb-cut front for easy content removal. Full gusset. Closed corners. Closed on three sides to prevent contents from sliding out.

Item #	Size	Sub Wt.	Stock	Qty/Ctn	Lbs/M
E9214	9½ x 11¾ x 1	11 pt.	Manila	100	100
E9216	9½ x 11¾ x 1½	11 pt.	Manila	100	100
E9220	9½ x 11¾ x 2	11 pt.	Manila	100	100
E9232	9½ x 14¾ x 1	11 pt.	Manila	100	120
E9235	9½ x 14¾ x 1½	11 pt.	Manila	100	120
E9240	9½ x 14¾ x 2	11 pt.	Manila	100	120

EXPANSION POCKETS

End Tab Expansion Pockets



EXPANSION-MANILA FRONT/BACK Double thickness front and back. Full cut end tab. 8 embossed score marks. 6½"H gussets are mylar reinforced on inside top. Pocket front scored.

Letter Size- Overall: 9½ x 12½ Body: (9" H drop front) x 11¾

Item #	Ref #	Sub Wt.	Gusset	Qty/Bx	Lb/Ctn
1¾" Expansion					
F77000	FMET 514	11 pt.	Paper	50	44.0
F77200	FMET 514TK	11 pt.	Tyvek®	50	44.0

Tyvek® gussets are mylar reinforced. Standard Tyvek® gusset color is brown.

3½" Expansion					
F77001	FMET 534	11 pt.	Paper	25	28.0
F77201	FMET 534TK	11 pt.	Tyvek®	25	28.0

Tyvek® gussets are mylar reinforced. Standard Tyvek® gusset color is brown.

5¼" Expansion					
F77002	FMET 554	11 pt.	Paper	25	28.0
F77202	FMET 554TK	11 pt.	Tyvek®	25	28.0

Tyvek® gussets are mylar reinforced. Standard Tyvek® gusset color is brown.

Legal Size- Overall: 9½ x 15½ Body: (9" H drop front) x 14¾

1¾" Expansion					
F77100	FMET 516	11 pt.	Paper	50	52.0
F77203	FMET 516TK	11 pt.	Tyvek®	50	52.0

Tyvek® gussets are mylar reinforced. Standard Tyvek® gusset color is brown.

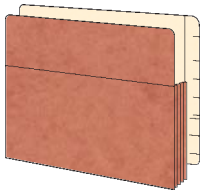
3½" Expansion					
F77101	FMET 536	11 pt.	Paper	25	32.0
F77204	FMET 536TK	11 pt.	Tyvek®	25	32.0

Tyvek® gussets are mylar reinforced. Standard Tyvek® gusset color is brown.

5¼" Expansion					
F77102	FMET 556	11 pt.	Paper	25	32.0
F77205	FMET 556TK	11 pt.	Tyvek®	25	32.0

Tyvek® gussets are mylar reinforced. Standard Tyvek® gusset color is brown.

End Tab Expansion Pockets



EXPANSION-REDROPE FRONT/MANILA BACK Double thickness front and back. Full cut end tab. 8 embossed score marks. 6½"H gussets are mylar reinforced on inside top. Pocket front scored.

Letter Size- Overall: 9½ x 12½ Body: (9"H drop front) x 11¾

Item #	Ref #	Sub Wt.	Gusset	Qty/Bx	Lb/Ctn
1¾" Expansion					
F77003	FRET 514	11 pt.	Paper	50	44.0
F77206	FRET 514TK	11 pt.	Tyvek®	50	44.0

Tyvek® gussets are mylar reinforced. Standard Tyvek® gusset color is brown.

3½" Expansion					
F77004	FRET 534	11 pt.	Paper	25	28.0
F77207	FRET 534TK	11 pt.	Tyvek®	25	28.0

Tyvek® gussets are mylar reinforced. Standard Tyvek® gusset color is brown.

5¼" Expansion					
F77005	FRET 554	11 pt.	Paper	25	28.0
F77208	FRET 554TK	11 pt.	Tyvek®	25	28.0

Tyvek® gussets are mylar reinforced. Standard Tyvek® gusset color is brown.

Legal Size- Overall: 9½ x 15½ Body: (9" H drop front) x 14¾

1¾" Expansion					
F77103	FRET 516	11 pt.	Paper	50	52.0
F77209	FRET 516TK	11 pt.	Tyvek®	50	52.0

Tyvek® gussets are mylar reinforced. Standard Tyvek® gusset color is brown.

3½" Expansion					
F77104	FRET 536	11 pt.	Paper	25	32.0
F77210	FRET 536TK	11 pt.	Tyvek®	25	32.0

Tyvek® gussets are mylar reinforced. Standard Tyvek® gusset color is brown.

5¼" Expansion					
F77105	FRET 556	11 pt.	Paper	25	32.0
F77211	FRET 556TK	11 pt.	Tyvek®	25	32.0

Tyvek® gussets are mylar reinforced. Standard Tyvek® gusset color is brown.

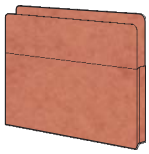
Pocket Colors

*Standard Color—all other colors are available as a custom when purchased in minimum quantities. Call for pricing.

Tyvek® Gusset Colors

*Standard Color—all other colors are available as a custom when purchased in minimum quantities. Call for pricing.

Top Tab Expansion Pockets



EXPANSION POCKETS-REDROPE FRONT/BACK Straight cut top tab. 11 pt. stock. Double thickness front and back. Manila lined. 6½"H paper gussets mylar reinforced on inside top.

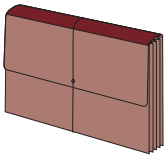
Letter Size- Overall: 9½ x 11¾ Body: 9 x 11¾

Item #	Ref #	Expansion	Qty/Bx	Lb/Ctn
F77045	**FRTT 514**	1¾"	50	44.0
F77046	**FRTT 534**	3½"	25	28.0
F77047	**FRTT 554**	5¼"	25	28.0

Legal Size- Overall: 9½ x 14¾ Body: 9 x 14¾

F77145	**FRTT 516**	1¾"	50	52.0
F77146	**FRTT 536**	3½"	25	32.0
F77147	**FRTT 556**	5¼"	25	32.0

Expansion Envelope



EXPANSION ENVELOPE-REDROPE FRONT & FLAP/MANILA LINERS Double thickness front and back. Brown Tyvek® gussets, heavy duty elastic closure, Tyvek® reinforcement across flap for added strength and durability.

Legal Size- Overall: 10 x 15

Item #	Ref #	Expansion	Qty/Bx	Lb/Ctn
F78010	—	3½"	50	24.0
F78015	—	5¼"	50	25.0

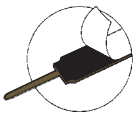
for your consideration...

Find the perfect solution with customization, we'll make it!

When a stock solution doesn't meet the requirements or if value-added features can enhance the solution; Barkley/Century Index shelf-filing products can create the perfect solution. To solve the filing challenge, products can be customized or manufactured to meet and exceed anyone's expectations.

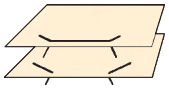
See page 57-60 for more details.

Fasteners



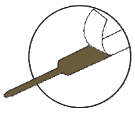
FOAMCLIP® FASTENERS Pressure-sensitive.

Item #	Ref #	Capacity	Qty/Bx	Lb/Bx
F30001	FPSF 100B	1½"	100	0.9



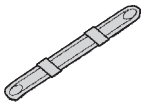
TWIN PRONG FASTENERS/DUO-CLIP—1" and 2" capacity metal clips allow for use of both sides of a folder or divider by inserting the prongs through slits and folding back on the side of the prong. Also available as stock item - 100/box.

Item #	Ref #	Capacity	Qty/Bx	Lb/Bx
F30004	FDF 1	½" & 1"	100	0.5
F30006	FDF 2	1½" & 2"	100	0.5



PRESSTIK® FASTENERS Pressure-sensitive.

