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# Supply Catalog

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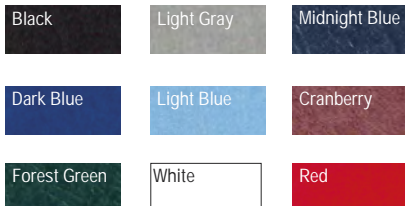
## Page 25

# Pengad Transcript Covers

Our quality transcript covers are made from only the finest materials available and are stocked in 30 professional colors and 5 high-grade finishes.

## Premium:

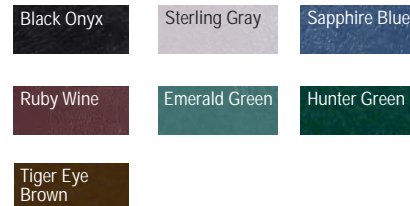
The durable Premium material is a solid choice for a more traditional presentation. Available in classic colors with a beautifully embossed leatherette pattern.



Premium contains up to 60% total recycled fiber and 20% post consumer waste.

## Professional Premium:

Our highest quality cover. The glossy coating on this embossed, leathergrain cover makes this the perfect choice for the professional who is concerned with their image.



Professional Premium contains up to 50% total recycled fiber and up to 15% post consumer waste.

## Premier:

Expensive looking but inexpensively priced. Available in six brilliant exterior colors with a white interior.



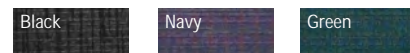
## Linen:

Our lightweight linen covers are white on the inside to offer flexibility for personalizing inside and out.



## Recycled Linen:

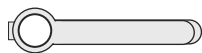
Go green. The matte finish colors, along with the recycled content, make this a favorite.



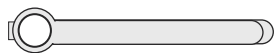
Recycled Linen contains 30% post-consumer recycled fiber.

## Self-Contained Fasteners:

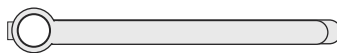
Capacity is based on 20 lb. paper.



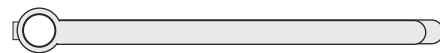
**SF = 3/4" Fastener**  
holds up to 80 sheets  
of 20 lb. paper



**LF = 1-1/8" Fastener**  
holds up to 150 sheets  
of 20 lb. paper



**XL = 1-1/2" Fastener**  
holds up to 250 sheets  
of 20 lb. paper



**GF = 2" Fastener**  
holds up to 300 sheets  
of 20 lb. paper

*Personalize your  
transcript covers.*

See pages 26 - 28 for formats,  
typesets, and foil colors.



# A6 Side-Bind Transcript Covers

Pengad's A6 Transcript Cover is perfect for most transcript needs. This two-piece cover has a clear front and solid back with a matching side strip. It's available without fasteners or with three convenient, self-contained fasteners to save you time. They are available in all materials and colors shown on page 2.

Available with DesignLine, CopySafe Seal, Original & Copy, see page 4 for details.

## Premium

price per box of 100

Style	Capacity	½ box	1 box	3 bxs	9 bxs	24 bxs	48 bxs+
<b>Plain Premium</b>							
A6-NF	No Fasteners	\$25.13	\$50.26	\$45.74	\$44.23	\$42.22	\$40.21
A6-SF	80 Sheets	33.24	66.48	60.50	58.50	55.84	53.18
A6-LF	150 Sheets	34.32	68.63	62.45	60.39	57.65	54.90
A6-XL	250 Sheets	35.42	70.84	64.46	62.34	59.51	56.67
A6-GF	300 Sheets	36.55	73.09	66.51	64.32	61.40	58.47
<b>Personalized Premium</b>							
A6-NF	No Fasteners	n/a	\$70.56	\$55.74	\$53.63	\$51.51	\$50.10
A6-SF	80 Sheets	n/a	86.77	68.55	65.95	63.34	61.61
A6-LF	150 Sheets	n/a	88.85	70.19	67.53	64.86	63.08
A6-XL	250 Sheets	n/a	91.10	71.97	69.24	66.50	64.68
A6-GF	300 Sheets	n/a	93.32	73.72	70.92	68.12	66.26

Capacity is based on sheets of 20 lb. paper.

A setup charge applies to all new and revised personalized orders.

## Professional Premium

price per box of 100

Style	Capacity	½ box	1 box	3 bxs	9 bxs	24 bxs	48 bxs+
<b>Plain Professional Premium</b>							
A6-NF	No Fasteners	\$31.86	\$63.72	\$57.99	\$56.07	\$53.52	\$50.98
A6-SF	80 Sheets	39.83	79.65	72.48	70.09	66.91	63.72
A6-LF	150 Sheets	41.11	82.22	74.82	72.35	69.06	65.78
A6-XL	250 Sheets	42.22	84.44	76.84	74.31	70.93	67.55
A6-GF	300 Sheets	42.87	85.74	78.02	75.45	72.02	68.59
<b>Personalized Professional Premium</b>							
A6-NF	No Fasteners	n/a	\$83.95	\$66.32	\$63.80	\$61.28	\$59.60
A6-SF	80 Sheets	n/a	99.91	78.93	75.93	72.93	70.94
A6-LF	150 Sheets	n/a	103.00	80.98	77.90	74.83	72.78
A6-XL	250 Sheets	n/a	105.00	82.72	79.58	76.44	74.34
A6-GF	300 Sheets	n/a	106.00	83.76	80.58	77.39	75.27

Capacity is based on sheets of 20 lb. paper.

A setup charge applies to all new and revised personalized orders.

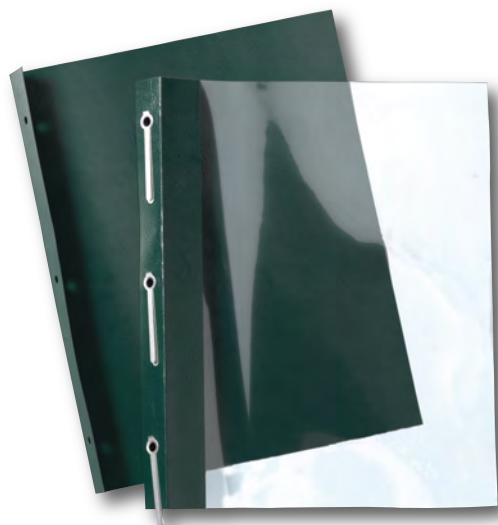
## Premier, Linen & Recycled Linen

price per box of 100

Style	Capacity	½ box	1 box	3 bxs	9 bxs	24 bxs	48 bxs+
<b>Plain Premier, Linen, Recycled Linen</b>							
A6-NF	No Fasteners	\$21.40	\$42.80	\$41.09	\$39.80	\$37.66	\$35.95
A6-SF	80 Sheets	28.31	56.61	54.35	52.65	49.82	47.55
A6-LF	150 Sheets	29.29	58.58	56.24	54.48	51.55	49.21
A6-XL	250 Sheets	30.40	60.80	58.37	56.54	53.50	51.07
A6-GF	300 Sheets	31.48	62.95	60.43	58.54	55.40	52.88
<b>Personalized Premier, Linen, Recycled Linen</b>							
A6-NF	No Fasteners	n/a	\$65.93	\$50.11	\$48.13	\$46.15	\$44.83
A6-SF	80 Sheets	n/a	79.74	60.60	58.21	55.82	54.22
A6-LF	150 Sheets	n/a	81.70	62.09	59.64	57.19	55.56
A6-XL	250 Sheets	n/a	82.47	62.68	60.20	57.73	56.08
A6-GF	300 Sheets	n/a	83.21	63.24	60.74	58.25	56.58

Capacity is based on sheets of 20 lb. paper.

A setup charge applies to all new and revised personalized orders.



Colored Interior

- Professional Premium
- Premium
- Recycled Linen



White Interior

- Premier
- Linen



# A7 Tab-Top Transcript Cover

## For Legal Binding

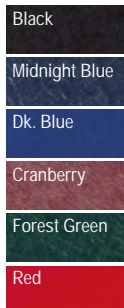
Two-piece letter-size cover features a clear front and solid back with 3 side holes for binding. The back cover has a top tab that is punched 2 holes for legal filing or exhibit binding.

Available with CopySafe Seal, DesignLine, and Original & Copy, see below for details.



Other colors from Page 2 are available with a minimum order of 1000 sets. A setup charge of \$50.00 applies. Turnaround time is 7-10 working days.

Premium



## Premium

price per box of 100

Style	Capacity	1 box	3 bxs	9 bxs	24 bxs	48 bxs+
<b>Plain Premium</b>						
A7-NF	No Fasteners	\$63.72	\$55.44	\$53.52	\$50.98	\$48.43
A7-SF	80 Sheets	79.65	69.30	66.91	63.72	60.53
A7-LF	150 Sheets	82.22	71.53	69.06	65.78	62.49
A7-XL	250 Sheets	84.44	73.46	70.93	67.55	64.17
A7-GF	300 Sheets	85.74	74.59	72.02	68.59	65.16
<b>Personalized Premium</b>						
A7-NF	No Fasteners	\$83.95	\$63.80	\$61.28	\$58.77	\$57.09
A7-SF	80 Sheets	99.91	75.93	72.93	69.94	67.94
A7-LF	150 Sheets	103.00	77.90	74.83	71.75	69.70
A7-XL	250 Sheets	105.00	79.58	76.44	73.30	71.20
A7-GF	300 Sheets	106.00	80.58	77.39	74.21	72.09

Capacity is based on sheets of 20 lb. paper.

A setup charge applies to all new and revised personalized orders.

## Professional Premium

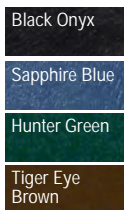
price per box of 100

Style	Capacity	1 box	3 bxs	9 bxs	24 bxs	48 bxs+
<b>Plain Professional Premium</b>						
A7-NF	No Fasteners	\$75.93	\$66.06	\$63.78	\$60.74	\$57.71
A7-SF	80 Sheets	92.16	80.18	77.41	73.73	70.04
A7-LF	150 Sheets	94.46	82.18	79.35	75.57	71.79
A7-XL	250 Sheets	96.69	84.12	81.22	77.35	73.48
A7-GF	300 Sheets	99.41	86.49	83.50	79.53	75.55
<b>Personalized Professional Premium</b>						
A7-NF	No Fasteners	\$96.21	\$73.12	\$70.23	\$67.35	\$65.42
A7-SF	80 Sheets	112.00	85.44	82.07	78.69	76.45
A7-LF	150 Sheets	115.00	87.20	83.76	80.32	78.02
A7-XL	250 Sheets	117.00	88.88	85.37	81.87	79.53
A7-GF	300 Sheets	120.00	90.96	87.37	83.78	81.38

Capacity is based on sheets of 20 lb. paper.

A setup charge applies to all new and revised personalized orders.

Professional Premium



## DesignLine™ Transcript Cover

Professionally predesigned layouts imprinted in an elegant gold foil add visual appeal and a professional appearance to your transcript.

Just 10¢ more per cover

- No Setup Charges
- No Die Charges
- Available on our A6 and A7 transcript covers.



## Copy, Original & More

Now you can have your covers imprinted with the words COPY, ORIGINAL, EXHIBITS, or CONDENSED TRANSCRIPT in the upper right hand corner of any cover for just pennies.

Just 10¢ more per cover

Imprint will be in outline text as shown. Foil color of your choice.

COPY ORIGINAL EXHIBITS CONDENSED  
TRANSCRIPT



## CopySafe Seal

An added feature that prevents unauthorized copying.

Order any of our A6 or A7 style covers and have the CopySafe Seal added to them. We place an adhesive strip on the cover that you activate after your transcript is bound. The transcript pages cannot be removed for copying without destroying the cover.

Just 10¢ more per cover



# EZ View

## Transcript Exhibit Cover

For easy viewing and proofreading of transcript and exhibits, use our unique 3-panel cover.

- Built-in disk holder eliminates lost ASCII disks and saves time.
- Holds up to 50 exhibits securely and accommodates index tabs.
- 3 standard side holes with fasteners.

Premium



Other colors from Page 2 are available with a minimum order of 1000 sets.  
A setup charge of \$50.00 applies.  
Turnaround time is 7-10 working days.

## Premium

price per box of 100

Style	Capacity	1 Box	5 Bxs	10 Bxs	50 bxs+
<b>Plain Premium</b>					
A6EZ-SF	80 Sheets	\$95.65	\$91.25	\$86.85	\$83.55
A6EZ-LF	150 Sheets	99.27	94.70	90.14	86.72
A6EZ-XL	250 Sheets	101.00	96.55	91.90	88.41
A6EZ-GF	300 Sheets	103.00	98.17	93.44	89.89
<b>Personalized Premium</b>					
A6EZ-SF	80 Sheets	\$102.00	\$97.02	\$92.34	\$88.84
A6EZ-LF	150 Sheets	105.00	100.00	95.65	92.01
A6EZ-XL	250 Sheets	107.00	102.00	97.39	93.69
A6EZ-GF	300 Sheets	109.00	104.00	98.93	95.17

Capacity is based on sheets of 20 lb. paper.  
A setup charge applies to all new and revised personalized orders.

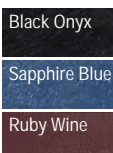
## Professional Premium

price per box of 100

Style	Capacity	1 Box	5 Bxs	10 Bxs	50 bxs+
<b>Plain Professional Premium</b>					
A6EZ-SF	80 Sheets	\$103.00	\$98.17	\$93.44	\$89.89
A6EZ-LF	150 Sheets	107.00	102.00	96.74	93.06
A6EZ-XL	250 Sheets	108.00	103.00	98.50	94.76
A6EZ-GF	300 Sheets	109.00	104.00	98.93	95.17
<b>Personalized Professional Premium</b>					
A6EZ-SF	80 Sheets	\$109.00	\$104.00	\$98.93	\$95.17
A6EZ-LF	150 Sheets	113.00	107.00	102.00	98.35
A6EZ-XL	250 Sheets	115.00	109.00	104.00	100.00
A6EZ-GF	300 Sheets	117.00	111.00	106.00	102.00

Capacity is based on sheets of 20 lb. paper.  
A setup charge applies to all new and revised personalized orders.

Professional Premium

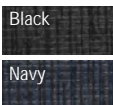


# Exhibit Pocket

## Transcript Cover

For transcripts with only a few exhibits, use our linen covers with the added exhibit pocket. Pocket holds up to 20 sheets. Available in Linen Black and Navy Blue.

