



OFFICE MATES™

Vinyl Envelope & Menu Specialists

# Vinyl Envelope & Menu Specialists

## Vinyl Envelopes Sewn

Safeguard your documents from dust, grime and stains with our Sewn Vinyl Envelopes. Each envelope is constructed with resilient 8-Gauge rigid clear PVC vinyl. Choose from any color or size option. Sold in multiples of 25, see terms of sale for minimum order specifics. If you require larger quantities please call for a quote as we would be happy to assist you with your needs.

\*Add color to item number by substituting “\_” with color designation letter, see color codes below.

### Standard Envelopes

- Header contains centered brass grommet
- Clear front and back

Item No./Color*	Description	Insert Size	25-124	125-299	300-500
85209-SAP_	Open Short	4" x 6"	\$0.83	\$0.80	\$0.77
85203-SAP_	Open Short	6" x 9"	\$1.15	\$1.11	\$1.05
85726-SAP_	Open Short	9" x 12"	\$1.62	\$1.52	\$1.43
85207-SAP_	Open Short	11" x 14"	\$2.05	\$2.00	\$1.90
85212-SAP_	Open Short	11" x 17"	\$2.16	\$2.07	\$1.98
85480-SAP_	Open Short	12" x 15"	\$2.11	\$2.03	\$1.95
85216-SAP_	Open Short	12" x 18"	\$2.28	\$2.17	\$2.07
85252-SAP_	Open Short	14" x 18"	\$2.43	\$2.32	\$2.22
85300-SAP_	Open Short	15" x 20"	\$2.83	\$2.74	\$2.66
85408-SAP_	Open Short	17" x 24"	\$3.67	\$3.63	\$3.52
85500-SAP_	Open Short	20" x 25"	\$4.51	\$4.43	\$4.25
85700-SAP_	Open Short	20" x 35"	\$6.17	\$6.05	\$5.80
85750-SAP_	Open Short	24" x 30"	\$6.34	\$6.21	\$5.96



Colors shown are printed as accurately as possible. If color is critical for your order, please request a sample.

Item No./Color*	Description	Insert Size	25-124	125-299	300-500
85201-LAP_	Open Long	6" x 4"	\$0.83	\$0.80	\$0.77
85206-LAP_	Open Long	9" x 6"	\$1.15	\$1.11	\$1.05
85205-LAP_	Open Long	12" x 9"	\$1.62	\$1.52	\$1.43
85204-LAP_	Open Long	14" x 11"	\$2.05	\$2.00	\$1.90
85212-LAP_	Open Long	17" x 11"	\$2.16	\$2.07	\$1.98
85480-LAP_	Open Long	15" x 12"	\$2.11	\$2.03	\$1.95
85216-LAP_	Open Long	18" x 12"	\$2.28	\$2.17	\$2.07
85252-LAP_	Open Long	18" x 14"	\$2.43	\$2.32	\$2.22
85300-LAP_	Open Long	20" x 15"	\$2.83	\$2.74	\$2.66
85408-LAP_	Open Long	24" x 17"	\$3.67	\$3.63	\$3.52
85500-LAP_	Open Long	25" x 20"	\$4.51	\$4.43	\$4.25
85700-LAP_	Open Long	35" x 20"	\$6.17	\$6.05	\$5.80
85750-LAP_	Open Long	30" x 24"	\$6.34	\$6.21	\$5.96

### \*Color Codes:

- BO - Burnt Orange
- Y - Yellow
- KG - Kelly Green
- G - Green
- T - Teal
- SKB - Sky Blue
- B - Blue
- W - White
- K - Black
- P - Purple
- U - Burgundy
- R - Red

### Clear Front & Rigid Cardboard Back

- Clear front and 25 point chipboard back

Item No./Color*	Description	Insert Size	25-124	125-299	300-500
85602-SCB_	Open Short	8 1/2" x 11"	\$1.33	\$1.28	\$1.22
85601-LCB_	Open Long	11" x 8 1/2"	\$1.33	\$1.28	\$1.22

### Double Pocket Envelopes

- Small 5" high second pocket on the front

Item No./Color*	Description	Insert Size	25-124	125-299	300-500
85501-SDP_	Open Short	9" x 12"	\$2.03	\$1.97	\$1.86
85512-LDP_	Open Long	12" x 9"	\$2.03	\$1.97	\$1.86

#### Orders

In stock orders typically ship within 48 hours.

