

# FOLDERS & ENVELOPES

*Folders and envelopes for professional presentations*

- >> PROFESSIONAL IMAGE
- >> AFFORDABLE AT ANY QUANTITY
- >> GUARANTEED QUALITY

**ibbi, llc**

DENNIS "DENNY" IBBOTSON

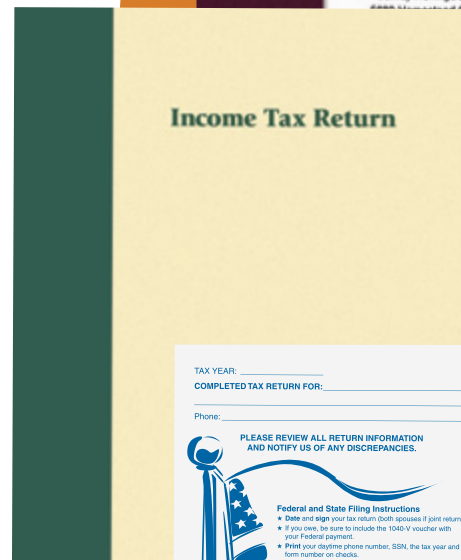
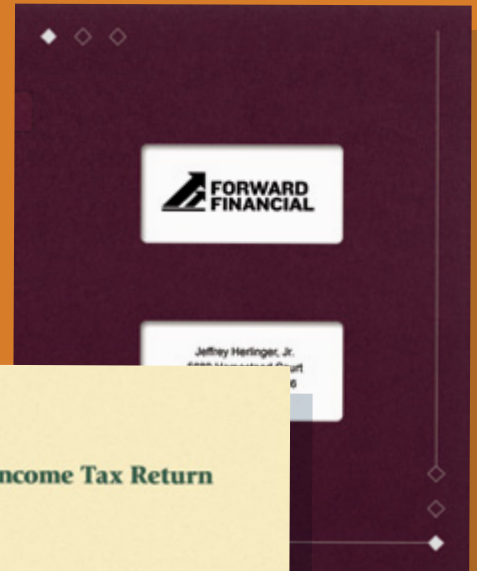
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2025



TAX YEAR: \_\_\_\_\_  
COMPLETED TAX RETURN FOR: \_\_\_\_\_  
Phone: \_\_\_\_\_

**PLEASE REVIEW ALL RETURN INFORMATION AND NOTIFY US OF ANY DISCREPANCIES.**

**Federal and State Filing Instructions**

- Date and sign your tax return (both spouses if joint return).
- If you owe, be sure to include the 1040-V together with your Federal payment.
- Print your daytime phone number, SSN, the tax year and form number on checks.
- Use the correct envelope when mailing your tax return.
- Do not send estimated payments with your tax return. Estimates must be mailed separately in envelopes provided.
- Use a separate check for each estimated tax payment.
- Attach payment to the appropriate estimate voucher.
- If your income or deductions change substantially, you may require revised estimates. Please call for assistance.

**Tax Preparation Statement**  
Amount due for the preparation of the enclosed return \$ \_\_\_\_\_  
☐ Itemized statement enclosed. Please pay promptly.

**Thank you for the opportunity to serve you!**

Checked by: \_\_\_\_\_ Due date: \_\_\_\_\_ ☐ Call ☐ Pick-up

**FEDERAL:**  
You have an overpayment of \$ \_\_\_\_\_  
\$ \_\_\_\_\_ will be applied to your estimated taxes  
\$ \_\_\_\_\_ will be refunded to you  
You have a balance due of \$ \_\_\_\_\_

**ESTIMATED TAX**  
Estimated tax due \$ \_\_\_\_\_  
Less applied overpayment \$ \_\_\_\_\_  
Total estimated tax payable \$ \_\_\_\_\_

Amount Due 4/15/11: \$	Date Paid:	Check #
Amount Due 6/15/11: \$	Date Paid:	Check #
Amount Due 9/15/11: \$	Date Paid:	Check #
Amount Due 1/15/12: \$	Date Paid:	Check #

Make checks payable to: **United States Treasury**

11 If you are any late on a liability, penalty or legal holiday, the due date is the next business day.

**STATE:**  
You have an overpayment of \$ \_\_\_\_\_  
\$ \_\_\_\_\_ will be applied to your estimated taxes  
\$ \_\_\_\_\_ will be refunded to you  
You have a balance due of \$ \_\_\_\_\_

