tabbies®

Legal Filing, Indexing & Labeling Products Catalog

simple solutions @ work®

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exhibit labels

In the office, courtroom, or judges' chambers, **exhibit labels** help eliminate the costly time spent searching for and referencing exhibits. They mark the subject so it can be identified at a glance. **exhibit labels** are color-coded and available in 10 variations, with a blank space for writing exhibit letters or numbers directly on the label. Self-adhesive labels peel off the sheet and can be attached directly to an exhibit or file. Labels are 1-5/8"w x 1"h. 9 labels per sheet. Sheet size is 5-1/4"w x 3-1/4"h.

Writable only. This product is not intended to be printed on.

stock no.	description	color	labels/pkg.
58024	Defendant's Exhibit	Yellow	252
58025	Plaintiff's Exhibit	Green	252
58026	Petitioner's Exhibit	Orange	252
58027	Respondent's Exhibit	Blue	252
58090	Exhibit	Yellow	252
58091	Exhibit	Blue	252
58092	Exhibit	White	252
58093	Defendant's Exhibit	Blue	252
58094	Plaintiff's Exhibit	Yellow	252
58095	Deposition Exhibit	Red	252

exhibits-u-create

exhibits-u-create are used to create your own exhibit labels in seconds using Microsoft Word® and your laser printer. Go to **u-create Products Templates** at **www.tabbies.com** to download the **exhibits-u-create** Microsoft Word® template. Choose from six different colors. Easy set-up instructions inside each package. Labels are 1-5/8"w x 1"h. 20 labels per sheet. Sheet size is 8-1/2"w x 7"h.
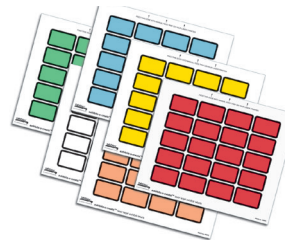
stock no.	color	labels/pkg.
48090	White	240
48091	Blue	240
48092	Yellow	240
48093	Red	240
48094	Green	240
48095	Orange	240

custom printed exhibit labels

DESIGN YOUR OWN CUSTOM TITLE

Design your own exhibit labels and have **tabbies** print them for you.
It's as easy as 1, 2, 3. . .
1. Choose your sheet size
2. Pick your background color below (all labels are printed with black ink and black border)
3. Choose your wording or create your own design (up to 4 lines of print).
We'll take care of the rest.

Yellow   Green   Orange   Blue   Red   White

tab size	sheet size	labels/sheet	minimum
1-5/8"w x 1"h	8-1/2"w x 7"h	20	200 Sheets (4,000 labels)
1-5/8"w x 1"h	5-1/4"w x 3-1/4"h	9	500 Sheets (4,500 labels)

Call for a quote

exhibit index tabs

Attach self-adhesive tabs to legal exhibits, reports, depositions, briefs or use with **index divider sheets**. Plastic laminated **exhibit index tabs** grip both sides of sheet for a strong, durable tab that won't fall off. Printed for side or bottom indexing. Ten tabs of each letter or number per package.

numerical 1/2" tabs

stock no.	description	color edge	tabs/pkg.	pkgs./box
58000	1 through 10	Blue	100	5
58001	11 through 20	Blue	100	5
58002	21 through 30	Blue	100	5
58003	31 through 40	Blue	100	5
58004	41 through 50	Blue	100	5
58005	51 through 60	Blue	100	5
58006	61 through 70	Blue	100	5
58007	71 through 80	Blue	100	5
58008	81 through 90	Blue	100	5
58009	91 through 100	Blue	100	5
57000	1 through 100	Blue	100	5
57001	101 through 200	Blue	100	5
57002	201 through 300	Blue	100	5
57003	301 through 400	Blue	100	5
57004	401 through 500	Blue	100	5
57005	501 through 600	Blue	100	5
57006*	601 through 700	Blue	100	5
57007*	701 through 800	Blue	100	5
57008*	801 through 900	Blue	100	5
57009*	901 through 1000	Blue	100	5

* individual packages available

alphabetical 1" tabs

stock no.	description	color edge	tabs/pkg.	pkgs./box
58010	EXHIBITS A through E	Red	50	5
58011	EXHIBITS F through J	Red	50	5
58012	EXHIBITS K through O	Red	50	5
58013	EXHIBITS P through T	Red	50	5
58014	EXHIBITS U through Z	Red	50	5
58015	INDEX	Blue	50	5
58016	EXHIBITS	Red	50	5
58071	EXHIBIT A	Red	50	5
58072	EXHIBIT B	Red	50	5
58073	EXHIBIT C	Red	50	5
58074	EXHIBIT D	Red	50	5
58075	EXHIBIT E	Red	50	5

exhibit index tabs desktop kits

stock no.	description	tabs/kit
57998	Alphabetical Kit - 1" tabs in desktop kit with indexed dividers (larger quantity of more frequently used letters).	1,000
57999	Numerical Kit - 1/2" tabs in desktop kit with indexed dividers (larger quantity of more frequently used numbers).	1,900

57998   **57999**
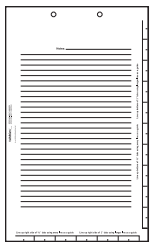
index divider sheets

index divider sheets are an integral part of an effective legal indexing system. **index divider sheets** are made of strong, 110 lb. white index stock and are printed with guidelines for fast, accurate tab aligning. **index divider sheets** are available in both letter (7-hole punched) and legal size (2-hole punched) for top or side fastening in folders or three-ring binders. Both sizes have conveniently ruled areas for notes.

stock no.	description	sheets/pkg.	sheets/box
53017	Index Divider Sheets 8-1/2"w x 14"h (2-hole punched)	100	-
53018	Index Divider Sheets 8-1/2"w x 11"h (7-hole punched)	100	-
58017	Index Divider Sheets 8-1/2"w x 14"h (2-hole punched)	-	400
58018	Index Divider Sheets 8-1/2"w x 11"h (7-hole punched)	-	400

53017 / 58017   **53018 / 58018**

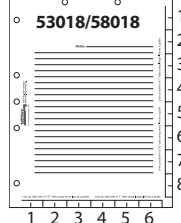# custom installation solutions

Index Tab Divider Positions

Call for a quote

Why waste your valuable time!
Choose your tabs from above, specify tab position, then let us do the work for you.

Letter Dividers
53018/58018

Legal Dividers
53017/58017
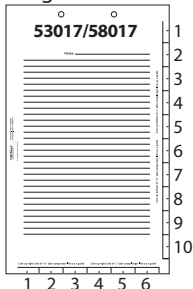
printed index dividers

Keep your documents, exhibits, briefs and more, neatly organized with our **printed index dividers.**

Standard Specifications:
(Avery® match)

♦ 80 lb. white stock

♦ 8-1/2"w x 11"h

♦ 1/2" tab extension

♦ Tabs printed both sides

♦ Clear Mylar® on tab extension for reinforcement

♦ Accommodate any binding style - dividers are not hole punched

Call for pricing and lead times on the following:

♦ Hole punching

♦ High numbered tabs and bulk pricing
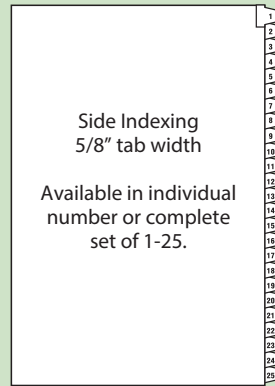
♦ Custom titles

♦ All-State® and Blumberg® styles

MONTH INDEXING

Side Indexing
7/8" tab width
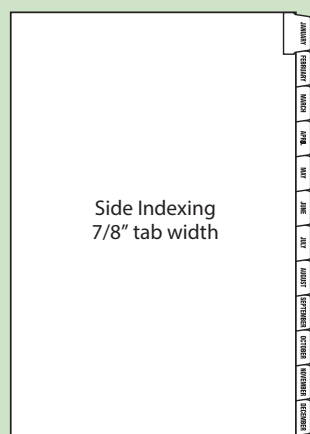
12 tabs per set			
stock no.	description	sets/ pkgs.	pkgs./ box
68305	JANUARY-DECEMBER	2	10

NUMERICAL INDEXING

Side Indexing
5/8" tab width

Available in individual number or complete set of 1-25.

