

# FOLDERS & ENVELOPES

*for professional presentations*



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»» A PROFESSIONAL IMAGE

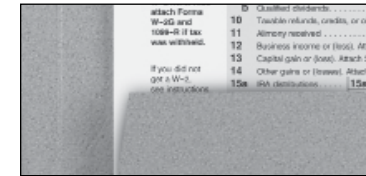
»» AFFORDABLE AT ANY QUANTITY

»» GUARANTEED QUALITY

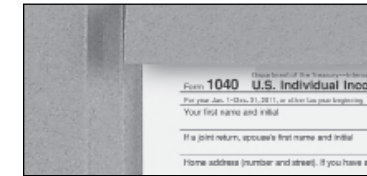
# Tax Return Folders

*Professional delivery and easy assembly*

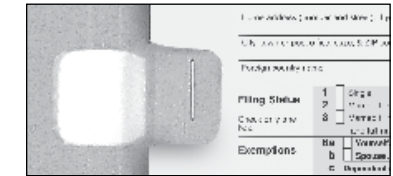
## DOCUMENT ASSEMBLY OPTIONS FOR FOLDERS



**Pocket Folder**  
A classic, simple way to deliver documents that can be removed from the folder.



**Top-Staple Folder**  
Quickly secure documents with staples or butterfly fasteners.



**Side-Staple Folder**  
Easily staple documents with staple tabs.

# Polished Presentations

### A PROFESSIONAL IMAGE

Deliver tax returns, or any important document, in a manner that reflects the value of your services.

- High quality paper and printing
- Sophisticated designs
- Coordinating folders and envelopes

### AFFORDABLE AT ANY QUANTITY

An assortment of high-quality folders and envelopes that are in stock and ready to ship.

- Cost effective even at low quantities
- Fast turn around times
- Personalize with your name and logo

### GUARANTEED QUALITY

Free samples allow you to try before you buy.

- See and feel the quality paper and printing
- Choose the right option for you
- Verify software compatibility



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### PRESTIGIOUS TAX FOLDER

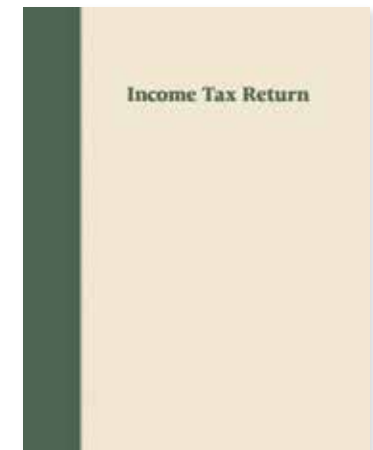
- 80# cream flecked cover stock
- Right pocket is die-cut for business card

#### Prestigious Folder

Item #	Size	Accent Color	Pockets
80398	9" x 12"	Green	Two 4"
80367	9" x 12"	Blue	Two 4"
80368	9" x 12"	Burgundy	Two 4"
80369	9 7/8" x 12"	Green	One expandable 4" and one standard 4"



*Right pocket can expand up to 3/8"*



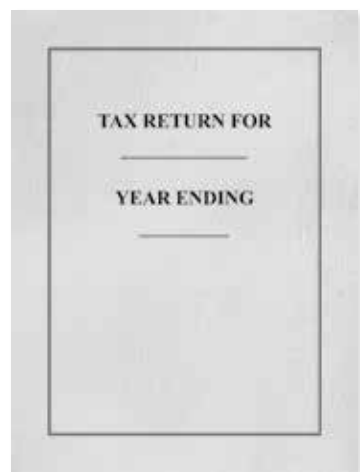
### CLIENT COPY TAX FOLDER

- 80# smooth cover stock (65# stock for blue)
- Right pocket is die-cut for business card (where applicable)

