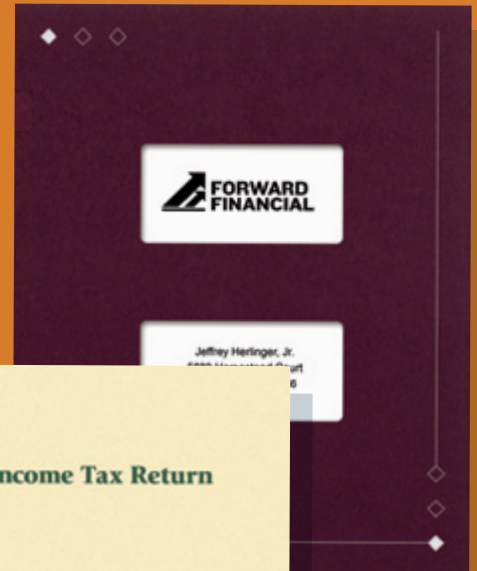# FOLDERS & ENVELOPES

Folders and envelopes for professional presentations

>> **PROFESSIONAL** IMAGE

>> **AFFORDABLE** AT ANY QUANTITY

>> **GUARANTEED** QUALITY

Polished Presentations

A PROFESSIONAL IMAGE

Deliver tax returns, or any important document, in a manner that reflects the value of your services.

- High quality paper and printing
- Sophisticated designs
- Coordinating folders and envelopes

AFFORDABLE AT ANY QUANTITY

An assortment of high-quality folders and envelopes that are in stock and ready to ship.

- Cost effective even at low quantities
- Fast turn around times
- Personalize with your name and logo

GUARANTEED QUALITY

Free samples allow you to try before you buy.

- See and feel the quality paper and printing
- Choose the right option for you
- Verify software compatibility

TABLE OF CONTENTS

Tax Return Folders

Professional delivery and easy assembly

DOCUMENT ASSEMBLY OPTIONS FOR FOLDERS
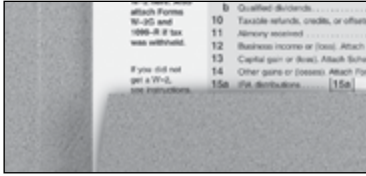
Pocket Folder
A classic, simple way to deliver documents that can be removed from the folder.
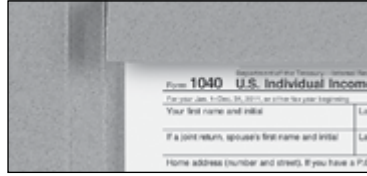
Top-Staple Folder
Quickly secure documents with staples or butterfly fasteners.

Side-Staple Folder
Easily staple documents with staple tabs.

PRESTIGIOUS TAX FOLDER

- 80# cream flecked cover stock
- Right pocket is die-cut for business card

Prestigious Folder

Item #	Size	Accent Color	Pockets
80398	9" x 12"	Green	Two 4"
80367	9" x 12"	Blue	Two 4"
80368	9" x 12"	Burgundy	Two 4"
80369	$9^7/_8$" x 12"	Green	One expandable 4" and one standard 4"

Right pocket can expand up to 3/8"

Income Tax Return
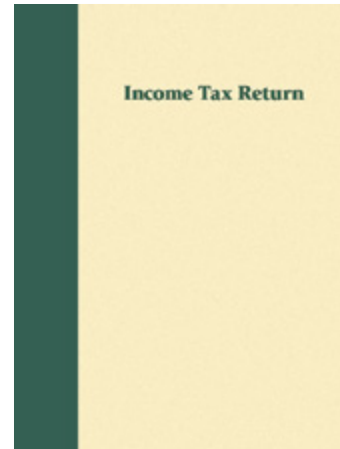
Green   Blue   Burgundy

CLIENT COPY TAX FOLDER

- 80# smooth cover stock (65# stock for blue)
- Right pocket is die-cut for business card (where applicable)

