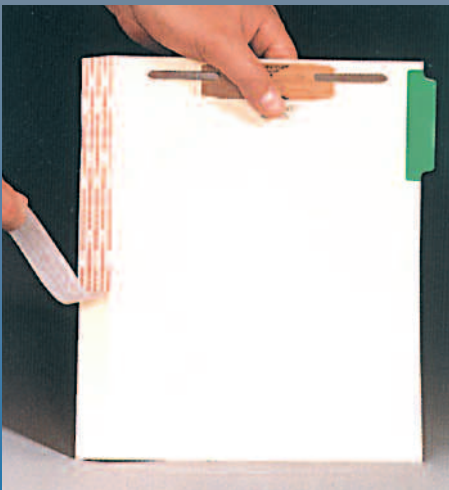


DIVIDERS

Organizing documents within files will save time and improve an organizations ability to communicate. We offer many different ways to organize the contents of files.

Basic chart dividers are offered for organization and color verification of each "section" of the file. Chart dividers can be used with the extension clip fastener if the file is very active, and there is a need to add and remove information regularly. We also offer File back dividers which feature a fastener on each divider for quick referencing. Stitched divider folders provide organization, quick referencing and are completely assembled for your ease of use. Inner folders can be used to sub divide expansion pocket folders.

Whatever your file organization needs are we can provide an organizational solution.



Five Color Dividers “Shelf Stock” • Blank Fifth Cut Tabs • 100 lb Tufdex

Colors: Cherry, Yellow, White, Blue & Green

PRODUCT NUMBER	DESCRIPTION	PACKAGE QUANTITY	PACKAGE WEIGHT
8630	Bottom tab, 8-1/2”w x 11”h plus 3/8” tab extension, collated into sets of (5) positions and colors, (50) sets of (5) per package	250	6 lbs.
8520	Side tab, 11”w x 8-1/2”h plus 3/8” tab extension, collated into sets of (5) positions and colors, (50) sets of (5) per package	250	6 lbs.



8630

Blank File Backs “Shelf Stock” • Manila • Blank Fifth Cut tabs

PRODUCT NUMBER	DESCRIPTION	PACKAGE QUANTITY	PACKAGE WEIGHT
8625	11 pt. Bottom tab, 8-1/2”w x 11”h plus 3/8” tab extension, top scored, includes fasteners, collated into sets of (5) positions, (10) sets of (5) per package, overall size: 8-1/2”w x 13”h	50	3 lbs.



8520

Printed Mortgage Dividers “Shelf Stock” • Manila • Eighth Cut Tabs

PRODUCT NUMBER	DESCRIPTION	PACKAGE QUANTITY	PACKAGE WEIGHT
8634	11 pt. Side tab, 8-1/2”w x 14”h plus 3/8” tab extension, top scored, includes fasteners, (10) sets of (8) per package, printed one side black ink & collated in the following heading/tab positions: (1) “Insurance”, (2) “Tax & Assessment”, (3) “Mortgage Rent Assignments”, (4) “Title Papers”, (5) “Attorney’s Opinion”, (6) “Appraisal”, (7) “Credit Reports”, (8) “Application”	80	4 lbs.



8625

Printed Medical Chart Dividers “Shelf Stock” • 8-1/2”w x 11-3/8”h plus 3/8” Tab

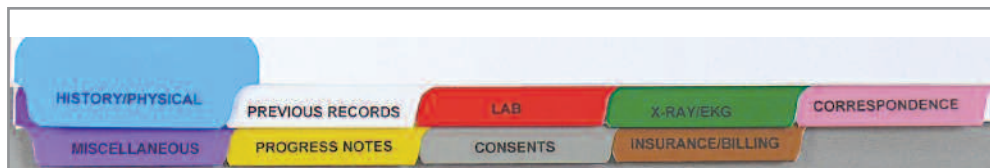
FEATURES	PRODUCT NUMBER	TAB	FILM COLOR
<ul style="list-style-type: none"> • 100 lb White Tufdex • 5th Cut, 3/8” Tab Extension • (2) Sets of Holes (Top & Side) • Mylar Tab, Polyester Film • Packaged Like Tabs Together • (25) Pieces per Package • Printed Two Sides 	8530-HP	“History/Physical” (1)	Light Blue
	8530-PR	“Previous Records” (2)	Clear
	8530-LAB	“Lab” (3)	Red
	8530-X Ray	“X-Ray/EKG” (4)	Dark Green
	8530-COR	“Correspondence” (5)	Pink
	8530-MIS	“Miscellaneous” (1)	Purple
	8530-PN	“Progress Notes” (2)	Light Yellow
	8530-CON	“Consents” (3)	Gray
	8530-IB	“Insurance/Billing” (4)	Brown



