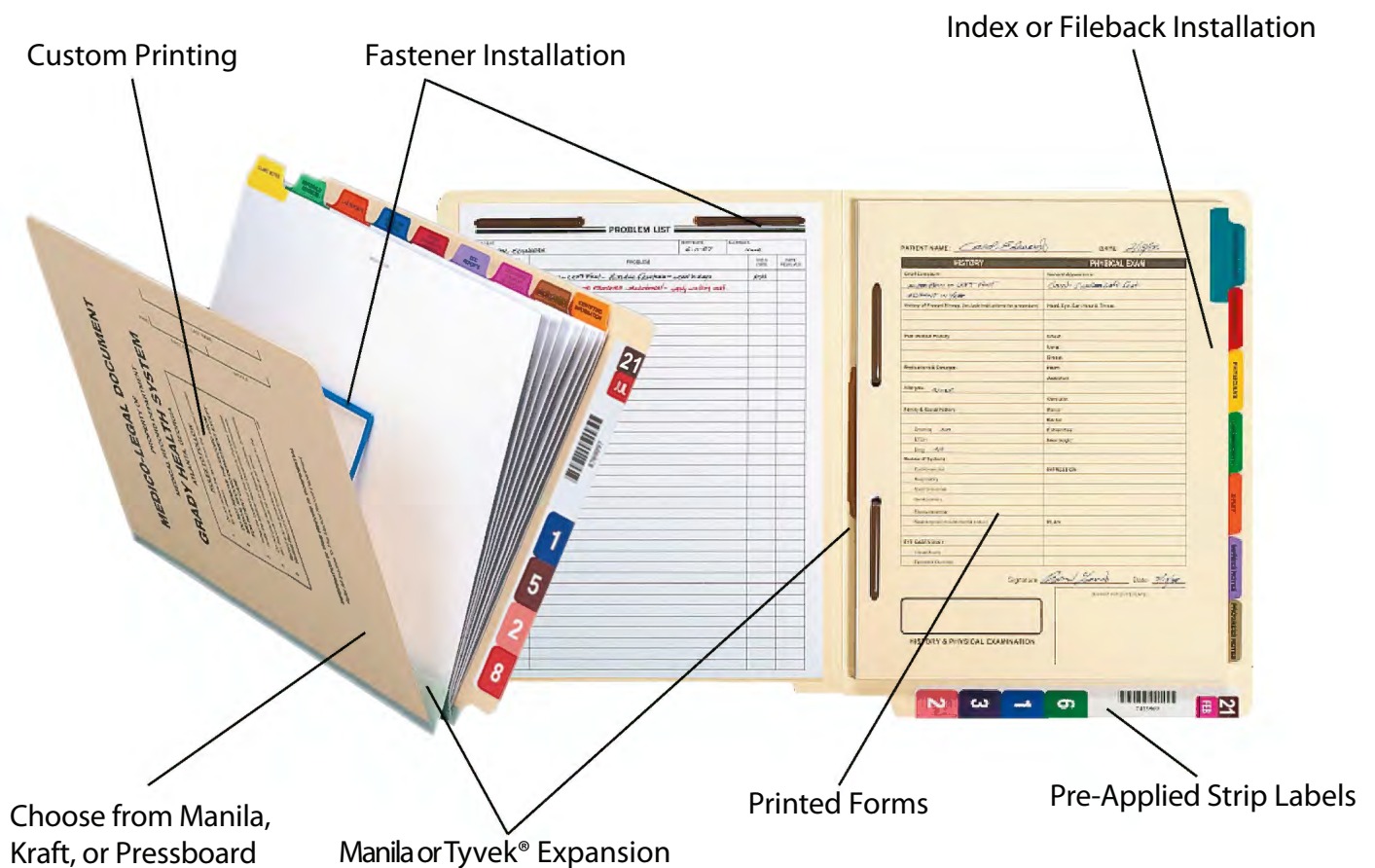# American Specialty

americanspecialty.biz • 800.466.9561

MADE-TO-ORDER PRODUCTS

Made Simple.

Make your filing system work harder, so your job is easier.