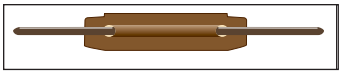
Item #	Ref #	Capacity	Qty/Bx	Qty/Ctn	Lb/Ctn
FSA 1	FSA 1	1"	100	2500	25.0
FSA 2	FSA 2	2"	100	2500	30.0



COMPRESSORS FOR FASTENERS

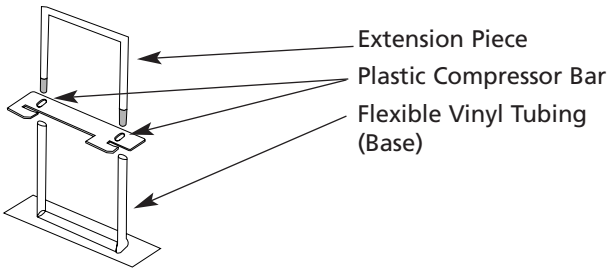
Item #	Ref #	Description	Qty/Bx	Lb/Bx
F35000	F11 C	2¾" centers	100	0.5

NOTE: Compressors do not include fastener. Order separately.



PERMCLIP™ REINFORCER—The latest in permanent 2" capacity fasteners, the reinforcer is bonded onto a wide, pressure-sensitive base to offer additional support for heavy or bulky files. Also available as stock item - 100/box.

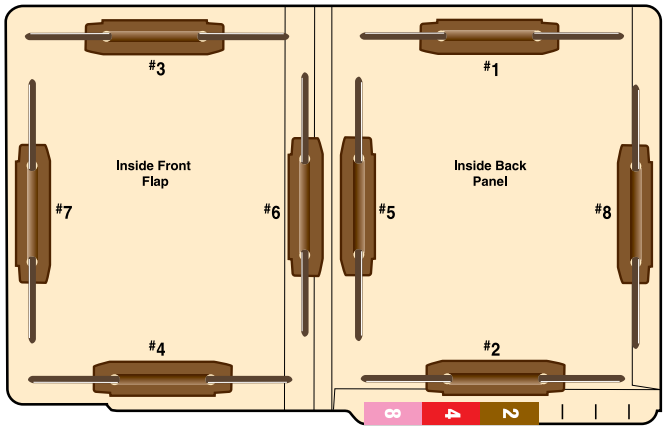
Item #	Ref #	Capacity	Lb/Box	Qty/Box
F30002	FR22B 100B	2"	1.4	100



U-Clip Fastener A unique plastic fastener that converts any file folder into a loose-leaf format. Its flexible 2-piece construction attaches in seconds to any type of file folder. The 5" plastic legs permit pages to be removed and inserted without disturbing preceding pages. When not in use, U-Clip Fastener firmly secures documents.

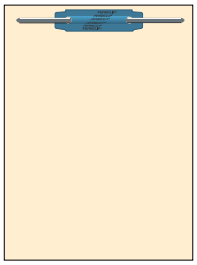
Item #	Capacity	Lb/Box	Qty/Box
F30007 (Set)	5"	3	100
F30009 (Base)			100
F30010 (Extension)			100
F30011 (Compressor)			100

Fastener Position Chart



Illustrated are standard fastener positions for all folders

Fileback

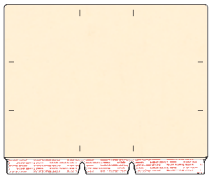


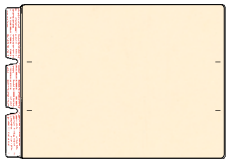
Chartback Dividers

Overall Size- 8½ x 11½

Item #	Ref #	Stock	Clip	Qty/Ctn
CB1798		11 pt. Manila	2" Permclip	250

Fileback Dividers

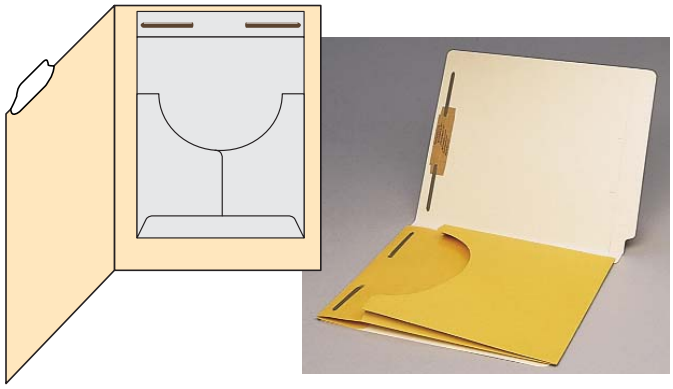




ATTACH-A-DIVIDERS™ Pressure-sensitive adhesive tape.
4 sets of slits (tape long side) or 2 sets of slits (tape short side).

Item #	Ref #	Pt.	Color	Qty/Bx	Lb/Bx
Tape on Long Side					
Letter Size- Overall: 8½ x 11¼ Plus ⅞" Tape Flap					
F34100	**FPS 136L**	11	Manila	250	10.0
Legal Size- Overall: 8½ x 14¼ Plus ⅞" Tape Flap					
F36100	**FPS 236L**	11	Manila	250	13.0
Tape on Short Side					
Letter Size- Overall: 8½ x 11¼ Plus ⅞" Tape Flap					
F34200	**FPS 136S**	11	Manila	250	10.0

Pockets

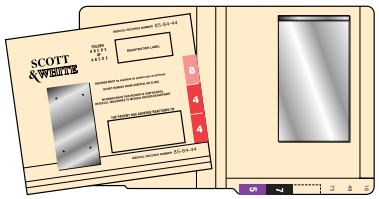


FASTEN-A-POCKET™ Pocket accommodates letter or legal size documents.

Item #	Ref #	Pocket Size	Wt/Color	Qty/Bx	Lb/Ctn
F76006	**FFAP 1**	11¾ x 8¾	40 lb. Brown Kraft	100	10
F76007		11¾ x 8¾	40 lb. Grey Kraft	100	10
F76008		11¾ x 8¾	11 pt. Manila	100	10

FOLDER ACCESSORIES

Poly Pockets

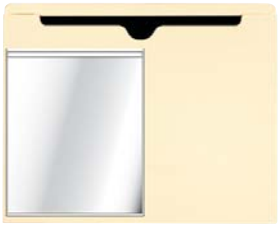


POCKETS-5 MIL. POLYETHYLENE Perfect for filing and organizing I.D. cards, microfiche, index cards and other materials. Constructed from 5 mil high clarity polyethylene. Adhesive backing for easy attachment. Available loose or factory installed. Custom Sizes available—25,000 piece minimum. Vinyl pockets available.

Item #	Ref #	Outside Dim.	Inside Dim.	Qty/Ctn	Lb/Ctn
PK5100	FPP 3 1/4	3 x 3¾	2½ x 3¼	100	5
PK5105	FPP 5	4¼ x 5 9/16	3 11/16 x 4½	100	11
PK5110	FPP 6	6⅞ x 5¼	6 3/16 x 4 3/16	100	14
F00093	FPP 8 3/4	9¼ x 6⅜	8⅝ x 5 9/16	100	2.1
PK5115	FPP 6 1/2	5 x 7 5/16	4 7/16 x 6½	100	14
PK5120	—	6 x 9¼	5½ x 8¾	100	23
PK5125	—	9¼ x 11¼	8¾ x 10¾	100	22

First Dimension is the open side.

Vinyl Pockets



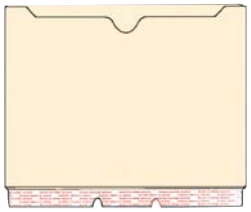
VINYL POCKET (self-adhesive) 8 guage pocket features thumb cut and stress relief contours for extended life. Just remove backing and place pocket anywhere.

Item #	Ref #	Outside Dim.	Inside Dim.	Qty/Ctn	Wt/Ctn
F55800	—	2½ x 3¾	3¼ x 2	100	5
F55805	—	5½ x 3½	3 x 5	100	10
F55810	—	6½ x 4½	4 x 6	100	14
F55815	—	9 x 5¾	5¼ x 8½	100	23
F55820	—	9 x 11½	8¾ x 11	100	25

Pockets—Ziplock (self-adhesive)

POCKETS—Ziplock (self-adhesive) This sturdy ziplock self adhesive pocket stores CD's, diskettes and documents safely.