Linen



## Linen

price per box of 100

Style	Capacity	1 bx	3 bxs	9 bxs	24 bxs	48 bxs+
<b>Plain Linen</b>						
A6EP-SF	80 Sheets	\$64.60	\$62.02	\$60.08	\$56.85	\$54.26
A6EP-LF	100 Sheets	66.94	64.26	62.25	58.91	56.23
A6EP-XL	250 Sheets	69.17	66.40	64.33	60.87	58.10
A6EP-GF	300 Sheets	71.26	68.41	66.27	62.71	59.86
<b>Personalized Linen</b>						
A6EP-SF	80 Sheets	\$86.61	\$65.82	\$63.23	\$60.63	\$58.89
A6EP-LF	100 Sheets	88.68	67.40	64.74	62.08	60.30
A6EP-XL	250 Sheets	90.93	69.11	66.38	63.65	61.83
A6EP-GF	300 Sheets	91.55	69.58	66.83	64.09	62.25

Capacity is based on sheets of 20 lb. paper.  
A setup charge applies to all new and revised personalized orders.

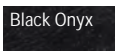
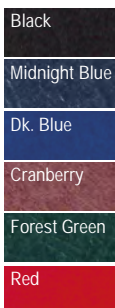
## AT6 Top Bind Cover for letter-size AL6 Top Bind Cover for legal-size

For transcript, exhibits and records binding.  
The AT6 and AL6 are top bound two-piece covers with a clear front and solid back with a matching front strip. Punched 2 holes on top.  
Available with Original & Copy, see page 4 for details.



Premium

Professional Premium



### Premium

price per box of 100

Style	Capacity	1 box	3 bxs	9 bxs	24 bxs	48 bxs+
<b>Plain Premium</b>						
AT/AL6-NF No Fasteners		\$75.93	\$66.06	\$63.78	\$60.74	\$57.71
AT/AL6-SF 80 Sheets		92.16	80.18	77.41	73.73	70.04
AT/AL6-LF 150 Sheets		94.46	82.18	79.35	75.57	71.79
AT/AL6-XL 250 Sheets		96.69	84.12	81.22	77.35	73.48
AT/AL6-GF 300 Sheets		99.41	86.49	83.50	79.53	75.55
<b>Personalized Premium</b>						
AT/AL6-NF No Fasteners		\$96.21	\$73.12	\$70.23	\$67.35	\$65.42
AT/AL6-SF 80 Sheets		112.00	85.44	82.07	78.69	76.45
AT/AL6-LF 150 Sheets		115.00	87.20	83.76	80.32	78.02
AT/AL6-XL 250 Sheets		117.00	88.88	85.37	81.87	79.53
AT/AL6-GF 300 Sheets		120.00	90.96	87.37	83.78	81.38

Capacity is based on sheets of 20 lb. paper.  
A setup charge applies to all new and revised personalized orders.

### Professional Premium

price per box of 100

Style	Capacity	1 box	3 bxs	9 bxs	24 bxs	48 bxs+
<b>Plain Professional Premium</b>						
AT/AL6-NF No Fasteners		\$100.00	\$87.65	\$84.63	\$80.60	\$76.57
AT/AL6-SF 80 Sheets		132.00	115.00	111.00	106.00	100.00
AT/AL6-LF 150 Sheets		134.00	117.00	113.00	108.00	102.00
AT/AL6-XL 250 Sheets		137.00	119.00	115.00	109.00	104.00
AT/AL6-GF 300 Sheets		139.00	121.00	117.00	111.00	105.00
<b>Personalized Professional Premium</b>						
AT/AL6-NF No Fasteners		\$121.00	\$95.59	\$91.96	\$88.33	\$85.91
AT/AL6-SF 80 Sheets		152.00	120.00	116.00	111.00	108.00
AT/AL6-LF 150 Sheets		155.00	122.00	118.00	113.00	110.00
AT/AL6-XL 250 Sheets		157.00	124.00	119.00	115.00	111.00
AT/AL6-GF 300 Sheets		159.00	126.00	121.00	116.00	113.00

Capacity is based on sheets of 20 lb. paper.  
A setup charge applies to all new and revised personalized orders.

## 3 Ring Transcript Cover

Transcript lays flat when open. Easy to open and close.  
Great for transcripts and exhibits.  
Available in 3 convenient plastic ring sizes:

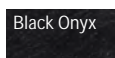
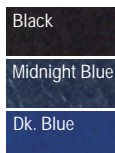
- 1/2" holds up to 100 pages
- 3/4" holds up to 175 pages
- 1" holds up to 200 pages



Ring Mechanism

Premium

Professional Premium



### Premium

price per box of 100

Style	Capacity	1 box	3 bxs	9 bxs	24 bxs	48 bxs+
<b>Plain Premium</b>						
1/2" Ring 100 Sheets		\$109.00	\$94.71	\$91.44	\$87.09	\$82.73
3/4" Ring 175 Sheets		119.00	103.00	99.57	94.82	90.08
1" Ring 200 Sheets		126.00	110.00	106.00	100.00	95.74
<b>Personalized Premium</b>						
1/2" Ring 100 Sheets		\$121.00	\$105.00	\$102.00	\$96.78	\$91.94
3/4" Ring 175 Sheets		130.00	113.00	109.00	104.00	99.05
1" Ring 200 Sheets		137.00	120.00	116.00	110.00	105.00

Capacity is based on sheets of 20 lb. paper.  
A setup charge applies to all new and revised personalized orders.

### Professional Premium

price per box of 100

Style	Capacity	1 box	3 bxs	9 bxs	24 bxs	48 bxs+
<b>Plain Professional Premium</b>						
1/2" Ring 100 Sheets		\$119.00	\$103.00	\$99.88	\$95.13	\$90.37
3/4" Ring 175 Sheets		128.00	112.00	108.00	103.00	97.41
1" Ring 200 Sheets		136.00	118.00	114.00	109.00	103.00
<b>Personalized Professional Premium</b>						
1/2" Ring 100 Sheets		\$131.00	\$114.00	\$110.00	\$105.00	\$99.28
3/4" Ring 175 Sheets		140.00	122.00	118.00	112.00	106.00
1" Ring 200 Sheets		147.00	128.00	124.00	118.00	112.00

Capacity is based on sheets of 20 lb. paper.  
A setup charge applies to all new and revised personalized orders.

Other colors from Page 2 are available  
with a minimum order of 1000 covers.  
A setup charge of \$50.00 applies.  
Turnaround time is 7-10 working days.

**Looking for something special? Call our Sales Department at 1-800-631-6989**  
**Fax 1-800-631-2329 • e-mail: sales@pengad.com • www.pengad.com**



## A6 GBC® Transcript Cover

Our A6 GBC cover offers a more professional appearance to your transcripts than clear sheets. The trim on the clear front matches your cover back. You can select from two sizes: 8-1/2" x 11" or 8-3/4" x 11-1/4". Our plastic binding combs are available in complementary colors.

Available with Original & Copy, see page 4 for details.



Other colors from Page 2 are available with a minimum order of 1000 sets. A setup charge of \$50.00 applies. Turnaround time is 7-10 working days.

Premium

Black
Midnight Blue
Dk. Blue

*Premium*

price per box of 100

	1 box	3 bxs	9 bxs	24 bxs	48 bxs+
Plain	\$66.48	\$60.50	\$58.50	\$55.84	\$53.18
Personalized	86.77	68.55	65.95	63.34	61.61

A setup charge applies to all new and revised personalized orders.

Professional Premium

Black Onyx
Tiger Eye Brown

*Professional Premium*

price per box of 100

	1 box	3 bxs	9 bxs	24 bxs	48 bxs+
Plain	\$79.65	\$72.48	\$70.09	\$66.91	\$63.72
Personalized	99.91	78.93	75.93	72.93	70.94

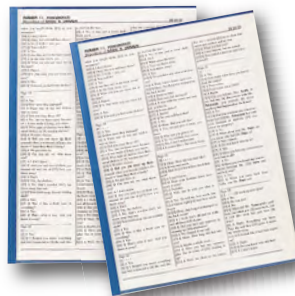
A setup charge applies to all new and revised personalized orders.

Available either GBC® punched or unpunched.

## Mini Transcript Cover

**Great for condensed transcripts.**

Great for condensed transcripts or transcripts that are less than 25 pages. One-piece cover with clear front and solid back. Staple your transcript then bind into cover with adhesive strip.



Premium

Black
Dk. Blue

*Premium*

price per box of 100

	1 box	3 bxs	9 bxs	24 bxs	48 bxs+
Plain	\$50.26	\$45.74	\$44.23	\$42.22	\$40.21
Personalized	77.40	61.15	58.82	56.50	54.95

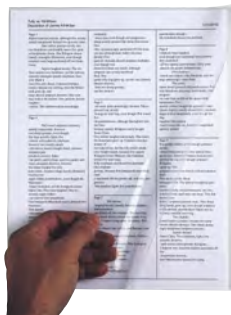
A setup charge applies to all new and revised personalized orders.

## Wraparound Transcript Cover

Clear vinyl wraparound for binding unpunched transcripts. Use with our plastic binding slides.

• 100 per pack  
Item Code: PS-WCC

**\$25.00 per pack**



## Plastic Binding Slides

Use with our Wraparound Cover or staple and cover your transcript with our clear plastic sheets and cover material. Slide the backbone over the staples and you're done. Available in black only. Letter-size. 100 slides per box.



price per 100

Size	Capacity	Item Code	1	5	10
1/8"	20 sheets	BS-SAB	\$ 14.98	\$12.43	\$11.84
1/4"	40 sheets	BS-SBB	18.95	15.72	14.97
3/8"	60 sheets	BS-SDB	25.50	21.16	20.14

## Clear Plastic Sheets

Use individual letter-size plastic sheets to design your own cover.

- Available unpunched or punched 3 std side holes at no additional charge.
- GBC® punching is available for an additional \$15.00 per 1,000 sheets.
- 100 sheets per pack.

price per pack

Item Code	Plastic Sheets Material/Size	1	5	10	50
PS-XA	Light Weight Clear Poly 8-1/2" x 11"	\$ 9.06	\$ 8.52	\$ 8.06	\$ 7.61
PS-YA	Medium Weight Clear Poly 8-1/2" x 11"	14.63	13.75	13.02	12.29
PS-YB	Medium Weight Clear Poly 8-3/4" x 11-1/4"	14.63	13.75	13.02	12.29
PS-TA	Medium Weight Clear Vinyl 8-1/2" x 11"	16.01	15.05	14.25	13.45
PS-TB	Medium Weight Clear Vinyl 8-3/4" x 11-1/4"	16.01	15.05	14.25	13.45



## Cover Material Sheets

Use individual letter-size sheets of cover material to design your own cover.

- Available unpunched or punched 3 std side holes at no additional charge.
- GBC® punching is available for an additional \$15.00 per 1,000 sheets.
- 100 sheets per pack.

price per pack

Cover Material	1	5	10	50
Premium	\$24.59	\$23.11	\$21.89	\$20.66
Professional Prem	31.37	29.49	27.92	26.35
Premier & Linen	20.20	18.99	17.98	16.97
Smooth Index	13.11	12.32	11.67	11.01



## Brass Fasteners and Washers

Round head fasteners and washers are ideal for use with Pengad's A6-NF No Fastener Transcript Cover or any custom-made covers with round-hole punching. 100 per box.



price per box

Length	Capacity	Item	Item Code	1	10	100
1/2"	50 sheets	2RHB	BF-RH2	\$2.76	\$2.48	\$2.35
3/4"	80 sheets	3RHB	BF-RH3	3.32	2.99	2.82
1"	150 sheets	4RHB	BF-RH4	4.29	3.86	3.65
1-1/4"	200 sheets	5RHB	BF-RH5	7.79	7.01	6.62
1-1/2"	250 sheets	6RHB	BF-RH6	9.21	8.29	7.83
2"	300 sheets	7RHB	BF-RH7	10.74	9.67	9.13
3"	500 sheets	8RHB	BF-RH8	15.35	13.82	13.05
4"	600 sheets	9RHB	BF-RH9	17.61	15.85	14.97
#1 Washer/fits fastener #2,#3,#4				1.85	1.67	1.57
#2 Washer/fits all fasteners				2.03	1.83	1.73

## Plastic Binding Combs

For GBC Binding. Use with our A6 GBC transcript covers or cover material and plastic sheets.

Available in: Black, White, Navy Blue, Royal Blue, Maroon, Red, and Hunter Green.

Sizes 1-1/8" through 2" are only available in: Black, White, and Navy.

100 per box.

price per box

Diameter	Capacity*	1	10	25
1/4"	20	\$10.27	\$ 8.52	\$ 8.22
5/16"	40	11.07	9.19	8.86
3/8"	55	15.57	12.92	12.46
7/16"	70	16.96	14.08	13.57
1/2"	90	19.29	16.01	15.43
9/16"	100	21.92	18.19	17.54
5/8"	120	25.91	21.51	20.73
3/4"	150	31.09	25.80	24.87
7/8"	175	37.71	31.30	30.17
1"	200	49.10	40.75	39.28
1-1/8"	220	54.67	45.38	43.74
1-1/4"	230	61.36	50.93	49.09
1-1/2"	290	64.94	53.90	51.95
1-3/4"	360	72.03	59.78	57.62
2"	425	76.66	63.63	61.33

\*Capacity is based on sheets of 20 lb. paper.

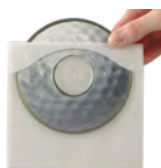




# CDs/DVDs and Accessories

## Tamper-Resistant Peel & Stick Poly CD/DVD Holder

- Clear poly holder with zip strip adheres to the back of your transcript cover
- Tamper-resistant perforated opening
- Safety-sleeve protection cushions and protects your CD/DVD
- Lightweight
- Holds one CD/DVD



500/box CS-5BCV **\$136.50 per box**  
1000/box CS-BCDV **\$204.75 per box**

Red fluorescent **CD-ROM ENCLOSED** labels are not included but are available upon request.

## CD/DVD Window Envelope

- Bright white paper with window allows for quick and easy identification of your files.
- Protects from smudging and scratching.
- 100 per box.
- Item Code: ME-PCD



price per box			
1	5	10	
\$13.92	\$11.55	\$11.00	

## Tabbed Peel & Stick CD/DVD Holder

- Paper holder adheres to the back of your transcript cover
- Convenient fold-out tab indicates your CD is enclosed
- Holds one CD/DVD.
- 50 holders per pack.



Item Code	price per pack			
	1	5	21	50
Plain CS-BTCD	\$20.45	\$19.44	\$18.41	\$17.40
Personalized* CS-TCDP	25.33	24.08	22.80	21.55

\*Minimum of 4 packs.

