

Filing Indexing Labeling Experts

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THE FILE MART

Div. of XERTREX INTERNATIONAL INC.

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www.filemart.com

Distributors of color coded filing systems and supplies.

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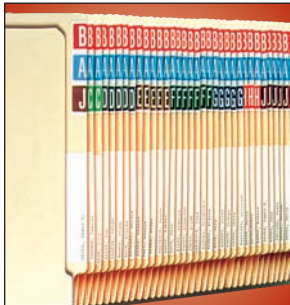
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COLOR CODE FILING

color code filing made easy

Color coding is the assignment of color to a number, letter or particular item that shows meaning. In filing, we assign a color for each number 0 through 9, and a color for each letter A through Z, to aid in filing and retrieval of all types of hard copy files. By putting these colors (letters, numbers and designators) in a particular position on a file folder, file pocket, etc., a color/block pattern is formed. When these patterns of color are broken, a misfile has occurred. In retrieving a file, color recognition reduces look-up time. It also saves presorting time and reduces filing time. In fact, color coded filing can reduce filing and retrieval time by up to 50%. Approximately 75% of every dollar spent in filing areas is people time; therefore, color coding can save as much or more than 33% of the money that is now spent on your present non-color coded files. Misfiles are virtually non-existent in color coded files because of the ease of spotting a file when it is out of order. Memorization of colors is not necessary; the color works as a flag which identifies position or meaning in a file sequence. A good color code system can work for your files, and in most cases pays for itself in less than a year due to the time saved in filing and retrieval without misfiles. Since most files are filed in one of the demonstrated examples, you can easily adapt your file situation to color coding.



alphabetical filing

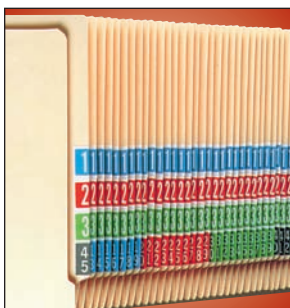
alphabetical color coded name files are easy to maintain without requiring a cross reference file. Color coding alphabetical breakdowns of initials with color can direct you to the proper file area and help eliminate misfiles, which are most common in non-color coded alphabetical files. Filing of common names is accomplished by coding the first two letters of the last name; for example, James C. Bayer would be coded "BA". In larger alphabetical files, the additional coding of the first name initial will further break up the large name groupings in the file. Using "J" for James, we now can go immediately to the "BA" section and then to the "J" section in the "BA" group to retrieve or refile. When filing corporate or company names, it is suggested to use the first two or three letters of the first full proper name; for example, "Ajax Tool Works" would be coded "AJA".



Note that AZ 124 is a misfile.

alpha-numeric filing

alpha-numeric filing is simply the filing of letters and numbers in a format that suits the file situation. Many times, files have alphabetical indicators which have a particular meaning in a numeric file, or vice versa. When filing alpha-numeric files, a decision must be made as to whether the number or the letter is more important for locating or segregating the file, since the file can be set up either way. An example of alpha-numeric filing (at left) shows a construction company using the alpha prefix of the state in which the construction site is located. In the illustration, IL (postal abbreviation) is for the state of Illinois, job number 123. Job number 124 has the indicator AZ, showing that the construction site is in Arizona, which is a misfile. The files are kept in alphabetical order by state, then in numerical order by job numbers which are assigned in sequence as construction sites become available. Alpha-numeric files need not be complicated; numbers or letters used in an alpha-numeric file can give added dimension for presorting, filing and retrieval.



straight numeric filing

straight numeric filing is the filing of numbered documents in a numerical sequence order starting from the first number and proceeding to the highest numbered file (last or most recent). Color coding a straight numeric file is somewhat dependent upon the total number of files. In the example, we have color coded all five digits. In straight numeric filing, time-saving and cost-saving advantages can be gained by coding the last two digits (tens and units) of the number with one double-digit color block. (Note - the units and tens digit must be color coded separately if you are considering converting to terminal digit filing at a later date.) The major advantages of straight numeric filing are (1) no training of file personnel, since most people know how to find files if they are numbered from the lowest through the highest number in the files, (2) ease of retiring old files. In most cases of straight numeric files, the oldest files are the ones with the lowest numbers.



terminal digit filing

terminal digit filing is the filing of all file ending in the same last two digits in one section, forming 100 distinct file groups (00 through 99) in any given file number situation. The use of terminal digit filing is usually seen in large file areas: hospitals, insurance companies, government, banking, etc. It speeds up retrieval time and reduces refile time by segregating files into groups of 00 through 99 (example #12345) terminal digits (45), middle digits (23 within the 45 section) and tertiary digits (01 within the 23 section). For example, file 12345 (01-23-45) would be filed in the 45 section next to file 2345 (00-23-45). File 12346 (01-23-46) which would normally be put next to 12345, would be filed in the 46 section (then in the 23 section, then 01 within 23 section). Note the misfile - two files in the 45 section between subsections 21 and 22 that should be in the middle digit section 24 (file numbers larger than six digits can also be filed in terminal digit order). The major advantage of terminal digit filing is that the file grows equally in 100 places and reduces itself in 100 places with the retirement of older files, forming an equal growth pattern in the file.

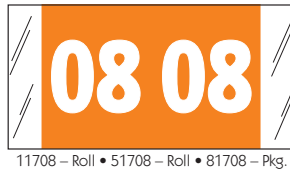
YEAR CODE LABELS

11700 / 51700 / 81700 series Original Col'RTab®

3/4"H x 1-1/2"W – Label size

1,000 labels per roll • 500 labels per roll • 250 labels per pkg.

stock no.	stock no.	stock no.	item	color
1,000/roll	500/roll	250/pkg		
11702	51702	81702	02	Red
11703	51703	81703	03	Lt. Green
11704	51704	81704	04	Gray
11705	51705	81705	05	Gold
11706	51706	81706	06	Green
11707	51707	81707	07	Blue
11708	51708	81708	08	Orange
11709	51709	81709	09	Black
11710	51710	81710	10	Yellow
11711	51711	81711	11	Lt. Blue
11712	51712	81712	12	Red



71700 series Original Col'RTab®

1-1/2"H x 3/4"W (Top Tab) – Label size
1,000 labels per roll

stock no.	item	color
71702	02	Red
71703	03	Lt. Green
71704	04	Gray
71705	05	Gold
71706	06	Green
71707	07	Blue
71708	08	Orange
71709	09	Black
71710	10	Yellow
71711	11	Lt. Blue
71712	12	Red

70200 series Original Tabbies®

3/4"H x 1-1/2"W – Label size

500 labels per roll

stock no.	item	color
70202	02	Blue
70203	03	Dk. Green
70204	04	Gold
70205	05	Gray
70206	06	Lt. Green
70207	07	Red
70208	08	Lt. Blue
70209	09	Pink
70210	10	Black
70211	11	Orange
70212	12	Blue



70500 series Original Tabbies®

1"H x 1/2"W (Top Tab) – Label size
250 labels per pkg.

stock no.	item	color
70502	02	Blue
70503	03	Dk. Green
70504	04	Gold
70505	05	Gray
70506	06	Lt. Green
70507	07	Red
70508	08	Lt. Blue
70509	09	Pink
70510	10	Black
70511	11	Orange
70512	12	Blue

12600 series Acme Visible® compatible series

3/4"H x 1-1/2"W – Label size

1,000 labels per roll

Original Col'RTab® construction

stock no.	item	color
12602	02	Black
12603	03	Yellow
12604	04	Purple
12605	05	Red
12606	06	Gray
12607	07	Brown
12608	08	Blue
12609	09	Orange
12610	10	Green
12611	11	Pink
12612	12	Black



14900 series Ames® compatible series

1-7/8"H x 1-7/8"W – Label size
500 labels per roll

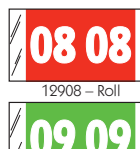
stock no.	item	color
14902	02	Blue
14903	03	Orange
14904	04	Purple
14905	05	Black
14906	06	Yellow
14907	07	Brown
14908	08	Pink
14909	09	Green
14910	10	Red
14911	11	Gray
14912	12	Blue

12900 series SFI® compatible series

3/4"H x 1-1/2"W – Label size

1,000 labels per roll

Original Col'RTab® construction



stock no.	item	color
12902	02	Brown
12903	03	Gray
12904	04	Red
12905	05	Purple
12906	06	Org./Yel.
12907	07	Black

stock no.	item	color
12908	08	Pink
12909	09	Green
12910	10	Orange
12911	11	Blue
12912	12	Brown

YEAR CODE LABELS

90600 series Barkley® compatible series

3/4"H x 1-1/2"W – Label size
500 labels per roll

stock no.	item	color
90602	02	Yellow
90603	03	Orange
90604	04	Lt. Green
90605	05	Blue
90606	06	Lilac
90607	07	Brown
90608	08	Gray
90609	09	Gold
90610	10	Red
90611	11	Pink
90612	12	Yellow



90607 – Roll



90608 – Roll



90609 – Roll



14407 – Roll



14408 – Roll



14409 – Roll

14400 series Colwell® compatible series

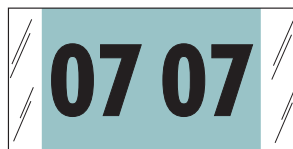
3/4"H x 1-1/2"W – Label size
500 labels per roll

stock no.	item	color
14402	02	Dk. Green
14403	03	Brown
14404	04	Blue
14405	05	Pink
14406	06	Orange
14407	07	Green
14408	08	Purple
14409	09	Lt. Orange
14410	10	Yellow
14411	11	Red
14412	12	Dk. Green

14700 Digi-Kolor® series Original Col'RTab®

3/4"H x 1-1/2"W – Label size
1,000 labels per roll
Original Col'RTab® construction

stock no.	item	color
14702	02	Red
14703	03	Lt. Green
14704	04	Pink
14705	05	Gold
14706	06	Dk. Green
14707	07	Gray
14708	08	Orange
14709	09	Brown
14710	10	Yellow
14711	11	Blue
14712	12	Red



14707 – Roll



14708 – Roll



14709 – Roll



14307 – Roll



94607 – Roll



94608 – Roll



94609 – Roll

14300 series Colwell® compatible series

3/4"H x 1-1/2"W – Label size
500 labels per roll

stock no.	item	color
14307	07	Green

94600 series GBS®/VRE® compatible series

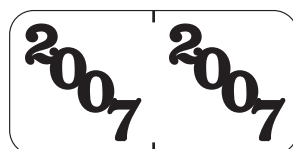
3/4"H x 1-1/2"W – Label size
500 labels per roll

stock no.	item	color
94602	02	Pink
94603	03	Purple
94604	04	Orange
94605	05	Brown
94606	06	Green
94607	07	Gray
94608	08	Red
94609	09	Black
94610	10	Yellow
94611	11	Blue
94612	12	Pink

90500 series Jeter® compatible series

3/4"H x 1-1/2"W – Label size
500 labels per roll

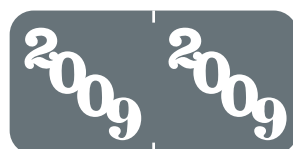
stock no.	item	color
90502	02	Red
90503	03	Purple
90504	04	Gold
90505	05	Black
90506	06	Orange
90507	07	White w/ Black
90508	08	Aqua
90509	09	Gray
90510	10	Blue
90511	11	Yellow
90512	12	Red



90507 – Roll



90508 – Roll



90509 – Roll



90707 – Roll

90700 series Medical Arts Press® compatible series

3/4"H x 1-1/2"W – Label size
500 labels per roll

stock no.	item	color
90706	06	Green
90707	07	Purple/Yel.

90400 series Jeter® compatible series

3/4"H x 1-1/2"W – Label size
500 labels per roll

stock no.	item	color
90407	07	Fuscia



90407 – Roll



92707 – Roll

92700 series Medical Arts Press® compatible series

3/4"H x 1-1/2"W – Label size
500 labels per roll

stock no.	item	color
92707	07	Fl. Orange

YEAR CODE & MONTH LABELS

21800 / 90800 series Smead® compatible series

1/2"H x 1"W – Label size
500 labels per roll • 250 labels per pkg.

stock no. 500/roll	stock no. 250/pkg	item	color
–	21802	02	Pink
–	21803	03	Purple
90804	21804	04	Orange
90805	21805	05	Brown
90806	21806	06	Green
90807	21807	07	Gray
90808	21808	08	Red
90809	21809	09	Black
90810	21810	10	Yellow
90811	21811	11	Lt. Blue
90812	21812	12	Pink



21807 – Pkg • 90807 – Roll



21808 – Pkg • 90808 – Roll



21809 – Pkg • 90809 – Roll

92000 series Tab Products® compatible series

3/4"H x 1-1/2"W – Label size
500 labels per roll • Laminated

stock no.	item	color
92002	02	Lt. Orange
92003	03	Dk. Orange
92003G	03	Gray
92004	04	Lt. Green
92005	05	Dk. Green
92006	06	Blue
92007	07	Purple
92008	08	Lilac
92009	09	Brown
92010	10	Pink
92011	11	Red
92012	12	Lt. Orange



92007 – Roll



92008 – Roll



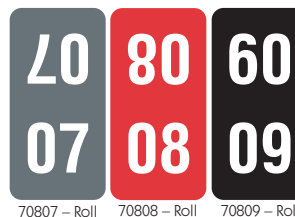
92009 – Roll

NEW

70800 series Smead® compatible series

1"H x 1/2"W (Top Tab) – Label size
500 labels per roll

stock no.	item	color
70806	06	Green
70807	07	Gray
70808	08	Red
70809	09	Black
70810	10	Yellow
70811	11	Lt. Blue
70812	12	Pink



70807 – Roll

70808 – Roll

70809 – Roll

NEW

90900 series Smead® compatible series

3/4"H x 1-1/2"W – Label size
500 labels per roll

stock no.	item	color
90907	07	White w/ Black



90907 – Roll

91200 series Tab Products® compatible series

1/2"H x 1-1/8"W – Label size
500 labels per roll • Kimdura

stock no.	item	color
91202	02	Lt. Orange
91203	03	Dk. Orange
91203G	03	Gray
91204	04	Lt. Green
91205	05	Dk. Green
91206	06	Blue
91207	07	Purple
91208	08	Lilac
91209	09	Brown
91210	10	Pink
91211	11	Red
91212	12	Lt. Orange



91207 – Roll



91208 – Roll



91209 – Roll

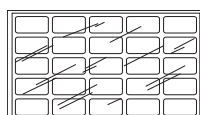
month labels

month labels are time-saving, self-adhesive labels that are color coded for efficient filing of due dates, pay dates and follow-up work. Labels are 1/2" high and are printed horizontally and vertically for side or top placement.

*Assorted package includes 300 labels, 25 of each month January–December – 70243.

70230 series Original Tabbies®

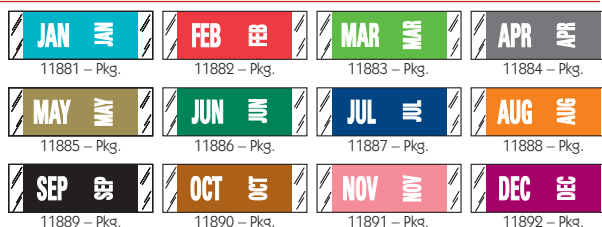
1/2"H x 1"W – Label size
PACK / 100 labels per pkg.
25 labels per sheet
Sheet size: 5-5/8" x 3-1/8"



***70243** JAN-DEC (assorted)
25 ea. – 300/Pkg.

11880 series Original Col'RTab®

1/2"H x 1-1/2"W – Label size
PACK / 100 labels per pkg.
20 labels per strip
Sheet size: 10" x 1-1/2"



COL'R'TAB® COLOR CODE LABELS

Original **Col'R'Tab® color code** labels provide the best value of any label system in the industry. The unique hinged construction allows for consistent and quick application to file folders, pockets, or even pressboard folders. The clear, outside skirt offsets any tendency for the labels to "hook" onto one another when pulled from the shelf. Made with heavy duty paper and fade-resistant inks. Do not settle for inexpensive color matches – realize the value and savings by using only original Col'R'Tab products!



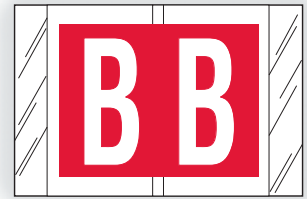
12000 / 82000 series Original Col'R'Tab®

1"H x 1-1/2"W – Label size

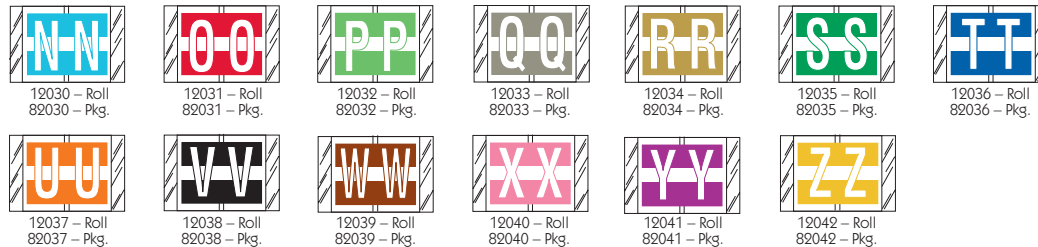
ROLL / 500 labels per roll
Roll Unit – 42000 (28 rolls)

PACK / 100 labels per pkg.
10 labels per strip
Sheet size: 10" x 1-1/2"

Desktop Kit – 32000 (3,200 labels)



Dispenser Container only – 12000
(Holds 30 Rolls)



12030 / 82030 series Original Col'R'Tab®

1"H x 1-1/2"W – Label size

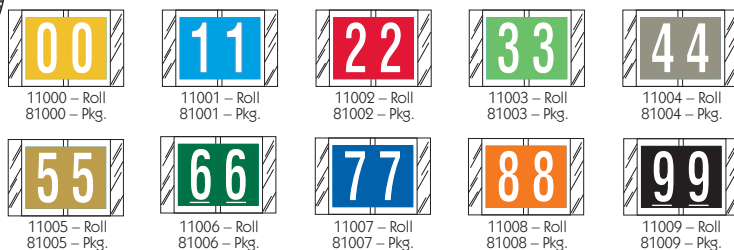
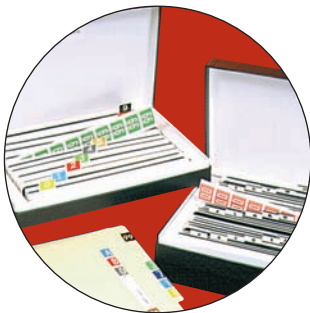
ROLL / 500 labels per roll
Roll Unit – 42030 (28 rolls)

PACK / 100 labels per pkg.
10 labels per strip
Sheet size: 10" x 1-1/2"

Desktop Kit – 32030 (3,200 labels)



Can be used with 12000 Series A-M labels



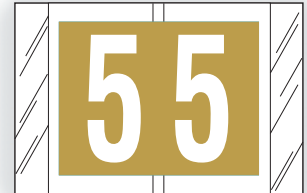
11000 / 81000 series Original Col'R'Tab®

1"H x 1-1/2"W – Label size

ROLL / 500 labels per roll
Roll Unit – 41000 (10 rolls)

PACK / 100 labels per pkg.
10 labels per strip
Sheet size: 10" x 1-1/2"

Desktop Kit – 31000 (4,000 labels)



Dispenser Container only – 12000
(Holds 30 Rolls)

Dispenser Container only – 11015
(Holds 10 Rolls)

COL'R'TAB® COLOR CODE LABELS

12100 / 82100 series Original Col'R'Tab®

1-1/2"H x 1-1/2"W – Label size

ROLL / 500 labels per roll

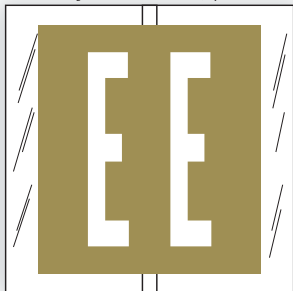
Roll Unit – 42100 (28 rolls)

PACK / 100 labels per pkg.

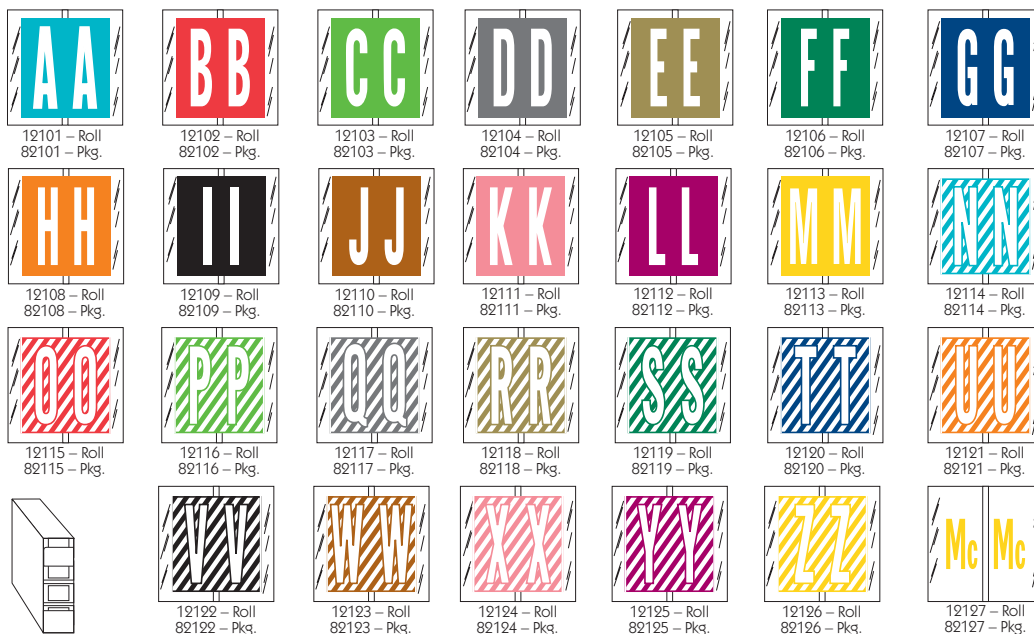
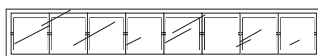
8 labels per strip

Sheet size: 12" x 1-1/2"

Desktop Kit – 32100 (3,200 labels)



Dispenser Container only – 12000
(Holds 30 Rolls)



11500 / 81500 series Original Col'R'Tab®

1-1/2"H x 1-1/2"W – Label size

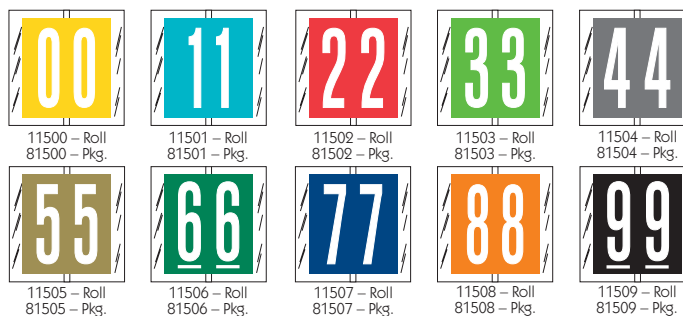
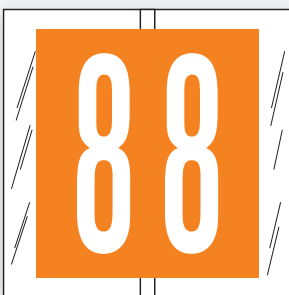
ROLL / 500 labels per roll

PACK / 100 labels per pkg.

8 labels per strip

Sheet size: 12" x 1-1/2"

Dispenser Container only – 11015
(Holds 10 Rolls)



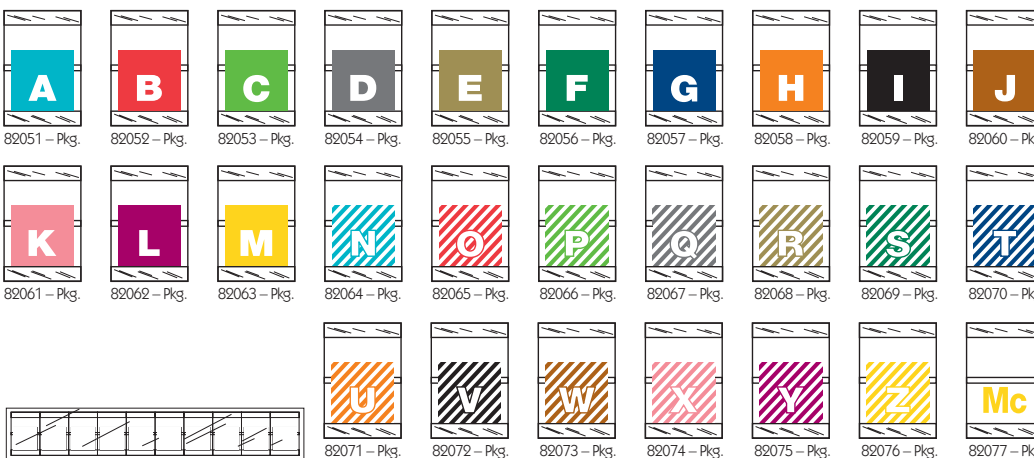
82050 series Original Col'R'Tab®

1-1/2"H x 1"W (Top Tab) – Label size

PACK / 100 labels per pkg.

