

Special Purpose - Human Resources

Personnel Record Files

*Personal and Confidential
Inter-Department Envelopes*

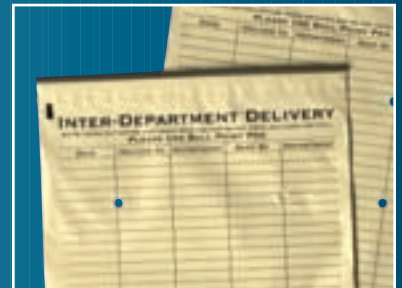
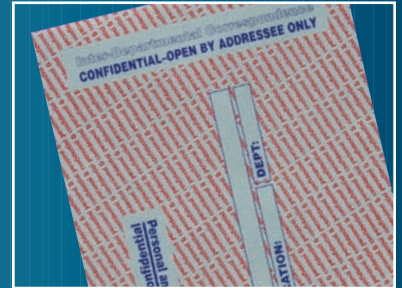
Poly Inter-Department Envelopes

Redi-File™ Clasp Envelopes

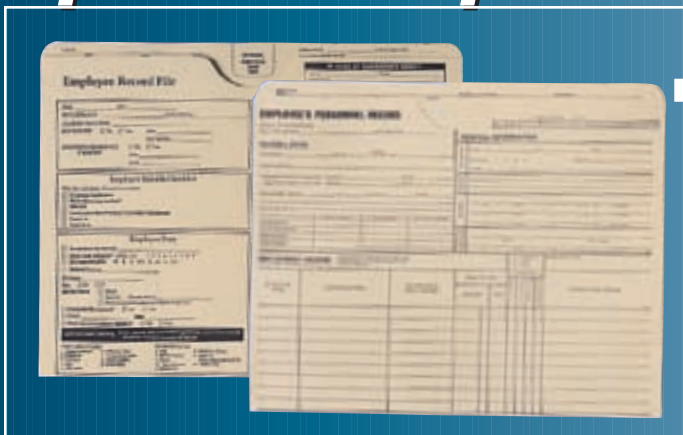
Redi-Tac™ Filing Envelopes

Colored File Jackets

Redi-View™ Presentation Folders



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Personnel Record Files

Updated to comply with the requirements of the Americans with Disabilities Act (ADA), now including spaces for EEO-1 information. Folders can be color coded using standard color coding systems, such as ACCS A-Z labels. Sturdy 11 pt. Manila Tag.

Item #	UPC Code	Description	Lbs	Qty	Bxs	Ctn/
			/Ctn	/Bx	/Ctn	Pallet

ADA Compatible File Folder (Updated) - 20 per pack

69998	0 85227 69998 5	9 1/2 x 11 3/4	38	5 pks	5	16
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Traditional Version - Jacket - Designed before ADA

69999	0 85227 69999 2	9 1/2 x 11 3/4	41	100	5	16
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70010	0 85227 70010 0	9 1/2 x 11 3/4 x 1 1/2	30	25	10	12
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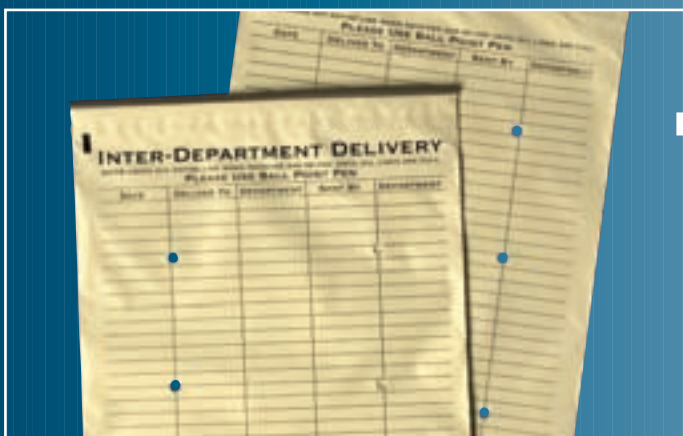


Personal and Confidential Envelopes

Special purpose Gray Kraft Inter-Department is printed in red and blue, with an overall pattern for confidentiality. The sender signs across the flap once the envelope is sealed. 28 lb. Gray Kraft.

Item #	UPC Code	Description	Lbs	Qty	Bxs	Ctn/
			/Ctn	/Pk	/Ctn	Pallet

63778	0 85227 63778 9	10 x 13	26	100	5	24
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Yellow Poly Inter-Department Envelopes

Durable poly material is moisture and tear-resistant. Yellow poly helps envelope stand out among every-day paperwork. Resealable Velcro® closure for repeated use. For best results use ball point pen.

Item #	UPC Code	Description	Lbs	Qty	Bxs	Ctn/
			/Ctn	/Bx	/Ctn	Pallet

46399	0 85227 46399 9	10 x 13	18	100	5	36
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Redi-File™ Clasp Envelopes

Open-side clasp design allows easier insertion and retrieval of contents. Ideal for filing applications. Sturdy 28 lb. Kraft paper stock.

Item #	UPC Code	Description	Lbs	Qty	Bxs	Ctn/
			/Ctn	/Pk	/Ctn	Pallet

38090	0 85227 38090 6	9 x 12 (#90)	24	100	5	24
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Redi-Tac™ Resealable Filing Envelopes

Side opening allows easier insertion and retrieval of contents. Resealable Redi-Tac™ closure for repeated use. Durable Kraft paper stock.

Item #	UPC Code	Description	Lbs /Ctn	Qty /Pk	Pks /Ctn	Ctn/ Pallet
38091	0 85227 38091 3	9 x 12	24	25	15	45



Colored Paper File Jackets

Perfect for color coded filing. Takes up less space in filing cabinets than traditional colored tag folders. Ideal for use in numerous medical and professional applications. 60 lb. stock except where noted.

Item #	UPC Code	Description	Lbs /Ctn	Qty /Bx	Bxs /Ctn	Ctn/ Pallet
63872*	0 85227 63872 4	5 x 8 ¹ / ₈ Cameo	37	500	5	18
63952	0 85227 63952 3	9 ¹ / ₂ x 11 ³ / ₄ White	22	100	5	30
63954	0 85227 63954 7	9 ¹ / ₂ x 11 ³ / ₄ Red	19	100	5	30
63955	0 85227 63955 4	9 ¹ / ₂ x 11 ³ / ₄ Green	19	100	5	30
63956	0 85227 63956 2	9 ¹ / ₂ x 11 ³ / ₄ Yellow	19	100	5	30
63957	0 85227 63957 8	9 ¹ / ₂ x 11 ³ / ₄ Blue	19	100	5	30
63972*	0 85227 63972 1	9 ¹ / ₂ x 11 ³ / ₄ Cameo	21	100	5	30

* 28 lb. paper stock



Redi-View™ Presentation Folders

Ideal for document filing, organization and storage. Made from quality paper stock with a large transparent window. May be written on or overprinted with your ink jet printer. Great for presentations. Rainbow pack includes two each of Green, Red, White, Blue and Yellow. 8⁵/₈ x 11¹/₄.

Item #	UPC Code	Description	Lbs /Ctn	Qty /Pk	Pks /Ctn	Ctn/ Pallet
89510	0 85227 89510 3	White	17	25	20	48
89515	0 85227 89515 8	Rainbow	21	10	50	60