## Peel & Stick Clear Vinyl CD/DVD Holder

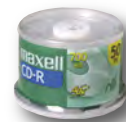
- Clear Vinyl holder adheres to the back of your transcript cover
- Open at top for easy CD insertion
- Red fluorescent **CD-ROM ENCLOSED** labels included.
- Holds one CD/DVD.
- 50 holders per pack.
- Item Code: CS-BCD



price per pack			
1	5	21	50
\$20.45	\$19.44	\$18.41	\$17.40

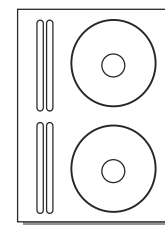
## CD-R Disk

- Maxell CD-R, 700 MB, 80 minutes, 40X.
- 50 per pack.
- Item Code: CS-CD50



## CD Labels

- Blank white laser labels.
- 2 face labels and 4 spine labels per sheet.
- 100 sheets per pack.
- Item Code: PL-CDL



Download a free template at [www.pengad.com](http://www.pengad.com)

price per pack			
1	3	6	10
\$24.50	\$23.28	\$22.05	\$20.82

# Disks and Accessories

## Clear Plastic Disk Holders

Available in two styles

### 8-1/2" x 11" Disk Holder Sheets

- Binds into any 3 side hole punched transcript cover.
- Each sheet holds up to four disks.
- Punched 3 std holes for binding directly into the transcript.
- 10 sheets per pack.
- Item Code: CS-PH4



price per pack			
1	5	21	50
\$8.61	\$8.19	\$7.75	\$7.32

### Individual Disk Holder

- Holds one disk
- Adheres to the back of the transcript cover.
- Silver glossy **DISK ENCLOSED** labels included.
- 50 holders per pack.
- Item Code: CS-PH50



price per pack			
1	5	21	50
\$19.82	\$18.84	\$17.84	\$16.86

## Paper Disk Holders

Our professional looking white, embossed disk holders are available in 3 styles.

All styles:

- Hold two disks or one CD/DVD.
- Red fluorescent **DISK ENCLOSED** labels included.
- 25 holders per pack.



### Peel & Stick Paper Disk Holders

- Peel off strip and adhere into the inside back of your cover.

Item Code	price per pack			
	1	5	21	50
Plain CS-DH3	\$9.95	\$9.46	\$8.96	\$8.46
Personalized* CS-DH3P	13.05	12.41	11.75	11.10

### Tabbed Peel & Stick Paper Disk Holders

- Tab stands out for easy access.
- Peel off strip and adhere into the inside back of your cover.

Item Code	price per pack			
	1	5	21	50
Plain CS-TH3	\$11.60	\$11.03	\$10.44	\$9.87
Personalized* CS-TH3P	14.57	13.85	13.11	12.39

### Bind-In Paper Disk Holders

- Prepunched holes make it easy to bind directly into your 3 std hole punched transcript cover.

Item Code	price per pack			
	1	5	21	50
Plain CS-BH3	\$11.60	\$11.03	\$10.44	\$9.87
Personalized* CS-BH3P	14.57	13.85	13.11	12.39

\*Minimum of 4 packs.

## DS/HD Formatted Disks

- 10 disks per box.
- 1.44 MB
- Item Code: CS-13DD
- \$10.50 per box



See Page 20  
for our  
extensive line  
of  
Mailing  
Supplies.

# Number and Letter Index Tabs



## Collated Sets - Numbers

### 1 through 100

- 1/25th Size Side Tab
- Mylar Coated Tab
- Printed on 2 Sides in Black Ink
- 25 per pack
- Collated: 1-25, 26-50, 51-75, 76-100
- Collated Sets 1 - 25, 3 hole punched, are also available Bulk Packed 20 sets per box. See below.
- Unpunched or 3 hole punched
- Item Codes:

	Unpunched	3 hole punched
1-25:	ES-1C25	ES-PC25
26-50:	ES-1C50	ES-PC50
51-75:	ES-1C75	ES-PC75
76-100:	ES-1C00	ES-PC00

## Collated Sets - Letters

### A through Z

- 1/25th Size Side Tab
- Mylar Coated Tab
- Printed on 1 Side in Black Ink
- Collated A through Z - 26 tabs per pack
- Unpunched or 3 hole punched
- Item Codes:

Unpunched:	ES-1CAZ
3 hole punched:	ES-PCAZ

## Individual Numbers

### Individual Tabs 1 - 500

- 1/25th Size Side Tab
- Mylar Coated Tab
- Printed on 2 Sides in Black Ink
- Available any number 1-500
- Unpunched or 3 hole punched
- 25 Tabs per pack or bulk packed
- Tabs 1 through 10, punched 3 holes and unpunched, are also available bulk packed 500 tabs per box. See below.

### Individual EXHIBIT Tabs

#### EXHIBIT 1 through EXHIBIT 100

- 1/10th Size Side Tab
- Mylar Coated Tab
- Printed on 1 Side in Black Ink
- Available: Exhibit 1 - Exhibit 100
- Unpunched or 3 hole punched
- 25 Tabs per pack

### Individual Bottom EXHIBIT Tabs

#### EXHIBIT 1 through EXHIBIT 25

- 1/6th Size Bottom Tab
- Mylar Coated Tab
- Printed on 1 Side in Black Ink
- Available: Exhibit 1 through Exhibit 25
- Unpunched or 2 hole punched
- 25 Tabs per pack

## Individual Letters

### Individual Tabs A - Z

- 1/25th Size Side Tab
- Mylar Coated Tab
- Printed on 1 Side in Black Ink
- Available: A through Z
- Unpunched or 3 hole punched
- 25 Tabs per pack

### Individual EXHIBIT Tabs

#### EXHIBIT A through EXHIBIT Z

- 1/10th Size Side Tab
- Mylar Coated Tab
- Printed on 1 Side in Black Ink
- Available: Exhibit A through Exhibit Z
- Unpunched or 3 hole punched
- 25 Tabs per pack

### Individual Bottom Tabs

#### EXHIBIT A through EXHIBIT Z

- 1/6th Size Bottom Tab
- Mylar Coated Tab
- Printed on 1 Side in Black Ink
- Available: Exhibit A through Exhibit Z
- Unpunched or 2 hole punched
- 25 Tabs per pack

## Collated and Individual Tab Packs

	price per pack				
	1	5	20	50	100
Unpunched	\$4.72	\$4.25	\$3.78	\$3.30	\$3.07
3 hole punched	4.88	4.39	3.90	3.41	3.17

All tabs are letter-size. Don't need a full package of 25 tabs? Individual tabs are available for \$.25 per tab. To order please call our Sales Department. Additional charges may apply.

## BUY IN BULK AND SAVE

Available in:

- **Collated Sets 1-25**, punched 3 holes Item Code: **EQ-C25P**
- **Numerical Individual Tabs** - 1 through 10, unpunched and punched 3 holes

## Collated Sets Bulk Packed - 20 sets per box Individual Tabs Bulk Packed - 500 per box

	price per box			
	1	3	6	10
Collated	\$69.95	\$60.86	\$55.26	\$51.76
Individual	68.17	55.22	51.13	47.04

Looking for something special? Call our Sales Department at 1-800-631-6989

Fax 1-800-631-2329 • e-mail: [sales@pengad.com](mailto:sales@pengad.com) • [www.pengad.com](http://www.pengad.com)

# Title Tabs

Easier for you, more efficient for your client.



## "CONCORDANCE"

- 1/5th Size Side Tab
- Mylar Coated Tab
- 2nd position
- Printed on 1 Side
- 25 Tabs per pack
- Item Codes:  
PK-CONP: 3 hole punched  
PK-CONC: Unpunched  
Bulk Packed 500 tabs per box  
EQ-BCP: 3 hole punched

## "CONDENSED TRANSCRIPT"

- 1/5th Size Side Tab
- Mylar Coated Tab
- 2nd position
- Printed on 1 Side
- 25 Tabs per pack
- Item Codes:  
PK-CNTP: 3 hole punched  
PK-CNT: Unpunched  
Bulk Packed 500 tabs per box  
EQ-BCTP: 3 hole punched  
EQ-BCT: Unpunched

## "CONDENSED TRANSCRIPT"

- 1/5th Size Side Tab
- Mylar Coated Tab
- 3rd position
- Printed on 1 Side
- 25 Tabs per pack
- Item Codes:  
PK-3CTP: 3 hole punched  
PK-3CT: Unpunched  
Bulk Packed 500 tabs per box  
EQ-3CTP: 3 hole punched

## "DISK"

- 1/5th Size Side Tab
- Mylar Coated Tab
- 4th position
- Printed on 1 Side
- 25 Tabs per pack
- Item Codes:  
PK-DSKP: 3 hole punched  
PK-DISK: Unpunched  
Bulk Packed 500 tabs per box  
EQ-BDKP: 3 hole punched  
EQ-BDK: Unpunched

## "EXHIBITS"

- 1/5th Size Side Tab
- Mylar Coated Tab
- 3rd position
- Printed on 1 Side
- 25 Tabs per pack
- Item Codes:  
PK-3EXP: 3 hole punched  
PK-3EX: Unpunched  
Bulk Packed 500 tabs per box  
EQ-B3EP: 3 hole punched  
EQ-B3E: Unpunched

## "EXHIBITS"

- 1/8th Size Side Tab
- Mylar Coated Tab
- 1st position
- Printed on 1 Side
- 25 Tabs per pack
- Item Codes:  
PK-EXHP: 3 hole punched  
PK-EXH: Unpunched  
Bulk Packed 500 tabs per box  
EQ-BEXP: 3 hole punched  
EQ-BEX: Unpunched

## "EXHIBITS"

- 1/5th Size Side Tab
- Mylar Coated Tab
- 2nd position
- Printed on 1 Side
- 25 Tabs per pack
- Item Codes:  
PK-2EXP: 3 hole punched  
PK-2EX: Unpunched  
Bulk Packed 500 tabs per box  
EQ-B2EP: 3 hole punched  
EQ-B2E: Unpunched

## "INDEX"

- 1/5th Size Side Tab
- Mylar Coated Tab
- 3rd position
- Printed on 1 Side
- 25 Tabs per pack
- Item Codes:  
PK-INDP: 3 hole punched  
PK-IND: Unpunched  
Bulk Packed 500 tabs per box  
EQ-BINP: 3 hole punched  
EQ-BIND: Unpunched

## "WORD INDEX"

- 1/5th Size Side Tab
- Mylar Coated Tab
- 1st position
- Printed on 1 Side
- 25 Tabs per pack
- Item Codes:  
PK-WINP: 3 hole punched  
PK-WIND: Unpunched  
Bulk Packed 500 tabs per box  
EQ-BWIP: 3 hole punched  
EQ-BWI: Unpunched

## "WORD INDEX"

- 1/5th Size Side Tab
- Mylar Coated Tab
- 3rd position
- Printed on 1 Side
- 25 Tabs per pack
- Item Codes:  
PK-3WIP: 3 hole punched  
PK-3WI: Unpunched  
Bulk Packed 500 tabs per box  
EQ-B3WP: 3 hole punched

### Title Tab Packages - 25 per pack

	price per pack				
	1	5	20	50	100
Unpunched	\$4.72	\$4.25	\$3.78	\$3.30	\$3.07
3 hole punched	4.88	4.39	3.90	3.41	3.17

### All tabs are letter-size.

Don't need a full package of 25 tabs? Individual tabs are available for \$.25 per tab. To order please call our Sales Department. Additional charges may apply.

## BUY IN BULK AND SAVE

Available in:

- **CONCORDANCE** - 2nd position, 3 hole punched
- **CONDENSED TRANSCRIPT** - 2nd position, 3 hole punched and unpunched
- **CONDENSED TRANSCRIPT** - 3rd position, 3 hole punched
- **DISK** - 4th position, 3 hole punched and unpunched
- **EXHIBITS** - 1/5th cut, 3rd position, 3 hole punched and unpunched
- **EXHIBITS** - 1/8th cut, 1st position, 3 hole punched and unpunched
- **EXHIBITS** - 1/5th cut, 2nd position, 3 hole punched and unpunched
- **INDEX** - 3rd position, 3 hole punched and unpunched
- **WORD INDEX** - 1st position, 3 hole punched and unpunched
- **WORD INDEX** - 3rd position, 3 hole punched

### Bulk Packed Tabs - 500 per box

	price per box			
	1	3	6	10
	\$68.17	\$55.22	\$51.13	\$47.04



# Blank Index Tabs



## Collated Blank Tab Sets

- Available in 1/5th, 1/8th or 1/25th Size Side Tab Sets
- Also available bulk packed 1/5th (100 sets per box) and 1/25th (20 sets per box)
- Mylar Coated or Uncoated Tab
- Unpunched or 3 hole punched

Collated Blank Tab Sets Availability Size		Item Codes - Packs		Item Codes - Bulk Packed	
		Unpunched	Punched	Unpunched	Punched
1/5th Uncoated	5 tabs/set	ES-1P5U	ES-1P5	Not available	Not available
1/5th Mylar Coated	5 tabs/set	ES-1M5U	ES-1M5	EQ-BM5	EQ-BM5P
1/8th Uncoated	8 tabs/set	ES-1P8U	ES-1P8	Not available	Not available
1/8th Mylar Coated	8 tabs/set	ES-1M8U	ES-1M8	Not available	Not available
1/25th Uncoated	25 tabs/set	ES-1P2U	ES-1P25	Not available	EQ-BP2P
1/25th Mylar Coated	25 tabs/set	ES-1M2U	ES-1M25	EQ-BM2	EQ-BM2P



### Collated Blank Sets

Size	Tabs per Set	1	5	20	price per set	
					50	100
1/5th	5	\$ 1.07	\$ .96	\$ .85	\$ .74	\$ .69
1/8th	8	1.70	1.53	1.36	1.18	1.10
1/25th	25	4.85	4.37	3.88	3.39	3.15

### Bulk Packed Collated Blank Sets

Size	Sets per Box	1	3	price per box	
				6	10
1/5th	100	\$ 68.25	\$ 64.84	\$ 61.43	\$ 58.01
1/25th	20	69.95	60.86	55.26	51.76

## Individual Blank Side Tabs

- Available in 1/5th, 1/8th or 1/25th Size
- Side Tab
- Mylar Coated or Uncoated Tab
- Unpunched or 3 hole punched
- 25 Tabs per pack

### Individual Blank Tab Packs

	1	5	20	50	100
price per pack					
Unpunched	\$4.72	\$4.25	\$3.78	\$3.30	\$3.07
3 Hole Punched	4.88	4.39	3.90	3.41	3.17

# Custom Index Tabs

Provide your clients with an additional service!

