

INDEX TAB & FILEBACK CUSTOM DIVIDERS



Custom **Index Tab Dividers** are the cost-effective choice for organizing important papers within your file folder or binder. From medical charts to legal folders or overall general filing, using **Index Tab Dividers** allows for quick access to information in a wide range of applications. Choose your own tab titles, color selection, and style that will fit your budget and filing needs.

CUSTOM INDEX Easy Ordering Instructions:

1. Specify paper weight and divider color:
 - 90 lb. or 110 lb.
 - White or ivory (manila) stock
2. Choose tab print style and punch hole positions:
 - Side or bottom tabs
 - 5, 3, or 2 hole punch
3. Specify tab cut size and tab extension
4. List tab titles, positions, and colors
5. Choose packaging options:
 - Collated / titles boxed together in sets
 - Non-collated / each title boxed individually

TAB TIP: Plan ahead! Allow for expansion and add a write-on erasable tab to use for your specific office needs.

Custom **Fileback Dividers** take file organization one step further. Each section is self-contained and information can be easily removed without disturbing other sections. Each fileback divider has a permanent heat-bonded fastener to the top or side of the divider allowing for easy and quick retrieval of information.

CUSTOM FILEBACK Easy Ordering Instructions:

1. Specify side or bottom tabs
2. Choose fastener: top or side
3. Specify style: hinge or self-adhesive
4. List tab positions, titles, and colors
5. Choose packaging options:
 - Collated / titles boxed together in sets
 - Non-Collated / each title boxed individually



12 VIBRANT NEON COLORS



Due to printing processes, colors may vary slightly on product from colors illustrated.

19
STANDARD
COLORS
AND
ONE
WRITABLE

Form #1406-2

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