Client Copy Folder

Item #	Size	Color	Assembly	Pockets	Score
TAXCVR810	$8^5/_8$" x $11^1/_4$"	Blue	Cover	None	Single
TAXCVR610	$8^5/_8$" x $11^1/_4$"	White	Cover	None	Single
TAXCVR210	$8^5/_8$" x $11^1/_4$"	Cream	Cover	None	Single
80424	$8^5/_8$" x $11^1/_4$"	White	Side-Staple	None	1/4" Double
80427	$8^5/_8$" x $11^1/_4$"	Cream	Side-Staple	None	1/4" Double
8784	9" x 12"	Cream	Pockets	Two 4"	Single

CLIENT COPY
TAX YEAR
BY
INCOME TAX PROFESSIONAL
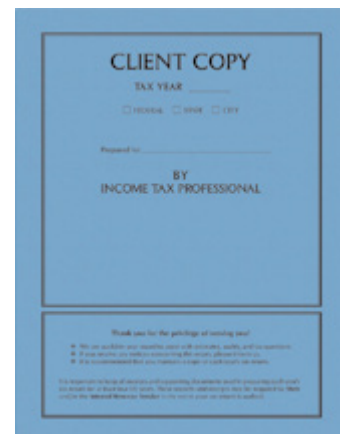
Blue   White   Cream

Tax Return Folders

CLASSIC TAX RETURN FOLDER

- 80# cover stock
- Right pocket is die-cut for business card

Call for FREE SAMPLES

Tax Folder with Border

Item #	Size	Color	Pockets
FLDR410	9" x 12"	Cream flecked	Two 4"
FOLDER10	9" x 12"	Grey leatherette	Two 4"
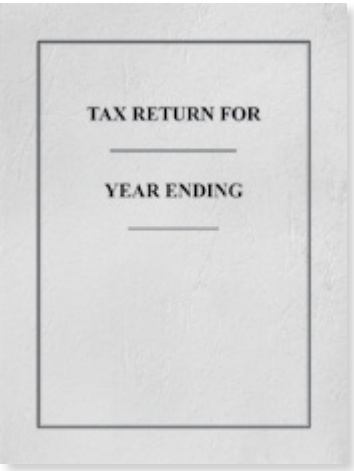
Cream w/ blue printing   Grey w/ black printing

TAX FOLDER WITH WINDOW FOR 1040 FORMS

- 80# cover stock
- Right pocket is die-cut for business card (where applicable)
- Use with return or slip sheet

1040 Folder

Item #	Size	Color	Assembly	Pockets	Window	Score
TABFLDO10	$8^3/_4$" x $11^3/_8$"	Cream & Green	Side-Staple	Right 4"	Official 1040	1/8" Double
TABFLDP10	$8^3/_4$" x $11^3/_8$"	Cream & Green	Side-Staple	Right 4"	Preparer's 1040	1/8" Double
TABCVRO10	$8^3/_4$" x $11^3/_8$"	Cream & Burgundy	Side-Staple	None	Official 1040	1/8" Double
OTOPBL	$8^3/_4$" x $11^1/_4$"	Cream & Blue	Top-Staple*	None	Official 1040	Single
PTOPBL	$8^3/_4$" x $11^1/_4$"	Cream & Blue	Top-Staple*	None	Preparer's 1040	Single
OTOPBK	$8^3/_4$" x $11^1/_4$"	Cream & Black	Top-Staple*	None	Official 1040	Single

Tab does not hide staples

Green   Blue   Burgundy   Black
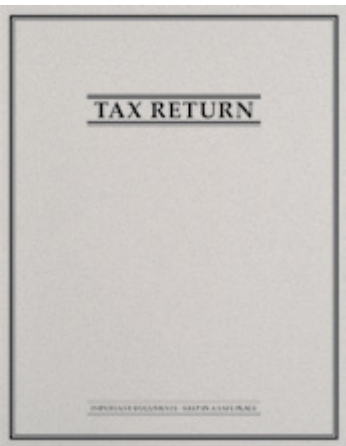
TAX RETURN FOLDER WITH BORDER

