



KEEPING YOU ORGANIZED®

Classification Folders

Create a file within a file

If there's a way to keep everything at your fingertips, this is it.

- Organization made easy
- Fasteners keep documents secure
- Instant access to documents
- Available in Top Tab or End Tab



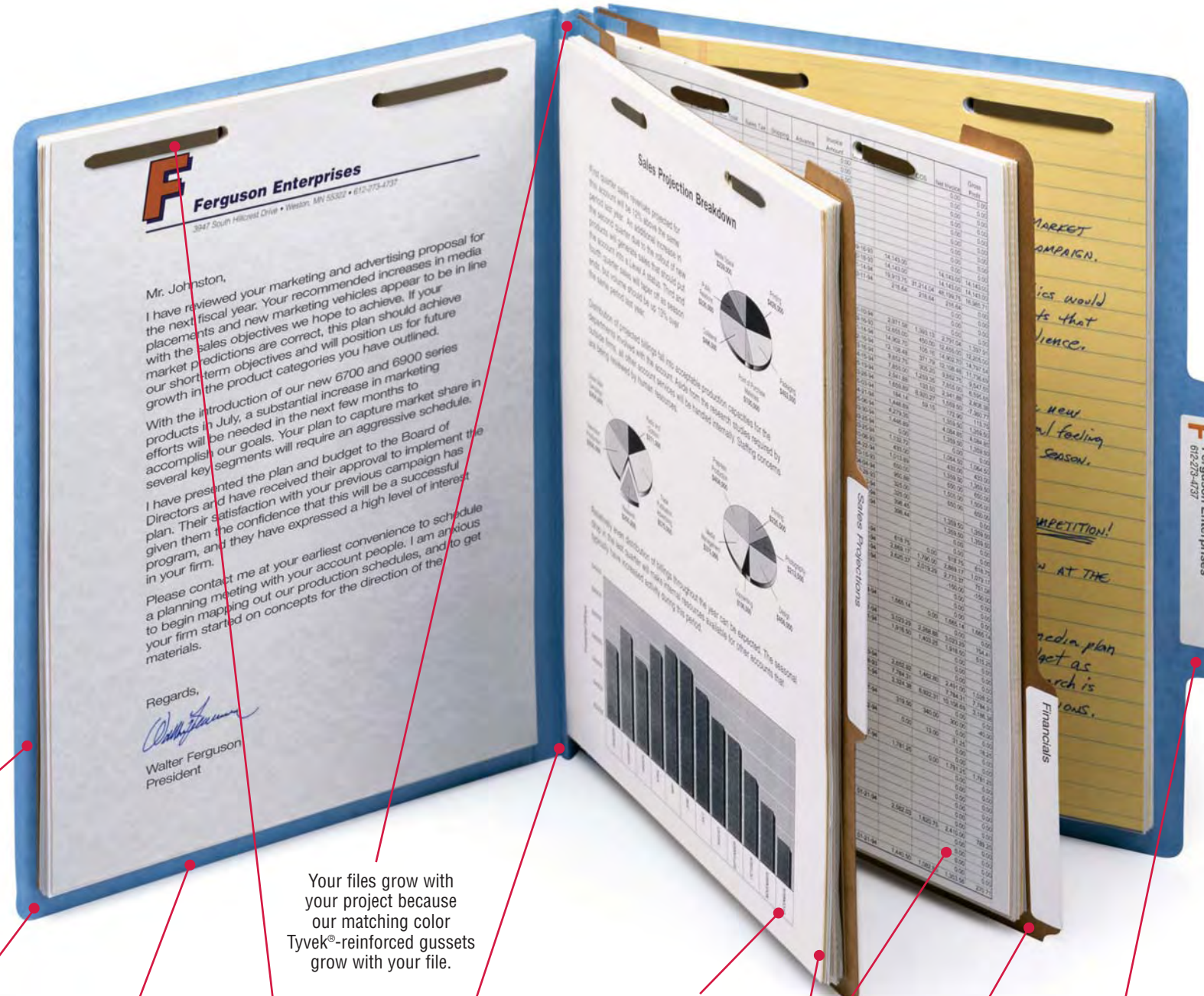
Remain focused, organized, and totally in control.

