

KLEER-FAX®

AN AMERICAN MANUFACTURER 

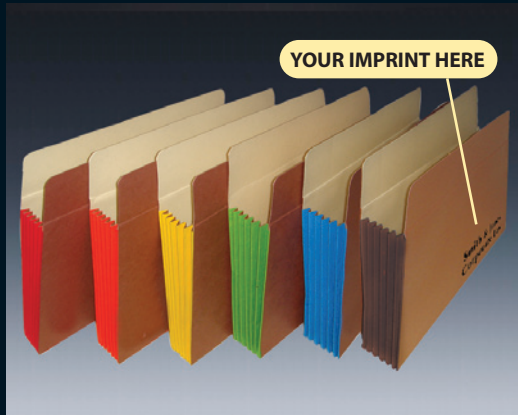


CUSTOM PRODUCTS

KLEER-FAX CUSTOM PRODUCT PROGRAM NOW INCLUDES: INDEXES / 5 PIECE EXPANDING WALLETS & POCKETS / CLASSIFICATION FOLDERS MANILA FOLDERS WITH FASTENERS / PARTITION FOLDERS

With over 40 years of experience as an American manufacturer we have the expertise to guide you from a creative idea to a finished product. Simple black ink on paper to 4-color process can all be obtained through our custom department. The following pages are a guide that will help you with your project. We now offer a variety of recycled stock and we are FSC® certified.

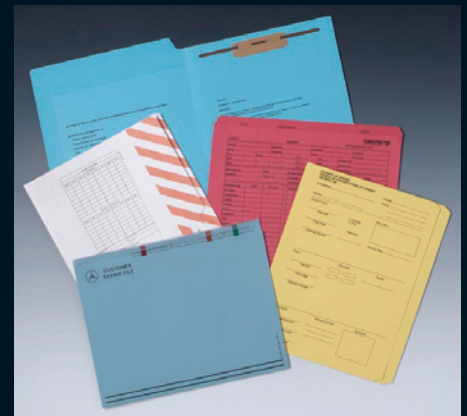
All Kleer-Fax products are 100% guaranteed and made in the USA.



FILE POCKETS



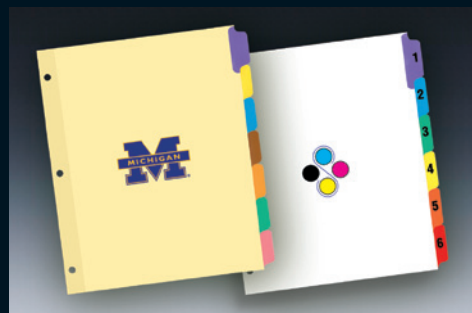
PARTITION FOLDERS



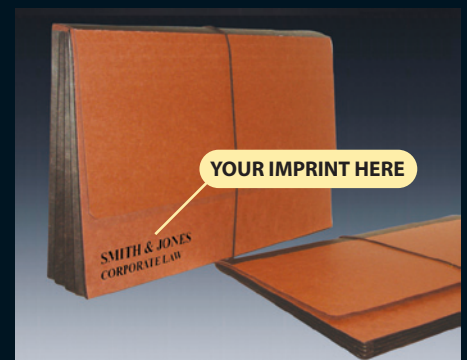
PRINTED FOLDERS



FASTENER FOLDERS



CUSTOM INDEXES



5 PIECE RED WALLET



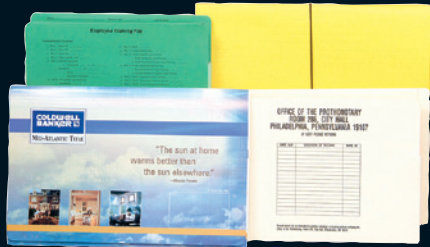
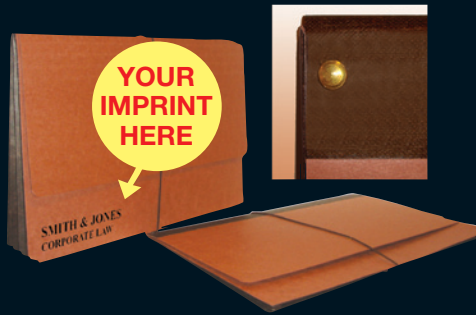
COLOR-CODED FOLDERS



Kleer-Fax products will enhance your productivity and help create the company image you wish to convey.

