## 2022 FOLDERS & ENVELOPES

Income Tax Return

Folders and envelopes for professional presentations

>> PROFESSIONAL IMAGE >> AFFORDABLE AT ANY QUANTITY >> GUARANTEED QUALITY

FORWARD

## Polished Presentations



#### **A PROFESSIONAL IMAGE**

Deliver tax returns, or any important document, in a manner that reflects the value of your services.

- High quality paper and printing
- Sophisticated designs
- Coordinating folders and envelopes

#### **AFFORDABLE AT ANY QUANTITY**

An assortment of high-quality folders and envelopes that are in stock and ready to ship.

- Cost effective even at low quantities
- Fast turn around times
- Personalize with your name and logo

#### **GUARANTEED QUALITY**

Free samples allow you to try before you buy.

- See and feel the quality paper and printing
- Choose the right option for you
- Verify software compatibility

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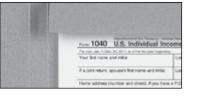
## **Tax Return Folders**

Professional delivery and easy assembly

#### **DOCUMENT ASSEMBLY OPTIONS FOR FOLDERS**



Pocket Folder A classic, simple way to deliver documents that can be removed from the folder.



Top-Staple Folder Quickly secure documents with staples or butterfly fasteners.



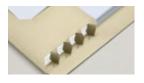
Side-Staple Folder Easily staple documents with staple tabs.

#### **PRESTIGIOUS TAX FOLDER**

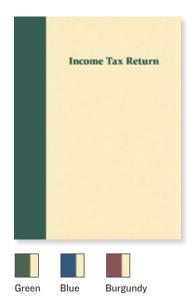
- 80# cream flecked cover stock
- Right pocket is die-cut for business card

#### **Prestigious Folder**

Item#	Size	Accent Color	Pockets
80398	9" x 12"	Green	Two 4"
80367	9" x 12"	Blue	Two 4"
80368	9" x 12"	Burgundy	Two 4"
80369	9 <sup>7</sup> / <sub>8</sub> " x 12"	Green	One expandable 4" and one standard 4"



Right pocket can expand up to 3/8"



#### **CLIENT COPY TAX FOLDER**

- 80# smooth cover stock (65# stock for blue)
- Right pocket is die-cut for business card (where applicable)

#### **Client Copy Folder**

Item #	Size	Color	Assembly	Pockets	Score
TAXCVR810	8 <sup>5</sup> / <sub>8</sub> " x 11 <sup>1</sup> / <sub>4</sub> "	Blue	Cover	None	Single
TAXCVR610	8 <sup>5</sup> / <sub>8</sub> " x 11 <sup>1</sup> / <sub>4</sub> "	White	Cover	None	Single
TAXCVR210	8 <sup>5</sup> /8" x 11 <sup>1</sup> /4"	Cream	Cover	None	Single
80425	8 <sup>5</sup> / <sub>8</sub> " x 11 <sup>1</sup> / <sub>4</sub> "	Blue	Side-Staple	None	1/4" Double
80424	8 <sup>5</sup> / <sub>8</sub> " x 11 <sup>1</sup> / <sub>4</sub> "	White	Side-Staple	None	1/4" Double
80427	8 <sup>5</sup> /8" x 11 <sup>1</sup> /4"	Cream	Side-Staple	None	1/4" Double
8784	9" x 12"	Cream	Pockets	Two 4"	Single



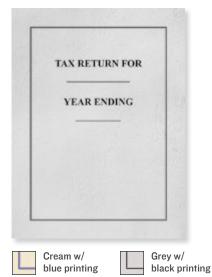
Cream

Blue

White



## **Tax Return Folders**



#### **CLASSIC TAX RETURN FOLDER**

- 80# cover stock
- Right pocket is die-cut for business card

#### Tax Folder with Border

Item #	Size	Color	Pockets
FLDR410	9" x 12"	Cream flecked	Two 4"
FOLDER10	9" x 12"	Grey leatherette	Two 4"





- Right pocket is die-cut for business card (where applicable)
- $\bullet \quad Use \ with \ return \ or \ slip \ sheet$