Custom Printing

Fastener Installation

Index or Fileback Installation

Choose from Manila, Kraft, or Pressboard

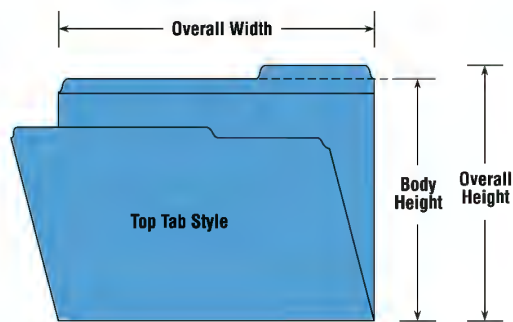Manila or Tyvek® Expansion

Printed Forms

Pre-Applied Strip Labels

Custom sizes • Imprinting • Special materials • Unique construction • Prelabeled folders

Numbering • Punching • Preassembled files • Custom indexes
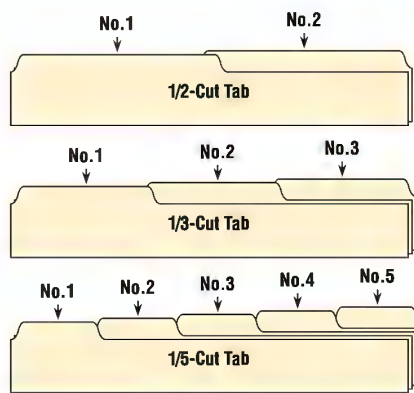
We can make files the way you like them

We have the capability to provide custom filing products to your exact specifications. You can define what you need, or you can work with a American Specialty representative to develop the right product for the job.
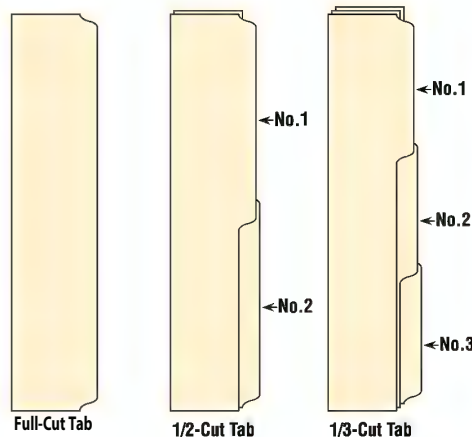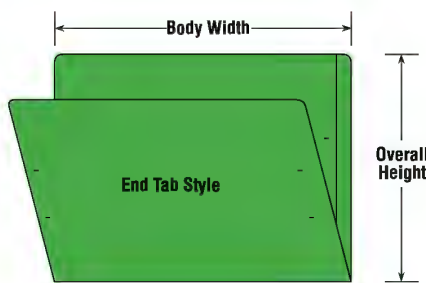
MADE-TO-ORDER FOLDER TYPES

Top Tab Folders

Overall Width

Body Height Overall Height

Top Tab Style

Tab Positions

No.1   No.2

1/2-Cut Tab

No.1   No.2   No.3

1/3-Cut Tab

No.1   No.2   No.3   No.4   No.5

1/5-Cut Tab

End Tab Folders

Body Width

Overall Height

End Tab Style

Full-Cut Tab   1/2-Cut Tab   1/3-Cut Tab

No.1

No.2

No.1

No.2

No.3

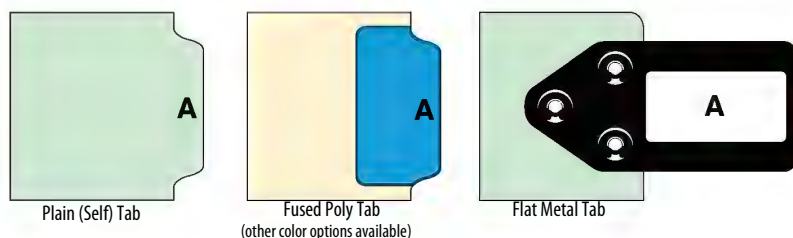### We can customize the following products:

**File Folders
Hanging Folders
Fastener Folders
Classification Folders
Expanding Files
Presentation Products
Guides
Pockets
Jackets
Wallets**

OTHER CUSTOM OPTIONS

Guides

A   A   A

Plain (Self) Tab   Fused Poly Tab
(other color options available)   Flat Metal Tab

RedRope Pockets

Custom Printing
(see page 7 for more details)

Morgan, Lewis & Bockius LLP
COUNSELORS AT LAW

Up to 5" Expansion with
optional Tyvek Reinforcement

Add Fasteners for efficiency

Safe SHIELD COATED FASTENERS

"2S" Style Fastener - 2 inch capacity
Fastener treated with SafeSHIELD® Coated Fastener Technology, fiber base, does not show outside, 2-3/4" C-C only.

Safe SHIELD COATED FASTENERS
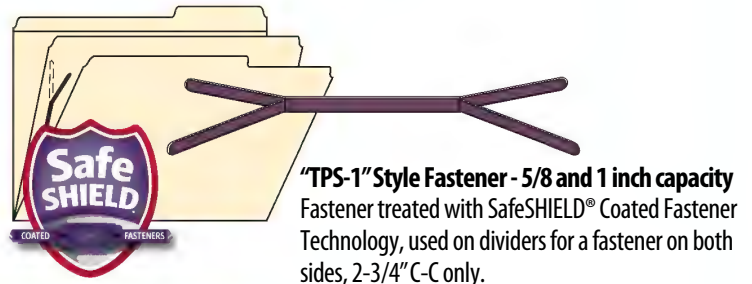
"TPS-1" Style Fastener - 5/8 and 1 inch capacity
Fastener treated with SafeSHIELD® Coated Fastener Technology, used on dividers for a fastener on both sides, 2-3/4" C-C only.

"2B" Style Fastener - 2 inch capacity
Brown metal with fiber base, does not show outside, 2-3/4" C-C only.
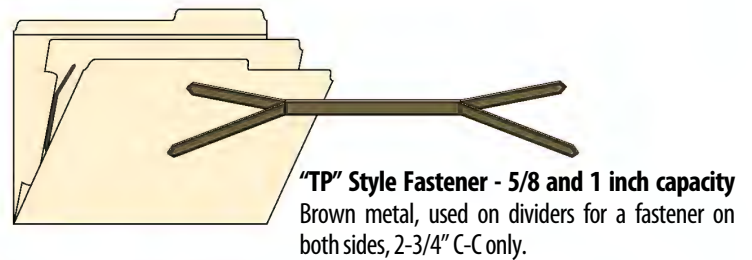
"TP" Style Fastener - 5/8 and 1 inch capacity
Brown metal, used on dividers for a fastener on both sides, 2-3/4" C-C only.
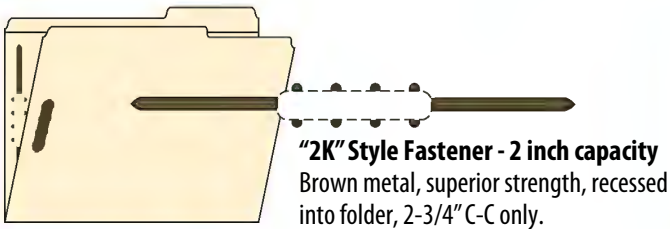
"2K" Style Fastener - 2 inch capacity
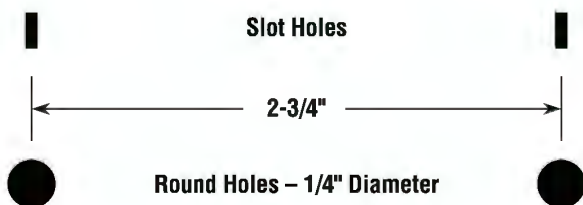Brown metal, superior strength, recessed into folder, 2-3/4" C-C only.