10 labels per strip

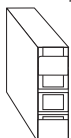
Sheet size: 10" x 1-1/2"



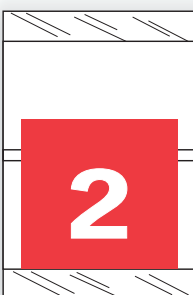
11050 series Original Col'R'Tab®

1-1/2"H x 1"W (Top Tab) – Label size

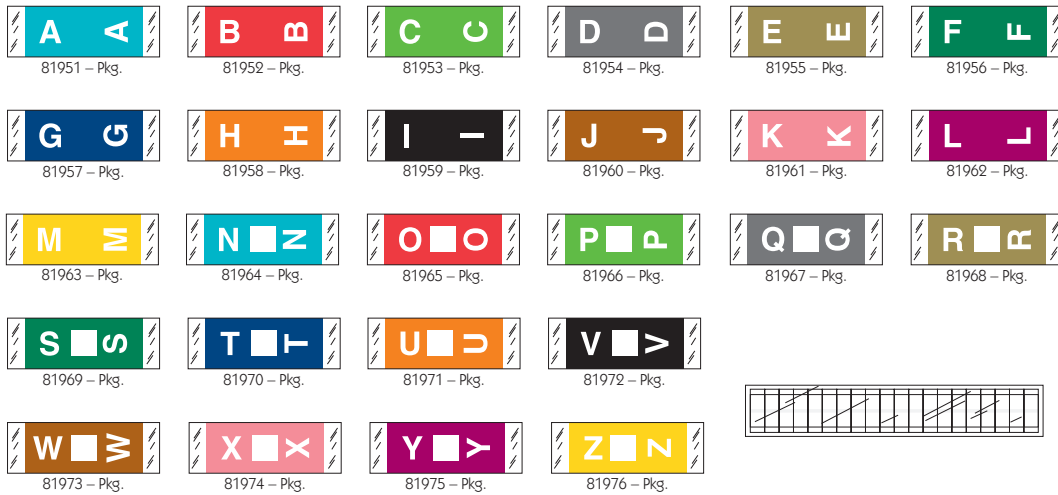
ROLL / 500 labels per roll



Dispenser Container only – 11015
(Holds 10 Rolls)



COL'R'TAB® COLOR CODE LABELS



81950 series
Original Col'R'Tab®

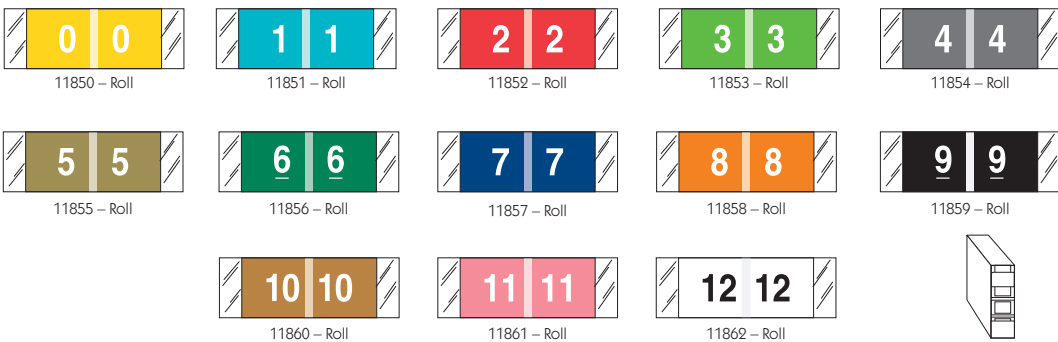
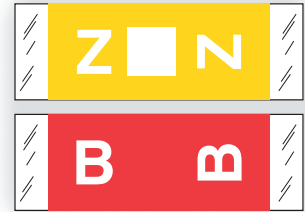
1/2"H x 1-1/2"W – Label size

PACK / 100 labels per pkg.

20 labels per strip

Sheet size: 10" x 1-1/2"

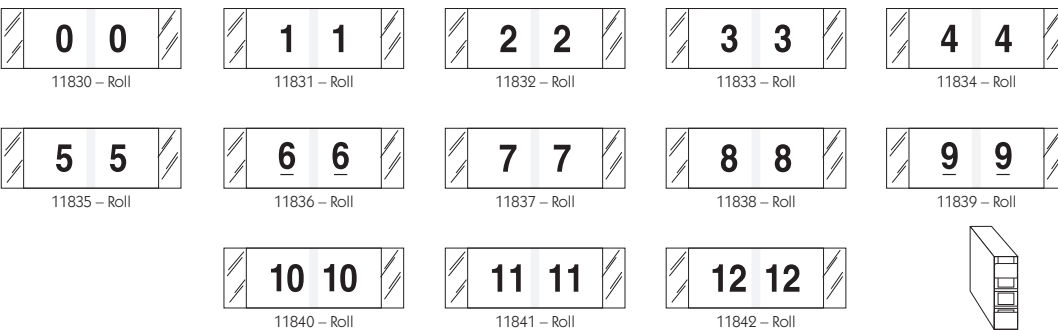
Desktop Kit – 31950 (3,100 labels)



11850 series
Original Col'R'Tab®

1/2"H x 1-1/2"W – Label size

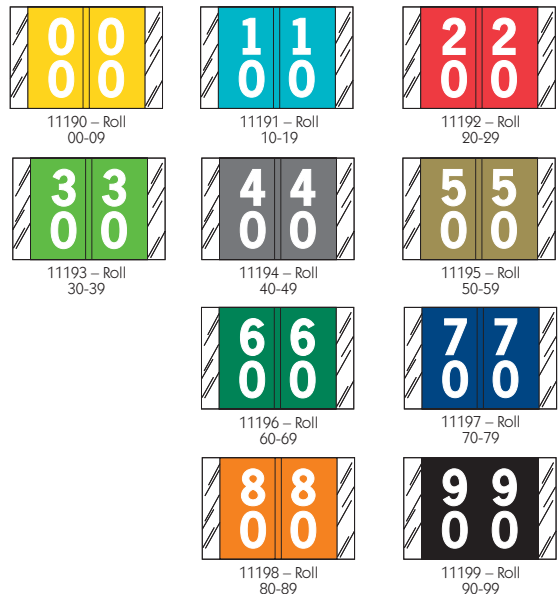
ROLL / 500 labels per roll



11830 series
Original Col'R'Tab®

1/2"H x 1-1/2"W – Label size

ROLL / 500 labels per roll

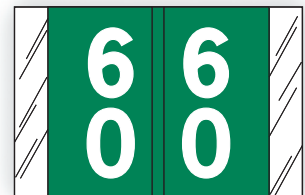


11200 series
Original Col'R'Tab®

1"H x 1-1/2"W – Label size

ROLL / 500 labels per roll

Roll Unit – 11200 (10 rolls)



Dispenser Container only – 11015
(Holds 10 Rolls)



COMPATIBLE COLOR CODE LABELS

NEW

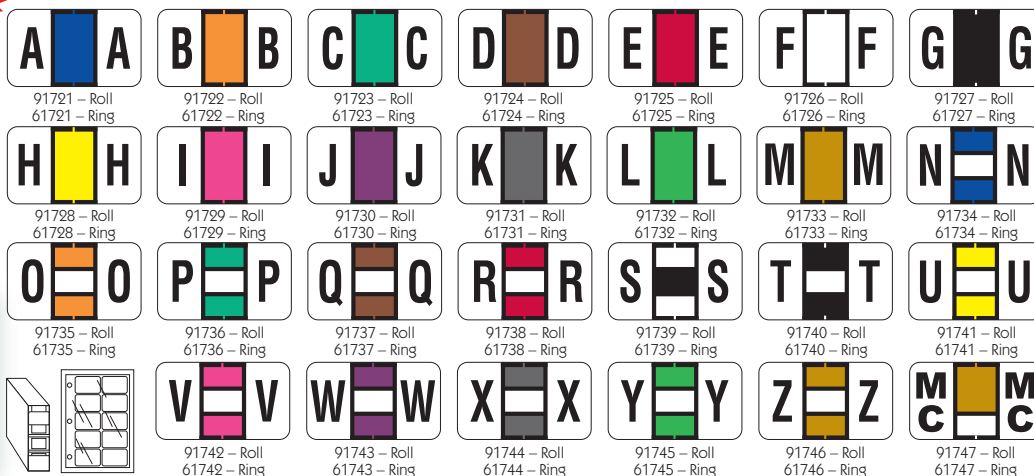
91720 / 61720 series Jeter® 0200 compatible series

15/16"H x 1-5/8"W – Label size

ROLL / 500 labels per roll

Dispenser Container only – 90150
(Holds 28 Rolls)

RINGBOOK / 240 labels per pkg.
10 labels per sheet – 7 drill holes
Sheet size: 8-1/2" x 6"



NEW

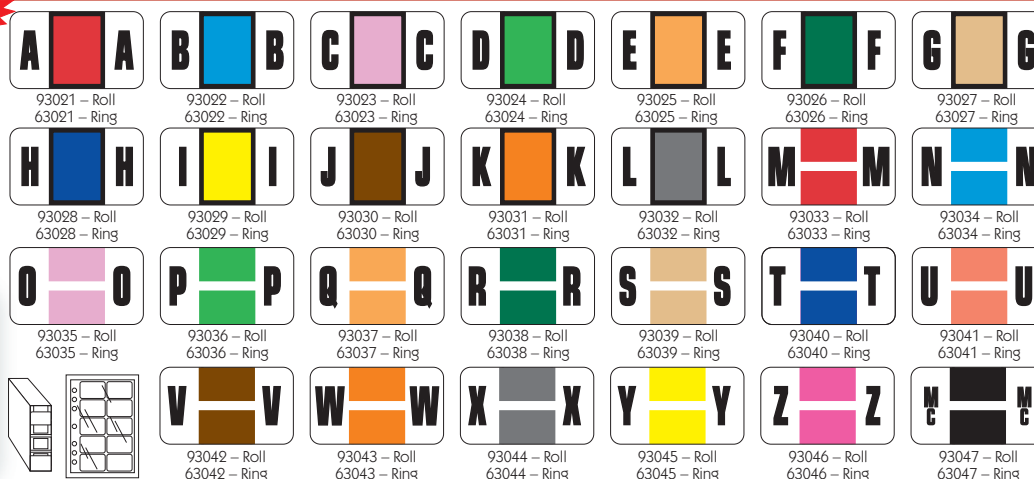
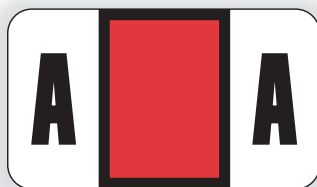
93020 / 63020 series Safeguard® compatible series

15/16"H x 1-5/8"W – Label size

ROLL / 500 labels per roll

Dispenser Container only – 90150
(Holds 28 Rolls)

RINGBOOK / 240 labels per pkg.
10 labels per sheet – 7 drill holes
Sheet size: 8-1/2" x 6"



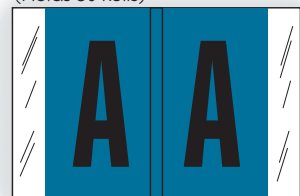
NEW

14800 Alpha-Kolor™ series Original Col'R'Tab®

1"H x 1-1/2"W – Label size

ROLL / 500 labels per roll
Original Col'R'Tab® construction

Dispenser Container only – 12000
(Holds 30 Rolls)



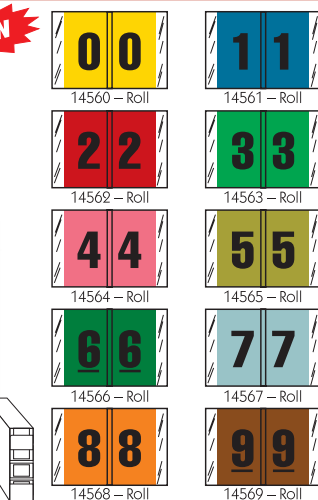
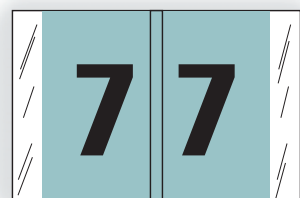
NEW

14560 Digi-Kolor™ series Original Col'R'Tab®

1"H x 1-1/2"W – Label size

ROLL / 500 labels per roll
Original Col'R'Tab® construction

Dispenser Container only – 11015
(Holds 10 Rolls)



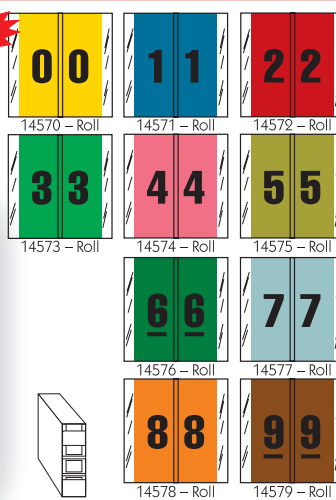
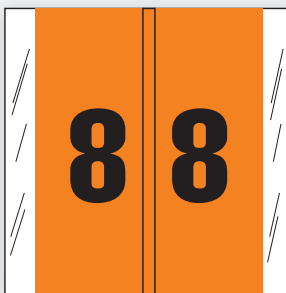
NEW

14570 Digi-Kolor™ series Original Col'R'Tab®

1-1/2"H x 1-1/2"W – Label size

ROLL / 500 labels per roll
Original Col'R'Tab® construction

Dispenser Container only – 11015
(Holds 10 Rolls)



NEW

COMPATIBLE COLOR CODE LABELS

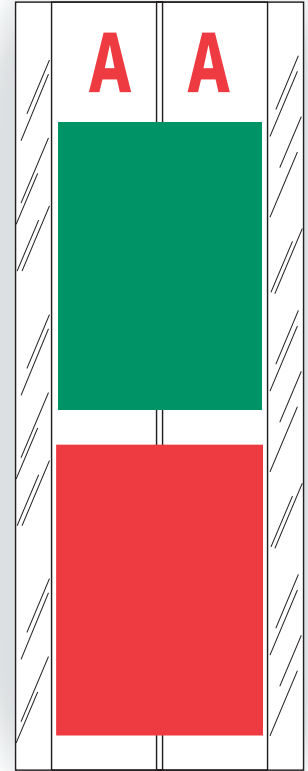
12700 series Acme Visible® compatible series

4"H x 1-1/2"W – Label size

PACK / 100 labels per pkg.
3 labels per strip

Sheet size: 12" x 1-1/2"

Original Col'R'Tab® construction

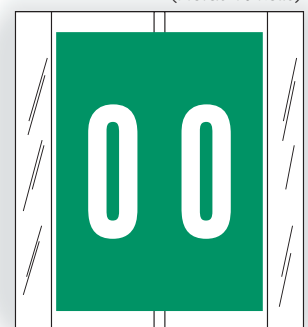


12500 series Acme Visible® compatible series

1-2/3"H x 1-1/2"W – Label size
Original Col'R'Tab® construction

ROLL / 500 labels per roll

Dispenser Container only – 11015
(Holds 10 Rolls)



Call for availability on double digit labels.

COMPATIBLE COLOR CODE LABELS

91620 / 71620 series Barkley® ABKM compatible series

1"H x 1-1/2"W – Label size

ROLL / 500 labels per roll

Roll Unit – 31620 (28 rolls)

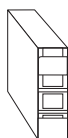
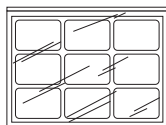
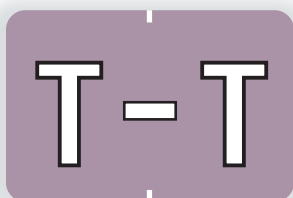
Dispenser Container only – 90150
(Holds 28 Rolls)

PACK / 252 labels per pkg.

9 labels per sheet

Sheet size: 5" x 3-3/8"

Desktop Kit – 71620 (2,016 labels)



91621 – Roll
71621 – Pkg.



91622 – Roll
71622 – Pkg.



91623 – Roll
71623 – Pkg.



91624 – Roll
71624 – Pkg.



91625 – Roll
71625 – Pkg.



91626 – Roll
71626 – Pkg.



91627 – Roll
71627 – Pkg.



91628 – Roll
71628 – Pkg.



91629 – Roll
71629 – Pkg.



91630 – Roll
71630 – Pkg.



91631 – Roll
71631 – Pkg.



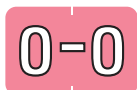
91632 – Roll
71632 – Pkg.



91633 – Roll
71633 – Pkg.



91634 – Roll
71634 – Pkg.



91635 – Roll
71635 – Pkg.



91636 – Roll
71636 – Pkg.



91637 – Roll
71637 – Pkg.



91638 – Roll
71638 – Pkg.



91639 – Roll
71639 – Pkg.



91640 – Roll
71640 – Pkg.



91641 – Roll
71641 – Pkg.



91642 – Roll
71642 – Pkg.



91643 – Roll
71643 – Pkg.



91644 – Roll
71644 – Pkg.



91645 – Roll
71645 – Pkg.



91646 – Roll
71646 – Pkg.



91647 – Roll
71647 – Pkg.



91600 / 71600 series Barkley® NBKM compatible series

1"H x 1-1/2"W – Label size

ROLL / 500 labels per roll

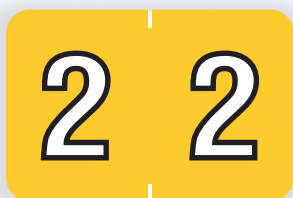
Roll Unit – 31600 (10 rolls)

Dispenser Container only – 90110
(Holds 10 Rolls)

PACK / 252 labels per pkg.

9 labels per sheet

Sheet size: 5" x 3-3/8"



91600 – Roll
71600 – Pkg.



91601 – Roll
71601 – Pkg.



91602 – Roll
71602 – Pkg.



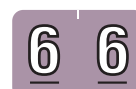
91603 – Roll
71603 – Pkg.



91604 – Roll
71604 – Pkg.



91605 – Roll
71605 – Pkg.



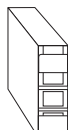
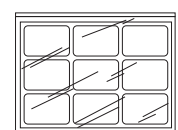
91606 – Roll
71606 – Pkg.



91607 – Roll
71607 – Pkg.



91608 – Roll
71608 – Pkg.



91609 – Roll
71609 – Pkg.



COMPATIBLE COLOR CODE LABELS



91420 / 61420 series
Colwell® Jewel-Tone compatible series

1"H x 1-1/2"W – Label size

ROLL / 500 labels per roll
Roll Unit – 91420 (28 rolls)

Dispenser Container only – 90150
(Holds 28 Rolls)

RINGBOOK / 240 labels per pkg.
24 labels per sheet / 3 drill holes
Sheet size: 5-1/2" x 9"

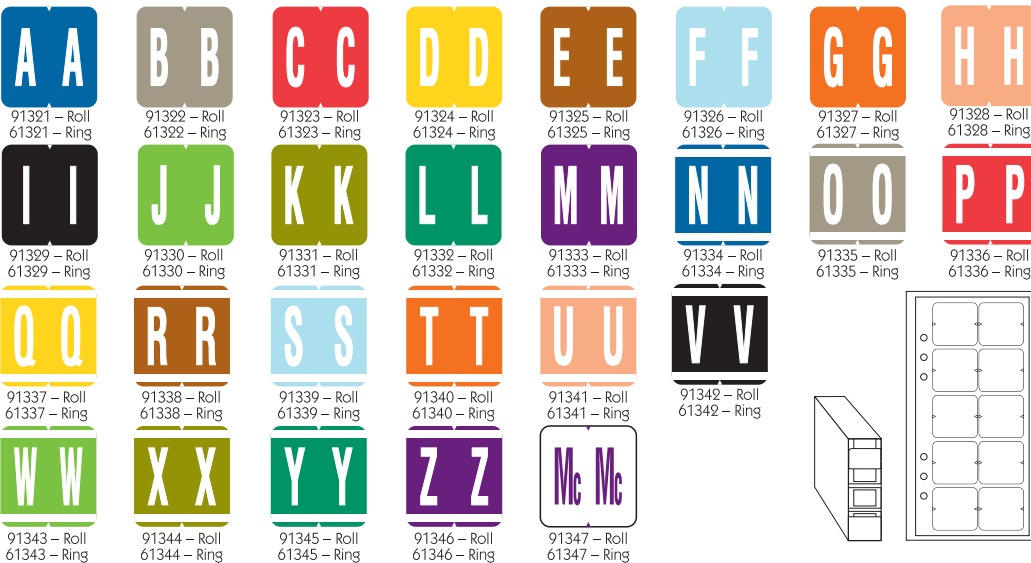


91400 series
Colwell® Jewel-Tone compatible series

1"H x 1-1/2"W – Label size

ROLL / 500 labels per roll
Roll Unit – 91410 (10 rolls)

Dispenser Container only – 90110
(Holds 10 Rolls)

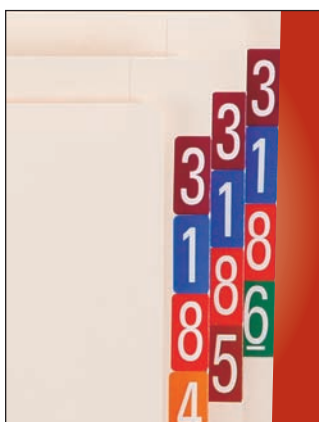


91320 / 61320 series
GBS® / VRE® 8848/8850 compatible series

1-5/16"H x 1-1/4"W – Label size

ROLL / 550 labels per roll
Roll Unit – 91320 (27 rolls)

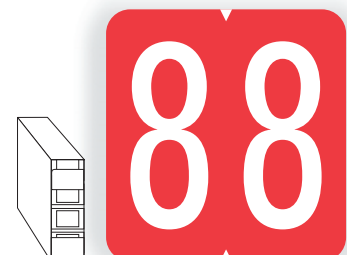
RINGBOOK / 220 labels per pkg.
10 labels per sheet / 6 drill holes
Sheet size: 3-1/4" x 6-3/4"



91300 series
GBS® / VRE® compatible series

1-5/16"H x 1-1/4"W – Label size

ROLL / 550 labels per roll
Roll Unit – 91310 (10 rolls)



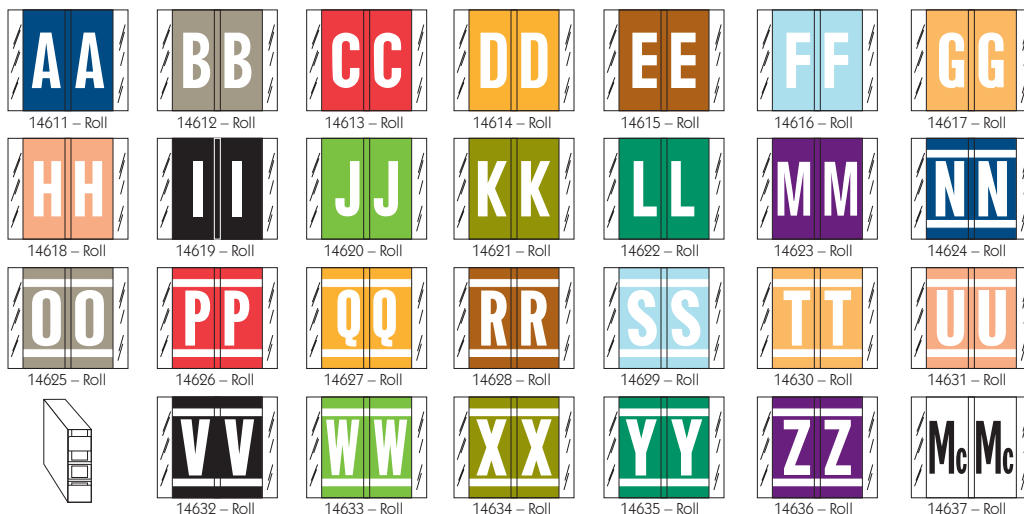
COMPATIBLE COLOR CODE LABELS

14610 series GBS® / VRE® compatible series

1-5/16"H x 1-1/2"W – Label size
Original Col'R'Tab® construction

ROLL / 500 labels per roll

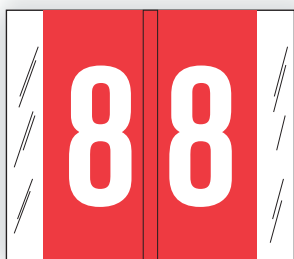
Dispenser Container only – 12000
(Holds 30 Rolls)



