



# REPORT COVER ORDER FORM

DATE: \_\_\_\_\_

SHIP Firm name \_\_\_\_\_ Address \_\_\_\_\_  
 TO: attn: \_\_\_\_\_

### One Piece Report Cover

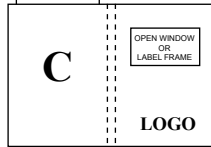
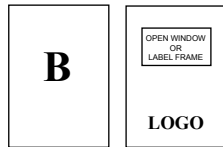
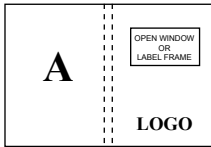
For totally hidden plastic or wire spiral comb systems. Two sizes available: Regular (1-40 pages) and Thick (41-80 pages).

### 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 \_\_\_\_\_  
 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** \_\_\_\_\_ + **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/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	\$1.37	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	\$1.08	x	_____ (qty)	=	_____
Foil emboss logo and blind emboss window/label frame	Foil & blind emboss	\$1.31	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	_____	=	_____
			combined #		
Steel Blue #8	\$ .10	x	_____	=	_____
			combined #		

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