- 80# grey feltweave cover stock
- Right pocket is die-cut for business card (where applicable)

Tax Return Folders with Border

Item #	Size	Assembly	Pockets	Score
PT44G	9" x $11^1/_2$"	Pockets	Two 3"	Single
PT43G*	9" x $11^1/_2$"	Pockets	Two 3"	Single
FL45G	$8^7/_8$" x $11^1/_2$"	Top-Staple	None	1/4" Double
FL42G	$8^5/_8$" x $11^1/_4$"	Side-Staple	None	1/2" Triple

Cut away cover

Grey

Tax Return Folders

EMBOSSED TAX RETURN FOLDER

- 80# linen cover stock
- Right pocket is die-cut for business card (unless noted)

Embossed Tax Return Folders

Item #	Size	Color	Pockets
FOLDER5BL	9" x 12"	Midnight Blue	Two 4"
FOLDER5BG	9" x 12"	Burgundy	Two 4"
FOLDER5GN	9" x 12"	Emerald Green	Two 4"
FOLDER5LGBL	$9^1/_2$" x 12"	Midnight Blue	Two 4"
FOLDER5LGBG	$9^1/_2$" x 12"	Burgundy	Two 4"
FOLDER5LGGN	$9^1/_2$" x 12"	Emerald Green	Two 4"
FOLDER5EXBL*	$9^7/_8$" x 12"	Midnight Blue	Two 4"

*Right pocket expands for tax returns up to 3/8" thick.
  Left pocket is die-cut for business card.
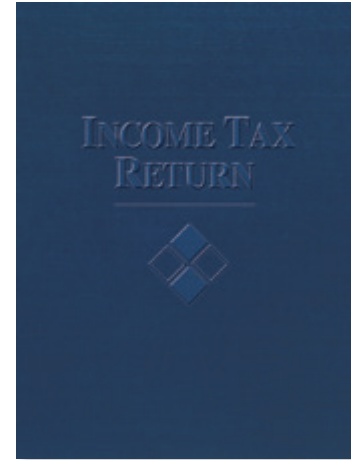
Midnight Blue   Burgundy   Emerald Green

VERTICAL STRIPE TAX FOLDER

- 80# feltweave cover stock (unless noted)
- Right pocket is die-cut for business card (unless noted)

Vertical Stripe Tax Folders

Item #	Size	Color	Assembly	Pockets	Score
FL55FD	$8^7/_8$" x $11^1/_2$"	Forest Green	Top-Staple	None	1/4" Double
FL55ND	$8^7/_8$" x $11^1/_2$"	Navy Blue	Top-Staple	None	1/4" Double
FL55RD	$8^7/_8$" x $11^1/_2$"	Merlot	Top-Staple	None	1/4" Double
FL52FD	$8^5/_8$" x $11^1/_4$"	Forest Green	Side-Staple	None	1/2" Triple
FL52ND	$8^5/_8$" x $11^1/_4$"	Navy Blue	Side-Staple	None	1/2" Triple
FL52RD	$8^5/_8$" x $11^1/_4$"	Merlot	Side-Staple	None	1/2" Triple
PT54FD	9" x $11^1/_2$"	Forest Green	Pockets	Two 3"	Single
PT54RD	9" x $11^1/_2$"	Merlot	Pockets	Two 3"	Single
PT54ND	9" x $11^1/_2$"	Navy Blue	Pockets	Two 3"	Single
FL51N	9" x $11^1/_4$"	Navy Blue	Side-Staple	Right 3"	3/8" Triple
FL75ND**	$8^7/_8$" x $11^1/_2$"	Navy Blue	Top-Staple	Left 3"*	1/4" Double
PT74ND**	9" x $11^1/_2$"	Navy Blue	Pockets	Two 3"	Single

*Left pocket is die-cut for business card
**100# feltweave cover stock
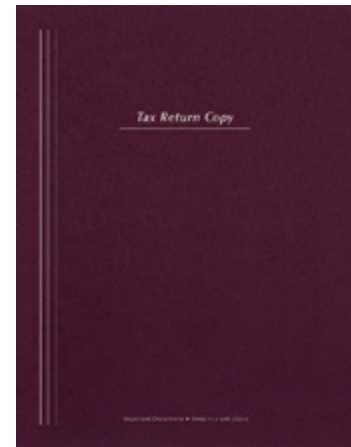
Forest Green   Merlot   Navy Blue

Window Folders for Tax Software

Guaranteed compatible with software slipsheets

CCH®, ATX™, Ultra Tax®, TaxAct®, TaxSlayer™

All brand names are property of their respective owners.

