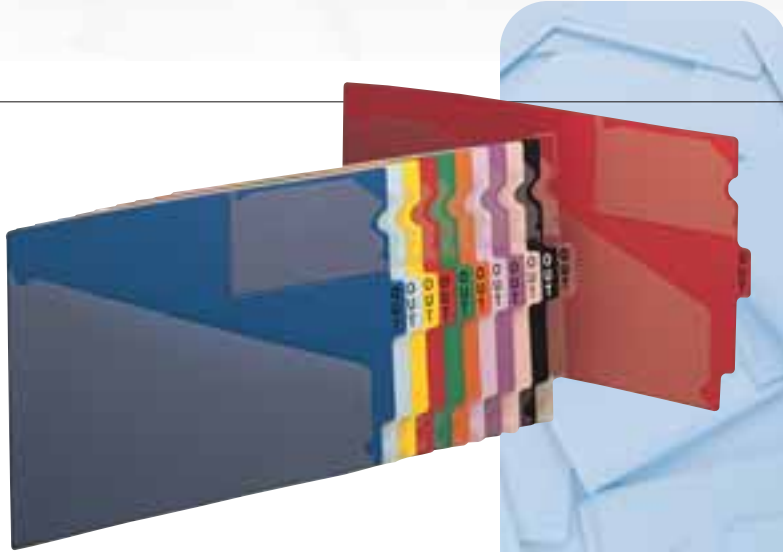


LETTER AND LEGAL OUTGUIDES



CENTER TAB OUTGUIDES

The angle cut pocket of this outguide design makes it easy to insert and remove data. The thumb-notch on the charge-out slip pocket allows for filing efficiency. Both guides are sized so that the "OUT" tab projects 1/2" beyond the edges of end tab file folders. The tab is printed on both sides to increase readability. The rigid vinyl body is specially formulated to provide flexibility and durability.

Letter Size Specifications - #OG173

- *Size:* Body 9-1/2" x 12-3/8", Overall 9-1/2" x 12-7/8"
- *Colors:* Red, Purple, Black, Orange, Pink, Yellow, Light Blue, Green, Lavender, Blue, Clear
- *Packed:* 50/Box

Legal Size Specifications - #OG176

- *Size:* Body 9-1/2" x 15-1/4", Overall 9-1/2" x 15-3/4"
- *Color:* Red
- *Packed:* 50/Box

BOTTOM TAB OUTGUIDES

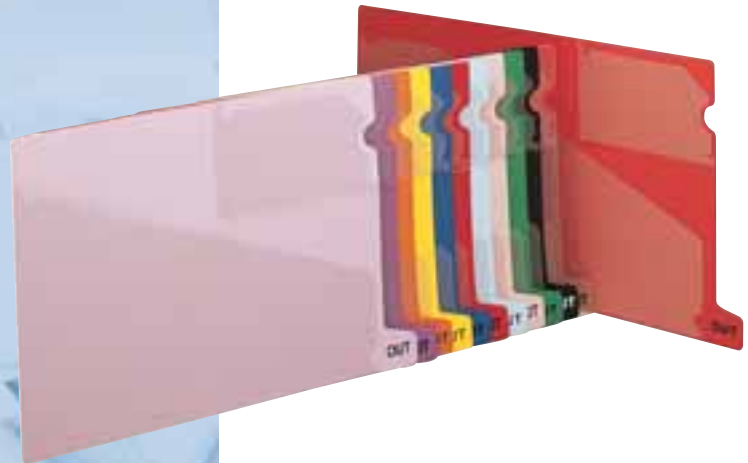
Similar in construction to the Center Tab Outguides, the Bottom Tab Outguides have an angle cut pocket (which allows for easy access to data) as well as thumb-notched charge-out slip pocket. The rigid vinyl body is specially formulated to provide flexibility and durability. Both Letter and Legal size guides have a double sided "OUT" tab located in the lower corner of the product which protrudes neatly from the bottom notched end tab folders.

Letter Size Specifications - #OG174

- *Size:* Body 9-1/2" x 11-7/8", Overall 9-1/2" x 13"
- *Colors:* Red, Purple, Black, Orange, Pink, Yellow, Light Blue, Green, Lavender, Blue, Clear
- *Packed:* 50/Box

Legal Size Specifications - #OG172

- *Size:* Body 9-1/2" x 14-7/8", Overall 9-1/2" x 16"
- *Color:* Red
- *Packed:* 50/Box



