



303 Haywood Road  
Greenville, SC 29607

**(864)234-1024**  
**1-800-252-8227**

**BLANK TAB ORDER**

It's easy to order blank tabs from **INDEXX!**  
Simply **FAX** your completed order form to:

**(864)234-7287**

Date: \_\_\_\_\_ Ship Date: \_\_\_\_\_  
 Sales Rep: \_\_\_\_\_ Ship Via:  Local  UPS Ground Trac  
 Customer: \_\_\_\_\_  UPS 2nd Day  UPS Next Day Air  
 Contact: \_\_\_\_\_  Other \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_

**(FOR INTERNAL USE ONLY)**  
 Job # \_\_\_\_\_ - \_\_\_\_\_  
 Invoice #: \_\_\_\_\_  
 PO #: \_\_\_\_\_  
 Price (TAB): \_\_\_\_\_  
 Price (COPY): \_\_\_\_\_  
 Price (PRTG): \_\_\_\_\_  
 SUB TOTAL: \_\_\_\_\_  
 Tax: \_\_\_\_\_  
 Shipping: \_\_\_\_\_  
 GRAND TOTAL: \_\_\_\_\_

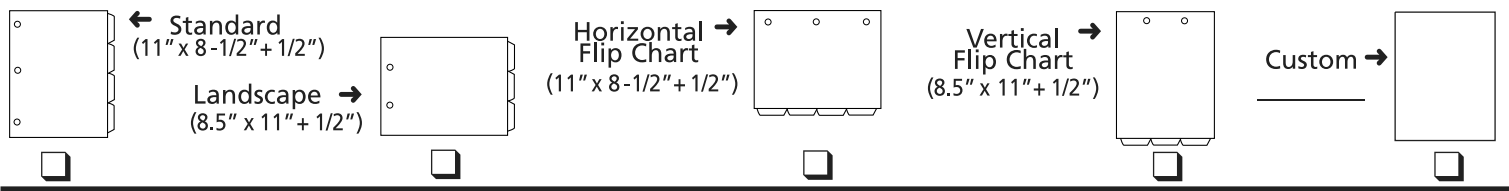
**(FOR INTERNAL USE ONLY)**  
 SPECIAL INSTRUCTIONS:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Customer #: \_\_\_\_\_  
 Number of Boxes: \_\_\_\_\_  
 Total Weight: \_\_\_\_\_  
 Airbill #: \_\_\_\_\_

**Billing Address:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Attn: \_\_\_\_\_

**Shipping Address:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Attn: \_\_\_\_\_

Ordered From: \_\_\_\_\_ Contact: \_\_\_\_\_ Date Ordered: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_:\_\_\_  AM  PM  
 Customer Supplied Stock Location/See: \_\_\_\_\_  
 Wt: \_\_\_# Color: \_\_\_\_\_ Brand: \_\_\_\_\_ Cost Per M: \$ \_\_\_\_\_ No.Of Sheets: \_\_\_\_\_  
 Parent Size: \_\_\_\_\_ Run Size: \_\_\_\_\_ No.Out: \_\_\_ Finished Size: \_\_\_\_\_  Will Call  Truck  
 No.Of Press Sheets: \_\_\_\_\_ No.Of Finished Sheets: \_\_\_\_\_ Overs: \_\_\_\_\_ per \_\_\_\_\_

**INDICATE BOOK FORMAT**



Quantity of sets: \_\_\_\_\_ Number of tabs: \_\_\_\_\_ Bank of: \_\_\_\_\_ Number of cases: \_\_\_\_\_  
 Sheet Size:  11" x 8-1/2" + 1/2"  Other: \_\_\_ x \_\_\_ + \_\_\_  Match Sample  
 Paper stock:  110# White Index  
 Other: Wt: \_\_\_# Color \_\_\_\_\_ Brand: \_\_\_\_\_  
 Customer Supplied Stock  
 Tab Extension:  1/2" (Std.)  1/4"  3/8"  
 Reinforce:  Yes  No  Top  Side Mylar on tab:  Yes  No  Clear  Color: \_\_\_\_\_  See List  
 Drill:  Yes  No  2-H  3-H  \_\_\_-H  Side  Top Hole Size:  5/16" (Std.)  Other \_\_\_"  
 Collate:  Yes  No  Straight  Single Reverse  Double Reverse