Thank you for allowing us to work with you.

KLEER-FAX CUSTOM EXPANDABLE PRODUCTS



The Kleer-Fax custom expandable program is tailored to your needs. We offer you the flexibility of very short runs and exceptionally fast turnaround time, depending on the project specifications. In addition, Kleer-Fax backs all custom expandable orders with the same 100% satisfaction guarantee that has made us a nationally respected producer of office products.

- Customized Construction from Specifications
- Custom Materials
- Custom Sizes
- Custom Tabbing
- Custom Colors
- Colored Gussets
- Custom Printing and Logos
- Elastic, Velcro® or String Closures
- Fast Turnaround Time
- Very short Runs
- 100% Guaranteed Satisfaction

Kleer-Fax wallets, pockets, and envelopes are easy and affordable to customize. Each is available in a variety of material, textures and bright, attractive colors. Each can also be fitted with additional flaps or pockets, and other special features. Custom details such as Velcro® closures, gold stamping and embossing are also available.



The mark of responsible forestry



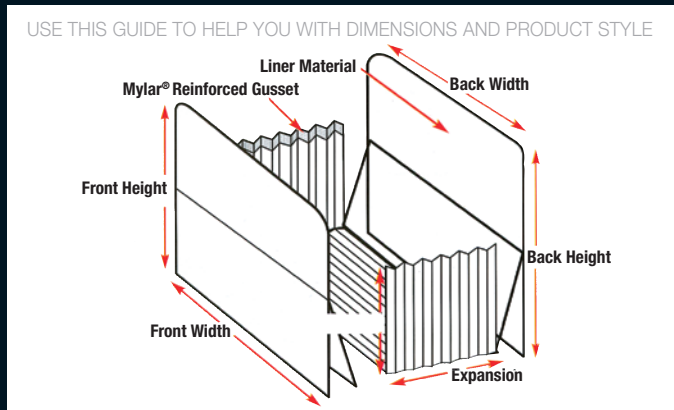
KLEER-FAX PREFERRED CUSTOMER INVENTORY MANAGEMENT PROGRAM

Ask about our inventory management services to help you buy better. Inventory management helps guarantee fast reorders and deliveries.

GUSSET COLORS

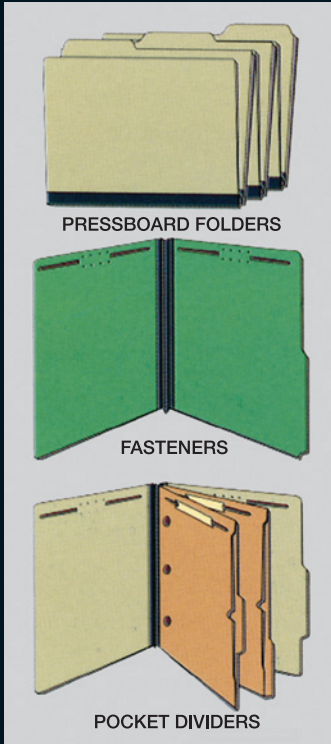


EXPANDABLE PRODUCTS W/5-PIECE CONSTRUCTION



KLEER-FAX CUSTOM PRESSBOARD PRODUCTS

When you need extremely durable and versatile file folders, consider Pressboard™ products. Select from three different types of paper stock, each in a variety of standard and bright colors. For added strength and expansion, all folders have non-tear Tyvek® gussets. Pressboard folders and classification folders are available in top tab style or shelf tab style, with or without undercut, with or without tick marks.



