

# TABS PLUS, INC.

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110 42<sup>nd</sup> St NW, Auburn, WA 98001

## INDEX TAB ORDER FORM

CUSTOMER: \_\_\_\_\_ PO#: \_\_\_\_\_

CONTACT: \_\_\_\_\_ DUE DATE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

1. Extension of Tab:  1/4       3/8       1/2       5/8
2. Tab Mylar:  Yes       No       Clear       Color: \_\_\_\_\_
3. Number of Sets: \_\_\_\_\_      Number of Overs Requested: \_\_\_\_\_
4. Number of Tabs per Set: \_\_\_\_\_
5. Bank Size(s)(Cut): \_\_\_\_\_
6. Reinforce-Binding Edge:  Yes       No
7. First Tab Position for Each Bank:  
\_\_\_\_\_
8. Drill:  3 holes       2 holes  
Size:  1/4       5/16       3/8       1/2  
Side: \_\_\_\_\_
9. Size of Paper: \_\_\_\_\_      Body Copy:  Yes       No
10. Type of Stock: \_\_\_\_\_
11. Collate-Order: \_\_\_\_\_
12. Shrink-Wrap into Sets:  Yes       No

Special Instructions:

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\*THE OVERS NEEDED TO INSURE COUNT ARE 2%, OR FOR JOBS OF 100 OR LESS PER POSITION,  
AN EXTRA 5 PER POSITION IS REQUIRED\*