stock no.	description	sets/ pkgs.	pkgs./ box
68001	1	25	10
68002	2	25	10
68003	3	25	10
68004	4	25	10
68005	5	25	10
68006	6	25	10
68007	7	25	10
68008	8	25	10
68009	9	25	10
68010	10	25	10
68011	11	25	10
68012	12	25	10
68013	13	25	10
68014	14	25	10
68015	15	25	10
68016	16	25	10
68017	17	25	10
68018	18	25	10
68019	19	25	10
68020	20	25	10
68021	21	25	10
68022	22	25	10
68023	23	25	10
68024	24	25	10
68025	25	25	10

numbers up to 5,000 available

Complete Set 1-25

stock no.	description	sets/ pkgs.	pkgs./ box
67999	1-25	25	10

ALPHABETICAL INDEXING

Bottom Indexing
1-1/2" tab width

Available in individual exhibit letters or complete set of all exhibits A-Z

EXHIBIT A	EXHIBIT B	EXHIBIT C	EXHIBIT D	EXHIBIT E
EXHIBIT F	EXHIBIT G	EXHIBIT H	EXHIBIT I	EXHIBIT J
EXHIBIT K	EXHIBIT L	EXHIBIT M	EXHIBIT N	EXHIBIT O
EXHIBIT P	EXHIBIT Q	EXHIBIT R	EXHIBIT S	EXHIBIT T
EXHIBIT U	EXHIBIT V	EXHIBIT W	EXHIBIT X	EXHIBIT Y
EXHIBIT Z				
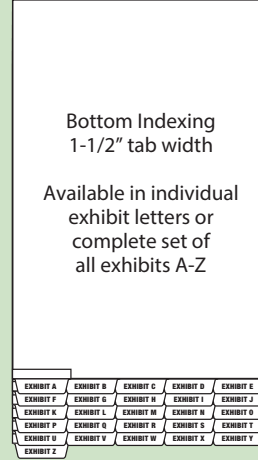
stock no.	description	sets/ pkgs.	pkgs./ box
67901	EXHIBIT A	25	10
67902	EXHIBIT B	25	10
67903	EXHIBIT C	25	10
67904	EXHIBIT D	25	10
67905	EXHIBIT E	25	10
67906	EXHIBIT F	25	10
67907	EXHIBIT G	25	10
67908	EXHIBIT H	25	10
67909	EXHIBIT I	25	10
67910	EXHIBIT J	25	10
67911	EXHIBIT K	25	10
67912	EXHIBIT L	25	10
67913	EXHIBIT M	25	10
67914	EXHIBIT N	25	10
67915	EXHIBIT O	25	10
67916	EXHIBIT P	25	10
67917	EXHIBIT Q	25	10
67918	EXHIBIT R	25	10
67919	EXHIBIT S	25	10
67920	EXHIBIT T	25	10
67921	EXHIBIT U	25	10
67922	EXHIBIT V	25	10
67923	EXHIBIT W	25	10
67924	EXHIBIT X	25	10
67925	EXHIBIT Y	25	10
67926	EXHIBIT Z	25	10

Complete Set all exhibits A-Z

stock no.	description	sets/ pkgs.	pkgs./ box
67997	EXHIBITS A-Z	26	10

Side Indexing
1" tab width

Available in individual exhibit letters or complete set of all exhibits A-Z
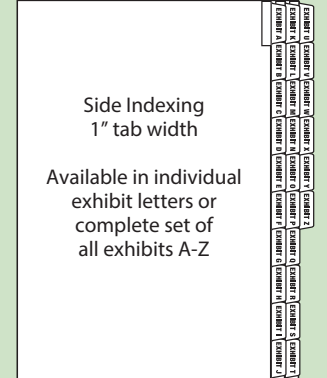
stock no.	description	sets/ pkgs.	pkgs./ box
67961	EXHIBIT A	25	10
67962	EXHIBIT B	25	10
67963	EXHIBIT C	25	10
67964	EXHIBIT D	25	10
67965	EXHIBIT E	25	10
67966	EXHIBIT F	25	10
67967	EXHIBIT G	25	10
67968	EXHIBIT H	25	10
67969	EXHIBIT I	25	10
67970	EXHIBIT J	25	10
67971	EXHIBIT K	25	10
67972	EXHIBIT L	25	10
67973	EXHIBIT M	25	10
67974	EXHIBIT N	25	10
67975	EXHIBIT O	25	10
67976	EXHIBIT P	25	10
67977	EXHIBIT Q	25	10
67978	EXHIBIT R	25	10
67979	EXHIBIT S	25	10
67980	EXHIBIT T	25	10
67981	EXHIBIT U	25	10
67982	EXHIBIT V	25	10
67983	EXHIBIT W	25	10
67984	EXHIBIT X	25	10
67985	EXHIBIT Y	25	10
67986	EXHIBIT Z	25	10

Collated and individual single alpha/ double alpha also available

Complete Set all exhibits A-Z

stock no.	description	sets/ pkgs.	pkgs./ box
67998	EXHIBITS A-Z	26	10

specialty index sets

The use of **specialty index sets** makes it much easier to organize information and puts a professional polish on presentations, booklets and much more.

These stock **specialty index sets** shown here are:
- 90 lb. white stock
- 8-1/2"w x 11"h
- 1/2" tab extension
- Side indexing
- Mylar reinforced tab and edges
- Dividers are 5-hole punched on 11" side

stock no.	description	tabs/set	sets/pkg.	pkgs./box
68301	Litigation Index Set	18	1	10
68302	Bankruptcy Index Set	30	1	10
68303	Estate Planning Index Set	30	1	10

Minimum of 10 sets per index type

Customize your own **specialty index sets** specific to your practice. Options include adding logos and body copy, clear or color mylar on the tabs, hole punching and reinforcing, and a variety of stock or custom papers. No job is too big or too small. *Lead time: 5-10 business days*

RESEARCH-LAW	MOTION DURING TRIAL	COURT BILLINGS AND JUDGEMENTS	PLEADINGS AND ISSUES	COST	POST-TRIAL MOTIONS
JURY INSTRUCTIONS	CLOSING ARGUMENT	CROSS EXAMINATION	REBUTTAL CASE	EXHIBITS	DIRECT CASE WITNESS
OPENING STATEMENT	JURY SELECTION	PRE-TRIAL MOTIONS	DISCOVERY	PLEADINGS	LITIGATION SUMMARY

LITIGATION SET

| CONTEST MATTERS	PROOFS OF CLAIM	OPERATING REPORT	DISCHARGE OR DISMISSAL	
MAILING LIST	DISCLOSURE STATEMENT	CREDITORS COMMITTEE	BALLOTS	CONFIRMATION HEARING AND ORDER
STATEMENT OF COMPENSATION	PLAN	TAX RETURNS	REAFFIRMATION	TRUSTEE APPOINTMENT & REPORTS
SCHEDULE H CODEBTORS	SCHEDULE I INCOME	SCHEDULE J EXPENDITURE	STATEMENT OF FINANCIAL AFFAIRS	STATEMENT OF INTENTION
SCHEDULE C EXEMPT PROPERTY	SCHEDULE D SECURED CLAIMS	SCHEDULE E UNSECURED PRIORITY CLAIMS	SCHEDULE F UNSECURED NONPRIORITY CLAIMS	SCHEDULE G EXECUTORY CONTRACTS
CLIENT INTERVIEW/ WORKSHEETS	CORRESPONDENCE	PETITION	SCHEDULE A REAL PROPERTY	SCHEDULE B PERSONAL PROPERTY

BANKRUPTCY SET

ENGAGEMENT LETTER	FAMILY TREE/DATA			
NOTES AND DEADLINES	CORRESPONDENCE	RESEARCH	ESTATE INFORMATION	CLIENT'S ORIGINAL PAGES
LIVING WILLS	HEALTH CARE PROXIES	CERTIFICATE OF TRUST AUTHORITY	POWERS OF ATTORNEY	EXPLANATION OF PLAN AND TRUST
LETTERS TO TRANSFER ASSETS	DEEDS	COMMUNITY PROPERTY AGREEMENT	REVOCABLE TRUSTS	WILLS
CHARITABLE TRUST/GIFTS	GRANTOR RETAINED TRUST	IRREVOCABLE TRUSTS	ASSETS AND LIABILITIES	BENEFICIARY DESIGNATIONS
INCOME TAX RETURNS	GIFT TAX RETURNS	LIFE INSURANCE TRUST	LIFE INSURANCE FUNDING CRUMMEY NOTICES	QUALIFIED PERSONAL RESIDENCE TRUST

ESTATE PLANNING SET

jalemaclip fasteners

jalemaclip fasteners are 5" capacity fasteners that allow you to access any part of the file without having to remove the file contents. Make notes, copy or review the pages within the file quickly and easily. For use with 2-hole punched documents. Holes are positioned 2-3/4", center-to-center. Sets consist of self-adhesive bases, compressor bars and u-shaped extensions. Full set availability only.

stock no.	description	fasteners/box
56804	jalemaclip fasteners	100
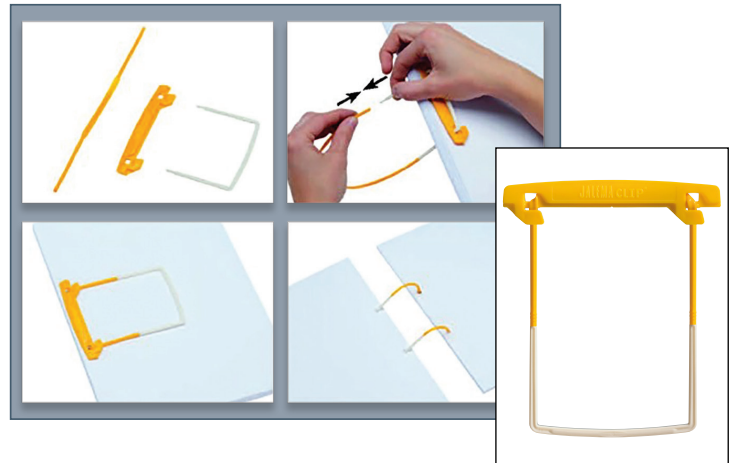
earflap™ fasteners

Turn existing file folders into classification folders easily and inexpensively. Section files by date, subject or other criteria that fit your needs.

