

KLEER-FAX®



GREEN CUSTOM PRODUCTS



- Expanding Wallets
- Expanding File Pockets
- Shelf files
- One Piece Envelopes
- Custom Indexing

**Custom-created to
your one-of-a-kind
business style.**

*It's about your
company's identity...*

WE'LL ENHANCE YOUR COMPANY'S PRODUCTIVITY AND IMAGE...

The Klee-Fax custom product program will take the mystery and guess-work out of ordering custom made index systems and expandable filing products. Whether you require a simple, one color imprinted file pocket or a 4-color laminated expanding pocket with attached indexes, Klee-Fax is your quality choice!

This custom products guide will "walk you through" the entire process of building your custom product order. It will help you ask all of the right questions and at the same time supply many of the answers to the most frequently asked questions.

This guide covers the basics such as minimum order and turnaround time. It describes many of the basic technical points such as tab length, tab bank, gusset expansion and overall dimensions.

There are many custom options available to you including colors, materials, expansions, tab cuts, gold stamping, embossing, printing and typefaces. *The best feature of the Klee-Fax custom program is that all products are 100% guaranteed!*

Klee-Fax encourages you to be creative with your custom products.

FROM THE FORMAL TO THE FUNCTIONAL

Klee-Fax custom products enhance your productivity and company image. If it can be created or customized, Klee-Fax will help you get the job done.

**No one takes care of custom needs
better than **



CUSTOM TAB

CUSTOM LENGTH

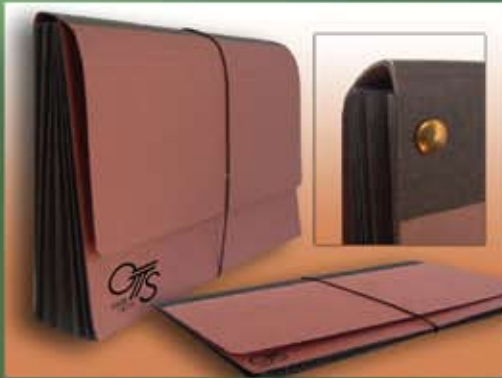
CUSTOM STOCK

CUSTOM COLOR

CUSTOM TYPE

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, as few as 500 pieces, and exceptionally fast turnaround time, as little as two weeks, 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.



- Customizes 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

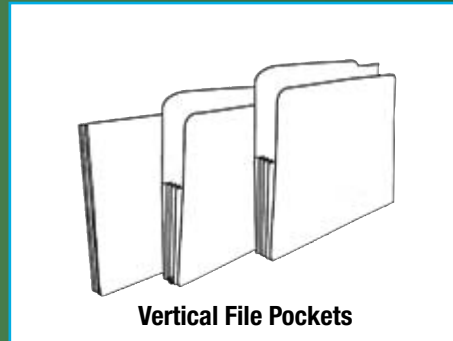
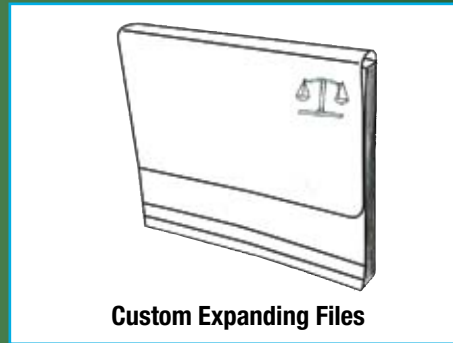
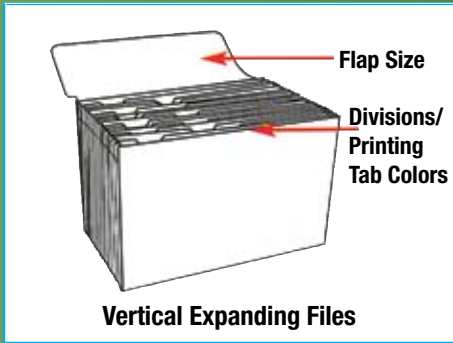
Kleer-Fax wallets, pockets, and envelopes are easy and affordable to customize. Each is available in a variety of material, textures and bright, attractive colors. Each can also be fitted with additional flaps or pockets, and other special features. Custom details such as Velcro® closures, gold stamping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



