REPORT COVER ORDER FORM

DATE: _____

SHIP TO: Firm name _____ Address _____
attn: _____ _____
_____

One Piece Report Cover

For totally hidden plastic or wire spiral comb systems. Two sizes available: Regular (1-40 pages) and Thick (41-80 pages).

Two Piece Report/Tax Cover

Includes a separate front and back cover to accommodate any size report. For those using the one-piece cover, this option would be recommended for reports over 80 pages.

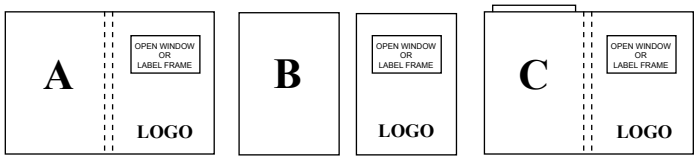
One Piece Tax Folder

Return is stapled or two-prong fastened to the top flap on the cover and then rolled over to conceal the binding. Optional index divider tabs available.

Paper color _____
Foil color _____

Window or Label
☐ open window
☐ label frame

Window/Label Size
☐ small (2 x 3 1/2)
☐ large (2 3/4 x 4 1/4)



REGULAR (1-40 pages) **A** _____ + **B** _____ (2 Piece Report Cover) + **C** _____ = _____

THICK (41-80 pages) **A** _____ + **B** _____ (2 Piece ACCO Tax) + **C** _____ = _____

"Combined" Total Order _____ (Regular + Thick = "Combined")

TO COMPUTE FINAL PRICING:

First-time firm name/logo embossing die charge	Blind emboss	$350	x	1	= _____
	Foil emboss	$450	x	1	= _____
First 1000 pieces of "combined" total order					
Blind emboss logo and window/label frame	Blind emboss	$1.49	x	1000 (qty)	= _____
Foil emboss logo and blind emboss window/label frame	Foil & Blind emboss	$1.70	x	1000 (qty)	= _____
Additional pieces over 1000 of "combined" total order					
Blind emboss logo and window/label frame	Blind emboss	$1.20	x	_____ (qty)	= _____
Foil emboss logo and blind emboss window/label frame	Foil & blind emboss	$1.36	x	_____ (qty)	= _____

Options

1. Taped tax folder pocket (for left side of tax folder)	$ .35	x _____	= _____
2. Index divider tabs (for tax return indexing)	$ .17	x _____	= _____
Taped connector pieces			
3. Hide-A-Bind (1-piece) *for use with plastic or wire combs*	$ .20	x _____	= _____
4. Removable Hide-A-Bind (2-piece set) *for use with plastic or wire combs*	$ .32	x _____	= _____
5. Three-Flex (2-piece set)	$ .32	x _____	= _____
6. Removable Three-Flex (2-piece set)	$ .32	x _____	= _____
7. Removable Tax (2-piece set)	$ .30	x _____	= _____
8. Laser label ☐ White ☐ Ivory ☐ 5-up sheet ☐ 10-up sheet	$ .15	x _____	= _____

Quantity: (Income Tax Returns _____) (Financial Statements _____) (Proposal _____) (Blank _____)

Premium Paper Charge	Green #10 or Black #9	$ .06	x _____ (combined #)	= _____
	Steel Blue #8	$ .10	x _____ (combined #)	= _____

TOTAL _____

50% Deposit (_____)

Balance due _____ *

*plus or minus over/unders plus shipping

TERMS: 50% of total with order and remaining balance due 15 days after delivery of materials.
OVERS/UNDERS: Actual quantities shipped may vary by up to 10% of the order (over or under). Final billing is based on actual quantities shipped.
LEADTIME: First order – Six weeks from receipt of name/logo artwork and deposit.
SHIPPING: Ground UPS unless otherwise specified