14600 series GBS® / VRE® compatible series

1-5/16"H x 1-1/2"W – Label size
Original Col'R'Tab® construction

ROLL / 500 labels per roll



call for availability on double digit labels



Dispenser Container only – 11015
(Holds 10 Rolls)



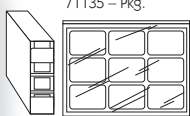
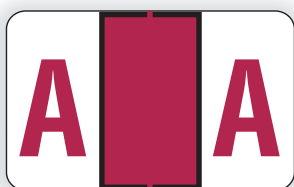
91120 / 71120 series Tab Products® & Jeter® 5100 compatible series

15/16"H x 1-1/2"W – Label size
Laminated finish

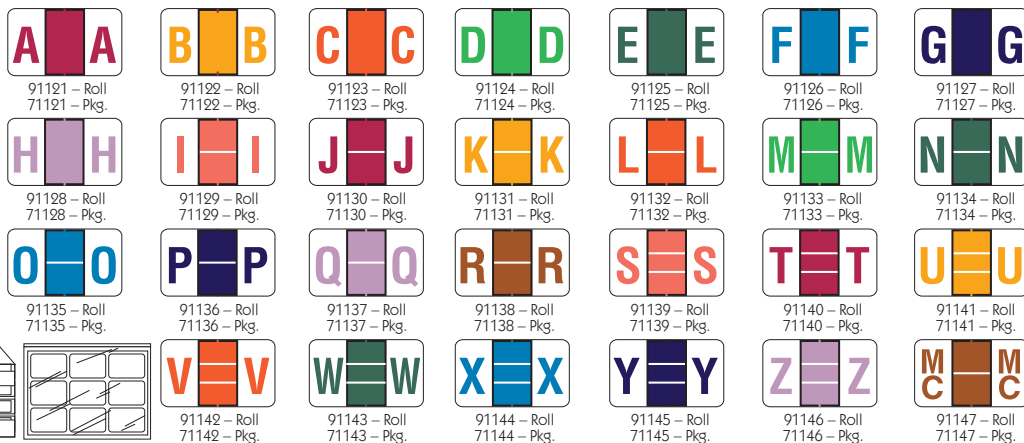
ROLL / 500 labels per roll
Roll Unit – 31120 (28 rolls)

PACK / 252 labels per pkg.
9 labels per sheet
Sheet size: 5" x 3-1/2"

Desktop Kit – 71120 (2,016 labels)



Dispenser Container only – 90150
(Holds 28 Rolls)

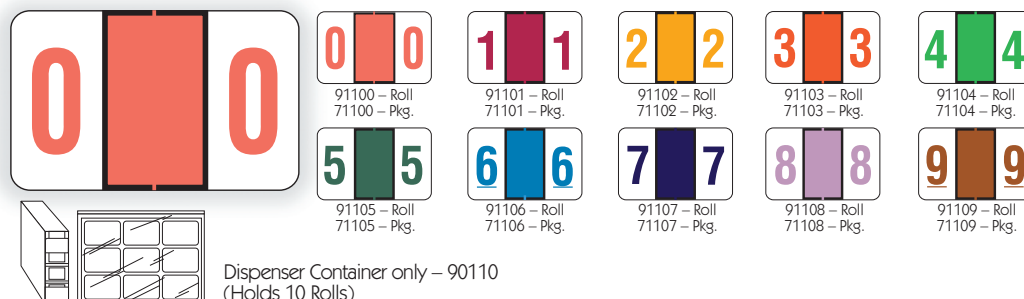


91100 / 71100 series Tab Products® & Jeter® 6100 compatible series

15/16"H x 1-1/2"W – Label size
Laminated finish

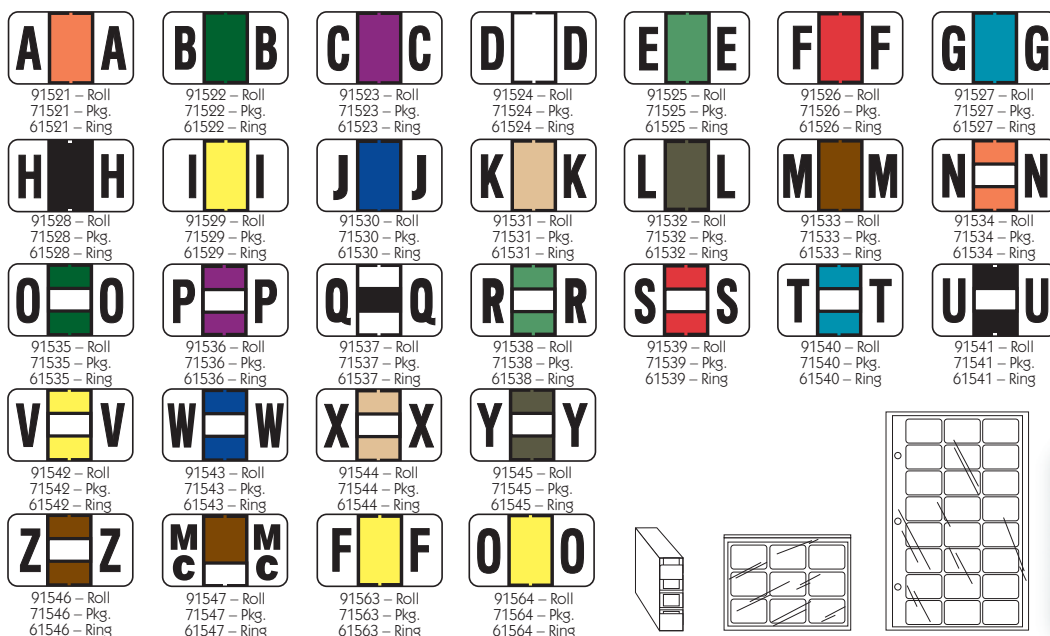
ROLL / 500 labels per roll
Roll Unit – 31100 (10 rolls)

PACK / 252 labels per pkg.
9 labels per sheet
Sheet size: 5" x 3-1/2"
Desktop Kit – 71110 (2,016 labels)



Dispenser Container only – 90110
(Holds 10 Rolls)

COMPATIBLE COLOR CODE LABELS



91520 / 71520 / 61520 series
Jeter® 5800, 7100, 7200
compatible series

15/16"H x 1-5/8"W – Label size

ROLL / 500 labels per roll
Roll Unit – 91520 (28 rolls)

Dispenser Container only – 90150
(Holds 28 Rolls)

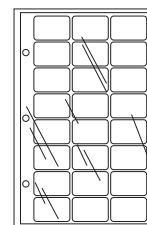
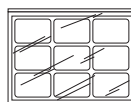
PACK / 252 labels per pkg.
9 labels per sheet

Sheet size: 5-1/4" x 3-1/4"

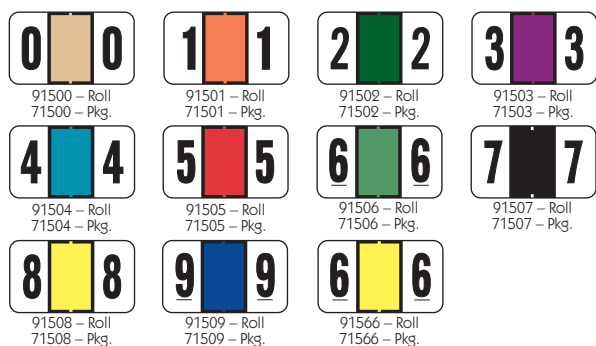
Desktop Kit – 71520 (2,016 labels)

RINGBOOK / 240 labels per pkg.

24 labels per sheet / 3 drill holes
Sheet size: 5-3/4" x 8-1/2"



See page 9 for
the new Jeter® 0200
compatible alpha series



91500 / 71500 series
Jeter® 7300 compatible series

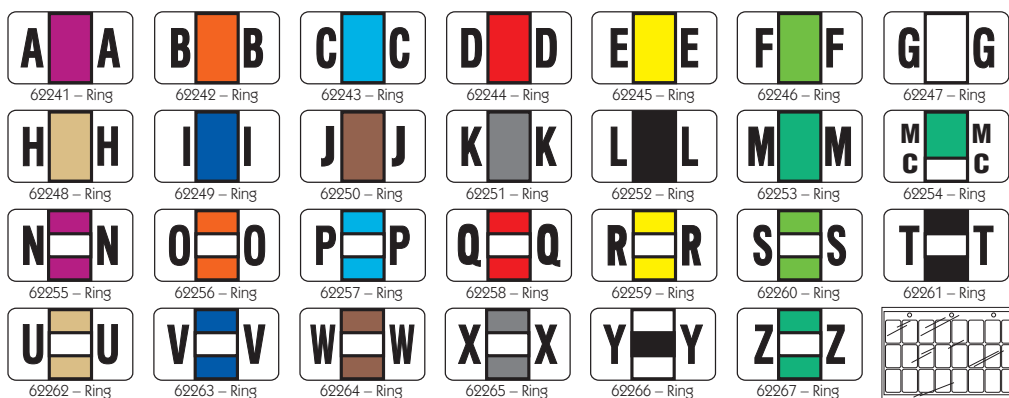
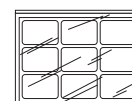
15/16"H x 1-5/8"W – Label size

ROLL / 500 labels per roll

Dispenser Container only – 90110
(Holds 10 Rolls)

PACK / 252 labels per pkg.
9 labels per sheet

Sheet size: 5-1/4" x 3-1/4"

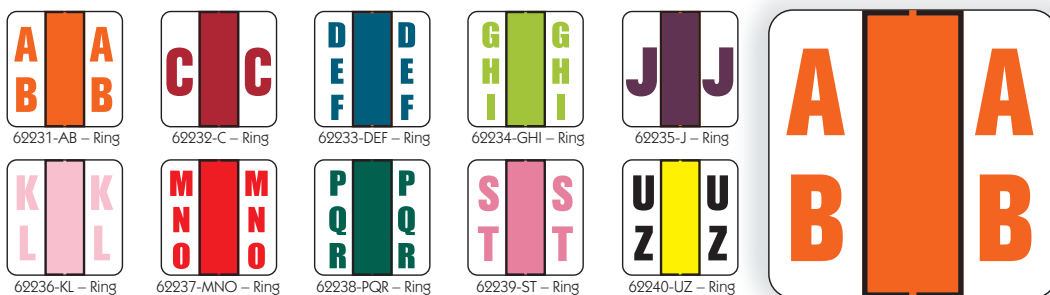
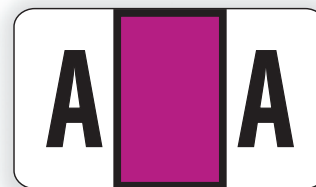


62240 series
POS® 2000 compatible series

15/16"H x 1-5/8"W – Label size

RINGBOOK / 240 labels per pkg.
24 labels per sheet / 3 drill holes

Sheet size: 5-3/4" x 8-1/2"

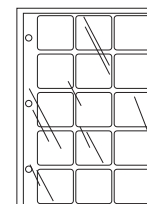


62230 multi-letter series
POS® 3700 compatible series

1-1/2"H x 1-1/2"W – Label size

RINGBOOK / 150 labels per pkg.
15 labels per sheet / 3 drill holes

Sheet size: 5-1/2" x 8-1/2"



COMPATIBLE COLOR CODE LABELS

91920 series Smead® NCC compatible series

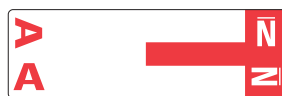
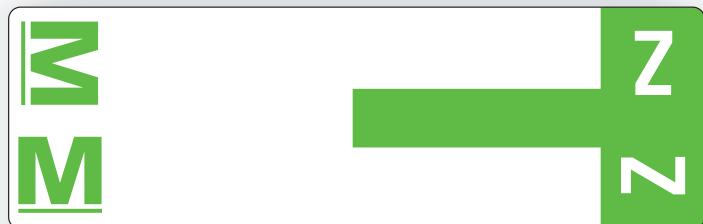
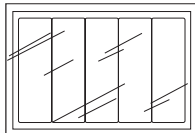
1-5/32"H x 3-5/8"W – Label size

PACK / 100 labels per pkg.

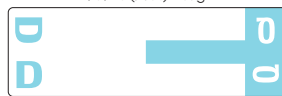
5 labels per sheet

Sheet size: 3-3/4" x 5-7/8"

Desktop Kit – 31920 (1,500 labels)



91921 (A-N) – Pkg.



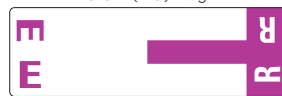
91924 (D-Q) – Pkg.



91927 (G-T) – Pkg.



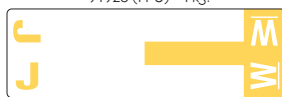
91922 (B-O) – Pkg.



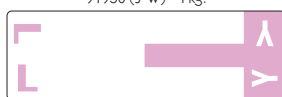
91925 (E-R) – Pkg.



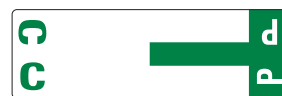
91928 (H-U) – Pkg.



91930 (J-W) – Pkg.



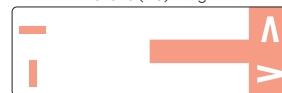
91932 (L-Y) – Pkg.



91923 (C-P) – Pkg.



91926 (F-S) – Pkg.



91929 (I-V) – Pkg.



91931 (K-X) – Pkg.



91933 (M-Z) – Pkg.

91820 / 71820 series Smead® ACC & ACCS compatible series

1-5/8"H x 1"W – Label size

ROLL / 250 labels per roll

Roll Unit – 41820 (26 rolls)

Dispenser Container only – 90150
(Holds 28 Rolls)

PACK / 108 labels per pkg.

9 labels per sheet

Sheet size: 5-1/4" x 3-3/8"



91821 – Roll
71821 – Pkg.



91822 – Roll
71822 – Pkg.



91823 – Roll
71823 – Pkg.



91824 – Roll
71824 – Pkg.



91825 – Roll
71825 – Pkg.



91826 – Roll
71826 – Pkg.



91827 – Roll
71827 – Pkg.



91828 – Roll
71828 – Pkg.



91829 – Roll
71829 – Pkg.



91830 – Roll
71830 – Pkg.



91831 – Roll
71831 – Pkg.



91832 – Roll
71832 – Pkg.



91833 – Roll
71833 – Pkg.



91834 – Roll
71834 – Pkg.



91835 – Roll
71835 – Pkg.



91836 – Roll
71836 – Pkg.



91837 – Roll
71837 – Pkg.



91838 – Roll
71838 – Pkg.



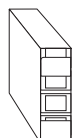
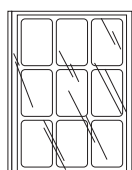
91839 – Roll
71839 – Pkg.



91840 – Roll
71840 – Pkg.



91841 – Roll
71841 – Pkg.



91842 – Roll
71842 – Pkg.



91843 – Roll
71843 – Pkg.



91844 – Roll
71844 – Pkg.



91845 – Roll
71845 – Pkg.



91846 – Roll
71846 – Pkg.

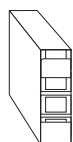
91800 series Smead® LCC compatible series

2"H x 1"W – Label size

ROLL / 250 labels per roll

Roll Unit – 41800 (10 rolls)

Dispenser Container only – 90110
(Holds 10 Rolls)



91800 – Roll



91801 – Roll



91802 – Roll



91803 – Roll



91804 – Roll



91805 – Roll



91806 – Roll



91807 – Roll

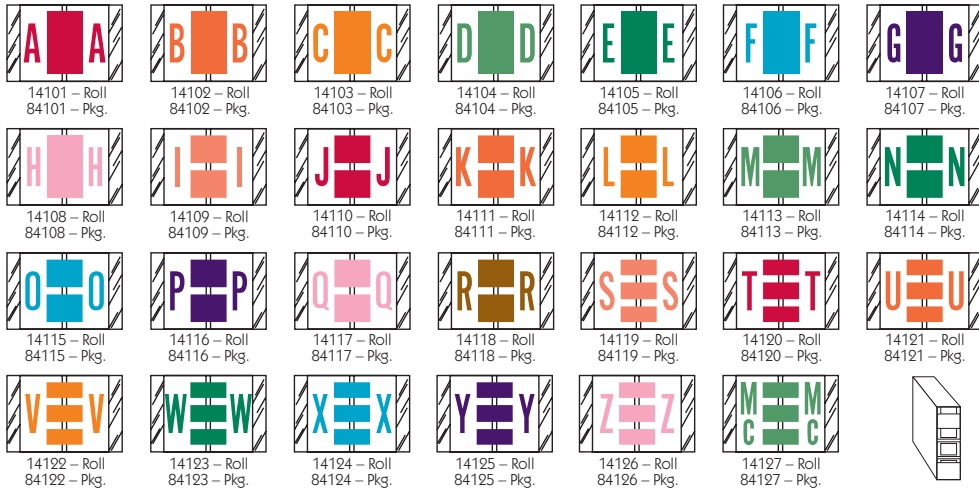


91808 – Roll



91809 – Roll

COMPATIBLE COLOR CODE LABELS

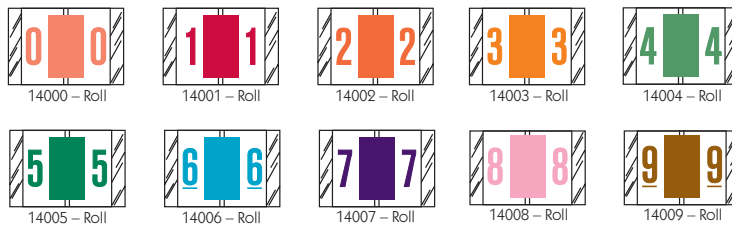
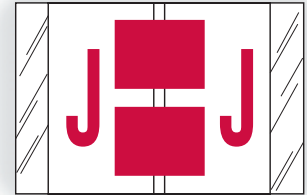


14100 / 84100 series Tab Products® compatible series

1"H x 1-1/2"W - Label size
Original Col'R'Tab® construction

ROLL / 500 labels per roll
Dispenser Container only - 12000
(Holds 30 Rolls)

PACK / 100 labels per pkg.
10 labels per strip
Sheet size: 10" x 1-1/2"

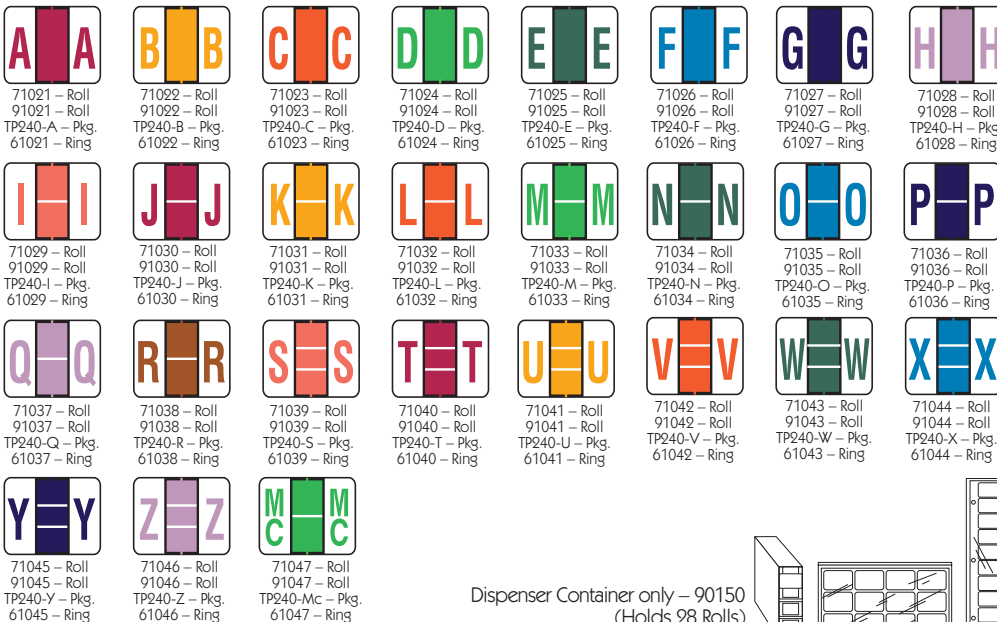


14000 series Tab Products® compatible series

1"H x 1-1/2"W - Label size
Original Col'R'Tab® construction

ROLL / 500 labels per roll

Dispenser Container only - 11015
(Holds 10 Rolls)



71020 series (Kimdura) rolls 91020 series (Paper laminated) rolls TP240 series (Paper laminated) pack Tab Products® 1283, 1286 & Smead® BCCS & BCCR compatible series 61020 series (Kimdura) ringbook sheets

1"H x 1-1/4"W - Label size

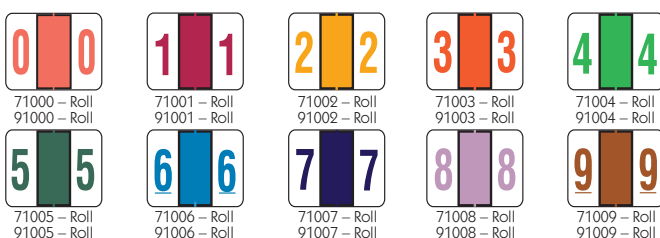
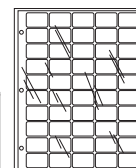
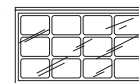
ROLL / 71020 Series - 500 labels per roll
Roll Unit - 71020 - Kimdura (28 rolls)

ROLL / 91020 Series - 500 labels per roll
Roll Unit - 41020 - Laminated (28 rolls)

PACK / 240 labels per pkg.
12 labels per sheet
Sheet size: 5-1/2" x 3-3/8"

RINGBOOK / 250 labels per pkg.
50 labels per sheet / 3 drill holes
Sheet size: 7-1/4" x 11-1/4"

Dispenser Container only - 90150
(Holds 28 Rolls)



71000 series (Kimdura) 91000 series (Paper laminated) Tab Products® 1282 & Smead® BCCRN compatible series

1"H x 1-1/4"W - Label size

ROLL / 71000 Series - 500 labels per roll
Roll Unit - 71010 - Kimdura (10 rolls)

ROLL / 91000 Series - 500 labels per roll
Roll Unit - 91010 - Laminated (10 rolls)

Dispenser Container only - 90110
(Holds 10 Rolls)

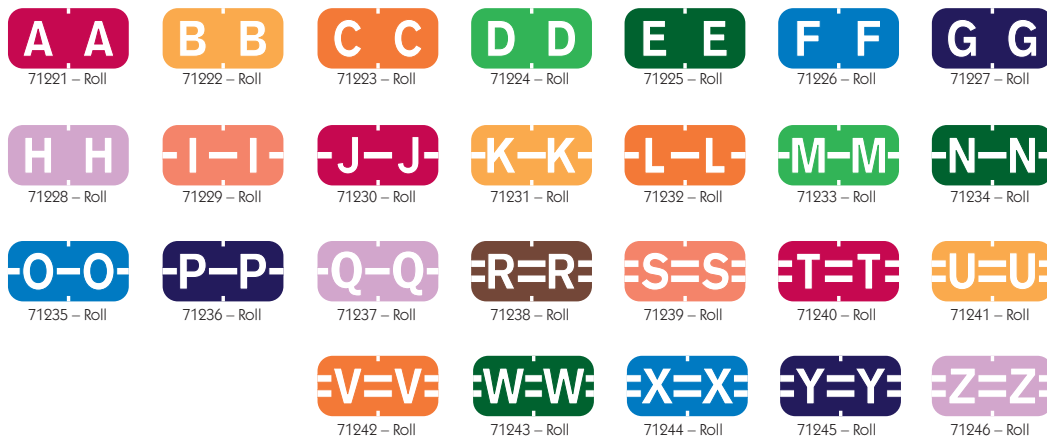


COMPATIBLE COLOR CODE LABELS

71220 series Tab Products® compatible series

1/2"H x 1"W – Label size
(Laminated)

