



REPORT COVER / TAX FOLDER BLIND OR FOIL EMBOSSING ORDER FORM

DATE: _____

SHIP Firm name _____ Address _____
TO: attn: _____

One Piece Report Cover

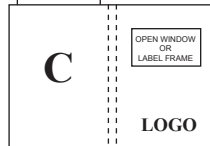
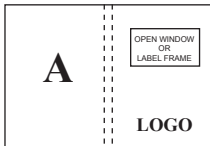
For totally hidden plastic or wire spiral comb systems. Two sizes available: Regular (1-40 pages) and Thick (41-80 pages).

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.



Paper color _____
Foil color _____

Window or Label
 open window
 label frame

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

REGULAR (1-40 pages)	A	+	B	+	C	=	_____
			2 Piece Report Cover				
THICK (41-80 pages)	A	+	B	+	C	=	_____
			2 Piece ACCO Tax				

"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)	\$.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 (2-piece set)	\$.30	x	_____	=	_____
8. Laser label <input type="checkbox"/> White <input type="checkbox"/> Ivory <input type="checkbox"/> 5-up sheet <input type="checkbox"/> 10-up sheet	\$.15	x	_____	=	_____

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

Premium Paper Charge

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

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