Choose from these custom options:

- Fasteners**
 Embedded or heat bonded in 1" or 2" capacity, or Redi-Clip™. Factory installed in a choice of eight different positions.
- Pocket Dividers**
 A convenient alternative to fasteners, store items that cannot be hole punched or held with fasteners.
- Sizes**
 All Pressboard folders are available in either letter or legal size and can be customized to your requirements.

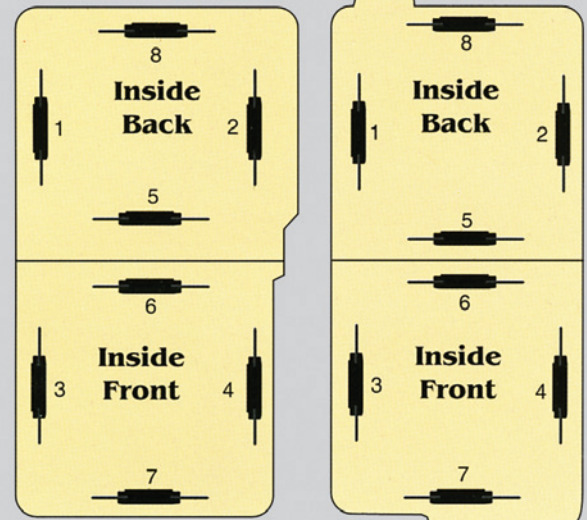
Choose from these available Pressboard colors:

Custom colors also available.



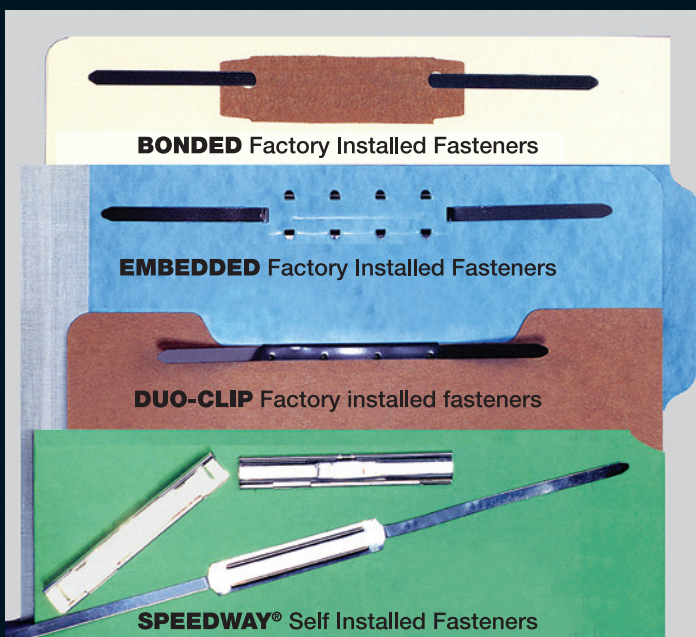
Fastener Positions

Fasteners and clips can be placed in several different positions on both shelf tab and top tab style folders. The most common are positions 1 and 3.