#### Pricing Effective 2/1/05

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## Vinyl Envelopes - Heat Sealed

Heat Sealed Vinyl Envelopes are essential to the sales and production floors, warehouse and office. They keep your sales literature, work orders, job tickets, location ID's and the multitude of office documents clean and organized. Each envelope is constructed from flexible and durable 8-Gauge ultra clear vinyl. Sold in multiples of 100, see terms of sale for minimum order specifics. If you require larger quantities please call for a quote as we would be happy to assist you with your needs.

### Standard Envelopes

- Reinforced heat sealed eyelet

Item No.	Description	Insert Size	100-299	300-499	500-1,500
86004-SAPC	Open Short	3" x 5"	\$0.29	\$0.27	\$0.25
86007-SAPC	Open Short	4" x 6"	\$0.32	\$0.30	\$0.28
86006-SAPC	Open Short	6" x 9"	\$0.52	\$0.50	\$0.48
86005-SAPC	Open Short	8 1/2" x 11"	\$0.76	\$0.74	\$0.72
86008-SAPC	Open Short	9" x 12"	\$0.82	\$0.79	\$0.77
86009-SAPC	Open Short	10" x 15"	\$1.03	\$1.00	\$0.97
86013-SAPC	Open Short	11" x 14"	\$1.06	\$1.03	\$1.00
86011-SAPC	Open Short	11" x 17"	\$1.16	\$1.13	\$1.10
86012-SAPC	Open Short	12" x 18"	\$1.27	\$1.24	\$1.21

Item No.	Description	Insert Size	100-299	300-499	500-1,500
86004-LAPC	Open Long	5" x 3"	\$0.29	\$0.27	\$0.25
86007-LAPC	Open Long	6" x 4"	\$0.32	\$0.30	\$0.28
86006-LAPC	Open Long	9" x 6"	\$0.52	\$0.50	\$0.48
86005-LAPC	Open Long	11" x 8 1/2"	\$0.76	\$0.74	\$0.72
86008-LAPC	Open Long	12" x 9"	\$0.82	\$0.79	\$0.77
86013-LAPC	Open Long	14" x 11"	\$1.06	\$1.03	\$1.00
86011-LAPC	Open Long	17" x 11"	\$1.16	\$1.13	\$1.10
86012-LAPC	Open Long	18" x 12"	\$1.27	\$1.24	\$1.21

### Short Lip Envelopes

- Short 1/4" top opening lip

Item No.	Description	Insert Size	100-299	300-499	500-1,500
86169-SAPC	Open Short	6" x 9"	\$0.48	\$0.46	\$0.44
86191-SAPC	Open Short	8 1/2" x 11"	\$0.77	\$0.75	\$0.73
86169-LAPC	Open Long	9" x 6"	\$0.48	\$0.46	\$0.44
86191-LAPC	Open Long	11" x 8 1/2"	\$0.77	\$0.75	\$0.73

### Overlapping Flap Envelopes

- Fold-over flap with reinforced heat sealed eyelet

Item No.	Description	Insert Size	100-299	300-499	500-1,500
86225-SOFC	Open Short	6" x 9"	\$0.57	\$0.55	\$0.53
86226-SOFC	Open Short	9" x 12"	\$0.85	\$0.83	\$0.81
86227-LOFC	Open Long	12" x 9"	\$0.85	\$0.83	\$0.81

### Color Coded Envelopes

- Heavy duty brass grommet
- Choose from Red or Blue

Item No.	Description	Insert Size	100-299	300-499	500-1,500
64037-SCCCCB	Open Short (Blue)	8 1/2" x 11"	\$0.76	\$0.74	\$0.72
64037-SCCCCR	Open Short (Red)	8 1/2" x 11"	\$0.76	\$0.74	\$0.72
64039-SCCCCB	Open Short (Blue)	11" x 14"	\$1.08	\$1.05	\$1.03
64039-SCCCCR	Open Short (Red)	11" x 14"	\$1.08	\$1.05	\$1.03

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## Vinyl Menu Covers

### Menu Covers (Sewn)

Present your menu in an affordable style, while safeguarding from spills, dirt and grease with resilient 8-Gauge rigid clear PVC vinyl. Features colorful stitched vinyl trim with brass tipped corners. Sold in multiples of 25, see terms of sale for minimum order specifics. If you require larger quantities please call for a quote as we would be happy to assist you with your needs. \*Add color to item number by substituting “\_” with color designation letter, see color codes.