WINDOW FOLDERS with EXPANDING POCKET
for Ultra Tax, ATX, Tax Slayer, and TaxACT

- 80# linen cover stock
- Pocket is die-cut for business card

Window Folders with Expanding Pocket

Item #	Size	Color	Assembly	Pockets	Score
CFOLDERBG	8³/₄" x 11¹/₄"	Burgundy	Pocket	Right 4"	3/8" Double
CFOLDERBL	8³/₄" x 11¹/₄"	Midnight Blue	Pocket	Right 4"	3/8" Double
CFOLDERG10	8³/₄" x 11¹/₄"	Emerald Green	Pocket	Right 4"	3/8" Double

Expanding pocket accommodates large tax returns

Burgundy | Midnight Blue | Emerald Green

WINDOW FOLDERS with DIAMOND DESIGN
for Ultra Tax, ATX and Tax Slayer

- Side- or top-staple formats available for easy assembly
- 80# feltweave cover stock
- Pocket is die-cut for business cards

Side-Staple Window Folders

Item #	Size	Color	Assembly	Pockets	Score
40D	9" x 11¹/₄"	Navy Blue	Side-Staple	Right 4"	3/8" Triple
40FN	9" x 11¹/₄"	Forest Green	Side-Staple	Right 4"	3/8" Triple
40RN	9" x 11¹/₄"	Merlot	Side-Staple	Right 4"	3/8" Triple

Top-Staple Window Folders

Item #	Size	Color	Assembly	Pockets	Score
60D	8³/₄" x 11¹/₂"	Navy Blue	Top-Staple	None	3/8" Double
60FN	8³/₄" x 11¹/₂"	Forest Green	Top-Staple	None	3/8" Double
60RN	8³/₄" x 11¹/₂"	Merlot	Top-Staple	None	3/8" Double

Navy Blue | Forest Green | Merlot

Window Folders for Tax Software

WINDOW FOLDERS with TOP-STAPLE TAB
for Ultra Tax and ATX

- 80# linen cover stock
- Pocket is die-cut for business card

Top-Staple Folders with Pocket

Item #	Size	Color	Assembly	Pockets	Score
TTRCBL	8³/₄" x 11³/₈"	Midnight Blue	Top-Staple	Left 3"	3/8" Double
TTRCBG	8³/₄" x 11³/₈"	Burgundy	Top-Staple	Left 3"	3/8" Double

Midnight Blue   Burgundy

OFFSET WINDOW FOLDERS
for CCH Prosystem fx, Ultra Tax, ATX and TaxACT

- 80# linen cover stock (except where noted)
- Pocket is die-cut for business card (where applicable)

Offset Window Folders with Pocket

Item #	Size	Color	Assembly	Pockets	Score
80724	8³/₄" x 11¹/₄"	Midnight Blue	Pocket	Right 3" Expanding	3/8" Double
80792	8³/₄" x 11¹/₄"	Burgundy	Pocket	Right 3" Expanding	3/8" Double

Top-Staple with Offset Windows

Item #	Size	Color	Assembly	Pockets	Score
50D*	8³/₄" x 11¹/₂"	Navy Blue	Top-Staple	None	3/8" Double

80# Feltweave Cover Stock

Midnight Blue   Burgundy   Navy Blue

OFFSET WINDOW FOLDERS
for CCH Prosystem fx, Ultra Tax and ATX

- 80# linen cover stock
- Pocket is die-cut for business card

Offset Window Folders

Item #	Size	Color	Assembly	Pockets	Score
80378	8³/₄" x 11¹/₄"	Midnight Blue	Pocket	Right 4"	1/8" Double

