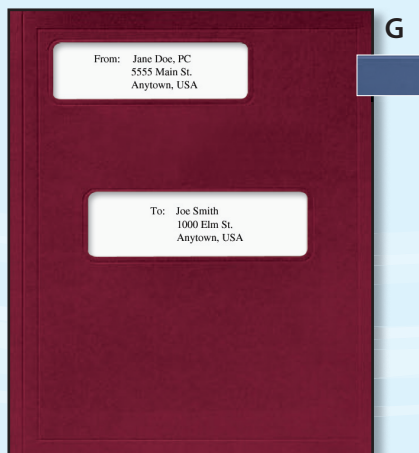
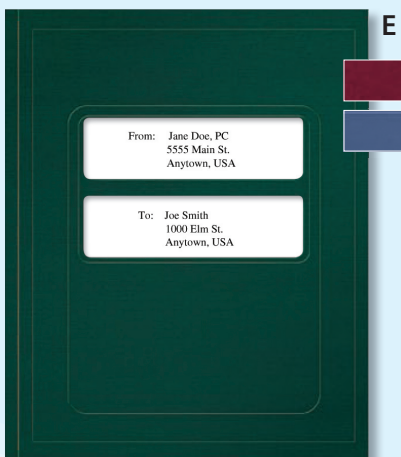
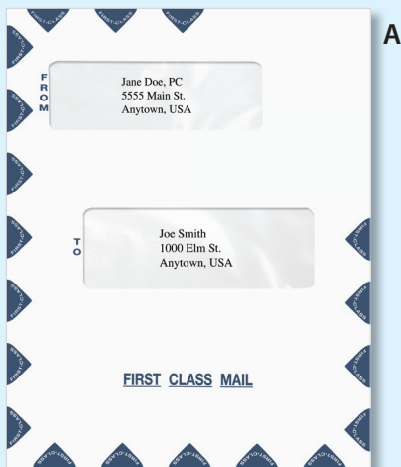


Presentation Folders and Envelopes



You've done the work ...
Now present it with *pride!*

Envelopes and Folders for UltraTax,® ATX®



Software-compatible envelopes and folders for use with Ultra Tax by Creative Solutions,® ATX, 1040™ and Max®

- Windows align with software cover sheets
- Envelopes are 9½" x 12" and open on 9½" side
- Folders are 8¾" x 11¼" and include pocket on right with business card slots
- Folders are scored for contents up to 7/16" thick

A. Offset Window First Class Mail Envelope

Moisture Seal	#PRK37
Self Seal	#PEQ43

B. Landscape Envelope for Ultra Tax Only

Available in single and double window	
Single Window, Moisture Seal	#PEM39
Double Window, Moisture Seal	#PEY51
Double Window, Self Seal	#PER44

C. Single-Window First Class Mail Envelope

Moisture Seal	#PEL38
Self Seal	#PEP42

D. Window Envelope

Available in three designs	
Stars & Stripes Moisture Seal (shown)	#PEU47
Stars & Stripes Self Seal	#PEN40

E. Standard Window Folder

Constructed of 80# paper	
Midnight Blue	#FMB32
Burgundy	#FBU11
Emerald Green	#FG04

F. First Class Mail

Moisture Seal	#PES45
Self Seal	#PEO41
Blank Moisture Seal	#PET46

G. Offset Window Folder

Offset window positions	
Midnight Blue	#FMB03
Burgundy	#SFB022

Software-compatible envelopes and folders, CCH® ProSystem® fx

- Windows align with software cover sheets
- Envelopes include self-seal flaps that open on the short side
- Folders are 8½" x 11¼" premium 88# paper with a ⅛" score and include pocket on right with business card slots

A. Offset Window Folder

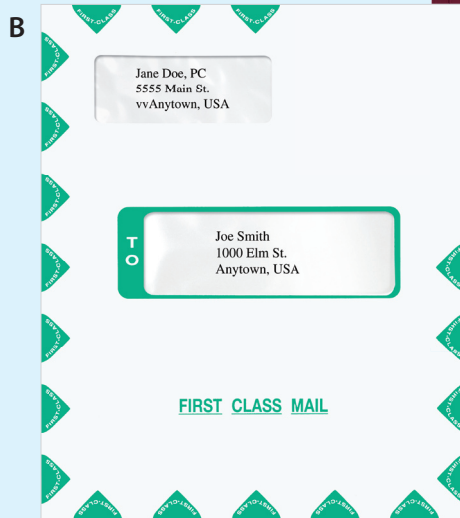
Blue	#FB01
Burgundy	#FBU02

B. First Class Envelope 9½" x 11⅛"

Self Seal	#PEV48
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C. Tyvek® Expandable Envelope 9" x 12" x 2"

