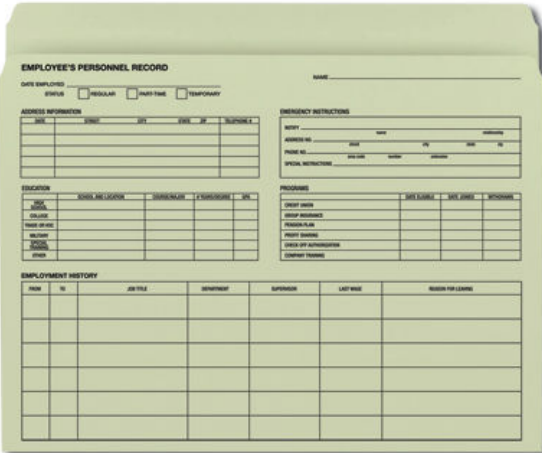


Employee Record File Folder

ITEM NO: 77000



The form is titled "EMPLOYEE'S PERSONNEL RECORD" and includes sections for:

- DATE EMPLOYED:** STATUS (REGULAR, PART TIME, TEMPORARY)
- ADDRESS INFORMATION:** NAME, ADDRESS NO., PHONE NO., FAX NO., E-MAIL, WEBSITE
- EDUCATION:** SCHOOL, DEGREE, MAJOR, MINOR, OTHER
- EMPLOYMENT HISTORY:** FROM, TO, JOB TITLE, DEPARTMENT, SUPERVISOR, LAST WAGE, REASON FOR LEAVING
- PROFESSIONS:** CREDIT, CREDIT, CREDIT, CREDIT, CREDIT, CREDIT, CREDIT, CREDIT, CREDIT, CREDIT
- EMERGENCY INSTRUCTIONS:** NAME, ADDRESS NO., PHONE NO., FAX NO., E-MAIL, WEBSITE




Employee Record File folders are ideal for maintaining confidential employee information in a consistent format. For added security, the folder may be reversed so that all information written on the preprinted forms appears on the inside of the folder.

FEATURES:

- 11 point colored stock
- Straight-cut tab
- Preprinted forms on front and back
- Reversible folder design
- Scored for 3/4" expansion
- 10% recycled content, 10% post-consumer material

Smead Employee Record File Folder 77000, Straight-Cut Tab, Letter, Moss

PRODUCT DETAILS

Item No:	77000
Size:	Letter
Dimensions:	11-5/8" W x 9-1/2" H OVERALL, 9" H BODY
Material:	11 point colored
Color:	Moss
Tabs:	Straight-cut
Qty Per Pack:	20
Qty Per Carton:	5
SFI:	 Sustainable Forestry Initiative
Recycled Content:	 10% recycled content, 10% post-consumer waste
Made In:	 Made in the USA
Special Material:	Acid Free
Usage:	Drawer Filing
Stock No:	77000