Index your transcripts with Pengad's Custom Index Tabs. Our custom tabs are made to your exact specifications for special cases, special clients, etc. Because we manufacture our tabs, we guarantee swift, efficient service.

Prices include printing on 2 sides, black ink on white, letter-size index stock, round-hole punching, mylar coated tabs, and hole reinforcement.



### Custom Individual Tabs

Custom Collated Sets		price per set				
		50	100	250	500	1,000
Size	Tabs per Set					
1/3rd	3	\$1.58	\$1.26	\$ .95	\$ .79	\$ .63
1/5th	5	2.36	1.84	1.37	1.21	1.05
1/8th	8	3.36	2.94	2.31	1.89	1.47
1/10th	10	3.68	3.15	2.84	2.31	1.79
1/25th	25	6.56	5.25	4.31	2.84	2.31

All Sizes		price per tab				
		250	500	1,000	2,500	5,000
		\$ .37	\$ .32	\$ .26	\$ .21	\$ .16

For less than 50 sets add 40% to the 50 set price.

Minimum Order: 250 tabs, 50 per imprint.

**Looking for something special? Call our Sales Department at 1-800-631-6989**  
**Fax 1-800-631-2329 • e-mail: sales@pengad.com • www.pengad.com**

# StenoStar® Machine Pads

- StenoStar pads have crisp, clean perforated folds.
- Special perforating process cuts down on paper dust.
- Available with numbered or unnumbered folds.

price per case

Item Code			1	2-4	5-9	10-49	50+
<b>Standard Machine Pads</b>							
Numbered	50 pads	ST-ARN	\$52.50	\$49.35	\$48.30	\$46.73	\$45.15
Unnumbered	50 pads	ST-ARU	52.50	49.35	48.30	46.73	45.15
Numbered	24 pads	ST-ARN2	30.24	28.86	27.90	27.49	27.49
Unnumbered	24 pads	ST-ARU2	30.24	28.86	27.90	27.49	27.49
<b>Recycled Machine Pads</b>							
Made from 100% recycled paper - 100% post-consumer waste							
Numbered	50 pads	ST-RPN	\$49.90	\$46.90	\$45.91	\$44.40	\$42.91
Unnumbered	50 pads	ST-RPU	49.90	46.90	45.91	44.40	42.91
Numbered	24 pads	ST-RPN2	27.46	26.08	25.13	24.71	24.71
Unnumbered	24 pads	ST-RPU2	27.46	26.08	25.13	24.71	24.71

Now available in

Half-Packs

24 pads/case



## Machine Supplies

### Stentura® Ribbon Cartridge

Inserts easily into Stentura®, Flash and Stylus writers.

- Part #28641
- Item Code: SS-RC



### StenoStar® Indelible Ink

- Consistent drying property prevents smudging
- Small funnel dropper allows one drop to be released
- Item Code: ST-ARI



### StenoStar® Ribbon

- Premium Grade
- Long wearing, durable nylon
- Outlasts standard ribbons 3 to 1
- Item Code: ST-ARR



### Metal Paper Tray

- Virtually Unbreakable
- Lightweight (weighs less than a plastic paper tray)
- Fits the Stentura®, Flash and Stylus writers.
- Item Code: SS-MTP



### Battery Packs

#### Stentura®, Flash writers

- Black Onyx
- Part #33154
- Item Code: SS-SBPK



#### élan Cybra™

- Part #35177
- Item Code: SS-ECBP



#### élan Mira™

- Part #35695
- Item Code: SS-EMBP

#### Light Gray Diamante™, Wave™

- Use with Blue Ice, Pink Ribbon and Continental Diamante and Wave Writer
- Part #38490
- Item Code: SS-DBPL



#### Medium Gray Diamante™

- Use with Platinum Diamante
- Part #38491
- Item Code: SS-DBPM

### Global Chargers

#### Stentura®

- Global Charger
- Part# 38803
- Item Code: SS-SCH



#### Diamante™/élan™

- Global Charger
- Part #38910
- Item Code: SS-EMC

### Machine Key Cushions

All key pads are individually handmade of the finest quality materials. Each order includes extra key tabs for the faster wearing keys.



#### Premium Felt:

Made from industrial grade felt.

- Item Code: SP-PKP

**\$15.75 each**

#### Rubber:

Made from high grade, non-stick rubber.

- Item Code: SP-SWKP

**\$15.75 each**

#### Black Leather:

Made from genuine buckskin hide.

- Item Code: SP-LKP

**\$23.95 each**

#### Misty Gray Leather:

Made from genuine leather.

Includes double-wide keys.

- Item Code: SP-GLKP

**\$25.95 each**



### Steno Rest

For use with Stentura® and Flash writers only.

Provides a comfortable and convenient "resting place" for hands/arms during pauses and other periods when you are not writing. Fully adjustable. Instantly connects to any tripod. Compact unit is ultra-lightweight. All black color complements any steno machine.

- Item Code: SS-SWS

**\$64.95 each**





## Laser Printer/Copier Paper

Top-quality white copy paper for all plain paper copiers, laser printers, and fax machines. Low static and moisture content make it perfect for laser printers and high speed copiers.

- Size: 8-1/2" x 11"
- 500 sheets per ream.

Item Code

### Full Case - 10 reams per case

3 std side holes .....PP-HS4X  
2 std top holes .....PP-HS2T  
Unpunched .....PP-HS4

### Half Pack - 5 reams per case

3 std side holes .....PP-HSX2  
Unpunched .....PP-HS42

### Hammermill® Brand - Full Case

3 std side holes .....PP-SBW  
Unpunched .....PP-SAW

### Recycled\* - Full Case

3 std side holes .....PP-RP  
Unpunched .....PP-RU

\* Available for Smart Saver purchase only.

## Smart Saver

When purchasing 10 or more cases of Willcopy plain laser printer paper in one order, the price includes shipping charges within the contiguous United States. Mix and match 3 hole punched and unpunched for a total of 10 or more cases.

⊛ Recycled Paper now available.

Please call for pricing.

## Laser Invoices

- Tear-off stub for client to return with payment.
- Colored invoice gives a professional appearance.
- Size 8-1/2" x 11".
- 100 sheets per pack.
- Four colors available: Blue, Red, Green, or Burgundy.

Item Code

Plain Blue .....LB-INVB  
Plain Green .....LB-INVG  
Plain Red .....LB-INVR  
Plain Burgundy .....LB-INVU  
Personalized .....LB-CINV



price per pack

Description	1	5	21	50
Plain	\$5.96	\$4.77	\$4.17	\$3.58
	5	10	25	50
Personalized	\$8.28	\$6.62	\$5.80	\$4.97

Minimum 5 packs for personalized.

Personalized prices include custom imprinting in black, blue, burgundy, green or red ink.

## Preprinted Laser Stock Forms

- Preprinted on 20 lb. laser bond.
- Paper size 8-1/2" x 11"
- Available in 9 different formats.



	1	30	50	100	250+
price per ream	\$10.95	\$10.73	\$10.38	\$9.82	\$9.58

Form #	Item Code	Ink Color	Margins	Numbering	Punching
AZ-13	LB-21BX	Black	L: 1-3/4" R: 3/8"	1-25 standard double spacing	3std
ERL	LB-11BX	Red	L: 1-3/8" R: 3/8"	Unnumbered	3std
FED-25	LB-27BX	Black	L: 1-3/4" R: 3/8"	1-25 selectric reporter ratchet spacing	3std
FED	LB-50BX	Black	L: 1-3/4" R: 3/8"	Unnumbered	3std
740	LB-07BX	Black	L: 1-3/4" R: 3/8"	1-25 reporter ratchet spacing	3std
2094	LB-08BX	Black	L: 1-5/8" R: 5/8" T: 9/16" B: 7/8"	1-25 standard double spacing	3std
SMI-25	LB-22BX	Black	L: 1-3/8" R: 3/8"	1-25 standard double spacing	3std
Form A	LB-30BX	Black	L: 1-1/2" R: 3/8" T: 3/8" B: 1/2"	Unnumbered	3std
Form A	LB-30AX	Black	L: 1-1/2" R: 3/8" T: 3/8" B: 1/2"	Unnumbered	Unpunched
Form B	LB-SBBX	Black	L: 1-1/2" R: 1/2" T: 3/8" B: 3/4"	Unnumbered	3std

For a custom look without the expense, we will print our stock forms in standard black, blue, green, red, burgundy or brown ink at stock prices when you order 10 or more reams.

## Toner/Laser Supplies.



Manufacturer Item Number	Fits Printers	Item Code	Price Each
C4092A	...HP LaserJet 1100 Black Toner Cartridge	...LL-HLJ1	\$85.50
C7115A	...HP LaserJet 1200/1220/3300 series Toner	...LL-H12T	\$71.99
C4096A	...HP LaserJet 2100/2200 Series Toner No. 96A	...LL-LJ21	\$109.99
92298A	...HP LaserJet 4, 4M, 4Plus, 5, 5M, 5N High Yield Toner	...LL-LJ4T	\$119.99
C4127X	...HP LaserJet 4000 Toner Hi Yield	...LL-H27X	\$143.00
C4127A	...HP LaserJet 4000 Toner Yield 6000	...LL-H27A	\$109.99
C8061X	...HP LaserJet HP-4100/High Capacity Toner	...LL-H41X	\$143.99
Q1338A	...HP LaserJet 4200 Toner	...LL-H42T	\$172.99
C3903A	...HP LaserJet 5P / 5MP / 6P / 6MP Toner	...LL-LJ5P	\$96.99

A full line of printer supplies is available.  
Call for pricing.



**Pengad can supply you with the notary stamp and seal embosser required by your state. Just let us know what state you are commissioned in and we will let you know which stamps, seals and embossers are right for you. View our notary reference chart at [www.pengad.com](http://www.pengad.com)**

## Notary Stamps

Pre-inked and re-inkable. 50,000 initial impressions. Available in Black, Purple, Blue, Red, and Green ink.

### Desk Stamp

Available in four sizes:

- 2" w x 1" h  
• Item Code: XS-NN12  
**\$37.25**
- 2" w x 9/16" h  
• Item Code: XS-NN13  
**\$28.25**
- 2-7/16" w x 5/8" h  
• Item Code: XS-NN14  
**\$37.50**
- 2-13/16" w x 15/16" h  
• Item Code: XS-NN18  
**\$40.95**



### Pocket Stamp

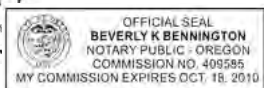
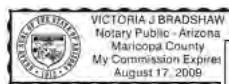
Stamp folds to fit comfortably in a briefcase. Case latches shut prohibiting stamp from opening when stored. Available in two sizes

- 2" w x 1/2" h  
• Item Code: XS-NN40  
**\$28.25**
- 2-7/16" w x 5/8" h  
• Item Code: XS-NN42  
**\$37.75**



### Round Desk Stamp

- 1-9/16" diameter  
• Item Code: XS-NN53  
**\$48.75**



## Gold Foil Label Seals

Seal diameter of 1-3/4" is compatible with most embossers. Peel & stick for easy application.

Available in two convenient pack sizes:

- 40 Seals per pack  
• Individual seals  
• Item Code: MS-NSE  
**\$4.95pk**
- 100 Seals per pack  
• 20 seals per sheet  
• Item Code: MS-NSEL  
**\$6.95pk**



## Pocket Notary Seal Embosser

Fits comfortably in purse or briefcase. Metal frame and engraved die will give you great looking seals. Comes with leather carrying pouch.

- Imprint size 1-1/2" diameter.  
• Item Code: XS-HHSE  
**\$32.95**



## Desk Notary Seal Embosser

Sturdy metal frame. Rubberized feet on bottom of seal prevents sliding on the desk. Imprint size 1-1/2" diameter.

- Item Code: XS-DSE  
**\$38.50**



## Title Stamps

### Certified Copy Stamp

- Red Ink  
• Imprint Size: 1-15/16" x 3/16"  
• Item Code: XS-CCS  
**\$18.50 each**

**CERTIFIED COPY**

### Uncertified Rough Draft Transcript Stamp

- Black Ink  
• Imprint Size: 1-9/16" x 3/8"  
• Item Code: XS-URDT  
**\$18.50 each**

**UNCERTIFIED ROUGH  
DRAFT TRANSCRIPT**

### Certified Transcript Stamp

- Red Ink  
• Imprint Size: 1/2" x 1-1/16"  
• Item Code: XS-CTR  
**\$18.50 each**

**CERTIFIED  
TRANSCRIPT**

### Certified Original Transcript Stamp

- Blue Ink  
• Imprint Size: 1/2" x 1-5/8"  
• Item Code: XS-COTB  
**\$18.50 each**

**CERTIFIED  
ORIGINAL TRANSCRIPT**

### Stock Title Stamps

- Impression size: 1-5/8" x 1/2"  
**\$10.95 each**

**ATTORNEY'S COPY**

**CONFIDENTIAL**

Item Code: XS-1814

Item Code: XS-1130

**COPY**

Item Code: XS-1359

**COPY**

Item Code: XS-1006

**DRAFT**

Item Code: XS-1360

**E-MAILED**

Item Code: XS-1650

**JUDGE'S COPY**

Item Code: XS-1815

**ORIGINAL**

Item Code: XS-ST11

**ORIGINAL**

Item Code: XS-2039

**PAST DUE**

Item Code: XS-1362

## Address Stamps

Available in three sizes and 5 ink colors: black, blue, red, green or purple.

### Small

- Copy area: 1-15/16" x 11/16"
- Maximum characters per line: 27
- Maximum 5 lines
- Item Code: XS-N11  
**\$31.50 each**

### Medium

- Copy area: 2-3/4" x 7/8"
- Maximum characters per line: 38
- Maximum 6 lines
- Item Code: XS-N18  
**\$40.95 each**

**PENGAD REPORTING SERVICES**  
55 Oak Street  
Post Office Box 99  
Bayonne, New Jersey 07002  
(800) 631-6989

### Large

- Copy area: 3-1/8" x 1-3/16"
- Maximum characters per line: 43
- Maximum 8 lines
- Item Code: XS-N24  
**\$69.95 each**

### Address Stamps Copy Area

Small	
Medium	
Large	

## 3 in 1 Spin 'N Stamp™

- This stock Spin 'N Stamp already comes loaded with 3 of the most important messages for any business. With a simple spin you go from stamp to stamp to stamp.
- Item Code: XS-8512  
**\$28.95 each**

**ORIGINAL**

**DRAFT**

**COPY**

**\$7.50 per pack**












**PLAINTIFF'S  
EXHIBIT**

---

- Preprinted black border
- 12 labels per sheet
- Each pack contains 492 labels.
- Label size: 1-1/2" w x 7/8" h

- You determine what the label will say.
- Your imprint up to 4 lines of type.
- Printed in black ink.
- 1008 labels per pack.
- Label size: 1-1/2" w x 7/8" h.
- Available in 11 label colors.