Self Seal	#PEF06
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GreatTax™, Drake™ TaxWise® and TaxWorks™

D. Tax Return Envelope 9" x 11½"

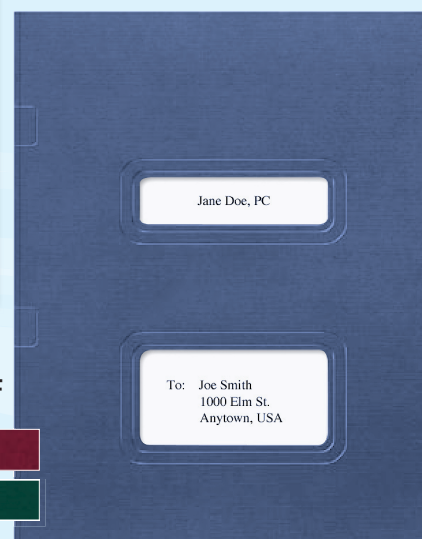
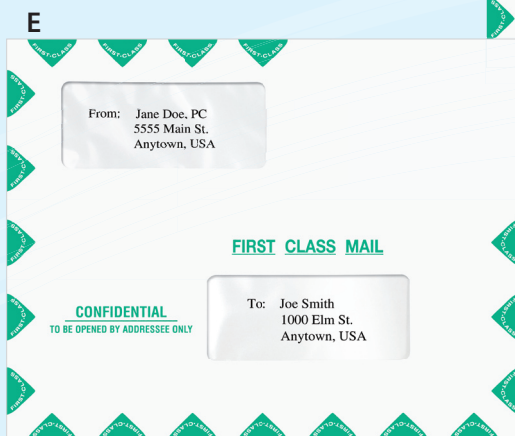
Moisture Seal	#PEN14
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E. Tax Return Envelope 9½" x 11½"

Landscape Moisture Seal	#PEM13
Landscape Self Seal	#PEV22

F. Window Folder 8½" x 11¼"

80# Paper	
Midnight Blue	#FB22
Burgundy	#SFBU06
Emerald Green	#SFG07

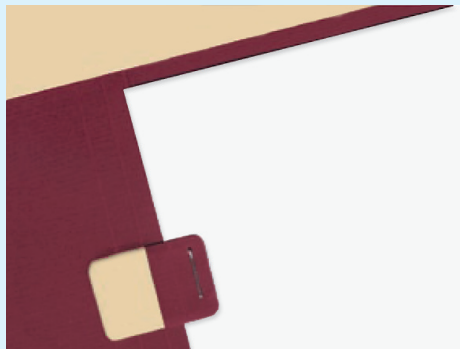


Envelopes open on the short side.
Windows align with software cover sheets.
Folders are constructed of durable 80# paper with a ⅜" score, a pocket on the right side and business card slots.

Folders for Lacerte,[®] and ProSeries[®] by Intuit[®]



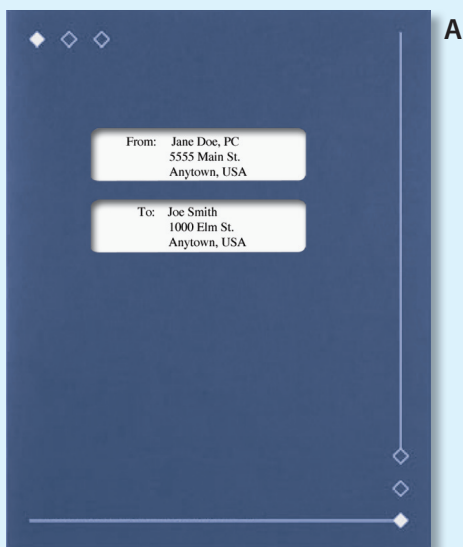
Top-Staple



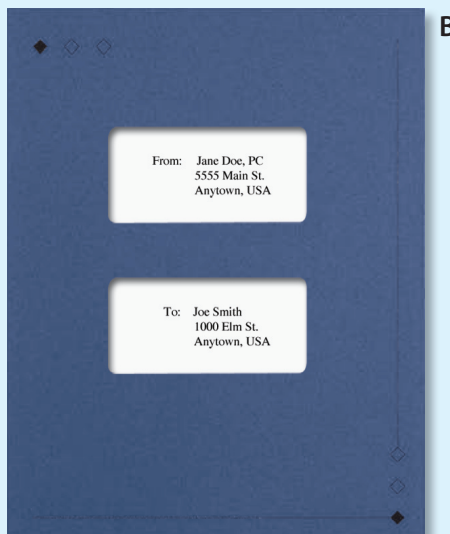
Side-Staple

Software-compatible folders

- Windows align with software cover sheets
- Folders are 8¾" x 11¼" and include pocket on right with business card slots
- Folders are scored for contents up to 3⅛" thick
- Folders are also available as Top-Staple or Side-Staple as shown