Slip the punched flap over an existing fastener and close the prongs. Fold flap forward and add filing material to the bonded fastener on top of the manila strip. **earflap fasteners** work with any two-prong fastener in all folder positions.

| stock no.	description	fasteners/box
56809	earflap fasteners	50

file pocket handles

Retrieve file pockets with ease from any shelf. **file pocket handles** by **tabbies** are made with tear resistant Tyvek® and prevent tearing of gussets. **file pocket handles** come with a suggested placement guideline for the 3 most popular expansions for file pockets: 1-3/4", 3-1/2" and 5-1/4".
6 colors available.
Handle dimensions: 9-5/8"w x 2"h.

stock no.	color	handles/pkg.	pkgs./box
68801	Yellow	48	5
68805	Red	48	5
68806	Lt Blue	48	5
68807	Dk Blue	48	5
68809	Green	48	5
68815	White	48	5
68860	Assorted	288	6

clear label protectors

Keep **file pocket handles** clean and protected from smudges with **clear label protectors**. 4-1/2"w x 1-1/2"h.
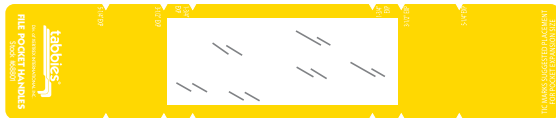
stock no.	color	labels/pkg.	pkgs./box
68850	Clear	48	5

expansion pockets
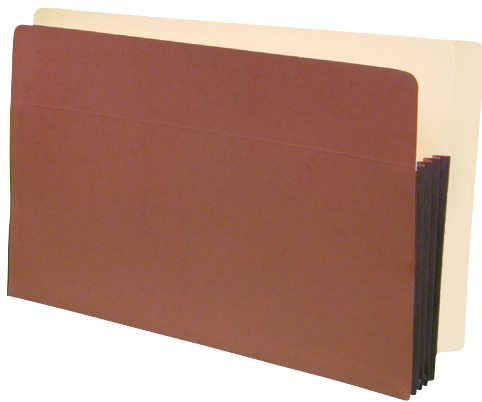
- ◆ 14 pt. Manila back with 3/4" reinforced full side tab
- ◆ 18 pt. Manila front & back linings
- ◆ 11 pt. Red wallet front cover
- ◆ 6-1/2" High reinforced gusset
- ◆ Drop front is 1/2" lower than back

stock no.	size	expansion	pockets/case
TE1524EP	9-1/2"h X 12-1/2"w	3-1/2"	100
TE1534GP	9-1/2"h X 12-1/2"w	5-1/4"	100
TE1526EP	9-1/2"h X 15-1/2"w	3-1/2"	100
TE1536GP	9-1/2"h X 15-1/2"w	5-1/4"	100

- ◆ 11 pt. Red wallet front & back covers
- ◆ 18 pt. Manila front & back linings
- ◆ 6-1/2" High reinforced gusset
- ◆ Drop front is 1/2" lower than back

stock no.	size	expansion	pockets/case
T1524EP	9-1/2"h X 11-3/4"w	3-1/2"	100
T1534GP	9-1/2"h X 11-3/4"w	5-1/4"	100
T1526EP	9-1/2"h X 14-3/4"w	3-1/2"	100
T1536GP	9-1/2"h X 14-3/4"w	5-1/4"	100
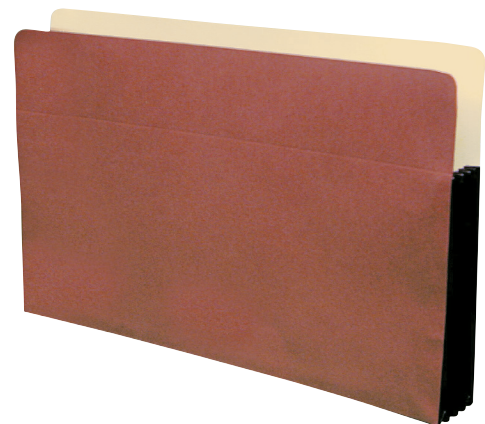
expansion pockets
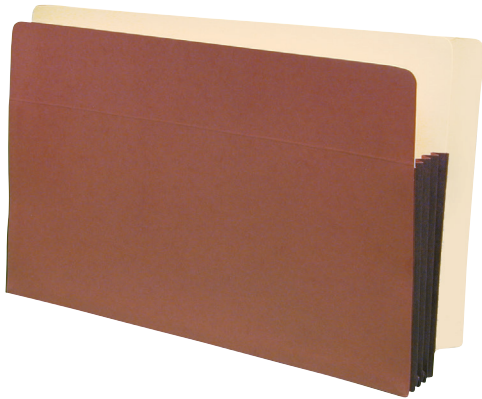
- 11 pt. Red wallet front & back covers
- 11 pt. Manila back lining
- 11 pt. Red wallet front lining
- 6-1/2" High reinforced gusset
- Drop front is 1/2" lower than back

stock no.	size	expansion	pockets/case
T1534S	9-1/2"h X 11-3/4"w	5-1/4"	100
T1526T	9-1/2"h X 14-3/4"w	3-1/2"	100
T1536S	9-1/2"h X 14-3/4"w	5-1/4"	100

- 17 pt. Red wallet front & back covers including flap
- 11 pt. Red wallet front & back linings
- Full height reinforced gusset; elastic cord standard

stock no.	size	expansion	pockets/case
RT1056ELP	10"h X 15"w	3-1/2"	100
RT1076GLP	10"h X 15"w	5-1/4"	100

- 11 pt. Red wallet front & back covers
- 11 pt. Manila back linings
- 11 pt. Red wallet front lining
- 6-1/2" High reinforced gusset
- Drop front is 1/2" lower than back

stock no.	size	expansion	pockets/case
1524	9-1/2"h X 11-3/4"w	3-1/2"	50
1534	9-1/2"h X 11-3/4"w	5-1/4"	50
1526	9-1/2"h X 14-3/4"w	3-1/2"	50
1536	9-1/2"h X 14-3/4"w	5-1/4"	50

modifications available

- Colored Backs
- Colored Body
- Colored Gussets
- Full Color Products
- Eyelets
- Pull Loops

Call for a quote

file folders

CUSTOM PRINTED FOLDERS Call for quote

11 pt. 2-Ply (Reinforced) Letter
Printed label placement lines except where noted.

stock no.	size	folders/case
56012	12-1/4"w x 9-1/2"h	500
560121*	12-1/4"w x 9-1/2"h	250
5601213**	12-1/4"w x 9-1/2"h	250
56018	12-1/4"w x 9-1/2"h	500
560181*	12-1/4"w x 9-1/2"h	250
5601813**	12-1/4"w x 9-1/2"h	250
56022	12-1/4"w x 9-1/2"h	500
56023*	12-1/4"w x 9-1/2"h	250
56024**	12-1/4"w x 9-1/2"h	250
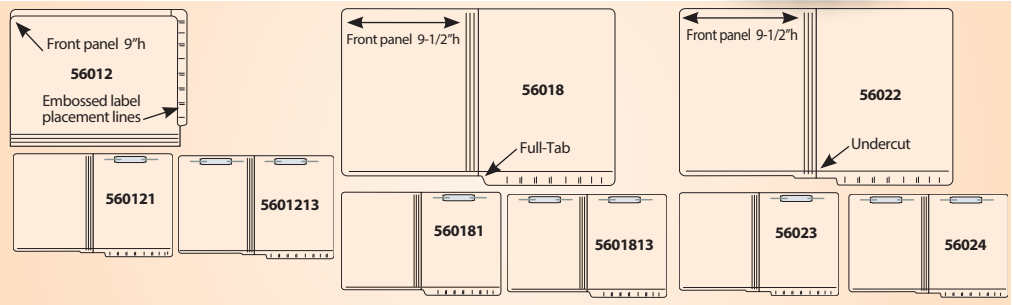
14 pt. 1-Ply Letter
Printed label placement lines except where noted.

stock no.	size	folders/case
56015	12-1/4"w x 9-1/2"h	500
560151*	12-1/4"w x 9-1/2"h	250
5601513**	12-1/4"w x 9-1/2"h	250
56019	12-1/4"w x 9-1/2"h	500
560191*	12-1/4"w x 9-1/2"h	250
5601913**	12-1/4"w x 9-1/2"h	250
56025	12-1/4"w x 9-1/2"h	500
560251*	12-1/4"w x 9-1/2"h	250
5602513**	12-1/4"w x 9-1/2"h	250
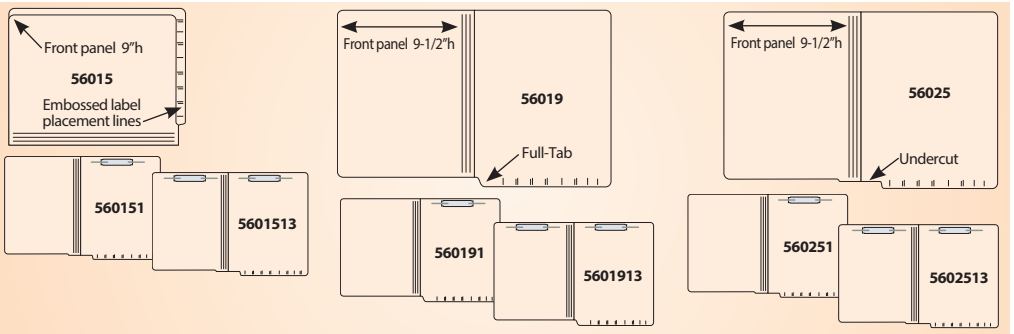
14 pt. 1-Ply Legal
Printed label placement lines except where noted.