No Additional Charge for Color  
limited quantity kept in stock  
Colors shown are printed as accurately as possible. If color is critical for your order, please request a sample.

Item No./Color*	Description	Insert Size	25-49	50-99	100-200
85905_	1 - Panel	5 1/2" x 8 1/2"	\$2.36	\$2.27	\$2.15
85904_	1 - Panel	8 1/2" x 11"	\$2.96	\$2.85	\$2.70
85915_	1 - Panel	8 1/2" x 14"	\$3.53	\$3.46	\$3.33
85907_	2 - Panel	5 1/2" x 8 1/2"	\$4.00	\$3.67	\$3.50
85900_	2 - Panel	8 1/2" x 11"	\$4.72	\$4.57	\$4.47
85902_	2 - Panel	8 1/2" x 14"	\$5.15	\$5.07	\$4.79
85908_	3 - Panel	5 1/2" x 8 1/2"	\$4.67	\$4.53	\$4.46
85901_	3 - Panel	8 1/2" x 11"	\$5.84	\$5.76	\$5.61
85903_	3 - Panel	8 1/2" x 14"	\$6.76	\$6.59	\$6.43
85938_	3 - Panel Book	5 1/2" x 8 1/2"	\$5.94	\$5.85	\$5.52
85931_	3 - Panel Book	8 1/2" x 11"	\$6.30	\$6.21	\$6.05
85933_	3 - Panel Book	8 1/2" x 14"	\$7.91	\$7.69	\$7.49
85910_	4 - Panel Book	5 1/2" x 8 1/2"	\$6.45	\$6.26	\$6.00
85911_	4 - Panel Book	8 1/2" x 11"	\$7.78	\$7.58	\$7.38
85914_	4 - Panel Book	8 1/2" x 14"	\$9.27	\$9.15	\$9.03

#### \*Color Codes:

- BO - Burnt Orange
- Y - Yellow
- KG - Kelly Green
- G - Green
- T - Teal
- SKB - Sky Blue
- B - Blue
- W - White
- K - Black
- P - Purple
- U - Burgundy
- R - Red

### Menu Covers (Heat Sealed)

Heat Sealed Vinyl Menu Covers are inexpensive and they protect your menu from spills, dirt and grease. They are fashioned from 8-Gauge ultra clear vinyl. Sold in multiples of 25, see terms and conditions for minimum order specifics. If you require larger quantities please call for a quote as we would be happy to assist you with your needs.

Item No.	Description	Insert Size	25-49	50-99	100-200
86305C	1 - Panel	5 1/2" x 8 1/2"	\$0.86	\$0.82	\$0.78
86304C	1 - Panel	8 1/2" x 11"	\$1.09	\$1.04	\$1.00
86307C	2 - Panel	5 1/2" x 8 1/2"	\$1.42	\$1.37	\$1.34
86300C	2 - Panel	8 1/2" x 11"	\$2.04	\$1.96	\$1.89
86308C	3 - Panel	5 1/2" x 8 1/2"	\$1.88	\$1.81	\$1.75
86301C	3 - Panel	8 1/2" x 11"	\$2.96	\$2.91	\$2.86

### Vinyl Add-A-Page (Heat Sealed)

Add-A-Page simply slides into your existing menu cover and provides you with one double sided page. Fashioned from 8-Gauge ultra clear vinyl. Sold in multiples of 25, see terms and conditions for minimum order specifics.

Item No.	Description	Insert Size	25-49	50-99	100-200
86310C	1 - Page Insert	8 1/2" x 11"	\$1.59	\$1.54	\$1.42

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## Specialty Products

### Literature Envelopes

Coordinate your literature for mailings and presentations with 6-mil Polyethylene envelopes. Each envelope is fashioned with a "thumb notch" for easy insertion. Holds 30 sheets. Sold in multiples of 100, see terms of sale for minimum order specifics. If you require larger quantities please call for a quote as we would be happy to assist you with your needs.

Item No.	Description	Insert Size	100-299	300-499	500-1,500
64101	Letter Size	8 3/4" x 11 1/4"	\$0.27	\$0.26	\$0.25

### Adhesive-Backed Vinyl Envelopes

Affix them to almost anything. Fashioned from 8-Gauge crystal clear vinyl. Sold in multiples of 100, see terms of sale for minimum order specifics. If you require larger quantities please call for a quote as we would be happy to assist you with your needs.