#### 1040 Folder

Size	Color	Assembly	Pockets	Window	Score
8 <sup>3</sup> / <sub>4</sub> " x 11 <sup>3</sup> / <sub>8</sub> "	Cream & Green	Side-Staple	Right 4"	Official 1040	1/8" Double
8 <sup>3</sup> / <sub>4</sub> " x 11 <sup>3</sup> / <sub>8</sub> "	Cream & Green	Side-Staple	Right 4"	Preparer's 1040	1/8" Double
8 <sup>3</sup> / <sub>4</sub> " x 11 <sup>3</sup> / <sub>8</sub> "	Cream & Burgundy	Side-Staple	None	Official 1040	1/8" Double
8 <sup>3</sup> / <sub>4</sub> " x 11 <sup>1</sup> / <sub>4</sub> "	Cream & Blue	Top-Staple*	None	Official 1040	Single
8 <sup>3</sup> / <sub>4</sub> " x 11 <sup>1</sup> / <sub>4</sub> "	Cream & Blue	Top-Staple*	None	Preparer's 1040	Single
8 <sup>3</sup> / <sub>4</sub> " x 11 <sup>1</sup> / <sub>4</sub> "	Cream & Black	Top-Staple*	None	Official 1040	Single
	8 <sup>3</sup> /4" x 11 <sup>3</sup> /8" 8 <sup>3</sup> /4" x 11 <sup>3</sup> /8" 8 <sup>3</sup> /4" x 11 <sup>3</sup> /8" 8 <sup>3</sup> /4" x 11 <sup>1</sup> /4" 8 <sup>3</sup> /4" x 11 <sup>1</sup> /4"	8 <sup>3</sup> /4" x 11 <sup>3</sup> /8"       Cream & Green         8 <sup>3</sup> /4" x 11 <sup>3</sup> /8"       Cream & Green         8 <sup>3</sup> /4" x 11 <sup>3</sup> /8"       Cream & Burgundy         8 <sup>3</sup> /4" x 11 <sup>1</sup> /4"       Cream & Blue         8 <sup>3</sup> /4" x 11 <sup>1</sup> /4"       Cream & Blue	8 <sup>3</sup> /4" x 11 <sup>3</sup> /8"         Cream & Green         Side-Staple           8 <sup>3</sup> /4" x 11 <sup>3</sup> /8"         Cream & Green         Side-Staple           8 <sup>3</sup> /4" x 11 <sup>3</sup> /8"         Cream & Burgundy         Side-Staple           8 <sup>3</sup> /4" x 11 <sup>3</sup> /8"         Cream & Burgundy         Side-Staple           8 <sup>3</sup> /4" x 11 <sup>1</sup> /4"         Cream & Blue         Top-Staple*           8 <sup>3</sup> /4" x 11 <sup>1</sup> /4"         Cream & Blue         Top-Staple*	83/4" x 113/8"Cream & GreenSide-StapleRight 4"83/4" x 113/8"Cream & GreenSide-StapleRight 4"83/4" x 113/8"Cream & BurgundySide-StapleNone83/4" x 111/4"Cream & BlueTop-Staple*None83/4" x 111/4"Cream & BlueTop-Staple*None	83/4" x 113/8"Cream & GreenSide-StapleRight 4"Official 104083/4" x 113/8"Cream & GreenSide-StapleRight 4"Preparer's 104083/4" x 113/8"Cream & BurgundySide-StapleNoneOfficial 104083/4" x 111/4"Cream & BlueTop-Staple*NoneOfficial 104083/4" x 111/4"Cream & BlueTop-Staple*NonePreparer's 1040

\* Tab does not hide staples



#### **TAX RETURN FOLDER WITH BORDER**

- 80# grey feltweave cover stock
- Right pocket is die-cut for business card (where applicable)