TO
FROM

Window Folders for Tax Software

Guaranteed compatible with software slipsheets

TaxWise®, Drake®, ProSeries®, Lacerte®

All brand names are property of their respective owners.
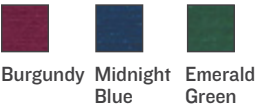
WINDOW FOLDERS with EMBOSSED DETAIL
for Drake and TaxWise

- 80# linen cover stock
- Pocket is die-cut for business card

Side-Staple Window Folders with Pocket

Item #	Size	Color	Assembly	Pockets	Score
SSDWBG	8³/₄" x 11¹/₄"	Burgundy	Side-Staple	Right 4"	1/8" Double
SSDWBL	8³/₄" x 11¹/₄"	Midnight Blue	Side-Staple	Right 4"	1/8" Double
SSDWGN	8³/₄" x 11¹/₄"	Emerald Green	Side-Staple	Right 4"	1/8" Double

Burgundy Midnight Blue Emerald Green

WINDOW FOLDERS with DIAMOND DESIGN
for Drake & TaxWise

- Side- or top-staple formats available; easy assembly
- 80# feltweave cover stock
- Pocket is die-cut for business card (where applicable)

Side-Staple Window Folders

Item #	Size	Color	Assembly	Pockets	Score
FL53D	9" x 11¹/₄"	Navy Blue	Side-Staple	Right 4"	3/8" Triple
FL53FN	9" x 11¹/₄"	Forest Green	Side-Staple	Right 4"	3/8" Triple
FL53RN	9" x 11¹/₄"	Merlot	Side-Staple	Right 4"	3/8" Triple
FL52NW	8⁵/₈" x 11¹/₄"	Navy Blue	Side-Staple	None	1/2" Triple
FL52FW	8⁵/₈" x 11¹/₄"	Forest Green	Side-Staple	None	1/2" Triple
FL52RW	8⁵/₈" x 11¹/₄"	Merlot	Side-Staple	None	1/2" Triple
FL52GW	8⁵/₈" x 11¹/₄"	Grey	Side-Staple	None	1/2" Triple

Top-Staple Window Folders

Item #	Size	Color	Assembly	Pockets	Score
FL55NW	8⁷/₈" x 11¹/₂"	Navy Blue	Top-Staple	Right 4"	1/4" Double
FL55FW	8⁷/₈" x 11¹/₂"	Forest Green	Top-Staple	Right 4"	1/4" Double
FL55RW	8⁷/₈" x 11¹/₂"	Merlot	Top-Staple	Right 4"	1/4" Double

Navy Blue Merlot Forest Green

Window Folders for Tax Software

EMBOSSED WINDOW FOLDERS
for Lacerte and ProSeries

- Side- or top-staple formats available; easy assembly
- 80# linen cover stock
- Pocket is die-cut for business card

Double Window Folders with Pocket

Item #	Size	Color	Assembly	Pockets	Score
FLSSWBG	$8^3/_4$" x $11^1/_4$"	Burgundy	Side-Staple	Right 4"	1/8" Double
FLSSWBL	$8^3/_4$" x $11^1/_4$"	Midnight Blue	Side-Staple	Right 4"	1/8" Double
FLTSWBG	$8^7/_8$" x $11^1/_4$"	Burgundy	Top-Staple	Left 4"	Single
FLTSWBL	$8^7/_8$" x $11^1/_4$"	Midnight Blue	Top-Staple	Left 4"	Single

Burgundy   Midnight Blue

WINDOW FOLDERS with DIAMOND DESIGN
for Lacerte and ProSeries

- Side- or top-staple formats available; easy assembly
- 80# feltweave cover stock
- Pocket is die-cut for business card (where applicable)