#### Client Copy Folder

Item #	Size	Color	Assembly	Pockets	Score
TAXCVR810	8 5/8" x 11 1/4"	Blue	Cover	None	Single
TAXCVR610	8 5/8" x 11 1/4"	White	Cover	None	Single
TAXCVR210	8 5/8" x 11 1/4"	Cream	Cover	None	Single
80425	8 5/8" x 11 1/4"	Blue	Side-Staple	None	1/4" Double
80424	8 5/8" x 11 1/4"	White	Side-Staple	None	1/4" Double
80427	8 5/8" x 11 1/4"	Cream	Side-Staple	None	1/4" Double
8784	9" x 12"	Cream	Pockets	Two 4"	Single





 Cream w/ blue printing
  Grey w/ black printing

### CLASSIC TAX RETURN FOLDER





- 80# cover stock
- Right pocket is die-cut for business card



#### Tax Folder with Border

Item #	Size	Color	Pockets
FLDR410	9" x 12"	Cream flecked	Two 4"
FOLDER10	9" x 12"	Grey leatherette	Two 4"



 Green
  Blue
  Burgundy
  Black

### TAX FOLDER WITH WINDOW FOR 1040 FORMS

- 80# cover stock
- Right pocket is die-cut for business card (where applicable)
- Use with return or slip sheet

#### 1040 Folder

Item #	Size	Color	Assembly	Pockets	Window	Score
TABFLDO10	8 <sup>3</sup> / <sub>4</sub> " x 11 <sup>3</sup> / <sub>8</sub> "	Cream & Green	Side-Staple	Right 4"	Official 1040	1/8" Double
TABFLDP10	8 <sup>3</sup> / <sub>4</sub> " x 11 <sup>3</sup> / <sub>8</sub> "	Cream & Green	Side-Staple	Right 4"	Preparer's 1040	1/8" Double
TABCVRO10	8 <sup>3</sup> / <sub>4</sub> " x 11 <sup>3</sup> / <sub>8</sub> "	Cream & Burgundy	Side-Staple	None	Official 1040	1/8" Double
OTOPBL	8 <sup>3</sup> / <sub>4</sub> " x 11 <sup>1</sup> / <sub>4</sub> "	Cream & Blue	Top-Staple*	None	Official 1040	Single
PTOPBL	8 <sup>3</sup> / <sub>4</sub> " x 11 <sup>1</sup> / <sub>4</sub> "	Cream & Blue	Top-Staple*	None	Preparer's 1040	Single
OTOPBK	8 <sup>3</sup> / <sub>4</sub> " x 11 <sup>1</sup> / <sub>4</sub> "	Cream & Black	Top-Staple*	None	Official 1040	Single

\*Tab does not hide staples



 Grey

### TAX RETURN FOLDER WITH BORDER

- 80# grey feltweave cover stock
- Right pocket is die-cut for business card (where applicable)

#### Tax Return Folders with Border

Item #	Size	Assembly	Pockets	Score
PT44G	9" x 11 <sup>1</sup> / <sub>2</sub> "	Pockets	Two 3"	Single
PT43G*	9" x 11 <sup>1</sup> / <sub>2</sub> "	Pockets	Two 3"	Single
FL45G	8 <sup>7</sup> / <sub>8</sub> " x 11 <sup>1</sup> / <sub>2</sub> "	Top-Staple	None	1/4" Double
FL42G	8 <sup>5</sup> / <sub>8</sub> " x 11 <sup>1</sup> / <sub>4</sub> "	Side-Staple	None	1/2" Triple

\*Cut away cover

### EMBOSSSED TAX RETURN FOLDER




- 80# linen cover stock
- Right pocket is die-cut for business card (unless noted)

#### Embossed Tax Return Folders

Item #	Size	Color	Pockets
FOLDER5BL	9" x 12"	Midnight Blue	Two 4"
FOLDER5BG	9" x 12"	Burgundy	Two 4"
FOLDER5GN	9" x 12"	Emerald Green	Two 4"
FOLDER5LGBL	9 <sup>1</sup> / <sub>2</sub> " x 12"	Midnight Blue	Two 4"
FOLDER5LGBG	9 <sup>1</sup> / <sub>2</sub> " x 12"	Burgundy	Two 4"
FOLDER5LGGN	9 <sup>1</sup> / <sub>2</sub> " x 12"	Emerald Green	Two 4"
FOLDER5EXBL*	9 <sup>7</sup> / <sub>8</sub> " x 12"	Midnight Blue	Two 4"

\*Right pocket expands for tax returns up to 3/8" thick.  
Left pocket is die-cut for business card.