Fastener Positions
Left and Right
Shelf Tab

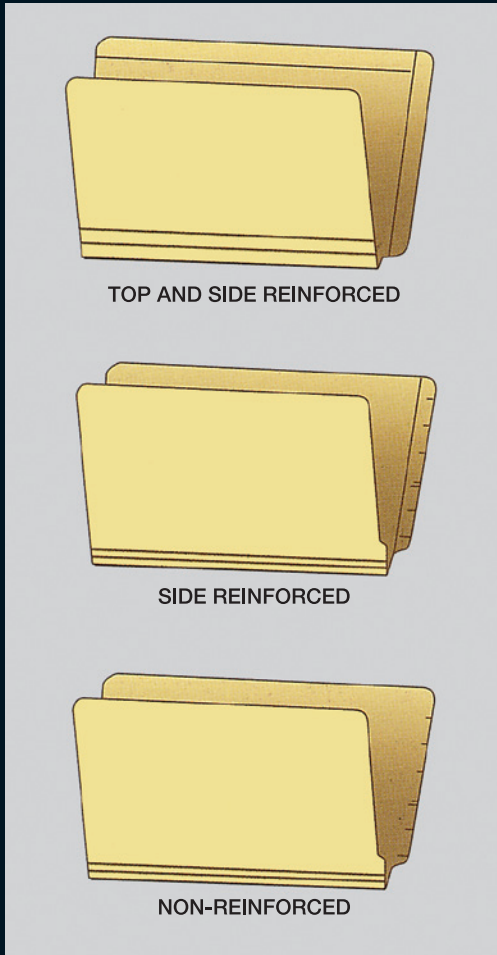
Fastener Positions
Left and Right
Top Tab



Fasteners and clips are an efficient and practical way to secure papers in a folder and to keep them organized. Choose from fasteners with enamel coated steel constructed prongs, all metal construction or plastic clips. All fasteners fit 2.75" center to center holes.

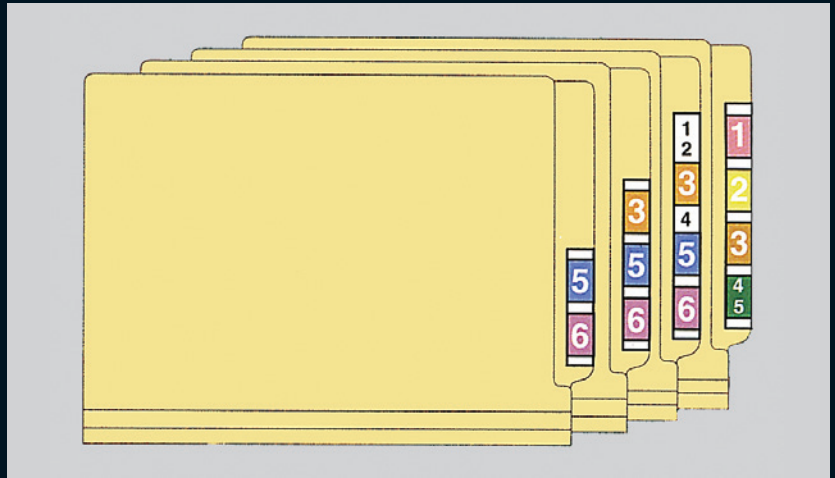
- Bonded**
 1" - 2" capacity. Heat bonded for long-term use. Doesn't show on outside of folder.
- Embedded**
 1" - 2" capacity. Crimped in place for long-term use.
- Duo-Clip**
 Provides 2 prongs on each side of sheet.
- Speedway®**
 Prongs hand insert through folders, and can lock permanently.

KLEER-FAX CUSTOM SHELF FILE FOLDERS



If you can imagine it, we can manufacture it!
 All shelf folders can be made to order. Consider printing, punching, fasteners, numbering or color-coding.

Available in manila, kraft and 12 stock colors.
 Letter size, legal size, and any size in between to meet all your filing needs.



Most standard sizes and features

- 9.5" back, 9.5" front X 12.25" (including tab)
- 9.5" back, 9" front X 12.25" (including tab)
- With or without 1.125" (2-ply) reinforced top and/or side tabs
- Standard 2 scores plus fold score
- With or without tick marks on tabs