Item No.	Description	Insert Size	100-299	300-499	500-1,500
65001	Open Short	3" x 5"	\$0.53	\$0.51	\$0.49
65002	Open Short	4" x 6"	\$0.65	\$0.63	\$0.61
65003	Open Short	6 1/8" x 9 1/2"	\$0.88	\$0.86	\$0.83
65004	Open Short	9 1/8" x 12 3/4"	\$1.43	\$1.39	\$1.35
65005	Open Short	11" x 14 1/8"	\$1.70	\$1.68	\$1.66

### Plastic String Envelopes

Transparent plastic envelopes with string and button closure are perfect for inner-office routing of documents. Gusseted sides expand to a full 1 1/4". These envelopes protect contents while providing content visibility. Available in Clear (C), Blue (B), Yellow (Y), Red (R) and Smoke (S) (Item #64052 only). Sold in multiples of 12, see terms of sale for minimum order specifics. If you require larger quantities please call for a quote as we would be happy to assist you with your needs.

Item No./Color	Description	Insert Size	12-47	48-143	144-503	504-1,500
64052_	Open Short	6" x 9"	\$0.85	\$0.83	\$0.81	\$0.79
64054_	Open Short	9" x 12"	\$1.67	\$1.63	\$1.59	\$1.55
64055_	Open Short	11" x 14"	\$1.88	\$1.83	\$1.79	\$1.74
64056_	Open Long	12" x 9"	\$1.67	\$1.63	\$1.59	\$1.55

### Economy Job Ticket Envelopes

Protects your paperwork from dirt and grease. Fashioned from 6-mil Polyethylene. Sold in multiples of 100, see terms of sale for minimum order specifics. If you require larger quantities please call for a quote as we would be happy to assist you with your needs.

Item No.	Description	Insert Size	100-299	300-499	500-1,500
65006	Open Short	9" x 12"	\$0.35	\$0.33	\$0.32
65007	Open Long	12" x 9"	\$0.35	\$0.33	\$0.32

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### Terms of Sale:

- The minimum order is \$50.00.
- Please see individual items for minimum order quantities.
- Payment:
  - American Express, Mastercard, Visa, Check in Advance & COD are accepted.
  - Open accounts: Net 30, date of invoice.
- In stock orders typically ship in 48 hours.

### Shipping Method:

- Freight is F.O.B. Sussex, WI. Our standard shipping is UPS Ground. Items exceeding UPS guidelines will be shipped via Common Carrier. Please request shipping information when placing an order.

### Pricing:

- **TiE** makes every effort to maintain prices at the lowest level. Occasionally, prices may change without notice.

### Returns:

- Return Authorization must be made 30 days upon receipt. Returns will not be accepted without a prior RA from our Customer Service Department. A 15% restocking charge is applied to all returns. All Custom Orders are final.

### Custom Orders:

- Custom Orders are final. Prior to production, **TiE** will provide a Pre-Production Sample, Formal Quote and a Pre-Production Approval. Please call with questions before ordering.

### Guarantee:

- All **TiE** merchandise is guaranteed against material defects and workmanship. If you are not completely satisfied with the material or workmanship within 30 days of receipt, simply contact our Customer Service Department and we will replace the merchandise or credit your account. Custom Orders are final.

### Sold To:

Phone Number ( ) \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Your Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Purchase Order No. \_\_\_\_\_  
 Account Number \_\_\_\_\_

### Ship To: (If Different Than Sold To)

Phone Number ( ) \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Your Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

- Mastercard     AMEX     COD     Charge to Open Account  
 Visa     Check in Advance or Money Order    Acct.# \_\_\_\_\_

Credit Card Number     -     -     -

Expiration Date   -      Name on Card (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Email Address: \_\_\_\_\_ (Shipment Notification)

Quantity	Part Number	Color Code*	Price Each	Total
150	85726-SAP_	K	\$1.52 ea	\$228.00

Applicable shipping & handling charges and sales tax will be added to your invoice.	Subtotal	
	Freight	
	WI add 5.1% sales tax	
	Total	

\*Color Codes:  
 BO Burnt Orange    T Teal    K Black  
 Y Yellow    SKB Sky Blue    P Purple  
 KG Kelly Green    B Blue    U Burgundy  
 G Green    W White    R Red

Please Fax Back for Immediate Response 262-246-4828

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