



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

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

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
	<input type="checkbox"/> No over/under add'l charge of 2-1/2% will apply <input type="checkbox"/> Allow for STD 5% over/under allowance	

**Sheet Size**  
Please Check Correct Format

Style I   
  Style II   
  Style IIIA   
  Style IIIB   
  Style IV

Note: The distance from bottom of holes to score and from score to top of fastener must be the same. Our standard is 3/8".

Special size: Format to be same as style \_\_\_\_\_ as above except (size) \_\_\_\_\_ x \_\_\_\_\_ (flap size) \_\_\_\_\_" = (score location) (size w/tab cut) \_\_\_\_\_ x \_\_\_\_\_

**Paper**  
 110 # Ivory (Std)  
 Other: Wt: \_\_\_\_\_ Color: \_\_\_\_\_ Grade: \_\_\_\_\_

**Printing**

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

**Body Copy**  
 No     Front     Same, All Tabs  
 Yes     Back     Different, All Tabs  
 Other-Explain →

**Ink Color**  
 Black (Std)     PMS # \_\_\_\_\_     Other \_\_\_\_\_

**Binding edge Reinforc.**  
 No     Yes 9/16" (Std)     Other \_\_\_\_\_

**Hole Punch**  
 2 Hole 1/4" diam. 2 3/4" C.C. (Std)     Other     None  
 2 Hole slot 2 3/4" C.C. (Std)    No. Hole \_\_\_\_\_ Diam. \_\_\_\_\_ C-C \_\_\_\_\_

**Scores**  
 One (std)     Two 1/4" apart (non-std)     Three 1/4" apart (non-std)  
 List Score Locations    List Score Locations

**Tab Style**

**Tab Type**  
 Clear Mylar     One Color Mylar \_\_\_\_\_     Assorted Mylar Colors  
 Neon     Clear Writable     No Mylar Plain Paper

**Tab Size**

**Extension**  
 3/8" (Std.)     Other \_\_\_\_\_  
 1/2" (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)  
 Reverse     Other - (explain) →

**Bonded Fasteners**  
 # Fasteners per sheet     One (Std.)    Size     2" Capacity     Other \_\_\_\_\_  
 Two (Non-Std)     None

**Fastener Location**  
 Standard     Other (explain) \_\_\_\_\_

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

**Boxing**  
 Inner Cartons (100 Tabs per ctn std)     # Sets/Inner Ctn \_\_\_\_\_ (close to 100 Total Sheets)  
 Bulk     Other: \_\_\_\_\_

Order     Quote

# FILEBACK ORDER FORM

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

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

**PRICING**  
 QUANTITY \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_  
 \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_  
 \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

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

**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 Epson     PDF

No     Yes \_\_\_\_\_ (Date/Time Required)     Color Laser     Other  
 Proof To: \_\_\_\_\_     IR 110 Proof     IKON 8050 Color Proof  
 E-Mail \_\_\_\_\_

**Ship To** \_\_\_\_\_

**Attn / Ref:** \_\_\_\_\_

**Street** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Ship to Phone #** \_\_\_\_\_

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

NDA (8:30) Phone # \_\_\_\_\_ (required)     2nd Day (8:30) Phone # \_\_\_\_\_ (required)  
 NDA (10:30) \_\_\_\_\_ (required)     2nd Day (10:30) \_\_\_\_\_ (required)  
 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.	<b>TAB COPY</b> (Type or print tab copy EXACTLY as you want it printed! ie: ALL CAPS, Upper and Lower Case, etc.)	<b>Mylar Color</b> (List of colors shown below)	<b>Tab Qty.</b> (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