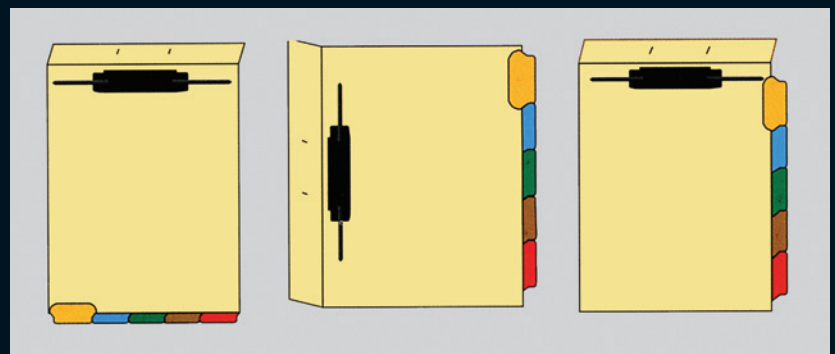
Fastener Positions
 Left and Right
 Shelf Tab

Fastener Positions
 Left and Right
 Top TAB



FILEBACKS

File more efficiently with filebacks. By adding a fastener, each divider holds documents securely in place, making them easily accessible without disturbing other documents. Any number of filebacks can be fastened to one another.



Customize your filebacks with printing, various tab sizes and positions, along with color or clear lamination on the tabs, plus Mylar®-reinforced hole and collating. Choose from the styles shown.

KLEER-FAX CUSTOM INDEX PRODUCTS

Explanation of terms for index tabs

Bank: A single row of tabs in consecutive order. Example: If you order sets of 10 tabs, 1/5th cut, and your titles are numbers from 1 to 10, numbers 1-5 will make up the first "bank" and numbers 6-10 will make up the second "bank".

Tab: The extended portion of the sheet, usually covered with protective, clear or colored Mylar®.

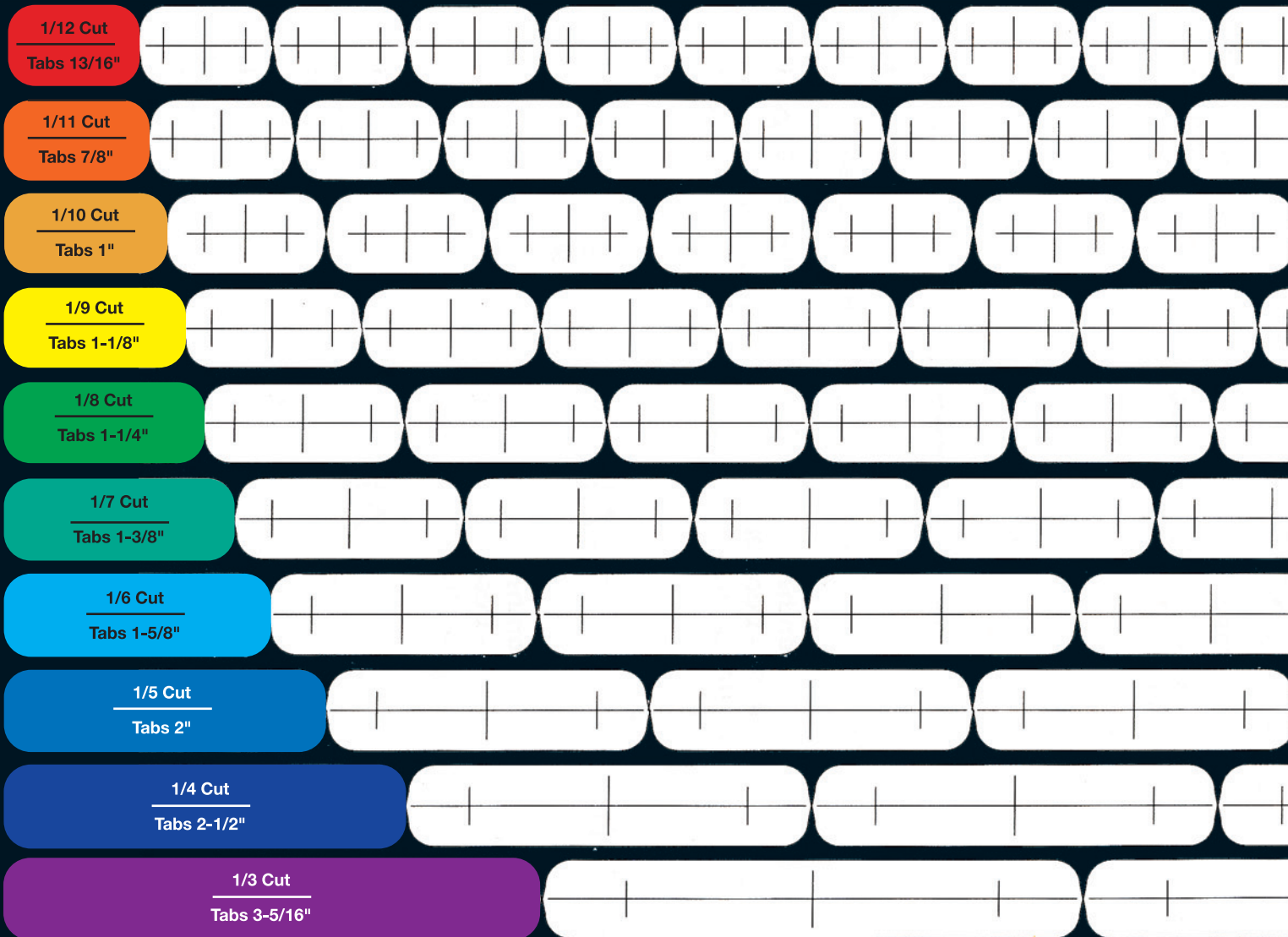
Tab Extension: The measurement of how far the tab extends from the page, normally 1/2".