 Midnight Blue
  Burgundy
  Emerald Green

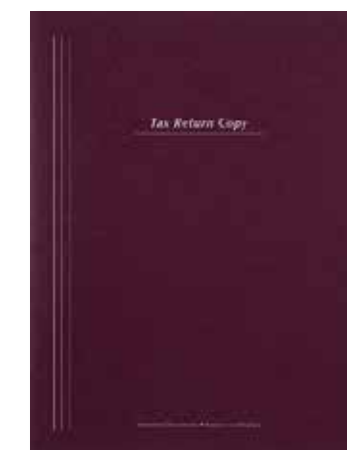
### VERTICAL STRIPE TAX FOLDER




- 80# feltweave cover stock (unless noted)
- Right pocket is die-cut for business card (unless noted)

#### Vertical Stripe Tax Folders

Item #	Size	Color	Assembly	Pockets	Score
FL55FD	8 <sup>7</sup> / <sub>8</sub> " x 11 <sup>1</sup> / <sub>2</sub> "	Forest Green	Top-Staple	None	1/4" Double
FL55ND	8 <sup>7</sup> / <sub>8</sub> " x 11 <sup>1</sup> / <sub>2</sub> "	Navy Blue	Top-Staple	None	1/4" Double
FL55RD	8 <sup>7</sup> / <sub>8</sub> " x 11 <sup>1</sup> / <sub>2</sub> "	Merlot	Top-Staple	None	1/4" Double
FL52FD	8 <sup>5</sup> / <sub>8</sub> " x 11 <sup>1</sup> / <sub>4</sub> "	Forest Green	Side-Staple	None	1/2" Triple
FL52ND	8 <sup>5</sup> / <sub>8</sub> " x 11 <sup>1</sup> / <sub>4</sub> "	Navy Blue	Side-Staple	None	1/2" Triple
FL52RD	8 <sup>5</sup> / <sub>8</sub> " x 11 <sup>1</sup> / <sub>4</sub> "	Merlot	Side-Staple	None	1/2" Triple
PT54FD	9" x 11 <sup>1</sup> / <sub>2</sub> "	Forest Green	Pockets	Two 3"	Single
PT54RD	9" x 11 <sup>1</sup> / <sub>2</sub> "	Merlot	Pockets	Two 3"	Single
PT54ND	9" x 11 <sup>1</sup> / <sub>2</sub> "	Navy Blue	Pockets	Two 3"	Single
FL51N	9" x 11 <sup>1</sup> / <sub>4</sub> "	Navy Blue	Side-Staple	Right 3"	3/8" Triple
FL51R	9" x 11 <sup>1</sup> / <sub>4</sub> "	Merlot	Side-Staple	Right 3"	3/8" Triple
FL75ND**	8 <sup>7</sup> / <sub>8</sub> " x 11 <sup>1</sup> / <sub>2</sub> "	Navy Blue	Top-Staple	Left 3"*	1/4" Double
PT74ND**	9" x 11 <sup>1</sup> / <sub>2</sub> "	Navy Blue	Pockets	Two 3"	Single

\*Left pocket is die-cut for business card  
\*\*100# feltweave cover stock



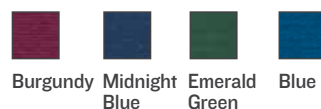
 Forest Green
  Merlot
  Navy Blue

# WINDOW FOLDERS for Tax Software

Guaranteed compatible with software slipsheets

CCH®, ATX™, Ultra Tax®, TaxAct®, TaxSlayer™

All brand names are property of their respective owners.