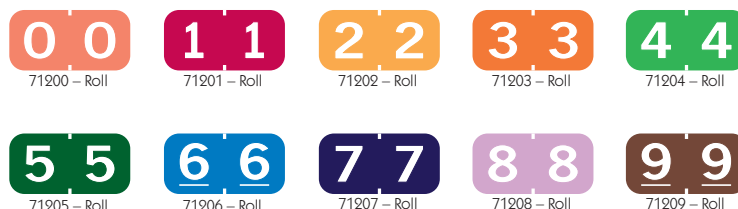
ROLL / 500 labels per roll
Dispenser Container only – 90150
(Holds 28 Rolls)



71200 series Tab Products® compatible series

1/2"H x 1"W – Label size
(Laminated)

ROLL / 500 labels per roll
Dispenser Container only – 90110
(Holds 10 Rolls)



90120 / 70120 series Original Tabbies®

15/16"H x 1-1/2"W – Label size

ROLL / 500 labels per roll

PACK / 252 labels per pkg.
9 labels per sheet
Sheet size: 5" x 3-3/8"



Dispenser Container only – 90150
(Holds 28 Rolls)



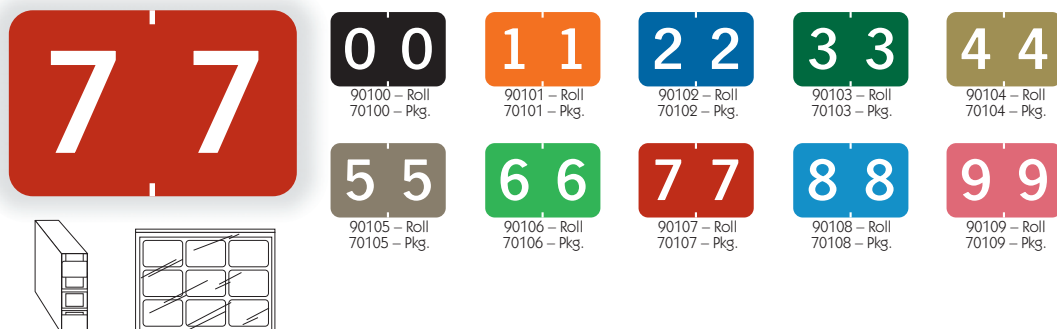
90100 / 70100 series Original Tabbies®

15/16"H x 1-1/2"W – Label size

ROLL / 500 labels per roll

PACK / 252 labels per pkg.
9 labels per sheet
Sheet size: 5" x 3-3/8"

Dispenser Container only – 90110
(Holds 10 Rolls)



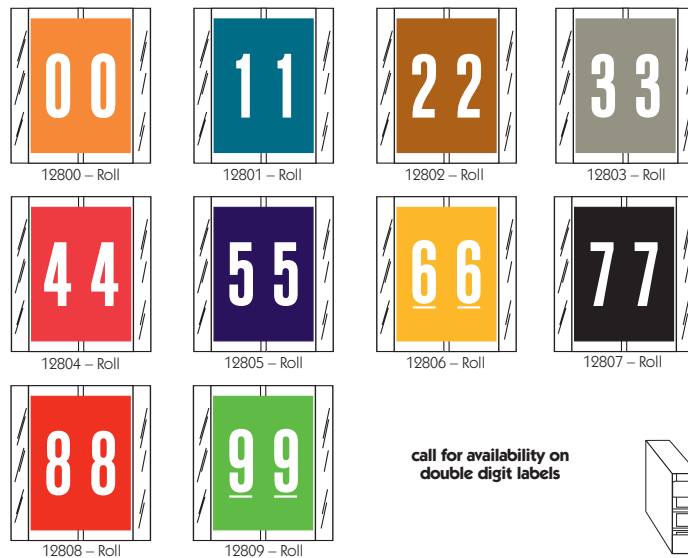
COMPATIBLE NUMERIC & DESIGNATOR LABELS



94900 series
Ames® compatible series

1-7/8"H x 1-7/8"W - Label size

ROLL / 500 labels per roll

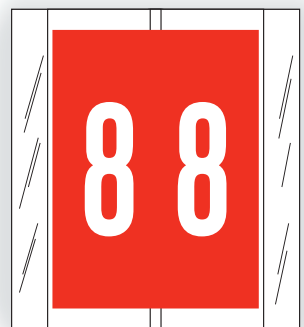


12800 series
SFI® compatible series

1-2/3"H x 1-1/2"W - Label size
Original Col'RTab® construction

ROLL / 500 labels per roll

Dispenser Container only - 11015
(Holds 10 Rolls)



call for availability on
double digit labels

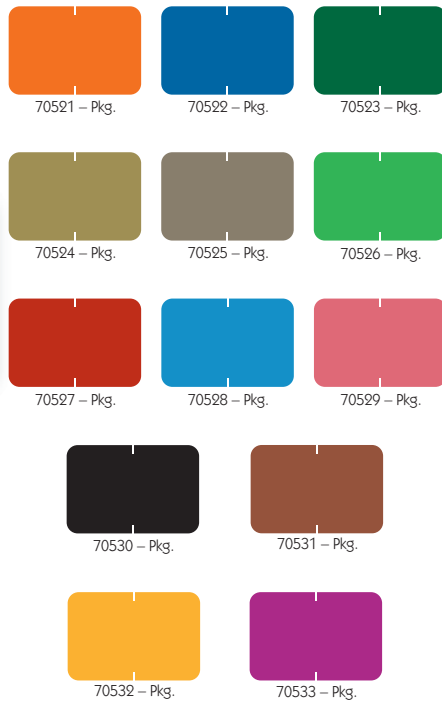
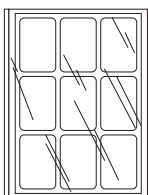
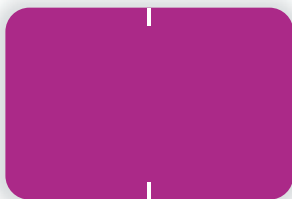
70520 series
Original Tabbies®

1"H x 1-1/2"W - Label size

PACK / 252 labels per pkg.

9 labels per sheet

Sheet size: 5" x 3-1/4"



91980 series
Jeter® 9500 compatible series

3/4"H x 1-1/2"W - Label size

ROLL / 500 labels per roll

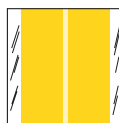
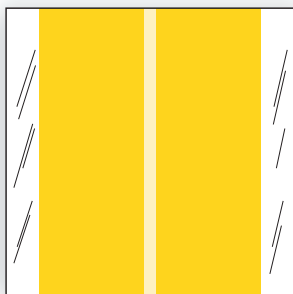


COMPATIBLE DESIGNATOR LABELS

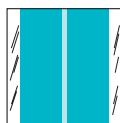
11600 series Original Col'RTab®

1-1/2"H x 1-1/2"W – Label size

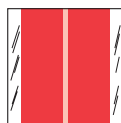
ROLL / 500 labels per roll



11600 – Roll



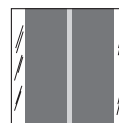
11601 – Roll



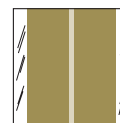
11602 – Roll



11603 – Roll



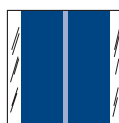
11604 – Roll



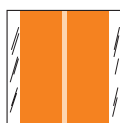
11605 – Roll



11606 – Roll



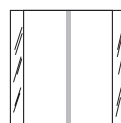
11607 – Roll



11608 – Roll



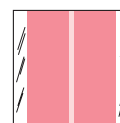
11609 – Roll



11610 – Roll



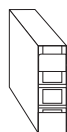
11611 – Roll



11612 – Roll



11613 – Roll

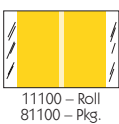
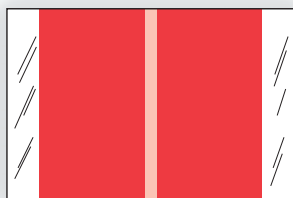


11100 / 81100 series Original Col'RTab®

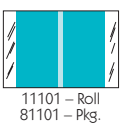
1"H x 1-1/2"W – Label size

ROLL / 500 labels per roll

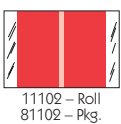
PACK / 100 labels per pkg.
10 labels per strip
Sheet size: 10" x 1-1/2"



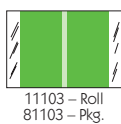
11100 – Roll
81100 – Pkg.



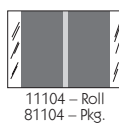
11101 – Roll
81101 – Pkg.



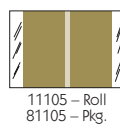
11102 – Roll
81102 – Pkg.



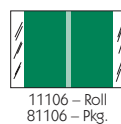
11103 – Roll
81103 – Pkg.



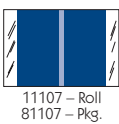
11104 – Roll
81104 – Pkg.



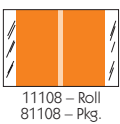
11105 – Roll
81105 – Pkg.



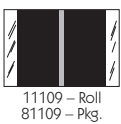
11106 – Roll
81106 – Pkg.



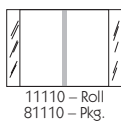
11107 – Roll
81107 – Pkg.



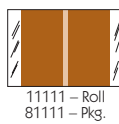
11108 – Roll
81108 – Pkg.



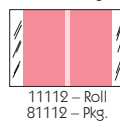
11109 – Roll
81109 – Pkg.



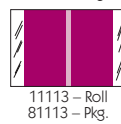
11110 – Roll
81110 – Pkg.



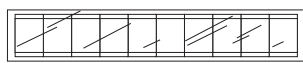
11111 – Roll
81111 – Pkg.



11112 – Roll
81112 – Pkg.



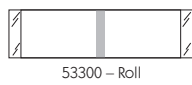
11113 – Roll
81113 – Pkg.



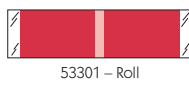
53300 series Kardex® compatible series

3/8"H x 1-7/16"W – Label size
Original Col'RTab® construction

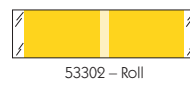
ROLL / 1,000 labels per roll



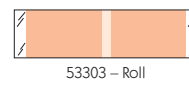
53300 – Roll



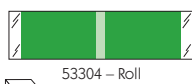
53301 – Roll



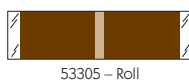
53302 – Roll



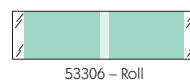
53303 – Roll



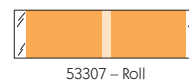
53304 – Roll



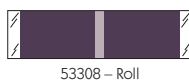
53305 – Roll



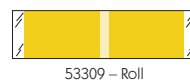
53306 – Roll



53307 – Roll



53308 – Roll



53309 – Roll

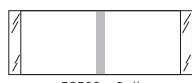
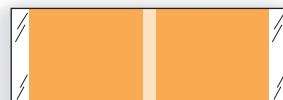


53310 – Roll

53500 series Kardex® compatible series

1/2"H x 1-7/16"W – Label size
Original Col'RTab® construction

ROLL / 1,000 labels per roll



53500 – Roll



53501 – Roll



53502 – Roll



53503 – Roll



53504 – Roll



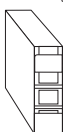
53505 – Roll



53506 – Roll



53507 – Roll



53508 – Roll



53509 – Roll



53510 – Roll

53110 series Kardex® compatible series

5/16"H x 1-7/16"W – Label size
Original Col'RTab® construction

ROLL / 2,000 labels per roll



53110 – Roll



CHILDREN'S STICKERS & TRANSCRIPTION LABELS



20001



20005



20006



20002



20004



20007



20003



20009



20010



children's stickers

Overall label size 1-3/4" dia.
100 labels per roll



20008

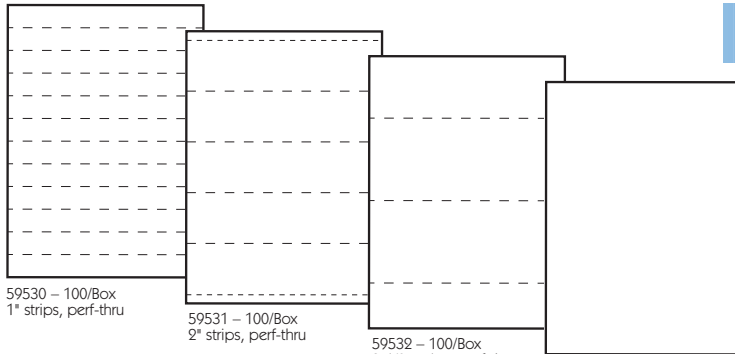
Actual Size

These **children's stickers** are a fun way to make your young patients feel special after each visit.

Order as little as one roll or create your own convenient kit of 5 rolls. You choose your 5 rolls.

Roll Kit 20100

Please specify your five rolls at the time of order.



59530 - 100/Box
1" strips, perf-thru

59531 - 100/Box
2" strips, perf-thru

59532 - 100/Box
3-1/2" strips, perf-thru

59533 - 100/Box
59534 - 1000/Box
11" full sheet

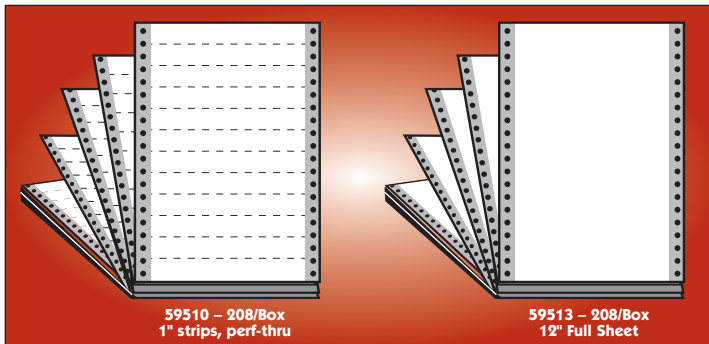
medical transcription labels

laser printer transcription labels

Trouble-free **laser sheets** pass through your laser printer without jamming. Perforated backs and 1/4" margins allow for easy detaching. 100 sheets per box or 1,000 sheets per carton. White. Sheet size: 8-1/2" x 11".

pin feed transcription labels

High quality **pin feed labels** are formatted on continuous fan-folded sheets measuring 8-5/8"W x 12"H. When detached, labels measure 7-5/8"W. White.



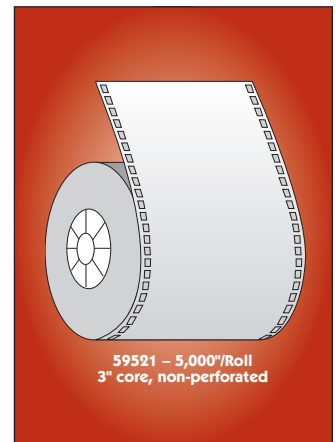
59510 - 208/Box
1" strips, perf-thru

59513 - 208/Box
12" Full Sheet

transcription roll labels

Roll format provides a continuous feed of labels to your printer or typewriter. 3" cores minimize curling.

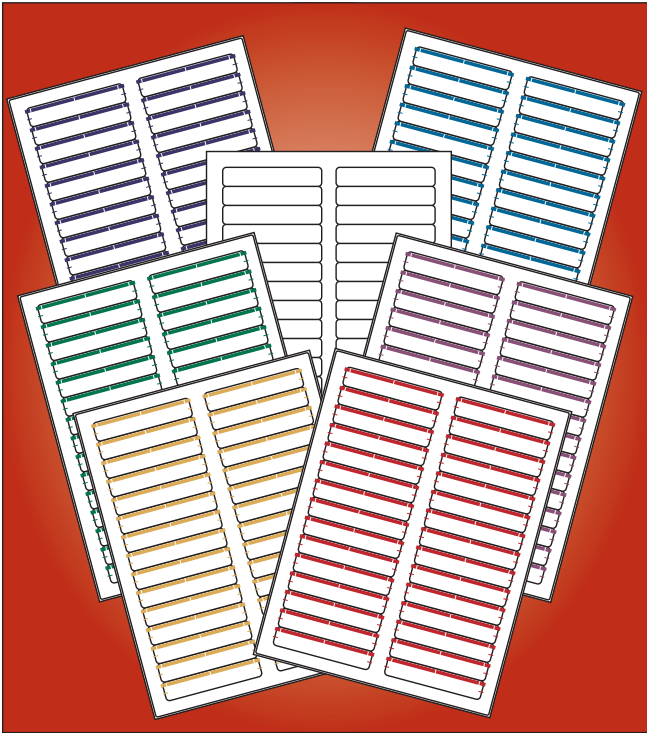
8-5/8" x 5,000" per roll.
White.



59521 - 5,000"/Roll
3" core, non-perforated

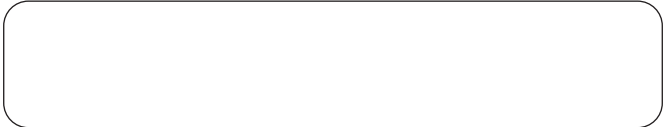
FILE FOLDER NAME LABELS

laser / inkjet name labels



laser / inkjet name labels are easy to use with most label software. The paper and adhesive are formulated specifically for use in laser or inkjet printers. 30 labels per sheet, 25 sheets per package, 750 labels per package.

Overall sheet size: 8-1/2" x 11"
Label size: 3-7/16" x 2/3" – Color bar or White
Compatible to Avery Labels #5366



stock no.		color
49437		Dark Blue
49436		Green
49431		Light Blue
49443		Purple
49432		Red
49441		Tan
49430		White

1-up name labels

Self-adhesive **file folder labels** attach permanently to file folders, cards, etc. Color coded for easy identification and smudge proof for legibility. Available in convenient sheets, in white and 6 colors ready for typing or writing. Labels are 3-7/16" x 9/16" in size, 248 labels per package.

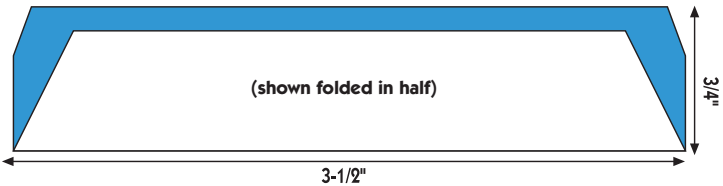


stock no.	color
59437	 Dark Blue
59436	 Green
59431	 Light Blue
59443	 Purple

stock no.	color
59432	 Red
59441	 Tan
59430	 White

wrap-around name labels

Use Microsoft Word® and any laser/inkjet printer to create **wrap-around name labels** for file folders, pockets, jackets, etc. Easy set-up instructions for both drawer and shelf filing applications in each package. 12 labels per sheet, 240 labels per package. 8-1/2" x 11" sheets.



**Acme® Abgor
Name Labels
compatible series**

stock no.	color
49401	 Azure Blue
49402	 Brown
49403	 Green
49404	 Orange
49405	 Red
49406	 White

FILE FOLDER PROTECTORS

name label protectors

name label protectors eliminate dirty, worn, dog-eared file folders and file folder labels. Clear, wrap-around, self-adhesive protectors keep file folders and labels clean and prevent them from falling off, extending the life of the folder. Name label protectors can also be used "flat" to attach miscellaneous materials to any surface.

stock no.	size	qty. per pkg.	qty. per box	qty. per roll
58385	3-1/2" x 2"	100	5 pkgs.	—
58485	4" x 2"	100	5 pkgs.	—
58385B*	3-1/2" x 1-3/4"	—	500	—
88385 (roll)	3-1/2" x 2"	—	—	500
88485 (roll)	4" x 2"	—	—	500

*500 single protectors per box

TOP TAB



END TAB



OR

full end tab protectors

end tab protectors are an ideal solution for extending the life of shelf file folders. Clear protectors wrap around folder end tabs, preventing labels from cracking or popping off, and protect against wear and tear. Self-adhesive, 8" x 2" protectors can be easily applied to all types of end tab file folders to keep them looking neat and clean longer.

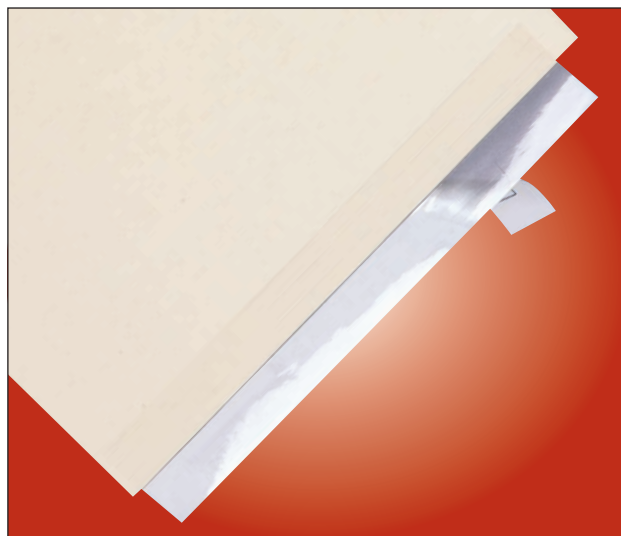
stock no.	size	qty. per pkg.
68386	8" x 2"	100



spine edge protectors

edge protectors keep heavily used file folders looking good longer by protecting edges from cracking or splitting. The 11" x 2" clear, wrap-around protector is easily applied to the bottom edge of a file folder, where the most wear and tear occurs as the folder is moved in and out of shelf file cabinets.

stock no.	size	qty. per pkg.
68387	11" x 2"	100



COLOR CODE FILING LABELS ON DEMAND

Ideal for
new filing systems
and conversions!



color code filing labels on demand

Clearly a better choice for simple, efficient file organization!

what is it?

Practical. Flexible. Affordable. **COL'R'TAB® II** by **tabbies®** is a computer-generated strip label program that provides immediate color coding for files. Using your computer and inkjet printer, you can generate custom one-piece labels in minutes at a fraction of the cost of other on-demand color code label systems. Best of all, there's no expensive equipment to buy...just install the software and print the labels on your in-house equipment.

Color code filing has been an integral part of an efficient, organized filing system for years. With **COL'R'TAB® II**, you can print computer-generated single strip labels whenever you need them, with exactly the information you want. **COL'R'TAB® II** can help any professional office improve the quality, speed, and clarity of its office communication and organization. Save time, effort, and dollars!

A variety of individual software modules are available to match the most popular color coding systems. Purchase only what you need, without paying extra for color code systems that your office doesn't use. **COL'R'TAB® II** is the only on-demand system that gives you so many choices at a price to fit even the smallest budget!



what it does.

Print color labels with information about your customers, patients, clients, or whatever information you need to display on your labels. **COL'R'TAB® II** is fast and easy to use, so you'll increase filing efficiency and reduce time spent hand labeling color coded files. Plus, **COL'R'TAB® II** eliminates the need to keep rolls and packages in inventory. You can have color coded strip labels in minutes, with a minimum of time spent producing them! Creates an efficient, professional-looking filing system.

1. Create Color Code Labels

- Select label design for full End Tab or Top Tab 1/3-cut name labels
- Templates will appear on screen, ready to key in new data or import data from existing database
- Enter alpha, numeric, year code and variable text information in the fields as indicated
- Preview labels on screen

2. Print Your Color Code Labels

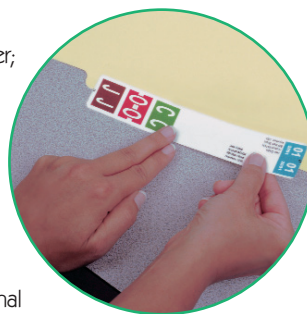
- Print an entire sheet or one label at a time, in any position on the page
- Sheets can be run through the printer again and again; won't jam
- Specially formulated self-adhesive sheets run smoothly through inkjet printer; made of water-guard paper stock that won't smudge or smear!

3. Apply Label to Folder

- Use tick marks on labels for accurate alignment on folders – fast, easy
- Self-adhesive, wrap-around strip labels require less time to apply than individual color code labels
- One-piece strip labels provide more precise alignment of color bars than individual color code labels, name labels and year codes, for a professional appearance

4. Place Folder Into Filing System

- **JOB COMPLETED!** Immediately realize the time and cost savings of a professional color code filing system!



Each program comes with
30 minutes of FREE expert
technical support.