Set: The entire group of tabs. As in the above example, numbers 1-10 make up an entire set. The total number of banks make up the set.

Cut: The length of the tab. For long titles, larger cuts are advised to fit words comfortably on the tab.

Position: The place where the tab falls in a bank. For example, the number 3 tab in the example above would fall in the 3rd position of the 1st bank of 5.

Choose your tab length - 10 most popular tab lengths



Choose your typeface

Typeface options are virtually unlimited. Either choose from the standard typefaces available or supply a sample of the font itself on disk or electronically and we will match specifications. The following are samples of the typefaces Helvetica and Times Roman in various weights and styles:

Helvetica - Normal	<i>Helvetica - Normal Italic</i>	Helvetica - Bold	<i>Helvetica - Bold Italic</i>
Times Roman - Normal	<i>Times - Roman Normal Italic</i>	Times Roman - Bold	<i>Times Roman - Bold Italic</i>

Choose your stock

Heavy Duty: White or Canary Ledger / White Index: #90, #110 or #140 / Manila Tag: #100, #125 or #150

Index #90 Colors: Canary, Blue, Grey, Salmon, Green, Cherry, Buff. Additional paper stocks available upon request.

KLEER-FAX CUSTOM INDEXING CHECK LIST

Company Name _____

Address _____

City _____ State _____ Zip _____






Salesman _____

Request for quote

Quote #: _____

Date _____

Choose your tab printing style

<input type="checkbox"/> STYLE "V" READS DOWN 	<input type="checkbox"/> STYLE "W" READS ACROSS 
<input type="checkbox"/> STYLE "X" READS TOP TO BOTTOM 	<input type="checkbox"/> STYLE "Y" COMBINATION NUMBERS AND LETTERS 
<input type="checkbox"/> STYLE "Z" TUMBLE FORM OPPOSITE SIDE AS STYLE "V" 	
<input type="checkbox"/> "Z" LEFT: 1ST TAB LEFT SIDE	<input type="checkbox"/> "Z" RIGHT: 1ST TAB RIGHT SIDE

