



REPORT COVER ORDER FORM

DATE: _____

SHIP Firm name _____ Address _____
 TO: attn: _____

One Piece Report Cover

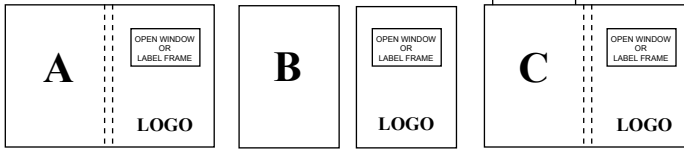
For totally hidden plastic or wire spiral comb systems. Two sizes available: Regular (1-40 pages) and Thick (41-80 pages).

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** _____
2 Piece Report Cover + **C** _____ = _____

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

“Combined” Total Order

Regular + Thick = “Combined”

TO COMPUTE FINAL PRICING:

First-time firm name/logo embossing die charge

Blind emboss	\$350	x	1	=	_____
Foil emboss	\$450	x	1	=	_____

First 1000 pieces of “combined” total order

Blind emboss logo and window/label frame	Blind emboss	\$1.49	x	1000 (qty)	=	_____
Foil emboss logo and blind emboss window/label frame	Foil & Blind emboss	\$1.70	x	1000 (qty)	=	_____

Additional pieces over 1000 of “combined” total order

Blind emboss logo and window/label frame	Blind emboss	\$1.20	x	_____ (qty)	=	_____
Foil emboss logo and blind emboss window/label frame	Foil & blind emboss	\$1.36	x	_____ (qty)	=	_____

Options

1. Taped tax folder pocket (for left side of tax folder) \$.35 x _____ = _____

2. Index divider tabs (for tax return indexing) \$.15 x _____ = _____

Taped connector pieces

3. Hide-A-Bind (1-piece) for use with plastic or wire combs \$.18 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 (2-piece set) \$.30 x _____ = _____

8. Laser label White Ivory 5-up sheet 10-up sheet \$.15 x _____ = _____

Quantity: (Income Tax Returns _____) (Financial Statements _____) (Proposal _____) (Blank _____)

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 _____*

*plus or minus over/unders plus shipping