

The Right Product Makes Filing Easy



Today's work environment demands accuracy and flexibility. It is essential that you use products that provide the most efficiencies... allowing you to utilize your time on your business requirements.

Select the right folder style...



Standard Folders

For smaller files containing the same type of documents.



Classification Folders

Create a "file within a file" by subdividing materials into separate categories.

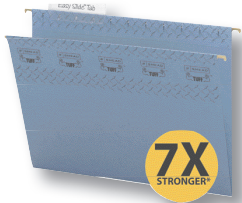
Fastener Folders

Use when materials must stay in sequential order and not fall out.



File Jackets

Closed sides keep mid-size groups of pages protected and in order.



Hanging Folders

Hanging file systems keep all your materials neat and organized.



Pressboard Folders

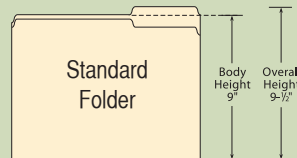
Sturdy enough to keep even frequently used files in good shape.

File Pockets

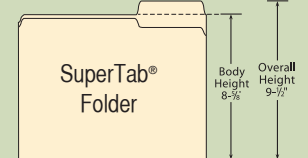
High capacity to keep very bulky paperwork organized and easy to transport.



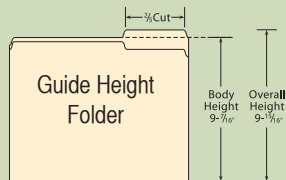
Folder Size Comparison



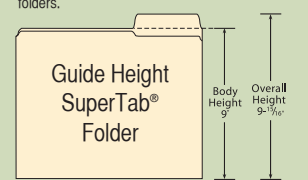
The standard height of letter and legal-size folders with tabs is 9 1/2". Letter size: 11 5/8" wide
Legal size: 14 5/8" wide



SuperTab letter size folders are 8 5/8" high, 11 5/8" wide and provide the best visibility for labeling with 90% larger labeling area than standard folders.

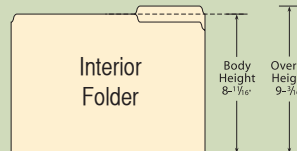


Guide height folders (usually 3/8" cut tab) are 9 15/16" high to provide the best visibility of the tab above the body of a guide or within a hanging folder system. Ideal for straight-line filing.

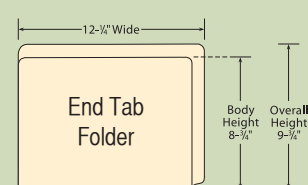


SuperTab Guide Height letter size folders are 9" high, 11 5/8" wide and provide the best visibility for labeling with 90% larger labeling area than standard folders.

*SuperTab® and FasTab® are registered trademarks of the Smead Manufacturing Co. Patent Pending.

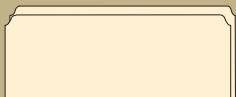


Interior folders are sized to fit inside hanging folders so that the tabs do not extend above the hanging top edge.

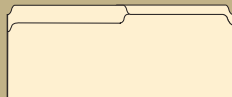


End-tab letter size folders are 9 3/4" high and 12 1/4" wide to provide the best visibility of the tab within a shelf filing system.

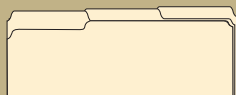
Tab Cuts



Straight Cut or Single Tab



1/2 Cut or 2-Tab



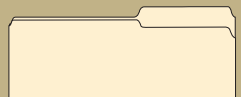
1/3 Cut or 3-Tab



1/5 Cut or 5-Tab



2/5 Cut Right of Center



2/5 Cut Far Right Position