"T" Style Fastener - 1-1/2 inch capacity
Brass tangs riveted with brass eyelets, 2-3/4" C-C and custom spacing.
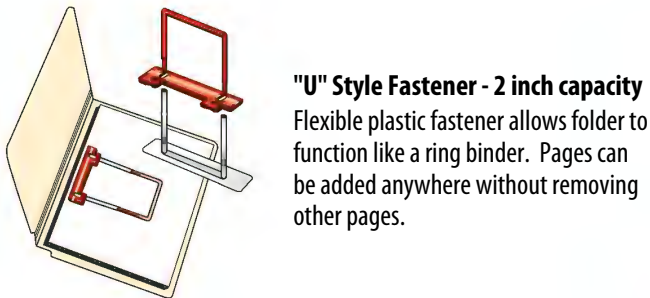
"U" Style Fastener - 2 inch capacity
Flexible plastic fastener allows folder to function like a ring binder. Pages can be added anywhere without removing other pages.

ADD ORGANIZATION TO ANY FOLDER

Fasteners keep papers securely inside files, and in the proper sequence. Choose the fastener style and position that works best for you. Use the position numbers from the illustrations below when ordering.

No.3 No.1 No.7 No.6 No.5 No.8 No.4 No.2

No.3 No.1 No.7 No.6 No.5 No.8 No.4 No.2

Folders can be punched to accept self-adhesive fasteners. Choose round or slotted holes. 2-3/4" C-C.

Slot Holes

2-3/4"

Round Holes – 1/4" Diameter
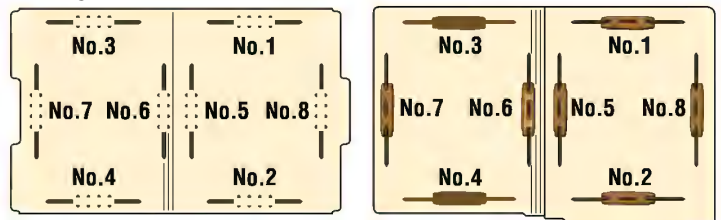
Ask your American Specialty Rep for
more details
on how you can file more efficiently!

3

Custom Index Dividers and Pockets

Create a filing system inside each patient chart or project file. Colored Mylar® tabs with your headings printed on both sides keep your documents separated for quick access.

Index Style: IN1

Index Style: IN2

Index Style: IN3

Index Style: IN4

File Back Style: FB1

File Back Style: FB2

File Back Style: FB3

Self-Adhesive File Back Style: SA1

Self-Adhesive Pockets

Self-Adhesive Dividers
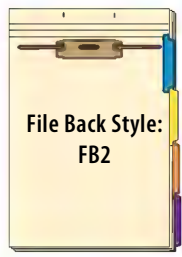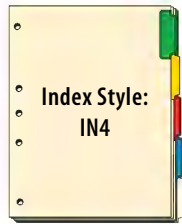
INDEXES

Two-hole punched to fit over fasteners in the folder. Pages are added by removing papers and indexes at the point of insertion, and replacing them above the added pages on the fastener.

90 lb. or 110 lb. white or ivory stock • 124 lb. manila stock • Punches are reinforced with Mylar • Dimensions: 8-1/2" x 11" plus 1/2" for side tabs and 3/8" for bottom tabs

FILE BACKS

Add pages within each section without removing the other sections. Each fileback has its own fastener and attaches to the one below with a punched foldover hinge.

110 lb. or 124 lb. manila stock • 1" scored hinge with Mylar-reinforced slits • 2" bonded fastener preinstalled • Dimensions: 8-1/2" x 11" plus 1/2" for side tabs and 3/8" for bottom tabs

SELF-ADHESIVE FILE BACKS

Use when the fastener is not on the same side as the hinge. The dividers turn like a book page, while pages flip up for viewing.

110 lb. or 124 lb. manila stock • 2" bonded fastener preinstalled both sides • 1" scored hinge with 3/4" self-adhesive tape • Dimensions: 8-1/2" x 11" plus 1/2" for side tabs

SELF-ADHESIVE POCKETS

Pockets eliminate the need to hole-punch documents but still allow for maintain-ing order and organization for small and odd size material.

Available in a variety of sizes. Call your American Specialty rep to learn more.

SELF-ADHESIVE DIVIDERS

Easy to install dividers provide additional organization in any file folder. You can easily create up to four categories when these dividers are used in standard fastener folders.