#### Tax Return Folders with Border

Item #	Size	Assembly	Pockets	Score
PT44G	9" x 11 <sup>1</sup> / <sub>2</sub> "	Pockets	Two 3"	Single
PT43G*	9" x 11 <sup>1</sup> / <sub>2</sub> "	Pockets	Two 3"	Single
FL45G	8 <sup>7</sup> /8" x 11 <sup>1</sup> /2"	Top-Staple	None	1/4" Double
FL42G	8 <sup>5</sup> / <sub>8</sub> " x 11 <sup>1</sup> / <sub>4</sub> "	Side-Staple	None	1/2" Triple

\*Cut away cover



## **Tax Return Folders**

#### **EMBOSSED TAX RETURN FOLDER**

- \* 80# linen cover stock
- Right pocket is die-cut for business card (unless noted)

#### **Embossed Tax Return Folders**

Item #	Size	Color	Pockets
FOLDER5BL	9" x 12"	Midnight Blue	Two 4"
FOLDER5BG	9" x 12"	Burgundy	Two 4"
FOLDER5GN	9" x 12"	Emerald Green	Two 4"
FOLDER5LGBL	$9^{1/2}$ " x 12"	Midnight Blue	Two 4"
FOLDER5LGBG	$9^{1/2}$ " x 12"	Burgundy	Two 4"
FOLDER5LGGN	$9^{1/2}$ " x 12"	Emerald Green	Two 4"
FOLDER5EXBL*	$9^{7}/_{8}$ " x 12"	Midnight Blue	Two 4"

\*Right pocket expands for tax returns up to 3/8" thick.

Left pocket is die-cut for business card.

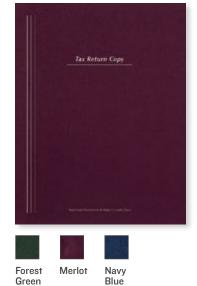


#### **VERTICAL STRIPE TAX FOLDER**

- 80# feltweave cover stock (unless noted)
- Right pocket is die-cut for business card (unless noted)

#### **Vertical Stripe Tax Folders**

Item #	Size	Color	Assembly	Pockets	Score
FL55FD	8 <sup>7</sup> / <sub>8</sub> " x 11 <sup>1</sup> / <sub>2</sub> "	Forest Green	Top-Staple	None	1/4" Double
FL55ND	8 <sup>7</sup> / <sub>8</sub> " x 11 <sup>1</sup> / <sub>2</sub> "	Navy Blue	Top-Staple	None	1/4" Double
FL55RD	$8^{7}/_{8}$ " x $11^{1}/_{2}$ "	Merlot	Top-Staple	None	1/4" Double
FL52FD	8 <sup>5</sup> / <sub>8</sub> " x 11 <sup>1</sup> / <sub>4</sub> "	Forest Green	Side-Staple	None	1/2" Triple
FL52ND	8 <sup>5</sup> / <sub>8</sub> " x 11 <sup>1</sup> / <sub>4</sub> "	Navy Blue	Side-Staple	None	1/2" Triple
FL52RD	8 <sup>5</sup> / <sub>8</sub> " x 11 <sup>1</sup> / <sub>4</sub> "	Merlot	Side-Staple	None	1/2" Triple
PT54FD	9" x 11 <sup>1</sup> / <sub>2</sub> "	Forest Green	Pockets	Two 3"	Single
PT54RD	9" x 11 <sup>1</sup> / <sub>2</sub> "	Merlot	Pockets	Two 3"	Single
PT54ND	$9'' \ge 11^{1/2}''$	Navy Blue	Pockets	Two 3"	Single
FL51N	$9" \ge 11^{1}/_{4}"$	Navy Blue	Side-Staple	Right 3"	3/8" Triple
FL75ND**	$8^{7}/_{8}$ " x $11^{1}/_{2}$ "	Navy Blue	Top-Staple	Left 3"*	1/4" Double
PT74ND**	$9'' \ge 11^{1/2}''$	Navy Blue	Pockets	Two 3"	Single



 ${}^*Left\,pocket\,is\,die\text{-}cut\,for\,business\,card$ 

\*\*100# feltweave cover stock

Guaranteed compatible with software slipsheets

#### $\operatorname{CCH}^{\scriptscriptstyle \otimes}$ , $\operatorname{ATX}^{\scriptscriptstyle imes}$ , $\operatorname{Ultra}$ Tax $^{\scriptscriptstyle \otimes}$ , TaxAct $^{\scriptscriptstyle \otimes}$ , TaxSlayer $^{\scriptscriptstyle imes}$

