

## Bottom Tab Outguides

Body 9-1/2" x 11-7/8", Overall 9-1/2" x 13"  
 Angle cut pocket and thumb-notched charge-out slip pocket. Double sided "OUT" tab on bottom.

- OG4814R Red
- OG4813P Purple
- OG4810BK Black
- OG4811OR Orange
- OG4812PK Pink
- OG4817Y Yellow
- OG4807G Green
- OG4801BE Blue
- OG4800CL Clear



## Charge-Out Slips

These simple forms provide written records to control borrowed files. Slips are inserted into the smaller pockets of outguides. (100/pkg)

FILE NAME / NUMBER \_\_\_\_\_

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DATE REMOVED \_\_\_\_\_

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DATE TO BE RETURNED \_\_\_\_\_ REMOVED TO \_\_\_\_\_

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SIGNATURE: \_\_\_\_\_

WHEN REMOVING A FOLDER FROM THE FILE, PLEASE ENTER FOLDER NUMBER AND / OR TITLE HEREON, SIGN YOUR NAME, INDICATE DATE REMOVED, DATE TO BE RETURNED AND INSERT THIS CARD INTO THE POCKET OF THE OUT GUIDE. INSERT OUT GUIDE IN PLACE OF FOLDER REMOVED.

FORM 92542 / 7800CO Charge Out Form 7800

7800CO

## Center Tab Outguides

Body 9-1/2" x 11-7/8", Overall 9-1/2" x 12-7/8"  
 Angle cut pocket and thumb-notched charge-out slip pocket. Center placed double sided "OUT" tab.

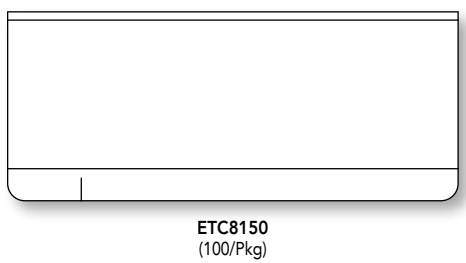
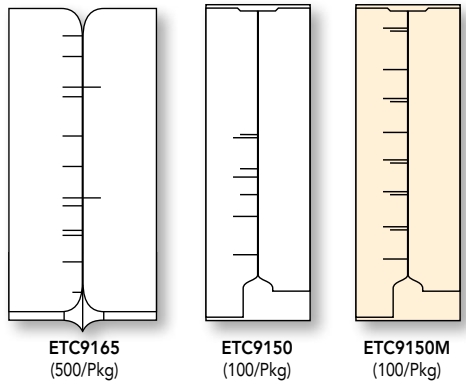
- |                 |                |
|-----------------|----------------|
| OG7801BE Blue   | OG7812PK Pink  |
| OG7807GN Green  | OG7813P Purple |
| OG7811OR Orange | OG7814R Red    |
| OG7810BK Black  | OG7817Y Yellow |



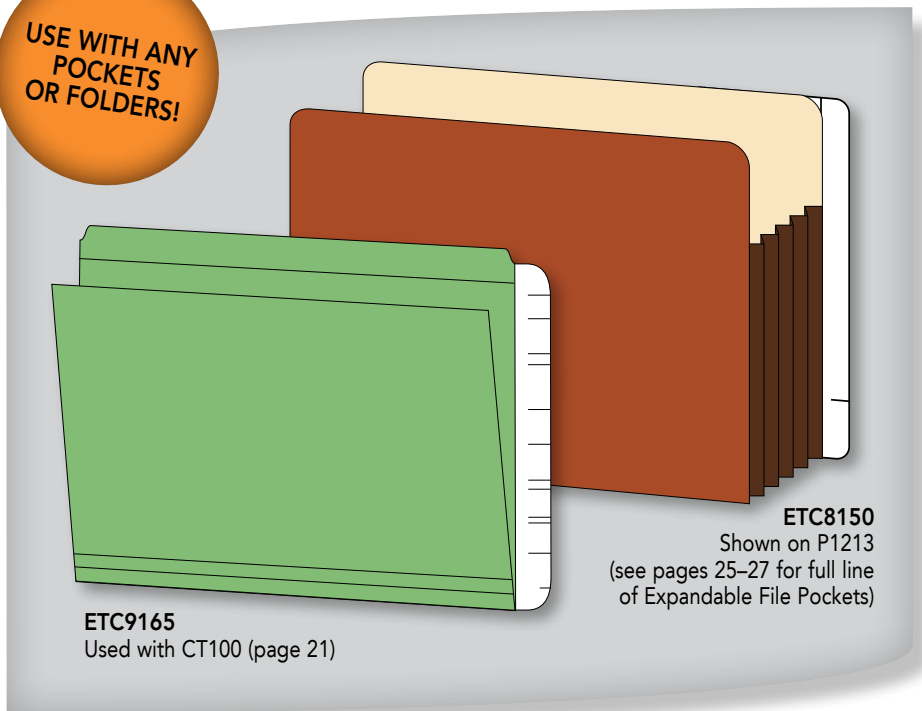
## End Tab Converters

End Tab Converters are a quick and economical alternative to replacing entire file folders. The self-adhesive strip adheres to both the front and back of the folder.

