NATIONAL INDEXING SYSTEMS

Index Order Form

Make copies of this form for later use.

Today's Date _____

INVOICE INFORMATION:

INVOICE TO

BUYER PO#

ADDRESS

CITY STATE ZIP

PHONE

SHIPPING INFORMATION:

SHIP TO

ADDRESS

CITY STATE ZIP

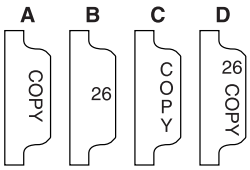
SHIP UNDER ORDER # VIA

REQUESTED SHIP DATE

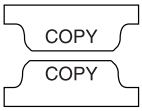
Number of Sets _____ Number of Tabs in Set_____ Number of Sheets _____ Dated_____

STANDARD SPECIFICATIONS		VARIATIONS			
Sheet Size	❑ 11x8½ + ½	Binding Edge_____x_____+ Tab Ext. ❑ ½	❑ ⅜	❑ ¼	
Paper	❑ 90#	❑ 110#	❑ Other		
	❑ White	❑ Canary	❑ Ivory (Manila)		
Tab Style	❑ Style A	❑ B ❑ C ❑ D	❑ Out & In L to R	❑ Out & In R to L	
Kind of Tab	❑ Mylar Tab	❑ No Mylar Tab	❑ No Printing	❑ Reverse	
Color of Tab	❑ Clear Mylar	❑ Colored Mylar	❑ Per Sample		
Tab Cut	2 3 4 5 6 7 8 9 10 11 12 13 ____No. of Banks____				
Tab Printing	❑ Both Sides	❑ Print One Side			
Body Printing	❑ No	❑ Yes ❑ Front	❑ Back	❑ No. of Changes_____	
Ink Color	❑ Black	❑ Other	❑ PMS		
Reinforcing	❑ Yes	❑ No			
Holes	❑ 3 Std.	❑ No Holes	❑ Other		
Round Corners	❑ None	❑ All 4 Corners	❑ 2 @ Tabs	❑ 2 @ Binding	
Gathered in Sets	❑ No	❑ Yes	❑ Polybag _____Sets/Bag		
Proof Request	❑ No	❑ Yes			

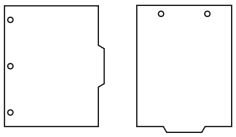
TAB STYLES



Out & In



Standard 3 Hole **2 Hole Hanging Tab**



Other (sketch here):

Tab Copy ❑ All Caps (standard – used unless instructed otherwise) ❑ Upper & Lower Case

Position	Cut	Mylar Color	Copy

Position	Cut	Mylar Color	Copy

Fax or mail to:

National Indexing Systems • 1809 S. Division Avenue • Orlando, FL 32805

800.832.0244 • 407.423.7575 • Fax: 800.648.8227 • 407.423.1464