<b>EXHIBIT</b> _____ <b>WIT:</b> _____ <b>DATE:</b> _____ KATHLEEN POTTER	_____ <b>EXHIBIT NO.</b> _____ <b>FOR IDENTIFICATION</b> <b>DATE:</b> _____ <b>RPTR:</b> _____	<b>PLF/DEF</b> _____ <b>EXHIBIT</b> _____ <b>DATE</b> _____ <b>RPTR</b> _____ James Tyler Court Reporting	<b>Design Your Own Layout</b> <i>up to 4 lines of type.</i>
Format A	Format B	Format C	

					
Blue CX-BL	Light Blue CX-LB	Green CX-GR	Light Green CX-LG	White CX-WH	Red CX-RD
					
Yellow CX-YW	Light Yellow CX-LY	Light Orange CX-LO	First Orange CX-FO	First Pink CX-PP	

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## Laser Exhibit Labels

Available Blank and Personalized

Perfect for all printers. Print as many or as few as you need. Use our free label template or use your own word processing software to create your label design.

- Available in 5 label colors
- Preprinted black border
- One label color per pack
- 50 labels per sheet
- Label size: 1-1/2" w x 1" h

### Blank (500 labels per pack)

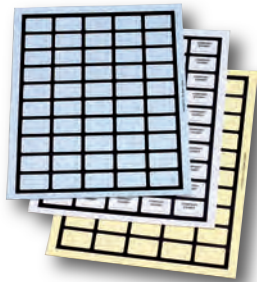
Pastel Blue .....XB-09FL  
Dark Blue .....XB-09DB  
White .....XB-05FL  
Pastel Yellow ...XB-10FL  
Dark Yellow ...XB-10DY

**\$17.50 per pack**

### Personalized (1000 labels per pack)

Pastel Blue .....CX-XLLB  
Dark Blue .....CX-XLDB  
White .....CX-XLLW  
Pastel Yellow ...CX-XLLY  
Dark Yellow ...CX-XLDY

price per pack				
1	2	5	10	
\$56.00	\$42.00	\$36.40	\$30.80	



Download a free template at  
[www.pengad.com](http://www.pengad.com)

## Custom Exhibit Stamps

Small enough to store in your carrying case. Mark exhibits quickly without delaying proceedings. Perfect for exhibits that don't require a label.

- Imprint size: 1-3/4" w x 1" h
- Maximum characters per line: 25
- Maximum 4 lines
- Item Code: XS-15EK

**\$35.00 each**

EXHIBIT _____
WITNESS: _____
DATE: _____
YOUR NAME HERE

STYLE E-1

_____ ID. _____ EVD
DATE: _____
YOUR NAME HERE

STYLE E-2

FORMAT YOUR OWN
-----------------------

STYLE E-3

EXHIBIT NO. _____
CASE NO. _____
DATE: _____
YOUR NAME HERE

STYLE E-4

EXHIBIT NO. _____
PLF. _____ DEF. _____
DATE: _____
YOUR NAME HERE

STYLE E-5

## Exhibit Holders

**Great for exhibits, condensed transcripts, and all letter-size documents.**

### Peel & Stick

Adhesive strips adhere to the back of the transcript cover.

- Holds up to 25 sheets of 20 lb. paper.
- Printed "DISK ENCLOSED" labels are included.
- Eliminates the need to hole punch exhibits.
- Built-in slot for including a disk with transcript.
- 25 pockets per pack.
- Item Code: Plain: EX-PH

price per pack			
1	5-20	21-49	50
\$11.60	\$11.03	\$10.44	\$9.87

### Bind-In

- Prepunched holes for easy binding into the transcript cover.
- Eliminates the need to hole punch exhibits.
- Tab with word "EXHIBITS" printed in black stands out for easy access to exhibits.
- 25 pockets per pack.
- Holds up to 75 sheets of 20 lb. paper
- Printed CD-ROM ENCLOSED labels included.
- Built-in slot for including a CD/DVD with transcript.
- Item Code: Plain: EX-BHL

price per pack			
1	5-20	21-49	50
\$13.13	\$12.48	\$11.82	\$11.17



## Peel & Stick

## Vinyl Corner Pockets

- Clear vinyl pocket attaches to the inside back of your transcript cover to hold exhibits.
- Holds up to 20 sheets of paper.
- 10 per pack.
- Item Code: EX-CPKT

**\$9.98 per pack**



## EZ View Transcript Exhibit Cover

For easy viewing and proofreading of transcript and exhibits, use our unique 3-panel cover.

- Built in disk holder eliminates lost ASCII disks and saves time.
- Holds up to 50 exhibits securely and accommodates index tabs.
- 3 standard side holes with fasteners.

**See page 5 for materials and pricing.**





*Eliminate back and shoulder fatigue with our lightweight, four-position tripod.*



on the left



on the right



above



## *Tilt & Non-Tilt Tripods*

Constructed of anodized aluminum, our tripods are lightweight. Tilt tripods adjust to three tilt positions. Choose the position that is most comfortable for you or vary the angle throughout the day to minimize the fatigue associated with stenotyping. The positive locking mechanism on these tripods prevent them from collapsing or pinching your fingers like other tripods.

### **Tilt Tripod**

For seated court reporters of any height or for court reporters 5'8" or shorter who stand. Weight 1.3 lbs. Positions machine from 12-11/16" to 32" in height.

	Item Code	Price Each
Stentura/élan Cybra/élan Mira/Flash/Stylus	SS-T10S	<b>\$99.95</b>
Other Stenograph writers	SS-T10R	<b>99.95</b>

### **Hi Bench Tilt Tripod**

For standing court reporters of any height or for court reporters 5'8" or taller who are seated. Weight 1.6 lbs. Positions machine from 18-3/4" to 40-5/8" in height.

Stentura/élan Cybra/élan Mira/Flash/Stylus	SS-T20S	<b>\$129.00</b>
Other Stenograph writers	SS-T20R	<b>129.00</b>

### **Non-Tilt Tripod**

Positions machine from 12-11/16" to 32" in height. Weight 1.3 lbs.

Stentura/élan Cybra/élan Mira/Flash/Stylus	SS-TR1S	<b>\$74.95</b>
Other Stenograph writers	SS-TR1R	<b>74.95</b>

## *Wireless Mini-Keyboard and Tray*

### **Compatible with the Diamante™.**

**Set includes RF Keyboard and Keyboard Holder, USB receiver, two (2) AA batteries, and a user guide.**

Use our portable wireless mini-keyboard to control your computer without reaching! Our keyboard holder attaches instantly to any tripod and is ergonomically adjustable to a position most comfortable to you. Because it attaches to the tripod it can be positioned to the left of, to the right of, or above your writer.

#### **Features:**

- 2.4 GHz radio frequency technology with 8 channels
- Up to 33 feet operation range
- Omni-directional cursor control
- Low power consumption saves on computer battery life
- 3 LED indicators (transmission status, function activation of numeric keypad, and low battery)
- High quality rubber membrane key switches
- Two standard mouse buttons with a joy stick
- Ultra slim size Dimensions: 6" x 12-1/2" x 1-1/4"
- Weight: 17.5 ounces
- Item Code: SS-MKSD **\$119.95 each**

## *SideKick Holder w/Tray*

The SideKick clamps onto your tripod and the non-skid 9-5/8" x 12" tray top gives you an additional work surface for papers, mouse, exhibit labels, etc.

It can be adjusted vertically and horizontally.

Not recommended for laptops.

• Item Code: SS-CSKT

**\$67.95 each**

## Complete Laptop Computer Stand

Provide a stable workstation for your laptop.  
Choose from one of 2 complete sets.

Each set includes:

- Tripod stand with leatherette carry bag.
- High-tech non-skid 11" x 13" tray.

### Set A. For Sitting

- Tripod adjusts from 14" to 31" high, weighs 22 oz.
- Item Code: SS-CR1

**\$99.95 each**

### Set B. For Sitting or Standing

Tripod adjusts low enough to sit, high enough to stand.

- Tripod adjusts from 19" to 41" high, weighs 25 oz.
- Item Code: SS-CR3

**\$119.95 each**



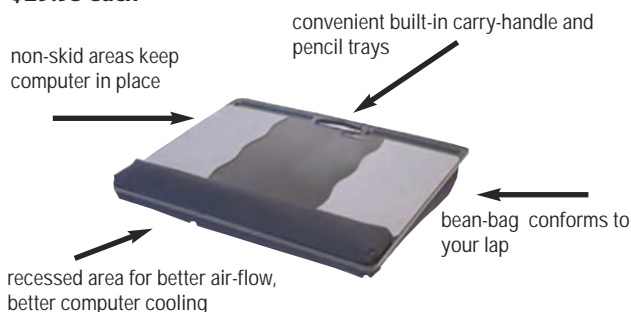
## BeanBag Table

Our BeanBag Table offers comfortable conforming support for your laptop computer. The rigid non-skid molded top offers support for your laptop while the beanbag base conforms to your lap. The top includes a pencil tray and is backed with a durable beanbag for years of service.

Measures 18-3/4" x 14-1/2" x 3-3/4"

- Item Code: SS-BBT

**\$29.95 each**

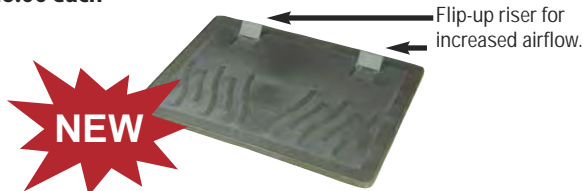


## BeanBag Mini

Our BeanBag Mini offers comfortable conforming support for your laptop computer. Smaller size "mini" is light and portable so you can take it with you. Features non-skid ridges to keep the laptop in place and flip-up risers to provide increased air-flow for better laptop cooling. It's also a great lap tray for the LightSpeed Writer!

- Item Code: SS-BBTS

**\$26.00 each**



## Laptop Trays

Non-skid tray top connects instantly and securely to all court reporter tripods. (Tripods sold separately.)

### Standard Laptop Tray

- Measures 11" x 13"
  - Item Code: SS-CRT4
- \$39.95 each**

### Jumbo Laptop Tray

- Measures 12" x 18"
  - Item Code: SS-CRT3
- \$49.95 each**



## Laptopper

**NEW**

Designed to hold the new "netbooks" and other compact, lightweight laptop computers up to 5 lbs.

- Includes non-skid 9-5/8" x 12" tray, height adjustment bar and clamp bar.
- Clamps easily onto your tripod, either to the left or the right of your writer.
- Item Code: SS-LAPT

**\$67.95 each**



Notebook, writer and tripod sold separately.



## Swing Out Shelf Tray

Mouse surface swings out from underneath.

- Measures 11" x 13" closed.
- 6" x 5-1/2" swing out tray
- Item Code: SS-SOS

**\$44.95 each**



## Cool Tray

The Cool Tray can improve the cooling efficiency of your laptop by raising the back edge and increasing the airflow around the computer. This can be extremely helpful for laptops that run hot. Place any laptop on the Cool Tray base and the SureGrip rubber surface ensures your top stays in place.

Tray measures 11" x 13" and holds all size laptops. Connects to standard court reporter tripods.

- Item Code: SS-CRT5

**\$39.95 each**



# Mailing Envelopes

Most envelopes can be personalized.

Call for pricing.



Brown Kraft



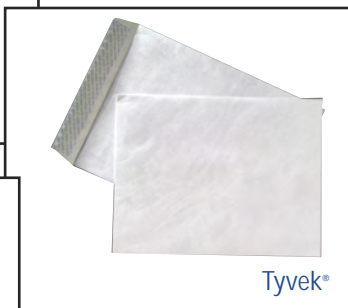
Full-View



Bubble Mailer



Bubble  
Disk/CD/DVD Mailer



Tyvek®



Durable Polyjacket



Corrugated Mailer



Disk/CD/DVD Mailer

## ENVELOPE CAPACITY

Size	Holds	Size	Holds
9-1/2" x 12-1/2"	150 sheets	12" x 15-1/2"	300 sheets
10" x 13"	200 sheets	10" x 13" x 2"	750 sheets
11-1/2" x 14-1/2"	250 sheets	10" x 15" x 2"	750 sheets

## Brown Kraft - Open End - (100 per pack)

price per pack

Size	Description	Code	1	5	10	25	50
10 x 13	Clasp	ME-CBH	\$19.73	\$17.76	\$16.77	\$15.78	\$15.39
10 x 13	Gummed	ME-OEH	16.36	14.72	13.91	13.09	12.76
11½ x 14½	Gummed	ME-OEJ	19.93	17.94	16.94	15.94	15.55

## Gray Kraft - Open End - (100 per pack)

price per pack

Size	Description	Code	1	5	10	25	50
10 x 13	Clasp	ME-GCH	\$23.66	\$21.29	\$20.11	\$18.93	\$18.45
12 x 15½	Clasp	ME-GCK	30.47	27.42	25.90	24.38	23.77
10 x 13	Peel & Stick	ME-GSH	28.89	26.00	24.56	23.11	22.53
12 x 15½	Peel & Stick	ME-GSK	36.89	33.20	31.36	29.51	28.77

## Tyvek® Envelopes - Open End - (100 per pack)

price per pack

Size	Description	Code	1	5	10	25	50
9½ x 12½	Peel & Stick	ME-TFG	\$45.74	\$41.17	\$38.88	\$36.59	\$35.68
10 x 13	Peel & Stick	ME-TFH	46.07	41.46	39.16	36.86	35.93
10 x 13 x 1½	Peel & Stick	ME-TEK	112.64	95.74	90.11	87.86	84.48
12 x 15½	Peel & Stick	ME-TFK	66.76	60.08	56.75	53.41	52.07

## Tyvek® Expansion Envelopes - Open Side - (100 per pack)

price per pack

Size	Description	Code	1	5	10	25	50
10 x 13 x 2	Peel & Stick	ME-TEH	\$116.62	\$99.13	\$93.30	\$90.96	\$87.47
10 x 15 x 2	Peel & Stick	ME-TEL	121.57	103.33	97.26	94.82	91.18

