

**COPIER TABS ORDER FORM**

**COAST INDEX COMPANY INC.**  
850 Lawrence Drive, Newbury Park, CA 91320  
Email to sales@coastindex.com

PRICE PER CARTON

\$

CIC ORDER # \_\_\_\_\_

SHIP DATE \_\_\_\_\_

ORDER DATE \_\_\_\_\_

SHIP VIA \_\_\_\_\_

BILL TO:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SHIP TO:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CUSTOMER P.O.# \_\_\_\_\_

MARK CARTONS P.O.# \_\_\_\_\_

ALL COPIER TAB ORDERS are sold by carton only.  
Five (5) 250 sheet white chipboard boxes per carton = 1,250 sheets.  
ALL TABS ARE 11" X 9" OVERALL SIZE INCLUDING 1/2" EXTENSION - ALL ARE 1/5TH CUT.  
IF TABS ARE TO BE PUNCHED, STANDARD IS 3 HOLE, 4 1/4" CENTER TO CENTER ON 11" EDGE.

TOTAL NUMBER OF CARTONS ORDERED \_\_\_\_\_

OTHER CUT \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ STANDARD 90# **WHITE** RECYCLED

\_\_\_\_\_ \*UPCHARGE 90# COLORED PAPER USING OUR STANDARD COLORS  
PAPER COLOR \_\_\_\_\_

CLEAR

**COLLATING FORMAT**

MYLAR  
COPIER  
COLORED MYLAR

\_\_\_\_\_ STANDARD - UNCOLLATED

SPECIFY TAB POSITION/LOCATION

\_\_\_\_\_ STRAIGHT FORWARD COLLATION.....\*\*XEROX 4135

\_\_\_\_\_ SINGLE REVERSE COLLATION.....\*\*XEROX DOCUTECH

\_\_\_\_\_ DOUBLE REVERSE COLLATION.....\*\*XEROX 5090

\*\*XEROX AND DOCUTECH ARE REGISTERED TRADEMARKS

POS. 1  
POS. 2  
POS. 3  
POS. 4  
POS. 5

**DRILLING**

\_\_\_\_\_ STANDARD - NO HOLES

\_\_\_\_\_ HOLES - **THREE** ( 3 )

**STANDARD PACKING**

**PRIMA TABS<sup>(R)</sup>**

WHITE CHIPBOARD BOXES ARE SHRINK WRAPPED FOR MOISTURE AND DUST PROTECTION.  
CHIPBOARD BOXES ARE BULK PACKED IN HEAVY DUTY WHITE "COPIER TAB" MASTER CARTONS