- |                 |              |
|-----------------|--------------|
| ETC9165 White   | Full End Tab |
| ETC9150 White   | 8" End Tab   |
| ETC9150M Manila | 8" End Tab   |
| ETC8150 White   | Full End Tab |



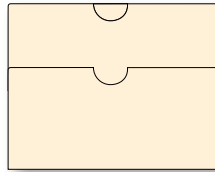
USE WITH ANY  
POCKETS  
OR FOLDERS!



# Folder Pockets

## Manila & Kraft Pockets

Stock No.	Description	Size	Pack
DP11	11pt Manila Double Pocket	Back: 8-1/2" x 9", Front: 5" x 9"	100/Carton
4024	11pt Manila Single Pocket	Overall Size: 5-1/2" x 8-3/4"	100/Carton
4021	11pt Manila Single Pocket	Overall Size: 5" x 9-1/4"	100/Carton
FE96S	32lb Kraft Envelope	Overall Size: 6" x 9"	100/Carton
FE85	28lb Kraft Envelope	Overall Size: 5" x 8-1/8"	100/Carton
FE64	28lb Kraft Envelope	Overall Size: 4" x 6-1/8"	100/Carton



DP11



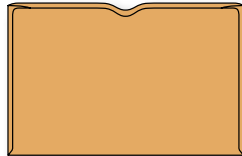
4024



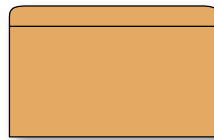
4021



FE85



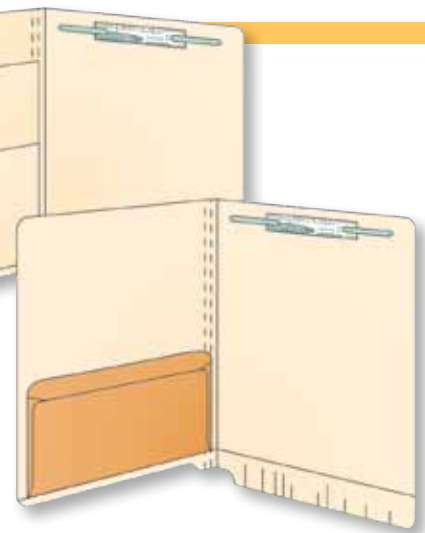
FE96S



FE64

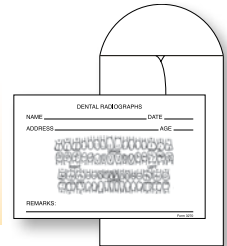
Pockets above are not self-adhesive.

Can be factory-installed into any stock folder



### XR35

2-1/4" H x 3-1/2" W  
Dental x-ray envelope to store bite plates.  
(500/box)



## Self-Adhesive 11PT Manila Pockets

Whenever you need to add a pocket or fill in while factory is installing your order, these are a great solution.

SAP1175: 11-1/2" W x 7-1/2" H

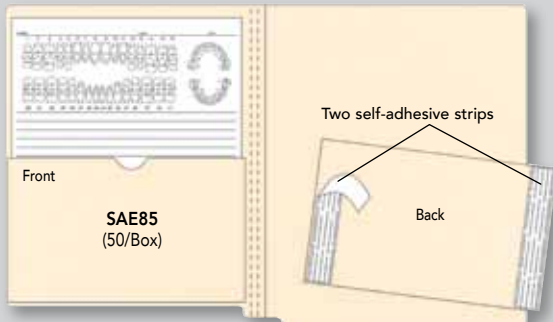
SAE85: 8-5/8" W x 5" H

SAE20: Back 9" W x 8-1/2" H  
Front 9" W x 5" H



SAP1175  
(100/Box)

Unique single ply construction with self-adhesive flaps creates less bulk



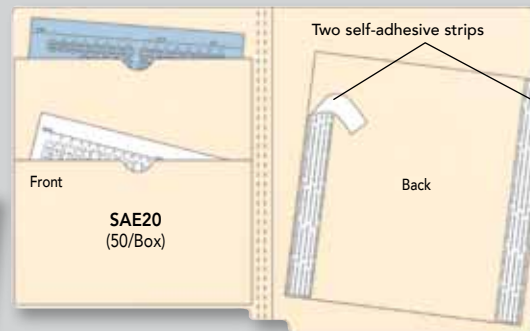
Front

SAE85  
(50/Box)

Two self-adhesive strips

Back

11pt manila single pocket



Front

SAE20  
(50/Box)

Two self-adhesive strips

Back

11pt manila double pocket



Fold edges under, peel off backing and adhere to folder.