## Tyvek® Expansion Envelopes - Open End - (100 per pack)

price per pack

Size	Description	Code	1	5	10	25	50
12 x 16 x 2	Peel & Stick	ME-TEM	\$142.80	\$128.52	\$121.38	\$114.24	\$111.38

## Full-View White Window Envelopes - Open Side - (100 per pack)

price per pack

Size	Description	Code	1	5	10	25	50
9½ x 12½	Gummed	ME-WDG	\$26.60	\$23.94	\$22.61	\$21.28	\$20.75
10 x 13	Gummed	ME-WDH	32.73	29.46	27.82	26.18	25.53
9½ x 12½	Peel & Stick	ME-WPG	33.08	29.77	28.12	26.46	25.80
10 x 13	Peel & Stick	ME-WPH	41.13	37.02	34.96	32.90	32.08
10 x 13 x 2	Peel & Stick	ME-WEH	72.83	65.55	61.91	58.26	56.81

## Full-View White Window Envelope - Open Side - Half Pack - (50 per pack)

price per pack

Size	Description	Code	1	2	5+
10 x 13 x 2	Peel & Stick	ME-WEH2	\$41.74	\$40.12	\$37.10

## Durable Polyjacket Mailers - Open End - (100 per pack)

price per pack

Size	Description	Code	1	5	10
10 x 13	Peel & Stick	ME-PPMH	\$34.45	\$28.59	\$27.22
12 x 15½	Peel & Stick	ME-PPMK	42.41	35.20	33.50
14½ x 19	Peel & Stick	ME-PPMQ	59.63	49.49	47.11

## Clear Poly Filing Bags - Open End - (100 per pack)

price per pack

Size	Code	1	5	10
10 x 13	ME-FEB	\$8.61	\$7.15	\$6.80
10 x 14¼	ME-FEC	9.08	7.54	7.17
12 x 15	ME-FED	10.94	9.08	8.64

## Bubble Mailers - Open End

price each

Size	Description	Code	20	50	100
7¼ x 8	Peel & Stick	ME-CD	\$.49	\$.47	\$.44
10½ x 16	Peel & Stick	ME-JL5	.76	.72	.68
12½ x 19	Peel & Stick	ME-JL6	1.07	1.02	.96

## Corrugated Mailers

price each

Size	Code	20	50	100
9¾ x 11½ x 2½	ME-CMA	\$.97	\$.87	\$.82
9¾ x 11¼ x 5½	ME-CMB	1.25	1.13	1.06

## Disk/CD/DVD Mailer - (25 per pack)

price per pack

Size	Description	Code	1	5	21	50
8¾ x 6	Peel & Stick	CS-DME	\$9.95	\$9.46	\$8.96	\$8.46

Looking for something special? Call our Sales Department at 1-800-631-6989

Fax 1-800-631-2329 • e-mail: sales@pengad.com • www.pengad.com



## Mailing Labels - Rolls & Laser Sheets

**Stock Format Label:** Choose from one of the seven formats, exactly as shown, to the right. Prices include: printing of your return name and address information in your choice of ink color: black, blue, green or red and your choice of typestyle and/or logo. Available on rolls or laser sheets of 6 labels per sheet. Prices below.

**Custom Format Label:** Your personal format.

Prices include: your return name, address information, and any border design in your choice ink color: black, blue, green, red, burgundy or brown, and your choice of type-style and/or logo. Available on rolls or laser sheets of 6 labels per sheet. Prices below.

## Peel & Stick Roll Labels

- Packaged in a convenient dispenser box.
- Simply peel & stick.
- Label size 4" x 3".

Description	price per lot				
	500	1,000	2,000	3,000	5,000
Stock Format	\$60.00/Lot	\$73.50/M	\$66.50/M	\$58.75/M	\$52.50/M
Custom Format	94.50/Lot	103.50/M	93.50/M	86.00/M	72.50/M

## Peel & Stick Laser Label Sheets

For Desktop and High-Speed Laser Printers

- Compatible with all laser printers.
- White label stock.
- Stock Format Label size 4" x 3-1/3".
- Custom Format Label size 4" x 3".
- Six labels per sheet.
- 100 sheets per pack.

# Sheets	price per 100 sheets				
	100	200	300	400	500
Stock Format	\$68.50	\$52.50	\$47.00	\$38.00	\$33.50
Custom Format	N/A	99.75	73.50	73.50	49.50

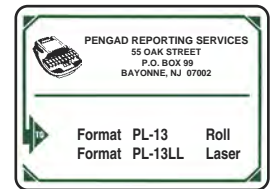
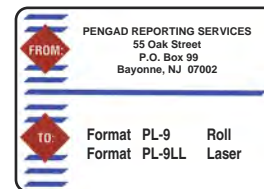
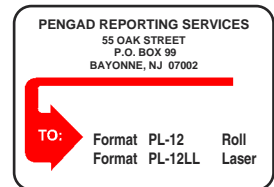
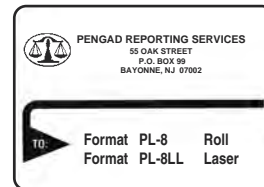
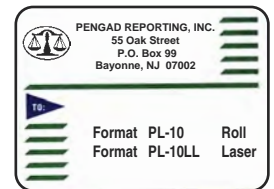
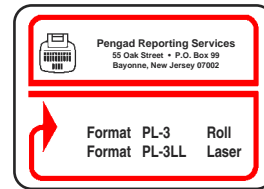
## Peel & Stick Individual Mailing Labels

Prices include:

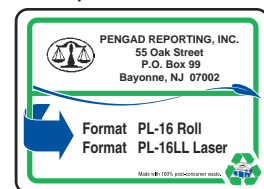
- Printing of your return name and address information.
- Your choice of ink color: black, blue, green, red, burgundy or brown
- Requires no moistening.
- Simply peel away protective backing and apply.

Size/Description	Item Code	per 1000 pieces	
		1,000	2,000
4-1/4" x 2-3/4" Matte	ML-MPSA	\$85.00	\$80.00
4-1/4" x 3-1/2" Matte	ML-MPSB	\$85.00	\$80.00
4-1/4" x 2-3/4" Glossy	ML-PSA	\$85.00	\$80.00
4-1/4" x 3-1/2" Glossy	ML-PSB	\$85.00	\$80.00

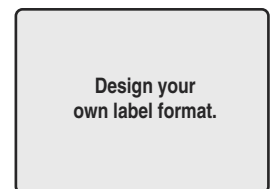
Stock Formats  
Border colors are only as shown.



Recycled  
100% post-consumer waste



Custom Format



# Business Cards and Stationery



See pages 26-28 for our typesyles, formats and ink colors.

## Peel & Stick

### Flat Print Business Labels

- Printed on Matte or Glossy white label stock.
- Prices include your choice of typestyle, logo and printing in one of our standard ink colors: black, blue, green, red, burgundy or brown.

		price per lot	
	Item Code	500	1,000
Glossy Finish	BC-PSK	\$65.00	\$90.00
Matte Finish	BC-MPSK	65.00	90.00

## Peel & Stick

### Flat Print Business Cards

- Printed on coated white card stock with a peel-off back.
- Prices include your choice of typestyle, logo and printing in one of our standard ink colors: black, blue, green, red, burgundy or brown.

		price per lot	
	Item Code	500	1,000
Coated Finish	BC-HPSK	\$85.00	\$99.00

### Flat Print Business Cards

- Printed on White Card Stock, Laid White or Ivory, or White environment® 80% PC Fiber\* (★)
  - Prices include your choice of typestyle, logo and printing in one of our standard ink colors: black, blue, green, red, burgundy or brown.
- \*Post Consumer (PC) Fiber: Paper that has reached its intended end-user and then discarded. environment® ultra bright white paper is 80% PC fiber.

		price per lot	
	Item Code	500	1,000
White Card Stock	BC-FWS	\$40.00	\$50.00
Classic Laid	BC-FCL	50.00	60.00
environment®	BC-FPC	85.00	90.00
80% PC Fiber (★)			

### Raised Print Business Cards

- Printed on Medium Weight White Card Stock, Laid White or Ivory, or White environment® 80% PC Fiber\* (★)
- Prices include your choice of typestyle, logo and printing in one of our standard ink colors: black, blue, green, red, burgundy or brown.

		price per lot	
	Item Code	500	1,000
White Card Stock	SE-BCWV	\$50.00	\$60.00
Classic Laid	SE-BCWL	70.00	80.00
environment®	SE-BCWR	85.00	90.00
80% PC Fiber (★)			

## Flat Print Letterhead,

### #10 Envelopes & Memo Pads

Perfect for your professional and personal correspondence.

- Printed on White Laser Bond, Laid White or Ivory, or White environment® 80% PC Fiber\*
  - Prices include your choice of typestyle, logo and printing in one of our standard ink colors: black, blue, green, red, burgundy or brown.
- \*Post Consumer (PC) Fiber: Paper that has reached its intended end-user and then discarded. environment® ultra bright white paper is 80% PC fiber.

		price per lot	
Letterhead	Item Code	500	1,000
20 lb. Bond	FS-LAE	\$45.00	\$60.00
Laid	FS-LAC	70.00	100.00
environment®	FS-LPC	126.00	193.00

		price per pad (50 sheets per pad)	
#10 Regular Envelope		50	100
24 lb. White Wove	FS-EAA	\$60.00	\$80.00
Laid	FS-EAC	90.00	130.00
environment®	FS-EPC	150.00	220.00

		price per pad (50 sheets per pad)	
#10 Window Envelope		50	100
24 lb. White Wove	FS-EBA	\$65.00	\$90.00
Laid	FS-EWC	95.00	140.00

		price per pad (50 sheets per pad)	
Memo Pads - 5-1/2" x 8-1/2"		50	100
20 lb. Bond	FS-MPX8	\$1.25	\$ .99
Laid	FS-MPL8	1.95	1.60

		price per pad (50 sheets per pad)	
Memo Pads - 4-1/4" x 5-1/2"		50	100
20 lb. Bond	FS-MPX4	\$ .90	\$ .70
Laid	FS-MPL4	1.05	.89

## Raised Print Letterhead & #10 Envelopes

- Thermograph printing process gives copy a raised finish.
- Laid Finish paper is available in white or ivory.
- Prices include your choice of typestyle, logo and printing in one of our standard ink colors: black, blue, green, red, burgundy or brown.

		price per lot	
Letterhead	Item Code	500	1,000
24 lb. Laid Finish	SE-LL	\$140.00	\$180.00
#10 Regular Envelope			
Laid Finish	SE-EL	\$165.00	\$200.00

Visit [www.pengad.com](http://www.pengad.com) for easy online ordering.

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## Rolodex Business Cards - Plastic

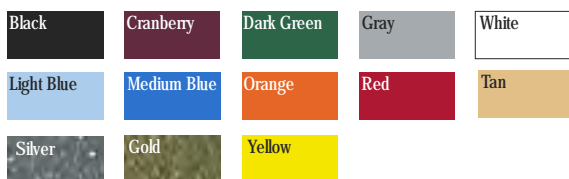
- Plastic rolodex cards are a very durable .024 mil plastic that won't wear out, break or bend with use.
- Imprinted in one of any standard or PMS ink at no extra charge.
- Price includes set up charge plus one color imprint on one side.
- Silver or gold cards available for an additional \$.02 per card.
- Item Code: PA-PRC

	price each				
	100	250	500	1,000	2,500+
	\$1.50	\$1.00	\$.60	\$.37	\$.27

Prices shown above include a one color imprint on one side. Additional charges apply for two color imprints, two sided printing and bleed off (print runs off the side, top or bottom of card). Call our Sales Department for pricing.



Plastic cards are available in the colors shown below



## Calendars

- Several styles to choose from.
- Low minimum quantities make calendars a useful and affordable promotional item for businesses of every size.
- Log on to our website [www.pengad.com](http://www.pengad.com) to see the full array of calendars or call our Sales Department at 1-800-631-6989 for more information.



Computer Monitor Calendar



Laminated 8-1/2" x 11 Calendar



Pocket Planner



## Custom Post-it™ Notes

### Everyone uses Post-it Notes.

They're functional and a great way to promote your business. Your clients will appreciate receiving a product that they can use every day.

Prices below include your personal imprint in one of any standard or PMS ink of your choice.

Recycled paper: white, canary yellow or spring green (add 10% to price.)

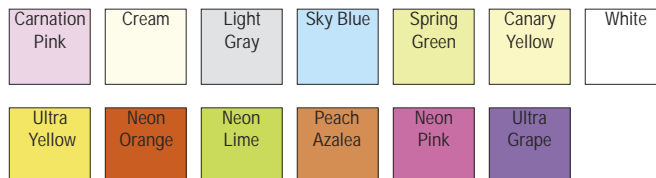
Neon paper: (Add 15% to price.)

Black ink is recommended for Neon paper colors.

Minimum order: 500 pads (see Low Minimum Post-it Notes for quantities less than 500 pads)

Please call for pricing on two-color printing.

Paper colors available:



price per pad

Item #	Size	500	1000	2500	5000
PA-22	2" x 3" (25 Sheets)	\$.66	\$.39	\$.31	\$.24
PA-25	2" x 3" (50 Sheets)	.86	.63	.50	.40
PA-82	2-3/4" x 3" (25 Sheets)	.69	.50	.37	.32
PA-85	2-3/4" x 3" (50 Sheets)	1.07	.73	.62	.50
PA-332	3" x 3" (25 Sheets)	.86	.63	.46	.39
PA-335	3" x 3" (50 Sheets)	1.27	.97	.84	.70
PA-32	4" x 3" (25 Sheets)	.73	.52	.39	.31
PA-35	4" x 3" (50 Sheets)	1.16	.89	.70	.62
PA-442	4" x 4" (25 Sheets)	.98	.69	.57	.50
PA-445	4" x 4" (50 Sheets)	1.41	1.13	.98	.86
PA-52	3" x 5" (25 Sheets)	1.03	.83	.68	.58
PA-55	3" x 5" (50 Sheets)	1.63	1.33	1.22	1.08
PA-42	4" x 6" (25 Sheets)	1.13	.87	.68	.60
PA-45	4" x 6" (50 Sheets)	1.76	1.43	1.25	1.11

### Low Minimum Post-it™ Notes

Minimum order: 20 pads.

Price includes one color printing. 50 sheets per pad.

Paper Colors: Canary Yellow, White, Sky Blue, Cream, Light Gray, and Neon Pink.

Ink Imprint Colors: Black, Dark Blue, or Red.

Neon Pink paper stock is available only with black imprint.

