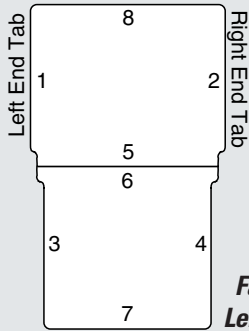


F A S T E N E R S

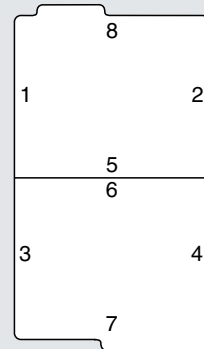
ORDERING FASTENERS



Fastener Positions - Left and Right End Tab

Fasteners or Clips can be ordered in any position. Please refer to the charts for clip and fastener position numbers. When ordering, state the folder item number, size of the fastener, type of the fastener and the desired position(s).

Example: MRS-10, 1" Sem-Clip, position #1 and #3.



Fastener Positions - Top Tab

FACTORY INSTALLED FASTENERS

Sem-Clip - A Sem-Clip has a strong fiber base with enamel-coated steel construction prongs. It is heat bonded to the inside surface of the folder. Their fiber base makes it nearly impossible to rip from the folder. The main advantage of this style clip is that there are no edges on the outside of the folder. **Sem-Clips are available in 1" or 2" capacity.** More than one fastener can be installed in any folder. Fastener Wt: 1" clip 5.25 lb per M, 2" clip 6.25 lb per M.



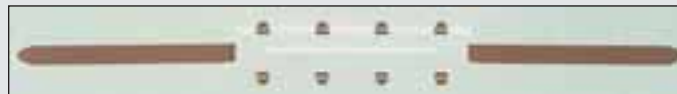
SELF-INSTALLED CLIPS

Self-Adhesive Sem-Clip (#2912) - A 2" Sem-Clip is attached to the folder with a Self-Adhesive strip offering you the strength and durability of a factory installed Sem-Clip. The versatility of the Self-Adhesive Sem-Clip allows you to attach the fastener in any position you choose. Clips are sold 4 per sheet, 25 sheets per package. Weight: 1 lb/Package.

Foam Clip (#2914) - A 1-1/2" capacity foam clip fastener is designed for heavy-duty use with an extra-strong adhesive foam backer. Foam clips are an inexpensive alternative to the Self-Adhesive Sem-Clip. Packed 100/Box. Weight: 1 lb/Box.



Sem-Pak - A Sem-Pak fastener is an all metal fastener with an enamel finish. These fasteners are applied through the back of the folder. The primary advantage is that they have a lower profile (thinner) on heavy stocks like pressboard. **Sem-Paks are available in 1" or 2" capacity.** More than one fastener can be installed in any folder. Fastener Wt: 1" pak 7 lb per M, 2" pak 9 lb per M.



FACTORY OR SELF-INSTALLED FASTENERS

Duo-Clip - A twin prong, all metal construction fastener is perfect in dividers when a fastener is desired on both sides. When the fastener is factory installed, it is crimped down through the top edge of the divider giving the fastener a 1" capacity on each side of the divider. You can also order the fasteners as a stock item (#2915). Insert the prongs through slits in the divider (like our self-adhesive divider), fold back one side of the prong add to make a secure fastener for both sides of the divider. The fastener positioned this way will have a 1" capacity on one side of the dividers and 5/8" on the other. Sold 100 per box. Fastener Wt: 9 lb per M



FACTORY OR SELF-INSTALLED FASTENERS (cont.)

Medi-Clip Fastener (#2913) - This unique fastener converts any file folder into a loose-leaf format. The flexible 3-piece construction attaches in seconds to any type of file folder. The Medi-Clip Fastener is the solution for securing a multitude of documents within a folder.



1 Center white adhesive strip, and press in place.



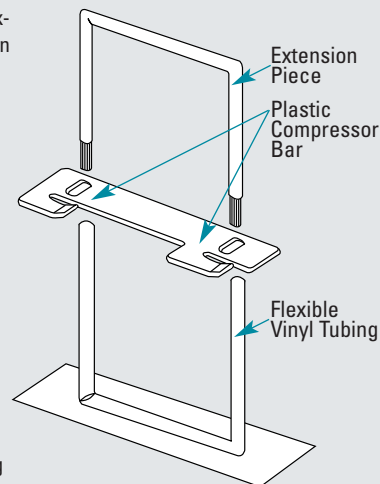
2 Slide documents onto flexible plastic tubing.



3 Fastener clip slides on and end piece snaps on.



4 Records lie flat for easy photocopying or reading.



Simple Interfiling Capabilities – You don't have to remove all the previous pages to interfile; no struggling to keep the holes in line to put the papers back in, like with pronged fasteners. Half the papers stay on the base and the other half stay on the extension.

Fast Insertion – Within seconds you can add additional documents to the folder. Inserting additional documents without disrupting preceding pages is made easy by removing the plastic extension piece.

Medi-Clip allows secure division of the file with inexpensive dividers, no need for additional fasteners or the use of filebacks. The following pictures show a commonly found file with filebacks installed. The picture on the left shows how you need to fold the fileback over and under to access the information, which often results in flip back of the tucked papers.



Index tab dividers and file folders widely used in the medical field can be converted into a well-organized, loose-leaf full filing system by installing the Medi-Clip fastener. With a self-adhesive base the Medi-Clip attaches to any type of folder quickly. Its 3 piece design features a base with tubing, extension piece, and compressor.

These fasteners allow you to photocopy your documents from the file without removing them from actual chart, eliminating lost paperwork. This unique fastener opens as a book with the Medi-Clip in pos #5. The unique design of

the tube clip allows you to add and remove documents easily from the folder in the same fashion as you would a ring binder file only without the bulk when empty.



Medi-Clip converts any file folder into a ring binder, loose-leaf format. Easy to use, it retains the papers but allows fast access to any individual sheet without disturbing the sequence of your other documents. When working with larger files it allows for easy insertion of pages anywhere yet still allowing those files to lie flat on desk surfaces for easy reading.

By adding a Medi-Strip you increase its flexibility by doing away with the need for the compressor. This transforms the file into a true loose-leaf ring binder format. This saves additional space, by doing away with the compressor, and allows for easier viewing, insertion or deletion of material. It allows file dividers and pages to turn easily and lie flat, similar to a ring binder. You can easily add and remove page by separating the extension piece and the tube base.



This picture shows the space savings you can realize by using a single Medi-Clip with index dividers and a Medi-Strip installed, as compared to a folder utilizing filebacks with pronged fasteners. These are both new work files with no documents in them.

The Medi-Clip fastener expands as your documents expand ensuring space is not wasted. When dividing the file with index dividers the work area automatically adjusts to the space required. Filebacks utilize a set amount of space no matter if used for one or twenty documents; you can see the difference in the picture.