## WINDOW FOLDERS with EXPANDING POCKET

for Ultra Tax, ATX, Tax Slayer, and TaxACT

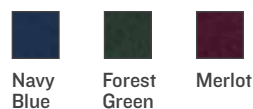
- 80# linen cover stock
- Pocket is die-cut for business card

Window Folders with Expanding Pocket

Item #	Size	Color	Assembly	Pockets	Score
CFOLDERBG	8 3/4" x 11 1/4"	Burgundy	Pocket	Right 4"	3/8" Double
CFOLDERBL	8 3/4" x 11 1/4"	Midnight Blue	Pocket	Right 4"	3/8" Double
CFOLDERG10	8 3/4" x 11 1/4"	Emerald Green	Pocket	Right 4"	3/8" Double
CFOLDER10	8 3/4" x 11 1/4"	Blue	Pocket	Right 4"	3/8" Double



Expanding pocket accommodates large tax returns



## WINDOW FOLDERS with DIAMOND DESIGN

for Ultra Tax, ATX and Tax Slayer

- Side- or top-staple formats available for easy assembly
- 80# feltweave cover stock
- Pocket is die-cut for business cards

Side-Staple Window Folders

Item #	Size	Color	Assembly	Pockets	Score
40D	9" x 11 1/4"	Navy Blue	Side-Staple	Right 4"	3/8" Triple
40FN	9" x 11 1/4"	Forest Green	Side-Staple	Right 4"	3/8" Triple
40RN	9" x 11 1/4"	Merlot	Side-Staple	Right 4"	3/8" Triple

Top-Staple Window Folders

Item #	Size	Color	Assembly	Pockets	Score
60D	8 3/4" x 11 1/2"	Navy Blue	Top-Staple	None	3/8" Double
60FN	8 3/4" x 11 1/2"	Forest Green	Top-Staple	None	3/8" Double
60RN	8 3/4" x 11 1/2"	Merlot	Top-Staple	None	3/8" Double

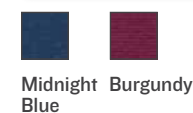
## WINDOW FOLDERS with TOP-STAPLE TAB

for Ultra Tax and ATX

- 80# linen cover stock
- Pocket is die-cut for business card

Top-Staple Folders with Pocket

Item #	Size	Color	Assembly	Pockets	Score
TTRCBL	8 3/4" x 11 3/8"	Midnight Blue	Top-Staple	Left 3"	3/8" Double
TTRCBG	8 3/4" x 11 3/8"	Burgundy	Top-Staple	Left 3"	3/8" Double



## OFFSET WINDOW FOLDERS

for CCH Prosystem fx, Ultra Tax, ATX and TaxACT

- 80# linen cover stock (except where noted)
- Pocket is die-cut for business card (where applicable)

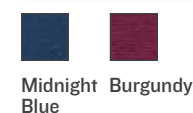
Offset Window Folders with Pocket

Item #	Size	Color	Assembly	Pockets	Score
80724	8 3/4" x 11 1/4"	Midnight Blue	Pocket	Right 3" Expanding	3/8" Double
80792	8 3/4" x 11 1/4"	Burgundy	Pocket	Right 3" Expanding	3/8" Double

Top-Staple with Offset Windows

Item #	Size	Color	Assembly	Pockets	Score
50D*	8 3/4" x 11 1/2"	Navy Blue	Top-Staple	None	3/8" Double
50RN*	8 3/4" x 11 1/2"	Merlot	Top-Staple	None	3/8" Double

\*80# Feltweave Cover Stock



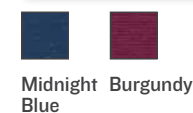
## OFFSET WINDOW FOLDERS

for CCH Prosystem fx, Ultra Tax and ATX

- 80# linen cover stock
- Pocket is die-cut for business card

Offset Window Folders

Item #	Size	Color	Assembly	Pockets	Score
80378	8 3/4" x 11 1/4"	Midnight Blue	Pocket	Right 4"	1/8" Double
80790	8 3/4" x 11 1/4"	Burgundy	Pocket	Right 4"	1/8" Double



# WINDOW FOLDERS for Tax Software

Guaranteed compatible with software slipsheets

TaxWise®, Drake®, ProSeries®, Lacerte®

All brand names are property of their respective owners.



