

FILING PRODUCTS



Color Coding + Personalization + Customized File Design = Efficiency



ALL-STATE LEGAL®

Discover how our full line of stock and customized filing products can help increase your firm's filing efficiency and lower costs. In addition to a complete line of products, a relationship with ASL always includes these advantages:

Fast, free shipping

With locations nationwide, ASL ships *same day* on all in-stock orders placed by 4:00 p.m. Ground shipping is *always* free on orders shipped within the contiguous United States. (Orders under \$50 incur a handling charge.)

Free inventory plans

Take advantage of volume discounts without overcrowding your office. ASL will warehouse and manage your inventory during the year, releasing only the amounts you request. Not only do you get the best prices, you avoid increases during the plan's twelve-month period (minimums apply).

Environmentally friendly

Purchase from a full line of recycled and environmentally friendly products. ASL's paper suppliers are members of the sustainable forestry initiative (SFI). ASL strives to support responsible forest management practices and to protect our environment.

Web services

Order, track usage, monitor and release inventory on your firm's account. Set up "favorite items" for quick ordering; add comments to invoices and packing slips; bill supplies directly; and control purchasing by setting user parameters, such as spending levels and products.

Knowledgeable and friendly customer service

Experienced ASL professionals are ready at 800.222.0510 from 8:30 a.m. to 7:00 p.m. ET to assist you with ordering, file design, etc.

100% Satisfaction Guaranteed!

Our main priority is to provide the best service and highest quality products on every order. Count on ASL's products, service and people to make it easier to run your office!

Choosing the right filing product is the key to improved efficiency and reduced costs

Considerations in filing

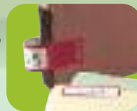
The most expensive part of any filing system is the people. Improving the efficiency of your personnel is the most effective way to reduce costs. ASL offers a full range of stock and custom products to satisfy your firm's specific needs.

Select the correct filing product

Expandable Files—Recycled, 10% PCW—the most popular legal file expands from 1 3/4" to 7" to handle your largest files. Options include pockets, jackets and envelopes.



File Identification—ASL exclusively offers Color-Bands® expandable color-coded file identification handles. Additional items include manual and electronic new case file systems, LegalKEY® compatible labels and standard file labels.



Pressboard File Folders—60% Recycled, 30% PCW—durable 1", 2" and 3" Tyvek® expansion gussets work well for frequently used files.



Classification/Partition Folders—60% Recycled, 30% PCW—sturdy pressboard folders divide file contents for easy reference. Available with one to three dividers (four to eight sections) and Tyvek expansion gussets.



Manila File Folders

Recycled, 10% PCW—generally used for small or sub-files 3/4" thick or less. 11 pt. folders are suitable for standard files. Heavier 15 pt. folders are a better choice for larger or frequently used files. ASL offers a full line of acid-free manila files with or without prongs.



Patent/Trademark Folders—Recycled, 10% PCW—standard tri-panel folder preprinted with the most popular forms, or folders and forms tailored to your specifications.

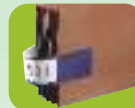
Real Estate and Bankruptcy Folders

Recycled, 10% PCW—designed distinctly to save time. Checklist forms on the cover and inside cover and preprinted tabs provide quick reference.



Improve your filing efficiency with color coding

Multiple studies prove that color coding improves filing efficiency up to 60% and minimizes costly misfilings. Color-code by case type, attorney, year or court to more quickly & easily identify and locate files.



ASL's full range of color-coded filing products include:

- expandable files
- pressboard folders
- partition folders
- patent folders
- file folders
- Color-Bands file handles
- file labels
- binders



Increase your firm's visibility with personalization and save time with customization

At ASL, we understand that your files and filing system are an extension of your operating procedures. To this end, we offer customization options for virtually all our filing products.



Personalize most visible files with your firm name and logo, or preprint time-saving forms and checklists for quick status checks.

Many people believe that creating a custom file is too expensive—NOT TRUE!

ASL makes customization easy and affordable so you can be as efficient as possible. Custom file options and minimums are listed with each item, or call our Customer Care Center to answer your questions and help you design the best product for your firm.



Stock & Custom Fibre-Guard®

The strongest file available
at manufacturer-direct pricing

EXPANDABLE FILING PRODUCTS



It's no wonder Fibre-Guard is ASL's most popular filing product. Fully reinforced, tear-resistant Tyvek® gussets, Mylar®-reinforced gusset edge and double-thick construction make our exclusive Fibre-Guard the strongest, most durable file on the market.

Choose from many styles

Pockets—letter to legal-size, 1¾", 3½", 5¼" and 7" expansion. Most popular files available in six gusset colors at no additional charge.

Shelf Tabs/End Tab Files—economical, standard shelf tabs perfect for shelf filing. Flexible full-side tabs fold back for standard drawer and file box storage, a single tab alternative for both shelf and drawer storage.

Jackets—full-height gussets keep contents secure.

Envelopes/Wallets—extra long envelope flaps securely hold contents in place. Choose from elastic or cloth ties. Our flexible end tab wallet is perfect for shelf filing.