**ESTIMATED TAX**  
Estimated tax due \$ \_\_\_\_\_  
Less applied overpayment \$ \_\_\_\_\_  
Total estimated tax payable \$ \_\_\_\_\_

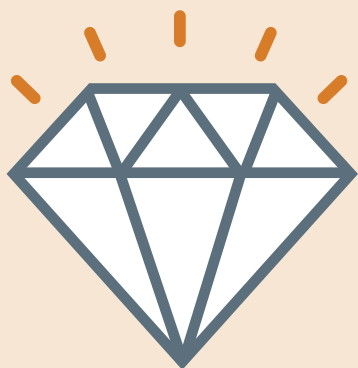
Amount Due 4/15/11: \$	Date Paid:	Check #
Amount Due 6/15/11: \$	Date Paid:	Check #
Amount Due 9/15/11: \$	Date Paid:	Check #
Amount Due 1/15/12: \$	Date Paid:	Check #

Make checks payable to: \_\_\_\_\_

11 If you are any late on a liability, penalty or legal holiday, the due date is the next business day.

12 Filing dates may vary by state.

# 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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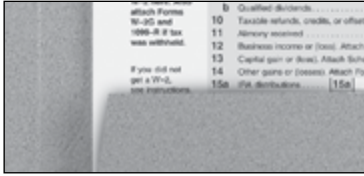
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# Tax Return Folders

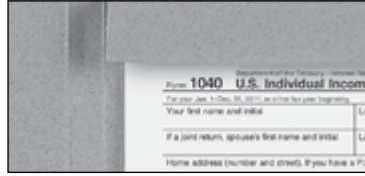
*Professional delivery and easy assembly*

## 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.

## PRESTIGIOUS TAX FOLDER

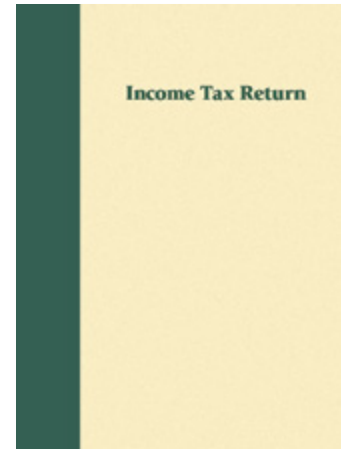
- 80# cream flecked cover stock
- Right pocket is die-cut for business card

### 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"*



Green



Blue



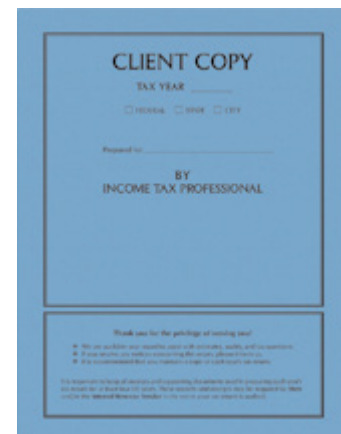
Burgundy

## 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
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



Blue

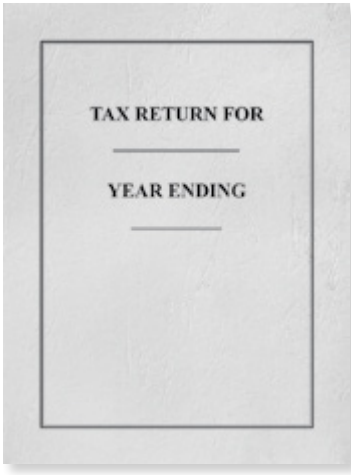


White



Cream

# Tax Return Folders



Cream w/  
blue printing



Grey w/  
black printing

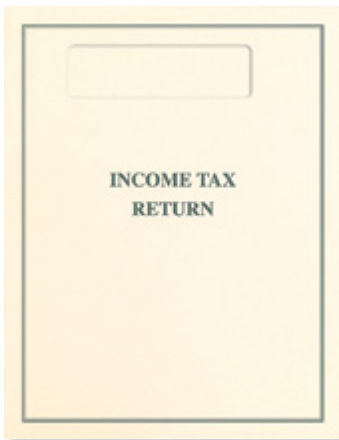
## CLASSIC TAX RETURN FOLDER

- 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

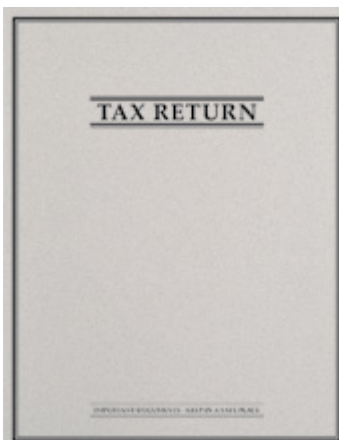
## TAX FOLDER WITH WINDOW FOR 1040 FORMS