SYSTEM REQUIREMENTS:

Computer/Processor: 486 or higher;
Display: VGA or higher resolution
video adapter; (Super VGA, 256-
color recommended); Memory: 16
MB RAM; Hard Disk: 10MB free
space for installation; Operating
System: Microsoft Windows
95/98/2000/XP and NT 4.0; Drive:
CD-ROM; Peripherals/Miscellaneous:
Inkjet printer, Microsoft mouse; or
compatible pointing device

ORDERING INFORMATION

NEW Larger Font
Increased Color Coding Flexibility



Col'R'Tab® #30001



Barkley® #30002



Jeter® #30003



TAB Products® #30007



Each color program includes
the following color code options:

end tab

COL'R'TAB® II INCLUDES THE FOLLOWING FEATURES:

- Windows-based software
- Flexible color coding types: alphabetical, numerical or a combination of these, even terminal digit
- Operates on desktop PC using your inkjet printer

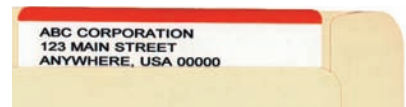
05
MISC. INFORMATION
FRANK A. BAYER
B
A
F

Use **30010** label refill packages, see below for sheet descriptions.

- Up to five 1" single digits or letters with optional 1" double digit on bottom, with year code and 1/2" solid color designator option (no name label option on this design).
- Up to eight 1/2" single digits or letters, with two line name label option, year code and 1/2" solid color designator options.
- Up to three 1" alpha or numeric characters, with two line name label option, year code and 1/2" solid color designator options.
- Up to five 1" alpha and numeric characters, with two line name label option and year code.

top tab

- Up to six 1/2" alpha or numeric characters, with two line name label option, year code and 1/2" solid color designator options (**30010** label refill packages).
- Standard 1/3 cut top tab name label with color stripe option (**30011** label refill packages).



Each program includes an option to create
1/3 cut file folder name label

label refill packages

#30011
File Folder Name Labels
700 labels per pack
(14 labels per sheet,
50 sheets per pack)
(for use with
COL'R'TAB® II label software)

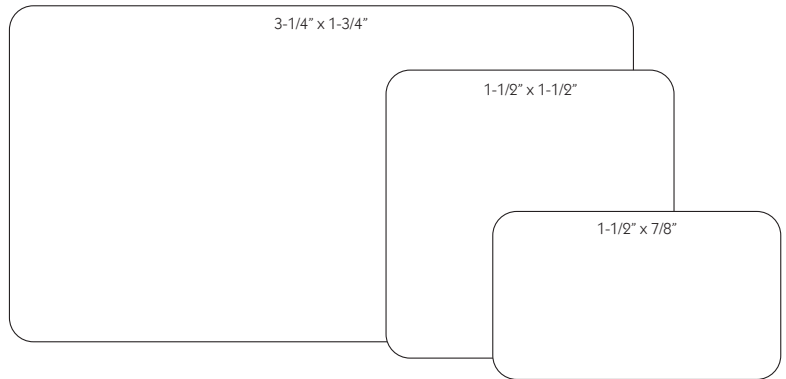
1	2
3	4
5	6
7	8
9	10
11	12
13	14

#30010
End Tab Labels
300 labels per pack
(6 labels per sheet,
50 sheets per pack)
(for use with
COL'R'TAB® II label software)

1
2
3
4
5
6

LASER LABELS & INDEX TABS

labels-u-create



Create bright, eye-catching communication labels in seconds, using your PC and laser printer with **labels-u-create** to make custom labels for any application. Permanent labels can be applied to folders, documents, drawers, even shelving. Make an entire sheet of the same label or just a few at a time. Easy set-up instructions inside. Works with Microsoft Word®. No additional software is needed. 10 (8-1/2"x11") sheets per package. See below for available colors and sizes.

stock no.	label size	color	labels/sheet	labels/pkg.
40100	1-1/2" X 7/8"	White	32	320
40101	1-1/2" X 7/8"	Fluorescent Red	32	320
40102	1-1/2" X 7/8"	Fluorescent Green	32	320
40103	1-1/2" X 7/8"	Fluorescent Yellow	32	320
40120	1-1/2" X 1-1/2"	White	20	200
40121	1-1/2" X 1-1/2"	Fluorescent Red	20	200

stock no.	label size	color	labels/sheet	labels/pkg.
40122	1-1/2" X 1-1/2"	Fluorescent Green	20	200
40123	1-1/2" X 1-1/2"	Fluorescent Yellow	20	200
40140	3-1/4" X 1-3/4"	White	10	100
40141	3-1/4" X 1-3/4"	Fluorescent Red	10	100
40142	3-1/4" X 1-3/4"	Fluorescent Green	10	100
40143	3-1/4" X 1-3/4"	Fluorescent Yellow	10	100

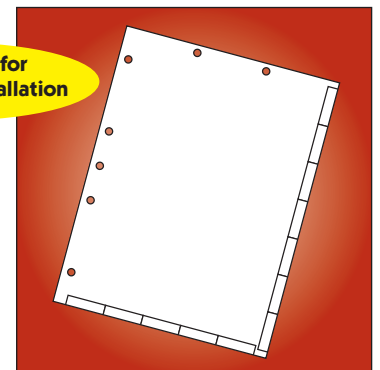
tabs-u-create & divider sheets



Use your laser printer and Microsoft Word® to create custom title indexes in seconds. Self-adhesive tabs are 1-1/4" in length and grip both sides of the page for added strength. Easy set-up instructions come inside each package of index tabs. Use **tabs-u-create divider sheets** to make full index dividers. Tabs come in white or assorted colors. 12 tabs per sheet, 60 tabs per package. For bottom or side indexing.

stock no.	color	tabs/sheet	tabs/pkg.
40201	White	12	60
40202	Assorted	12	60

See page 32 for
factory label installation



divider sheets are available in packages of 50 8-1/2" x 11" sheets. Sheets have position marks for easy placement of index tabs. For bottom or side indexing.

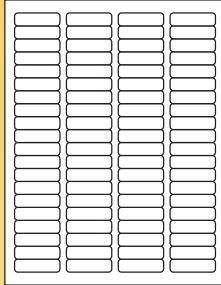
stock no.	description	qty.
40200	Index Divider Sheet 8-1/2" x 11"	50 sheets per pkg.

LASER / INKJET LABEL SHEETS

All stock **laser/inkjet label sheets** are 8-1/2" x 11" (overall sheet size), shrink-wrapped in packages of 100 sheets, and are fully compatible with both laser and inkjet printers. *#49430 comes 30 labels per sheet, 25 sheets per package, 750 labels per package. Individual label sizes are listed with each illustration below. Labels are centered on sheets so they can be fed using either the top or bottom as the lead edge. See your printer manual for additional feeding instructions.

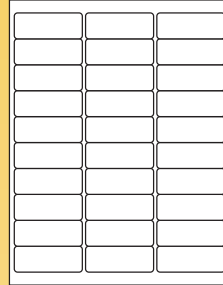
Stock No. 40150

Matches Avery® No. 5167
1-3/4" x 1/2" – 80 Labels Per Sheet



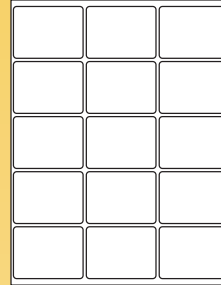
Stock No. 40151

Matches Avery® No. 5160
2-5/8" x 1" – 30 Labels Per Sheet



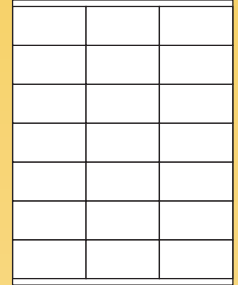
Stock No. 40152

Matches Avery® No. 6490
2-11/16" x 2" – 15 Labels Per Sheet



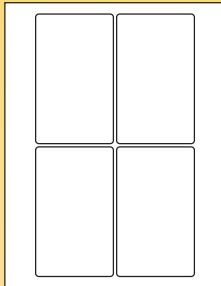
Stock No. 40153

2-13/16" x 1-1/2" – 21 Labels Per Sheet



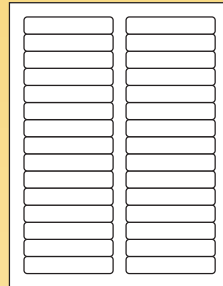
Stock No. 40154

3" x 5" – 4 Labels Per Sheet



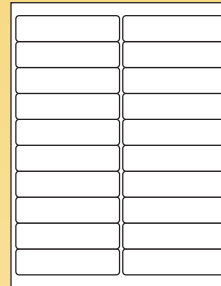
*Stock No. 49430

Matches Avery® No. 5366
3-7/16" x 2/3" – 30 Labels Per Sheet



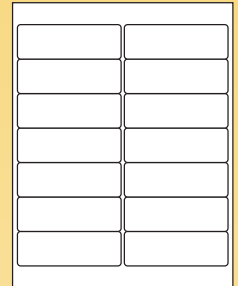
Stock No. 40156

Matches Avery® No. 5161
4" x 1" – 20 Labels Per Sheet



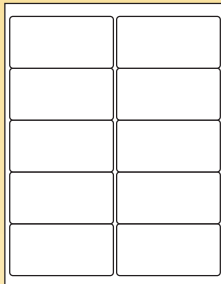
Stock No. 40157

Matches Avery® No. 5162
4" x 1-1/3" – 14 Labels Per Sheet



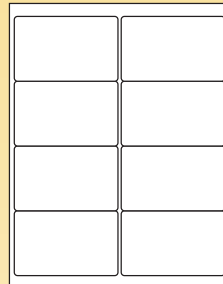
Stock No. 40158

Matches Avery® No. 5163
4" x 2" – 10 Labels Per Sheet



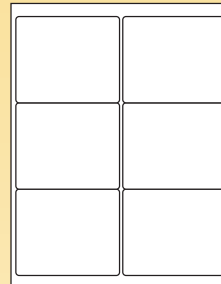
Stock No. 40159

4" x 2-1/2" – 8 Labels Per Sheet



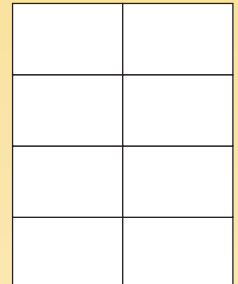
Stock No. 40160

Matches Avery® No. 5164
4" x 3-1/3" – 6 Labels Per Sheet



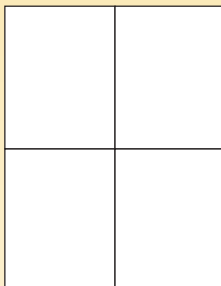
Stock No. 40161

4-1/4" x 2-3/4" – 8 Labels Per Sheet



Stock No. 40162

4-1/4" x 5-1/2" – 4 Labels Per Sheet



Stock No. 40163

8-1/2" x 3-1/2" – 3 Labels Per Sheet



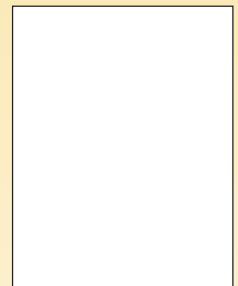
Stock No. 40164

8-1/2" x 5-1/2" – 2 Labels Per Sheet



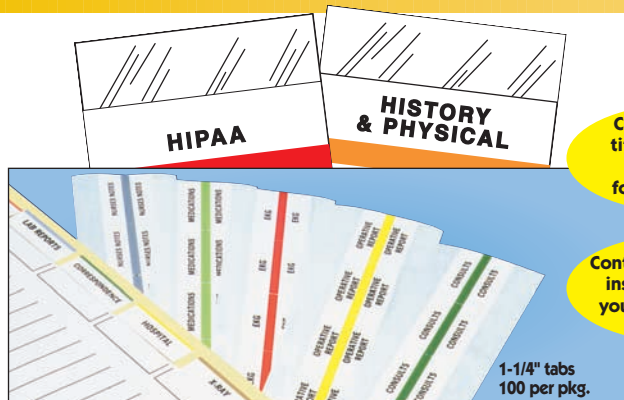
Stock No. 40165

Matches Avery® No. 5165
8-1/2" x 11" – 1 Label Per Sheet

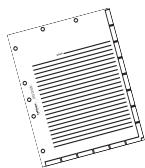


INDEX TABS & DIVIDERS

54520 series index tabs



stock no.	title	color edge
54521	ADMISSION WORK-UP	Yellow
54523	CONSULTS	Green
54524	CORRESPONDENCE	Green
54525	EKG	Red
54546	HIPAA	Red
54528	HISTORY & PHYSICAL	Orange
54544	HOSPITAL	Yellow
54529	INSURANCE	Red
54530	LAB REPORTS	Lt. Blue
54531	LAB/X-RAY	Lt. Blue
54532	MEDICATIONS	Lt. Green
54533	MISC.	Black
54534	NURSES NOTES	Gray
54535	OPERATIVE REPORT	Yellow
54537	PATHOLOGY RESULTS	Green
54538	PHYSICIANS ORDERS	Gold
54545	PROBLEM LIST	Black
54539	PROGRESS NOTES	Lt. Green
54542	X-RAY	Tan
54543	X-RAY-EKG	Tan



divider sheets are 8-1/2" x 11", 110 lb. white index stock printed with guidelines for fast and accurate placement of the 54520 series chart divider index tabs. Sheets are conveniently ruled for making notes and are 7-hole punched to be used with fasteners in folders or 3-ring binders.

53520 – 100/pkg.

54520 – 400/box

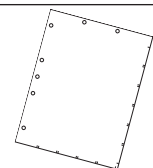
52100 series index tabs



stock no.	title	color edge
52101	ALLERGY	Pink
52102	BILLING	Black
52103	CORRESPONDENCE	Brown
52104	DOCTOR'S ORDERS	Gray
52105	EKG	Pink
52106	FINANCIAL DATA	Lime Green
52107	HISTORY & PHYSICAL	Lt. Yellow
52108	HOSPITAL SUMMARY	Tan
52109	INSURANCE	Lt. Blue
52110	LAB	Purple
52111	MAMMOGRAM	Royal Blue
52112	MEDICAL CONSULTS	Sea Green
52113	MEDICAL REPORTS	Dk. Yellow
52114	MEDICATION	White
52115	MISCELLANEOUS	Orange
52116	PAP SMEAR	Salmon
52117	PATIENT DATA	Lavender
52118	PHYSICAL THERAPY	Bronze
52119	PROGRESS NOTES	Red
52120	REFERRALS/CONSULTANTS	Dk. Blue
52121	SURGERY	Turquoise
52122	WORKER'S COMP	Dk. Purple
52123	X-RAY	Lt. Green

divider sheets are 8-1/2" x 11", 110 lb. white index stock printed with guidelines for fast and accurate placement of the 52100 series chart divider index tabs. 7-hole punched to be used with fasteners or 3-ring binders.

52100 – 100/pkg.



medical chart divider sets

Use **tabbies medical chart divider sets** to organize patient charts, files, or records. Sets come collated.

Sets consist of the following tabs:

Tab Position	Title	Tab Color
1	History & Physical	Blue
2	Progress Notes	Yellow
3	Correspondence	Orange
4	Lab/X-Ray	Green
5	Hospital	Red
6	Insurance	Brown
7	Miscellaneous	Pink
8	Blank Write-On	White

IN STOCK!

54500

Bottom Tab Medical Index Set

- 3/8" tab extension
- 8 tabs per set
- 40 sets per box
- 90 lb. Ivory index stock
- Top Reinforcing
- Overall size: 8-1/2"W x 11-3/8"H

No tab substitutions, please

Minimum Purchase: 40 sets (1 box)

NEW

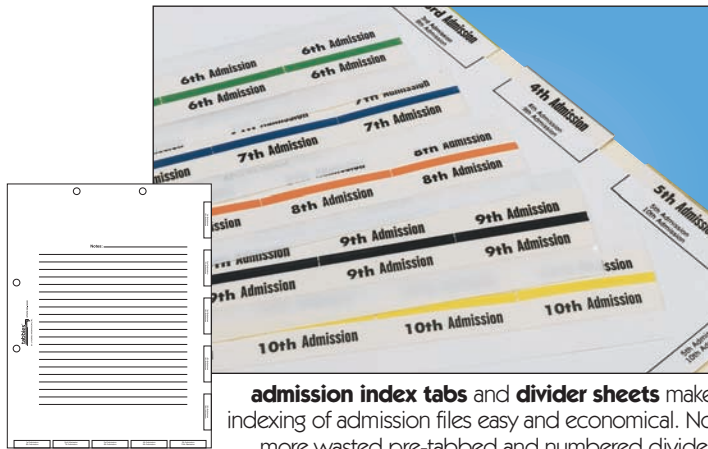
54505

Side Tab Medical Index Set

- 1/2" tab extension
- 8 tabs per set
- 40 sets per box
- 90 lb. Ivory index stock
- Side Reinforcing
- Overall size: 9"W x 11"H



admission index tabs & divider sheets



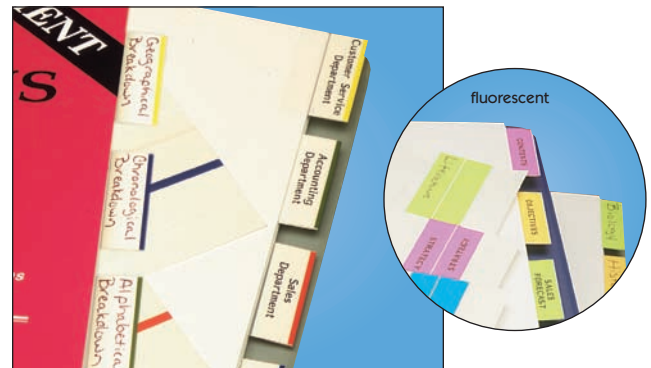
admission index tabs and divider sheets make indexing of admission files easy and economical. No more wasted pre-tabbed and numbered divider sheets. Tabs are easily attached to position marks on the 8-1/2" x 11" four-hole punched divider sheets. Admission index tabs and divider sheets can be used for either side or top fastened medical record folders.

Self-adhesive 1-1/2" tabs are plastic laminated. 100 per package.

stock no.	title	color edge	stock no.	title	color edge
14501	1st Admission	Light Blue	14507	7th Admission	Blue
14502	2nd Admission	Red	14508	8th Admission	Orange
14503	3rd Admission	Light Green	14509	9th Admission	Black
14504	4th Admission	Gray	14510	10th Admission	Yellow
14505	5th Admission	Gold	14511	EMERGENCY	Red (solid)
14506	6th Admission	Green	14512	OUTPATIENT	Green (solid)

stock no.	description (400 sheets per box)
14500	4-hole punched Admission Index Divider Sheets

erasable write-on



erasable write-on index tabs can be used over and over again. Write with pencil or any erasable ink pen – then just erase and reuse.

Choose from tabs with colored edges or solid color fluorescent tabs. Ideal for any filing, flagging or indexing situation.

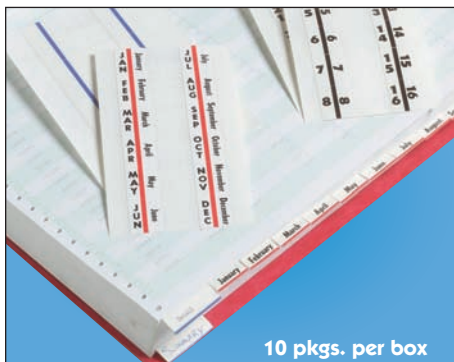
Color Edges 10 pkgs per box

color edge	1" 24 tabs	1-1/2" 16 tabs	2" 12 tabs	3" 8 tabs
Yellow	58600	58700	58800	58900
Red	58602	58702	58802	58902
Green	58606	58706	58806	58906
Blue	58607	58707	58807	58907
Black	58609	58709	58809	58909
White	58610	58710	58810	58910

Assorted Solid Colors

stock no.	color	size	tabs per pkg.	pkgs. per box
58530	Fluorescent	1-1/2"	24	10

computer printout



10 pkgs. per box

computer printout index tabs turn any computer report into an easy to read format. Tabs have transparent gripping edges that attach to both sides of the page. Available in several options, including erasable write-on index tabs.

stock no.	description	size	color edge	tabs per pkg.
58320	A-Z	1"	Green	24
58321	Months	1"	Red	12
58322	1-31	1"	Black	31
58727	Erasable write-on	1-1/2"	Blue	16

printed index tabs



printed index tabs are ready to use and can be attached quickly and easily to most material.

Choose alphabetical, monthly or numerical index tabs with new, improved styling for top, side or bottom indexing. Transparent gripping edges adhere to both sides of paper for a secure, lasting hold. Tabs are plastic laminated to remain clean and tear-proof and are printed in bold black ink with colored edges.

stock no.	description	size	color edge	sets per box
58301	A-Z (23 divisions)	1/2"	Red	10
58302	A-Z (24 divisions)	1"	Blue	10
58305	Months, Jan. - Dec.	1"	Blue	10
58307	Numbers, 1-31 (daily)	1/2"	Blue	10
58309	Numbers, 1-50	1/2"	Blue	10
58311	Numbers, 1-100	1/2"	Blue	10

road atlas



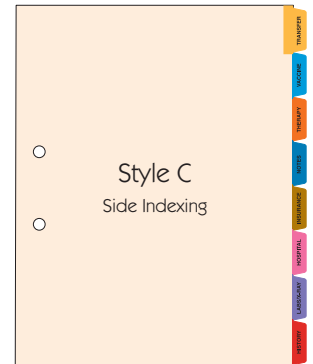
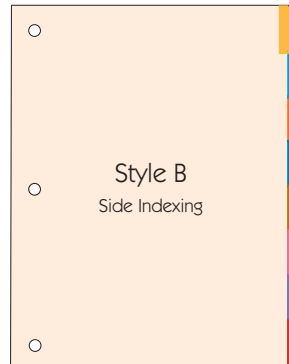
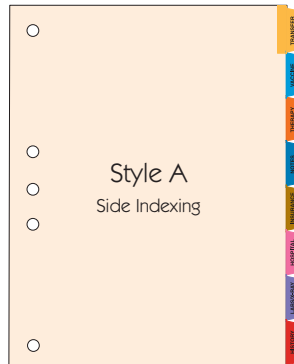
road atlas index tabs make it easy to index and identify states for quick reference. Pre-cut, self-adhesive tabs attach securely to both sides of page for a permanent bond. State abbreviations are printed on one side with name of the state spelled out on the reverse side. Each set includes 53 1" tabs – 50 states plus District of Columbia, Canada and Mexico.

stock no.	description	color edge	qty. per box
58314	1" Road Atlas	Green	10 pkgs.

CUSTOM INDEX & FILEBACK DIVIDERS

custom index dividers

- ◆ 90 lb. or 110 lb. White or Ivory Stock
- ◆ Side or Bottom indexing
- ◆ Reinforced 5, 3 or 2 hole punch
- ◆ Mylar® reinforced tabs printed on one or two sides
- ◆ Available tab extensions: 1/4", 3/8" or 1/2"
- ◆ Available in pre-collated sets or individual tab sheets
- ◆ Black printing on body copy available



Save time and money by having us install dividers to your file folders.
See page 32 for installation positions.

CUSTOM INDEX:

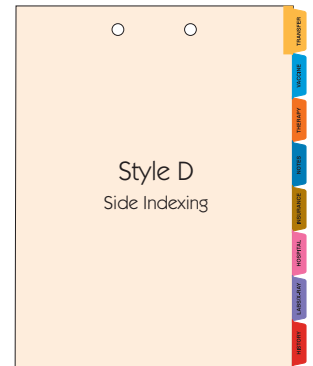
Easy Ordering Instructions:

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 (see charts) 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 PRINT STYLES

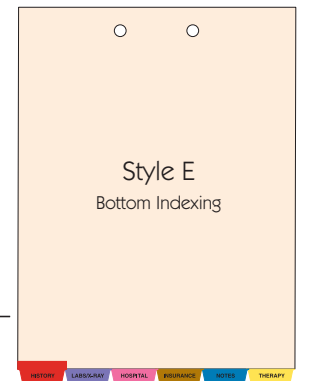
STYLE 1

COPY



STYLE 2

COPY



STYLE 3

COPY

Bottom Tabs – Positions are from Left to Right

Allow for expansion and add a write-on erasable tab to use for your specific practice needs.