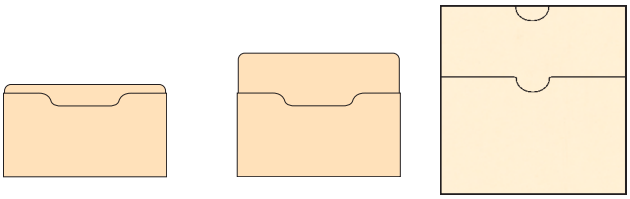
Item #	Ref #	Outside Dim.	Inside Dim.	Qty/Ctn	Wt/Ctn
F55900	—	5½ x 6¼	5 x 5¼	100	1
F55905	—	6½ x 10	6 x 9	100	2
F55910	—	9½ x 13	9 x 12	100	3



ATTACH-A-POCKETS™ Pressure-sensitive adhesive tape on long side.

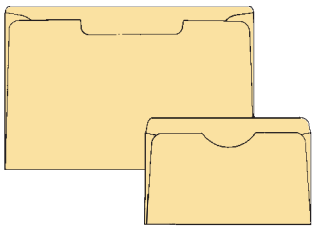
Letter Size- Overall: 8¾ x 11¼ Plus ⅞" Tape Flap

Item #	Ref #	Pt.	Color	Qty/Bx	Qty/Ctn	Lb/Ctn
F34300	FPS 40	11	Manila	50	250	22.0



POCKETS-11pt. MANILA Use tape dispenser to install pockets. All pockets open along width measurement. Pocket size is inside dimension.

Item #	Ref #	Pocket Size	Front Pocket	Qty/Bx	Qty/Ctn	Lb/Ctn
F92003	F9 FP	5 x 9⅜	-	250	1000	38.0
F92007	F8 FP	6½ x 8⅞	-	250	1000	38.0
F92004	FDDP 825	8⅝ x 8¼	5"H	-	500	35.0
F92005	FDDP 900	8½ x 9	5"H	-	500	35.0

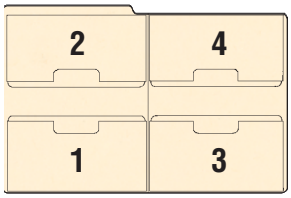


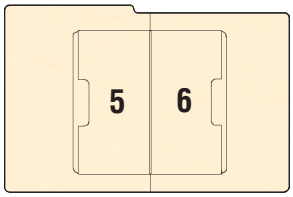
POCKETS-6 pt. KRAFT Use tape dispenser to install pockets. All pockets open along width measurement. Pocket size is inside dimension.

Item #	Ref #	Pocket Size	Qty/Bx	Qty/Ctn	Lb/Ctn
F92001	F6 EP	4 x 6⅛	500	2500	23.2
F92002	F9 EP	6 x 9¼	500	2500	44.3

Pocket Positions

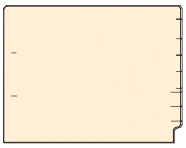
Factory installed pockets help you organize the contents within your folder. Pockets are designed to store photos, charge out slips, lab reports, microfiche and any other small, odd-sized item.





Conversion Products, like file backs and Attach-A-Tabs®, provide end tabs for existing top tab folders, simplifying the transition from drawer files to open shelf equipment. This is a practical approach to use when existing folders or file pockets are too expensive to replace or have special printing or other important information written on them. Using conversion products eliminates the time consuming effort of transferring file after file of documents from old to new folders, as well as the expense of discarding existing folders. **File Backs** are available with slits for placement on fasteners in the folder or with pressure-sensitive adhesive strips for affixing to the inside back of the folder. **Attach-A-Tabs®** are designed to wrap around both sides of the folder back and are also applied with pressure-sensitive adhesive.

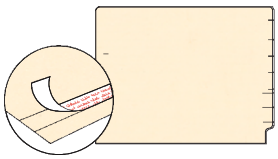
Conversion Products



CONVERSION FILE BACKS Full cut single end tab. 8 embossed score marks. 1 set of slits.

Letter Size- Overall: 9½ x 12¼ Body: 9½ x 14¾

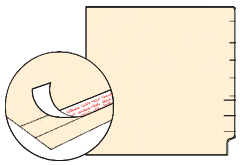
Item #	Ref #	Sub Wt.	Color	Qty/Bx	Lb/Bx
F35100	F109	11 pt.	Manila	250	10.0
Legal Size- Overall: 9½ x 15¼ Body: 9½ x 14¾					
F37100	F110	11 pt.	Manila	250	13.0



CONVERSION FILE BACKS-Pressure-sensitive Full cut single end tab with pressure-sensitive adhesive tape on back of short side. 8 embossed score marks. 1 set of slits.

Letter Size- Overall: 9½ x 12¼ Body: 9½ x 11¾

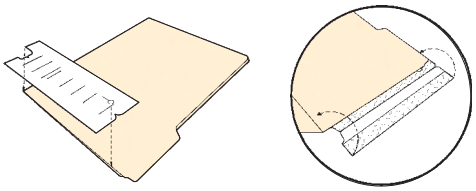
Item #	Ref #	Sub Wt.	Color	Qty/Pk	Lb/Pk
F33700	FPS 109	11	Manila	250	10.0



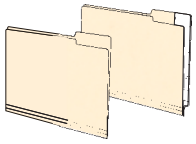
CONVERSION FILE BACKS-Pressure-sensitive Full cut single end tab with pressure-sensitive adhesive tape on back of short side. 8 embossed score marks.

Letter Size- Overall: 8¾ x 9¼ Body: 8¾ x 8¾

Item #	Ref #	Sub Wt.	Color	Qty/Pk	Lb/Pk
F33701	FPS 834	11 pt.	Manila	250	6.3

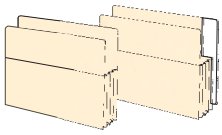


Application of color code labels to flat Attach-A-Tab® is not recommended. (Conversion tab may lift or separate from folder or pocket if labels are applied in this incorrect manner.)



FOLDER ATTACH-A-TABS® Heavyweight 10 pt. coated white tag stock. Pressure-sensitive adhesive-backed end tab converts top tab folder to end tab folder.

Item #	Ref #	Sub Wt.	Color	Qty/Pk	Lb/Pk
F00098	F1198	10 pt.	White	250	3.8



POCKET ATTACH-A-TABS® Heavyweight 10 pt. coated white tag stock. Pressure-sensitive adhesive-backed end tab converts top tab pocket to end tab pocket. Scored and perforated to fit pockets with 5½"H or 6½"H gussets.

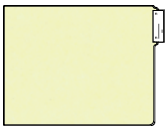
Item #	Ref #	Sub Wt.	Color	Qty/Pk	Lb/Pk
F00099	F1199	10 pt.	White	250	3.8

The file out-guide presents a positive means of controlling files removed from the file area. The out tab system provides a visual alert to hasten the return of files.

Simple efficiency… when all or part of a file is removed, the guide is placed in the file. The large pocket will either hold the remaining files or it will accumulate other data while the folder is out. A charge-out slip containing all pertinent information is placed in the smaller pocket.

Color coding… the vivid colors stand out in the file rows. They may represent a department, individual, date an item was taken out of the file, etc.

End Tab Guides



GUIDES 25pt. Type II pearl pressboard. Tabs in top position. 25 division alphabetic black print on white inserts pre-inserted or blank white inserts.
A metal tab includes insert and clear mylar window facing.

Plastic Tab: 2½" x ¾" Dual View®

Metal Tab: 1¾" x ⅝" Dual Window

Super Letter- Body: 9½ x 12¼ - Plus Tab

Item #	Ref #	Color	Tab	Qty/Set	Qty/Bx	Lb/Set
Guide Sets- Alphabetic (A-Z)						
F68655	**F211 25 98**	Clear	Plastic	25	-	4.5
Guides- Blank Inserts						
F68666	**F211 98 1**	Clear	Plastic	-	25	4.5

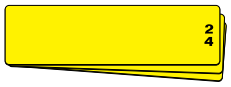
Super Legal- Body: 9½ x 15¼ - Plus Tab

Guide Sets- Alphabetic (A-Z)						
F69655	**F221 25 98**	Clear	Plastic	25	-	5.0
Guides- Blank Inserts						
F69635	**F221 98 1**	Clear	Plastic	-	25	5.0

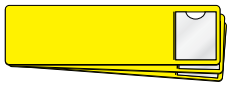
Filing Guides

Files can grow without having to renumber or change fixed dividers.