A



B

A. Linen Folder with Small Windows 9" x 11¼"

Constructed of 80# Linen Feltweave

Dark Blue

#SFDB04

B. Linen Folder with Large Windows 9" x 11½"

Constructed of 80# Linen Feltweave

Dark Blue

#SFDB11

C. Side-Staple Folder

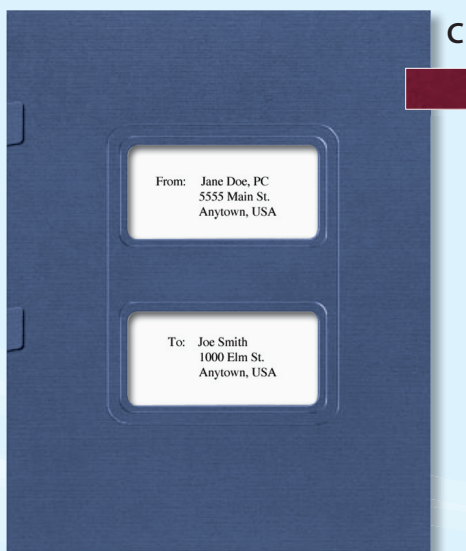
Includes right-side pocket

Midnight Blue

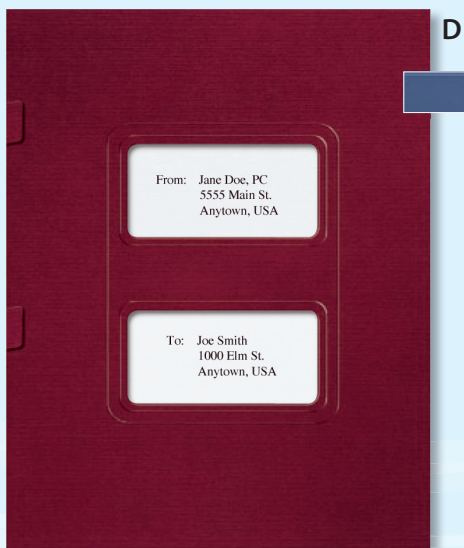
#SFMB02

Burgundy

#SFB001



C



D

D. Top-Staple Folder

Includes right-side pocket

Midnight Blue

#TFSMB02

Burgundy

#TSFBU01

Software-compatible envelopes

- Windows align with software cover sheets
- 9½" x 11½"
- Envelopes feature flaps that open on the short side