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#### WINDOW FOLDERS with EXPANDING POCKET

for Ultra Tax, ATX, Tax Slayer, and TaxACT

- 80# linen cover stock
- Pocket is die-cut for business card

#### Window Folders with Expanding Pocket

Item #	Size	Color	Assembly	Pockets	Score
CFOLDERBG	$8^{3}/_{4}$ " x $11^{1}/_{4}$ "	Burgundy	Pocket	Right 4"	3/8" Double
CFOLDERBL	8 <sup>3</sup> / <sub>4</sub> " x 11 <sup>1</sup> / <sub>4</sub> "	Midnight Blue	Pocket	Right 4"	3/8" Double
CFOLDERG10	8 <sup>3</sup> / <sub>4</sub> " x 11 <sup>1</sup> / <sub>4</sub> "	Emerald Green	Pocket	Right 4"	3/8" Double



Expanding pocket accommodates large tax returns





WINDOW FOLDERS with DIAMOND DESIGN

- for Ultra Tax, ATX and Tax Slayer
- Side- or top-staple formats available for easy assembly
- 80# feltweave cover stock
- Pocket is die-cut for business cards

#### Side-Staple Window Folders

Item #	Size	Color	Assembly	Pockets	Score
40D	$9" \ge 11^{1/4}"$	Navy Blue	Side-Staple	Right 4"	3/8" Triple
40FN	$9'' \ge 11^{1/4}''$	Forest Green	Side-Staple	Right 4"	3/8" Triple
40RN	$9'' \ge 11^{1/4}''$	Merlot	Side-Staple	Right 4″	3/8" Triple

#### **Top-Staple Window Folders**

Item #	Size	Color	Assembly	Pockets	Score
60D	8 <sup>3</sup> / <sub>4</sub> " x 11 <sup>1</sup> / <sub>2</sub> "	Navy Blue	Top-Staple	None	3/8" Double
60FN	$8^{3}/_{4}$ " x $11^{1}/_{2}$ "	Forest Green	Top-Staple	None	3/8" Double
60RN	$8^{3}/_{4}$ " x $11^{1}/_{2}$ "	Merlot	Top-Staple	None	3/8" Double

#### WINDOW FOLDERS with TOP-STAPLE TAB

#### for Ultra Tax and ATX

- \* 80# linen cover stock
- Pocket is die-cut for business card

#### **Top-Staple Folders with Pocket**

Item #	Size	Color	Assembly	Pockets	Score
TTRCBL	$8^{3}/_{4}$ " x $11^{3}/_{8}$ "	Midnight Blue	Top-Staple	Left 3"	3/8" Double
TTRCBG	8 <sup>3</sup> / <sub>4</sub> " x 11 <sup>3</sup> / <sub>8</sub> "	Burgundy	Top-Staple	Left 3"	3/8" Double



Midnight Burgundy Blue

#### **OFFSET WINDOW FOLDERS**

for CCH Prosystem fx, Ultra Tax, ATX and TaxACT

- 80# linen cover stock (except where noted)
- Pocket is die-cut for business card (where applicable)

Offset Window Folders with Pocket

Item#	Size	Color	Assembly	Pockets	Score
80724	8 <sup>3</sup> / <sub>4</sub> " x 11 <sup>1</sup> / <sub>4</sub> "	Midnight Blue	Pocket	Right 3" Expanding	3/8" Double
80792	8 <sup>3</sup> /4" x 11 <sup>1</sup> /4"	Burgundy	Pocket	Right 3" Expanding	3/8" Double

#### Top-Staple with Offset Windows

Item #	Size	Color	Assembly	Pockets	Score
50D*	8 <sup>3</sup> / <sub>4</sub> " x 11 <sup>1</sup> / <sub>2</sub> "	Navy Blue	Top-Staple	None	3/8" Double
*80# Feltwear	ve Cover Stock				