1/8 Cut Pos. 1	Pos. 2	Pos. 3	Pos. 4	Pos. 5	Pos. 6	Pos. 7	Pos. 8
1/7 Cut Pos. 1	Pos. 2	Pos. 3	Pos. 4	Pos. 5	Pos. 6	Pos. 7	
1/6 Cut Pos. 1	Pos. 2	Pos. 3	Pos. 4	Pos. 5	Pos. 6		
1/5 Cut Pos. 1	Pos. 2	Pos. 3	Pos. 4	Pos. 5			
1/4 Cut Pos. 1	Pos. 2	Pos. 3	Pos. 4				

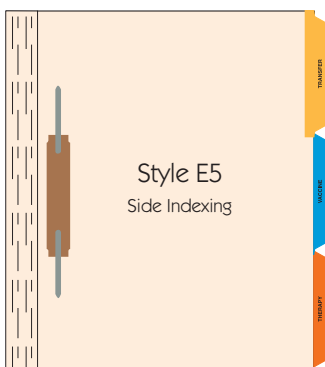
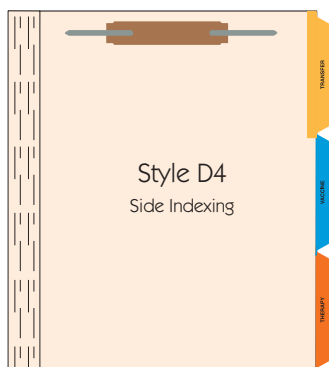
custom fileback dividers

- ◆ 110 lb. Ivory Stock
- ◆ Side or Bottom indexing
- ◆ 2" Heat Bonded Fastener
- ◆ Scored hinge with Mylar® reinforced slots or self-adhesive transfer tape
- ◆ Mylar® reinforced tabs printed on one or two sides
- ◆ Available tab extensions: 1/2" or 3/8"
- ◆ Available in pre-collated sets or individual tab sheets
- ◆ Black printing on body copy available

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 requirements:
 - Collated / titles boxed together in sets
 - Non-Collated / each title boxed individually



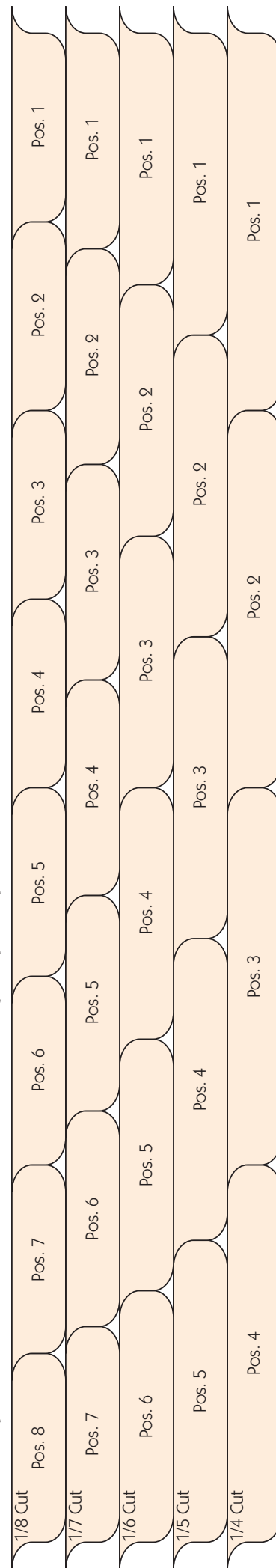
available index tab color selections

MY-105 Clear	MY-115 Gray	MY-125 Lt. Gray	MY-205 Red	MY-225 Warm Red	MY-305 Yellow	MY-315 Lt. Yellow	MY-405 Dk. Blue	MY-415 Lt. Blue	MY-425 Med. Blue
MY-505 Orange	MY-515 Amber	MY-525 Coral	MY-605 Dk. Green	MY-615 Lt. Green	MY-625 Med. Green	MY-705 Pink	MY-805 Purple	MY-915 Brown	

Fluorescent colors also available

Side Tabs – Positions are Top to Bottom

Allow for expansion and add a write-on erasable tab to use for your specific practice needs.

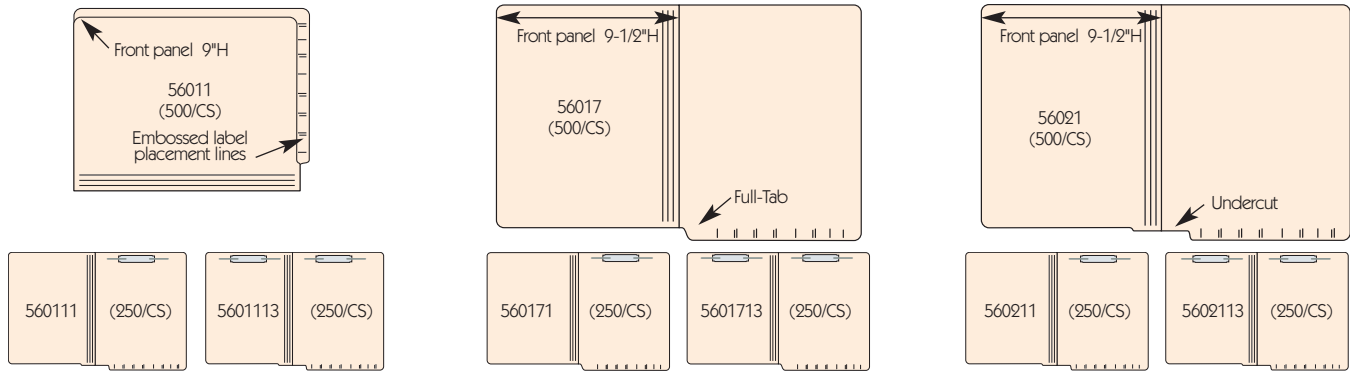


FILE FOLDERS

Contact us for availability of other manufacturer's compatible file folders

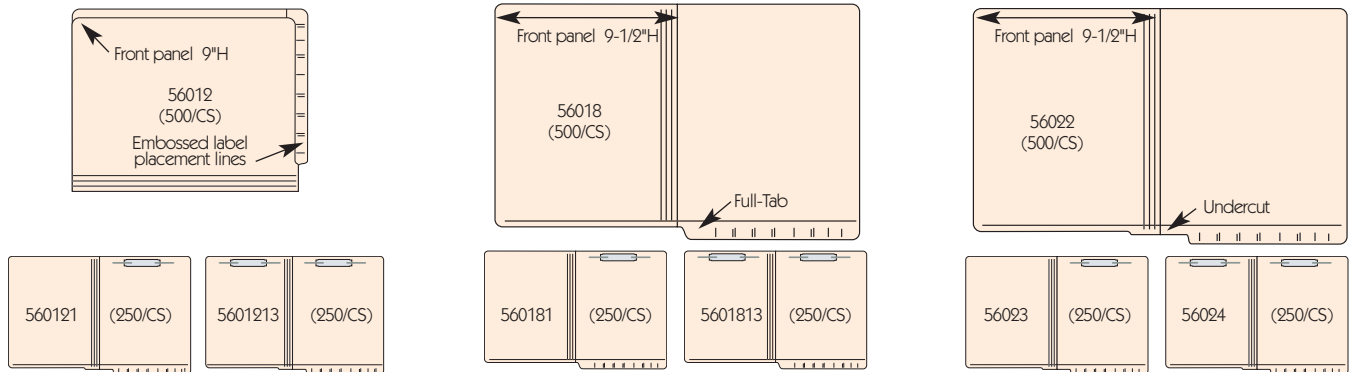
11 PT. 1-Ply Letter – 12-1/4"W x 9-1/2"H Overall Size

Printed label placement lines except where noted.



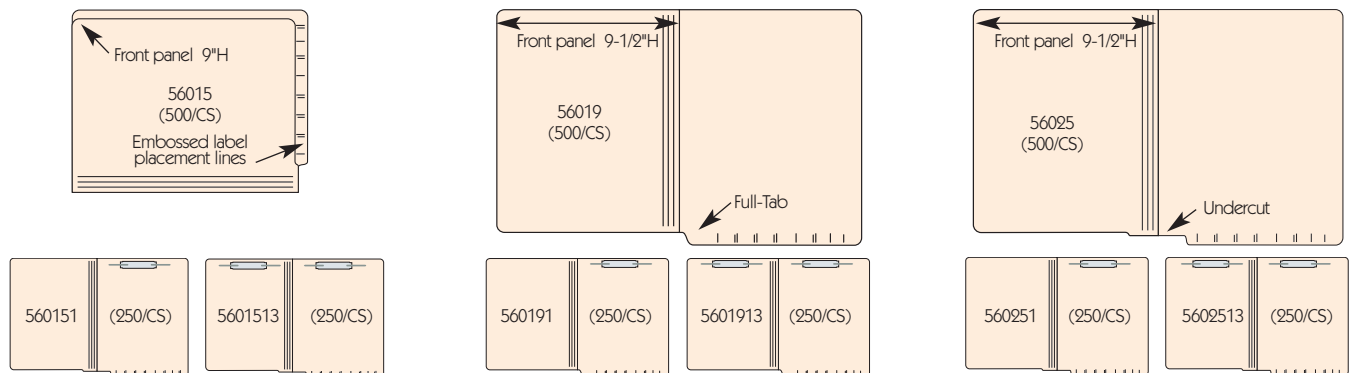
11 PT. 2-Ply (Reinforced) Letter – 12-1/4"W x 9-1/2"H Overall Size

Printed label placement lines except where noted.



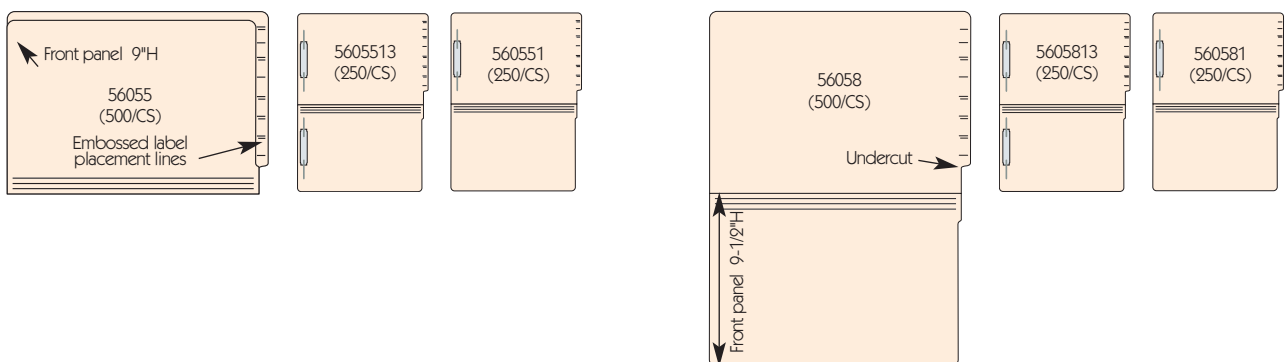
14 PT. 1-Ply Letter – 12-1/4"W x 9-1/2"H Overall Size

Printed label placement lines except where noted.



14 PT. 1-Ply Legal – 15-1/4"W x 9-1/2"H Overall Size

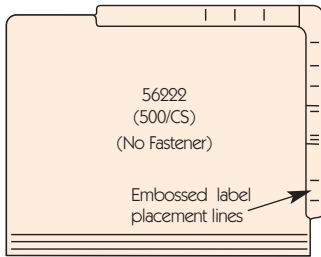
Printed label placement lines except where noted.



Combo Drawer / Shelf File Folder

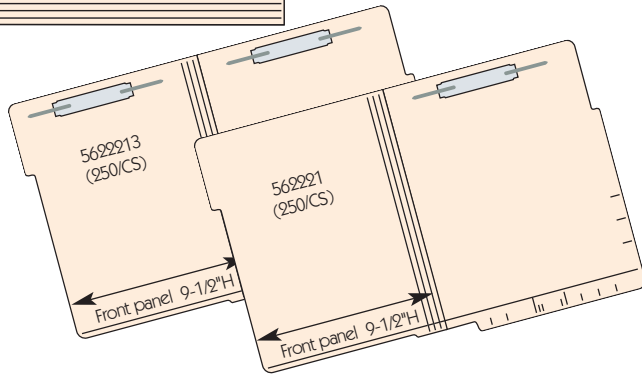
11 PT 2-Ply (Reinforced) Letter

12"W x 9-1/2"H Overall Size



Combination Drawer / Shelf Folder

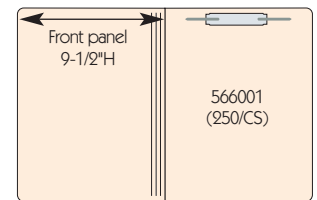
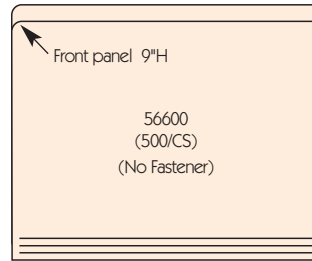
design can be used as top tab in a drawer or as an end tab in an open shelf. Large tab area on top and side allows plenty of room for all your labeling needs.



Top Straight Cut File Folder

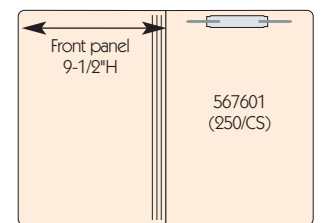
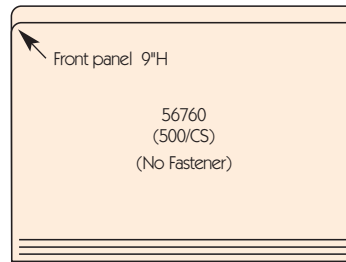
11 PT 1-Ply Letter

11-3/4"W x 9-1/2"H Overall Size



14 PT 1-Ply Legal

14-3/4"W x 9-1/2"H Overall Size



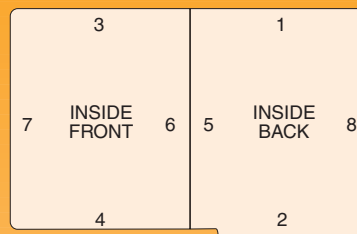
Custom Installation Solutions

Customize your file folder to fit your filing needs by choosing your own product positions.

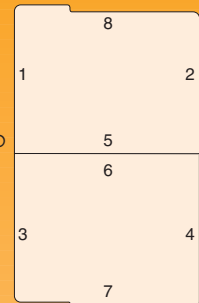
Do not waste valuable time! We can custom apply any of our filing stock products to your file folder.

Folder Fastener Positions

Right
End Tab
Folder



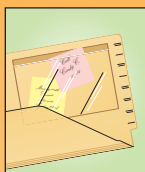
Top Tab
Folder



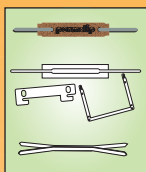
Labels



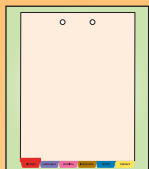
Pockets



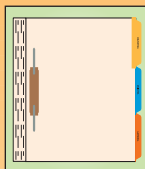
Fasteners



Indexes



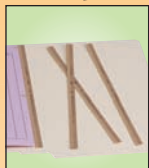
Filebacks



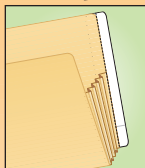
Index Tabs



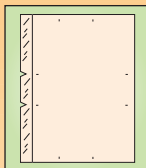
u-file-m Strips



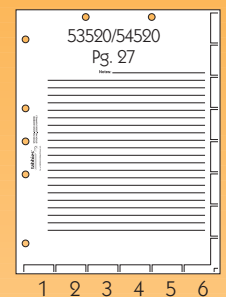
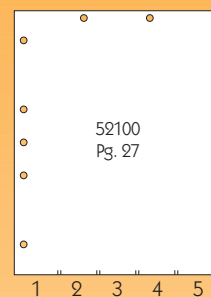
Conversion Strips



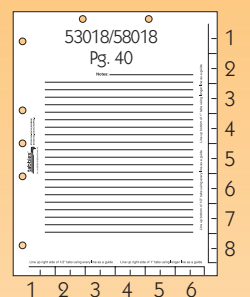
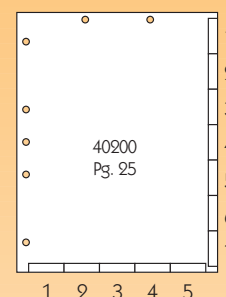
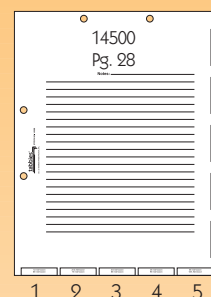
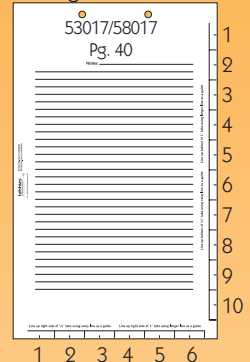
Dividers



Index Tab Divider Positions



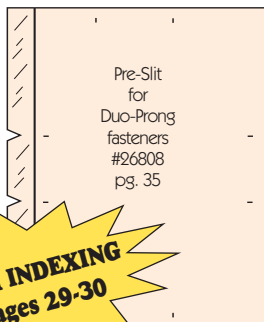
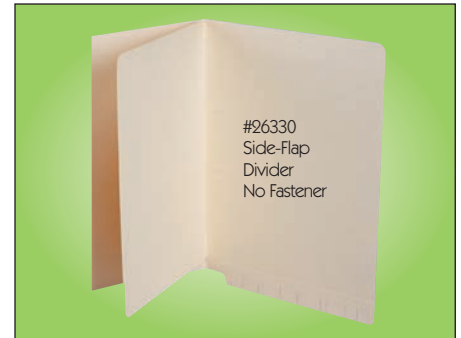
Legal Dividers



FILE DIVIDERS

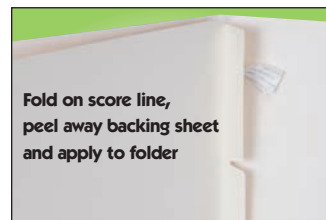
self-adhesive divider sheets

Quickly convert your standard folders to classification folders. Just fold on the score line to create a flap, then remove protective strip and apply to folder – it's that easy! Sturdy dividers are 11 pt. manila stock. Die-cuts on flap allow for easy positioning around fasteners. Divider comes in several options; no fastener, 1 fastener on front of divider, or 2 fasteners on both sides of divider. 8-1/2"W x 11"H (not including flap) – 100 dividers per package.



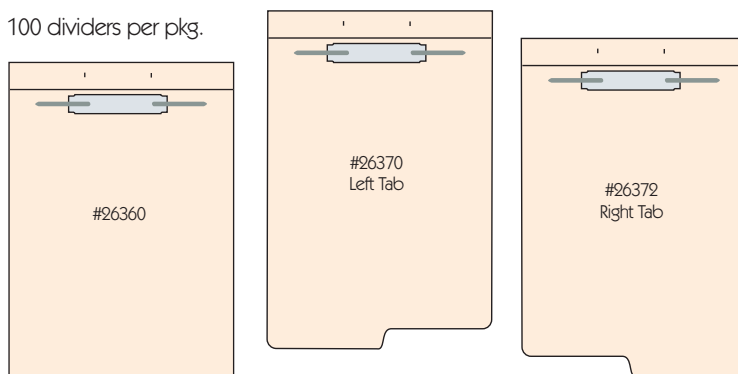
CUSTOM INDEXING
See Pages 29-30

stock no.	fastener(s)
26330	None
263301	1-Fastener Front Top – Pos. #1
263305	1-Fastener Front Side – Pos. #5
2633013	2-Fasteners Top of both sides – Pos. #1 & #3



fileback dividers

fileback dividers allow immediate access to each section without removing the top sections from the folder. Each fileback divider is scored for easy folding and comes with an installed 2" capacity fastener. Fold score line to form flap and slip divider over existing fastener in folder. The next divider is attached to the fastener or the first divider, and so on. Sturdy 11 pt. manila stock. Available with or without (bottom) end tab cut. 100 dividers per pkg.

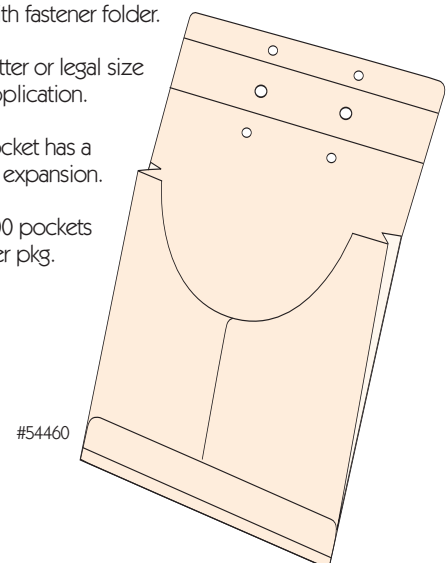


stock no.	description
26360	Letter 8-1/2" x 11"
26370*	Letter 8-1/2" x 11-3/4"; Left End Tab 1/2 cut
26372*	Letter 8-1/2" x 11-3/4"; Right End Tab 1/2 cut

* Includes tab length

expanding divider pocket

- ◆ Strong 40 lb. Kraft pocket has a thumbcut opening for easy access.
- ◆ Reinforced binding holes are pre-punched to be used with fastener folder.
- ◆ Letter or legal size application.
- ◆ Pocket has a 1" expansion.
- ◆ 100 pockets per pkg.



#54460

NEW

lock-it pockets

Peel off self-adhesive 5 Mil poly pocket. Permanently apply to your folders or wherever it is most convenient. Durable, clear polyethylene ziplock style secures small documents, including photos, diskettes, CD's, X-rays and much more. Clear front keeps important information at full view without opening the pocket. 100 pockets per pkg.

LOCK-IT POCKETS

stock no.	inside	outside
54470	5" x 5-1/4"	5-1/2" x 6-1/4"
54471	6" x 9"	6-1/2" x 10"

First dimension is the pocket opening



vinyl pockets



Vinyl pockets are textured and heavy-duty.

vinyl & poly pockets

Clear see-thru pockets are available in several sizes to fit all your needs. It's easy to add a pocket to your file or binder; simply peel off the protective backing and apply the self-adhesive side to your folder. Pockets are sealed on three sides. Store X-rays, forms, immunization records, computer diskettes, CD's and more.

100 pockets per pkg.

VINYL POCKETS

stock no.	inside	outside
54494	5-1/4" x 8-3/4"	5-3/4" x 8-7/8"
54493	5-1/4" x 3-1/4"	5-1/2" x 3-1/2"
54492	8-3/4" x 11-1/4"	9" x 11-1/2"

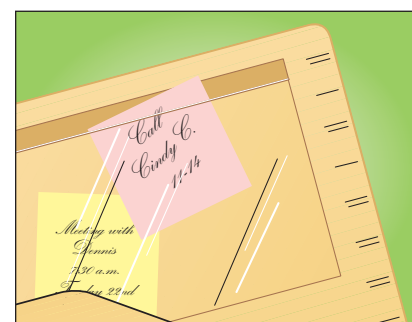
First dimension is the pocket opening

NEW
NEW

poly pockets



Poly pockets provide easy access to information.



