



ALL-STATE LEGAL

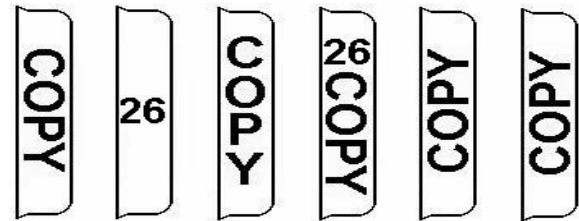
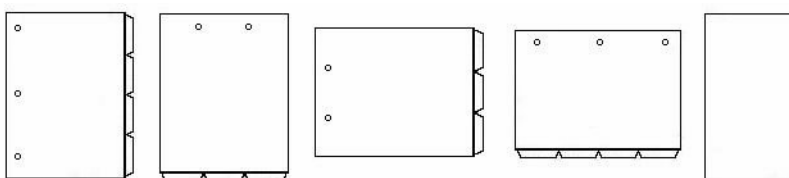
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Today's Date:
Acct #
Company Name:
Contact Name:
Phone #: Fax #:
Email:
Repeat Order Number: Exact or w/changes?
Required Delivery Date:

SHIPPING INFORMATION
P.O. #:
Shipping Address:

Step 1: INDICATE Book Format

Step 2: INDICATE Copy Format



Standard Vertical Flip Chart Landscape Horizontal Flip Chart Custom - Indicate tab position Copy In Pyramid (for #'s) Stacked # and Text Copy Out/Prt 1 Side Copy Out/Prt 2 Side

Table with 10 columns for book and copy formats, each with a checkbox for selection.

* The following applies to E/3 and F/3 ONLY: First tab on Left First Tab on right Backs: In Out

Step 3: Select Quantity And Preferences

Quantity of sets: Number of Tab Titles:
(1 Set = 1 sheet of each of the tab titles: example 10 sets of 3 titles)
Non-Collated: Number of sheets per tab title:
Sheet Size: Letter Legal Other Match Sample (Provide Sample)
Tab Cut: Side Bottom
Tab Extension: 1/2 (Std.) 1/4 3/8 Other
Paper Stock: 80# Offset White Recycled 90# White Index 110# White Index Other
Print: One Sided Two Sided (no add'l Charge)
Ink Color: PMS Color: Black
Body Copy (Provide Sample)
Typeface/Font: (If no preference, ALL-STATE LEGAL will select a standard)
Mylar on tab: Yes No Clear Writable/Erasable
Colors *Specify
Drill: Yes No Side Top: 2H 3H
Other:
Hole Size: 5/16 Diameter. (Standard) Other Diameter
Mylar Reinforced Bindery Edge: Yes No Top Side
Collate: Yes No Fro custom copier tabs Single Reverse Double Reverse
Bag: Yes No(Box Only Bulk Pack)
Individual: Sheets per bag Collated: Sets per bag