



# REPORT COVER ENGRAVING ORDER FORM

DATE: \_\_\_\_\_

SHIP Firm name \_\_\_\_\_ Address \_\_\_\_\_  
 TO: attn: \_\_\_\_\_

**One Piece Report Cover**

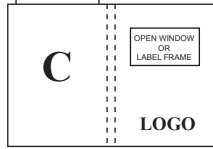
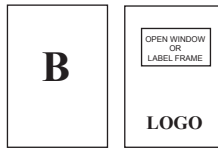
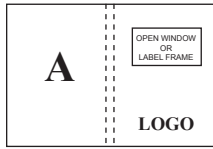
For totally hidden plastic or wire spiral comb systems. Two sizes available: Regular (1-40 pages) and Thick (41-80 pages).

**Two Piece Report/Tax Cover**

Includes a separate front and back cover to accommodate any size report. For those using the one-piece cover, this option would be recommended for reports over 80 pages.

**One Piece Tax Folder**

Return is stapled or two-prong fastened to the top flap on the cover and then rolled over to conceal the binding. Optional index divider tabs available.



**REGULAR** (1-40 pages) **A** \_\_\_\_\_ + **B** \_\_\_\_\_ + **C** \_\_\_\_\_ = \_\_\_\_\_  
2 Piece Report Cover

**THICK** (41-80 pages) **A** \_\_\_\_\_ + **B** \_\_\_\_\_ + **C** \_\_\_\_\_ = \_\_\_\_\_  
2 Piece ACCO Tax

Paper color \_\_\_\_\_  
 Engraving/Flat Foil color #1 \_\_\_\_\_  
 Engraving/Flat Foil color #2 \_\_\_\_\_

Window or Label  
 open window  
 label frame

Window/Label Size  
 small (2 x 3 1/2)  
 large (2 3/4 x 4 1/4)

**“Combined” Total Order**

Regular + Thick = “Combined”

**TO COMPUTE FINAL PRICING:**

**First-time firm name engraving die charge** Color #1 Engraving/Flat Foil Stamp Die \$100 x 1 = \_\_\_\_\_  
 Color #2 Engraving/Flat Foil Stamp Die \$100 x 1 = \_\_\_\_\_

**First 500 pieces of “combined” total order**

Blind emboss window/label frame First color engraving/flat foil stamp \$1.59 x 500 (qty) = \_\_\_\_\_  
 Second color engraving/flat foil stamp \$ .29 x 500 (qty) = \_\_\_\_\_

**Additional pieces over 500 of “combined” total order**

Engraved firm name and blind embossed window frame First color engraving (over 500) \$1.40 x \_\_\_\_\_ (qty) = \_\_\_\_\_  
 Second color engraving (over 500) \$ .19 x \_\_\_\_\_ (qty) = \_\_\_\_\_

**Options**

1. Taped tax folder pocket (for left side of tax folder) ..... \$ .35 x \_\_\_\_\_ = \_\_\_\_\_  
 2. Index divider tabs (for tax return indexing) ..... \$ .17 x \_\_\_\_\_ = \_\_\_\_\_  
 Taped connector pieces  
 3. Hide-A-Bind (1-piece) for use with plastic or wire combs ..... \$ .20 x \_\_\_\_\_ = \_\_\_\_\_  
 4. Removable Hide-A-Bind (2-piece set) for use with plastic or wire combs ..... \$ .32 x \_\_\_\_\_ = \_\_\_\_\_  
 5. Three-Flex (2-piece set) ..... \$ .32 x \_\_\_\_\_ = \_\_\_\_\_  
 6. Removable Three-Flex (2-piece set) ..... \$ .32 x \_\_\_\_\_ = \_\_\_\_\_  
 7. Removable Tax Supports (2-piece set) ..... \$ .32 x \_\_\_\_\_ = \_\_\_\_\_  
 8. Laser label  White  Ivory  5-up sheet  10-up sheet ..... \$ .15 x \_\_\_\_\_ = \_\_\_\_\_  
Quantity: (Income Tax Returns \_\_\_\_\_) (Financial Statements \_\_\_\_\_) (Proposal \_\_\_\_\_)  
 Blank Labels ..... \$ .11 x \_\_\_\_\_ = \_\_\_\_\_

**Premium Paper Charge**

Green #10 or Black #9 \$ .06 x \_\_\_\_\_ = \_\_\_\_\_  
combined #  
 Steel Blue #8 \$ .10 x \_\_\_\_\_ = \_\_\_\_\_  
combined #

TERMS: 50% of total with order and remaining balance due 15 days after delivery of materials.  
 OVERS/UNDERS: Actual quantities shipped may vary by up to 10% of the order (over or under). Final billing is based on actual quantities shipped.  
 LEADTIME: First order – Six weeks from receipt of name/logo artwork and deposit.  
 SHIPPING: Ground UPS unless otherwise specified

**TOTAL** \_\_\_\_\_

**50% Deposit** ( \_\_\_\_\_ )  
**Balance due** \_\_\_\_\_\*