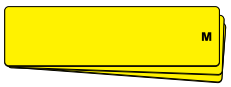
- **Yellow rigid vinyl construction**
- **Printed alpha, month and terminal digits on both sides or blank (with clear pockets and blank insert cards)**



SG3150



SG3450

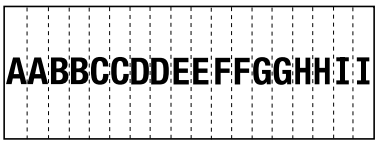


SG3250

Size: 4" x 14½"

Item #	Description	Qty/Ctn	Lb/m
SG3150	Terminal Digit	100	85
SG3250	Alphabetical	25	85
SG3450	Blank w/clear pockets and write-on cards	25	85

Guide Insert Sets



GUIDE INSERT SETS Black print on white inserts. Other divisions available upon request, as a custom quote.

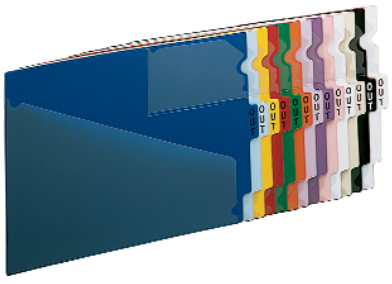
Plastic Tabs

Item #	Ref #	Description	Qty/Set	Lb/Set
F64951	**FDV 25**	25 Division A-Z	25	0.3

"Outguides" with pockets indicate the locations of folders that have been temporarily removed from the system. The pockets hold incoming information in place until the files are returned.

Center Tab Out-Guides

- **Rigid vinyl construction**
- **Two clear vinyl pockets on face**
- **"OUT" is printed on both sides of tab**



Center Tab Out-Guides

Item #	Ref #	Size	Color	Qty/Ctn	Lb/m
OG7010	F132-9	9½ x 12⅞	Red	50	150
OG7020	—	9½ x 12⅞	Green	50	150
OG7030	—	9½ x 12⅞	Yellow	50	150
OG7040	—	9½ x 12⅞	Blue	50	150
OG7050	—	9½ x 12⅞	Pink	50	150
OG7060	—	9½ x 12⅞	Orange	50	150
OG7070	—	9½ x 12⅞	Purple	50	150
OG7045	—	9½ x 12⅞	Lt. Blue	50	150
OG7075	—	9½ x 12⅞	Lavender	50	150
OG7000	—	9½ x 12⅞	Clear	50	150
F69008	F122-9	9½ x 15¼	Red	50	200

We can manufacture Out-Guides custom designed to your specifications.

Bottom Tab Out-Guides

- **Rigid vinyl construction**
- **Two clear vinyl pockets on face**
- **Double sided "OUT" tab located in lower corner of product**

Bottom Tab Out-Guides

Item #	Size	Color	Qty/Ctn	Lb/m
OG6110	9½ x 13	Red	50	150
OG6120	9½ x 13	Green	50	150
OG6130	9½ x 13	Yellow	50	150
OG6140	9½ x 13	Blue	50	150
OG6150	9½ x 13	Pink	50	150
OG6160	9½ x 13	Orange	50	150
OG6170	9½ x 13	Purple	50	150
OG6145	9½ x 13	Lt. Blue	50	150
OG6175	9½ x 13	Lavender	50	150
OG6100	9½ x 13	Clear	50	150

We can manufacture Out-Guides custom designed to your specifications.

Bottom Tab, Full Pocket Out-Guides

- **Rigid vinyl construction**
- **Two clear vinyl pockets on face**
- **"OUT" is embossed on lower tab**

Bottom Tab, Full Pocket Out-Guides

Item #	Ref #	Size	Color	Qty/Ctn	Lb/m
OG6200		9½ x 13	Clear	25	150
OG6210	F130-9	9½ x 13	Red	25	150
OG6220		9½ x 13	Green	25	150
OG6230		9½ x 13	Yellow	25	150
OG6240		9½ x 13	Blue	25	150
OG6245		9½ x 13	Pink	25	150
OG6250		9½ x 13	Orange	25	150
OG6260		9½ x 13	Purple	25	150
OG6270		9½ x 13	Lt. Blue	25	150
OG6275		9½ x 13	Lavender	25	150
F69005	F120-9	9½ x 15¼	Red	50	150

We can manufacture Out-Guides custom designed to your specifications.

Large Tab Out-Guides

- Rigid vinyl construction
- Two clear vinyl pockets
- "OUT" is embossed on lower tab

Large Tab Out-Guides

Item #	Size	Color	Qty/Ctn	Lb/m
OG6300	9 x 13¼	Clear	100	150
OG6310	9 x 13¼	Red	100	150
OG6320	9 x 13¼	Green	100	150
OG6330	9 x 13¼	Yellow	100	150
OG6340	9 x 13¼	Blue	100	150
OG6345	9 x 13¼	Lt. Blue	100	150
OG6350	9 x 13¼	Pink	100	150
OG6360	9 x 13¼	Orange	100	150
OG6370	9 x 13¼	Purple	100	150
OG6375	9 x 13¼	Lavender	100	150

We can manufacture Out-Guides custom designed to your specifications.

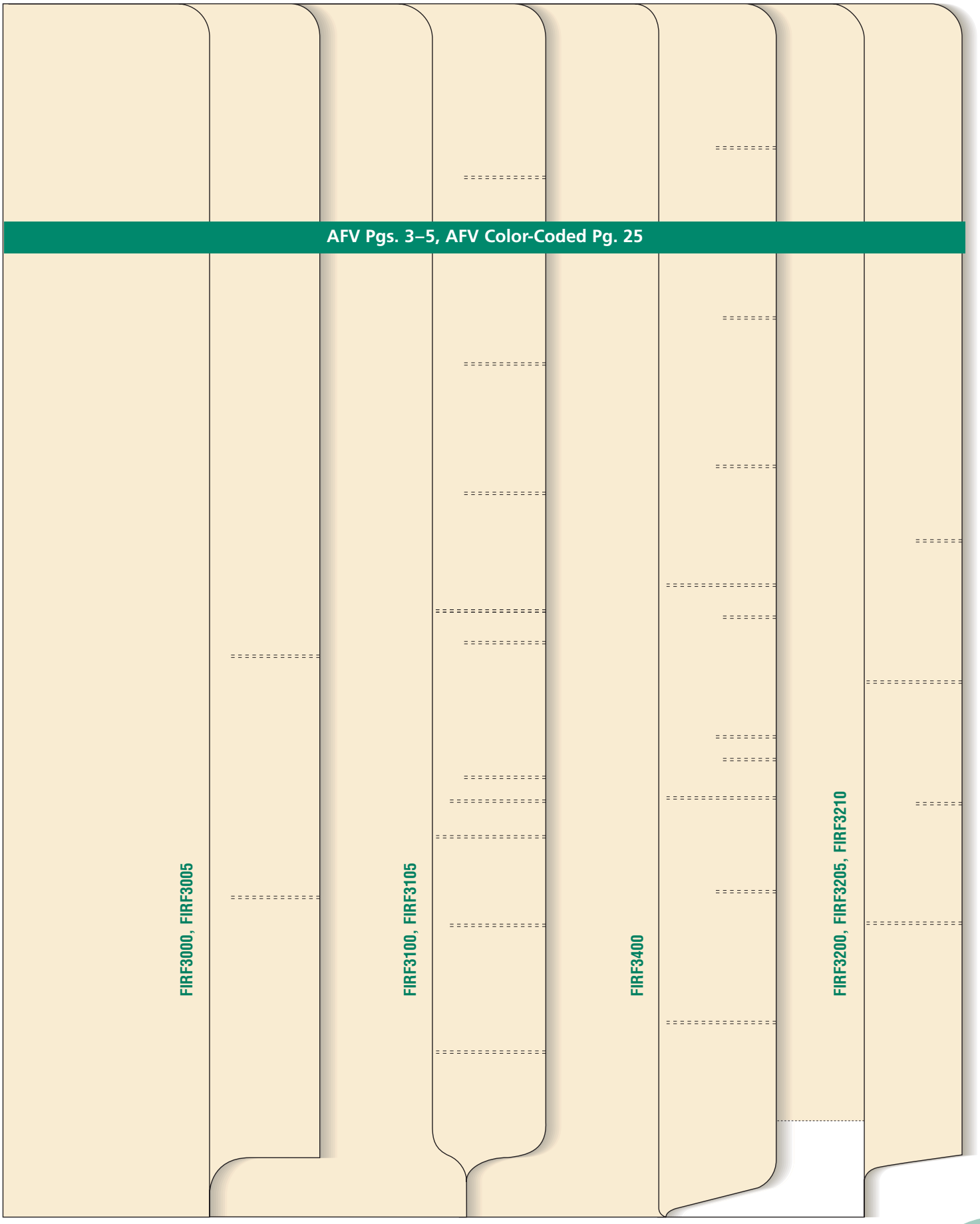
Economy Out-Guides

- Rigid vinyl construction
- Two clear vinyl pockets
- "Out" is printed on both sides