POLY POCKETS

stock no.	inside	outside
54495	2-1/2" x 3-1/4"	3" x 3-3/4"
54496	10-1/2" x 8-1/2"	11" x 9"
54497	3" x 5"	3-3/4" x 5-3/4"
54498	4-1/4" x 6-1/2"	4-3/4" x 7"
54499	5-1/2" x 8-3/4"	6" x 9-1/4"

First dimension is the pocket opening

FILE FASTENERS

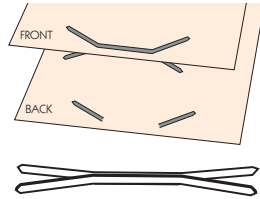
sup'r'grip fasteners



stock no.	description
56805	sup'r'grip fasteners

sup'r'grip self-stick fasteners are an ideal space-saving solution for large files. Long 2" prongs accommodate 2-hole punched material, while the ultra-thin design saves valuable filing space. Fasteners are heat bonded onto pressure-sensitive, 60 lb. manila-colored paper to hold even bulky files without tearing. Printed aligning guides on each strip ensure accurate placement. 4 fasteners per sheet; 25 sheets per box. 100 fasteners per box.

duo-prong fasteners



stock no.	description
26808	duo-prong fasteners

duo-prong fasteners are used when fasteners are required on both the front and back of a divider sheet for 2-hole punched documents. Fastener capacity is 1" on one side and 5/8" on the other. Simply insert 1" prongs thru slits in divider sheet, and bend prongs back. No adhesive required. 100 fasteners per box.

u-file-m binder strips

u-file-m binder strips make each folder read like a book. Documents are affixed to a strip of tabs in either ascending or descending order. File by either older information first, or by newer information on top. Instructions included. Strip holds up to 22 sheets. 100 strips per box.

stock no.	description
56820	u-file-m binder strip

NEW

foamclip® fasteners

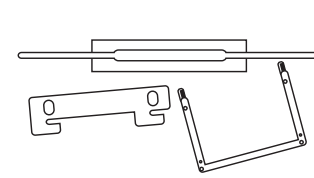


stock no.	description
56807	foamclip fasteners

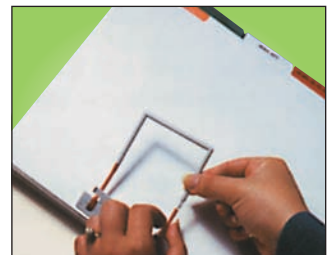


foamclip® self-stick fasteners are a perfect choice for organizing any 2-hole punched papers. These fasteners bond permanently to file folders, pressboard, plastic, wood, glass, even metal. With their superior strength, Foamclip® fasteners can't be pulled off like other brands! The 2-3/4" center-to-center, 1-1/2" capacity fastener is easy to use; just peel off backing paper and press fastener into place. 100 per box.

megaclip fasteners



stock no.	description
56804	megaclip fasteners

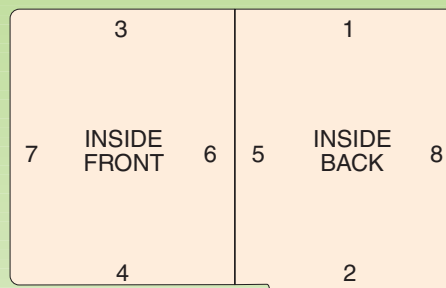


megaclip fasteners are 5" capacity fasteners that allow you to access any part of the file without having to remove the file contents. Make notes, copy or review the pages within the file quickly and easily. For use with 2-hole punched documents. Holes are positioned 2-3/4", center-to-center. Sets consist of self-adhesive bases, compressor bars and u-shaped extensions. Full set availability only. 100 per box.

factory installed fasteners

permclip® fasteners are heat-bonded for permanent adhesion to the file folder. Permclip® fasteners are factory installed in any position to fit your filing needs. Please specify fastener position from the position guide at the time of order. Prongs are 2" in length and 2-3/4" center to center.

stock no.	description
56811	one bonded fastener per folder
56812	two bonded fasteners per folder



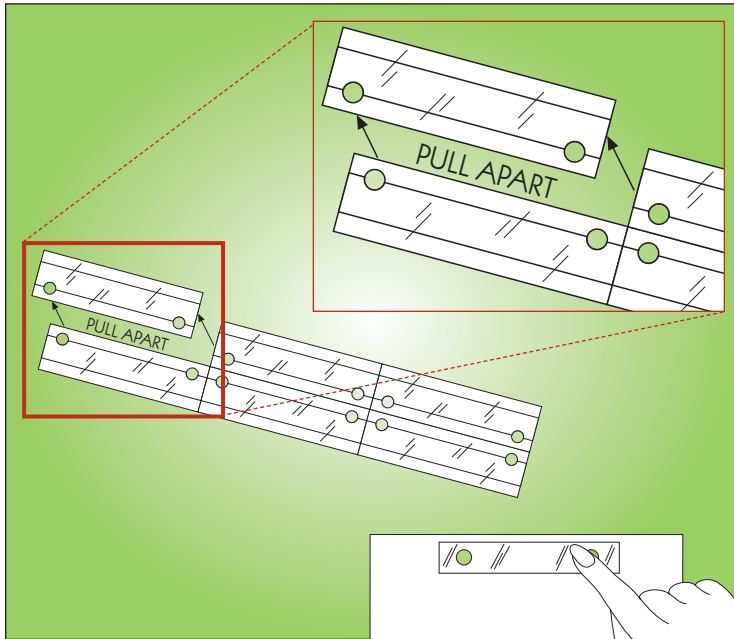
Fastener Position Guide

Any of the above stock fasteners can be factory installed to fit your filing needs. Choose your fastener position from the position guide on the left.

See page 32 for more installation options.

reinforcing binder strips

2-hole reinforcing strip



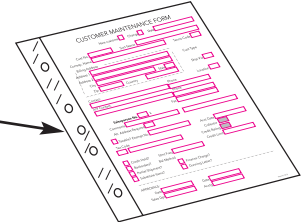
Add durability and longevity to your documents with our 2-hole clear reinforcing binder strips. Strips are self-adhesive for easy use. Material is tear resistant and clear so it will not hide printed information.

stock no.	description	qty. per pkg.	qty. per box
58390	11" 5-hole punched 2" overall (1" pulled apart)	20 strips	10 pkgs.
58392	3-1/2" 2-hole punched	—	500 strips (bulk)

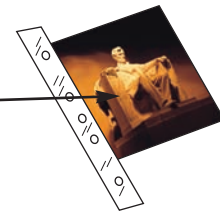
5-hole reinforcing strip

reinforcing binder strips are made of tear resistant material, pre-punched and ready to use. Clear strips will not hide printed information. The 5-hole reinforcing strips can be used in one of three ways:

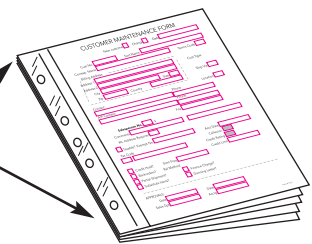
1) REINFORCE PUNCHED ITEMS



2) EXTEND ITEMS THAT CANNOT BE PUNCHED



3) CONVERT SINGLE SHEETS INTO BOOKLET FORM



earflap™ fasteners



Turn existing file folders into classification folders easily and inexpensively. Section files by date, subject or other criteria that fit your needs.

Slip the punched flap over an existing fastener and close the prongs. Fold flap forward and add filing material to the bonded fastener on top of the manila strip. **earflap fasteners** work with any two-prong fastener in all folder positions.

stock no.	description	qty. per box
56809	earflap fasteners	50

cd saver™ sleeve protectors



Protect compact disks in these smooth, durable polypropylene sleeves in stylish, translucent colors. Disks stay clean and organized, and a tuck-in flap holds CDs more securely than an open pocket. **cd saver sleeves** come with self-stick labels for built-in index tabs. Available in assorted color packs (10/pkg.) or clear (25/pkg.).

stock no.	description	qty. per pkg.	pkgs. per carton
25100	Assorted	10	12
25101	Clear	25	10

OUTGUIDES – END TAB

economical

A cost-efficient choice when a full pocket is not necessary. Easy to read "OUT" is printed on both sides of the rigid vinyl guides. 3" x 5-1/2" pocket for charge-out forms. Letter size 13"W x 4"H. 10 per box.

NEW



stock no.	color	qty.
74541	Blue	10/box
74542	Green	10/box
74543	Orange	10/box
74540	Red	10/box
74544	Yellow	10/box

alphabetical & blank

Quickly locate information filed by name. 24-gauge yellow vinyl guides. Printed on both sides A-W, plus one Mc and XYZ. Letter size 14-1/2"W x 4"H.

Blank guides have clear pockets on both sides and include insert cards.

NEW



stock no.	description	qty.
74590	Alphabetical	25/box
74591	Blank	25/box

vinyl outguides are flexible enough for easy handling, yet resist cracking and tearing. Double sided "OUT" tab extends beyond folder for easy access. Clear vinyl pocket holds charge-out slips. Heavy duty outguides feature large tabs, a rigid vinyl back and stress contours on pockets to provide added strength and durability for frequent handling.

Call to inquire about other available colors.

charge-out slips

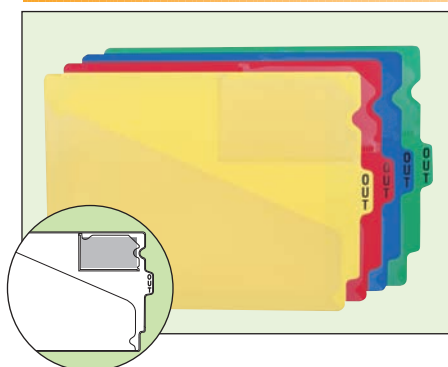
charge-out slips keep track of removed folder, when used with outguide. Overall size 5"W x 3"H. 100 sheets/pad. 10 pads per box.

FILE NAME/NUMBER _____	
DATE OUT _____	DATE RETURN _____
NAME (PRINT) _____	DEPT. _____
SIGNATURE _____	
INSERT THIS CHARGE-OUT FORM INTO THE POCKET ON THE OUT-GUIDE AND REPLACE CHARGE-OUT FOLDER WITH OUT-GUIDE. NOTE: DUPLICATE CHARGE-OUT FORMS CAN BE USED FOR FOLLOW-UP PURPOSES. IN "FILE NAME/NUMBER" ORDER OR "DATE TO RETURN" ORDER.	

TABBIES STOCK NO. 74559

#74559

center tab

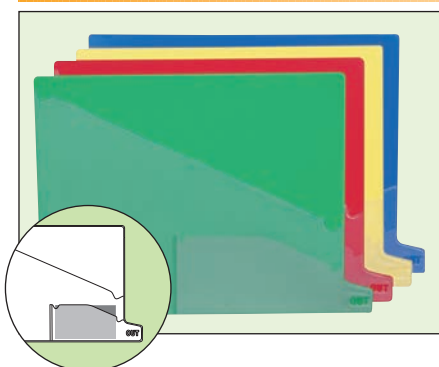


- ◆ "OUT" is printed on both sides of tab
- ◆ Overall size: 9-1/2" x 12-7/8"
- ◆ Body size: 9-1/2" x 12-3/8"

stock no.	color	size	qty.
74501	Blue	Letter	10/pkg.
74502	Green	Letter	10/pkg.
74500	Red	Letter	10/pkg.
74504	Yellow	Letter	10/pkg.
74520*	Red	Legal	10/pkg.

*Legal size: Overall size: 9-1/2" x 15-3/4"
Body size: 9-1/2" x 15-1/4"

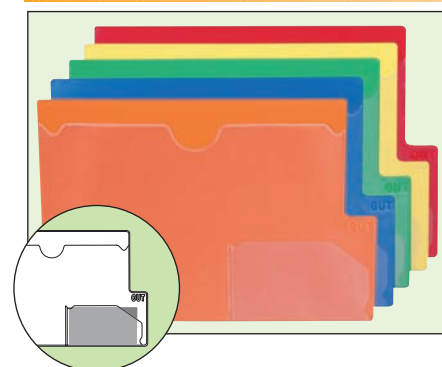
bottom tab



- ◆ "OUT" is embossed on the tab
- ◆ Overall size: 9-1/2" x 13-1/4"
- ◆ Body size: 9-1/2" x 11-7/8"

stock no.	color	qty.
74531	Blue	10/pkg.
74532	Green	10/pkg.
74530	Red	10/pkg.
74534	Yellow	10/pkg.

large tab



- ◆ "OUT" is embossed on the tab
- ◆ Overall size: 9" x 13-1/4"
- ◆ Body size: 9" x 12"

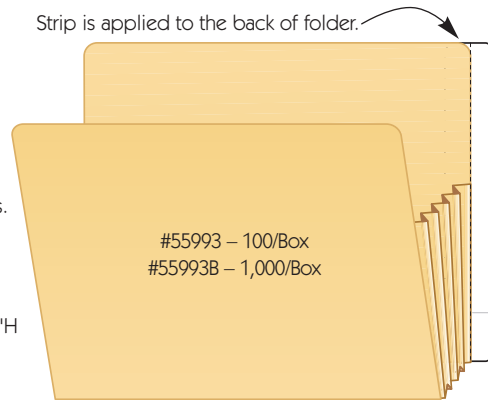
stock no.	color	qty.
74581	Blue	10/pkg.
74585	Green	10/pkg.
74583	Orange	10/pkg.
74580	Red	10/pkg.
74584	Yellow	10/pkg.

CONVERSION PRODUCTS

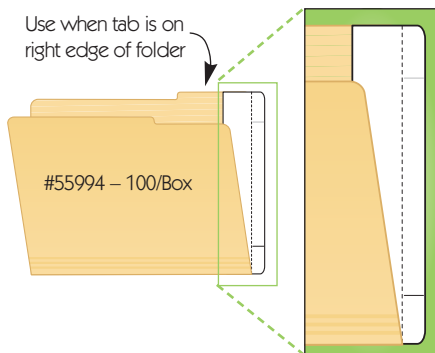
extenda-folder strips

Convert any top tab, pocket folders, pressboard folders, or expanding file jackets into end tab file folders. Save the trouble and expense of transferring materials and throwing away good file folders, pockets, and jackets. All conversion strips are self-adhesive and easy to install. Choose from 6 styles to fit your needs.

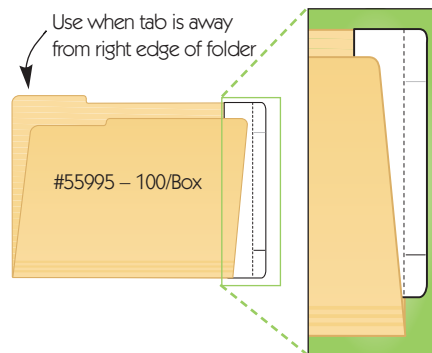
- ◆ Specifically made for pressboard or gusset folders.
- ◆ Labels can be pre-applied before installation of strip.
- ◆ White stock, 3/4" tab extension, 9-1/2"H.
- ◆ Overall size 3-1/4"W x 9-1/2"H



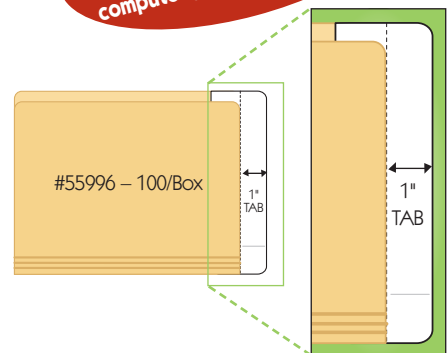
1" wide end tab is an ideal solution for conversions that include computer generated strip labels.



- ◆ 9-1/2"H can be used for any top tab cut folders.
- ◆ Strip is applied inside of the back folder panel.
- ◆ Labels can be pre-applied before installation of strip.
- ◆ White stock, 3/4" tab extension, 9-1/2"H.
- ◆ Overall size 2"W x 9-1/2"H



- ◆ 9"H can be used for any top tab cut folders.
- ◆ Strip is applied inside of the back folder panel.
- ◆ Labels can be pre-applied before installation of strip.
- ◆ White stock, 3/4" tab extension, 9"H.
- ◆ Overall size 3-3/4"W x 9"H



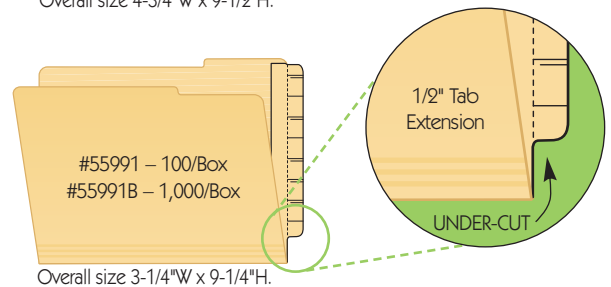
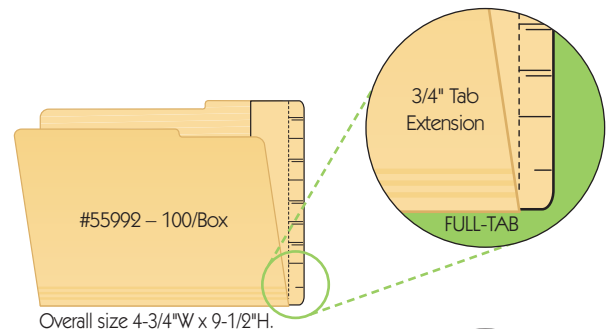
- ◆ Use with any straight cut folder.
- ◆ Strip is applied inside of the back folder panel.
- ◆ Strip-label can be pre-applied before installation of strip.
- ◆ White stock, 1" tab extension, 9-1/2"H.
- ◆ Overall size 3-3/4"W x 9-1/2"H

cov'r'tabs



- ◆ Easy way to re-use old folders.
- ◆ Self-adhesive and wrap-around design adds reinforcement to tab.
- ◆ Printed score marks for even positioning of new labels.
- ◆ 60 lb. in manila color finish.
- ◆ Strip must be applied to folder "before" application of new labels.
- ◆ Overall size 2-1/2"W x 8"H.

stock no.	qty.
55990	50/pkg.



- ◆ Wrap around design is easy to apply to any top tab folder.
- ◆ Attaches to inside and outside back of folder panel.
- ◆ Manila stock to match your folder.

index dividers

Keep your documents, exhibits, briefs and more, neatly organized with our **legal index dividers**.

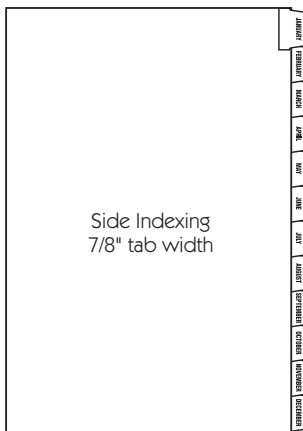
Inquire about custom titles.

Call for availability and lead times.

Standard Specifications:

- ◆ 80 lb. white stock
- ◆ 8-1/2"W x 11"H
- ◆ 1/2" Tab Extension
- ◆ Tabs printed both sides
- ◆ Clear Mylar® on tab extension for reinforcement
- ◆ Dividers are not punched to accommodate any binding style

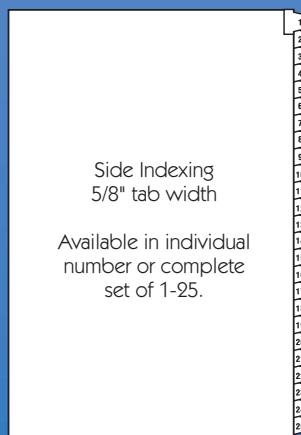
MONTH INDEXING



24 tabs per set
2 sets per pkg.
10 pkgs. per box

stock no.	description
68305	Jan-Dec

NUMERICAL INDEXING



Side Indexing
5/8" tab width

Available in individual number or complete set of 1-25.

25 tabs per pkg.
10 pkgs. per box

stock no.	description
68001	1
68002	2
68003	3
68004	4
68005	5
68006	6
68007	7
68008	8
68009	9
68010	10
68011	11
68012	12
68013	13
68014	14
68015	15
68016	16
68017	17
68018	18
68019	19
68020	20
68021	21
68022	22
68023	23
68024	24
68025	25

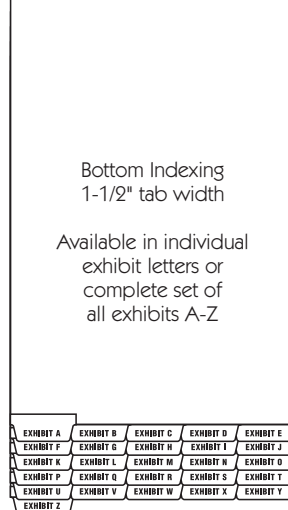
numbers up to 5,000 available

Complete Set 1-25

25 tabs per pkg.
10 pkgs. per box

stock no.	description
67999	1-25

ALPHABETICAL INDEXING



Bottom Indexing
1-1/2" tab width

Available in individual exhibit letters or complete set of all exhibits A-Z

25 tabs per pkg.
10 pkgs. per box

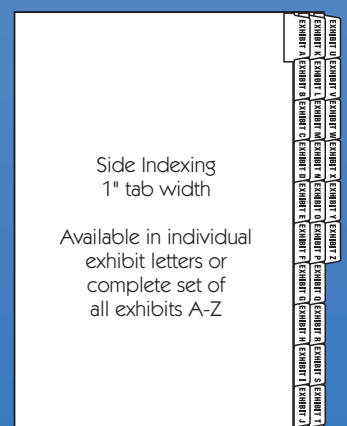
stock no.	description
68031	Exhibit A
68032	Exhibit B
68033	Exhibit C
68034	Exhibit D
68035	Exhibit E
68036	Exhibit F
68037	Exhibit G
68038	Exhibit H
68039	Exhibit I
68040	Exhibit J
68041	Exhibit K
68042	Exhibit L
68043	Exhibit M
68044	Exhibit N
68045	Exhibit O
68046	Exhibit P
68047	Exhibit Q
68048	Exhibit R
68049	Exhibit S
68050	Exhibit T
68051	Exhibit U
68052	Exhibit V
68053	Exhibit W
68054	Exhibit X
68055	Exhibit Y
68056	Exhibit Z

Complete Set all exhibits A-Z

26 tabs per pkg.
10 pkgs. per box

stock no.	description
67997	Exhibits A-Z

ALPHABETICAL INDEXING



Side Indexing
1" tab width

Available in individual exhibit letters or complete set of all exhibits A-Z

25 tabs per pkg.
10 pkgs. per box

stock no.	description
68061	Exhibit A
68062	Exhibit B
68063	Exhibit C
68064	Exhibit D
68065	Exhibit E
68066	Exhibit F
68067	Exhibit G
68068	Exhibit H
68069	Exhibit I
68070	Exhibit J
68071	Exhibit K
68072	Exhibit L
68073	Exhibit M
68074	Exhibit N
68075	Exhibit O
68076	Exhibit P
68077	Exhibit Q
68078	Exhibit R
68079	Exhibit S
68080	Exhibit T
68081	Exhibit U
68082	Exhibit V
68083	Exhibit W
68084	Exhibit X
68085	Exhibit Y
68086	Exhibit Z

Collated and individual single alpha/double alpha also available

Complete Set all exhibits A-Z

26 tabs per pkg.
10 pkgs. per box

stock no.	description
67998	Exhibits A-Z



numerical 1/2" tabs, blue edge Pkg. (100 tabs) Box (5 pkgs.)

stock no.	description	stock no.	description
58000	1 through 10	57000	1 through 100
58001	11 through 20	57001	101 through 200
58002	21 through 30	57002	201 through 300
58003	31 through 40	57003	301 through 400
58004	41 through 50	57004	401 through 500
58005	51 through 60	57005	501 through 600
58006	61 through 70	57006*	601 through 700
58007	71 through 80	57007*	701 through 800
58008	81 through 90	57008*	801 through 900
58009	91 through 100	57009*	901 through 1000

* individual packages available

legal exhibit index tabs

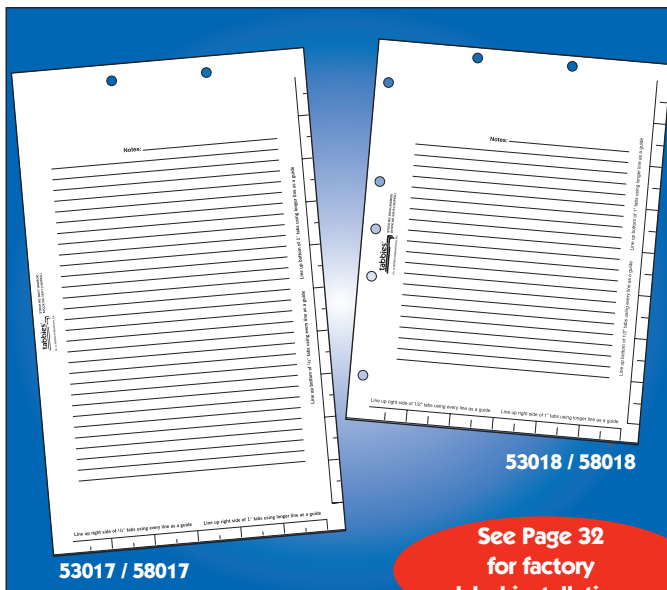
Attach self-adhesive tabs to legal exhibits, reports, depositions, briefs or **legal index divider sheets**. Plastic laminated **legal exhibit index tabs** grip both sides of sheet for a strong, durable tab that won't fall off. Printed for side or bottom indexing. Ten tabs of each letter or number per pack. Numerical contains 100 tabs per pack; alphabetical contains 50 tabs per pack.

alphabetical 1" tabs Pkg. (50 tabs) Box (5 pkgs.)

stock no.	description	color edge
58010	Exhibits A through E	Red
58011	Exhibits F through J	Red
58012	Exhibits K through O	Red
58013	Exhibits P through T	Red
58014	Exhibits U through Z	Red
58015	"Index" Tabs	Blue
58016	"Exhibits" Tabs	Red
58071	Exhibit A	Red
58072	Exhibit B	Red
58073	Exhibit C	Red
58074	Exhibit D	Red
58075	Exhibit E	Red

legal exhibit index tabs desktop kits

stock no.	description
57998	Alphabetical Kit—1,000 1" tabs in desktop kit with indexed dividers (larger quantity of more frequently used letters).
57999	Numerical Kit—1,900 1/2" tabs in desktop kit with indexed dividers (larger quantity of more frequently used numbers).