Available in a variety of sizes and weights. Fastener and pocket configurations are all made-to-order.

Specialty Products

RED-ROPE & MANILA FILE POCKETS

Manila and Red-Rope expansion file pockets provide maximum filing capacity for the storage of bulky documents and documents of mixed sizes.

- Drop-front panel for easy access
- Heavy-duty front and back panels for increased durability
- Extra wide design accomodates standard top-tab folders
- Straight cut 3/4" reinforced tab for color labeling
- 6-1/2" Red-Rope gusset with partial or full Tyvek reinforcement

Partial or fully-lined Tyvek Gussets
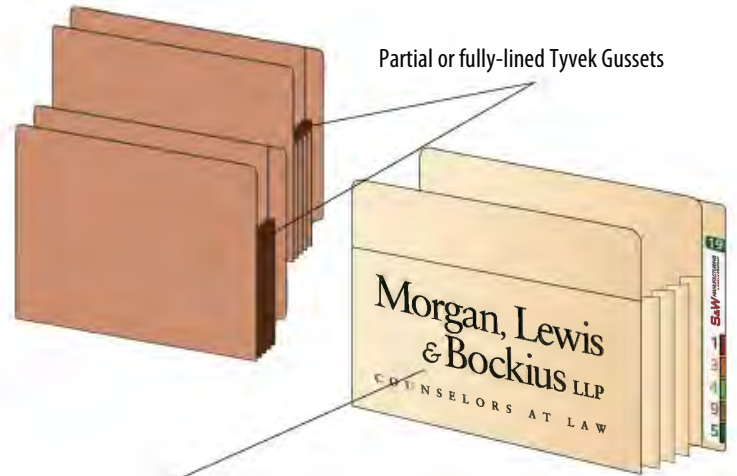
Custom printing on front-panel

Available with factory applied color-coded strip labels

KRAFT RETENTION JACKETS

Kraft file retention jacket allows you to retain information safely and securely. Add documents to fastener folders without punching them. These handy jackets adjust to fit either legal or letter size fasteners folders and are die-cut for easy access.

- Made from heavy duty Kraft material
- 3/4" file expansion
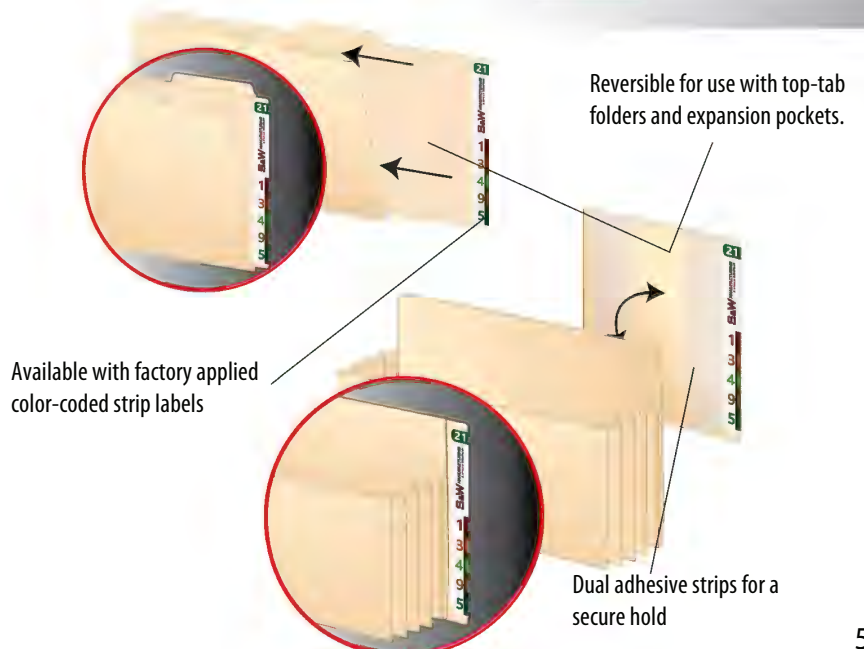- Letter/Legal size 9" W x 14" H
- 100/Box - 500/Ctn
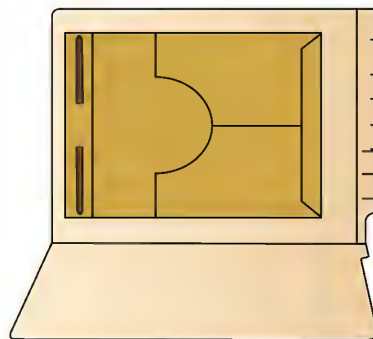
Find the
filing solution
that's right for you. Ask your American Specialty Representative for more details.