8634



8530





Printed Medical Chart Dividers “Shelf Stock” • 8-1/2”w x 11-1/8”h plus 3/8” Tab & Flap

FEATURES	PRODUCT NUMBER	TAB	FILM COLOR
<ul style="list-style-type: none"> • 9 pt. Manila, Letter Size • 1” Fastener, Top Scored • 5th Cut, 3/8” Tab Extension • Mylar Tab, Polyester Film • Packaged Like Tabs Together • (25) Pieces per Package • Printed Two Sides 	8540-HP	“History/Physical” (1)	Light Blue
	8540-PR	“Previous Records” (2)	Clear
	8540-LAB	“Lab” (3)	Red
	8540-X Ray	“X-Ray/EKG” (4)	Dark Green
	8540-COR	“Correspondence” (5)	Pink
	8540-MIS	“Miscellaneous” (1)	Purple
	8540-PN	“Progress Notes” (2)	Light Yellow
	8540-CON	“Consents” (3)	Gray
	8540-IB	“Insurance/Billing” (4)	Brown

Standard Mylar Colors

105 CLEAR	425 MEDIUM BLUE	615 LIGHT GREEN
115 GRAY	415 LIGHT BLUE	705 PINK
205 RED	505 ORANGE	805 PURPLE
225 WARM RED	515 LIGHT AMBER	915 BROWN
305 DARK YELLOW	525 CORAL	980 WRITEABLE MATTE FILM
315 LIGHT YELLOW	605 DARK GREEN	
405 DARK BLUE	625 MEDIUM GREEN	

Neon Mylar Colors

925 SUN YELLOW	960 VIBRANT YELLOW	945 LEMON YELLOW
920 SHOCKING VIOLET	975 INTENSE BLUE	970 ELECTRIC BLUE
940 FLAME ORANGE	955 FIRE RED	935 BURNING RED
965 HOT PINK	930 JUNGLE GREEN	950 RAGING GREEN

Specialty Divider Products

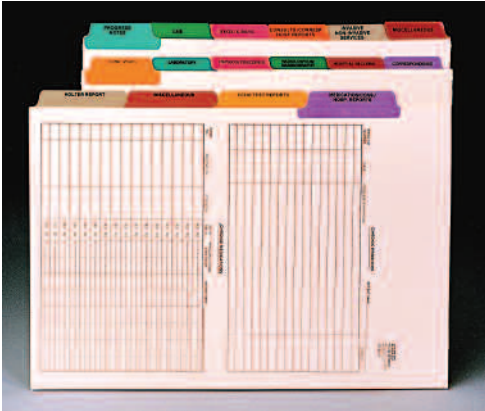
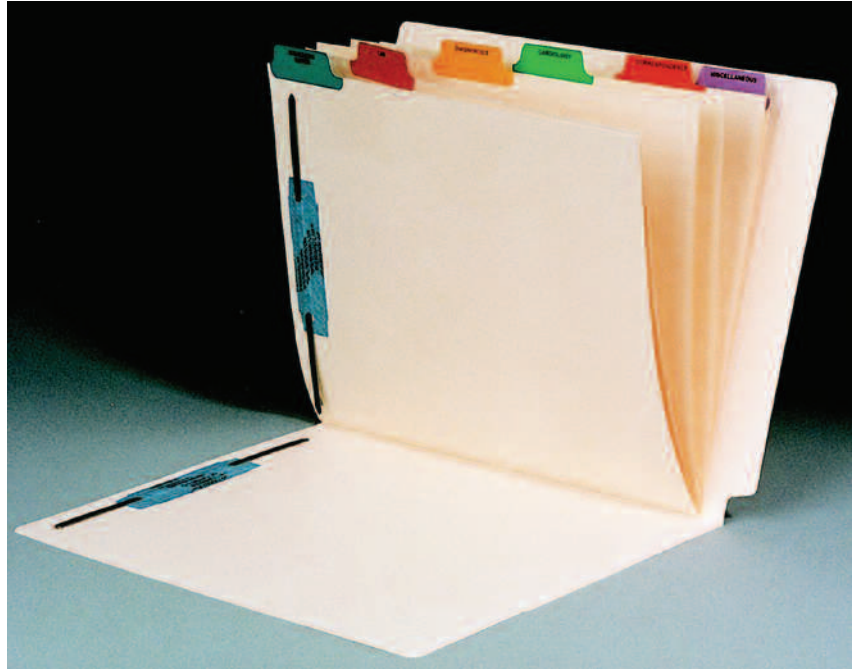


CHART DIVIDERS

Printed as required. Available for quick shipment.