A. Landscape Double Window

Moisture Seal

#PEF32

Self Seal

#PEG33

B. Organizer Envelope

Moisture Seal

#PEH34

C. Portrait Double Window

Moisture Seal

#PEL12

Self Seal

#PEU21

D. Landscape Small Double Window

Moisture Seal

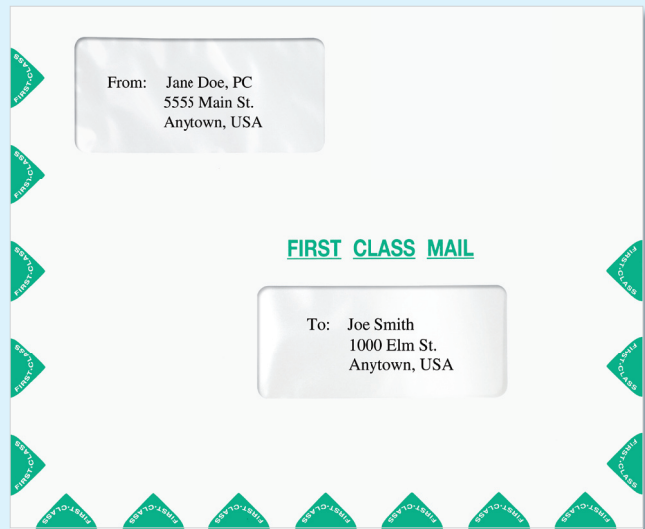
#PEP16

E. Large Window Envelope

Moisture Seal

#PEQ17

A



B



C



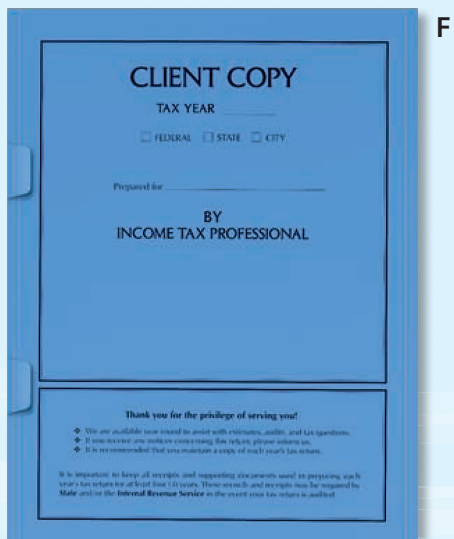
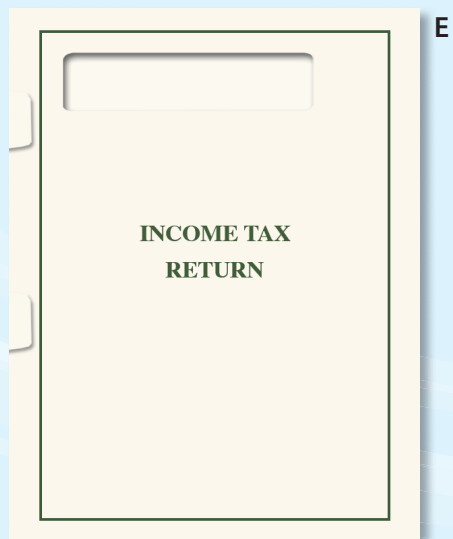
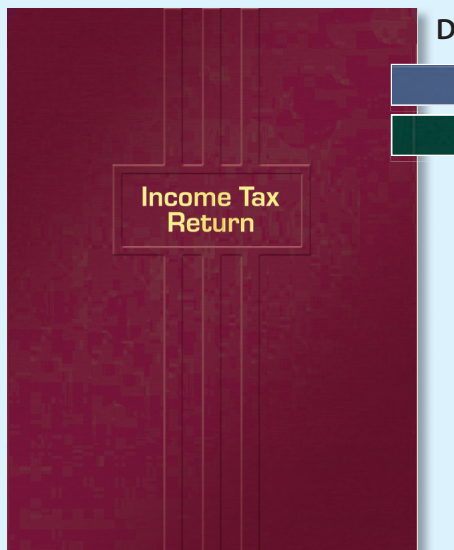
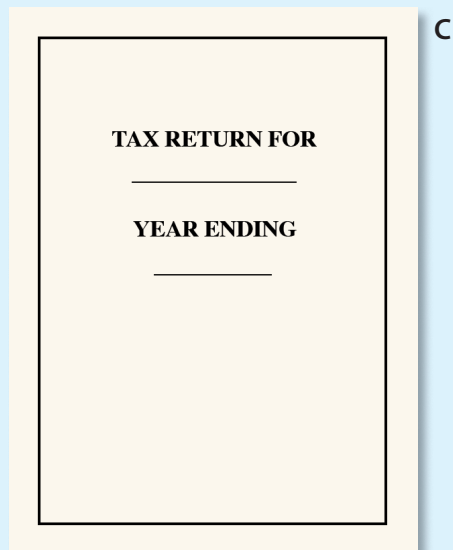
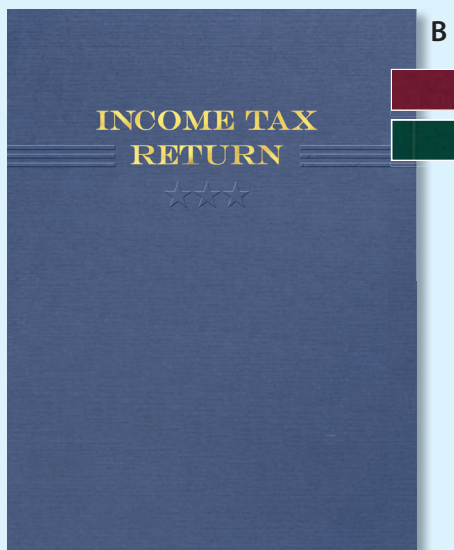
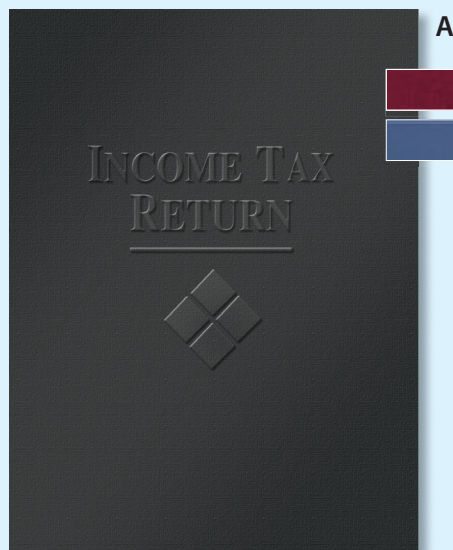
D