stock no.	size	folders/case
56055	15-1/4"w x 9-1/2"h	500
560551*	15-1/4"w x 9-1/2"h	250
5605513**	15-1/4"w x 9-1/2"h	250
56058	15-1/4"w x 9-1/2"h	500
560581*	15-1/4"w x 9-1/2"h	250
5605813**	15-1/4"w x 9-1/2"h	250
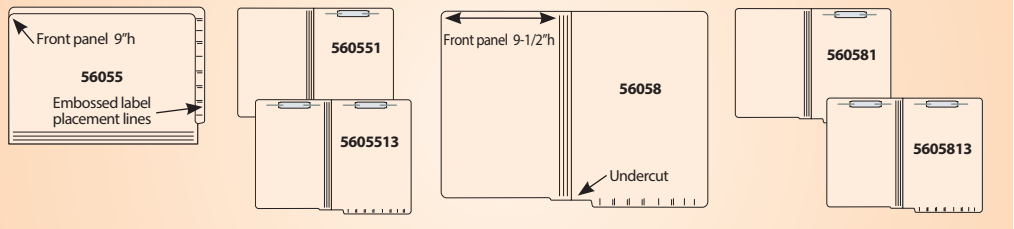
combo drawer/shelf file folder

11 pt. 2-Ply (Reinforced) Letter

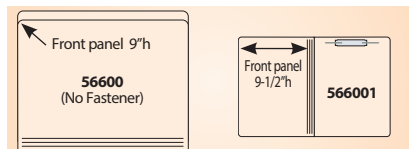| stock no.	size	folders/case
56222	12"w x 9-1/2"h	500
562221*	12"w x 9-1/2"h	250
5622213**	12"w x 9-1/2"h	250

combination drawer / shelf folder design can be used as top tab in a drawer or as an end tab in an open shelf. Large tab area on top and side allows plenty of room for all your labeling needs.
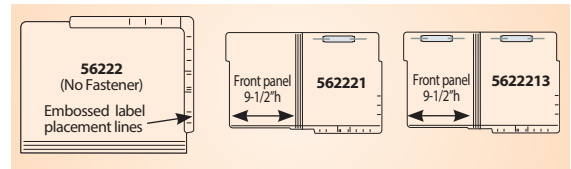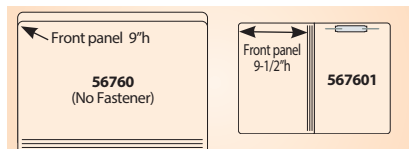
top straight cut file folder

11 pt. 1-Ply Letter

stock no.	size	folders/case
56600	11-3/4"w x 9-1/2"h	500
566001*	11-3/4"w x 9-1/2"h	250

14 pt. 1-Ply Legal

stock no.	size	folder/case
56760	14-3/4"w x 9-1/2"h	500
567601*	14-3/4"w x 9-1/2"h	250

* 1 Fastener applied, POSITION 1
** 2 Fasteners applied, POSITIONS 1 & 3
Fastener Position Guide
on page 10.

year code labels

11700 / 51700 / 81700 series
Original Col'R'Tab®

3/4"H x 1-1/2"W – Label size
1,000 labels per roll • 500 labels per roll • 250 labels per pkg.

stock no. 1,000/roll	stock no. 500/roll	stock no. 250/pkg	item	color
11717	51717	81717	17	Blue
11718	51718	81718	18	Orange
11719	51719	81719	19	Black
11720	51720	81720	20	Yellow
11721	51721	81721	21	Lt. Blue
11722	51722	81722	22	Red
11723	51723	81723	23	Lt. Green

11718 – Roll • 51718 – Roll • 81718 – Pkg.
11719– Roll • 51719 – Roll • 81719 – Pkg.
11720 – Roll • 51720 – Roll • 81720 – Pkg.

71700 series
Original Col'R'Tab®

1-1/2"H x 3/4"W (Top Tab) – Label size
1,000 labels per roll

stock no.	item	color
71717	17	Blue
71718	18	Orange
71719	19	Black
71720	20	Yellow
71721	21	Lt. Blue
71722	22	Red
71723	23	Lt. Green

71718 – Roll
71719 – Roll
71720 – Roll

70200 series
Original Tabbies®

3/4"H x 1-1/2"W – Label size
500 labels per roll

stock no.	item	color
70217	17	Red
70218	18	Lt. Blue
70219	19	Pink
70220	20	Black
70221	21	Orange
70222	22	Blue
70223	23	Dk. Green

70218 – Roll
70219 – Roll
70220 – Roll
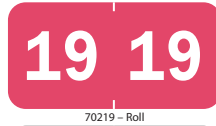
70500 series
Original Tabbies®

1"H x 1/2"W (Top Tab) – Label size
250 labels per pkg.

stock no.	item	color
70517	17	Red
70518	18	Lt. Blue
70519	19	Pink
70520	20	Black
70521	21	Orange
70522	22	Blue
70523	23	Dk. Green

70518 – Pkg.
70519 – Pkg.
70520 – Pkg.

designator labels

Use these **designator labels** to color-code your files for fast and easy retrieval. Color-code by attorney, type of law, client, year, etc.

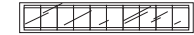## 11100 / 81100 series Original Col'R'Tab® 1"h x 1-1/2"w

11100 – Roll 11101 – Roll 11102 – Roll 11103 – Roll 11104 – Roll 11105 – Roll 11106 – Roll
11107 – Roll 11108 – Roll 11109 – Roll 11110 – Roll 11111 – Roll 11112 – Roll 11113 – Roll
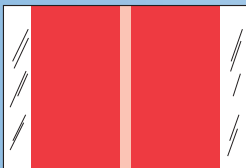
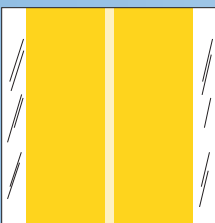| stock no.	labels/roll
11100	500

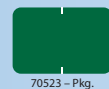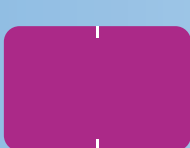| stock no.	labels/pkg.
81100	100

10 labels per strip.
Strip size: 10"h x 1-1/2"w

11600 series Original Col'R'Tab® 1-1/2"h x 1-1/2"w

11600 – Roll 11601 – Roll 11602 – Roll 11603 – Roll 11604 – Roll 11605 – Roll 11606 – Roll
11607 – Roll 11608 – Roll 11609 – Roll 11610 – Roll 11611 – Roll 11612 – Roll 11613 – Roll

stock no.	labels/roll
11600	500

70520 series Original Tabbies® 1"h x 1-1/2"w

70521 – Pkg. 70522 – Pkg. 70523 – Pkg. 70524 – Pkg. 70525 – Pkg. 70526 – Pkg.
70527 – Pkg. 70528 – Pkg. 70529 – Pkg. 70530 – Pkg. 70531 – Pkg. 70532 – Pkg. 70533 – Pkg.
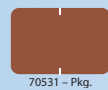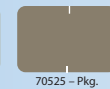
stock no.	labels/pkg.
70520	252

9 labels per sheet.
Sheet size: 5"h x 3-1/4"w

Labels are not actual size

sup'r'grip fasteners

Self-adhesive **sup'r'grip fasteners** are an ideal space-saving solution for large files. Long 2" prongs accommodate 2-hole punched material, while the ultra-thin design saves valuable filing space. Fasteners are heat bonded onto pressure-sensitive, 60 lb. manila-colored paper to hold even the bulkiest files without tearing. Printed aligning guides on each strip ensure accurate placement. 4 fasteners per sheet; 25 sheets per box.

stock no.	description	fasteners/box
56805	sup'r'grip fasteners	100

duo-prong fasteners
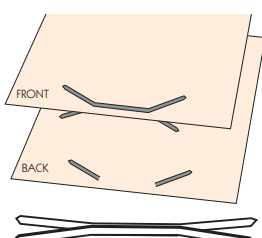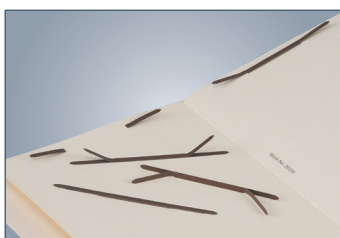
FRONT

BACK

duo-prong fasteners are used when fasteners are required on both the front and back of a divider sheet for 2-hole punched documents. Fastener capacity is 1" on one side and 5/8" on the other. Simply insert 1" prongs thru slits in divider sheet, and bend prongs back. No adhesive required.

stock no.	description	fasteners/box
26808	duo-prong fasteners	100

earflap™ fasteners
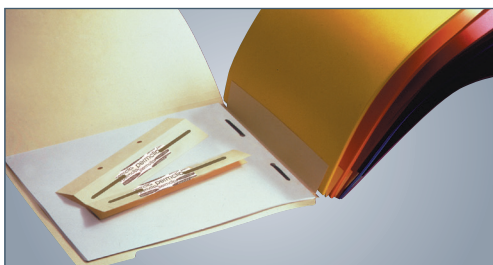
Turn existing file folders into classification folders easily and inexpensively. Section files by date, subject or other criteria that fit your needs.

