HCM Miller
Print Evolutionaries

Green Bay
3030 Lowell Drive
Green Bay, WI 54311
Toll Free: 800-829-6555
Fax: 920-465-3035

FILEBACK ORDER FORM

Order ☐ Quote ☐

Salesperson:

Sold To _____ ID # _____
Contact _____
Street _____
City _____ State _____ Zip _____
Phone # _____ Fax # _____
E-mail _____

ORDER	DATE ENTERED	TIME	ORDER ENTERED BY	SHIP DATE
P.O. #				

Job Title

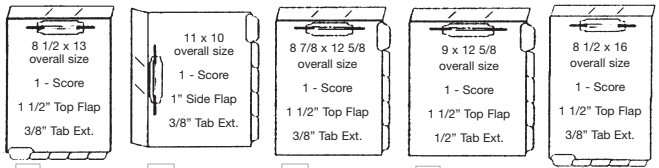
Qty.

No of Sets | No. of Tabs/Set
Total Tabs
☐ No over/under add'l charge of 2-1/2% will apply
☐ Allow for STD 5% over/under allowance

Sheet Size

Please Check Correct Format

Note: The distance from bottom of holes to score and from score to top of fastener must be the same. Our standard is 3/8".



☐ **Style I** ☐ **Style II** ☐ **Style IIIA** ☐ **Style IIIB** ☐ **Style IV**

Special size: Format to be same as style _____ as above except (size) _____ x _____
(flap size) _____" = (score location) (size w/tab cut) _____ x _____

Paper

☐ 110 # Ivory (Std)
☐ Other: Wt: _____ Color: _____ Grade: _____

Printing

Tabs
☐ 1-Side
☐ 2-Sides (Std)
☐ None

Dealer Imprint
☐ No ☐ Yes ☐ 3-line (Std) _____ ☐ On File (Position)

Body Copy
☐ No ☐ Front
☐ Yes ☐ Back
☐ Same, All Tabs
☐ Different, All Tabs
☐ Other-Explain →

Ink Color

☐ Black (Std) ☐ PMS # _____ ☐ Other _____

Binding edge Reinforc.

☐ No ☐ Yes 9/16" (Std) ☐ Other _____

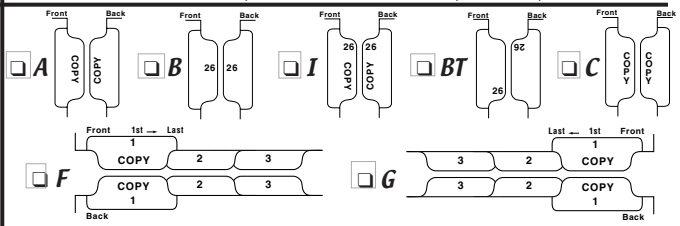
Hole Punch

☐ 2 Hole 1/4" diam. 2 3/4" C.C. (Std) . ☐ Other ☐ None
☐ 2 Hole slot 2 3/4" C.C. (Std) No. Hole ____ Diam. ____ C-C ____

Scores

☐ One (std) ☐ Two 1/4" apart (non-std) List Score Locations _____, _____ ☐ Three 1/4" apart (non-std) List Score Locations _____, _____, _____

Tab Style



Tab Type

☐ Clear Mylar ☐ One Color Mylar _____ ☐ Assorted Mylar Colors
☐ Neon ☐ Clear Writable ☐ No Mylar Plain Paper

Tab Size

Extension
☐ 3/8" (Std.) ☐ Other
☐ 1/2" (Std.) _____

Shoulder Length
☐ 1/2" (Std.) ☐ 1/4" ☐ Other
☐ 3/8" ☐ 1/8" _____

Tabs/Bank | No. Banks/Set | CUT: 1/ _____th
Tab Length: _____

Collate

☐ No ☐ Yes - In sets → ☐ Straight (Std) ☐ Reverse ☐ Other - (explain) →

Bonded Fasteners

Fasteners per sheet ☐ One (Std.) ☐ Two (Non-Std) Size ☐ 1-1/2" Capacity ☐ 2" Capacity ☐ Other _____ ☐ None

Fastener Location

☐ Standard ☐ Other (explain) _____

Assemble

☐ No ☐ Yes - In Folders / Folders Supplied By: _____
☐ Yes - Other- (explain) →

Boxing

☐ Inner Cartons (100 Tabs per ctn std) ☐ # Sets/Inner Ctn _____ (close to 100 Total Sheets)
☐ Bulk ☐ Other: _____

QUOTATION	DATE / TIME ENTERED	PRICE NEEDED BY
☐ Formal ☐ Informal To_____		

PRICING

QTY

_____ @ _____ = _____
_____ @ _____ = _____
_____ @ _____ = _____

QUOTE # _____
Refer to this number when ordering

Quoted By: _____

SHIPPING: Approximately_____ working days after receipt of order and clarification of specifications and or Proof Approval

NEW OR PREVIOUS ORDER INFORMATION

☐ New
☐ Exact reprint
☐ Exact reprint w/changes in qty. only
☐ Reprint w/changes. As Noted

Prev. P.O. # _____
Prev. HCM Job # _____

Artwork ☐ HCM to Typeset* *(*Typestyle will be Helvetica Bold, All UPPER CASE unless otherwise specified).*
☐ Disk Furnished ☐ Scannable Art Supplied ☐ Other: _____
☐ Mac *(List Program)* _____ ☐ PC *(List Program)* _____

Proof Required ***TYPE OF PROOF*** ☐ Laser ☐ Digital Epson ☐ PDF
☐ No ☐ Yes _____ (Date/Time Required) ☐ Color Laser ☐ Other
Proof To: _____
☐ Fax # _____ ☐ E-Mail _____

Ship To _____
Attn / Ref: _____
Street _____
_____
City _____ State _____ Zip _____
Ship to Phone # _____

Ship Via: ☐ Best way Ground - (Std) ☐ Pick-Up _____
☐ NDA (8:30) Phone # _____ (required) ☐ 2nd Day (8:30) Phone # _____ (required)
☐ NDA (10:30) ☐ 2nd Day (10:30)
☐ NDA (by 3:00) ☐ Inside Delivery

☐ 512500 (Prepaid - add to invoice) ☐ 120450 (512450) (Add to job cost) ☐ Truck - collect ☐ Truck - 3rd party billing
Acct # _____

Other Information:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Typestyle:

❑ HCM Standard (Helvetica Neue Bold)

❑ All Caps ❑ Upper & Lowercase

❑ Other: _____ ❑ Size: _____

❑ Match Previous Order #: _____

Bank #	Cut	Position	Tab Loc.	TAB COPY (Type or print tab copy EXACTLY as you want it printed! ie: ALL CAPS, Upper and Lower Case, etc.)	Mylar Color (List of colors shown below)	Tab Qty. (If varying qty's per Tab)

MYLAR COLORS

MY-105 Clear
MY-115 Grey
MY-205 Red
MY-705 Pink
MY-805 Purple
MY-915 Brown

MY-305 Yellow
MY-315 Lt. Yellow
MY-505 Orange
MY-515 Lt. Amber

MY-415 Lt. Blue
MY-425 Med. Blue
MY-405 Dark Blue

MY-615 Lt. Green
MY-625 Med. Green
MY-605 Dark Green