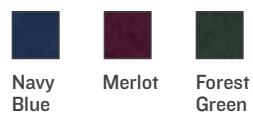
## WINDOW FOLDERS with EMBOSSED DETAIL

for Drake and TaxWise

- 80# linen cover stock
- Pocket is die-cut for business card

### Side-Staple Window Folders with Pocket

Item #	Size	Color	Assembly	Pockets	Score
SSDWBG	8 <sup>3</sup> / <sub>4</sub> " x 11 <sup>1</sup> / <sub>4</sub> "	Burgundy	Side-Staple	Right 4"	1/8" Double
SSDWBL	8 <sup>3</sup> / <sub>4</sub> " x 11 <sup>1</sup> / <sub>4</sub> "	Midnight Blue	Side-Staple	Right 4"	1/8" Double
SSDWGN	8 <sup>3</sup> / <sub>4</sub> " x 11 <sup>1</sup> / <sub>4</sub> "	Emerald Green	Side-Staple	Right 4"	1/8" Double



## WINDOW FOLDERS with DIAMOND DESIGN

for Drake & Tax Wise

- Side- or top-staple formats available; easy assembly
- 80# feltweave cover stock
- Pocket is die-cut for business card (where applicable)

### Side-Staple Window Folders

Item #	Size	Color	Assembly	Pockets	Score
FL53D	9" x 11 <sup>1</sup> / <sub>4</sub> "	Navy Blue	Side-Staple	Right 4"	3/8" Triple
FL53FN	9" x 11 <sup>1</sup> / <sub>4</sub> "	Forest Green	Side-Staple	Right 4"	3/8" Triple
FL53RN	9" x 11 <sup>1</sup> / <sub>4</sub> "	Merlot	Side-Staple	Right 4"	3/8" Triple
FL52NW	8 <sup>5</sup> / <sub>8</sub> " x 11 <sup>1</sup> / <sub>4</sub> "	Navy Blue	Side-Staple	None	1/2" Triple
FL52FW	8 <sup>5</sup> / <sub>8</sub> " x 11 <sup>1</sup> / <sub>4</sub> "	Forest Green	Side-Staple	None	1/2" Triple
FL52RW	8 <sup>5</sup> / <sub>8</sub> " x 11 <sup>1</sup> / <sub>4</sub> "	Merlot	Side-Staple	None	1/2" Triple
FL52GW	8 <sup>5</sup> / <sub>8</sub> " x 11 <sup>1</sup> / <sub>4</sub> "	Grey	Side-Staple	None	1/2" Triple

### Top-Staple Window Folders

Item #	Size	Color	Assembly	Pockets	Score
FL55NW	8 <sup>7</sup> / <sub>8</sub> " x 11 <sup>1</sup> / <sub>2</sub> "	Navy Blue	Top-Staple	Right 4"	1/4" Double
FL55FW	8 <sup>7</sup> / <sub>8</sub> " x 11 <sup>1</sup> / <sub>2</sub> "	Forest Green	Top-Staple	Right 4"	1/4" Double
FL55RW	8 <sup>7</sup> / <sub>8</sub> " x 11 <sup>1</sup> / <sub>2</sub> "	Merlot	Top-Staple	Right 4"	1/4" Double

## EMBOSSED WINDOW FOLDERS

for Lacerte and ProSeries

- Side- or top-staple formats available; easy assembly
- 80# linen cover stock
- Pocket is die-cut for business card

### Double Window Folders with Pocket

Item #	Size	Color	Assembly	Pockets	Score
FLSSWBG	8 <sup>3</sup> / <sub>4</sub> " x 11 <sup>1</sup> / <sub>4</sub> "	Burgundy	Side-Staple	Right 4"	1/8" Double
FLSSWBL	8 <sup>3</sup> / <sub>4</sub> " x 11 <sup>1</sup> / <sub>4</sub> "	Midnight Blue	Side-Staple	Right 4"	1/8" Double
FLTSWBG	8 <sup>7</sup> / <sub>8</sub> " x 11 <sup>1</sup> / <sub>4</sub> "	Burgundy	Top-Staple	Left 4"	Single
FLTSWBL	8 <sup>7</sup> / <sub>8</sub> " x 11 <sup>1</sup> / <sub>4</sub> "	Midnight Blue	Top-Staple*	Left 4"	Single