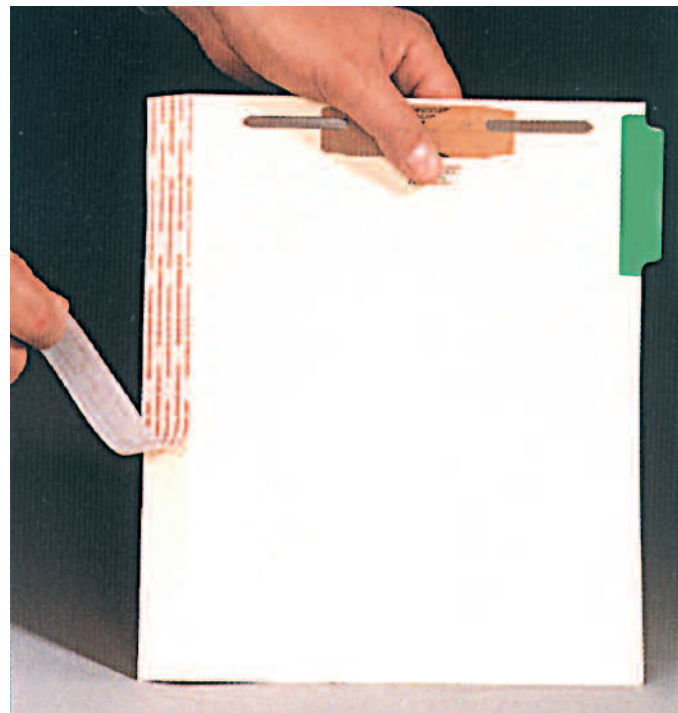
STITCHED-IN DIVIDER FOLDERS

Classify and organize entire contents with this handy stitched-in divider.



DROP-IN DIVIDERS

Organize pockets with drop-in dividers.



PEEL-AND-STICK DIVIDERS

Add these custom printed "Peel-and-Stick" dividers to your pre-existing record system for more efficient organization.



FILE BACKS

Can include printed face sheets to keep key information up front and available at all times.



8428

Out Guides “Shelf Stock” • 12”w x 9-1/2”h plus 7/8” tab

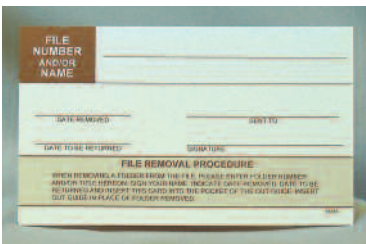
PRODUCT NUMBER	DESCRIPTION	PACKAGE QUANTITY
8428	Vinyl Out Guide, full side tab, diagonal pocket, 12”w x 9-1/2”h plus 7/8” tab, Package of 25 of any one color, Suffix: BLK = Black, BLU = Blue, BRN = Brown, GRY = Gray, GRN = Green, LIM = Lime, ORN = Orange, PNK = Pink, PRI = Peri, PUR = Purple, RED = Red, WHT = White, YLW = Yellow	25
8011	11 pt. Manila Out Folder, side tab, printed red ink	500



8011

Charge Out Card “Shelf Stock” • 5”w x 3”h • For use with vinyl Out Guides

PRODUCT NUMBER	DESCRIPTION	PACKAGE QUANTITY
68085	Heavy duty 90# Index, printed with file removal procedure to aid in proper file control, 100/pad, (5) pads/pkg	500



68085

Color-Coded Lateral File Guides • Pressboard • Alphamatic

25 pt. pearl gray “light green” pressboard for durability. Alpha or “System 1” numeric color-coded labels, factory applied.



