

# custom index tabs

All tab orders are custom quoted, please contact a Customer Service Representative in written format with the specifications in order for us to provide an accurate quote.

- Custom sheet sizes are available
- Tabs can be printed single or double sided
- Body copy is available on the tab sheets
- Standard tabs are printed in black with white index stock
- Different printing and material colours are available
- PMS colour match is at no extra cost
- Holds can be drilled or punched, please specify
- Reinforcement is available for the holes
- Tabs can be collated and packaged in bulk, poly bagged or paper banded
- Proof is provided for all new orders
- Minimum quantity is 25 sets

## tab terminology

BANKS	A bank of tabs is a complete row of same size tabs along the length of the outer (binding) edge
BINDING EDGE	The outer edge of the tab sheet before the tab extension
BODY PRINTING	Body printing referring to print on the tab sheet and not on the tab extension, can be printed single or double sized
COLLATED	To gather each tab to create a complete set in sequence.
DRILLED	To produce holes in the tab sheets. Three elements must be specified for the drilling process: Number of the holes – The standard is 3 holes, unless stated otherwise Diameter of the holes – The diameter of the holes can be different, however, the standard hole size is 5/16" Spacing of the holes – The spacing is determined from center of the center hole to the center of the next hole
EXTENSION	Refers to the length the tab extends out from the outer edge of the sheet Standard tab extension is 1/2"
MYLAR ON TAB	A plastic film in a various colours or clear can be applied on the tab extension to provide protection and added strength
SET	A selection of tabs as a single unit A single set of tabs can include more than one bank of tabs

style  
available

