



3030 Lowell Drive  
Green Bay, WI 54311  
Toll Free: 800-829-6555

# CUSTOM INDEX ORDER FORM

Order  Quote

Salesperson: \_\_\_\_\_

Sold To \_\_\_\_\_ ID # \_\_\_\_\_  
 Contact \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone # \_\_\_\_\_ Fax # \_\_\_\_\_  
 E-mail \_\_\_\_\_

QUOTATION	DATE / TIME ENTERED	PRICE NEEDED BY
<input type="checkbox"/> Formal <input type="checkbox"/> Informal To _____		

ORDER	DATE ENTERED	TIME	ORDER ENTERED BY	REQUESTED SHIP DATE OR DELIVERY DATE
P.O. #				

Job Title \_\_\_\_\_

Qty. No. of Sets \_\_\_\_\_ No. of Tabs/Set \_\_\_\_\_

Total Tabs \_\_\_\_\_  No over/under add'l charge of 2-1/2% will apply  Allow for STD 5% over/under allowance

Sheet Size

Please Check Correct Format

(Binding edge) 11" x 8 1/2" (sheet size) 11" x 9" (overall size) 1/2" Tab Ext.  I

(Binding edge) 8 1/2" x 11" (sheet size) 9" x 11" (overall size) 1/2" Tab Ext.  II

(Binding edge) 8 1/2" x 11" (sheet size) 8 1/2" x 11 1/2" (overall size) 1/2" Tab Ext.  III

List Binding Edge First  Other

" X " (sheet size)  
" X " (overall size)  
" Tab Ext.

Paper

90 # White (std)  110 # White  90 # Viridium Buff  
 90 # Ivory (std)  110 # Ivory  Paper Plus  
 Other: Wt: \_\_\_\_\_ Color: \_\_\_\_\_ Grade: \_\_\_\_\_

Printing

1-Side  2-Sides (Std)  None

Dealer Imprint  No  Yes  3-line (Std) \_\_\_\_\_  On File (Position) \_\_\_\_\_

Body Copy  No  Front  Different, All Tabs  Yes  Back  Other-Explain → \_\_\_\_\_

Ink Color

Black (Std)  PMS # \_\_\_\_\_  Other \_\_\_\_\_

Binding edge Reinforc.

No  Yes 9/16" (Std)  Other \_\_\_\_\_

Hole Punch

None  2 Hole 5/16" diam. 2 3/4" C.C. (Std) 7/32 Flg.  3 Hole 5/16" diam. 8 1/2" C.C. (Std) 7/32 Flg.  Other No. Hole \_\_\_\_\_ Diam. \_\_\_\_\_ C-C \_\_\_\_\_

Holes located along the \_\_\_\_\_" dimension.  
(Draw holes on diagram above in Sheet Size.)

Tab Style

A B I BT C

F G

Tab Type

Clear Mylar  One Color Mylar \_\_\_\_\_  Assorted Mylar Colors  
 Neon  Clear Writable  No Mylar Plain Paper  Hi-Speed Plain Paper Copier Tabs

Tab Size

Extension  1/4" Non-Std.  3/8" (Std.)  5/8" Non-Std.  1/2" (Std.)  3/4" Non-Std.

Shoulder Length  1/2" (Std.)  1/4"  Other  3/8"  1/8"

Tabs/Bank \_\_\_\_\_ No. Banks/Set \_\_\_\_\_ CUT: 1/ \_\_\_\_\_ th Tab Length: \_\_\_\_\_

Collate

No  Yes - In sets →  Straight (Std)  w/Filler (explain)  Reverse  Other - (explain) → \_\_\_\_\_

Assemble

No  Yes - In Folders / Folders Supplied By: \_\_\_\_\_  Yes - Other - (explain) → \_\_\_\_\_

Wrap

Shrink Wrap In sets  None  Poly Bag In sets  Other - (explain) → \_\_\_\_\_

Boxing

Inner Cartons (250 Tabs per ctn std)  # Sets/Inner Ctn \_\_\_\_\_ (close to 250 Total Sheets)  
 Bulk  Other: \_\_\_\_\_

PRICING QUOTE # \_\_\_\_\_  
 Refer to this number when ordering

QTY \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_  
 \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_  
 \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

Quoted By: \_\_\_\_\_

SHIPPING: Approximately \_\_\_\_\_ working days after receipt of order and clarification of specifications and or Proof Approval

NEW OR PREVIOUS ORDER INFORMATION

New  Exact reprint  Exact reprint w/changes in qty. only  Reprint w/changes. As Noted

Prev. P.O. # \_\_\_\_\_  
 Prev. Viridium Job # \_\_\_\_\_

Artwork  Viridium to Typeset\* (\*Typestyle will be Helvetica Bold, All UPPER CASE unless otherwise specified).

Electronic Files Furnished  Scannable Art Supplied  Other: \_\_\_\_\_

Mac (List Program) \_\_\_\_\_  PC (List Program) \_\_\_\_\_

Proof Required TYPE OF PROOF  Laser  Digital Epon  PDF  No  Yes \_\_\_\_\_ (Date/Time Required)  Color Laser  Other

Proof To: \_\_\_\_\_  IR 110 Proof  IKON 8050 Color Proof  E-Mail \_\_\_\_\_

Ship To \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Phone Number \_\_\_\_\_  Truck Accessible (dock)  Truck Inaccessible (NO dock)

Phone No. Required: \_\_\_\_\_

Ship Via:  Best way Ground - (Std)  Pick-Up \_\_\_\_\_

NDA (8:30) Phone # \_\_\_\_\_ (required)  2nd Day (8:30) Phone # \_\_\_\_\_ (required)  
 NDA (10:30)  2nd Day (10:30)  NDA (by 3:00)  Inside Delivery

LTL  Truck - collect  Freight Included  Truck - 3rd party billing

Acct # \_\_\_\_\_

Other Information:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Typestyle:**

- Standard (Helvetica Neue Bold)
- All Caps                       Upper & Lowercase
- Other: \_\_\_\_\_  Size: \_\_\_\_\_
- Match Previous Order #: \_\_\_\_\_

Bank #	Cut	Position	Tab Loc.	TAB COPY (Type or print tab copy EXACTLY as you want it printed! ie: ALL CAPS, Upper and Lower Case, etc.)	Mylar Color (List of colors shown below)	Tab Qty. (If varying qty's per Tab)

**MYLAR COLORS**

- |               |                   |                  |                   |
|---------------|-------------------|------------------|-------------------|
| MY-105 Clear  | MY-305 Yellow     | MY-415 Lt. Blue  | MY-615 Lt. Green  |
| MY-115 Grey   | MY-315 Lt. Yellow | MY-425 Med. Blue | MY-625 Med. Green |
| MY-205 Red    | MY-505 Orange     | MY-405 Dark Blue | MY-605 Dark Green |
| MY-705 Pink   | MY-515 Lt. Amber  |                  |                   |
| MY-805 Purple |                   |                  |                   |
| MY-915 Brown  |                   |                  |                   |