- 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

# Tax Return Folders

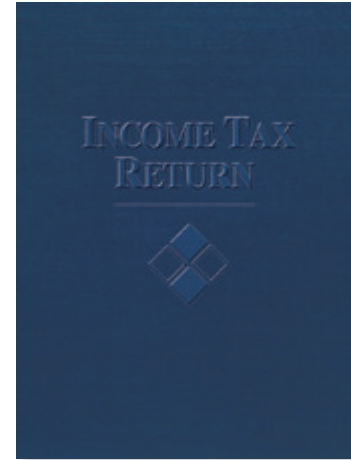
## EMBOSSED TAX RETURN FOLDER

- 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	9½" x 12"	Midnight Blue	Two 4"
FOLDER5LGBG	9½" x 12"	Burgundy	Two 4"
FOLDER5LGGN	9½" x 12"	Emerald Green	Two 4"
FOLDER5EXBL*	9⅞" 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

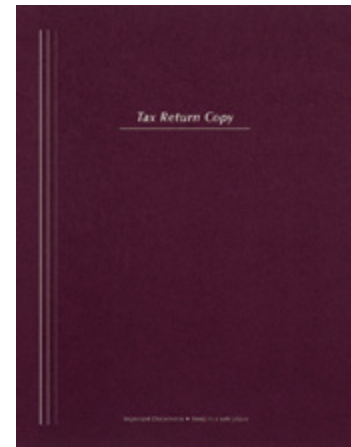
- 80# feltweave cover stock (unless noted)
- Right pocket is die-cut for business card (unless noted)

### Vertical Stripe Tax Folders

Item #	Size	Color	Assembly	Pockets	Score
FL55FD	8⅞" x 11½"	Forest Green	Top-Staple	None	1/4" Double
FL55ND	8⅞" x 11½"	Navy Blue	Top-Staple	None	1/4" Double
FL55RD	8⅞" x 11½"	Merlot	Top-Staple	None	1/4" Double
FL52FD	8⅞" x 11¼"	Forest Green	Side-Staple	None	1/2" Triple
FL52ND	8⅞" x 11¼"	Navy Blue	Side-Staple	None	1/2" Triple
FL52RD	8⅞" x 11¼"	Merlot	Side-Staple	None	1/2" Triple
PT54FD	9" x 11½"	Forest Green	Pockets	Two 3"	Single
PT54RD	9" x 11½"	Merlot	Pockets	Two 3"	Single
PT54ND	9" x 11½"	Navy Blue	Pockets	Two 3"	Single
FL51N	9" x 11¼"	Navy Blue	Side-Staple	Right 3"	3/8" Triple
FL75ND**	8⅞" x 11½"	Navy Blue	Top-Staple	Left 3"	1/4" Double
PT74ND**	9" x 11½"	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.



Burgundy Midnight Blue Emerald Green

## 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	8¾" x 11¼"	Burgundy	Pocket	Right 4"	3/8" Double
CFOLDERBL	8¾" x 11¼"	Midnight Blue	Pocket	Right 4"	3/8" Double
CFOLDERG10	8¾" x 11¼"	Emerald Green	Pocket	Right 4"	3/8" Double



Expanding pocket accommodates large tax returns



Navy Blue Forest Green Merlot

## 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 11¼"	Navy Blue	Side-Staple	Right 4"	3/8" Triple
40FN	9" x 11¼"	Forest Green	Side-Staple	Right 4"	3/8" Triple
40RN	9" x 11¼"	Merlot	Side-Staple	Right 4"	3/8" Triple

### Top-Staple Window Folders

Item #	Size	Color	Assembly	Pockets	Score
60D	8¾" x 11½"	Navy Blue	Top-Staple	None	3/8" Double
60FN	8¾" x 11½"	Forest Green	Top-Staple	None	3/8" Double
60RN	8¾" x 11½"	Merlot	Top-Staple	None	3/8" Double

# Window Folders for Tax Software

## 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	8¾" x 11¾"	Midnight Blue	Top-Staple	Left 3"	3/8" Double
TTRCBG	8¾" x 11¾"	Burgundy	Top-Staple	Left 3"	3/8" Double