## Self-adhesive Vinyl & Poly Pockets

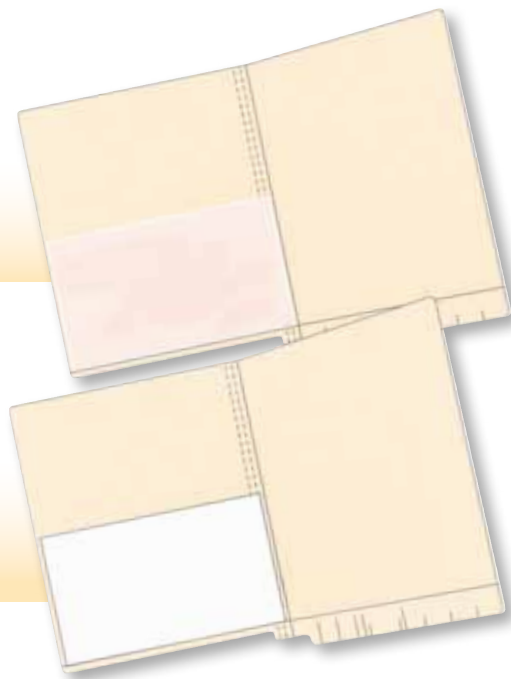
Choose from several sizes of vinyl and poly pockets to fit your various needs. Pockets are ideal for:

- Lab reports
- Film
- ID cards
- Phone messages
- Script duplicates
- Any small document

Peel off the backing paper and apply to your patient charts or wherever it is most convenient for your use.

### 6 Mil Vinyl

Heavy-duty vinyl pockets resist punctures and tears.



### 5 Mil Poly

Pockets are an economical choice for storing loose items like notes, X-rays, etc.

UNDERLINED DIMENSION IS THE OPEN SIDE OF THE POCKET (100/PKG)

#### 5 Mil Poly Pockets

Stock No.	Overall Size	Inside Dimension
7205S	2-3/4" x 3-5/8"	<u>2-3/8"</u> x 2-15/16"
7210S	3-1/8" x 4"	<u>2-1/2"</u> x 3-1/4"
7220S	4-1/2" x 5-9/16"	<u>4-1/8"</u> x 4-3/4"
7240S	5" x 7-1/4"	<u>4-1/2"</u> x 6-1/2"
7215S	5-1/2" x 3-1/4"	<u>5"</u> x 2-1/2"
7225S	5-3/4" x 3-3/4"	<u>3"</u> x 5-3/16"
PD64	7" x 5"	<u>6-1/2"</u> x 4-1/4"
7250S	9-1/4" x 6"	<u>8-3/4"</u> x 5-1/4"
7260S	11" x 8-3/4"	<u>10-1/2"</u> x 8"
7255S	9-5/16" x 11-1/16"	<u>8-3/4"</u> x 10-3/4"

#### 6 Mil Vinyl Pockets

Stock No.	Overall Size	Inside Dimension
VP53SA	5-3/8" x 3-5/8"	<u>5-1/8"</u> x 3"
VP64SA	6-3/8" x 4-1/2"	<u>6-1/8"</u> x 3-7/8"
VP85SA	9" x 5-1/2"	<u>8-1/2"</u> x 4 3/4"

## Lock-It Pockets (self-adhesive)

LP610SA: 6-1/2" W x 10" H

LP56SA: 5-1/2" W x 6-1/4" H

Durable, clear polyethylene ziplock style secures small documents including X-rays, photos, diskettes, CDs and more (100/Box)



## Zip-It Pockets

Secure single track closures keep out dirt and moisture. 2 mil thick and allows visual observation (100/Box)

Stock No.	Description	Size
ZIP23	Clear Front	Overall Size: 2" x 3"
ZIP34	Clear Front	Overall Size: 3" x 4"
ZIP35	Clear Front	Overall Size: 3" x 5"
ZIPW23	Writeable Front	Overall Size: 2" x 3"
ZIPW35	Writeable Front	Overall Size: 3" x 5"
ZIPW46	Writeable Front	Overall Size: 4" x 6"