Organization made easy.

1. Organization is easy once you divide your documents. By breaking your project or task down into sections they are easily accessible.

2. Adding a page is simple and easy using the sturdy fasteners. And your papers stay secured and in the right order.

3. Tabs on the divider allow you to quickly find what you want, it's like a file within a file.



Show concern for the environment with our recycled folder materials.

Your demanding filing needs are met with our heavy-duty pressboard or poly folder covers.

Organize projects by client, subject matter or level of importance by choosing from eight distinctive colors.

Hold up to 250 pages of material with our durable prong fastener on the front and back cover of each folder.

Your files grow with your project because our matching color Tyvek®-reinforced gussets grow with your file.

Folder and dividers stand up to frequent usage due to superior construction.

Pages are held neat and secure on each side of the dividers.

Depending on the number of subjects needed, choose from 4, 6 or 8 filing surfaces.

Classification indexing is made easy within your file with our divider tabs.

Project or client information is easily identified on the durable folder tab. And greater efficiency is achieved by adding a color-coded name or subject label.

When you can't punch important documents, choose from the following options:



Slash Jacket Dividers

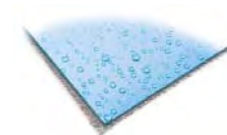


Pocket Dividers



Wallet Dividers

Also available in WaterShed®/CutLess®



Spills wipe clean. Reduced likelihood of papercuts.

Common applications for classification folders:

- Quarterly and annual reports
- Mortgage transaction records
- Presentations and proposals
- Important client records
- Patient history files
- Contract information
- Personnel files
- Financial records
- Personal records
- Estate planning
- Project files
- Tax records
- Budget files

Organize and prioritize with color



Top Tab Classification Folders

FOLDER: 2/5-cut tab and 2" expansion (unless otherwise noted)
 All folders have two 2" prong fasteners in positions no. 1 and no. 3
 DIVIDER(S): 1/3-cut tab, 1" fastener on both sides of divider(s)
 LETTER SIZE 11-3/4" W x 10" H Overall, 9-1/2" H Body
 LEGAL SIZE 14-3/4" W x 10" H Overall, 9-1/2" H Body

Description	One Divider		Two Dividers		Three Dividers	
	Letter	Legal	Letter	Legal	Letter	Legal
18 Point Manila or 14 Point Colored Folder, Manila Divider						
Manila	13700	18700	14000	19000	-	-
Blue	13701	-	14001	-	-	-
Green	13702	-	14002	-	-	-
Red	13703	-	14003	-	-	-
Yellow	13704	-	14004	-	-	-
Retail Convenience 3-Pack						
Assorted Colors	-	-	13755	-	-	-
●●● (Camel, Lake Blue and Moss), Printed Lines on Folder						
Super Durable Poly Folder, Manila Poly Divider						
Blue Poly	13745	-	14045	19045	-	-
Heavy-duty WaterShed®/CutLess® Folder, Manila CutLess Divider						
Blue, Manila Interior Printed Lines on Folder	13740	18740	14044	19044	-	-
Heavy-duty WaterShed/CutLess Folder, Manila Slash Jacket Divider						
Blue, Manila Interior	13787	-	14046	-	-	-
Pressboard Folder, Kraft Divider						
1 or 2 Dividers, 2" Expansion – 3 Dividers, 3" Expansion						
Red Pressboard	13775	18775	14075	19075	14092	19092
Red Pressboard 1/3-Cut Flat Metal Tab	-	-	14230	19230	-	-
Gray/Green Pressboard	13776	18776	14076	19076	14091	19091
Gray/Green Pressboard 1/3-Cut Tab	-	-	14215	19215	-	-
Blue Pressboard	13730	18730	14030	19030	14094	19094
Bright Red Pressboard	13731	18731	14031	19031	14095	19095
Dark Blue Pressboard	13732	18732	14032	19035	14096	19096
Green Pressboard	13733	18733	14033	19033	14097	19097
Yellow Pressboard	13734	18734	14034	19034	14098	19098
NEW Asst. Pressboard Colors	-	-	14025	19025	-	-
●●● (Blue, Bright Red, Dark Blue and Yellow)						
Retail Convenience 5-Pack						
Red Pressboard	13746	18744	14054	19046	-	-
Retail Convenience 5-Pack						
Blue Pressboard	13748	18748	14056	19048	-	-
Retail Convenience 5-Pack						
Green Pressboard	13749	18749	14057	19049	-	-
Retail Convenience 5-Pack						
Asst. Pressboard Colors	-	-	14049	-	-	-
●●● (Blue, Bright Red, Dark Blue and Yellow)						
Pressboard Folder, Kraft Pocket Divider*						
Red Pressboard	-	-	14079	19079	-	-
Blue Pressboard	-	-	14081	19081	-	-
Bright Red Pressboard	-	-	14082	19082	-	-
Green Pressboard	-	-	14083	19083	-	-
Yellow Pressboard	-	-	14084	19084	-	-
Pressboard Folder, One Kraft Wallet Divider and One Kraft Divider**						
NEW Red Pressboard	14065	19065	-	-	-	-
Retail-Convenience 2-Pack						
NEW Red Pressboard	14060	-	-	-	-	-