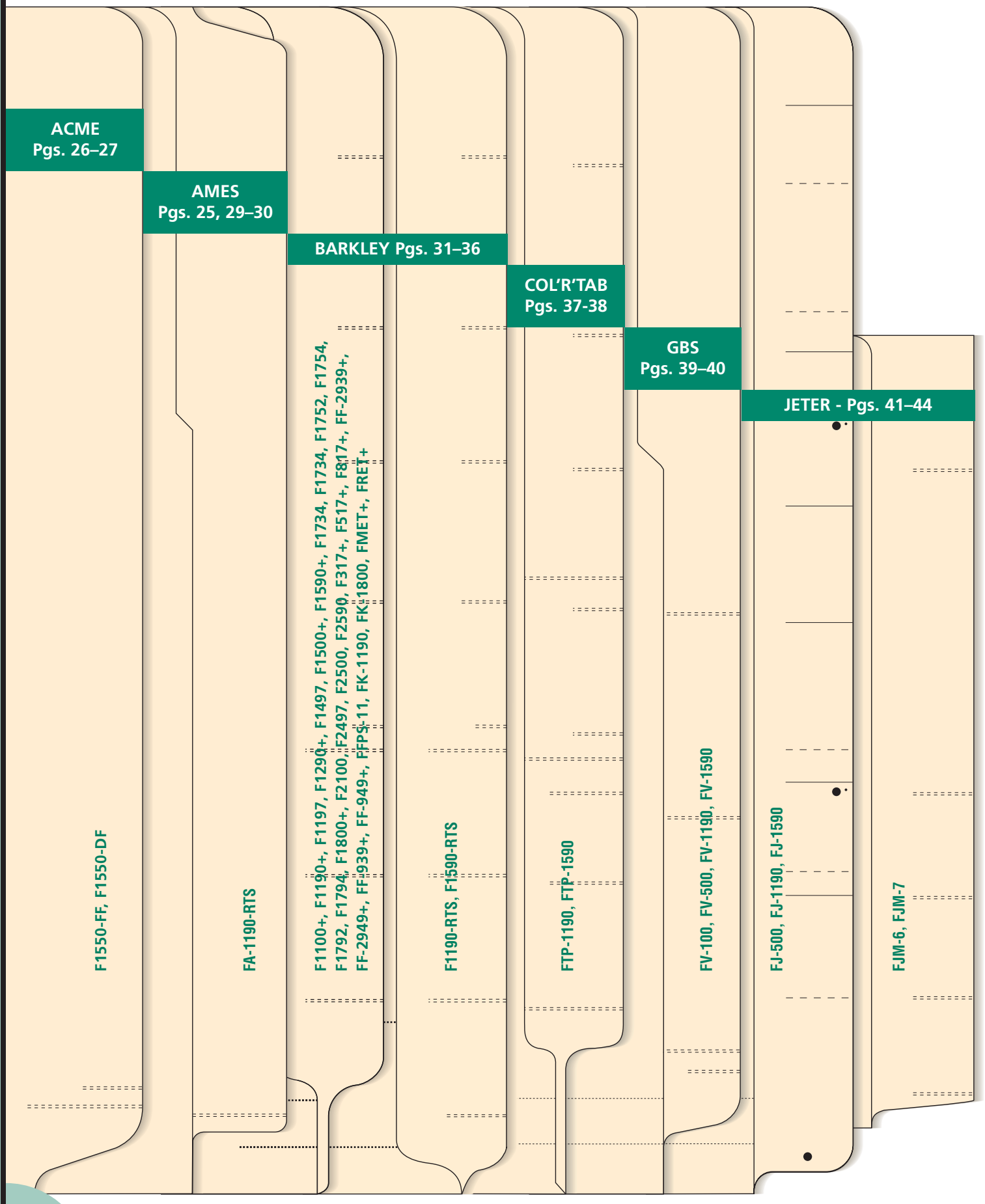
Economy Out-Guides

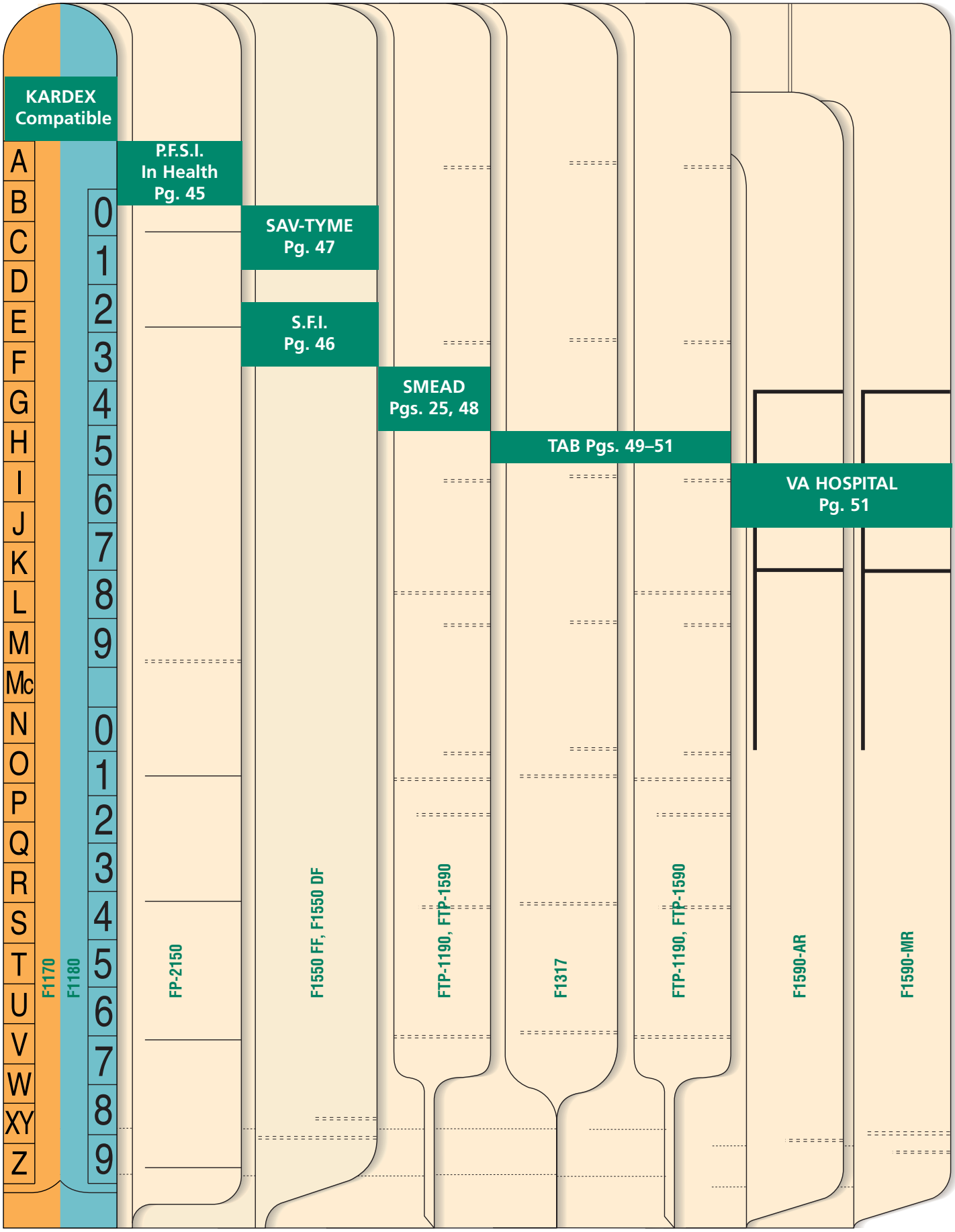
Item #	Size	Color	Qty/Ctn	Lb/m
OG6400	4 x 13	Green	50	60
OG6410	4 x 13	Yellow	50	60
OG6420	4 x 13	Orange	50	60
OG6430	4 x 13	Red	50	60
OG6440	4 x 13	Blue	50	60

We can manufacture Out-Guides custom designed to your specifications.