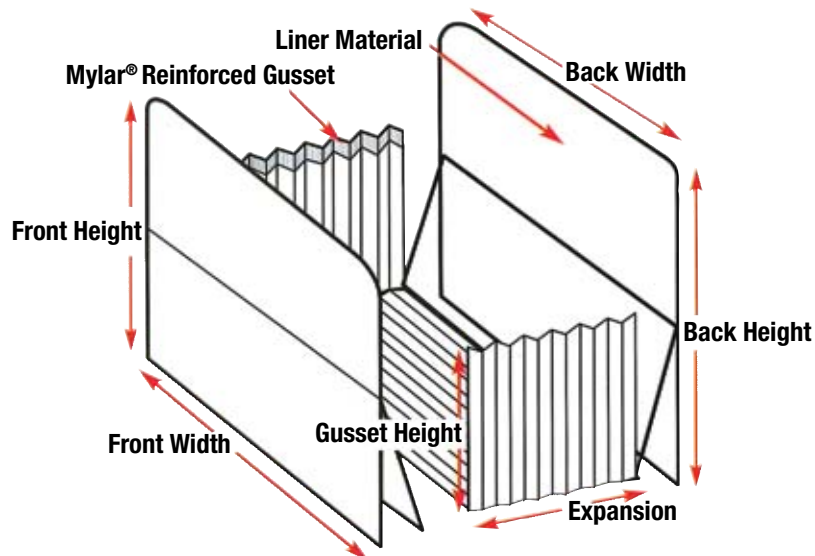
KLEER-FAX PREFERRED CUSTOMER INVENTORY MANAGEMENT PROGRAM

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

EXPANDABLE PRODUCTS • 5-PIECE CONSTRUCTION



Use this guide to help you with dimensions and product style.



CUSTOM EXPANDABLE PRODUCTS CHECK LIST

Job/Quote Number: _____ Date: _____ Quoted By: _____ Customer PO#: _____

Customer Name _____		Job Due Date: _____	
Address _____		Quoted Cost: _____	
City _____	State _____	Zip _____	F.O.B. <input type="checkbox"/> Factory <input type="checkbox"/> Delivered
Customer Contact: _____		End User _____	
Phone _____	Fax _____	<input type="checkbox"/> Samples Required	<input type="checkbox"/> Samples Submitted
Quantity _____		Carton Count _____	
<hr/>			
Item Style:	<input type="checkbox"/> Expanding Wallet	<input type="checkbox"/> File Pocket	
	<input type="checkbox"/> Expanding File	<input type="checkbox"/> File Folder	Number of Partitions _____
<hr/>			
Dimensions:	Front: Length _____ x Height _____ x Thickness	Front Flap _____	
	Back: Length _____ x Height _____ x Thickness	Front Flap _____	
<hr/>			
Stock Type:	Weight _____	Stock Color _____	Thickness _____
	Front/Outside _____	Front/Inside _____	Thickness _____
	Back/Outside _____	Back/Inside _____	Thickness _____
<hr/>			
Gusset:	Gusset Material: <input type="checkbox"/> Paper <input type="checkbox"/> Tyvek®	Color _____	
	Gusset Expansion: <input type="checkbox"/> 1¼" <input type="checkbox"/> 3½" <input type="checkbox"/> 5¼"	Other _____	
	Gusset Height: <input type="checkbox"/> 1½" <input type="checkbox"/> 5½" <input type="checkbox"/> 6½" <input type="checkbox"/> Full	Other _____	
<hr/>			
Flap:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Length _____	
	Reinforced <input type="checkbox"/> Yes <input type="checkbox"/> No		
<hr/>			
Closure:	<input type="checkbox"/> Elastic <input type="checkbox"/> String <input type="checkbox"/> Velcro	Other _____	
<hr/>			
Rivets:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity _____	Location _____
<hr/>			
Tab:	Tab Location: <input type="checkbox"/> Top <input type="checkbox"/> Side <input type="checkbox"/> Length	Tab Position _____	
	Tab Extension: <input type="checkbox"/> ½" <input type="checkbox"/> ¾" <input type="checkbox"/> 1"		
<hr/>			
Printing:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Ink: <input type="checkbox"/> Black <input type="checkbox"/> Other		
	Position: <input type="checkbox"/> Front <input type="checkbox"/> Back <input type="checkbox"/> Other (PMS) _____		
Please write below printing requirements: printing files may be supplied via line art on disk. Please call to discuss prior to sending. Electronic Submission: Mac formatted files. Media: Zip disks, CD ROM.			
Special Instructions: (Logos, etc.) _____			