Slip the punched flap over an existing fastener and close the prongs. Fold flap forward and add filing material to the bonded fastener on top of the manila strip. **earflap™ fasteners** work with any two-prong fastener in all folder positions.

| stock no.	description	fasteners/box
56809	earflap fasteners	50

foamclip® fasteners

Self-adhesive **foamclip® fasteners** are a perfect choice for organizing any 2-hole punched papers. These fasteners bond permanently to file folders, pressboard, plastic, wood, glass, even metal. With their superior strength, **foamclip® fasteners** can't be pulled off like other brands! The 2-3/4" center-to-center, 1-1/2" capacity fastener is easy to use; just peel off backing paper and press fastener into place.

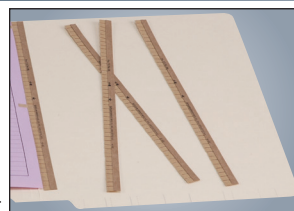| stock no.	description	fasteners/box
56807	foamclip fasteners	100

jalemaclip fasteners
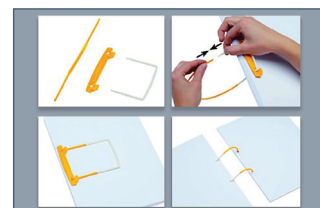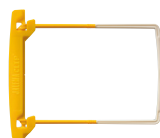
jalemaclip fasteners are 5" capacity fasteners that allow you to access any part of the file without having to remove the file contents. Make notes, copy or review the pages within the file quickly and easily. For use with 2-hole punched documents. Holes are positioned 2-3/4", center-to-center. Sets consist of self-adhesive bases, compressor bars and u-shaped extensions.

stock no.	description	fasteners/box
56804	jalemaclip fasteners	100

u-file-m binder strips

u-file-m binder strips make each folder read like a book. Documents are affixed to a strip of tabs in either ascending or descending order. File by either older information first, or by newer information on top. Instructions included. Permanent adhesive.


Strip holds up to 22 sheets.

stock no.	description	strips/box
56820	u-file-m binder strip	100

factory installed fasteners

permclip® fasteners are heat-bonded for permanent adhesion to the file folder. **permclip® fasteners** are factory installed in any position to fit your filing needs. Prongs are 2" in length and 2-3/4" center to center. Please specify fastener position from the position guide at the time of order.
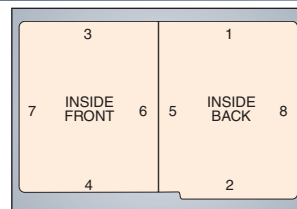

Fastener Position Guide

stock no.	description
56811	one bonded fastener per folder
56812	two bonded fasteners per folder

Any of the above stock fasteners can be factory installed to fit your filing needs. Choose your fastener position from the position guide above.

2-hole reinforcing strips

Add durability and longevity to your documents with our **2-hole reinforcing strips.** Strips are self-adhesive for easy use. Material is tear resistant and clear so it will not hide printed information.
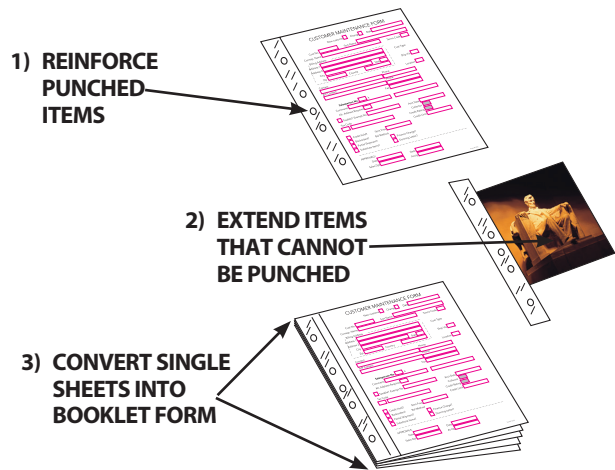
stock no.	description	strips/box
58392	3-1/2" 2-hole punched	500 strips (bulk)

PULL APART
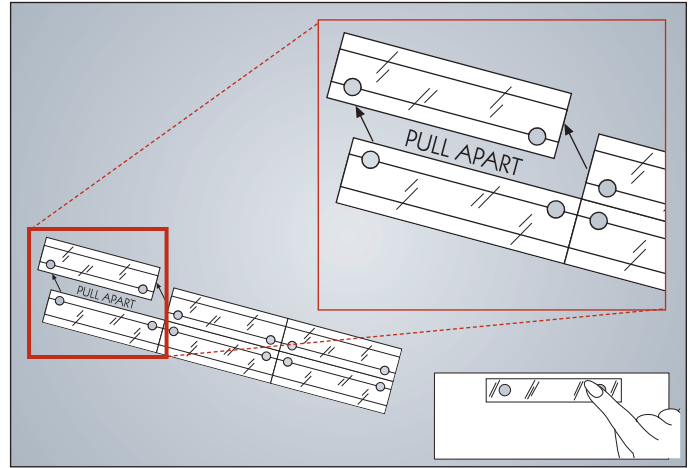
5-hole reinforcing strips

5-hole reinforcing strips are made of tear resistant material, pre-punched and ready to use. Clear strips will not hide printed information. The **5-hole reinforcing strips** can be used in one of three ways:

stock no.	description	strips/pkg.	pkgs./box
58390	11" 5-hole punched 2" overall (1" pulled apart)	20	10

1) **REINFORCE PUNCHED ITEMS**

2) **EXTEND ITEMS THAT CANNOT BE PUNCHED**

3) **CONVERT SINGLE SHEETS INTO BOOKLET FORM**

cd saver™ sleeve protectors

Protect compact disks in these smooth, durable polypropylene sleeves in stylish, translucent colors. Disks stay clean and organized, and a tuck-in flap holds CDs more securely than an open pocket. **cd saver sleeve protectors** come with self-adhesive labels for built-in index tabs.

stock no.	description	sleeves/pkg.	pkgs./carton
25100	Assorted	10	12
25101	Clear	25	10

lock-it pockets

Peel off self-adhesive 5 mil poly pocket. Permanently apply to your folders or wherever it is most convenient. Durable, clear polyethylene ziplock style secures small documents, including photos, diskettes, CD's, x-rays and much more. Clear front keeps important information at full view without opening the pocket.
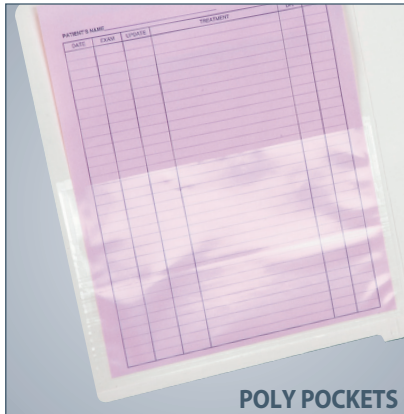
LOCK-IT POCKETS

stock no.	inside	outside	pockets/box
54470	5"w x 5-1/4"h	5-1/2"w x 6-1/4"h	100
54471	6"w x 9"h	6-1/2"w x 10"h	100

First dimension is the pocket opening

vinyl & poly pockets

Clear see-thru pockets are available in several sizes to fit all your needs. It's easy to add a pocket to your file or binder; simply peel off the protective backing and apply the self-adhesive side to your folder. Pockets are sealed on three sides. Store x-rays, forms, immunization records, computer diskettes, CD's and more.

POLY POCKETS

stock no.	inside	outside	pockets/box
54495	2-1/2"w x 3-1/4"h	3"w x 3-3/4"h	100
54496	10-1/2"w x 8-1/2"h	11"w x 9"h	100
54497	5"w x 3"h	5-3/4"w x 3-3/4"h	100
54498	6-1/2"w x 4-1/4"h	7"w x 4-3/4"h	100
54499	8-3/4"w x 5-1/2"h	9-1/4"w x 6"h	100

VINYL POCKETS

stock no.	inside	outside	pockets/box
54492	8-3/4"w x 11-1/4"h	9"w x 11-1/2"h	100
54493	5-1/4"w x 3-1/4"h	5-1/2"w x 3-1/2"h	100
54494	8-3/4"w x 5-1/2"h	9"w x 5-3/4"h	100

First dimension is the pocket opening

POLY POCKETS

Poly pockets provide easy access to information.
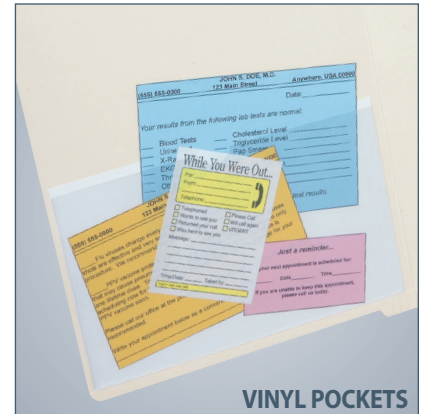
VINYL POCKETS

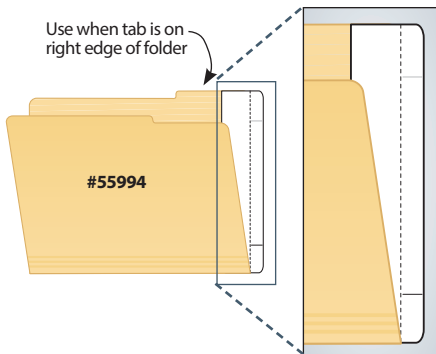Vinyl pockets are textured and heavy-duty.