AFV Pgs. 3–5, AFV Color-Coded Pg. 25
FIRF3000, FIRF3005
FIRF3100, FIRF3105
FIRF3400
FIRF3200, FIRF3205, FIRF3210

FOLDER COMPATIBLES




KARDEX Compatible
A
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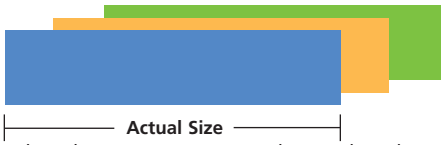
8
9
F1170
F1180
P.F.S.I. In Health Pg. 45
FP-2150
SAV-TYME Pg. 47
S.F.I. Pg. 46
F1550 FF, F1550 DF
SMEAD Pgs. 25, 48
FTP-1190, FTP-1590
TAB Pgs. 49–51
F1317
FTP-1190, FTP-1590
VA HOSPITAL Pg. 51
F1590-AR
F1590-MR

Category-Coding Labels

Category coding labels are used for designating a specific procedure.



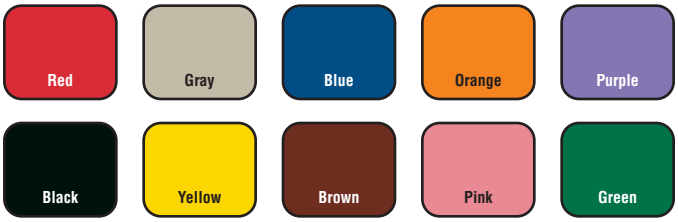
Choose the colors to represent procedures to be color-coded.

CATEGORY CODING LABELS (Rolls) Paper.

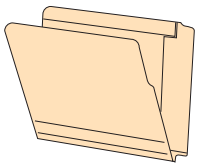
Label Size- ½ x 1¾

Item #	Ref #	Color	Labels/Roll	Lb/Roll
F88100	CL8100	Red	500	0.5
F88105	CL8105	Gray	500	0.5
F88110	CL8110	Blue	500	0.5
F88115	CL8115	Orange	500	0.5
F88120	CL8120	Purple	500	0.5
F88125	CL8125	Black	500	0.5
F88130	CL8130	Brown	500	0.5
F88135	CL8135	Pink	500	0.5
F88140	CL8140	Green	500	0.5
F88145	CL8145	Gold	500	0.5
F88150	CL8150	White	500	0.5
F88155	CL8155	Yellow	500	0.5

Ames Label Colors



Ames Compatible Folders



AMES NON COLOR CODED—REINFORCED TAB

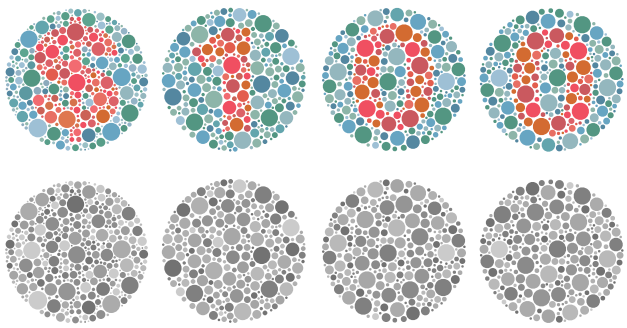
Full cut interlocking reinforced end tab (2⅜" W) and top edge (1⅛" H). Embossed score mark. Folder front partially undercut. 1¼" expansion score lines.

Letter Size- Overall: 9½ x 12⅛ Body: 9½ x 11⅜

Item #	Ref #	Sub Wt.	Color	Qty/Bx	Qty/Ctn	Lb/Ctn
F20111	FA 1190 RTS	11 pt.	Manila	100	500	46.0

Consider this...

It's Estimated That Every Misfile Will Cost You 100 Dollars



Consider the hours it might take to find misplaced files, the lost productivity, and the problems that missing files create—it would be lucky to only lose a hundred. That's why color-coding filing systems is so important. The human eye can quickly discern differences in color, minimizing costly misfiles.

It's easy to see the cost benefits color-coding can provide.

Designation Labels

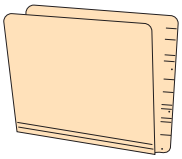
COLOR DESIGNATION LABELS (Rolls) Polylaminated.

Label Size- ¾ x 1½

Item #	Ref #	Color	Labels/Roll	Lb/Roll
F00876	FXJEM Blk	Black	500	0.4
F00873	FXJEM Blu	Blue	500	0.4
F00878	FXJEM Bro	Brown	500	0.4
F00872	FXJEM Gra	Gray	500	0.4
F00880	FXJEM Gre	Green	500	0.4
F00874	FXJEM Ora	Orange	500	0.4
F00879	FXJEM Pin	Pink	500	0.4
F00875	FXJEM Pur	Purple	500	0.4
F00871	FXJEM Red	Red	500	0.4
F00881	FXJEM Whi	White	500	0.4
F00877	FXJEM Yel	Yellow	500	0.4

Label Colors

Jeter

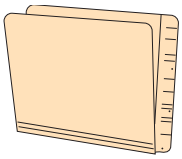


JETER NON COLOR CODED—SINGLE TAB Full cut end tab. 14 printed score marks. 3 sets of printed positions for fastener placement. Folder front NOT undercut.

Letter Size- Overall: 9½ x 12¼ Body: 9½ x 11⅜

Item #	Ref #	Sub Wt.	Color	Qty/Bx	Qty/Ctn	Lb/Ctn
F17011	FJ 500	14 pt.	Manila	100	500	50.0

CP: 2231/FJ-500

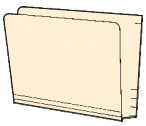


JETER NON COLOR CODED—REINFORCED TAB Full cut end tab. 14 printed score marks. 3 sets of printed positions for fastener placement. Folder front NOT undercut.

Letter Size- Overall: 9½ x 12¼ Body: 9½ x 11⅜

Item #	Ref #	Sub Wt.	Color	Qty/Bx	Qty/Ctn	Lb/Ctn
F17017	FJ 1190	11 pt.	Manila	100	500	43.0
F17018	FJ 1590	14 pt.	Manila	100	500	28.0

CP: 2141/FJ-1190

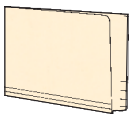


JETER NON COLOR CODED—SINGLE TAB-MINI FOLDER Full cut end tab. 5 embossed score marks. Folder front NOT undercut.

Letter Size- Overall: 6 x 9½ Body: 6 x 8⅞

Item #	Ref #	Sub Wt.	Color	Qty/Bx	Qty/Ctn	Lb/Ctn
F17037	FJM 6	11 pt.	Manila	100	500	21.0

CP: 2269/FJM-6

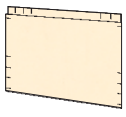


JETER NON COLOR CODED—SINGLE TAB-MINI POCKET Full cut end tab. 5 embossed score marks. Open top and end.

Letter Size- Overall: 6 x 9½ Body: 6 x 8¾

Item #	Ref #	Sub Wt.	Color	Qty/Bx	Qty/Ctn	Lb/Ctn
F17038	FJM 7	11 pt.	Manila	100	500	23.0

CP: 1569/FJM-7



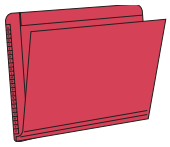
JETER NON COLOR CODED—SINGLE TOP TAB-MINI POCKET Full cut top tab. 5 embossed score marks on top tab, left and right side.

Letter Size- Overall: 6 x 9 Body: 5¼ x 9

Item #	Ref #	Sub Wt.	Color	Qty/Bx	Qty/Ctn	Lb/Ctn
F17039	FJM 8	11 pt.	Manila	100	500	17.4

CP: 13069/FJM-8

Kardex Compatible



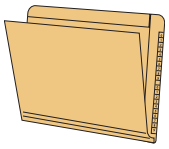
KARDEX COMPATIBLE A–Z COLOR CODED FOLDERS

Full cut reinforced end tab and top edge. A–Z scale printed on both sides of left end tab. Folder front undercut.