Midnight Burgundy Navy Blue Blue



#### **OFFSET WINDOW FOLDERS**

for CCH Prosystem fx, Ultra Tax and ATX

- 80# linen cover stock
- Pocket is die-cut for business card

#### Offset Window Folders

Item #	Size	Color	Assembly	Pockets	Score
80378	$8^{3}/_{4}$ " x $11^{1}/_{4}$ "	Midnight Blue	Pocket	Right 4"	1/8" Double



Guaranteed compatible with software slipsheets

TaxWise<sup>®</sup>, Drake<sup>®</sup>, ProSeries<sup>®</sup>, Lacerte<sup>®</sup>

All brand names are property of their respective owners.



#### WINDOW FOLDERS with EMBOSSED DETAIL

for Drake and TaxWise

- 80# linen cover stock •
- Pocket is die-cut for business card •

Side-Staple Window Folders with Pocket

Item #	Size	Color	Assembly	Pockets	Score
SSDWBG	8 <sup>3</sup> / <sub>4</sub> " x 11 <sup>1</sup> / <sub>4</sub> "	Burgundy	Side-Staple	Right 4"	1/8" Double
SSDWBL	8 <sup>3</sup> / <sub>4</sub> " x 11 <sup>1</sup> / <sub>4</sub> "	Midnight Blue	Side-Staple	Right 4"	1/8" Double
SSDWGN	8 <sup>3</sup> / <sub>4</sub> " x 11 <sup>1</sup> / <sub>4</sub> "	<b>Emerald Green</b>	Side-Staple	Right 4"	1/8" Double



Green

Blue

#### WINDOW FOLDERS with DIAMOND DESIGN

for Drake & TaxWise

- Side- or top-staple formats available; easy assembly •
- ٠ 80# feltweave cover stock
- Pocket is die-cut for business card (where applicable) •

#### Side-Staple Window Folders

Item #	Size	Color	Assembly	Pockets	Score
FL53D	$9" \ge 11^{1}/_{4}"$	Navy Blue	Side-Staple	Right 4"	3/8" Triple
FL53FN	$9" \ge 11^{1}/_{4}"$	Forest Green	Side-Staple	Right 4"	3/8" Triple
FL53RN	$9'' \ge 11^{1}/_{4}''$	Merlot	Side-Staple	Right 4"	3/8" Triple
FL52NW	8 <sup>5</sup> / <sub>8</sub> " x 11 <sup>1</sup> / <sub>4</sub> "	Navy Blue	Side-Staple	None	1/2" Triple
FL52FW	8 <sup>5</sup> /8" x 11 <sup>1</sup> /4"	Forest Green	Side-Staple	None	1/2" Triple
FL52RW	8 <sup>5</sup> /8" x 11 <sup>1</sup> /4"	Merlot	Side-Staple	None	1/2" Triple
FL52GW	8 <sup>5</sup> / <sub>8</sub> " x 11 <sup>1</sup> / <sub>4</sub> "	Grey	Side-Staple	None	1/2" Triple

#### **Top-Staple Window Folders**

Item #	Size	Color	Assembly	Pockets	Score
FL55NW	$8^{7}/_{8}$ " x $11^{1}/_{2}$ "	Navy Blue	Top-Staple	Right 4"	1/4" Double
FL55FW	8 <sup>7</sup> / <sub>8</sub> " x 11 <sup>1</sup> / <sub>2</sub> "	Forest Green	Top-Staple	Right 4"	1/4" Double
FL55RW	$8^{7}/8$ " x $11^{1}/2$ "	Merlot	Top-Staple	Right 4"	1/4" Double

#### **EMBOSSED WINDOW FOLDERS**

#### for Lacerte and ProSeries

- Side- or top-staple formats available; easy assembly
- 80# linen cover stock
- Pocket is die-cut for business card