### Low Minimum Post-it™ Notes

price per pad

Item #	Size	20	40	80	100	160
PA-LM3	4" x 3"	\$4.09	\$2.79	\$2.02	\$1.84	\$1.56
PA-LM4	4" x 6"	5.49	4.10	3.12	2.85	2.44

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## Audio Cassette Tapes

- Each box contains 10 cassette tapes



		price per box			
Low Noise	Item Code	1	3	6	10
Maxell 90 Minute (45x2)	RC-MCN	\$21.07	\$20.02	\$18.96	\$17.91
Instant Start					
Pengad 90 Minute (45x2)	RC-PCN	15.76	14.97	14.18	13.40

## Reporter's Diary

- Available with 150 or 300 pages.
- Wide ruled (1/2") heavy buff ledger stock.
- 25 appointments per page.
- Wire spiral bound opens flat.
- Includes handy telephone index page.
- Heavyweight black pressboard cover.
- Size: 10" x 13"
- Item Code: 150 page RD-150 **\$36.50 each**  
300 page RD-300 **\$48.50 each**



## Reporter's Diary with Monthly Index Tabs

- Same layout as our Reporter's Diary but with these added features:
- 374 pages for recording appointments for each day of each month.
  - 12 month index tabs separate pages by month.
  - Item Code: RD-31D **\$61.50 each**

DATE:	TIME	NAME OF CASE	LOCATION	CLIENT	REPORTER

## Depobook

### Track your jobs from start to finish in this convenient spiral-bound notebook.

- Depobook keeps all your notes and information for each job all in one place.
- Each DepoBook contains:
  - 80 pages of daily activity sheets (4 months' worth of depots)
  - Four peel-n-stick adhesive tabs
  - 100 FREE exhibit stickers
- Available in two sizes

TIME: \_\_\_\_\_ DATE: \_\_\_\_\_  
 SET BY: \_\_\_\_\_ TAKEN AT: \_\_\_\_\_  
 TRIAL DATE: \_\_\_\_\_ FILE NAME: \_\_\_\_\_ JOB # \_\_\_\_\_ JOB DUE: \_\_\_\_\_  
 Deponent #1 \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Deponent #2 \_\_\_\_\_  
 Address: \_\_\_\_\_  
 VIDEO MEALTIME INTERPRETER COURT DAY CHAIRMAN EXPEDITE HOLD JOB  
 COURT: \_\_\_\_\_ COUNTY: \_\_\_\_\_ CASE # \_\_\_\_\_  
 C  
S  
E  
N  
A  
M  
E  
EXHIBITS Δ / Π \_\_\_\_\_  
 Also present \_\_\_\_\_ SPELLINGS \_\_\_\_\_ #Pages \_\_\_\_\_  
 Volume \_\_\_\_\_

Size	Item Code	price per book	
		1-2	3
6" x 9"	BK-DBS	\$14.95	\$13.35
8-1/2" x 11"	BK-DBL	19.95	18.35

## REPORTER'S JOURNAL

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_  
 CASE NAME: \_\_\_\_\_  
 CLIENT/FIRM NAME: \_\_\_\_\_  
 FILE # \_\_\_\_\_ INDEX # \_\_\_\_\_  
 TAKEN AT: \_\_\_\_\_  
 ATTORNEYS \_\_\_\_\_  
 PHONE #: \_\_\_\_\_  
 WITNESS \_\_\_\_\_ CONTACT: \_\_\_\_\_  
 EST. TIME \_\_\_\_\_ ACTUAL TIME: \_\_\_\_\_  
 SPECIAL INSTRUCTIONS/COMMENTS \_\_\_\_\_  
 TRANSCRIPT ORDERED: Y \_\_\_\_\_ N \_\_\_\_\_ COPY: \_\_\_\_\_  
 \* \_\_\_\_\_ INITIALS OF ATTY. \$ DEPOSIT RECD. \_\_\_\_\_  
 \* \_\_\_\_\_ INITIALS OF ATTY. # COPY/INITIAL \_\_\_\_\_  
 IMMEDIATE: \_\_\_\_\_ DAILY: \_\_\_\_\_ EXPEDITE: \_\_\_\_\_ REGULAR: \_\_\_\_\_  
 AMT BILLED: \_\_\_\_\_ DATE BILLED: \_\_\_\_\_  
 PAYMENT DUE DATE: \_\_\_\_\_ DATE PAID IN FULL: \_\_\_\_\_

## Reporter's Journal

**Exclusively from Pengad. The Reporter's Journal has been designed specifically for the individual reporter.**

- 75 pages - enough to record 150 job entries.
- Spiral bound with leatherette cover.
- Pages lay flat for photocopying.
- Size: 5" x 8"
- Item Code: RD-RJ

price per book	
1-2	3
\$15.00	\$13.86

## Reporter's Assignment Book

- All data for each job fits on one page.
- 150 pages per book.
- Wide ruled (9/16") heavy buff ledger stock.
- 16 entries per page.
- Wire spiral bound opens flat.
- Heavyweight black pressboard cover.
- Includes handy telephone index page.
- Size: 13" x 10"
- Item Code: AB-150 **\$36.50 each**

TIME AND DATE TAKEN	NAME & LOCATION OF CASE	CLIENT	REFERRED BY	REPORTER	INVOICE NUMBER	DATE BILLED	DATE RECEIVED	GROSS AMOUNT	AMOUNT TO REPORTER	NET TO PRINCIPAL

## CUSTOM-MADE REPORTER'S BOOKS

Call us for a no-obligation price quote on a Custom-Made Reporter's Book for your company

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## Transport Wheeled Case

Our exclusive design allows you to access your equipment and set up quickly and effortlessly.

This padded, wheeled carrying case securely carries and protects your writer, tripod, paper tray, cables, laptop and accessories. The inner compartments are partitioned with industrial grade foam to secure and protect the contents. The outer fabric is abrasion-resistant nylon which is durable and moisture resistant.

### Features

- Fits all writers.
- Top compartment stores paper, paper tray, supplies and miscellaneous items.
- Lower right compartment holds your writer and tripod.
- Lower left compartment fits letter size papers, Pengad Mini Keyboard, file folders or notes.
- Built-in stabilizer platform prevents your case from tipping.
- Tripod fits easily into slotted cut outs and the removable velcro strap holds tripod securely in place.
- Adjustable "piggyback" strap included to attach additional luggage, business case or purse.
- Ball bearing "skate" wheels roll smoothly and easily.
- Removable laptop case with carrying handle and shoulder strap, zippers off easily to use separately.
- Holds laptops up to 14-1/2" x 11-3/4" x 2".
- Fits in most airplane overhead compartments.
- Outer dimensions without stabilizer extended: 23-1/2" H x 14" W x 13" D.
- Entire inner compartment dimensions: 18-1/2" H x 7" W x 12-1/2" D.
- Weighs 13 lbs.
- **Item Code: SP-PTWC**  
**\$225.00 each**



Tripod fits easily into slotted cutouts and the removable velcro strap holds tripod securely in place.



Ball bearing "skate" wheels roll smoothly and easily.



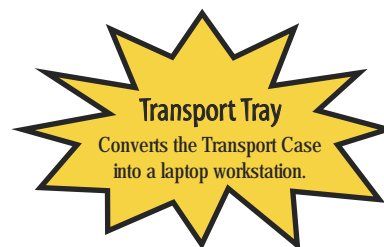
Adjustable "piggyback" strap included to attach additional luggage, business case or purse.



Removable laptop case, with carrying handle and shoulder strap, zippers off easily to use separately. Holds laptops up to 14-1/2" x 11-3/4" x 2".

## Transport Tray

This handy tray attaches quickly to the Pengad Transport Wheeled Case and creates a convenient laptop workstation without having to carry an extra tripod. The stabilizer bar, which is built into the Transport Case, provides extra stability. Especially convenient in tight work areas. Tray measures 11" x 13" and holds all size laptops. SureGrip rubber surface ensures that your laptop stays put!



- **Item Code: SS-TRT**  
**\$59.95 each**

# Personalization made easy.

## 1. Select a Format

### Formats for Personalized Transcript Covers

**FORMAT C** Shown in typestyle: *Optimum*

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Bayonne, NJ 07002

**Townes Court Reporting**  
www.townescrp.net

1-800-631-6989  
1-800-631-2329 Fax

**FORMAT D** Shown in typestyle: *Times New Roman*

**Pengad Reporting**  
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Bayonne, NJ 07002  
1-800-631-6989 • www.pengad.com • 1-800-631-2329 Fax

**FORMAT P** Shown in typestyle: *University Roman*

**SMITH & MILLER**  
www.smithmiller.net

**FORMAT Q** Shown in typestyle: *Bernhard Modern w/logo SC-2*

**Action Court Reporting**  
55 Oak Street • P.O. Box 99 • Bayonne, NJ 07002  
1-800-631-6989 • Fax 1-800-631-2329 • www.action.com

**FORMAT R** Shown in typestyle: *ITC Garamond w/logo SC-34*

**PENGAD REPORTING**  
www.pengad.com

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Bayonne, NJ 07002  
1-800-631-6989  
Fax: 1-800-631-2329

**FORMAT V** Shown in typestyles: *Goudy Catalogue Italic and Helvetica*

**Discovery Reporting**  
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### Formats for Business Cards

**PENGAD REPORTING, INC.**  
Certified Shorthand Reporters  
Judy Herring, C.S.R.  
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Bayonne, NJ 07002  
1-800-631-6989 • FAX: 1-800-631-2329 • www.pengad.com

Format 1

Shown in typestyle: *Optimum w/logo SC-7*

Judy Herring, CSR

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Certified Shorthand Reporter

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Bayonne, NJ 07002  
www.pengad.com

1-800-631-6989  
Fax 1-800-631-2329  
sales@pengad.com

Format 2

Shown in typestyle: *Times w/logo SC-16*

Judy Herring, CSR

**Pengad Reporting Inc.**  
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Bayonne, NJ 07002  
www.pengad.com

800-631-6989  
Fax 800-631-2329  
sales@pengad.com

Format 3

Shown in typestyle: *Antiqua Ultra w/logo SC-16*

**RICHARD WILLIAMS**  
PENGAD REPORTING SERVICES

1-800-631-6989  
Fax: 1-800-631-2329  
sales@pengad.com

55 Oak Street  
Bayonne, NJ 07002  
www.pengad.com

Format 6

Shown in typestyle: *Antiqua Ultra w/logo SC-2*

**PENGAD REPORTING SERVICES**  
55 Oak Street  
Bayonne, NJ 07002

Linda Tully, CSR  
sales@pengad.com

1-800-631-6989  
Fax: 1-800-631-2329  
www.pengad.com

Format 8

Shown in typestyle: *Bernhard Modern w/logo SC-16*

Judy Herring, CSR

**Pengad Reporting Services**  
Certified Shorthand Reporters

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Fax: 800-631-2329  
sales@pengad.com

55 Oak Street  
Bayonne, NJ 07002  
www.pengad.com

Format 9

Shown in typestyle: *Avant Garde*

Jennifer Tully, CSR, RPR

**Tully Court Reporting**  
Certified Court Reporters  
www.xyzcourtreporting.nox

1799 Avenue C  
Bayonne, NJ 07002

(555) 222-1234  
Fax: (555) 222-1235  
JTully@xyzcourtreporting.nox

Format 11

Shown in typestyle: *Bernhard Modern*  
Additional charge applies for this format in raised print.

**INSPIRE COURT REPORTING**  
www.inspcr.net

Jennifer Tully  
Certified Court Reporter  
1799 Avenue Z  
Bayonne, NJ 07002  
(555) 222-1234  
(555) 222-1235 (Fax)  
tullyccr@inspcr.net

Format 12

Shown in typestyle: *Optimum w/custom logo*

### Formats for Stationery

**PENGAD REPORTING INC.**  
Certified Shorthand Reporters  
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Format 1

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Format 2

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Format 3

**PENGAD REPORTING, INC.**  
Certified Shorthand Reporters  
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Format 1

**PENGAD REPORTING INC.**  
Certified Shorthand Reporters  
55 Oak Street • Bayonne, NJ 07002

Format 2

**PENGAD REPORTING INC.**  
Certified Shorthand Reporters  
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Format 3

#10 - 9-1/2" x 4-1/8"

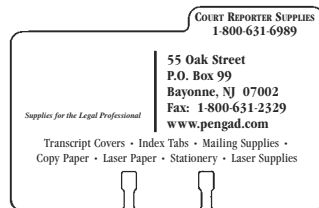


## Formats for Rolodex Business Cards



Format - RC1

Shown in typestyle: Helvetica  
w/logo SC-16



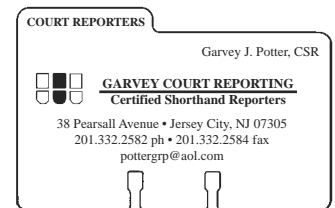
Format - RC2

Shown in typestyle: ITC Garamond



Format - RC3

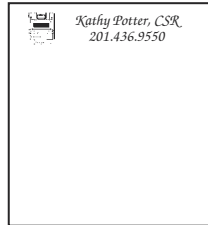
Shown in typestyle: URW Antiqua  
w/logo SC-2



Format - RC4

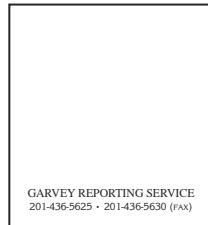
Shown in typestyle: Times New Roman  
w/logo SC-28

## Formats for Post-it™ Notes



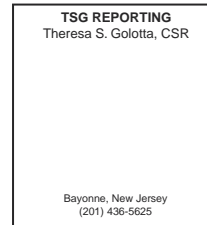
Format 1

Shown in typestyle:  
Zaph Chancery  
w/logo SC-34



Format 2

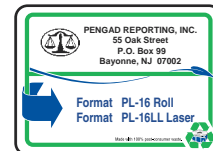
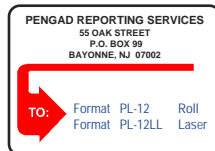
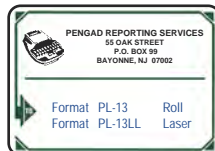
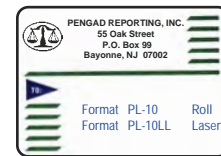
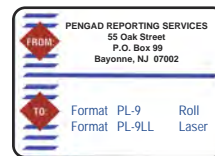
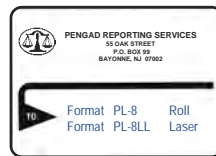
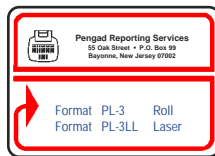
Shown in typestyle:  
Times New Roman



Format 3

Shown in typestyle:  
Helvetica

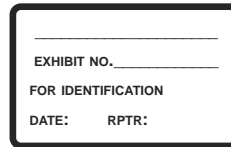
## Formats for Roll and Laser Mailing Labels: Border colors are only as shown.



