

# INDEX PRODUCTS, INC.

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**Always Your Best™  
Index Tab Source!**

**VOICE** (888) TABS-NOW (888) 822-7669  
**FAX** (800) FAX-TABS (800) 329-8227

Standard turnaround time is 5 to 7 working days from proof approval on custom tabs. Turn around time on tabs with body copy is 10 working days. Rush delivery is available at an additional charge — See schedule below

**CUSTOM INDEX TABS — TAB CONVERTING OF YOUR PRE-PRINTED SHEETS — BLANK PLAIN PAPER & MYLAR COPIER TABS**

## CUSTOM INDEX TAB SPECIFICATIONS

TYPE STYLE	PT. SIZE	TAB STYLE	COPY TO BACKUP	<input type="checkbox"/> Head to Head	<input type="checkbox"/> Head to Foot
<input type="checkbox"/> Helvetica Bold	_____ PT.	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D
<input type="checkbox"/> Optima Bold	_____ PT.				
<input type="checkbox"/> Times Bold	_____ PT.	ON STYLE D INDICATE IF FIRST TAB IS AT			
<input type="checkbox"/> OTHER FONT:	_____ PT.	<input type="checkbox"/> TOP			
		<input type="checkbox"/> BOTTOM			

QUANTITY \_\_\_\_\_ SETS \_\_\_\_\_ TABS PER SET \_\_\_\_\_

CUT \_\_\_\_\_ CUT (TABS PER BANK) \_\_\_\_\_

TAB  PLAIN MYLAR: CLEAR  COLOR (S)

PAPER  IP-90 WHITE  IP-100 WHITE  IP-125 WHITE  CUSTOMER SUPPLIED  
OTHER \_\_\_\_\_ Must be trimmed to size

SHEET SIZE	Standard Side Tab	Standard Bottom Tab	Non-Standard Tab	OVERALL SIZE _____" x _____"
	<input type="checkbox"/> 9" x 11"	<input type="checkbox"/> 8½" x 11½"	<input type="checkbox"/>	BODY SIZE _____" x _____"

EXTENSION  ½" Standard  ¼"  ⅜"  ⅝"

MYLAR BINDING EDGE  YES  NO

COLLATING  YES  TABS WITH SLIP SHEET  STRAIGHT SEQUENCE (1,2,3,1,2,3...)  
 NO  TABS WITH CUSTOMER SUPPLIED TEXT  SINGLE REVERSE SEQUENCE (3,2,1,3,2,1...)  
 TABS WITH OTHER SUPPLIED INSERTS  DOUBLE REVERSE SEQUENCE (3,3,2,2,1,1...)

DRILLING  YES  3 HOLES - 4¼" C to C  ⅝" Standard  ¼"  ⅜"  
 NO  OTHER: # HOLES \_\_\_\_\_  MATCH SAMPLE CENTERS

PRINTING  CUSTOMER SUPPLIED PRE-PRINTED — See Tab Converting Section **OTHER CONSIDERATIONS**  
TABS  ONE SIDE  TWO SIDES  BODY COPY —  NO  YES  COMMON  DIFFERENT  REVERSED TAB COPY  BLEEDS  FILM OUTPUT \_\_\_\_\_ PGS.

INK COLOR  BLACK  PMS - \_\_\_\_\_

SHRINKWRAPPING  SHRINKWRAP IN \_\_\_\_\_'s  CHIPBOARD (30 tabs or less)

PACKAGING  CARTON  SKID

SHIPPING  WILL CALL  ADDITIONAL  INCLUDED **VIA:**  UPS  TRUCK

**RUSH POLICY**  
4 working days add 10%\*  
3 working days add 25%\*  
2 working days add 50%\*  
24 hours, add 100%\*  
\*Subject to production approval  
Working days are based from time of proof approval; if proof is returned before 12 noon, the current day counts as a working day; if the proof is returned after 12 noon the current day is not considered to be available for production purposes and will not count as a working day. **Body copy can not be rushed.**

PHONE (\_\_\_\_) \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_  QUOTATION  ORDER

CUSTOMER NAME \_\_\_\_\_ PO # \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CUSTOMER CONTACT \_\_\_\_\_

QUOTED BY \_\_\_\_\_ DATE QUOTED \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_

**IMPORTANT:** Trim your sheets to size, allowing for subsequent bindery operations; INDEX PRODUCTS DOES NOT TRIM  
 UNCOATED STOCK  NO BODY COPY  REVERSED TAB - LIGHT INK  LAMINATED SHEET  
 COATED STOCK  BODY COPY  REVERSED TAB - DARK INK  UV COATED SHEET  
IF PERFECT BOUND: GRIND \_\_\_\_\_"; HEAD TRIM \_\_\_\_\_"; FOOT TRIM \_\_\_\_\_"  AQUEOUS - NO MYLAR

**SPECIAL INSTRUCTIONS**  USE LASER-SUB INK  USE HARD-DRY INK  
 WAIT 72 HOURS AFTER PRINTING, THEN APPLY AN OVERALL WAX-FREE VARNISH

\_\_\_\_\_

REPEAT PREVIOUS ORDER — JOB# \_\_\_\_\_  EXACT REPEAT  REPEAT WITH CHANGE

## PRICING BASED ON STANDARD TURNAROUND

QUANTITY (1)	QUANTITY (2)	QUANTITY (3)
_____ @ _____ SETS _____ @ _____ TABS	_____ @ _____ SETS _____ @ _____ TABS	_____ @ _____ SETS _____ @ _____ TABS
OF _____ TAB(S)/SET	OF _____ TAB(S)/SET	OF _____ TAB(S)/SET
\$ _____ per _____ M TABS \$ _____ shipping	\$ _____ per _____ M TABS \$ _____ shipping	\$ _____ per _____ M TABS \$ _____ shipping

**OVERS POLICY** We reserve the right to overship no more than 10% and bill accordingly. For exact quantities add 10% to quoted prices. © 2002 Index Products, Inc.

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