Letter Size- Overall: 9½ x 11¾ Body: (8⅞ drop front) x 11⅜

Item #	Ref #	Sub Wt.	Color	Qty/Bx	Qty/Ctn	Lb/Ctn
F43100	F1170 0	11 pt.	White	100	500	50.0
F43101	F1170 1	11 pt.	Red	100	500	50.0
F43102	F1170 2	11 pt.	Yellow	100	500	50.0
F43103	F1170 3	11 pt.	Pink	100	500	50.0
F43104	F1170 4	11 pt.	Green	100	500	50.0
F43105	F1170 5	11 pt.	Sterling Brown	100	500	50.0
F43106	F1170 6	11 pt.	Sterling Blue	100	500	50.0
F43107	F1170 7	11 pt.	Sterling Orange	100	500	50.0
F43108	F1170 8	11 pt.	Sterling Violet	100	500	50.0
F43109	F1170 9	11 pt.	Sterling Tan	100	500	50.0

CP: 2610003R(Colorscan® Alphabetic System)/F1170 series



KARDEX COMPATIBLE 0–9 COLOR CODED FOLDERS

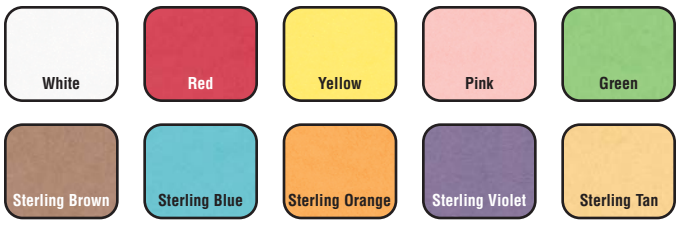
Full cut reinforced end tab and top edge. 0–9 scale printed on both sides of right end tab. Folder front undercut.

Letter Size- Overall: 9½ x 11¾ Body: (8⅞ drop front) x 11⅜

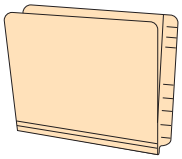
Item #	Ref #	Sub Wt.	Color	Qty/Bx	Qty/Ctn	Lb/Ctn
F43000	F1180 0	11 pt.	White	100	500	50.0
F43001	F1180 1	11 pt.	Red	100	500	50.0
F43002	F1180 2	11 pt.	Yellow	100	500	50.0
F43003	F1180 3	11 pt.	Pink	100	500	50.0
F43004	F1180 4	11 pt.	Green	100	500	50.0
F43005	F1180 5	11 pt.	Sterling Brown	100	500	50.0
F43006	F1180 6	11 pt.	Sterling Blue	100	500	50.0
F43007	F1180 7	11 pt.	Sterling Orange	100	500	50.0
F43008	F1180 8	11 pt.	Sterling Violet	100	500	50.0
F43009	F1180 9	11 pt.	Sterling Tan	100	500	50.0

CP: 2610002R(T.C.U.P.® Numeric System)/F1180 series

Kardex Compatible Colors



P.F.S.I./Inhealth Record Systems



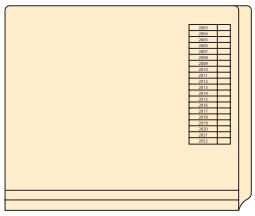
P.F.S.I./IN HEALTH—REINFORCED TAB Full cut end tab. 1 embossed and 7 printed score marks. Folder front NOT undercut.

Letter Size- Overall: 9½ x 12¼ Body: 9½ x 11⅜

Item #	Ref #	Sub Wt.	Color	Qty/Bx	Qty/Ctn	Lb/Ctn
F17020	FP 2150	14 pt.	Manila	50	250	28.0

CP: 2150/FP-2150
Note: JETER compatible

S.F.I.



SINGLE TAB Full cut end tab. 2 embossed score marks. Printed aging bar. Folder front NOT undercut.

Letter Size- Overall: 9½ x 12¼ Body: 9½ x 11⅜

Item #	Ref #	Sub Wt.	Color	Qty/Bx	Qty/Ctn	Lb/Ctn
F17003	F1550 FF	14	Manila	100	500	50.0
F17001	F1550 DF*	14	Manila	100	500	50.0

CP: FCC-15/F1550-FF, CC-15/F1550-DF
****Year scale updated annually**

Blocking Labels

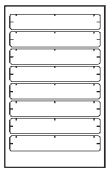
Black Blocking Labels

Label Size- ⅜ x 1

Item #	Ref #	Labels/Roll	Lb/Roll
F00096	FXRRV	500	0.3

CP: 2622108/FXRRV

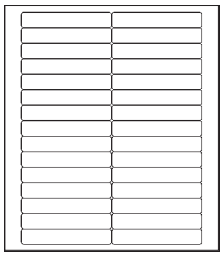
Name Labels



NAME LABELS (Sheets) Pressure-sensitive adhesive labels. Space for 3 typewritten lines. Plain white or with a ⅛" color band on top edge.

Label Size- 11/16 x 3½ **Sheet Size-** 6 x 3¾

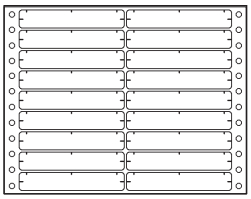
Item #	Ref #	Color	Qty/Sheet	Sheets/Pk	Pk/Bx	Lb/Bx
F27100	FDS 1 Whi	White	8	32	5	1.0
F27200	FDS 2 Lt Blu	Light Blue	8	32	5	1.0
F27300	FDS 3 Dk Blu	Dark Blue	8	32	5	1.0
F27400	FDS 4 Gre	Green	8	32	5	1.0
F27500	FDS 5 Red	Red	8	32	5	1.0
F27600	FDS 6 Yel	Yellow	8	32	5	1.0
F28100	FDS 7 Pur	Purple	8	32	5	1.0



NAME LABELS (Laser Printer Sheets)
Pressure-sensitive adhesive, smudge-proof laser labels. 2 across. Space for 3 typewritten lines.

Label Size- 11/16 x 3 7/16 **Sheet Size-** 11 x 8½

Item #	Ref #	Description	Qty/Sheet	Sheets/Bx	Lb/Bx
F27101	FFFNL Whi	No Imprinted Lines	30	35	0.9



NAME LABELS (Fanfold Pinfeed Sheets)
Pressure-sensitive adhesive labels. 2 across on fanfold pinfeed carrier material. Space for 3 typewritten lines.

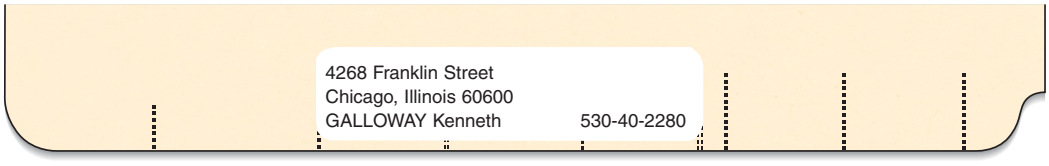
Label Size- 19/32 x 3½ **Sheet Size-** 6 x 8

Item #	Ref #	Description	Qty/Sheet	Sheet/Pk	Lb/Pk
F27099	FPF 1	No Imprinted Lines	18	56	0.8
F27098	FPF 2	Light Blue Imprinted Lines	18	56	0.8

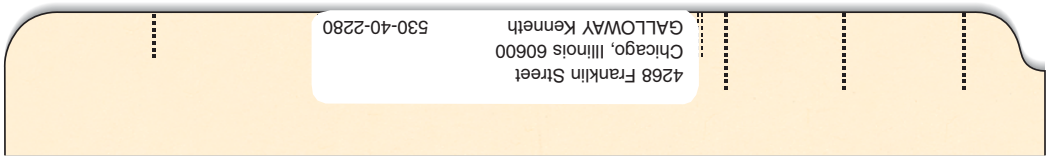
Label Colors

FILE I.D. LABEL FORMAT-

Folder Tab Back

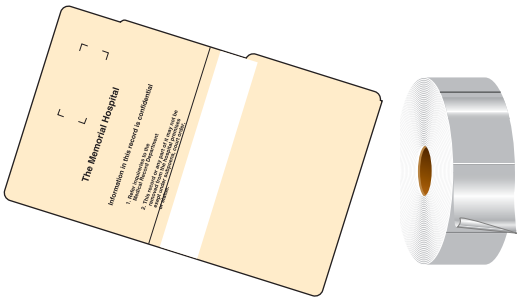


Folder Tab Front



Tyvek® Reinforcement Strips

- Adds strength and durability!
- Made from extra-strong DuPont Tyvek®
- Strip comes with pressure-sensitive backing for easy application
- Each roll is shrink wrapped for protection



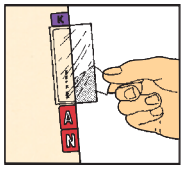
Tyvek® REINFORCEMENT STRIPS (Rolls)

Item #	Ref #	Size	Strips/Roll	Lb/Roll
F80011	LA9005	2⅛" x 14	250	5.0

Tyvek® is a registered trademark of DuPont.