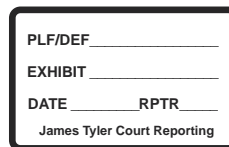
## Formats for Exhibit Labels



Format A



Format B



Format C



**EASY ORDERING**  
Complete the Personalized Product order form on page 30 and 31.  
Fax to 1-800-631-2329.  
Questions?? Looking for something special??  
call 1-800-631-6989.

## 2. Select an imprint color

Standard Ink Colors for printed Personalized items.

Additional ink colors available, extra charges may apply. Call for pricing.



Black



Blue - PMS 286



Green - PMS 341



Red - PMS 199



Burgundy - PMS 209



Brown - PMS 470

Standard Foil Colors for Transcript Covers



Black



Green



Burgundy



White



Silver



Gold



Red



Blue

Call for actual foil color samples.

## 3. Select a Typestyle

Specify ALL CAPS or upper/lower case lettering when ordering.

### STYLE A • Goudy Catalogue Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
0123456789 &

### STYLE D • Park Avenue (not available in all caps)

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
0123456789 &

### STYLE G • ITC Garamond

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
0123456789 &

### STYLE H • Helvetica

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
0123456789 &

### STYLE L • Avant Garde

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
0123456789 &

### STYLE M • URW-Antiqua Ultra

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
0123456789 &

### STYLE O • Eurostile

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
0123456789 &

### STYLE Q • FLARE GOTHIC

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
0123456789 &

### STYLE S • Nueva Roman

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
0123456789 &

### STYLE U • Novarese ITC

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
0123456789 &

### STYLE R • Zaph Chancery

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
0123456789 &

### STYLE W • University Roman

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
0123456789 &

### STYLE X • Bernhard Modern

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
0123456789 &

### STYLE Y • Optimum






















ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
0123456789 &

### STYLE Z • Times New Roman

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
0123456789 &

## 4. Select a Stock Logo (Optional)

We will select the proper size logo to fit the items you order.

 SC-NSV	 SC-1	 SC-RMR	 SC-RPR	 SC-2	 SC-7	 SC-12
 SC-16	 SC-17	 SC-28	 SC-31	 SC-32	 SC-34	 SC-36
 SC-40	 SC-41	 SC-42	 SC-43	 SC-44	 SC-45	 SC-46

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# General Information

**ACCOUNT NUMBER:** When you place your first order with Pengad we will assign you a personal account number. Your first order must be pre-paid by check or credit card. All future orders may be billed to your account or charged to your credit card.

**ARTWORK REQUIREMENTS:** For printing of custom logos, camera-ready artwork is required. Camera-ready art means a clear, clean, black and white illustration. Photocopies, faxes, business cards or inkjet printed material are not considered camera ready and will not be accepted as artwork. Do not use half tones, shadows, screens, or fine lines. Because the quality of the finished imprint is dependent on the quality of the submitted art, we urge you to send the cleanest art available.

**COLOR SAMPLES:** Colors of cover stock may vary from the photographs in this catalog. For an exact color match call for an actual sample.

**CUSTOM PRINTED/CUSTOM MADE ITEMS:** Whenever possible, we will ship your order within 10 working days. Special order materials may take longer but we will be happy to quote you a delivery time when you place your order. If you need your order by a specific date, let us know when you place your order and we will do whatever we can to get it to you quickly. We will ship exact quantities whenever possible but all custom items may be overshipped or undershipped by 10% and billed accordingly.

**DAMAGED MERCHANDISE:** If you receive merchandise that is damaged or defective, please let us know within 30 days. **DO NOT DISCARD MERCHANDISE.** Please call our Customer Service Department for instructions.

**DELIVERY:** Most stock items are shipped within 48 hours. Custom made items are shipped within 10 working days. We will ship freight prepaid and add the charges to your invoice. When possible, we'll ship to you from our location that is closest to you but certain items may only be available in one warehouse and will be shipped from there.

**ELECTRONIC ARTWORK:** Electronic artwork files can be e-mailed in one of the following file formats: pdf, eps, tif, or bmp. Minimum resolution is 600 dpi at original imprint size. A printout of your e-mailed artwork must also be sent via mail or fax.

**INK COLORS:** For ink other than our standard ink colors, we will need a PMS number to match. Additional charges may apply, please call our sales department for a quote.

**INVOICES:** Invoices will be sent when your merchandise is shipped even if you have prepaid your order. Pre-payments should be deducted from the invoice total. Payment of unpaid portion of the invoice is due 30 days from date of invoice.

**MINIMUM:** We have no minimum dollar order amount, but minimum item quantities may apply depending on product packaging.

**MONTHLY STATEMENTS:** An end-of-the month statement will be sent to accounts with balances more than 30 days old.

**MULTI-COLOR IMPRINTS:** Multi-color imprints require black and white color-separated artwork and a hard copy indicating color placements.

**OVERRUNS AND UNDERRUNS:** Whenever possible, we will ship the exact quantity ordered. However, it is virtually impossible to stop high speed manufacturing equipment and press machinery at specific quantities. We reserve the right to overship or undership up to 10% and bill accordingly.

**PAYMENT:** Payment is due 30 days from the date of invoice. All amounts open longer than 30 days are subject to a 1½% service charge per month. We accept cash, checks, Visa, MasterCard, American Express and the Discover card. A bank fee of \$20.00 will be charged for any returned checks.

**PRICES:** We attempt to have all prices correct at the time we print our catalog, but changes and errors occur. Pengad reserves the right to change any price at any time and is not responsible for typographical errors. Please call us on our toll-free line to verify any information you need.

**PRODUCTION TIME:** Whenever possible turnaround time for imprinted jobs is within 10 business days. Production time will begin after the receipt of complete order or after the proof is approved. For multi-color imprints add 2 days to normal production time.

**PROOFS:** We will provide up to two free pre-production paper or e-mailed proofs at your request with any order of a personalized product.

**RETURNS:** Return products must be in new condition with original packaging and all materials (defective items exempted). If you are not satisfied with your order for any reason, please call our Customer Service Department for a return authorization number. A restocking fee of 25% will be charged when returning open packages of tabs or other specialty items. Laser Supplies are not returnable once the outer packaging is opened. Our customer service representative will advise you if a fee applies to your return.

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January 2011

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# PENGAD PERSONALIZED PRODUCT ORDER FORM

## BILL TO:

NAME

ADDRESS

PHONE

FAX

## SHIP TO:

NAME

ADDRESS

### NEW CUSTOMER:

- ☐ Charge my order to my credit card. I have filled in the required information.

### ACCOUNT #:

- ☐ Bill me for the full amount of my purchase.  
☐ Charge my order to my credit card. I have filled in the required information.

### GOVERNMENT AGENCY:

- ☐ I am placing this order to be billed to the government agency as listed above.

**Make all checks payable to: "PENGAD, INC." or Charge your orders!**

**CHARGE MY:** ☐ MasterCard ☐ Visa ☐ American Express ☐ Discover Card

	Security Code	Expiration date required	

Credit Card No.

**Signature:** \_\_\_\_\_  
(required if using credit card)

*Transcript Covers page 2-7*

see pages 26 - 28 for formats, ink colors, types, and stock logos.

<b>Quantity</b>		<b>Quantity</b>	
_____ No fastener		_____ SF 3/8" fastener	
_____ LF 1-1/8" fastener		_____ XL 1-1/2" fastener	
_____ GF 2" fastener		_____ Die Charge	
<b>Style</b>	<b>Material Type</b>	<b>Material Color</b>	
<b>Format</b>	<b>Foil Color</b>	<b>Typestyle</b>	<b>Logo</b>
			<input type="checkbox"/> SC _____ <input type="checkbox"/> Custom <input type="checkbox"/> left or <input type="checkbox"/> right of imprint

Transcript Cover Imprint Information

☐ Fax/E-mail a proof to: \_\_\_\_\_ ☐ I do not need a proof.

*Business Cards page 22*

see pages 26 - 28 for formats, ink colors, types, and stock logos.

<b>Quantity</b>	<b>Card Style</b>	<b>Paper Stock</b>
<b>Format</b>	<b>Ink Color</b>	<b>Logo</b>
		<input type="checkbox"/> SC _____ <input type="checkbox"/> Custom <input type="checkbox"/> left or <input type="checkbox"/> right of imprint

Business Card Imprint Information

☐ Fax/E-mail a proof to: \_\_\_\_\_ ☐ I do not need a proof.

*Letterhead page 22*

see pages 26 - 28 for formats, ink colors, types, and stock logos.

<b>Quantity</b>	<b>Style</b>	<b>Paper Stock</b>
	<input type="checkbox"/> Flat Print <input type="checkbox"/> Raised Print	
<b>Format</b>	<b>Ink Color</b>	<b>Logo</b>
		<input type="checkbox"/> SC _____ <input type="checkbox"/> Custom <input type="checkbox"/> left or <input type="checkbox"/> right of imprint

Letterhead Imprint Information

☐ Fax/E-mail a proof to: \_\_\_\_\_ ☐ I do not need a proof.

*Memo Pads page 22*

see pages 26 - 28 for formats, ink colors, types, and stock logos.

<b>Quantity</b>	<b>Size</b>	<b>Paper Stock</b>
	<input type="checkbox"/> 5-1/2" x 8-1/2" <input type="checkbox"/> 4-1/2" x 5-1/2"	
<b>Format</b>	<b>Ink Color</b>	<b>Logo</b>
		<input type="checkbox"/> SC _____ <input type="checkbox"/> Custom <input type="checkbox"/> left or <input type="checkbox"/> right of imprint

Memo Pad Imprint Information

☐ Fax/E-mail a proof to: \_\_\_\_\_ ☐ I do not need a proof.

*#10 Envelopes page 22*

see pages 26 - 28 for formats, ink colors, types, and stock logos.

<b>Quantity</b>	<b>Style</b>	<b>Paper Stock</b>
	<input type="checkbox"/> #10 Regular <input type="checkbox"/> #10 Window	
<b>Format</b>	<b>Ink Color</b>	<b>Logo</b>
		<input type="checkbox"/> SC _____ <input type="checkbox"/> Custom <input type="checkbox"/> left or <input type="checkbox"/> right of imprint

#10 Envelope Imprint Information

☐ Fax/E-mail a proof to: \_\_\_\_\_ ☐ I do not need a proof.

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# PENGAD PERSONALIZED PRODUCT ORDER FORM

## BILL TO:

NAME

ADDRESS

PHONE

FAX

## SHIP TO:

NAME

ADDRESS

### NEW CUSTOMER:

- ☐ Charge my order to my credit card. I have filled in the required information.

### ACCOUNT #:

- ☐ Bill me for the full amount of my purchase.  
☐ Charge my order to my credit card. I have filled in the required information.

### GOVERNMENT AGENCY:

- ☐ I am placing this order to be billed to the government agency as listed above.

**Make all checks payable to: "PENGAD, INC." or Charge your orders!**

CHARGE MY: ☐ MasterCard ☐ Visa ☐ American Express ☐ Discover Card

	Security Code	Expiration date required	

Credit Card No.

Signature: \_\_\_\_\_

(required if using credit card)

### Plastic Rolodex Cards page 23

see pages 26 - 28 for formats, ink colors, types, and stock logos.

Quantity	Card Color		Tab Position
			<input type="checkbox"/> Left <input type="checkbox"/> Right
Format	Ink Color	Typestyle	Logo
			<input type="checkbox"/> SC <input type="checkbox"/> Custom <input type="checkbox"/> left or <input type="checkbox"/> right of imprint

### Rolodex Card Imprint Information

☐ Fax/E-mail a proof to: \_\_\_\_\_ ☐ I do not need a proof.

### Custom Post-it Notes page 23

see pages 26 - 28 for formats, ink colors, types, and stock logos.

Quantity	Pad Size		Paper Color
Format	Ink Color	Typestyle	Logo
			<input type="checkbox"/> SC <input type="checkbox"/> Custom <input type="checkbox"/> left or <input type="checkbox"/> right of imprint

### Post-it Note Imprint Information

☐ Fax/E-mail a proof to: \_\_\_\_\_ ☐ I do not need a proof.

### Individual Mailing Labels page 21

see pages 26 - 28 for formats, ink colors, types, and stock logos.

Quantity	Label Size		Paper Stock
	<input type="checkbox"/> 4-1/4" x 2-3/4" <input type="checkbox"/> 4-1/4" x 3-1/2"		<input type="checkbox"/> Glossy <input type="checkbox"/> Matte
Format	Ink Color	Typestyle	Logo
N/A			<input type="checkbox"/> SC <input type="checkbox"/> Custom <input type="checkbox"/> left or <input type="checkbox"/> right of imprint

### Individual Mailing Label Imprint Information

☐ Fax/E-mail a proof to: \_\_\_\_\_ ☐ I do not need a proof.

### Laser Sheet & Roll Labels page 21

see pages 26 - 28 for formats, ink colors, types, and stock logos.

Quantity	Label Style		
	<input type="checkbox"/> Peel & Stick Laser Sheet <input type="checkbox"/> Peel & Stick Roll		
Format	Ink Color	Typestyle	Logo
			<input type="checkbox"/> SC <input type="checkbox"/> Custom <input type="checkbox"/> left or <input type="checkbox"/> right of imprint

### Laser Sheet/ Roll Label Imprint Information

☐ Fax/E-mail a proof to: \_\_\_\_\_ ☐ I do not need a proof.

### Custom Exhibit Labels page 16 & 17

see pages 26 - 28 for formats, ink colors, types, and stock logos.

Quantity	Label Style		Label Color
	<input type="checkbox"/> Standard Label <input type="checkbox"/> Laser Label		
Format	Ink Color	Typestyle	Logo
		Helvetica	N/A

### Exhibit Label Imprint Information

☐ Fax/E-mail a proof to: \_\_\_\_\_ ☐ I do not need a proof.

### Custom Stamps page 15 & 17

Quantity	Stamp Style		Item Code
	<input type="checkbox"/> Address <input type="checkbox"/> Round	<input type="checkbox"/> Notary <input type="checkbox"/> Exhibit	
Format	Ink Color	Typestyle	Logo
			N/A

### Custom Stamp Imprint Information

☐ Fax/E-mail a proof to: \_\_\_\_\_ ☐ I do not need a proof.

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