







CUSTOMIZED FILING

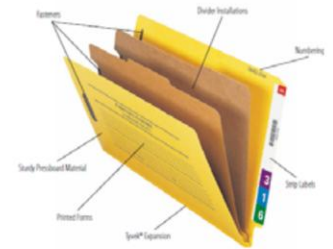
FROM



KEEPING YOU ORGANIZED®

Smead can add extra functionality to your filing system by custom printing your files. Smead can offer print options on a variety of products. Printing offers many useful applications:

-  **Company logos create identity**
-  **Standard forms printed directly on your file**
-  **Presentation portfolios & files**
-  **Special tab headings help eliminate errors**
-  **Report covers for those important meetings**
-  **Warnings or alerts (Confidential-Do Not Remove)**
-  **Special handling instructions (Required Process)**



Benefits:

- Tailored* to meet your specific needs
- Reduce* your time spent having to assemble files. Let us do all the work for you, since your time is better spent doing other tasks
- Reduce* your risk of lost or misfiled information by using preprinted headings, fasteners, or indexed dividers
- Increase* your office staff's productivity and efficiencies
- Brand* with your name and logo. Your image is important!



You can define what you need, or you can work with Smead to develop the right solution. Contact your Smead Reseller or local Smead representative for more details. Build your own custom file at: www.smead.com/folderdesigner

Pre-labeled products save personnel time! Did you know? We can also color-code your top tab files as well. Ask us how.



**You Design It.
We'll Create It.**

We can **customize** the following products:

- File Folders
- Hanging Folders
- Fastener Folders
- Classification Folders
- Expanding Files
- Presentation Products
- Guides
- Pockets
- Jackets
- Wallets

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