#### **Double Window Folders with Pocket**

Item #	Size	Color	Assembly	Pockets	Score
FLSSWBG	$8^{3}/_{4}$ " x $11^{1}/_{4}$ "	Burgundy	Side-Staple	Right 4"	1/8" Double
FLSSWBL	$8^{3}/_{4}$ " x $11^{1}/_{4}$ "	Midnight Blue	Side-Staple	Right 4"	1/8" Double
FLTSWBG	$8^{7}/_{8}$ " x $11^{1}/_{4}$ "	Burgundy	Top-Staple	Left 4"	Single
FLTSWBL	8 <sup>7</sup> /8" x 11 <sup>1</sup> /4"	Midnight Blue	Top-Staple	Left 4"	Single



Burgundy Midnight Blue

#### WINDOW FOLDERS with DIAMOND DESIGN

#### for Lacerte and ProSeries

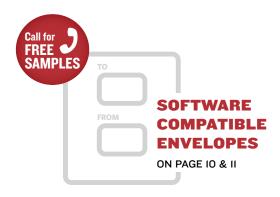
- Side- or top-staple formats available; easy assembly
- 80# feltweave cover stock
- Pocket is die-cut for business card (where applicable)

#### **Diamond Design Folders**

Item#	Size	Color	Assembly	Pockets	Score
LA20F	8 <sup>5</sup> / <sub>8</sub> " x 11 <sup>1</sup> / <sub>4</sub> "	Forest Green	Side-Staple	None	1/2" Triple
LA20N	8 <sup>5</sup> / <sub>8</sub> " x 11 <sup>1</sup> / <sub>4</sub> "	Navy Blue	Side-Staple	None	1/2" Triple
LA20R	8 <sup>5</sup> / <sub>8</sub> " x 11 <sup>1</sup> / <sub>4</sub> "	Merlot	Side-Staple	None	1/2" Triple
LA40FN	$9'' \ge 11^{1}/_{4}''$	Forest Green	Side-Staple	Right 3"	3/8" Triple
LA40D	$9'' \ge 11^{1}/_{4}''$	Navy Blue	Side-Staple	Right 3"	3/8" Triple
LA40RN	$9'' \ge 11^{1}/_{4}''$	Merlot	Side-Staple	Right 3"	3/8" Triple
LA60F	8 <sup>7</sup> /8" x 11 <sup>1</sup> /2"	Forest Green	Top-Staple	None	1/4" Double
LA60N	$8^{7}/_{8}$ " x $11^{1}/_{2}$ "	Navy Blue	Top-Staple	None	1/4" Double







## Window Envelopes for Tax Software

Envelopes designed for Tax Software slip sheets

			,e			A	ent	*							
25	oberies 12	Certo rio	ANISE DY	ate A	\$- 	tra pre	to the second	the states	ITEM #	Notes	Size	Seal	Flap	Paper/ Diamond Color	Window Placement
x	x		x						LA400PS	Includes tax filing	$9^{1/2}$ " x $11^{1/2}$ "	Р	SS	White/Green	
x	x		x						LA400	instructions under back flap	$9^{1/2}$ " x $11^{1/2}$ "	м	SS	White/Green	
x	x								LA100		9" x 11 <sup>1</sup> /2"	М	SS	White/Green	
x	x	x	x						ENV300PS	Includes tax filing	6"x9"	Р	LS	White/Green	
x	x	x	x						ENV300	instructions under back flap	6"x9"	м	LS	White/Green	
x		x	x	x	x				ENV201PS		10" x 13"	Р	LS	White/Green	
x		x	x	x	x				ENV201		10" x 13"	м	LS	White/Green	
x	x								ENV600		10 <sup>1</sup> /4" x 12"	м	SS	White/Blue	
				x	x		x		80921*	Patriotic	$9^{1/2}$ " x 12"	Р	SS	White/None	
				x	x		x		CCLNT9D10*	Patriotic	$9^{1/2}$ " x 12"	М	SS	White/None	
				x	x		x		CCLNT9A10*	Blank	$9^{1/2}$ " x 12"	м	SS	White/None	
				x	x		x		80922*		$9^{1/2}$ " x 12"	Р	SS	White/Blue	
				x	x		x		CCLNT910*		$9^{1/2}$ " x 12"	м	SS	White/Blue	
				x	x				80783PS*		$9^{1/2}$ " x 12"	Р	SS	White/Blue	
				x	x				80783*		$9^{1/2}$ " x 12"	м	SS	White/Blue	
x	x								80730		9 <sup>1</sup> /2" x 11 <sup>1</sup> /2"	м	SS	White/Blue	
			x						80324		9" x 11 <sup>1</sup> /2"	м	SS	White/Green	