Diamond Design Folders

Item #	Size	Color	Assembly	Pockets	Score
LA20F	$8^5/_8$" x $11^1/_4$"	Forest Green	Side-Staple	None	1/2" Triple
LA20N	$8^5/_8$" x $11^1/_4$"	Navy Blue	Side-Staple	None	1/2" Triple
LA20R	$8^5/_8$" x $11^1/_4$"	Merlot	Side-Staple	None	1/2" Triple
LA40FN	9" x $11^1/_4$"	Forest Green	Side-Staple	Right 3"	3/8" Triple
LA40D	9" x $11^1/_4$"	Navy Blue	Side-Staple	Right 3"	3/8" Triple
LA40RN	9" x $11^1/_4$"	Merlot	Side-Staple	Right 3"	3/8" Triple
LA60F	$8^7/_8$" x $11^1/_2$"	Forest Green	Top-Staple	None	1/4" Double
LA60N	$8^7/_8$" x $11^1/_2$"	Navy Blue	Top-Staple	None	1/4" Double

Forest Green   Navy Blue   Merlot

Call for FREE SAMPLES

TO
FROM

SOFTWARE COMPATIBLE ENVELOPES
ON PAGE 10 & 11

Window Envelopes for Tax Software

Envelopes designed for Tax Software slip sheets

ProSeries	Lacerte	TaxWise	Drake	ATX	Ultra Tax	ProSystem fx	TaxSlayer	TaxACT	ITEM #	Notes	Size	Seal	Flap	Paper/Diamond Color	Window Placement
x	x		x						LA400PS	Includes tax filing instructions under back flap	9½" x 11½"	P	SS	White/Green	
x	x		x						LA400		9½" x 11½"	M	SS	White/Green	
x	x								LA100		9" x 11½"	M	SS	White/Green	
x	x	x	x						ENV300PS	Includes tax filing instructions under back flap	6" x 9"	P	LS	White/Green	
x	x	x	x						ENV300		6" x 9"	M	LS	White/Green	
x		x	x	x	x				ENV201PS		10" x 13"	P	LS	White/Green	
x		x	x	x	x				ENV201		10" x 13"	M	LS	White/Green	
x	x								ENV600		10¼" x 12"	M	SS	White/Blue	
				x	x		x		80921*	Patriotic	9½" x 12"	P	SS	White/None	
				x	x		x		CCLNT9D10*	Patriotic	9½" x 12"	M	SS	White/None	
				x	x		x		CCLNT9A10*	Blank	9½" x 12"	M	SS	White/None	
				x	x		x		80922*		9½" x 12"	P	SS	White/Blue	
				x	x		x		CCLNT910*		9½" x 12"	M	SS	White/Blue	
				x	x				80783PS*		9½" x 12"	P	SS	White/Blue	
				x	x				80783*		9½" x 12"	M	SS	White/Blue	
x	x								80730		9½" x 11½"	M	SS	White/Blue	
			x						80324		9" x 11½"	M	SS	White/Green	

* Items noted include a security tint

Window Envelopes for Tax Software

ProSeries	Lacerte	TaxWise	Drake	ATX	Ultra Tax	ProSystem fx	TaxSlayer	TaxACT	ITEM #	Notes	Size	Seal	Flap	Paper/ Diamond Color	Window Placement
x		x	x	x					80344PS		9" x 11½"	P	SS	White/Green	
x		x	x	x					80344		9" x 11½"	M	SS	White/Green	
x		x	x	x					80418		9" x 11½"	M	LS	White	
x		x	x	x					80343PS		9½" x 11½"	P	SS	White/Green	
x		x	x	x					80343		9½" x 11½"	M	SS	White/Green	
x		x	x	x					80343EXP	Expansion	9½" x 12" x 1"	P	SS	White/Green	
x	x								80342PS		9½" x 11½"	P	SS	White/Green	
x	x								80342		9½" x 11½"	M	SS	White/Green	
				x	x	x		x	80015PS*		9½" x 12"	P	SS	White/Blue	
				x	x	x		x	80015*		9½" x 12"	M	SS	White/Blue	
				x	x	x		x	80397*		9½" x 12"	M	LS	White	
				x	x	x		x	80015EXP*	Expansion	9½" x 12" x 1"	P	SS	White/Blue	
x	x								80737	Includes tax filing instructions under back flap	9½" x 11½"	M	SS	White/Green	
				x	x	x	x	x	80554*		9½" x 12"	M	SS	White/Blue	
				x	x	x	x	x	80925*		9½" x 12"	P	SS	White/Blue	
				x	x	x			80386	Tyvek®; Expandable; opens on bottom	9" x 12" x 2"	P	SS	White Tyvek®/ Green	
				x	x	x		x	80385		9⅝" x 11⅝"	P	SS	White/Green	