Choose your tab color

 Yellow K301	 Lt. Green K413
 Lt. Yellow K409	 Med. Green K303
 Lt. Amber K410	 Dk. Green K302
 Orange K411	 Lt. Blue K406
 Red K412	 Med. Blue K405
 Brown K408	 Dk. Blue K404
 Pink K415	 Gray K416
 Purple K407	 Clear

QUANTITY	No. of sets: _____ No. Tabs per set: _____
SHEET SIZE	<input type="checkbox"/> Binding Edge _____ x _____ <input type="checkbox"/> Tab Extension _____ <input type="checkbox"/> Overall with tab ext. _____
PAPER	<input type="checkbox"/> Weight _____ <input type="checkbox"/> Color _____
KIND OF TAB	<input type="checkbox"/> Mylar <input type="checkbox"/> Insertable <input type="checkbox"/> Plain Die Cut <input type="checkbox"/> Leather
COLOR OF TABS	<input type="checkbox"/> All Clear <input type="checkbox"/> Colors: _____
REINFORCED BINDING EDGE	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Mylar 9/16" <input type="checkbox"/> Mylar 3/4" <input type="checkbox"/> Plastic Patch
COLOR OF INK	<input type="checkbox"/> Black <input type="checkbox"/> Other (PMS) _____
PRINTING	<input type="checkbox"/> Print both sides of Tab <input type="checkbox"/> Print one side only <input type="checkbox"/> Body Printing
COLLATED IN SETS	<input type="checkbox"/> Yes <input type="checkbox"/> No
SIZE OF TAB	Extension <input type="checkbox"/> 1/4" <input type="checkbox"/> 3/8" <input type="checkbox"/> 1/2"
LENGTH	(cut) _____
PUNCHING	<input type="checkbox"/> Yes <input type="checkbox"/> No (If punching is unusual enclose sample sheet) <input type="checkbox"/> No. of holes _____ <input type="checkbox"/> Outside centers _____ <input type="checkbox"/> Hole diameter _____



Phone: 1-800-348-4331 • Fax: 631-225-1050
 e-mail: info@kleer-fax.com • Web: www.kleer-fax.com

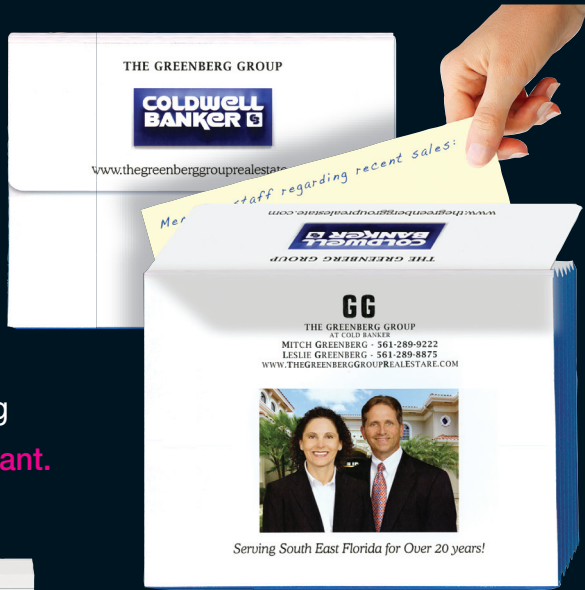
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MAKE YOUR OWN® Personalized Portfolios

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- College Orientation Kits
- Mortgage Closing Kits
- Financial Planners
- Catering Establishments
- Stock Market Prospectus
- Board of Directors Meeting

Order 1 or as many as you want.



YOUR PHOTO

YOUR LOGO



YOU NAME IT



We can personalize your portfolio right down to individual name and photo.

Order one, or order one for everyoneSM Personalize your portfolio(s) today

For yourself, your family, your clients, your friends, your staff. Help tools available at our website.



We stock a complete line of Recycled Exhibit Dividers, Machinable Indexes and Precut Xerographic Tabs.

CUSTOM PRODUCTS

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SINCE 1972

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