TOP-TAB TO END-TAB CONVERTERS

Change existing top-tab folders or file pockets to end-tab style by adding a sturdy manila End-Tab Converter. Heavy weight manila matches the tab of new end-tab folders for seamless integration of new files with existing files. Use your choice of strip label for indexing. Available with or without factory installed labels.

- Two full height adhesive strips hold converters firmly on existing folders or pockets
- 6-1/2" wide plus tab for extra rigidity
- Fits any size file folder or file pocket
- Heavyweight 14pt. manila stock for long life

Reversible for use with top-tab folders and expansion pockets.

Available with factory applied color-coded strip labels

Dual adhesive strips for a secure hold

Prelabeled products save personnel time

WE CAN PRINT STRIP LABELS FROM YOUR DATA

Perfect for file conversions or day-forward folder creation, We will generate folders ready-to-go with indexing applied. Specify the design of your labels, and supply your file heading data to us, and we will produce vibrant, color-coded labels and apply them to folders. We can use your data in these formats:

Microsoft Access TM database (*.mdb)

Microsoft Excel® spreadsheet (*.xls)

dBase compatible database (*.dbf)

ASCII text file (*.txt) delimited

ASCII text file (*.txt) fixed width

Year and month color codes to manage retention schedules

Solid color bands for special codes

Graphic images

Bar codes

Text in any size, color or typestyle

Color-coded indexing: alphabetic, numeric, or alpha-numeric in any popular color-coding style

FOR ONGOING LABEL PRODUCTION

Smartstrip® Labeling

Create an efficient end tab color-coded filing system using your PC and ink-jet color printer. Gain efficiency without the expensive and time-consuming task of applying individual colored labels to folders. Choose from 19 different alpha and numeric label designs. End tab strip labels are 7 1/2" x 1 1/2" flat.
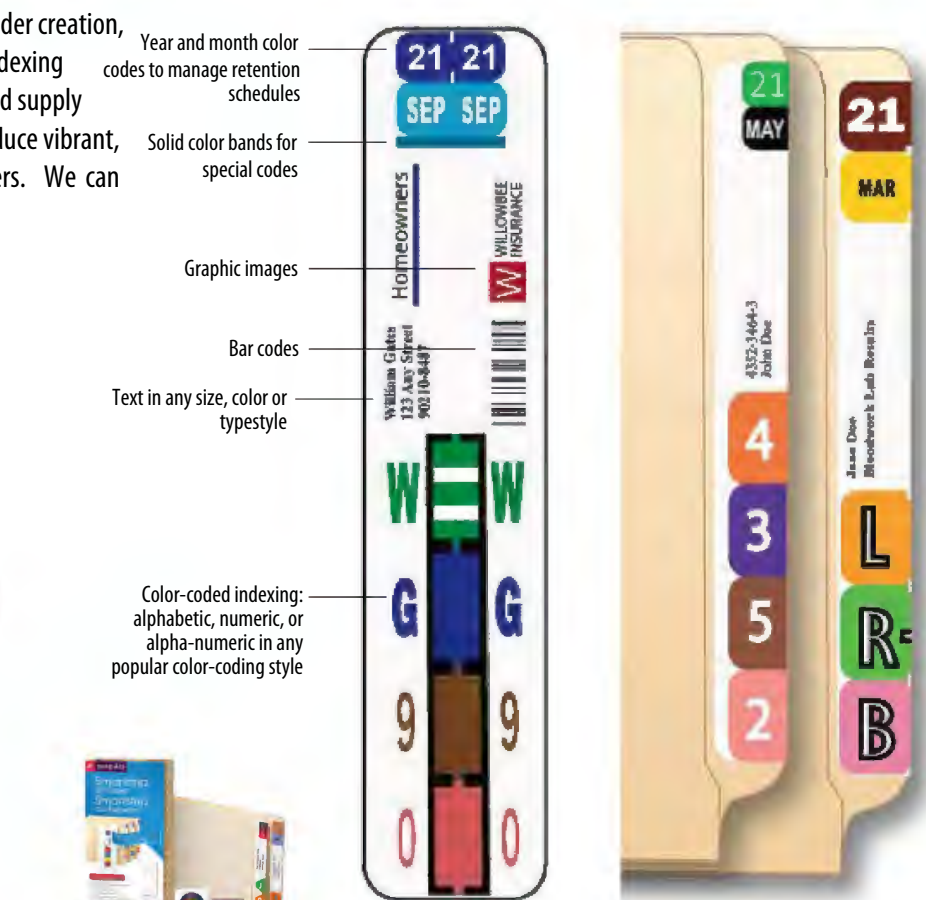
NUMBERING