expanding divider pocket

Strong 40 lb. Kraft pocket has a thumbcut opening for easy access. Reinforced binding holes are pre-punched to be used with fastener folder. Letter or legal size application. Pocket has a 1" expansion.
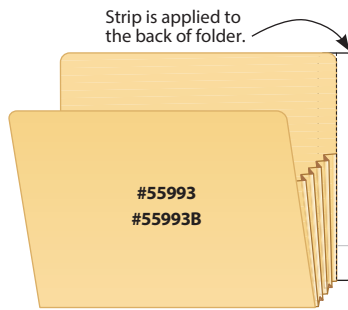
stock no.	description	pockets/box
54460	divider pockets	100

conversion products

Use when tab is on right edge of folder

#55994

- ◆ 9-1/2"h can be used for any top tab cut folders.
- ◆ Strip is applied inside of the back folder panel.
- ◆ Labels can be pre-applied before installation of strip.
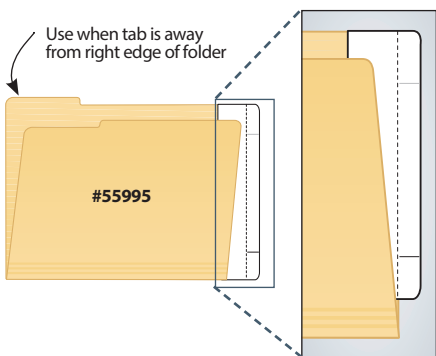- ◆ White stock, 3/4" tab extension, 9-1/2"h.

Strip is applied to the back of folder.

#55993
#55993B

- ◆ Specifically made for pressboard or gusset folders.
- ◆ Labels can be pre-applied before installation of strip.
- ◆ White stock, 3/4" tab extension, 9-1/2"h.

Use when tab is away from right edge of folder

#55995

- ◆ 9"h can be used for any top tab cut folders.
- ◆ Strip is applied inside of the back folder panel.
- ◆ Labels can be pre-applied before installation of strip.
- ◆ White stock, 3/4" tab extension, 9"h.

1" wide end tab is an ideal solution for conversions that include computer generated strip labels.

#55996
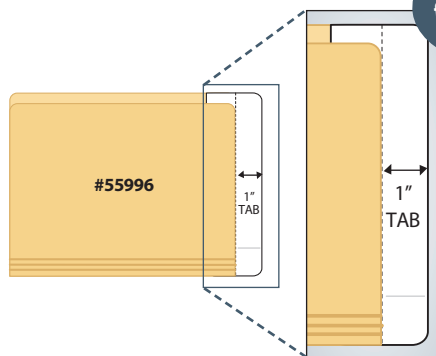
1" TAB

1" TAB

- ◆ Use with any straight cut folder.
- ◆ Strip is applied inside of the back folder panel.
- ◆ Strip-label can be pre-applied before installation of strip.
- ◆ White stock, 1" tab extension, 9-1/2"h.

extenda-folder strips

Convert any top tab, pocket folders, pressboard folders, or expanding file jackets into end tab file folders. Save the trouble and expense of transferring materials and throwing away good file folders, pockets, and jackets. All conversion strips are self-adhesive and easy to install. Choose from 6 styles to fit your needs.
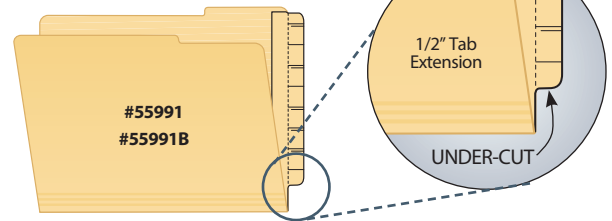
stock no.	size	tab extension	strips/box
55991	3-1/4"w x 9-1/4"h	1/2"	100
55991B	3-1/4"w x 9-1/4"h	1/2"	1,000
55992	4-3/4"w x 9-1/2"h	3/4"	100
55993	3-1/4"w x 9-1/2"h	3/4"	100
55993B	3-1/4"w x 9-1/2"h	3/4"	1,000
55994	2"w x 9-1/2"h	3/4"	100
55995	3-3/4"w x 9"h	3/4"	100
55996	3-3/4"w x 9-1/2"h	1"	100

#55992

3/4" Tab Extension

FULL-TAB

- ◆ Wrap-around design is easy to apply to any top tab folder.
- ◆ Attaches to inside and outside back of folder panel.
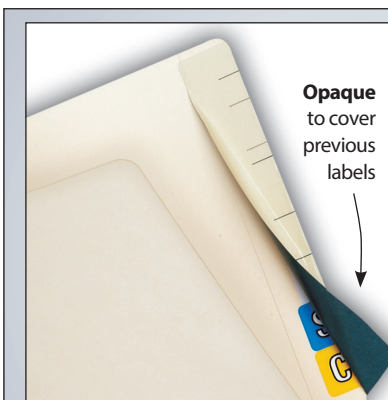- ◆ Manila stock to match your folder.

#55991
#55991B

1/2" Tab Extension

UNDER-CUT

cov'r'tabs

Opaque to cover previous labels

- ◆ Easy way to re-use old folders.
- ◆ Self-adhesive and wrap-around design adds reinforcement to tab.
- ◆ Printed score marks for even positioning of new labels.
- ◆ 60 lb. in manila color finish.
- ◆ Strip must be applied to folder "before" application of new labels.

stock no.	size	cov'r'tabs/pkg.
55990	2-1/2"w x 8"h	50

outguides

vinyl outguides are flexible enough for easy handling, yet resist cracking and tearing. Double sided "OUT" tab extends beyond folder for easy access. Clear vinyl pocket holds charge-out slips. Heavy duty outguides feature large tabs, a rigid vinyl back and stress contours on pockets to provide added strength and durability for frequent handling.

Call to inquire about other available colors.

charge-out slips

charge-out slips keep track of removed folder, when used with outguide. 100 sheets/pad.

stock no.	size	pads/box
74559	5"w x 3"h	10

FILE NAME/NUMBER_____

DATE OUT _____ DATE RETURN _____

NAME (PRINT) _____ DEPT._____

SIGNATURE _____

INSERT THIS CHARGE-OUT FORM INTO THE POCKET ON THE OUTGUIDE AND REPLACE CHARGED-OUT FOLDER WITH OUT-GUIDE. NOTE: DUPLICATE CHARGE-OUT FORMS CAN BE USED FOR FOLLOW-UP PURPOSES, IN "FILE NAME/NUMBER" ORDER OR "DATE TO RETURN" ORDER.
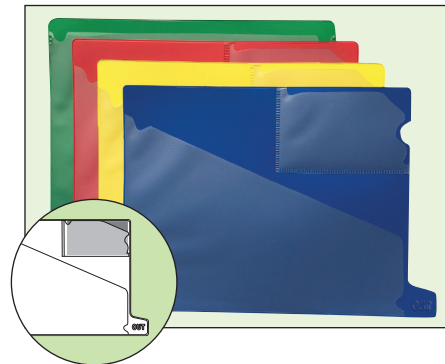
TABBIES STOCK NO. 74559

center tab
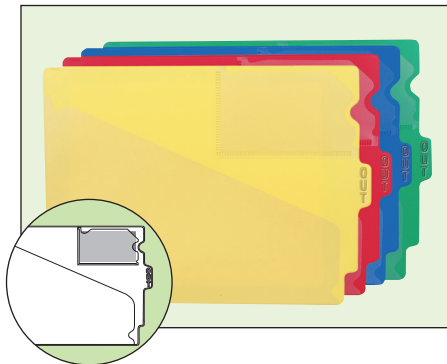
- ◆ "OUT" is embossed on both sides of tab
- ◆ Overall size: 9-1/2"h x 12-7/8"w
- ◆ Body size: 9-1/2"h x 12-3/8"w

stock no.	color	size	guides/pkg.
74500	Red	Letter	10
74501	Blue	Letter	10
74502	Green	Letter	10
74504	Yellow	Letter	10
74520*	Red	Legal	10

