



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

ID No.	Size	Color	Qty.	Unit	Price
1 QUA-69999	11¼ × 9½	Manila	100	BX	116.59

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

ID No.	Size	Color	Tab	Qty.	Unit	Price
2 QUA-69998	Letter	Manila	Full	20	PK	19.03



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

ID No.	Size	Expansion	Color	Qty.	Unit	Price
3 TOP-3280	Letter	Flat	Manila	20	PK	30.72
4 TOP-32801	Letter	1¼"	Manila	15	PK	27.06

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

ID No.	Size	Color	Tab	Qty.	Unit	Price
5 TOP-3287	Letter	Green	Straight	20	PK	21.81



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

ID No.	Size	Color	Expansion	Tab	Qty.	Unit	Price
Hanging Style with Pivoting Hangers							
6 PFX-SER-2-BL *	Letter	Blue	2"	½ Center	1	EA	19.57
7 PFX-SER-2-GR *	Letter	Green	2"	½ Center	1	EA	19.57
8 PFX-SER-2-ER *	Letter	Red	2"	½ Center	1	EA	19.57
9 PFX-SER-2-YEL *	Letter	Yellow	2"	½ Center	1	EA	19.57
Vertical Style							
10 PFX-SER-1-BL *	Letter	Blue	2"	½ Center	1	EA	17.50
11 PFX-SER-1-GR *	Letter	Green	2"	½ Center	1	EA	17.50
12 PFX-SER-1-ER *	Letter	Red	2"	½ Center	1	EA	17.50
13 PFX-SER-1-YEL *	Letter	Yellow	2"	½ Center	1	EA	17.50

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



F Employee Application Form Complies with state and federal laws prohibiting discrimination. Employment history, references, education and personal information. Two-sided comprehensive form. Space for interviewer's remarks. This product was made from wood sourced from a certified managed forest. ♻️

ID No.	Form Size	Forms/Page	Form Qty.	Unit	Price
14 TOP-32851	8½ × 11	1	50	PK	21.42

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