We can number products in a variety of styles and formats. Numbering can be consecutive (1,2,3...etc.), regular skip numbered, (10,20,30...etc) or irregular skip numbered to your specifications. Choose a type style and orientation from the diagrams to the right.

123456
Style HR1

123456
Style HR2

123456
Style HG1

1
2
3
4
5
6
Style VR2

0
1
2
3
4
5
6
Style VR2

01
00
95
Style VG1

Custom Printing

Add extra functionality to your filing system by custom printing on your products. We can offer print options on a variety of paper stocks. Printing offers many useful applications, including:

Company logos

Standard forms

Presentation binders

Special tab headings

Report covers

Warnings or alerts

Handling instructions

See your American Specialty Rep for

more details

on our custom printing capabilities.

FOLDER DESIGNER 2.0
CREATE YOUR
PERFECT FOLDER

Create your own custom folder design in minutes with our online Folder Designer. You decide which options best fit your needs, and we'll quote you a price.*

Get started at swmfg.com/folderdesigner

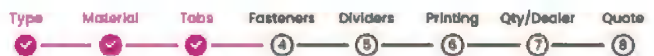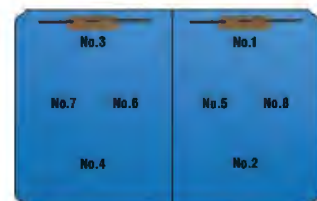** Minimum quantities and product lead times vary by material and product specifications.*

MINIMUM QUANTITY REQUIREMENTS ON SPECIAL ITEMS

Product lead times and minimum quantities vary by material and product specification. Contact your American Specialty representative for additional details.

	Minimum Quantity Guideline
Folders - Letter/Legal/Special Sizes Top tab or end tab, reinforced or non-reinforced, manila / kraft / colors	500 per color & tab position
Pressboard Folders - Letter/Legal/Special Sizes Top tab or end tab, with or without partitions, all colors	100 per color
Folders with W-Fold and/or 3-panels Top tab or end tab, reinforced or non-reinforced, manila / kraft / colors	500 per color & tab position
Hanging Folders - Custom	500 per color
File Pockets, Wallets All sizes, multiple fold expansion (accordion style)	500 per color
File Jackets, Wallets All sizes, manila, kraft & colors Flat or single fold expansion	500 per color
Color Code Products Individual labels or strip label applied	500
Binder Covers - Pressboard	100 per color
Brief Covers - Manila/Kraft/Colors	500 per color
Portfolios - Special Sizes Print on stock item	500 per color 500 per color
Guides and Guide Sets Manila Pressboard	500 pieces 250 pieces
X-Ray Jackets	1,000 per color
Vinyl and Poly Products	2,500 +
Casebinders	500 per color
File Backs Self-adhesive Not self-adhesive	1,000 1,000
Indexes and Index Sets	100 sets
Strip Labels Labels only Labels attached to folder	1,000 500

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