8226

PRODUCT NUMBER	DESCRIPTION	PACKAGE QUANTITY
8220	“A-Z Original” set, letter (12-1/4”w x 9-1/2”h) plus 1” side tab, in Stock	27
8240	“A-Z original” set, legal (15-1/4”w x 9-1/2”h) plus 1” side tab, Custom made	27
8221	“A-Z Add-On” set, letter (12-1/4”w x 9-1/2”h) plus 1” side tab, Custom made	23
8241	“A-Z Add-On” set, legal (15-1/4”w x 9-1/2”h) plus 1” side tab, Custom made	23
8222	“A-Z Original” set, letter (12-1/4”w x 9-1/2”h) plus 1” side tab, Custom made	50
8242	“A-Z Original” set, legal (15-1/4”w x 9-1/2”h) plus 1” side tab, Custom made	50
8223	“A-Z Add-On” set, letter (12-1/4”w x 9-1/2”h) plus 1” side tab, Custom made	25
8243	“A-Z Add-On” set, legal (15-1/4”w x 9-1/2”h) plus 1” side tab, Custom made	25
8224	“A-Z Original” set, letter (12-1/4”w x 9-1/2”h) plus 1” side tab, Custom made	75
8244	“A-Z Original” set, legal (15-1/4”w x 9-1/2”h) plus 1” side tab, Custom made	75
8225	“A-Z Add-On” set, letter (12-1/4”w x 9-1/2”h) plus 1” side tab, Custom made	25
8245	“A-Z Add-On” set, legal (15-1/4”w x 9-1/2”h) plus 1” side tab, Custom made	25
8226	“A-Z Original” set, letter (12-1/4”w x 9-1/2”h) plus 1” side tab, Custom made	100
8246	“A-Z Original” set, legal (15-1/4”w x 9-1/2”h) plus 1” side tab, Custom made	100

Color-Coded Lateral File Guides • Pressboard • “Terminal Digit” End Digit

25 pt. pearl gray “light green” pressboard for durability. Designed so they can be used as a guide for the ending two or three digits using “System 1” or oval “Color-coded” labels. Mylar labels are used exclusively.

PRODUCT NUMBER	DESCRIPTION	PACKAGE QUANTITY
8230	“00-99”; (2) “System 1” labels, letter (12-1/4”w x 9-1/2”h) plus 1” side tab, 2.9” tab height	100
8231	“000-999”; (3) “System 1” labels, letter (12-1/4”w x 9-1/2”h) plus 1” side tab, 4.1” tab height	1,000
8232	“00-99”; (2) TD Oval labels, letter (12-1/4”w x 9-1/2”h) plus 1” side tab, 4.1” tab height	100
8233	“000-999”; (3) TD Oval labels, letter (12-1/4”w x 9-1/2”h) plus 1” side tab, 4.8” tab height	1,000
8250	“00-99”; (2) “System 1” labels, legal (15-1/4”w x 9-1/2”h) plus 1” side tab, 2.9” tab height	100
8251	“000-999”; (3) “System 1” labels, legal (15-1/4”w x 9-1/2”h) plus 1” side tab, 4.1” tab height	1,000
8252	“00-99”; (2) TD Oval labels, legal (15-1/4”w x 9-1/2”h) plus 1” side tab, 4.1” tab height	100
8253	“000-999”; (3) TD Oval labels, legal (15-1/4”w x 9-1/2”h) plus 1” side tab, 4.8 tab height*	1,000
8260	“00-99”; (2) “System 1” labels, x-ray (18-1/2”w x 13”h) plus 1” side tab, 4.2” tab height	100
8261	“000-999”; (3) “System 1” labels, x-ray (18-1/2”w x 13”h) plus 1” side tab, 4.2” tab height	1,000
8262	“00-99”; (2) TD Oval labels, x-ray (18-1/2”w x 13”h) plus 1” side tab, 4.2” tab height	100
8263	“000-999”; (3) TD Oval labels, x-ray (18-1/2”w x 13”h) plus 1” side tab, 4.9” tab height*	1,000



8230

Blank Lateral File Guides • Pressboard • “Self Tab”

25 pt. pearl gray “light green” pressboard for durability. These blank file guides are designed to be used with “System 1” or TD Oval labels in filing systems where indexing requirements are unique.

