



303 Haywood Road  
Greenville, SC 29607

(864) 234-1024  
1-800-252-8227  
fax (864) 234-7287

# CUSTOM TAB ORDER

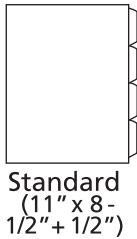
It's easy to order custom tabs from **INDEXX!**  
Simply **FAX** your completed order form to:  
fax (864) 234-7287

Today's Date \_\_\_\_\_  
Attn.(Indexx salesperson): \_\_\_\_\_  
Company \_\_\_\_\_  
Representative \_\_\_\_\_  
Phone # \_\_\_\_\_ Fax # \_\_\_\_\_  
Exact Repeat of Job Number: \_\_\_\_\_  
Required Delivery Date: \_\_\_\_\_

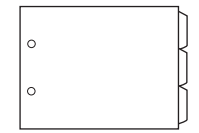
**SHIPPING INFORMATION** P.O.# \_\_\_\_\_  
Ship Via:  Local  FedEx Ground  FedEx 2nd Day  
 FedEx Priority Overnight  FedEx Standard  
Shipping Address: \_\_\_\_\_  
Attn: \_\_\_\_\_

## STEP 1

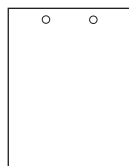
INDICATE BOOK FORMAT



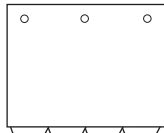
Standard  
(11" x 8-1/2" + 1/2")



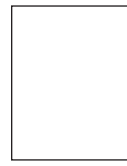
Landscape  
(8.5" x 11" + 1/2")



Vertical  
Flip Chart  
(8.5" x 11" + 1/2")



Horizontal  
Flip Chart  
(11" x 8-1/2" + 1/2")



Custom

INDICATE COPY FORMAT













## STEP 3

PROVIDE  
TAB TITLES  
THEN  
SPECIFY  
MYLAR  
COLOR

TAB #	COPY	MYLAR COLOR
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

### AVAILABLE MYLAR COLORS:

Clear	Light Yellow
Coral	Yellow
Pink	Light Amber
Warm Red	Orange
Red	Light Green
Light Blue	Medium Green
Medium Blue	Dark Green
Dark Blue	Purple
Light Grey	Brown
Grey	

## STEP 4:

SELECT  
QUANTITY  
AND  
PREFERENCES

Quantity of sets: \_\_\_\_\_ Number of tabs: \_\_\_\_\_ Bank of: \_\_\_\_\_  Single Sided  Double Sided  
Sheet Size:  11 x 8-1/2 + 1/2  Other: \_\_\_\_\_ x \_\_\_\_\_ + \_\_\_\_\_  Match Sample  
Paper stock:  110# White Index (Standard)  Body Copy  
 Other: Wt: \_\_\_\_\_ # Color \_\_\_\_\_ Brand: \_\_\_\_\_  
 Customer Supplied Stock Tab Extension:  1/2" (Std.)  1/4"  3/8"  
Ink Color:  Black  PMS color: \_\_\_\_\_  See List Tab Margin:  1/2" (Std.)  1/4"  3/8"  
Reinforce:  Yes  No  Top  Side Mylar on tab:  Yes  No  Clear  Color: \_\_\_\_\_  See List  
Collate:  Yes  No  Straight  Single Reverse  Double Reverse  
Drill:  Yes  No  2-H  3-H  \_\_\_-H  Side  Top  4.25 CC  2.75 CC  
Hole Size:  5/16" Dia.(Standard)  Other \_\_\_\_\_" Dia.  19-Hole (GBC)  
Font: Size & Style:  Standard (12pt. HELVETICA BOLD, ALL CAPS)  Other \_\_\_\_\_