Call for FREE SAMPLES

* Items noted include a security tint

SEAL
M = Moisture
P = Peel & Close

FLAP
SS = Opens on short side
LS = Opens on long side

Multi-Purpose Folders

Make any document more professional

PATRIOTIC FOLDER

- 10 pt. cover stock
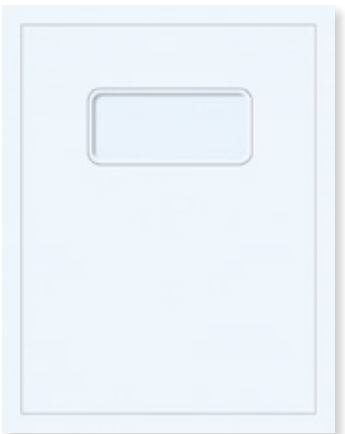- Right pocket is die-cut for business card

Item #	Size	Pockets	Score
FLDR310	9" x 12"	Two 4"	Single
TAXCVR3N	8$\frac{1}{2}$" x 11$\frac{1}{4}$"	None	5/8" Triple

Call for FREE SAMPLES

AMERICAN FLAG FOLDER

- 10 pt. cover stock
- Right pocket is die-cut for business card

Item #	Size	Pockets
80086	9" x 12"	Two 4"

REPORT COVER with WINDOW

- 80# cover stock

Item #	Size	Pockets	Windows	Score
RCBLU10	8$\frac{1}{2}$" x 11$\frac{1}{4}$"	None	Single window	1/2" Triple

Multi-Purpose Folders & Envelopes

Make any document more professional

LINEN FOLDER

- 80# linen stock
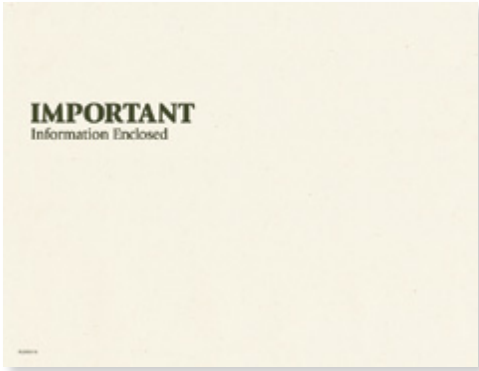- Right pocket is die-cut for business card

Item #	Size	Color	Pockets
FOLDER8LGBL	9$\frac{1}{2}$" x 12"	Midnight Blue	Two 4"

IMPORTANT INFORMATION ENVELOPE

- 28# white wove stock
- Peel & Close flap opens on long edge

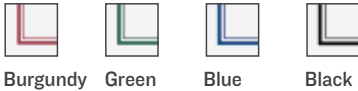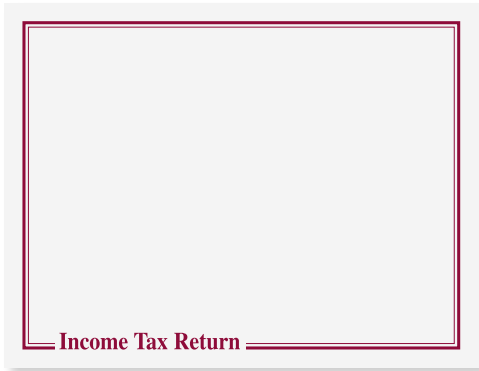| Item #	Size	Color
FLDENV10	10" x 13"	Black

INCOME TAX DELIVERY ENVELOPE

- 28# white wove stock
- Moisture seal flap opens on long edge

Item #	Size	Color
COMPENV310	10" x 13"	Burgundy
COMPENV410	10" x 13"	Green
COMPENV510	10" x 13"	Blue
COMPENV610	10" x 13"	Black

Income Tax Return

Burgundy   Green   Blue   Black

Professional Tax Supplies

Get organized and save time!