PRODUCT NUMBER	DESCRIPTION	PACKAGE QUANTITY
8200	Letter (12-1/4”w x 9-1/2”h) plus 1” side tab, 2.9” tab height, designed to apply (2) “System 1” labels	25
8201	Letter (12-1/4”w x 9-1/2”h) plus 1” side tab, 4.1” tab height, designed to apply (3) “System 1” Labels**	25
8203	Letter (12-1/4”w x 9-1/2”h) plus 1” side tab, 4.8” tab height*, designed to apply (3) TD Oval labels	25
8210	Legal (15-1/4”w x 9-1/2”h) plus 1” side tab, 2.9” tab height, designed to apply (2) “System 1” labels	25
8211	Legal (15-1/4”w x 9-1/2”h) plus 1” side tab, 4.1” tab height, designed to apply (3) “System 1” labels**	25
8212	Legal (15-1/4”w x 9-1/2”h) plus 1” side tab, 4.8” tab height*, designed to apply (3) TD Oval labels	25
8218	X-Ray (18-1/4”w x 23”h) plus 1” side tab, 4.2” tab height, designed to apply (3) “System 1” labels**	25
8219	X-Ray (18-1/4”w x 13”h) plus 1” side tab, 4.9” tab height*, designed to apply (3) TD Oval labels	25



8200

* Tab height will back color-coding of folders or jackets immediately behind “Color-Coded” guide.

** (2) TD Oval labels could also be used.

- **Faster Filing**
- **Faster Retrieval**
- **Better Control**
- **Tighter Security**
- **Increased Productivity**
- **Better Employee Morale**
- **Professional look**
- **Save Time & Space**
- **Save Money**



A Misfile...
will interrupt the color sequence and become apparent.

“Alphabetic” Color Control...



The Systematic Solution...
will be easily distinguishable by forming blocks of color with the “Alphabetic” color system, saving time, money and frustration in the long run.



Whether you file by letter or by number, we have your color-coding solution. Our systems provide more productivity, efficiency and peace of mind to your everyday filing demands. In a color-coded file, misfiles become unlikely. But, if they occur, our color-coding system makes them easy to discover. **Put some order back in your life.**

HOW THIS SYSTEM WORKS...

File name is typed on both sides using “wrap-around” name label.

First letter of last name is coded using label.

Second letter of last name is coded using label.

“Terminal / End Digit” Color Control...

- **Faster Filing**
- **Faster Retrieval**
- **Backshifting Eliminated**
- **No Congested Filing Areas**
- **Professional Look**
- **Increased Productivity**
- **Allows “Skip Number” Sequences**
- **Filing Loads Are Divided Equally And Fairly**



A Misfile...
will interrupt the color sequence and become apparent ...at first glance!



The Sensible Solution...
will be easily distinguishable by forming blocks of color with the “Terminal/End Digit” color system. It saves time, money and a lot frustration.

The more records you depend on, the more you need “Terminal/End Digit” Color Control.

Filing or finding any individual record involves a time factor that steadily erodes your organizations productivity. Misfiles can aggravate the situation.

“Terminal/End Digit Color Control” virtually eliminates misfiles by positioning every record within an easily identifiable sequence of colors. Files are filed by the last two, three or four digits and color-coded for easy recognition. Within the color block they are filed sequentially.



HOW THIS SYSTEM WORKS...

Folders are filed in sequence within the ending digit group by these “Prefix” numbers

Folders are filed together by last three digits of the file number

“Numerical” Color Control...

The more records you depend on, the more you need “Numerical” Color Control. Without it, filing or simply finding any individual record becomes a major ordeal. Weeding through thousands of files will steadily but surely erode your productivity.

“Numerical” Color Control virtually eliminates misfiles. Every record is positioned within an easily identifiable color and numerical sequence. Every record whose number begins with “1”, for example, will be in the same blue block of color. Accordingly, a misfile automatically exposes the problem visually, by being in the wrong place.

Filing and retrieval are up to 33% faster than conventional filing! That results in improved employee moral, improved file management and tighter information security. Your file room will look professional and perform like a professional. Can you afford not to use them?



The Sensible Solution...
creating blocks of color with the “Numerical” color system. It saves time, money and a lot frustration.



A Misfile...
will interrupt the color sequence and become apparent... at first glance!

HOW THIS SYSTEM WORKS...

Each digit 0-9 is represented by a different color. As folders are filed in numerical sequence, the color bands produce blocks of color. A misfiled folder will interrupt the color block and reveal itself easily and immediately.



- ← This band is coded to the ten thousand digit. Color block changes every ... **10,000 folders**
- ← This band is coded to the thousand digit. Color block changes every ... **1,000 folders**
- ← This band is coded to the hundreds digit. Color block changes every ... **100 folders**
- ← This band is coded to the tens digit. Color block changes every ... **10 folders**