Midnight Blue Burgundy Blue

## 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	8¾" x 11¼"	Midnight Blue	Pocket	Right 3" Expanding	3/8" Double
80792	8¾" x 11¼"	Burgundy	Pocket	Right 3" Expanding	3/8" Double

### Top-Staple with Offset Windows

Item #	Size	Color	Assembly	Pockets	Score
50D*	8¾" x 11½"	Navy Blue	Top-Staple	None	3/8" Double

\*80# Feltweave Cover Stock



Midnight Blue Burgundy Navy Blue

## 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	8¾" x 11¼"	Midnight Blue	Pocket	Right 4"	1/8" Double



**SOFTWARE  
COMPATIBLE  
ENVELOPES**

ON PAGE IO & II

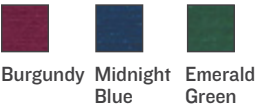


# Window Folders for Tax Software

*Guaranteed compatible with software slipsheets*

TaxWise®, Drake®, ProSeries®, Lacerte®

*All brand names are property of their respective owners.*

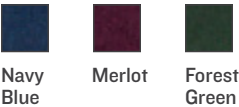


## WINDOW FOLDERS with EMBOSSSED DETAIL *for Drake and TaxWise*

- 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 3/4" x 11 1/4"	Burgundy	Side-Staple	Right 4"	1/8" Double
SSDWBL	8 3/4" x 11 1/4"	Midnight Blue	Side-Staple	Right 4"	1/8" Double
SSDWGN	8 3/4" x 11 1/4"	Emerald Green	Side-Staple	Right 4"	1/8" Double



## WINDOW FOLDERS with DIAMOND DESIGN *for Drake & TaxWise*

- 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 1/4"	Navy Blue	Side-Staple	Right 4"	3/8" Triple
FL53FN	9" x 11 1/4"	Forest Green	Side-Staple	Right 4"	3/8" Triple
FL53RN	9" x 11 1/4"	Merlot	Side-Staple	Right 4"	3/8" Triple
FL52NW	8 5/8" x 11 1/4"	Navy Blue	Side-Staple	None	1/2" Triple
FL52FW	8 5/8" x 11 1/4"	Forest Green	Side-Staple	None	1/2" Triple
FL52RW	8 5/8" x 11 1/4"	Merlot	Side-Staple	None	1/2" Triple
FL52GW	8 5/8" x 11 1/4"	Grey	Side-Staple	None	1/2" Triple

### Top-Staple Window Folders

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



# Window Folders for Tax Software

## EMBOSED 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



Burgundy



Midnight Blue

## 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



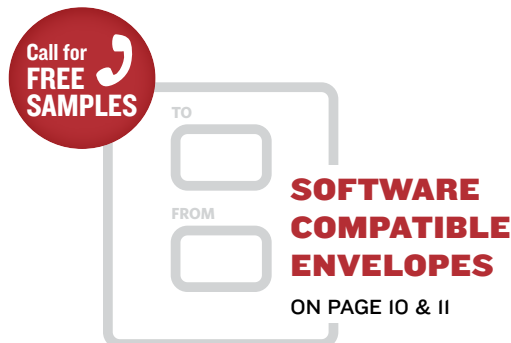
Forest Green



Navy Blue



Merlot



# Window Envelopes for Tax Software

*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	9½" x 11½"	P	SS	White/Green	
x	x		x						LA400		9½" x 11½"	M	SS	White/Green	
x	x								LA100		9" x 11½"	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								ENV600		10¼" x 12"	M	SS	White/Blue	
				x	x		x		80921*	Patriotic	9½" x 12"	P	SS	White/None	
				x	x		x		CCLNT9D10*	Patriotic	9½" x 12"	M	SS	White/None	
				x	x		x		CCLNT9A10*	Blank	9½" x 12"	M	SS	White/None	
				x	x		x		80922*		9½" x 12"	P	SS	White/Blue	
				x	x		x		CCLNT910*		9½" x 12"	M	SS	White/Blue	
				x	x				80783PS*		9½" x 12"	P	SS	White/Blue	
				x	x				80783*		9½" x 12"	M	SS	White/Blue	
x	x								80730		9½" x 11½"	M	SS	White/Blue	
			x						80324		9" x 11½"	M	SS	White/Green	