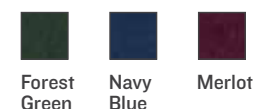
## WINDOW FOLDERS with DIAMOND DESIGN

for Lacerte and ProSeries

- Side- or top-staple formats available; easy assembly
- 80# feltweave cover stock
- Pocket is die-cut for business card (where applicable)

### Diamond Design Folders

Item #	Size	Color	Assembly	Pockets	Score
LA20F	8 <sup>5</sup> / <sub>8</sub> " x 11 <sup>1</sup> / <sub>4</sub> "	Forest Green	Side-Staple	None	1/2" Triple
LA20N	8 <sup>5</sup> / <sub>8</sub> " x 11 <sup>1</sup> / <sub>4</sub> "	Navy Blue	Side-Staple	None	1/2" Triple
LA20R	8 <sup>5</sup> / <sub>8</sub> " x 11 <sup>1</sup> / <sub>4</sub> "	Merlot	Side-Staple	None	1/2" Triple
LA40FN	9" x 11 <sup>1</sup> / <sub>4</sub> "	Forest Green	Side-Staple	Right 3"	3/8" Triple
LA40D	9" x 11 <sup>1</sup> / <sub>4</sub> "	Navy Blue	Side-Staple	Right 3"	3/8" Triple
LA40RN	9" x 11 <sup>1</sup> / <sub>4</sub> "	Merlot	Side-Staple	Right 3"	3/8" Triple
LA60F	8 <sup>7</sup> / <sub>8</sub> " x 11 <sup>1</sup> / <sub>2</sub> "	Forest Green	Top-Staple	None	1/4" Double
LA60N	8 <sup>7</sup> / <sub>8</sub> " x 11 <sup>1</sup> / <sub>2</sub> "	Navy Blue	Top-Staple	None	1/4" Double
LA60RN	8 <sup>7</sup> / <sub>8</sub> " x 11 <sup>1</sup> / <sub>2</sub> "	Merlot	Top-Staple	None	1/4" Double



Call for FREE SAMPLES

SOFTWARE COMPATIBLE ENVELOPES ON PAGE I2

# Multi-Purpose Folders make any document more professional



## PATRIOTIC FOLDER

- 10 pt. cover stock
- Right pocket is die-cut for business card

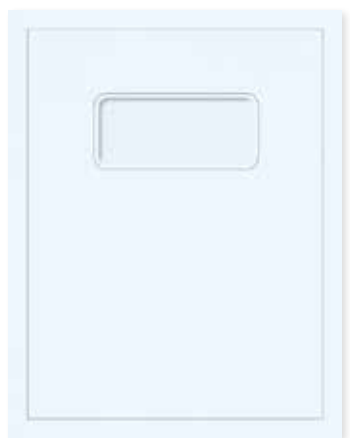
Item #	Size	Pockets	Score
FLDR310	9" x 12"	Two 4"	Single
TAXCVR3N	8 1/2" x 11 1/4"	None	5/8" Triple



## AMERICAN FLAG FOLDER

- 10 pt. cover stock
- Right pocket is die-cut for business card

Item #	Size	Pockets
80086	9" x 12"	Two 4"



## REPORT COVER with WINDOW

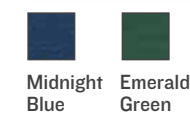
- 80# cover stock

Item #	Size	Pockets	Windows	Score
RCBLU10	8 1/2" x 11 1/4"	None	Single window	1/2" Triple
RCTXB10	8 1/2" x 11 1/4"	None	Double window	1/2" Triple

## LINEN FOLDER

- 80# linen stock
- Right pocket is die-cut for business card

Item #	Size	Color	Pockets
FOLDER8LGBL	9 1/2" x 12"	Midnight Blue	Two 4"
FOLDER8LGGN	9 1/2" x 12"	Emerald Green	Two 4"