Mylar Label Protectors

- Clear or non-glare matte (write on) finish
- Scored liner

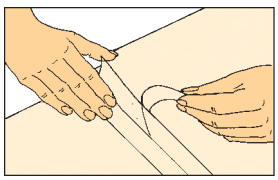


Label Size- 3½ x 2

Item #	Ref #	Description	Qty/Bx	Lb/Bx
F23940	FFLPM	Matte	500	1.0
F23941	FFLPC	Clear	500	1.0

Mylar Reinforcement Strips

- Quantities of 1500 or greater, we recommend factory application



MYLAR REINFORCEMENT STRIPS (Pack)

Item #	Ref #	Size	Qty/Pk	Lb/Pk
F90001	FMRS 28	2 x 8	500	2.1
F90002	FMRS 211	2 x 11	500	3.0
F90003	FMRS 311	3 x 11	500	4.6
F90004	FMRS 314	3 x 14	500	5.3

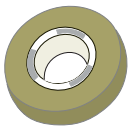
Reference Mail-Well 4054X Series.

Tape Dispenser

TAPE DISPENSER Applies pressure-sensitive double-sided adhesive tape.

Item #	Ref #	Qty/Pkg	Lb/Pkg
FP0150	FDT	1	0.8

Double-sided Adhesive Tape



DISPENSER TAPE Pressure-sensitive double-sided adhesive tape for dispenser.

Item #	Ref #	Description	Qty/Pkg	Lb/Pkg
FP0157	FDT 1	¾" x 36 yds	1	3.5

Label Dispenser

- The best way to organize labels!
- Extra strong metal and plastic for heavy use
- Spring coil threading
- Suction cup foot pads
- Holds 5 rolls of digit or year bar labels

Item #	Ref #	Size	Qty/Ctn	Lb/Ctn
F80012	LA9010	10" wide	1	10

COMPUTER GENERATED LABELS

CUSTOM LABELS LIKE NEVER BEFORE!

Any System – AFV, Ames, Smead, Jeter, Barkley, TAB, Sav-Tyme, VRE, Acme or create an individual color scheme.

Any Thing – Text, barcodes, year codes, classification bands, human readable characters, logos, alpha and or numeric color bands, sequential or non-sequential data, skip digits and more!

Any Color – Use an existing color scheme, or create one to meet the specific filing needs.

Any Where – Place information anywhere on the label.

Any Size – of Color Band: Include alpha characters, numbers, etc.

Already attached to custom folder or pocket or as pressure-sensitive strip labels in ready-to-apply orders.

Logo or Symbol
Use a Corporate LOGO for quick folder I.D.

Alpha Band
Coded from Patients Last Name or any other specified information.

Text Lines
Up to 5 unique lines of text. Can be imported from an existing data base.

Choice of Fonts
Choose individual font style or font size.

Numeric Characters
Non-color coded digits can be placed on label for additional folder I.D.

Numeric Color Bands
Color bands can be any size and any color. They can match an existing system or can be customized to individual specifications.

Tick Marks
Used for accurate label placement on the file folder.

Tick Marks
Used for accurate label placement on the file folder.

Year Band
Can be either hard-coded or driven from an individual database.

Barcode
A variety of symbologies are available including 3-of-9, Code 128 and more.

Human Readable Barcode Text
Enables easy identification of barcode contents.

Import Data from your existing Data Base

Data can be sorted or can be assigned an automatic sequence with individual starting and ending preferences!

CUSTOM MADE-TO-ORDER PRESSBOARD

Made-To-Order: *Pressboard—Type I*

Due to its exceptional strength and durability, premium 20 pt. pressboard stock has been a standard of the filing specialty industry for more than 100 years. Vibrant colors with a distinctive marble design and extremely smooth glossy surface make an outstanding appearance.

Genuine Pressboard—Type I Colors

Made-To-Order: *Pressboard—Type II*

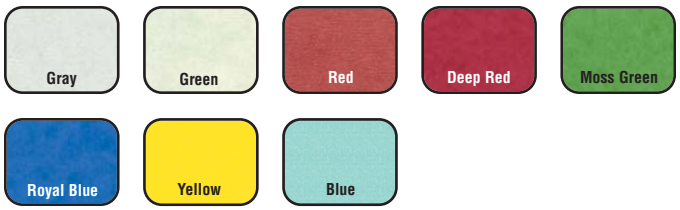
Tough 25 pt. pressboard stock offers intermediate firmness and density. Type II pressboard resists pressure, has a smooth finish and is moisture and smudge resistant.

Guidex® Pressboard—Type II Colors

Made-To-Order: *Pressboard—Type III*

Functional 25 pt. pressboard stock is a durable and economical material. Best used when a sturdy, inexpensive product is required for the job.

Valtex® Pressboard—Type III Colors



Made-To-Order: *Tyvek® Gussets*

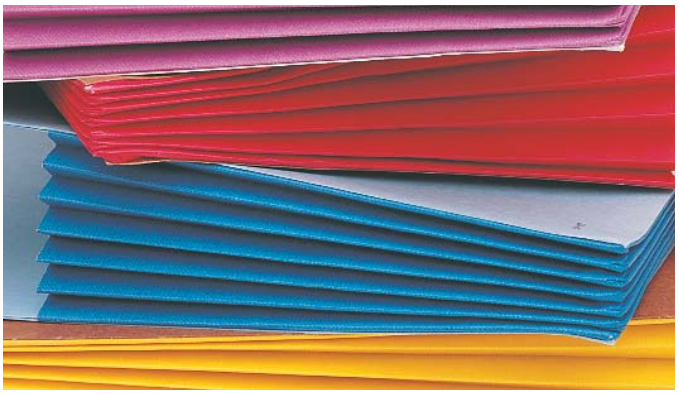
Tyvek is extremely tear-resistant and has a superior shelf life.

Tyvek® Gusset Colors

Guidex® and Valtex® are registered trademarks of FiberMark.

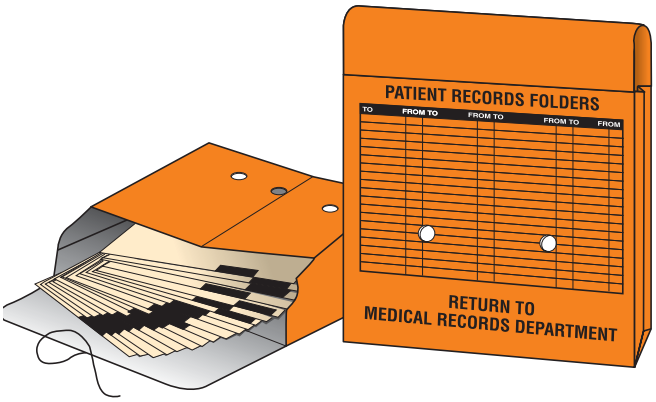
Made-To-Order—*color gussets*

Tyvek® Gussets are extremely tear-resistant and have a superior shelf life.



Tyvek® Gusset Colors Available:

new brown*	moss green*	lemon yellow	dusty rose	lime
russet	cerulean blue	orange	blue/violet	taupe
pearl geen	black	avocado	desert sand	government green
scarlet red	pale blue	dove grey	banker's grey	magenta
spring green	chocolate brown	frosty white	dark blue	maroon



Made-To-Order*:*
Tyvek® Patient Records Envelope

Made from tear resistant DuPont Tyvek®, our Patient Records Envelope is designed to hold many patient records in one place. The self-contained routing form, content revealing sight holes and reusable button and string fasteners are all designed to make this envelope as useful as it is durable.