*U.S. Patent No. 6,082,612 **Patent Pending

End Tab Classification Folders

FOLDER: Straight-cut tab and 2" expansion (unless otherwise noted)
 All folders have two 2" prong fasteners in positions no. 1 and no. 3
 DIVIDER(S): 1/3-cut tab, 1" fastener on both sides of divider(s)
 LETTER SIZE 12-1/4" W x 9-1/2" H Overall, 11-3/4" W Body
 LEGAL SIZE 15-1/4" W x 9-1/2" H Overall, 14-3/4" W Body

Description	One Divider		Two Dividers		Three Dividers	
	Letter	Legal	Letter	Legal	Letter	Legal
18 Point Manila or 14 Point Colored Folder, Manila Divider						
Manila	26825	29825	26835	29835	-	-
Blue	26826	-	26836	-	-	-
Green	26827	-	26837	-	-	-
Red	26828	-	26838	-	-	-
Yellow	26829	-	26839	-	-	-
Heavy-duty WaterShed®/CutLess® Folder, Manila CutLess Divider						
Blue, Manila Interior Printed Lines on Folder	26801	29801	26771	29771	-	-
Pressboard Folder, Kraft Divider						
1 or 2 Dividers, 2" Expansion – 3 Dividers, 3" Expansion						
Gray/Green Pressboard	26800	29800	26810	29810	26820	29820
Gray/Green Pressboard 4"-High Tab	-	-	26779	29779	-	-
Red Pressboard	26855	29855	26860	29860	26865	29865
Red Pressboard 2/5-Cut Tab	26766	29766	-	-	-	-
Blue Pressboard	26881	29881	26781	29781	-	-
Bright Red Pressboard	26883	29883	26783	29783	-	-
Dark Blue Pressboard	26884	29884	26784	29784	-	-
Green Pressboard	26885	29885	26785	29785	-	-
Yellow Pressboard	26889	29889	26789	29789	-	-
Pressboard Folder, Kraft Pocket Divider*						
Gray/Green Pressboard	26700	29700	26710	29710	-	-
Blue Pressboard	-	-	26711	29711	-	-
Bright Red Pressboard	-	-	26713	29713	-	-
Green Pressboard	-	-	26715	29715	-	-
Yellow Pressboard	-	-	26719	29719	-	-
Pressboard Folder, One Kraft Wallet Divider and One Kraft Divider**						
NEW Gray/Green Pressboard	26861	29861	-	-	-	-

*U.S. Patent No. 6,082,612 **Patent Pending



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