Custom Fibre-Guard expandable files improve filing efficiency

Fibre-Guard customization options are available in quantities as low as 500:

Material—select from a wide range of materials to suit your firm's file purpose, including red fiber, acid-free Manila and specialty stocks.

Size—specify the file size needed and contents to be stored.

Tab Style—choose tab size and position to fit your indexing needs. Flexible side tabs fold back to accommodate both standard drawer and file box storage.

Economy Paper Gussets



Case-Guard®



Economy Envelope/Wallet

Case-Guard® File Pocket

Case-Guard® File Envelopes

Custom Fibre-Guard

Economy Pocket

Gussets (Expansion)—from 1¼" to 7". Consider tear-resistant Tyvek available in 26 colors for long-term or active files or economical paper gussets for short-term filing.

Imprinting—brand files with your firm name or logo for added security. Add a form or checklist to track status or enhance file efficiency.

Rivets—reinforce the file at stress points to improve durability.

Finishing Touches—clear vinyl pockets hold CDs, disks, business cards, forms and more.

Economy paper gussets offer an economical alternative

Economy paper gussets are priced to fit your budget. Great for short-term or low-use files, the rolled-over Tyvek gusset edge reinforcement prevents tearing. Available in letter- or legal-size pockets or legal-size envelopes.

Indestructible elegance at an affordable price

Designed to withstand even the harshest conditions, Case-Guard is water-resistant, tear-proof and virtually indestructible. Gussets hold their shape even after repeated use, making Case-Guard the ideal solution for active, long-term files.

Personalized Case-Guard presents your firm's distinctive image. Use for client and recruitment kits, presentation or seminar materials, estate or tax files. Personalization available in quantities as low as 50.

Color-Bands®

Get a Handle on Your Files®

FILE IDENTIFICATION

Our most popular
Fibre-Guard Pocket with
our navy blue Color-Band



Before



After

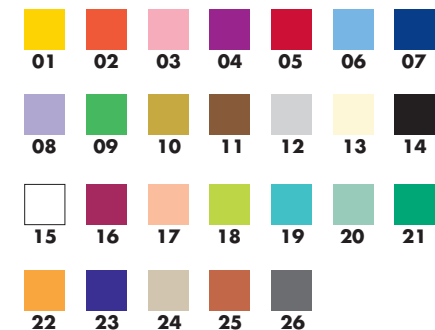
Multiple studies prove that the eye identifies and processes color more quickly and easily than text, thereby improving filing efficiency up to 60%.

Color-Bands are a great alternative to custom colored expandable files.

Color-Bands legal filing solutions can help you improve efficiency

At-a-glance file identification, color coding and a file retrieval handle—all in one! Attaching in just seconds, Color-Bands handles reduce wear and tear on file gussets, lowering replacement costs. Available in packages of 100 band and 48 band quantities.

Clear Mylar® overlay labels enhance and reinforce Color-Bands durability and can also act as an overlay for file identification labels.



Case File Systems



End Tab Labels

Color-Bands color-coded laser file folder labels

Laser expandable file label

441 exclusive 4-part form creates two index cards and five labels with a single entry

CS-1 exclusive 5-part form creates multiple file labels and records with single entry

Identify files for fast pulls

Color-Bands Laser File Folder Labels

For maximum benefits, color-code your expandable file contents with your Color-Bands handle using ASL's coordinated Color-Bands laser file folder labels.

ASL offers a full range of file labels to suit your file identification needs.

Choose from ASL's:

- exclusive laser expandable file labels
- stock and custom LegalKEY® compatible labels—3 sets per sheet
- end tab numeric labels
- end tab alpha labels
- various laser file folder labels
- custom file labels

Open and track new cases manually or electronically

Save time and money with ASL's Case File Systems. Two different forms to choose from and both prevent the loss of client information by identifying files and give you the ability to perform status checks at a glance.



Pressboard & Standard Folders

Durability for frequently used files

STANDARD FOLDERS



Partition Folders



Pocket Partition Folders



Single- and Duo-Prong Top Tab Folders



Pronged Top Tab Folders



Pronged End Tab Folders



Top Tab File Folders

Sturdy 25 pt. pressboard is a durable, economical solution for frequently used files, offered in 1" to 3" Tyvek expansion.

Customize your folders—up to 10" expansion, add partitions or include vinyl pockets. Brand files with your firm's name or logo, imprint forms to enhance file efficiency or add a checklist to track status. Select from a full range of pressboard or gusset colors and tab cuts. Customization is available in quantities as low as 250.

Partition Folders

Partition folders divide file contents for fast, easy reference. Frequently used for personnel, tax and real estate files, partition folders are available in 6 colors of pressboard, letter and legal sizes, with one divider (four sections) to three dividers (eight sections). Available with top tab or end tabs.

Pocket partitions are ideal to store photographs, original documents, disks and more.

Imprint with your firm's name, file type, form and/or checklist to further increase efficiency.