*Legal size: Overall size: 9-1/2" x 15-3/4"
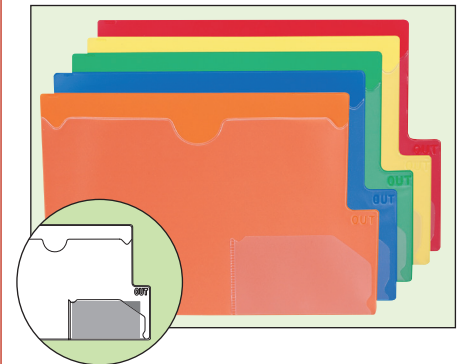   Body size: 9-1/2" x 15-1/4"

bottom tab

- ◆ "OUT" is embossed on the tab
- ◆ Overall size: 9-1/2"h x 13-1/4"w
- ◆ Body size: 9-1/2"h x 11-7/8"w

stock no.	color	guides/pkg.
74530	Red	10
74531	Blue	10
74532	Green	10
74534	Yellow	10

large tab

- ◆ "OUT" is embossed on the tab
- ◆ Overall size: 9"h x 13-1/4"w
- ◆ Body size: 9"h x 12"w

stock no.	color	guides/pkg.
74580	Red	10
74581	Blue	10
74583	Orange	10
74584	Yellow	10
74585	Green	10

economical

A cost-efficient choice when a full pocket is not necessary. Easy to read "OUT" is embossed on both sides of the rigid vinyl guides. 3" x 5-1/2" pocket for charge-out forms. Letter size 13"w x 4"h.
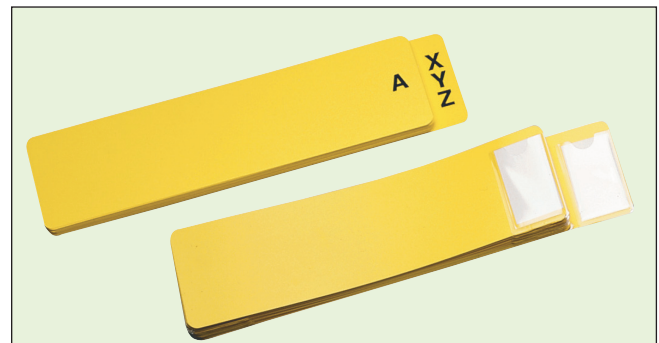

stock no.	color	guides/pkg.
74540	Red	10
74541	Blue	10
74542	Green	10
74543	Orange	10
74544	Yellow	10

alphabetical & blank

Quickly locate information filed by name. 24-gauge yellow vinyl guides. Black print on both sides A-W, plus one Mc and XYZ. Letter size 14-1/2"w x 4"h.

Blank guides have clear pockets on both sides and include insert cards.

stock no.	description	guides/box
74590	Alphabetical	25
74591	Blank	25

specialty labels

CONFIDENTIAL
40531

CONFIDENTIAL
For Authorized Personnel Only
40570

CONFIDENTIAL
For Authorized Personnel Only
40572

CONFIDENTIAL
For Authorized Personnel Only
40574

stock no.	color	size	labels/roll
40531	Fl. Red	1-1/2"w x 3/4"h	250
40570	Red	2"w x 2"h	500
40572	Red	6-1/2"w x 1"h	100
40574	Red	4"w x 2-1/2"h	100

removable remind'r' labels

removable remind 'r' labels convey vital information and instructions quickly and easily. Perfect for invoices, letters, files and more! The fluorescent red background color attracts immediate attention, while the brief messages are easy to read and understand. Perfect for use in busy legal offices. Labels are packaged in dispenser boxes for fast, convenient use. Easy to remove.
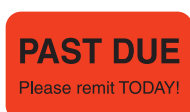
Sign Here Peel Here
40539

ROUTE TO: Peel Here
40544

stock no.	color	size	labels/roll
40539	Fl. Red	1-1/2"w x 3/4"h	250
40544	Fl. Red	1-1/2"w x 3/4"h	250

billing/collection labels

SELF PAY
MAP1320

PAST DUE
Please remit TODAY!
MAP1350

ACCOUNT SERIOUSLY OVERDUE
Remit payment in full to prevent collections
MAP1400

MISSED APPOINTMENT
ON
MAP2370

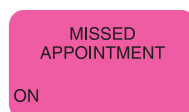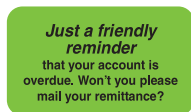| stock no.	color	size	labels/roll
MAP1320	Fl. Green	1-1/2"w x 7/8"h	250
MAP1350	Fl. Red	1-1/2"w x 7/8"h	250
MAP1400	Fl. Red	1-1/2"w x 7/8"h	250
MAP2370	Fl. Pink	1-1/2"w x 7/8"h	250
MAP2500	Fl. Chartreuse	3-1/4"w x 1-3/4"h	250
MAP4220	Fl. Green	1-1/2"w x 7/8"h	250
MAP4300	Fl. Chartreuse	1-1/2"w x 7/8"h	250
MAP4790	Fl. Red	3-1/4"w x 1-3/4"h	250
MAP5790	Fl. Chartreuse	3"w x 1"h	250

We accept VISA and MasterCard. If you wish to pay your account with your credit card, please complete the following lines:

Acct. No._____

Exp. Date_____ ☐ VISA ☐ MasterCard

Signature_____
MAP2500

Just a friendly reminder that your account is overdue. Won't you please mail your remittance?
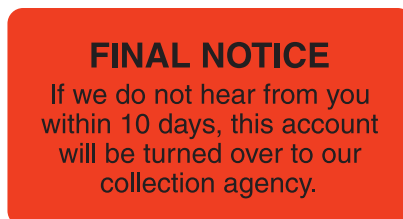MAP4220

Thank You!
MAP4300

WE ACCEPT MAJOR CREDIT CARDS
To pay with your credit card please complete:
Acct. No. _____
VISA ____ MasterCard ____ American Ex _____ Discover ____
Exp. Date _____ Signature _____
MAP5790

FINAL NOTICE
If we do not hear from you within 10 days, this account will be turned over to our collection agency.
MAP4790

labels-u-create

Create bright, eye-catching communication labels in seconds, using your PC and laser printer with **labels-u-create** to make custom labels for any application. Permanent labels can be applied to folders, documents, drawers, even shelving. Make an entire sheet of the same label or just a few at a time. Easy set-up instructions inside. Works with Microsoft Word®. No additional software is needed. 10 (8-1/2"x11") sheets per package. Available in 3 colors plus white.

3-1/4" x 1-3/4"
1-1/2" x 1-1/2"
1-1/2" x 7/8"
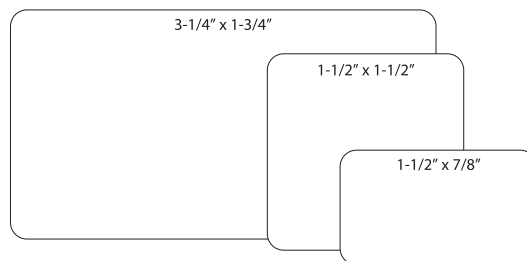
stock no.	label size	color	labels/sheet	labels/pkg.
40100	1-1/2" X 7/8"	White	32	320
40101	1-1/2" X 7/8"	Fl. Red	32	320
40102	1-1/2" X 7/8"	Fl. Green	32	320
40103	1-1/2" X 7/8"	Fl. Yellow	32	320
40120	1-1/2" X 1-1/2"	White	20	200
40121	1-1/2" X 1-1/2"	Fl. Red	20	200

stock no.	label size	color	labels/sheet	labels/pkg.
40122	1-1/2" X 1-1/2"	Fl. Green	20	200
40123	1-1/2" X 1-1/2"	Fl. Yellow	20	200
40140	3-1/4" X 1-3/4"	White	10	100
40141	3-1/4" X 1-3/4"	Fl. Red	10	100
40142	3-1/4" X 1-3/4"	Fl. Green	10	100
40143	3-1/4" X 1-3/4"	Fl. Yellow	10	100

tabs-u-create & divider sheets

Use your laser printer and Microsoft Word® to create custom title indexes in seconds. Self-adhesive tabs are 1-1/4" in length and grip both sides of the page for added strength. Easy set-up instructions come inside each package of index tabs. Use **tabs-u-create divider sheets** to make full index dividers. Tabs have 1/2" tab extension in white or assorted colors. For bottom or side indexing.
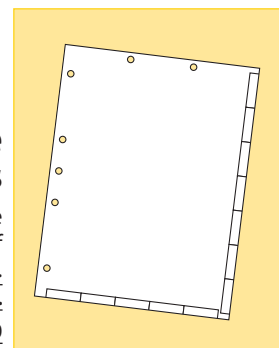
stock no.	color	tabs/sheet	tabs/pkg.
40201	White	12	60
40202	Assorted	12	60

Create Indexes in Seconds!

tabs-u-create divider sheets

tabs-u-create divider sheets have position marks for easy placement of index tabs. For bottom or side indexing.

stock no.	sheet size	sheets/pkg.
40200	8-1/2"w x 11"h	50

erasable write-on index tabs

erasable write-on index tabs can be used over and over again. Write with pencil or any erasable ink pen – then just erase and reuse. Tabs have 1/2" tab extension with colored edges or solid color fluorescent tabs. Ideal for any filing, flagging or indexing situation.

fluorescent

color edge	1" 24 tabs/pkg.	1-1/2" 16 tabs/pkg.	2" 12 tabs/pkg.	3" 8 tabs/pkg.	pkgs./box
Yellow	58600	58700	58800	58900	10
Red	58602	58702	58802	58902	10
Green	58606	58706	58806	58906	10
Blue	58607	58707/58727	58807	58907	10
Black	58609	58709	58809	58909	10
White	58610	58710	58810	58910	10

Assorted Solid Colors

stock no.	color	size	tabs/pkg.	pkgs./box
58530	Fluorescent	1-1/2"	24	10

laser/inkjet label sheets

Multi-use **laser/inkjet label sheets** are useful for mailings, announcements, getting organized, tracking or recalling documents in legal proceedings and more. Labels are easy to apply for convenient, personalized labels anytime. Sheets are shrink-wrapped in packages and are fully compatible with both laser and inkjet printers. Labels feed automaticallly from paper tray and are centered on sheets so they can be fed using either the top or bottom as the lead edge. *See your printer manual for additional feeding instructions.*
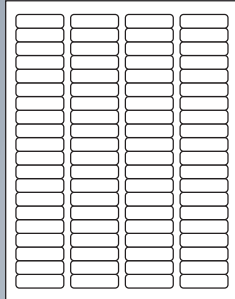
stock no 40150