TAX INDEX TABS

Ideal for organizing tax returns, these index tabs are designed for use with letter sized folders.

Call for FREE SAMPLES

- Descriptions printed on one side of tabs
- 8$\frac{1}{2}$" x 11"
- Heavy, 90# white cover stock
- Each tab title sold separately

BOTTOM TAB

SIDE TAB

FILING INSTRUCTIONS
TB101S Side Tab
Position: 3
TB101T Bottom Tab
Position: 1

FEDERAL COPY
TB102S Side Tab
Position: 4
TB102T Bottom Tab
Position: 2

STATE COPY
TB103S Side Tab
Position: 5
TB103T Bottom Tab
Position: 3

ESTIMATES
TB104S Side Tab
Position: 3
TB104T Bottom Tab
Position: 1

CITY/LOCAL
TB105S Side Tab
Position: 4
TB105T Bottom Tab
Position: 2

OTHER
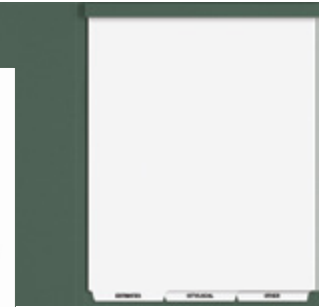**TB106S** Side Tab
Position: 5
TB106T Bottom Tab
Position: 3

CLIENT TAX RECORDKEEPING ENVELOPE

- 28# white wove stock
- Moisture seal flap opens on long edge

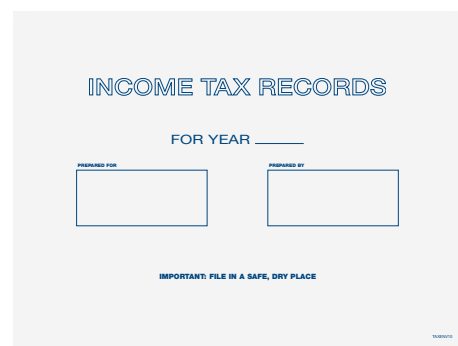| Item #	Size
E047	9$\frac{1}{2}$" x 12$\frac{5}{8}$"

CLIENT TAX RECORD & RECEIPT ENVELOPE

- 28# white wove stock
- Moisture seal flap opens on long edge

Item #	Size
TAXENV10	9" x 12"

Professional Tax Supplies

CLIENT TAX RECORD SAVER ENVELOPE

- 28# white wove stock
- Moisture seal flap opens on long edge

Item #	Size
TRSENV	9" x 12"

CLIENT TAX INSTRUCTION & DELIVERY ENVELOPE

- 28# white wove stock
- Moisture seal flap opens on long edge

Item #	Size
TXINSTENV	9" x 12"

1040 TAX APPOINTMENT ORGANIZER

- 20# white bond
- Folded to $8^1/_2$" x $3^2/_3$"

Item #	Description	Size
A009	Universal Organizer	$8^1/_2$" x 11"
A010G	By Appointment Organizer	$8^1/_2$" x 11"
A011	By Mail Organizer	$8^1/_2$" x 11"

A009

A010G

CLIENT TAX ORGANIZER

- 20# white bond
- Folded to $8^1/_2$" x 11"

Item #	Description	Size
CLTTAXOR10	Client Tax Organizer Worksheet	$8^1/_2$" x 11"

A011

CLTTAXOR10

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TAX RETURN

YEAR END

FOR TAX YEAR 2025

Income Tax Return