\* Items noted include a security tint

# Window Envelopes for Tax Software

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 11½"	P	SS	White/Green	
x		x	x	x					80344		9" x 11½"	M	SS	White/Green	
x		x	x	x					80418		9" x 11½"	M	LS	White	
x		x	x	x					80343PS		9½" x 11½"	P	SS	White/Green	
x		x	x	x					80343		9½" x 11½"	M	SS	White/Green	
x		x	x	x					80343EXP	Expansion	9½" x 12" x 1"	P	SS	White/Green	
x	x								80342PS		9½" x 11½"	P	SS	White/Green	
x	x								80342		9½" x 11½"	M	SS	White/Green	
				x	x	x		x	80015PS*		9½" x 12"	P	SS	White/Blue	
				x	x	x		x	80015*		9½" x 12"	M	SS	White/Blue	
				x	x	x		x	80397*		9½" x 12"	M	LS	White	
				x	x	x		x	80015EXP*	Expansion	9½" x 12" x 1"	P	SS	White/Blue	
x	x								80737	Includes tax filing instructions under back flap	9½" x 11½"	M	SS	White/Green	
				x	x	x	x	x	80554*		9½" x 12"	M	SS	White/Blue	
				x	x	x	x	x	80925*		9½" x 12"	P	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		x	80385		9⅝" x 11⅝"	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

# 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	8½" x 11¼"	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	8½" x 11¼"	None	Single window	1/2" Triple

# Multi-Purpose Folders & Envelopes

*Make any document more professional*

## LINEN FOLDER

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

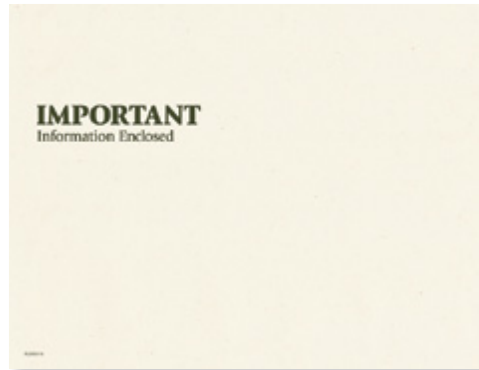
Item #	Size	Color	Pockets
FOLDER8LGBL	9½" x 12"	Midnight Blue	Two 4"



## IMPORTANT INFORMATION ENVELOPE

- 28# white wove stock
- Peel & Close flap opens on long edge

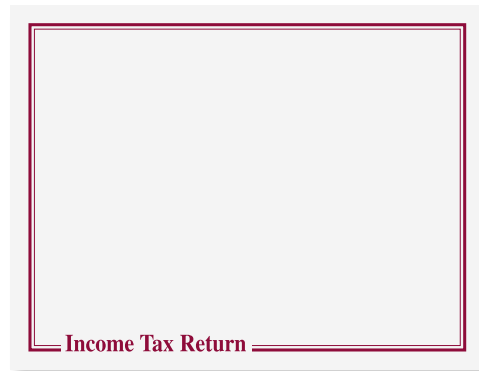
Item #	Size	Color
FLDENV10	10" x 13"	Black



## 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



Burgundy



Green



Blue



Black

# 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

**TB101S** Side Tab  
Position: 3  
**TB101T** Bottom Tab  
Position: 1

#### FEDERAL COPY

**TB102S** Side Tab  
Position: 4  
**TB102T** Bottom Tab  
Position: 2

#### STATE COPY

**TB103S** Side Tab  
Position: 5  
**TB103T** Bottom Tab  
Position: 3

### ESTIMATES

**TB104S** Side Tab  
Position: 3  
**TB104T** Bottom Tab  
Position: 1

### CITY/LOCAL

**TB105S** Side Tab  
Position: 4  
**TB105T** Bottom Tab  
Position: 2

### OTHER

**TB106S** Side Tab  
Position: 5  
**TB106T** Bottom Tab  
Position: 3

### BOTTOM TAB



### SIDE TAB



## CLIENT TAX RECORDKEEPING ENVELOPE

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

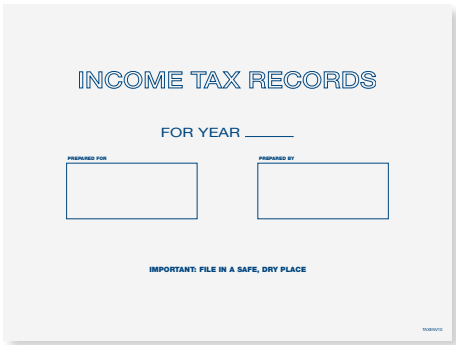
Item #	Size
E047	9½" x 12⅝"



## CLIENT TAX RECORD & RECEIPT ENVELOPE

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

Item #	Size
TAXENV10	9" x 12"







# 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, or organizers.