BOTTOM TAB, FULL POCKET OUTGUIDES

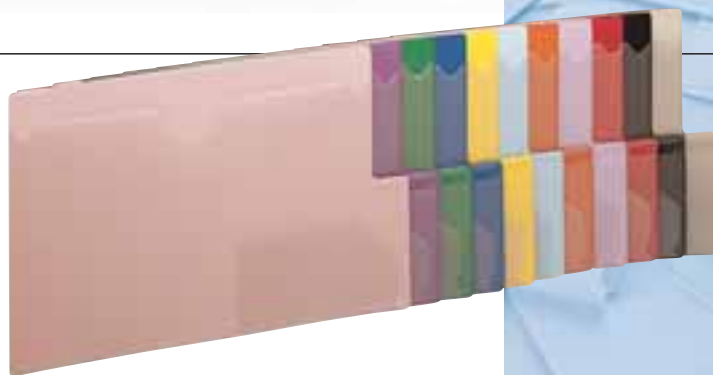
This outguide has a rigid body and two resilient, suede clear pockets with stress relief contours. The larger angle cut pocket allows for easier insertion and removal of data. The smaller pocket, located on top of the larger pocket and on the "OUT" tab, lets you insert or check the charge-out slip without having to remove the guide. The triple material thickness on the tab prevents it from cracking or breaking.

Letter Size Specifications - #OG178

- *Size:* Body 9-1/2" x 11-7/8", Overall 9-1/2" x 13"
- *Colors:* Red, Purple, Black, Orange, Pink, Yellow, Light Blue, Green, Lavender, Blue, Clear
- *Packed:* 25/Box



LETTER AND LEGAL OUTGUIDES



LARGE TAB LETTER OUTGUIDES

Large Tab Letter Outguides are the most popular outguide in a medical records open shelf filing system. The small pocket sits right on the tab allowing the charge-out slip to be inserted or checked without removing the guide. Stress contours and thumb-cuts add extra-life to the resilient, suede-clear pocket material. The special formulation of the rigid vinyl back gives it enough flexibility to handle day-to-day use.

Large Tab Letter Outguide Specifications - #OG171

- *Size:* Body 9" x 12", Overall 9" x 13-1/4"
- *Colors:* Red, Purple, Black, Orange, Pink, Yellow, Light Blue, Green, Lavender, Blue, Clear
- *Packed:* 100/Box

ECONOMY LETTER/LEGAL OUTGUIDES

When the full pocket is not needed, our Economy Letter and Legal Outguides are the solution. "OUT" is printed on both sides of the bright rigid vinyl guides. The 3" x 5-1/2" pocket allows charge-out slips to be inserted and removed quickly.

Need a custom length? We will make your special size with little or no extra charge.

Letter Size Specifications - #OG610

- *Size:* Overall 4" x 13"
- *Colors:* Red, Orange, Yellow, Green and Blue
- *Packed:* 50/Box



TOP TAB DRAWER STYLE OUTGUIDES

The tab position works well with top tab file folders in open shelf filing and standard drawer filing.

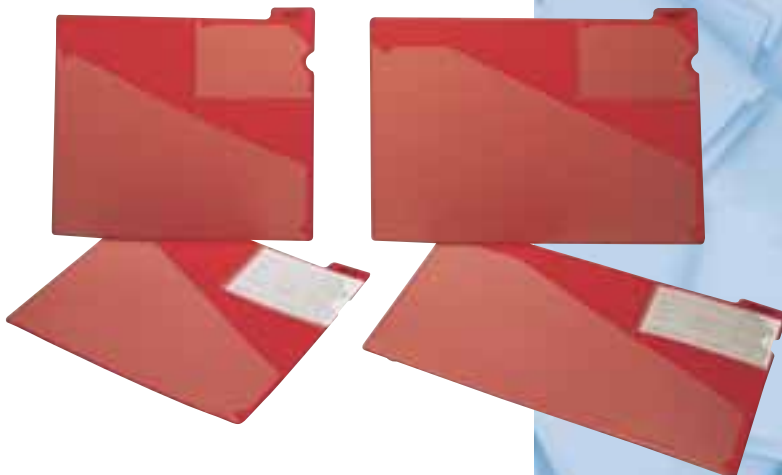
The rigid body makes the outguide a durable, yet flexible product that can withstand daily use. A large angle cut suede-clear pocket gives easy access to data. The smaller pocket located just below the "OUT" tab in the upper corner allows for a charge-out slip to be inserted or checked without having to remove the outguide from the drawer.

Letter Size Specifications - #OG181

- *Size:* Body 9-1/2" x 11-3/4", Overall 10" x 11-3/4"
- *Color:* Red
- *Packed:* 25/Box

Legal Size Specifications - #OG182

- *Size:* Body 9-1/2" x 14-3/4", Overall 10" x 14-3/4"
- *Color:* Red
- *Packed:* 25/Box



O T H E R G U I D E S



Custom printing is available.

CHARGE-OUT SLIPS

These simple forms provide written records to control borrowed files. Spaces for "Who", "What", "Where" and "When". Slips are inserted into smaller pockets of the outguides.