Pronged and Standard File Folders

Pronged and standard file folders hold material up to 3/4" thick in standard 11 pt. Manila and the popular heavy-duty 14 pt. Manila for larger or frequently used files. Straight cut tabs offer maximum file identification space; one-third cut tabs stagger titles for easy reference. Secure file contents with single or duo-prongs to reduce costly misplaced or lost documents. Available in a range of colors. Imprint and customize in quantities as low as 500.

Streamline paper-intensive processes with a wide variety of standard & custom options

Specialty Folders



Bankruptcy Transaction File

Real Estate Transaction Files

Standard Tri-Fold Patent Folders

Custom Tri-Fold Patent Folders Options

SPECIALTY
FOLDERS & FILES

Bankruptcy Transaction Files

Whether you represent the debtor or creditor, filing for bankruptcy under Chapter 7, 11 or 13, this file is an excellent tool. 2" Tyvek expansion gussets easily accommodate growing files, embedded prongs secure correspondence, preprinted checklists prominently display status information, pre-printed tabs offer quick and easy reference, and heavy-duty 25 pt. pressboard stock resists tearing and bending. 13 preprinted Mylar reinforced bottom tabs facilitate identification.

Real Estate Transaction Files

Maximize efficiency and save time with ASL's real estate transaction files. Preprinted checklists provide at-a-glance status information while embedded prongs secure correspondence. Durable 15 pt. Manila stock resists tearing and bending and 15 preprinted Mylar reinforced bottom tabs make it easy to locate documents.

Patent/Trademark Folders

Choose from our standard tri-fold panel folder and a selection of patent/trademark forms or create a folder to meet your firm's specific needs. Option include 11 colors, bi- or tri-fold, up to a 4" Tyvek expansion, pockets and fasteners to keep material secure, end tabs, elastic ties, special closures, and vinyl pockets, as well as custom and standard form imprints. Send us a sample of your current file to match or alter, or we will work with you to design a file from scratch. Customization is available in quantities as low as 100.

Colors for patent folders



Classification Envelope



File Envelopes, Jackets & Report Covers

REPORT COVERS ENVELOPES/JACKETS



Classification Envelopes



File Envelopes & Jackets



Pressboard Binder Covers



Manila Correspondence/Pleading Backs



Add a pouch to store loose file contents

The single-size, 50 lb. Kraft classification envelope fits both letter and legal-size files and documents. Attach the envelope to file prongs and create a pouch to store loose contents that cannot be folded or punched, such as photos and disks. Envelopes are available with 1" and 2" expansion.

Also available in Manila and Poly.

File Envelopes and Jackets

File envelopes offer durable, economical storage, and because they're closed on all sides, they're the perfect choice for file transport, mailing or storing loose materials (such as photos or disks). Order plain, imprinted with a dual case history litigation/real estate form or customized with your firm's own forms.

File jackets secure contents on three sides and can be used to subdivide the contents of larger files for easy reference.

Report Covers/File Backs

Genuine, durable pressboard folders are ideal for presentations, reports, proposals and other heavy-use documents. Choose top- or side-binding, two-piece pronged folders. We suggest separating reference material with standard or custom tabs.

File backs use a single sheet of pronged Manila to add support to a file while separating it from other documents. Add a clear plastic sheet to protect the top of the document. File backs can be "chained" together to form tabs within a document. Tabbed file backs are also available.

The Finishing Touch

Binding Covers & Strips



BINDING
 COVERS/STRIPS



Leatherette Covers Available
(Comb Binding)

Window Covers

Linen Covers Available
(Comb Binding)

(Comb Binding)

Plastic Binding Strips

Plain Covers

(VeloBind Style)

(VeloBind)

Clear Plastic Covers

(VeloBind Style)

VeloBind® Style and Plastic Comb Binding

ASL offers a full line of binding supplies:

Leatherette/Regency Covers—offer the most professional image. Foil embossed imprinting adds a lasting impression.

Linen Covers—available in 9 colors, available printed or embossed.

Clear Covers—protects document and highlights customized cover page.

Imprinted/Window Cover—available in quantities as low as 100.

VeloBind style permanently binds document with a book-like finish for a professional presentation. Covers have square corners. Laser compatible version available.

Plastic Comb binding offers an economical and professional look where pages lie completely flat when opened. Binding machines offer editing capabilities. Covers have rounded corners, except clear plastic. 3/8" to 2" plastic strips can be imprinted.

Equipment—ASL also offers binding equipment. Please call for information and pricing.

Request VeloBind style or plastic comb sample when an exact match is required.

Be sure that your binding products not only fulfill your functional, presentation or storage needs, but that they also dynamically display your firm's image. Select from a wide range of customized options to meet all your binding needs.

Additional presentation materials, such as presentation folders, are available.

Make it easier to run your office with ASL:

BRANDING: Stationery | Promotional Products | Holiday Cards | Marketing Materials

OFFICE: Filing | Bond Paper | Mailing, Pads, Time & Billing | General Office Supplies

LEGAL: Corporate Kits | Litigation Supplies & Exhibit Tabs | Legal Forms | Wills & Estates

For more information call 800.222.0510 or visit aslegal.com.



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