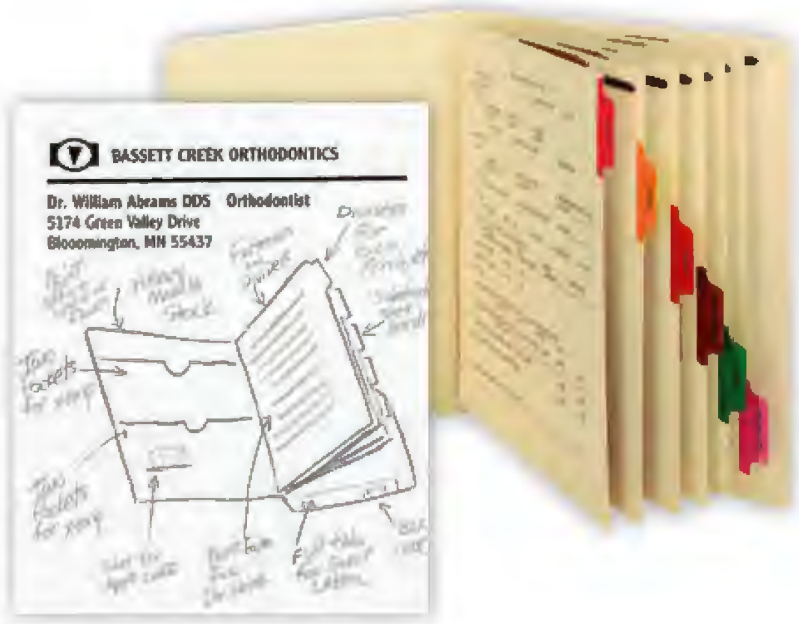


infinite **filing possibilities**

You design it.
We'll create it.

American Specialty
americanspecialty.biz • 800.466.9561



SERVICES AVAILABLE

- **SAME DAY STOCK**
All stock product orders placed by 5:00 PM Eastern ship the same business day.
- **TWO-DAY FASTENERS**
Have fasteners installed in any stock folder in just two business days.
- **QUICK PRINT**
Add custom print to a single folder side in five days or both sides in just eight business days.
- **QUICK INSTALL POCKETS/DIVIDERS**
Choose from a wide variety of stock pockets and dividers installed in any stock folder in just three business days.
- **CUSTOM PRESSBOARD PROGRAM**
We'll build your customized pressboard folder with print, fasteners, and dividers in just nine business days.
- **STRIP LABEL PROGRAM**
Your custom color-coded strip label printed and factory installed on any end-tab folder in as few as four business days.
- **MAKE & HOLD INVENTORY**
Order large quantities and we'll hold your inventory at our facility interest free.

Time is Money. Save both with our comprehensive offering of customized service programs. We'll pull any stock folder, modify it from an extensive list of custom operations, and ship to your door with the shortest lead times and most competitive pricing in the industry.

For printing, fasteners, color-coded labels, pockets, and private labeling we're your one-stop-shop for a complete custom filing solution. Inside this flyer you'll find examples of each custom offering and their associated lead times.

For additional information please call your American Specialty service representative.

Same Day Stock Products

We stock over hundreds of stock filing products, all of which ship the **SAME DAY** on orders received by 5:00 pm Eastern time. Our stock includes an extensive variety of file folders, pockets, X-ray jackets, pressboard, and classification folders. We stock folders compatible with Ames®, Acme®, Barkley®, GBS®, Jeter®, Kardex®, Pro-file®, Smead®, and Tab®, and chances are we will have what you need.

We also stock labels compatible with Acme®, Ames®, Barkley®, Jeter®, Pro-file®, Smead®, and Tab® giving you a one-stop shop with same-day ship availability. In addition to the 600 stocked Smead® items on our Same-Day Stock Program, other Smead® items are available and ship in five days or less.

See reverse side for stock folder color charts.



Two-Day Fastener Installation

Fasteners are useful for securing documents and creating additional filing surfaces within each folder. Have any number of bonded or embedded fasteners or a single visilip fastener installed on a stock folder in just **TWO** business days.

Bonded and embedded fasteners are made from heavy duty brown metal and are available in 1" or 2" capacities. Bonded directly to the folder surface or embedded with metal prongs these fasteners offer enhanced document security at a great value.

Visiclip fasteners offer a unique design that gives a standard filing folder the functionality of a ring binder. The flexible fastener allows documents to lie flat for photocopying and plastic tubing give you the option to remove single pages from within a stack of documents.