GUSSET COLORS



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 Extensions: 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 also makes 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 (

Choose Your Tab Length – 10 Most Popular Tab Lengths

1/12 Cut Tabs 13/16"	
1/11 Cut Tabs 7/8"	
1/10 Cut Tabs 1"	
1/9 Cut Tabs 1-1/8"	
1/8 Cut Tabs 1-1/4"	
1/7 Cut Tabs 1-3/8"	
1/6 Cut Tabs 1-5/8"	
1/5 Cut Tabs 2"	
1/4 Cut Tabs 2-1/2"	
1/3 Cut Tabs 3-5/16"	

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 and we will match your specifications. The following is a sample of the typefaces Helvetica and Times Roman in various weights and styles.

Helvetica - Normal

Helvetica - Normal Italic

Times - Normal

Times - Normal Italic

Helvetica - Bold

Helvetica - Bold Italic

Times - Bold

Times - Bold Italic

Choose Your Stock

Heavy duty - White Ledger or Canary Ledger / **White Index** - #90, #110 or #140 / **Manila Tag** - #100, #125 or #150

Index #90 Colors - Canary, Blue, Grey, Salmon, Green, Cherry, Ivory. *Additional paper stocks available upon request.*

CUSTOM INDEXING CHECK LIST

Company Name _____

Address _____

City _____ State _____ Zip _____

Salesman _____

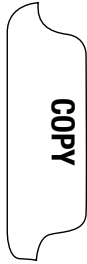
Request for quote

Quote #: _____

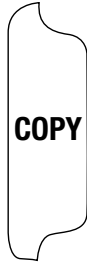
Date _____

Choose Your Tab Printing Style

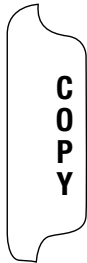
STYLE
"V"
READS
DOWN



STYLE
"W"
READS
ACROSS



STYLE
"X"
READS
TOP TO
BOTTOM



STYLE
"Y"
COMBINATION
NUMBERS
AND LETTERS



STYLE "Z" TUMBLE FORM
OPPOSITE SIDE AS STYLE "V"



"Z" LEFT:
1ST TAB LEFT SIDE

"Z" RIGHT:
1ST TAB RIGHT SIDE

Choose Your Tab Color – 15 Colors and 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) _____
SHEETS ROUND CORNERED	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 2 At Tab <input type="checkbox"/> All four corners
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 _____

**ACKNOWLEDGEMENT
REQUESTED AND SENT:** _____

REQUESTED SHIPPING DATE: _____



Custom Indexes for Special Projects

Kleer-Fax offers an endless variety of paper choices, tab styles, and size configurations to satisfy even the most specialized projects, including:

- Laminated, Leather, or Insertable Tabs Available
- Featured stock with a minimum of 10% post consumer waste
- Quantities from 1 to 100,000 sets
- 1 to 4 color printing available
- Quick turnaround and competitive pricing
- Specification sheets and custom kits available at no charge



CUSTOM TAB

CUSTOM LENGTH

CUSTOM STOCK

CUSTOM COLOR

CUSTOM TYPE