\* Items noted include a security tint

## Window Envelopes for Tax Software

						4	255	*							
~	operies 18	certe rie	ANISE DE	ate AT	\$- 	tra rat	0555 120 120 120 120 120 120 120 120 120 120	5 123°51	ITEM#	Notes	Size	Seal	Flap	Paper/ Diamond Color	Window Placement
x		x	x	x					80344PS		$9" \ge 11^{1/2}"$	Р	SS	White/Green	
x		x	x	x					80344		$9" \ge 11^{1/2}"$	м	SS	White/Green	
x		x	x	x					80418		$9'' \ge 11^{1/2}''$	м	LS	White	
x		x	x	x					80343PS		$9^{1}/_{2}$ " x $11^{1}/_{2}$ "	Р	SS	White/Green	
x		x	x	x					80343		$9^{1}/_{2}$ " x $11^{1}/_{2}$ "	м	SS	White/Green	
x		x	x	x					80343EXP	Expansion	$9^{1}/_{2}$ " x 12" x 1"	Р	ss	White/Green	
x	x								80342PS		$9^{1}/_{2}$ " x $11^{1}/_{2}$ "	Р	SS	White/Green	
x	x								80342		$9^{1}/_{2}$ " x $11^{1}/_{2}$ "	м	ss	White/Green	
				x	x	x		x	80015PS*		$9^{1/2}$ " x 12"	Р	SS	White/Blue	
				x	x	x		x	80015*		$9^{1/2}$ " x 12"	м	SS	White/Blue	
				x	x	x		x	80397*		$9^{1/2}$ " x 12"	м	LS	White	
				x	x	x		x	80015EXP*	Expansion	$9^{1/2}$ " x 12" x 1"	Р	ss	White/Blue	
x	x								80737	Includes tax filing instructions under back flap	9 <sup>1</sup> /2" x 11 <sup>1</sup> /2"	М	SS	White/Green	
				x	x	x	x	x	80554*		$9^{1/2}$ " x 12"	м	SS	White/Blue	
				x	x	x	x	x	80925*		$9^{1/2}$ " x 12"	Р	SS	White/Blue	
				x	x	x			80386	Tyvek*; Expandable; opens on bottom	9" x 12" x 2"	Р	SS	White Tyvek*/ Green	
				x	x	x		x	80385		9 <sup>5</sup> /s" x 11 <sup>5</sup> /s"	Р	SS	White/Green	



 $^{\ast}$  Items noted include a security tint

SEAL M = Moisture

FLAP SS = Opens on short side P = Peel & Close LS = Opens on long side

## **Multi-Purpose Folders**

Make any document more professional



#### PATRIOTIC FOLDER

- 10 pt. cover stock
- Right pocket is die-cut for business card

Item #	Size	Pockets	Score
FLDR310	9" x 12"	Two 4"	Single
TAXCVR3N	8 <sup>1</sup> / <sub>2</sub> " x 11 <sup>1</sup> / <sub>4</sub> "	None	5/8" Triple





#### **AMERICAN FLAG FOLDER**

- 10 pt. cover stock
- Right pocket is die-cut for business card

Item #	Size	Pockets
80086	9" x 12"	Two 4"



#### **REPORT COVER** with WINDOW

• 80# cover stock

Item #	Size	Pockets	Windows	Score
RCBLU10	$8^{1/2}$ " x $11^{1/4}$ "	None	Single window	1/2" Triple

## **Multi-Purpose Folders & Envelopes**

Make any document more professional

#### LINEN FOLDER

- 80# linen stock
- Right pocket is die-cut for business card

Item #	Size	Color	Pockets
FOLDER8LGBL	$9^{1/2}$ " x 12"	Midnight Blue	Two 4"



