



**American**  
Index and Files

# Filebacks

## QUOTE / ORDER FORM

2900 E. Miraloma Avenue  
Anaheim, CA 92806-187  
TEL: 714-630-3360  
FAX: 714-630-3363

Date \_\_\_\_\_ P.O. Number \_\_\_\_\_

Company Name \_\_\_\_\_ Contact \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Fax \_\_\_\_\_

QUANTITY      **1**                      **2**                      **3**    **1**                      **2**                      **3**

# Of Sets \_\_\_\_\_ Price \_\_\_\_\_

Tabs Per Set \_\_\_\_\_ F.O.B. Point \_\_\_\_\_

Total Sheets \_\_\_\_\_ Lead Time \_\_\_\_\_

Previous Job # \_\_\_\_\_ Quote By \_\_\_\_\_

**Ordered quantity subject to 5% overs or unders-and invoiced accordingly.  
Net 30 days. Quoted delivery begins after receipt of order and clarification of all specifications.**

**DESCRIPTION**      **FILE BACKS**       **DUAL-TAB**

**PAPER**      STANDARD 9 PT. MANILA       11 PT. MANILA   
OTHER \_\_\_\_\_

**PRINT**       NONE       ONE SIDE       TWO SIDES  
 BLACK INK      PMS# \_\_\_\_\_  
 BODY PRINT (SHOW ON BACK)      ONE SIDE  TWO SIDES

**TAB STYLE & SIZE**       MYLAR       PLAIN      TAB SIZE:  1/4     3/8     1/2  
(Show List On Back)      (No Mylar)

TAB CUT \_\_\_\_\_ NO. OF BANKS \_\_\_\_\_

**FASTENER**      BONDED FASTENER: 1"  1 1/2"  2"   
INSET FASTENER: 1"  2"

**HOLE REINFORCING**      NO  YES  OTHER \_\_\_\_\_  
Std 9/16" Strip      **NOTE: ALL DUAL-TABS HAVE 3/4" TRANSFER TAPE ON HINGE.**

**COLLATE**      NO  YES  (SHOW ORDER ON BACK)

**ASSEMBLE**      NO  YES  (SHOW ORDER ON BACK)

**PACKAGING**      Standard Poly Bag & Bulk CTN.  (Approx 100 Sheets per PKG)  
Bulk Ctn.   
Other  \_\_\_\_\_

**Print Styles & Sizes:**

**Standard Styles Include Single Score with a Bonded Fastener**

**Dual-Tabs Have 2-2" Bonded Fasteners and 3/4" Transfer Tape**

**STYLE A**   
**LETTER SIZE**

Bottom Tab  
Overall Size:  
8-1/2" x 12-7/8"  
Body Size:  
8-1/2" x 11-3/16"  
Hinge Size: 1-5/16"  
Tab Extension: 3/8"

**STYLE B**   
**LETTER SIZE**

Side Fastener  
Overall Size:  
11" x 10"  
Body Size:  
11" x 8-5/8"  
Hinge Size: 1"  
Tab Extension: 3/8"

**STYLE C**   
**LETTER SIZE**

Side Tab  
Overall Size:  
9" x 12-1/2"  
Body Size:  
8-1/2" x 11-3/16"  
Hinge Size: 1-5/16"  
Tab Extension: 1/2"

**STYLE D**   
**LEGAL SIZE**

Bottom Tab  
Overall Size:  
8-1/2" x 15-7/8"  
Body Size:  
8-1/2" x 14-3/16"  
Hinge Size: 1-5/16"  
Tab Extension: 3/8"

**STYLE E**   
**LEGAL SIZE**

Side Tab  
Overall Size:  
9" x 15-1/2"  
Body Size:  
8-1/2" x 14-3/16"  
Hinge Size: 1-5/16"  
Tab Extension: 1/2"

**SPECIAL INSTRUCTIONS:**

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