Single Part Slip Specifications - #OG177

- *Size:* Overall 3" x 5"
- *Color:* White
- *Packed:* 10 Pads of 50/Package

Two Part Carbonless Slip Specifications - #OG177-2

- *Size:* Overall 3" x 5"
- *Color:* White/Yellow
- *Packed:* 500 Sets/Package

SHELF GUIDES

The Shelf Guide acts as a visual index for open shelf filing systems by providing rapid reference to the guides.

- Personnel can move more quickly to proper file location and the accuracy of refiling is improved
- Guides can be used in left and right hand aisles
- Large black characters are printed on both sides of the guide and can be read back to front
- All in-stock guides are constructed of bright yellow, 24 gauge, rigid vinyl with rounded corners
- Guides are 4" high. Stocked in the following sizes: Letter 14-1/2" long, X-Ray 21" long. Guides can be cut to any length at no extra charge.
- Guides can be customized according to your designs and specifications
- *Color:* Yellow

Alphabet - #OG580
(x-ray)



Numbers - #OG530
(x-ray)



Alphabet - #OG590
(letter)



Blanks - #OG790
(x-ray)



Numbers - #OG570
(letter)



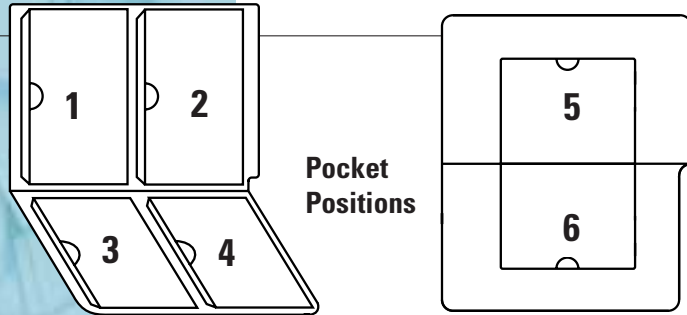
Blanks - #OG780
(letter)

POCKET AFFIXING

Factory mounted pockets are an effective way to help organize the contents of the folder. Pockets can generally be made with top or side openings and can be mounted almost anywhere in the folder or in other filing products. Our company has a variety of pocket styles and sizes. For additional sizes contact your Sales Representative.

PAPER POCKETS

These can be manufactured using manila, kraft or almost any paper stock. We carry a variety of stock paper pockets.



VINYL OR POLY POCKETS

| Stock Item Number | Description |
|-------------------|--|
| 2330 | 6 mil. Vinyl for Size 2-1/8" x 3-3/8" Opening on 2-1/8" dimension |
| WV53 | Heavy Duty Vinyl for Card Size 5" x 3" Opening on 5" dimension |
| WV64 | Heavy Duty Vinyl for Card Size 6" x 4" Opening on 6" dimension |
| WV85 | Heavy Duty Vinyl for Card Size 8" x 5" Opening on 8" dimension |
| 5P23 | 5 mil. Poly for Card Size 2-1/8" x 3-3/8" Opening on 2-1/8" dimension |
| 5P35 | 5 mil. Poly for Card Size 3" x 5" Opening on 3" dimension |
| 5P53 | 5 mil. Poly for Card Size 5" x 3" Opening on 5" dimension |
| 5P46 | 5 mil. Poly for Card Size 4" x 6" Opening on 4" dimension |
| 5P64 | 5 mil. Poly for Card Size 6" x 4" Opening on 6" dimension |
| 5P85 | 5 mil. Poly for Card Size 8" x 5" Opening on 8" dimension |

All dimensions are for actual card sizes.
A minimum order of 1,000 is required.



C O N V E R T E R S

COMPUTER GENERATED CONVERTERS

With our computer generated, self-adhesive, Code-A-Converter you can convert top tab folders into instant side tab folders in one easy application.

This product has excellent application for shelving conversions where the top tab folders are in good condition and not ready to be replaced with new side tab folders.

The color coding portion can be produced to match almost any existing system. The label can be customized to contain a bar code, name, address, year band, designation bar and company logo, etc. This is similar to a regular computer generated strip label.



Expand-A-Tab - #XPTAB



Convert-A-Tab - #CVTAB

ENDTAB CONVERTERS

When converting from drawer style to shelf filing, endtabs are a quick and economical alternative to replacing entire file folders. The self-adhesive strip adheres to both the front and back of the folder, offering stability and prolonged wearability. The endtab converter is available in standard notched tab style or full end tab format.

- Notched tab style - **#ETC9150**
- Full end tab - **#ETC9165**

#ETC55993 This end tab converter is designed to convert drawer file folders to shelf file folders. It is as simple as attaching the ETC55993 end tab converter adhesive strip to the inside of the back flap of the folder! The end tab converter can be labeled prior to attaching it to the folder. This end tab converter is available in white.

#ETC55995 The ETC55995 is made 1/2" shorter than the ETC55993 allowing this end tab to be used with 1/3rd cut drawer files. The tab cut is positioned away from the right edge of the folder. The end tab converter can be labeled prior to attaching it to the folder. This end tab converter is available in white.

