



**American**  
Index and Files

# Index Tabs 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	_____	_____	_____

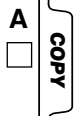
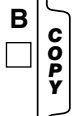
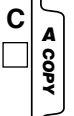

*Ordered quantity subject to 5% overs or unders-and invoiced accordingly.  
Net 30 days. Quoted delivery begins after receipt of order and clarification of all specifications.*

**PAPER**  90#White  90#Ivory Other \_\_\_\_\_

**SHEET SIZE** Overall Size \_\_\_\_\_ X \_\_\_\_\_  
(Including Tabs)

Body Size \_\_\_\_\_ X \_\_\_\_\_

**PRINT**  None  1 Side  2 Side  Body Print  
 Black Ink PMS # \_\_\_\_\_ (Show On Back)

**PRINT STYLE** **A**   **B**   **C**   **D**    
Show Sample of Fronts & Backs (SEE REVERSE)

**TAB STYLE & CUT**  Mylar (Show List On Back)  Plain (No Mylar)  Matte Mylar

Tab Cut/Length \_\_\_\_\_ No. Of Tab Banks \_\_\_\_\_

**REINFORCING**  NO  YES (Std. 9/16") Other \_\_\_\_\_

**COLLATE**  NO  YES (List on Back - Show any Special Instructions)

**DRILLING**  NO  Yes # Of Holes \_\_\_\_\_  
Size \_\_\_\_\_ Centers \_\_\_\_\_ Top  Side

**PACKAGING** Standard  Bulk

Box & Ctn  Ctn.

Paper Band

{ ADDITIONAL CHARGE  
REQUIRED

## SHIPPING INSTRUCTIONS

SAME AS P.O.  DROP SHIP

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

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

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

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

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

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

SPECIAL SHIPPING INSTRUCTIONS: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

Office Use Only:

Fax Directly to Customer

Return to \_\_\_\_\_

## 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:**

**Body Copy:**

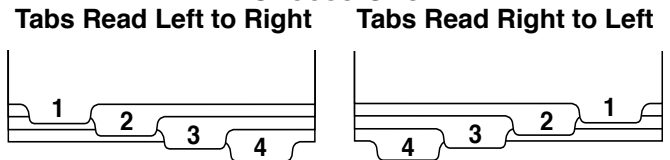
TAB COPY	CUT	POS.	COLOR

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

**Style "D"** 

\*Circle Appropriate Choices For Tab Positions & Print Style\*

Choose One



Choose One