## IMPORTANT INFORMATION ENVELOPE

- 70# birch stock
- Peel & Close flap opens on long edge

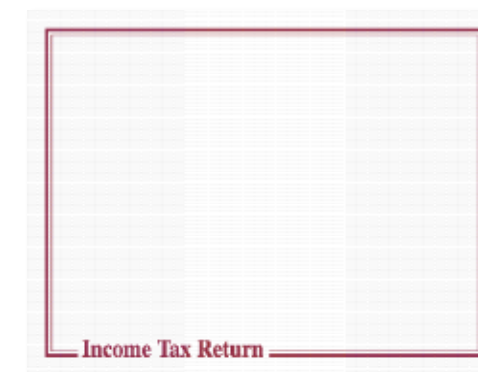
Item #	Size	Color
FLDENV10	10" x 13"	Black



## INCOME TAX DELIVERY ENVELOPE

- 28# white wove stock
- Moisture seal flap opens on long edge

Item #	Size	Color
COMPENV310	10" x 13"	Burgundy
COMPENV410	10" x 13"	Green
COMPENV510	10" x 13"	Blue
COMPENV610	10" x 13"	Black



# Large Envelopes with Windows

Envelopes designed for Tax Software slip sheets

ProSeries	Lacerte	TaxWise	Drake	ATX	Ultra Tax	ProSystem fx	TaxSlayer	TaxACT	ITEM #	Notes	Size	Seal	Flap	Paper/ Diamond Color	Window Placement
x	x		x						LA400PS	Includes tax filing instructions under back flap	9 1/2" x 11 1/2"	P	SS	White/Green	
x	x		x						LA400		9 1/2" x 11 1/2"	M	SS	White/Green	
x	x								LA100		9" x 11 1/2"	M	SS	White/Green	
x	x	x	x						ENV300PS	Includes tax filing instructions under back flap	6" x 9"	P	LS	White/Green	
x	x	x	x						ENV300		6" x 9"	M	LS	White/Green	
x		x	x	x	x				ENV201PS		10" x 13"	P	LS	White/Green	
x		x	x	x	x				ENV201		10" x 13"	M	LS	White/Green	
			x	x		x			80921*	Patriotic	9 1/2" x 12"	P	SS	White/None	
			x	x		x			CCLNT9D10*	Patriotic	9 1/2" x 12"	M	SS	White/None	
			x	x		x			CCLNT9A10*	Blank	9 1/2" x 12"	M	SS	White/None	
			x	x		x			80922*		9 1/2" x 12"	P	SS	White/Blue	
			x	x		x			CCLNT910*		9 1/2" x 12"	M	SS	White/Blue	
			x	x					80783PS*		9 1/2" x 12"	P	SS	White/Blue	
			x	x					80783*		9 1/2" x 12"	M	SS	White/Blue	
x	x								80730		9 1/2" x 11 1/2"	M	SS	White/Blue	
			x						80324		9" x 11 1/2"	M	SS	White/Green	

\* Items noted include a security tint

ProSeries	Lacerte	TaxWise	Drake	ATX	Ultra Tax	ProSystem fx	TaxSlayer	TaxACT	ITEM #	Notes	Size	Seal	Flap	Paper/ Diamond Color	Window Placement
x		x	x	x					80344PS		9" x 11 1/2"	P	SS	White/Green	
x		x	x	x					80344		9" x 11 1/2"	M	SS	White/Green	
x		x	x	x					80343PS		9 1/2" x 11 1/2"	P	SS	White/Green	
x		x	x	x					80343		9 1/2" x 11 1/2"	M	SS	White/Green	
x			x	x	x				80343EXP	Expansion	9 1/2" x 12" x 1"	P	SS	White/Green	
x	x								80342PS		9 1/2" x 11 1/2"	P	SS	White/Green	
x	x								80342		9 1/2" x 11 1/2"	M	SS	White/Green	
				x	x	x		x	80015PS*		9 1/2" x 12"	P	SS	White/Blue	
				x	x	x		x	80015*		9 1/2" x 12"	M	SS	White/Blue	
				x	x	x		x	80015EXP*	Expansion	9 1/2" x 12" x 1"	P	SS	White/Blue	
x	x								80737	Includes tax filing instructions under back flap	9 1/2" x 11 1/2"	M	SS	White/Green	
					x	x	x	x	80554*		9 1/2" x 12"	M	SS	White/Blue	
					x	x	x		80386	Tyvek®; Expandable; opens on bottom	9" x 12" x 2"	P	SS	White Tyvek®/ Green	
					x	x	x		80385		9 5/8" x 11 5/8"	P	SS	White/Green	

