

Date \_\_\_\_\_ P.O. # \_\_\_\_\_

Company Name \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

QUANTITY	1	2	3
# of Sets	_____	_____	_____
Tabs per Set	_____	_____	_____
Total Sheets	_____	_____	_____
Price	_____	_____	_____
F.O.B. Point	_____	_____	_____
Lead Time	_____	_____	_____
Quote By	_____		
Previous Job #	_____		

Ordered quantity subject to 5% overs or unders and invoiced accordingly.  
 Quoted delivery begins after receipt of order and clarification of all specifications.

## INDEX TABS — QUOTATION / ORDER FORM

### SHIPPING INSTRUCTIONS

Same as P.O.    Drop Ship

Ship to: \_\_\_\_\_

Address: \_\_\_\_\_

Attention: \_\_\_\_\_

P.O. # \_\_\_\_\_ Form # \_\_\_\_\_

Special Instructions \_\_\_\_\_

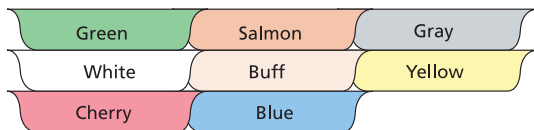
## THE FOLLOWING INFORMATION IS FOR A

Index Quotation Request    Index Purchase Order

### PAPER

90# White    90# Ivory

Other: \_\_\_\_\_  90#    110#



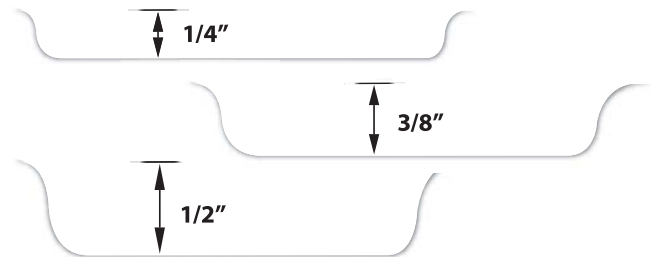
### SHEET SIZE

Overall Size (Including Tabs) \_\_\_\_\_ x \_\_\_\_\_

Body Size \_\_\_\_\_ x \_\_\_\_\_

### TAB SIZE

1/4"    3/8"    1/2"    Other \_\_\_\_\_



### PRINT

None    1 Side    2 Sides

Body Print (List under "Body Copy" on back)

Black Ink    PMS# \_\_\_\_\_

