

# Folders

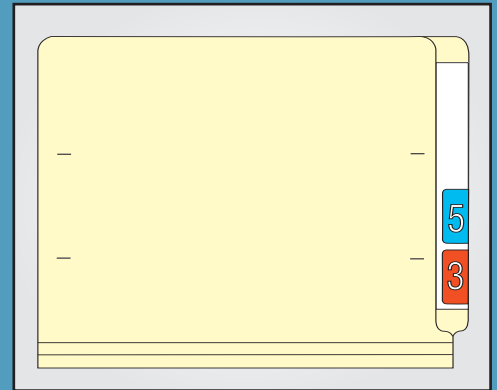
A unique feature is our ability to provide you with a complete product including color coded folders with fasteners, custom clips, filebacks and/or indexes installed and shipped direct to your customer. Customized folders permit offices to add features to their folders which keep documents organized and make it easy to access key information. Color coding makes archiving and purging effortless! Components such as custom clips and filebacks can be purchased separately or can be assembled into folders.

## Custom Options:

- Single or Reinforced Tab
- Printed
- 1" or 2" Fasteners
- Custom Clip
- Manila, Poly or Vinyl Pockets
- Tyvek Expansion
- Mylar Spine
- Transfer Tape Guides
- Strip Labels Applied
- Filebacks or Tabs Installed

## Applications Include:

- Hospital and Doctor Patient Charts
- Medical Records
- Floor Charts
- Admission Records
- Employee Records
- Loan Applications
- Claim Files
- Mortgage Files
- Insurance Files



INSURED'S NAME		OPENED	CLOSED	REOPENED	CLOSED
LOSS DATE					
SUPERVISOR'S / ADJUSTER'S NOTES		LAWSUIT			
		SUBROGATION			
		SALVAGE			
CLAIM REFERENCE NUMBER					



**The Filebacks and Dividers**