

877-816-8767



**A Employee Record Jacket** Complete record of payroll, personnel, employment, accident and termination on outside. Closed sides. Full cut tab for employee's name. 11 pt. Manila stock.

ID No.	Color	Qty	Unit	Price
1 QUA-69999	Manila	100	BX	111.04

**B Employee Record Folder** Complete payroll, personnel, employment, accident and termination record on outside. Full cut tab for employee's name. Complies with (ADA) requirements and EEO-1 information. 11 pt. Manila.

ID No.	Size	Color	Tab	Qty.	Unit	Price
2 QUA-69998	Letter	Manila	Full	20	PK	18.12



**C Employee Record Master File Jacket** Record and update employment history on preprinted front side. Holds pre- and post-hiring forms. Closed sides. 10 pt. Manila.

ID No.	Size	Expansion	Color	Qty.	Unit	Price
3 TOP-3280	Letter	Flat	Manila	20	PK	30.72
4 TOP-32801	Letter	1/4"	Manila	15	PK	27.06

**D Employee's Record File Folder** Update employee history and status on front. Record post-hire information on the back. Open sides; can be inverted for confidentiality. Index stock.

ID No.	Size	Color	Tab	Qty.	Unit	Price
5 TOP-3287	Letter	Green	Straight	20	PK	21.84



**E Personnel Folders** Classification folder with tab in middle position for employee's name. Five Mylar® -reinforced tab dividers within folder: Application/Resume, Compensation History, Performance Reviews, Training/Education, Miscellaneous/History. Color-matched reinforced rip-proof tape gusset. 20 pt. PressGuard® covers specially coated to resist moisture.

ID No.	Size	Color	Expansion	Tab	Qty.	Unit	Price
<b>Hanging Style with Pivoting Hangers</b>							
6	ESS-SER-2-BL *	Letter	Blue	2"	1/3 Center	1	EA 18.36
7	ESS-SER-2-GR *	Letter	Green	2"	1/3 Center	1	EA 18.36
8	ESS-SER-2-ER *	Letter	Red	2"	1/3 Center	1	EA 18.36
9	ESS-SER-2-YEL *	Letter	Yellow	2"	1/3 Center	1	EA 18.36
<b>Vertical Style</b>							
10	ESS-SER-1-BL *	Letter	Blue	2"	1/3 Center	1	EA 16.42
11	ESS-SER-1-GR *	Letter	Green	2"	1/3 Center	1	EA 16.42
12	ESS-SER-1-ER *	Letter	Red	2"	1/3 Center	1	EA 16.42
13	ESS-SER-1-YEL *	Letter	Yellow	2"	1/3 Center	1	EA 16.42

\* Acid Free. Covers contain 30% post-consumer recycled content, 65% total recycled content. Dividers contain 10% post-consumer recycled content, 10% total recycled content.

Americans with Disabilities Act Requirements:

"...information obtained regarding the medical condition or history of an individual is to be collected and maintained on separate forms and in separate medical files and is to be treated as a confidential medical record." Section 102 (c) (3).