See Page 32
for factory
label installation

legal index divider sheets

Index divider sheets are an integral part of an effective legal indexing system. Index divider sheets are made of strong, 110 lb. white index stock and are printed with guidelines for fast, accurate tab aligning. index divider sheets are available in both letter (7-hole punched) and legal size (2-hole punched) for top or side fastening in folders or three-ring binders. Both sizes have conveniently ruled areas for notes.

stock no.	description	qty.
53017	Index Divider Sheets 8-1/2" x 14" (2-hole punched)	100 sheets per pkg.
53018	Index Divider Sheets 8-1/2" x 11" (7-hole punched)	100 sheets per pkg.
58017	Index Divider Sheets 8-1/2" x 14" (2-hole punched)	400 sheets per box
58018	Index Divider Sheets 8-1/2" x 11" (7-hole punched)	400 sheets per box

LEGAL / MISCELLANEOUS LABELS



legal exhibit labels

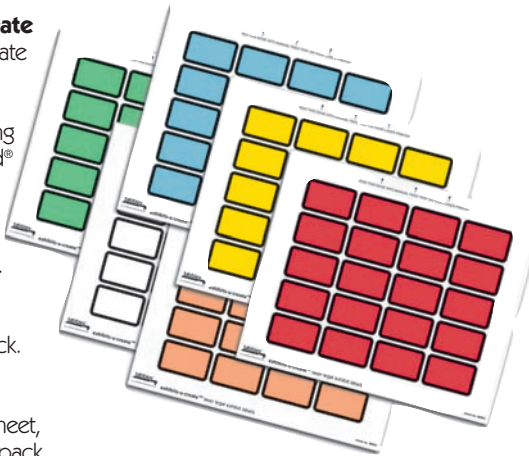
In the office, courtroom, or judges' chambers, **legal exhibit labels** help eliminate the costly time spent searching for and referencing exhibits. They mark the subject so it can be identified at a glance. Legal exhibit labels are color-coded and available in 10 variations, with a blank space for writing exhibit letters or numbers directly on the label. Self-stick 1-5/8" x 1" labels peel off the sheet and can be attached directly to an exhibit or file. Sold in packages of 252 labels.

stock no.	description	color
58024	Defendant's Exhibit	Yellow
58025	Plaintiff's Exhibit	Green
58026	Petitioner's Exhibit	Orange
58027	Respondent's Exhibit	Blue
58090	Exhibit	Yellow
58091	Exhibit	Blue
58092	Exhibit	White
58093	Defendant's Exhibit	Blue
58094	Plaintiff's Exhibit	Yellow
58095	Deposition Exhibit	Red

Custom titles are available. **Call today for a quote.**

exhibits-u-create

exhibits-u-create are used to create your own legal exhibit labels in seconds using Microsoft Word® and your laser printer. Choose from six different colors. Easy set-up instructions inside each pack. Labels are 1-5/8" x 1". 20 labels per sheet, 240 labels per pack.



stock no.	color	stock no.	color
48090	White	48093	Red
48091	Blue	48094	Green
48092	Yellow	48095	Orange

Custom Colors available. **Call today for a quote.**



remind 'r' labels



1-1/2"W x 3/4"H – Label size

ROLL / 250 labels per roll



40502*



40506



40508



40531



40539*



40544*



40550*



40554*

*label is removable

remind 'r' labels convey vital information and instructions quickly and easily. Perfect for invoices, letters, files and more! The fluorescent red background color attracts immediate attention, while the brief messages are easy to read and understand. Perfect for use in busy legal offices. Labels are packaged in dispenser boxes for fast, convenient use.

**Patient Record
Confidential**

40575 Green
100 / Roll
4"W x 2-1/2"H

**Patient
Record
Confidential**

40571 Green – 500 / Roll – 2"W x 2"H

CONFIDENTIAL
For Authorized Personnel Only

40572 Red – 100 / Roll – 6-1/2"W x 1"H

**Patient Record
Confidential**

40573 Green – 100 / Roll – 6-1/2"W x 1"H

CONFIDENTIAL
*For Authorized
Personnel Only*

40574 Red – 100 / Roll – 4"W x 2-1/2"H

CONFIDENTIAL

40531 Fl-Red – 250 / Roll – 1-1/2"W x 3/4"H

CONFIDENTIAL
*For Authorized
Personnel Only*

40570 Red – 500 / Roll – 2"W x 2"H

**2007 Authorizations
On File**
MAP697 Fl-Green – 500 / Roll
1-1/4"W x 5/16"H

**2006 Authorizations
On File**
MAP696 Orange – 500 / Roll
1-1/4"W x 5/16"H

AUTHORIZATIONS ON FILE

APPROVED BY _____

DATE _____

MAP6880 Red – 250 / Roll – 3-1/4"W x 1-3/4"H

HIPAA Requirements

Privacy Notice:

- ☐ Given to patient
☐ Acknowledgment received

By: _____

Date: _____

Authorization/Other:

- ☐ Disclosure authorization on file
☐ Restriction Request on file
☐ Other

MAP7130 Red – 250 / Roll – 4"W x 2"H

**Do Not Release
PATIENT RECORD**

MAP687 Red – 300 / Roll – 2-1/2"W x 3/4"H

HIPAA

MAP7190 Fl-Red – 250 / Roll – 1-1/2"W x 7/8"H

**PRIVACY
RESTRICTIONS**

MAP711 Fl-Red – 390 / Roll – 2-1/2"W x 2-1/2"H

ALLERGY WARNING LABELS

UL927 240 / Roll • 40561 175 / Roll
White/Red – 5-1/2"W x 1"H

ALLERGIC: _____

ALLERGIC

MAP167 White/Red – 100 / Roll – 6-1/2"W x 1"H

ALLERGIC TO: _____

UL702 White/Red – 320 / Roll – 3"W x 1-1/8"H

ALLERGIC TO:

SS16 Fl-Red – 500 / Roll – 1-7/8"W x 3/4"H

ALLERGIC TO:

40525 Fl-Red – 250 / Roll – 1-1/2"W x 3/4"H

ALLERGIC TO:

UL808 Fl-Red – 420 / Roll – 2-1/4"W x 7/8"H

ALLERGIC TO:

MAP496 Fl-Orange – 300 / Roll – 2-1/2"W x 3/4"H

**NO KNOWN
ALLERGIES**

MAP1510 Lt-Blue – 250 / Roll – 1-1/2"W x 7/8"H

ALLERGIC TO:

MAP3290 White/Red – 250 / Roll – 3"W x 1"H

ALLERGIC TO:

MAP326 Fl-Red – 300 / Roll – 2-1/2"W x 3/4"H

ALLERGIC TO:

MAP1000 White/Red – 250 / Roll – 1-1/2"W x 7/8"H

ALLERGIC TO:

MAP3240 Fl-Red – 250 / Roll – 3"W x 1"H

ALLERGIC TO:

MAP497 Fl-Pink – 300 / Roll – 2-1/2"W x 3/4"H

DRUG ALLERGY:

MAP2240 White/Red – 250 / Roll – 1-1/2"W x 7/8"H

ALLERGIC TO:

*MAP6430 250 / Roll • *40562 500 / Roll
White/Red – 3"W x 1"H

ALLERGIC TO

MAP498 White/Red – 300 / Roll – 2-1/2"W x 3/4"H

ALLERGIC TO:

MAP3320 Fl-Orange – 250 / Roll – 1-1/2"W x 7/8"H

**ALLERGY
ALERT**

MAP4930 Fl-Red – 250 / Roll – 1-1/2"W x 7/8"H

**ALLERGIC
TO LATEX**

MAP6260 Red – 250 / Roll – 1-1/2"W x 7/8"H

Write your own message

MAP707 White/Red – 300 / Roll – 2-1/2"W x 3/4"H

ALLERGIC TO:

MAP3350 Fl-Pink – 250 / Roll – 1-1/2"W x 7/8"H

Allergic To:

☐ Drug ☐ Latex
☐ Food ☐ Other

MAP3370 White/Blue – 250 / Roll – 1-1/2"W x 7/8"H

ALLERGIC TO:

MAP3390 Fl-Red – 250 / Roll – 1-1/2"W x 7/8"H

Write your own message

MAP500 Fl-Green – 300 / Roll – 2-1/2"W x 3/4"H

ALLERGY WARNING LABELS



ALLERGIC

MAP486 Fl-Red – 100 / Roll – 4"W x 2-1/2"H

ALLERGIC TO:

☐ PENICILLIN

☐ CODEINE

☐ SULFA

☐ _____

☐ _____

☐ _____



MAP488 Fl-Red
100 / Roll
4"W x 2-1/2"H



ALLERGIES/DRUG REACTIONS

☐ NO KNOWN ALLERGIES

MAP327 Fl-Red – 100 / Roll
4"W x 2-1/2"H

ALLERGIES

UL926 390 / Roll • 40560 – 500 / Roll
Fl-Red – 2-1/2"W x 2-1/2"H

ALLERGIC TO:

UL180 Fl-Red – 500 / Roll – 1-5/8"W x 7/8"H

ALLERGIES

MAP1630 Fl-Red – 250 / Roll – 3-1/4"W x 1-3/4"H

ALLERGIC TO:

☐ PENICILLIN

☐ CODEINE

☐ SULFA

☐ _____

☐ _____

☐ _____

MAP4890 Fl-Red – 250 / Roll
2"W x 2"H

ALLERGIES

MAP3220 Fl-Red – 250 / Roll
2"W x 2"H

ALLERGY

ALLERGIC TO:

*MAP3330 White/Red – 250 / Roll
2"W x 2"H*

ALLERGIES/DRUG REACTIONS

☐ NO KNOWN ALLERGIES

MAP1730 Fl-Pink – 250 / Roll – 3-1/4"W x 1-3/4"H

ALLERGIES

☐ LATEX ☐ PENICILLIN

☐ DYE ☐ CODEINE

☐ TAPE ☐ SULFA

☐ OTHER ☐ ERYTHROMYCIN

☐ NO KNOWN ALLERGIES

MAP3250 Fl-Red – 250 / Roll
3-1/4"W x 1-3/4"H

ALLERGIC TO:

☐ PENICILLIN

☐ CODEINE

☐ SULFA

☐ _____

☐ _____

☐ _____

MAP4900 Fl-Red – 250 / Roll
3-1/4"W x 1-3/4"H

ALLERGIES/DRUG REACTIONS

☐ NO KNOWN ALLERGIES

MAP3230 Fl-Red – 250 / Roll
3-1/4"W x 1-3/4"H

MEDICATION ALLERGY

MAP5140 White/Red – 250 / Roll
3-1/4"W x 1-3/4"H

ALLERGIC TO:

☐ PENICILLIN

☐ CODEINE

☐ SULFA

☐ _____

☐ _____

☐ _____

MAP1550 Fl-Chartreuse – 250 / Roll – 3-1/4"W x 1-3/4"H

ALLERGY

ALLERGIC TO:

*MAP3300 White/Red – 250 / Roll
3-1/4"W x 1-3/4"H*

ALLERGY

ALLERGIC TO:

*MAP6440 250 / Roll • *40563 500 / Roll
White/Red – 3-1/4"W x 1-3/4"H*

COMMUNICATION LABELS

INSURANCE LABELS

MEDICARE

*MAP3080 Fl-Orange – 250 / Roll – 3"W x 1"H

INSURANCE

*MAP6420 Fl-Pink – 250 / Roll – 3"W x 1"H

INSURANCE

MAP119 Fl-Red – 500 / Roll
1-1/4"W x 5/16"H

MEDICAID

*MAP3090 Fl-Pink – 250 / Roll – 3"W x 1"H

HMO

*MAP6450 Fl-Red – 250 / Roll – 3"W x 1"H

MEDICAID

MAP120 Fl-Pink – 500 / Roll
1-1/4"W x 5/16"H

**ATTENTION OFFICE STAFF:
CO-PAY**

\$ _____
Collect at time of visit

*MAP6460 250 / Roll • *40566 – 500 / Roll
Fl-Red – 3"W x 1"H

HMO/PPO

MAP1040 Fl-Red – 250 / Roll
1-1/2"W x 7/8"H

MEDICARE

MAP113 Fl-Orange – 500 / Roll
1-1/4"W x 5/16"H

INSURANCE

UL007 Fl-Chartreuse – 500 / Roll – 1-5/8"W x 7/8"H

BC/BS

MAP1650 Lt-Blue – 250 / Roll
1-1/2"W x 7/8"H

**ATTENTION OFFICE STAFF:
CO-PAY**

\$ _____
Collect at time of visit

MAP1310 Fl-Red – 250 / Roll
1-1/2"W x 7/8"H

MEDICARE

MAP1160 Fl-Orange – 250 / Roll
1-1/2"W x 7/8"H

MEDICAID

MAP1340 Fl-Pink – 250 / Roll
1-1/2"W x 7/8"H

INSURANCE PROVIDER:

MAP1110 White/Red – 250 / Roll
1-1/2"W x 7/8"H

**REFERRAL
NEEDED**

MAP1170 Fl-Pink – 250 / Roll
1-1/2"W x 7/8"H

☐ Medicare ☐ Worker Comp.
☐ Medicaid ☐ Self Pay
☐ BC/BS ☐ Auto
☐ United Healthcare ☐ Kaiser
☐ Aetna ☐ CIGNA
☐ Other _____

MAP2940 Fl-Chartreuse – 250 / Roll – 3-1/4"W x 1-3/4"H

INSURANCE

MAP1570 Fl-Red – 250 / Roll – 3-1/4"W x 1-3/4"H

INSURANCE

MAP2830 Fl-Pink – 250 / Roll – 3-1/4"W x 1-3/4"H

INSURANCE

*MAP5210 Fl-Pink – 250 / Roll – 3-1/4"W x 1-3/4"H

**ATTENTION OFFICE STAFF:
CO-PAY**

\$ _____
Collect at time of visit

CO-PAY

*MAP6410 Fl-Red – 250 / Roll – 3-1/4"W x 1-3/4"H

CHART LABELS

MINOR

MAP3550 Fl-Green – 250 / Roll
1-1/2"W x 7/8"H

DNR

MAP2010 Fl-Orange – 250 / Roll
1-1/2"W x 7/8"H

PRIMARY CARE PHYSICIAN:

Dr. _____

MAP2220 Fl-Chartreuse – 250 / Roll – 3"W x 1"H

PRE-MEDICATE

40526 Fl-Red – 250 / Roll
1-1/2"W x 3/4"H

PACEMAKER

MAP229 Fl-Chartreuse – 500 / Roll
1-1/4"W x 5/16"H

**ADVANCE
DIRECTIVE**

MAP346 Fl-Orange – 500 / Roll
1-1/4"W x 5/16"H

PNEUMOVAX

Date _____
Initial _____

MAP1890 White – 250 / Roll
1-1/2"W x 7/8"H

DECEASED

Date _____

MAP3560 Lt-Blue – 250 / Roll
1-1/2"W x 7/8"H

CHART INACTIVATED

☐ Moved/Unable to Contact
☐ Transferred to Another Doctor
☐ Non-Payment
☐ Missed Appointments
☐ No Response To Scheduling Attempts
☐ Patient Deceased
☐ Other _____

MAP1540 White – 250 / Roll – 3-1/4"W x 1-3/4"H

DIABETIC

40528 Fl-Red – 250 / Roll
1-1/2"W x 3/4"H

SMOKER

MAP186 Fl-Pink – 500 / Roll
1-1/4"W x 5/16"H

STAT

MAP343 Fl-Red – 500 / Roll
1-1/4"W x 5/16"H

**ON ANTI-
COAGULANTS**

MAP3580 Fl-Orange – 250 / Roll
1-1/2"W x 7/8"H

**FLU
VACCINE**

Date _____

MAP1900 Fl-Green – 250 / Roll
1-1/2"W x 7/8"H

**Spanish
is preferred by
the patient**

MAP3540 Lt-Blue – 250 / Roll
1-1/2"W x 7/8"H

Rh NEGATIVE

MAP1720 Red – 250 / Roll
1-1/2"W x 7/8"H

URINALYSIS

Name _____ Date _____
Glucose _____ pH _____
Bili _____ Protein _____
Ketone _____ Urobilin _____
Sp. Gr. _____ Nitrate _____
Blood _____ Leuko _____

MAP3510 White – 250 / Roll – 3-1/4"W x 1-3/4"H

UL844 White
45 / Pkg
2-1/4"W x 2-3/8"H

UL849 Fl-Pink
45 / Pkg
2-1/4"W x 2-3/8"H

**ADVANCE
DIRECTIVE**

Living Will _____
Health Care Proxy _____
Durable Power of Attorney
for Health Care _____
Other _____

UL851 Fl-Green – 390 / Roll – 2-1/2"W x 2-1/2"H

**ADVANCE DIRECTIVE
ON FILE**

DATE _____

UL589 Fl-Green – 420 / Roll
2-1/4"W x 7/8"H

ATTENTION / ALERT LABELS

NAME ALERT

Birthdate _____

MAP1180 Fl-Red – 250 / Roll
1-1/2"W x 7/8"H

MEDICAL ALERT

40524 Fl-Red – 250 / Roll
1-1/2"W x 3/4"H

NAME ALERT

40543 Fl-Red – 250 / Roll
1-1/2"W x 3/4"H
Removable Adhesive

NAME ALERT

Two patients with
same name

*MAP6470 Fl-Chartreuse – 250 / Roll
3"W x 1"H

MEDICAL ALERT

MAP1580 Fl-Red – 250 / Roll
3-1/4"W x 1-3/4"H

NAME ALERT

MAP345 Fl-Chartreuse – 500 / Roll
1-1/4"W x 5/16"H

NAME ALERT

Two patients
with same name

MAP1050 Fl-Chartreuse – 250 / Roll
1-1/2"W x 7/8"H

NAME ALERT

D.O.B. _____

MAP3410 Fl-Chartreuse – 250 / Roll
3-1/4"W x 1-3/4"H

*Wrap-around labels are designed to alert you to view important information whether file is open or closed

COMMUNICATION LABELS

PATIENT RESPONSIBILITY LABELS

YOUR INSURANCE COMPANY
has paid its share of your bill.

This statement is for the amount
payable directly by you.

MAP4200 FI-Pink – 250 / Roll
3-1/4"W x 1-3/4"H

We Have Not Been Paid On This Claim
Because Your Insurance Company:

- ☐ Sent payment to you
- ☐ Applied these charges to your deductible
- ☐ Does not cover this service
- ☐ Has not yet received the information requested from you
- ☐ Terminated your coverage on _____
- ☐ Other _____

Please remit in full or call to arrange a payment schedule.

MAP1560 FI-Chartreuse – 250 / Roll
3-1/4"W x 1-3/4"H

YOUR INSURANCE COMPANY
has paid its share of your bill. This
statement is for the amount payable
directly by you. *Please Remit*

UL1423 FI-Red – 320 / Roll
3"W x 7/8"H

FINAL NOTICE

This is the last statement that will be sent to
you. Unless paid at once the account will be
turned over for collection.

UL1402 FI-Orange – 320 / Roll
3"W x 7/8"H

REMINDER

- Your insurance has paid its share.
- This is the amount that you owe.
- Please remit TODAY!

MAP5620 FI-Green – 250 / Roll
3-1/4"W x 1-3/4"H

Your Insurance Co. has not paid
this claim because:

- ☐ Deductible Taken
- ☐ Non-Covered Service
- ☐ Insurance Cancelled
- ☐ Requested Information Not Received

Please remit payment in full.

MAP5580 FI-Chartreuse – 250 / Roll
3-1/4"W x 1-3/4"H

PAST DUE ←
Prompt payment of this balance due
will preserve your good credit rating.
MAIL YOUR CHECK TODAY.

UL1401 FI-Green – 320 / Roll
3"W x 7/8"H

FINAL NOTICE

Much as we regret it we will be compelled to
place this account in outside hands unless
payment or arrangements are received
AT ONCE!

UL1404 FI-Red – 320 / Roll
3"W x 7/8"H

FINAL NOTICE

- Your insurance has paid its share.
- If we do not hear from you within
_____ days, this account will be turned
over to the collection agency.
- REMIT IN FULL TODAY!

MAP5630 FI-Red – 250 / Roll
3-1/4"W x 1-3/4"H



UL520 FI-Pink – 420 / Roll
2-1/4"W x 7/8"H

BILLING COLLECTION LABELS

FINAL NOTICE

If we do not hear from you
within 10 days, this account
will be turned over to our
collection agency.

MAP4790 FI-Red – 250 / Roll – 3-1/4"W x 1-3/4"H

We accept VISA and MasterCard. If you
wish to pay your account with your credit
card, please complete the following lines:

Acct. No. _____

Exp. Date _____ ☐ VISA ☐ MasterCard

Signature _____

MAP2500 FI-Chartreuse – 250 / Roll – 3-1/4"W x 1-3/4"H

WE ACCEPT MAJOR CREDIT CARDS

To pay with your credit card please complete:

Acct. No. _____
VISA _____ MasterCard _____ American Ex _____ Discover _____
Exp. Date _____ Signature _____

MAP5790 FI-Chartreuse – 250 / Roll – 3"W x 1"H

To pay with your credit card please complete:

☐ VISA ☐ MasterCard
Acct. No. _____
Exp. Date _____ ☐ VISA ☐ MasterCard
Signature _____

MAP4680 FI-Chartreuse – 250 / Roll – 3"W x 1"H

PAST DUE
Please remit TODAY!

MAP1350 FI-Red – 250 / Roll
1-1/2"W x 7/8"H

Just a friendly
reminder
that your account is
overdue. Won't you please
mail your remittance?

MAP4220 FI-Green – 250 / Roll
1-1/2"W x 7/8"H

AMOUNT DUE

\$ _____
MAP4710 FI-Chartreuse – 250 / Roll
1-1/2"W x 7/8"H

*Thank
You!*

MAP4300 FI-Chartreuse – 250 / Roll
1-1/2"W x 7/8"H

**MISSED
APPOINTMENT**
ON

MAP2370 FI-Pink – 250 / Roll
1-1/2"W x 7/8"H

SELF PAY

MAP1320 FI-Green – 250 / Roll
1-1/2"W x 7/8"H

**ACCOUNT
SERIOUSLY
OVERDUE**
Remit payment in full to
prevent collections

MAP1400 FI-Red – 250 / Roll
1-1/2"W x 7/8"H

INSURANCE CARRIER COLLECTION LABELS

X-RAY LABELS

**ORIGINAL
PLEASE RETURN**

UL806 FI-Green – 420 / Roll
2-1/4"W x 7/8"H

**X-RAY COPIES
DO NOT RETURN**

UL807 FI-Chartreuse – 420 / Roll
2-1/4"W x 7/8"H

**X-RAYS
Handle
with Care**

MAP2410 FI-Red – 250 / Roll
1-1/2"W x 7/8"H

RESUBMISSION:
This is not a duplicate billing.
This claim has either been
denied or never received.
Please consider for benefits.

MAP2670 FI-Pink – 250 / Roll
1-1/2"W x 7/8"H

**CORRECTIVE
CLAIM**

MAP1460 FI-Pink – 250 / Roll
1-1/2"W x 7/8"H

**DOCUMENTATION
ATTACHED
DO NOT SEPARATE
FROM CLAIM**

MAP2650 FI-Green – 250 / Roll
1-1/2"W x 7/8"H

☐ Primary EOB
Attached
☐ Medicare EOB
Attached

MAP7050 FI-Orange – 250 / Roll
1-1/2"W x 7/8"H

**PRIMARY
EOB
ATTACHED**

MAP1480 FI-Green – 250 / Roll
1-1/2"W x 7/8"H

**MEDICARE
EOB
ATTACHED**

MAP2690 FI-Orange – 250 / Roll
1-1/2"W x 7/8"H

RESUBMISSION
This is not a duplicate billing.
This claim has either been
denied or never received.
Please consider for benefits
or instruct if patient owes.

MAP2610 FI-Chartreuse – 250 / Roll
3-1/4"W x 1-3/4"H

NEW

children's stickers

Overall label size 1-3/4" dia.
100 labels per roll



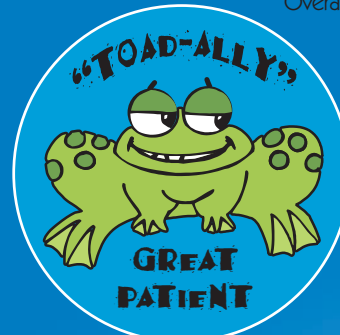
20001



20005



20006



20008

Actual Size



20002



20004



20007



20003



20009



20010

These **children's stickers** are a fun way to make your young patients feel special after each visit.

Order as little as one roll or create your own convenient kit of 5 rolls. You choose your 5 rolls.

Roll Kit 20100

Please specify your five rolls at the time of order.