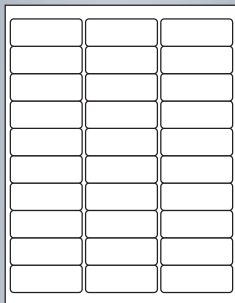**Bates style labels** (Avery® No. 5167 template)

stock no.	sheet size	label size	labels/sheet	sheets/pkg.
40150	8-1/2"w x 11"h	1-3/4" x 1/2"	80	100

File folder labels (Avery® No. 5366 template)

stock no.	sheet size	label size	labels/sheet	sheets/pkg.
49430	8-1/2"w x 11"h	3-7/16" x 2/3"	30	25

stock no 49430

stock no 40151

Address labels (Avery® No. 5160 template)

stock no.	sheet size	label size	labels/sheet	sheets/pkg.
40151	8-1/2"w x 11"h	2-5/8" x 1"	30	100

Address labels (Avery® No. 5161 template)

stock no.	sheet size	label size	labels/sheet	sheets/pkg.
40156	8-1/2"w x 11" h	4" x 1"	20	100
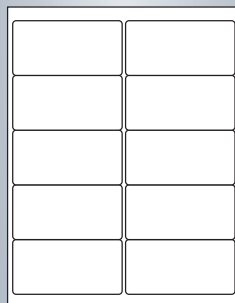
stock no 40156

stock no 40158

Shipping labels (Avery® No. 5163 template)

stock no.	sheet size	label size	labels/sheet	sheets/pkg.
40158	8-1/2"w x 11"h	4" x 2"	10	100

Shipping labels (Avery® No. 5164 template)

stock no.	sheet size	label size	labels/sheet	sheets/pkg.
40160	8-1/2"w x 11"h	4" x 3-1/3"	6	100

stock no 40160

stock no 40154

Shipping labels

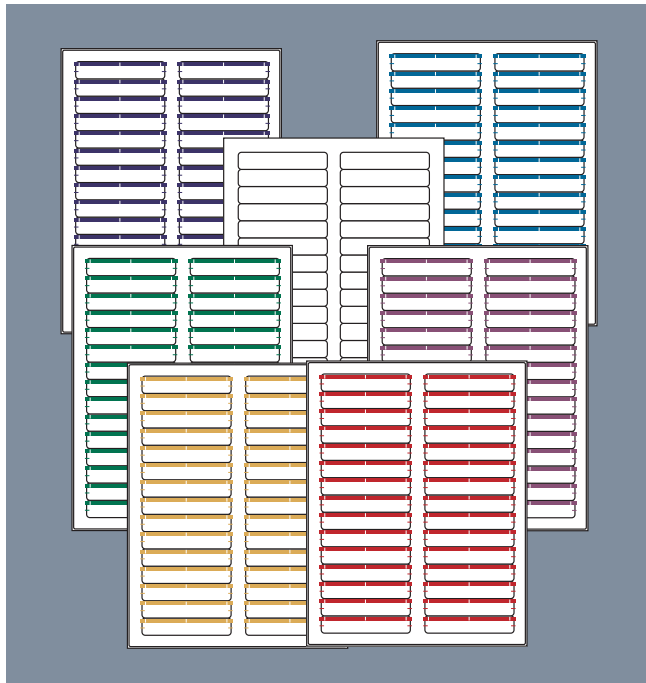| stock no.	sheet size	label size	labels/sheet	sheets/pkg.
40154	8-1/2"w x 11" h	3" x 5"	4	100

Other sizes and personalization available.
Call for information.

laser / inkjet file folder labels

laser / inkjet file folder labels are easy to use with most label software. The paper and adhesive are formulated specifically for use in laser or inkjet printers. 750 labels per package. Labels are 2-up per page.

Overall sheet size: 8-1/2"w x 11"h
Label size: 3-7/16"w x 2/3"h – Color bar or White
Compatible to Avery Labels #5366

actual size

| stock no.	color	labels/sheet	sheets/pkg.
49430	White	30	25
49431	Light Blue	30	25
49432	Red	30	25
49436	Green	30	25
49437	Dark Blue	30	25
49441	Tan	30	25
49443	Purple	30	25

file folder labels

Self-adhesive **file folder labels** attach permanently to file folders, cards, etc. Color coded for easy identification and smudge proof for legibility. Available in convenient sheets, in white and 6 colors ready for writing or typing. Labels are 3-7/16"w x 9/16"h in size. Labels are 1-up per page.


This product is not intended to be printed on.

stock no.	color	labels/pkg.
59430	White	248
59431	Light Blue	248
59432	Red	248
59436	Green	248
59437	Dark Blue	248
59441	Tan	248
59443	Purple	248

wrap-around file folder labels
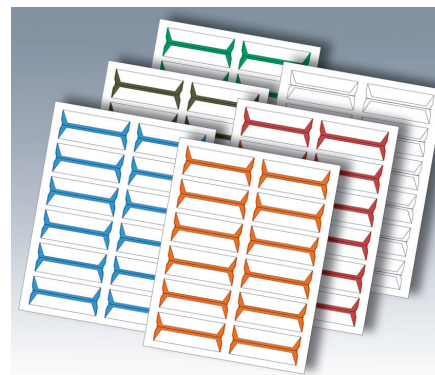
Use Microsoft Word® and any laser/inkjet printer to create **wrap-around file folder labels** for file folders, pockets, jackets, etc. Easy set-up instructions for both drawer and shelf filing applications in each package. 8-1/2"w x 11"h sheets.
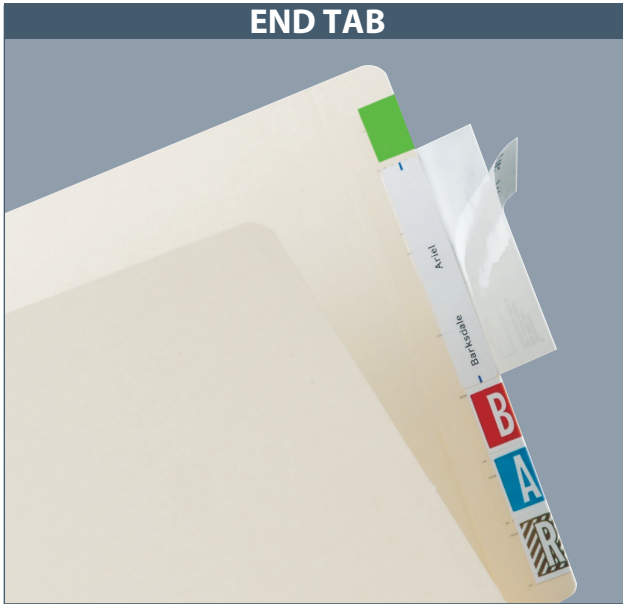

(actual size folded in half)
3/4"
3-1/2"
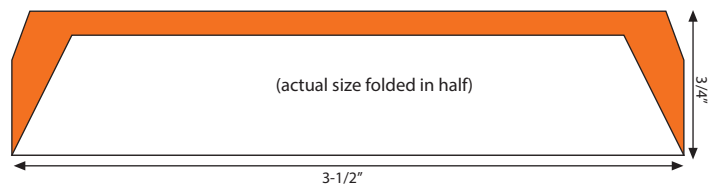
Acme® Abgor File Folder Labels compatible series

stock no.	color	labels/sheet	labels/pkg.
49401	Azure Blue	12	240
49402	Brown	12	240
49403	Green	12	240
49404	Orange	12	240
49405	Red	12	240
49406	White	12	240

name label protectors

END TAB

name label protectors eliminate dirty, worn, dog-eared file folders and file folder labels. Clear, wrap-around, self-adhesive protectors keep file folders and labels clean and prevent them from falling off, extending the life of the folder. Name label protectors can also be used "flat" to attach miscellaneous materials to any surface.

stock no.	size	protectors/ pkg.	pkgs./ box	protectors/ roll
58385	3-1/2"w x 2"h	100	5	–
58485	4"w x 2"h	100	5	–
58385B	3-1/2"w x 1-3/4"h	–	500*	–
88385	3-1/2"w x 2"h	–	–	500
88485	4"w x 2"h	–	–	500

*500 single protectors per box

TOP TAB

full end tab protectors

end tab protectors are an ideal solution for extending the life of shelf file folders. Clear protectors wrap around folder end tabs, preventing labels from cracking or popping off, and protect against wear and tear. Self-adhesive, 8" x 2" protectors can be easily applied to all types of end tab file folders to keep them looking neat and clean longer.

stock no.	size	protectors/pkg.
68386	8"h x 2"w	100

spine edge protectors

edge protectors keep heavily used file folders looking good longer by protecting edges from cracking or splitting. The 11" x 2" clear, wrap-around protector is easily applied to the bottom edge of a file folder, where the most wear and tear occurs as the folder is moved in and out of shelf file cabinets.

stock no.	size	protectors/pkg.
68387	11"w x 2"h	100

OTHER CATALOGS AVAILABLE:

– **Custom Label and Print Guide**
– **Filing, Indexing & Labeling Products**
– **Healthcare Filing, Indexing & Labeling Products**
– **Religious Products**
– **Shipping & Handling Products**
– **Veterinary Filing Products**