



*American*  
Index and Files

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

# QUOTE / ORDER FORM

## Expansion Folders & Classifiers

PRESSBOARD / PRESS-GUARD / MANILA / KRAFT

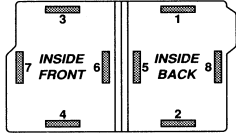
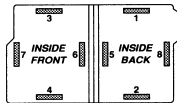
- QUOTE ONLY  
 ORDER FAX TO 714-630-3363

REQUESTED SHIP DATE \_\_\_\_\_  
LIST ALL SHIPPING INFORMATION ON BACK

COMPANY NAME \_\_\_\_\_ DATE \_\_\_\_\_ CONTACT \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_

FAX (\_\_\_\_) \_\_\_\_\_

<b>Description:</b>	PRESSBOARD <input type="checkbox"/> FOLDER <input type="checkbox"/> LETTER <input type="checkbox"/> VERTICAL STYLE <input type="checkbox"/> PREVIOUS PRESS-GUARD <input type="checkbox"/> CLASSIFIER <input type="checkbox"/> LEGAL <input type="checkbox"/> SHELF STYLE <input type="checkbox"/> JOB NO> _____
<b>Quantity:</b>	① _____ ② _____ ③ _____ <b>NO. OF DIVIDERS</b> (for classifiers)
<b>Paper:</b>	<b>TYPE I</b> <b>TYPE II</b> <b>TYPE III</b> <b>OTHER:</b> Color _____ Color _____ Color _____ Color _____
<b>Size:</b>	<b>FRONT PANEL:</b> _____ X _____ <b>BACK PANEL:</b> _____ X _____ <b>TAB:</b> _____ / _____ <small>INCLUDING TAB EXTENSION</small>
<b>Special Instructions:</b>	
<b>Tyvek Expansion:</b>	<b>EXP. SIZE</b> _____ <b>COLOR</b> BROWN <input type="checkbox"/> GREY <input type="checkbox"/> BLACK <input type="checkbox"/>
<b>Fasteners:</b> <b>Size and Positions:</b>	NONE <input type="checkbox"/> BONDED <input type="checkbox"/> INSET <input type="checkbox"/> 1-1/2" <input type="checkbox"/> 2" <input type="checkbox"/> 1" <input type="checkbox"/> 2" <input type="checkbox"/> <b>Special Instructions:</b> 
<b>Inner Dividers:</b> (for classifiers)	YES <input type="checkbox"/> NO <input type="checkbox"/> <b>NO. OF DIVIDERS:</b> _____ 17 PT. KRAFT <input type="checkbox"/> 17 PT. MANILA <input type="checkbox"/> PLAIN TAB <input type="checkbox"/> MYLAR TAB (LIST ON BACK) <input type="checkbox"/>
<b>Divider Fasteners:</b>	<b>DUO</b> 1" <input type="checkbox"/> <b>BONDED ON</b> 1" <input type="checkbox"/> <b>FASTENER</b> <b>STYLE</b> 2" <input type="checkbox"/> <b>BOTH SIDES</b> 2" <input type="checkbox"/> <b>POSITIONS:</b>  (STANDARD)
<b>Printing:</b> (list all print info on back Include Label Lines)	<b>FRONT PANEL</b> YES <input type="checkbox"/> NO <input type="checkbox"/> 1 SIDE <input type="checkbox"/> 2 SIDES <input type="checkbox"/> <b>BACK PANEL</b> YES <input type="checkbox"/> NO <input type="checkbox"/> 1 SIDE <input type="checkbox"/> 2 SIDES <input type="checkbox"/> <b>DIVIDERS</b> (for classifiers) YES <input type="checkbox"/> NO <input type="checkbox"/> 1 SIDE <input type="checkbox"/> 2 SIDES <input type="checkbox"/>
<b>Packaging:</b>	STANDARD CARTON & LABELS: <input type="checkbox"/> OTHER: <input type="checkbox"/> _____

**PRICING GOOD FOR 30 DAYS**

	①	②	③
<b>QUOTED PRICE:</b>	_____	_____	_____
<b>DELIVERY:</b>	_____	_____	_____
<b>F.O.B. POINT</b>	_____	_____	_____
<b>COMMENTS:</b>			
<b>QUOTED BY</b> _____			

**Additional Specifications**

**Typesetting:** Although we will try to match any type requested, we recommend that you allow the factory to select style and size. Type proof available on request. (**NOTE:** Some type faces may require additional costs.)

**TYPESTYLE:**

ALL CAPS    CAPS & L/C    MATCH PREVIOUS ORDER #  \_\_\_\_\_  
 FACTORY CHOICE    OTHER  \_\_\_\_\_   SIZE \_\_\_\_\_

**PROOF REQUIRED:**  
 (ALLOW EXTRA TIME)  
 YES       NO

**Tab Titles, Cuts, Positions, Mylar Colors:**

TAB COPY	CUT	POS.	COLOR

**Body Copy:**

Use this area to show body copy and other print specifications (attach additional sheets)

**Shipping Information:**      SAME AS INVOICE       DROP SHIP

SHIP TO: \_\_\_\_\_

**ATTENTION:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

P.O. # \_\_\_\_\_

CITY \_\_\_\_\_

FORM # \_\_\_\_\_

STATE \_\_\_\_\_      ZIP \_\_\_\_\_

**SPECIAL SHIPPING INSTRUCTIONS:**