\* Items noted include a security tint

SEAL  
M = Moisture  
P = Peel & Close

FLAP  
SS = Opens on short side  
LS = Opens on long side



# Professional Tax Supplies

Get organized and save time!

## TAX INDEX TABS

Ideal for organizing tax returns, these index tabs are designed for use with letter sized folders.



- Descriptions printed on one side of tabs
- 8½" x 11"
- Heavy, 90# white cover stock
- Each tab title sold separately

### FILING INSTRUCTIONS

Item #	Position	FEDERAL COPY	Position	STATE COPY	Position
TB101S	Side Tab	TB102S	Side Tab	TB103S	Side Tab
TB101T	Bottom Tab	TB102T	Bottom Tab	TB103T	Bottom Tab

### ESTIMATES

Item #	Position	CITY/LOCAL	Position	OTHER	Position
TB104S	Side Tab	TB105S	Side Tab	TB106S	Side Tab
TB104T	Bottom Tab	TB105T	Bottom Tab	TB106T	Bottom Tab

**BOTTOM TAB**



**SIDE TAB**



## CLIENT TAX RECORDKEEPING ENVELOPE

- 28# white wove stock
- Moisture seal flap opens on long edge

Item #	Size
E047	9½" x 12⅝"



## CLIENT TAX RECORD & RECEIPT ENVELOPE

- 28# white wove stock
- Moisture seal flap opens on long edge

Item #	Size
TAXENV10	9" x 12"



## CLIENT TAX RECORD SAVER ENVELOPE

- 28# white wove stock
- Moisture seal flap opens on long edge

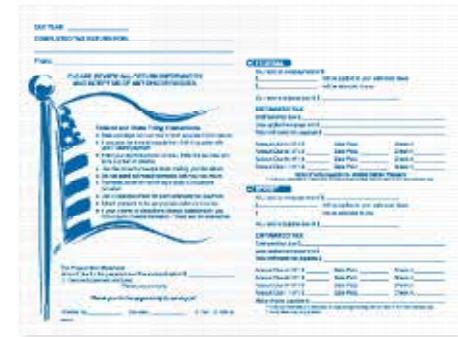
Item #	Size
TRSENV	9" x 12"



## CLIENT TAX INSTRUCTION & DELIVERY ENVELOPE

- 28# white wove stock
- Moisture seal flap opens on long edge

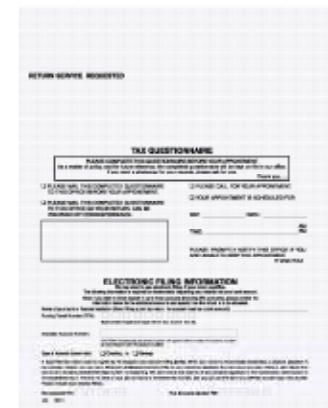
Item #	Size
TXINSTENV	9" x 12"



## 1040 TAX APPOINTMENT ORGANIZER

- 20# white bond
- Folded to 8½" x 3⅔"

Item #	Description	Size
A009	Universal Organizer	8½" x 11"
A010G	By Appointment Organizer	8½" x 11"
A011	By Mail Organizer	8½" x 11"



A009



A010G

## CLIENT TAX ORGANIZER

- 20# white bond
- 11" x 17" folded to 8½" x 11"

Item #	Description	Size
CLTTAXOR10	Client Tax Organizer Worksheet	8½" x 11"



CLTTAXOR10



# Your Folder & Envelope Partner...

We're here to help you get the right tools for putting together polished presentations that reflect your work.

Please give us a call if you would like more information or need help selecting the right folders, envelopes, organizers, or cards.