Quick Print Program

Add the finishing touch to any folder by custom printing useful information directly on to any combination of folder panels or folder tab in as few as **SIX** business days. Print patient forms, company logos, charts, or common instructions on any standard folder.

We offer custom printing on any stock folder or flat pocket. Lead time begins after approval of camera ready artwork. Available in black ink only and in quantities up to 5,000 folders.





- Add color-coded year and month to manage retention schedules.
- Include graphics of company logo or key symbols.
- Format constant or data driven text to any size or typestyle.
- Use nearly any style of bar code for file tracking.
- Use alpha, numeric, or terminal digit coding to increase filing productivity.



Quick Ship Strip Labels

We can design color-coded strip labels compatible with any major manufacturer and to match any type of filing method. Have labels factory applied to any folder or pocket/jacket and collated in any sequence. Submit your database and we will print a series of labels from the information you provide in just **FOUR** business days.

The most popular color-coded systems include alphabetic, straight numeric, and terminal digit indexing.

- Alphabetic - Files are arranged by names, company, subject, or individual in dictionary order.
- Numeric - Files are arranged by number in sequential order from lowest to highest.
- Terminal Digit - Special digit filing system that arranges files in groups according to last numbers.

Modified Pressboard Folders

Our lightning fast pressboard program delivers customized letter or legal size pressboard to you in just **FOUR** days for folders with fasteners, **SIX** days with added single panel print, and **NINE** days with fasteners, single panel print, and up to two Kraft dividers.

Pressboard is ideal for files that receive heavy usage. Folders are offered in standard letter or legal size. Materials available range from the most economical Type III pressboard to the sturdiest Type I pressboard for maximum longevity. Tyvek gussets with to a 3" expansion keep each folder's spine intact even after repeated use.



Quick Install Pockets/Dividers

Pockets eliminate the need to hole-punch documents and still allow for maintaining order and organization for small or odd size material. Pockets can be applied in any position and are available in a variety of materials including manila, golden kraft, polyurethane, and vinyl. Pockets come factory installed or can be purchased for customer application.

Manila self-adhesive dividers provide additional organization within any file folder. Easily create up to four additional categories when installed in standard fastener folders. Dividers are offered with or without pre installed fasteners or pockets. Dividers come factory installed or with adhesive strips for self application.

Pockets and dividers are installed and shipped in **THREE** business days.

Modified Pressboard Program Colors

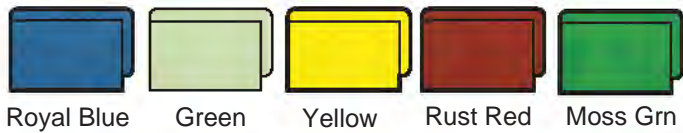
Type I Pressboard Colors



Type II Pressboard Colors

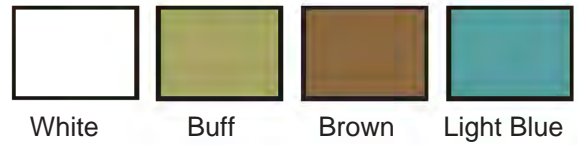
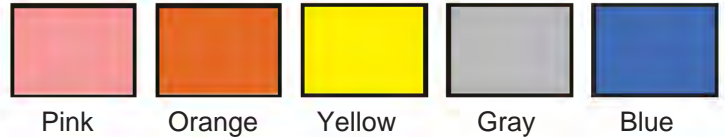


Type III Pressboard Colors



COLOR CHARTS

Standard Manila Folder Colors



SERVICE PROGRAMS - TERMS AND CONDITIONS

- Minimum order quantity: 250 - Maximum order quantity: 5,000
- Custom printing includes black ink only (no color printing)
- All orders must have sample and camera ready artwork supplied before lead time begins.
- Please check with your American Specialty service representative for stock folder availability
- Pockets with W-Fold expansion are not available for modification
- Folders with applied strip labels less than 1,000 quantity ship with 3-day lead time
- Folders with applied labels and print on outside panels ship with 6-day lead time
- Full-cut end-tab folders with print on tab only ship with 5-day lead time
- Print on both outside panels ship with 5-day lead time. Print on four panels requires an 8-day lead time.
- Strip label lead time starts from approval of label design and includes printing, laminating, application, and inspection.
- Additional services include consecutive numbering, guiding, drop front, and folder undercutting. Call American Specialty customer service for additional details. Standard shipping charges apply.
- Terms and pricing subject to change.

American Specialty
americanspecialty.biz • 800.466.9561



We remain committed to our natural environment through the use of materials containing post consumer waste and recycled fibers.