



REPORT COVER ENGRAVING ORDER FORM

DATE: _____

SHIP Firm name _____ Address _____
TO: 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 _____
 Engraving/Flat Foil color #1 _____
 Engraving/Flat Foil color #2 _____

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** + **C** = _____
2 Piece Report Cover

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

“Combined” Total Order

Regular + Thick = “Combined”

TO COMPUTE FINAL PRICING:

First-time firm name engraving die charge
 Color #1 Engraving/Flat Foil Stamp Die \$100 x 1 = _____
 Color #2 Engraving/Flat Foil Stamp Die \$100 x 1 = _____

First 500 pieces of “combined” total order
 Blind emboss window/label frame First color engraving/flat foil stamp \$1.47 x 500 (qty) = _____
 Second color engraving/flat foil stamp \$.26 x 500 (qty) = _____

Additional pieces over 500 of “combined” total order
 Engraved firm name and blind embossed window frame First color engraving (over 500) \$1.28 x _____ (qty) = _____
 Second color engraving (over 500) \$.16 x _____ (qty) = _____

Options

- 1. Taped tax folder pocket (for left side of tax folder) \$.25 x _____ = _____
- 2. Index divider tabs (for tax return indexing) \$.15 x _____ = _____
- Taped connector pieces
- 3. Hide-A-Bind (1-piece) for use with plastic or wire combs \$.18 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 _____ = _____
 Steel Blue #8 \$.10 x _____ = _____

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

TOTAL _____
50% Deposit (_____)
Balance due _____*

*plus or minus over/unders plus shipping