#### **IMPORTANT INFORMATION ENVELOPE**

- 28# white wove stock
- Peel & Close flap opens on long edge

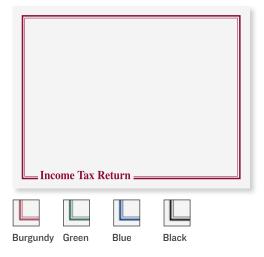
Item #	Size	Color
FLDENV10	10" x 13"	Black



#### **INCOME TAX DELIVERY ENVELOPE**

- 28# white wove stock
- Moisture seal flap opens on long edge

Item #	Size	Color
COMPENV310	10" x 13"	Burgundy
COMPENV410	10" x 13"	Green
COMPENV510	10" x 13"	Blue
COMPENV610	10" x 13"	Black



## **Professional Tax Supplies**

Call for

FREE

SAMPLES

Get organized and save time!

#### **TAX INDEX TABS**

Ideal for organizing tax returns, these index tabs are designed for use with letter sized folders.

- Descriptions printed on one side of tabs
- 8<sup>1</sup>/<sub>2</sub>" x 11"
- Heavy, 90# white cover stock
- Each tab title sold separately

#### FILING

INSTRUCTIONS TB101S Side Tab Position: 3 TB101T Bottom Tab Position: 1 FEDERAL COPY TB102S Side Tab Position: 4 TB102T Bottom Tab Position: 2 **STATE COPY TB103S** Side Tab Position: 5 **TB103T** Bottom Tab Position: 3

ESTIMATES

**TB104S** Side Tab Position: 3 **TB104T** Bottom Tab Position: 1 CITY/LOCAL TB105S Side Tab Position: 4 TB105T Bottom Tab Position: 2

#### OTHER TB106S Side Tab Position: 5 TB106T Bottom Tab Position: 3





#### **CLIENT TAX RECORDKEEPING ENVELOPE**

- 28# white wove stock
- Moisture seal flap opens on long edge

Item #	Size
E047	9 <sup>1</sup> / <sub>2</sub> " x 12 <sup>5</sup> / <sub>8</sub> "



#### **CLIENT TAX RECORD & RECEIPT ENVELOPE**

- 28# white wove stock
- Moisture seal flap opens on long edge

Item #	Size
TAXENV10	9" x 12"

INCOME TAX RECORDS	
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## **Professional Tax Supplies**

#### **CLIENT TAX RECORD SAVER ENVELOPE**

- 28# white wove stock
- Moisture seal flap opens on long edge

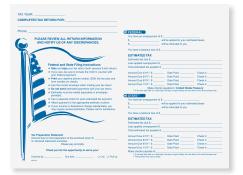
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## CLIENT TAX INSTRUCTION & DELIVERY ENVELOPE

- 28# white wove stock
- Moisture seal flap opens on long edge

Item #	Size
TXINSTENV	9" x 12"



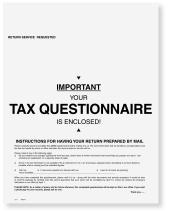
#### **1040 TAX APPOINTMENT ORGANIZER**

- 20# white bond
- Folded to 8<sup>1</sup>/<sub>2</sub>" x 3<sup>2</sup>/<sub>3</sub>"

Item #	Description	Size
A009	Universal Organizer	8 <sup>1</sup> / <sub>2</sub> " x 11"
A010G	By Appointment Organizer	<b>8<sup>1</sup>/</b> <sub>2</sub> " x 11"
A011	By Mail Organizer	8 <sup>1</sup> / <sub>2</sub> " x 11"

# <section-header>

#### A009



RETURN SERVICE REQUESTED



A010G



15

CLTTAXOR10

A011

CLIENT TAX ORGANIZER

- 20# white bond
- Folded to 8<sup>1</sup>/<sub>2</sub>" x 11"

Item#	Description	Size
CLTTAXOR10	Client Tax Organizer Worksheet	8 <sup>1</sup> / <sub>2</sub> " x 11"

# Your Folder & Envelope Partner...

We're here to help you get the right tools for putting together polished presentations that reflect your work.

Please give us a call if you would like more information or need help selecting the right folders, envelopes, or organizers.