E



Basic Tax Return Folders



Simple folders available with pockets, side-staple tabs, top-staple tabs or as plain folders with no pockets or tabs

Embossed Tax Return Folders

- 4" pockets on both sides
- 80# linen finish
- Right-side pocket has slots for your business card

A. 9" x 12" Embossed Folder with Expanding Pocket

Folder has pocket on right that expands to hold returns up to $\frac{3}{8}$ " thick. Left pocket has slots for your business card.

Midnight Blue	#FMB44
Black	#FBK05
Burgundy	#FBU55

B. Three Star Income Tax Return Folder

Navy	#EFS10NV
Burgundy	#EFS10BG
Green	#EFS10GN

C. Two-Pocket Tax Return Folders

9" x 12" folder with two 4" pockets. Business card slots on right pocket

Smooth cream with blue print	#FC07
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D. Income Tax Return Contemporary Folders

Navy	#EFL10NV
Burgundy	#EFL10BG
Green	#EFL10GN

E. 1040 Window Folder

Window shows client name and address when used with the Official or Preparer 1040 forms. $8\frac{3}{4}$ " x $11\frac{1}{4}$ " folder on 80# Ivory cover stock with green print. Features side-staple tabs and 4" right pocket with business card slots.

Official Window	#SFOFW
No Window	#SFS03

F. Client Copy Tax Return Folders

Classic design is available in four different formats: a two-pocket folder, side-staple, top-staple and a plain folder with no pockets and no staple tabs.

Client Copy Folder with Side-Staple Tabs

No pockets – $8\frac{3}{8}$ " x $11\frac{1}{4}$ ", Double $\frac{1}{4}$ " score	
Blue	#SCB02
White	#SCW01
Warm White Linen	#SFC05

Client Copy Folder with No Staple Tabs

No pockets – $8\frac{3}{4}$ " x $11\frac{1}{4}$ "	
Blue	#CB07
White	#SW06

Designer Tax Return Folders

Impress with these premium pocket folders

- 9" x 12" with two 4" pockets
- Includes business card slots

A. Lady Liberty Income Tax Return Folder

#LLF10

B. Stars and Stripes Income Tax Return Folder

#SSF10

C. Gold Standard Income Tax Return Folder

#GSF10

D. Premier Pocket Folder

Blue #FFB19

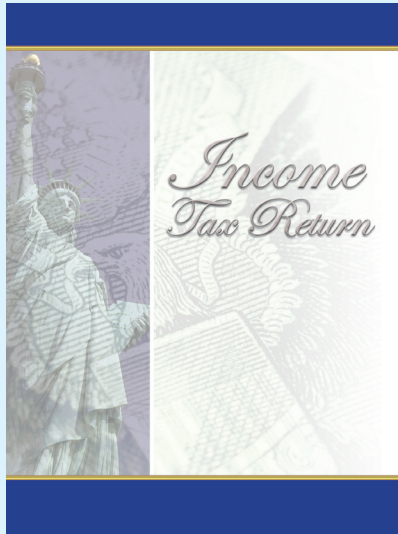
Burgundy #FFBU29

Green #FFL09

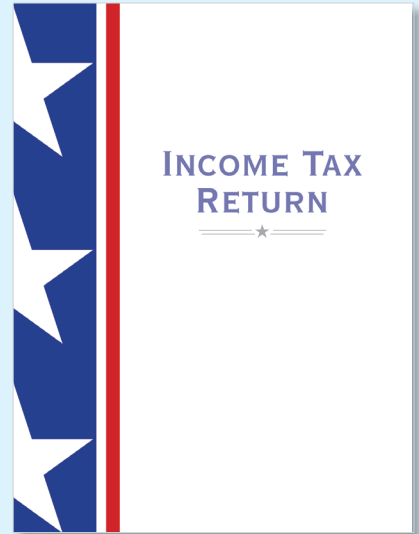
ALSO Available!

Expandable Pocket Green #FEG02

A



B



C

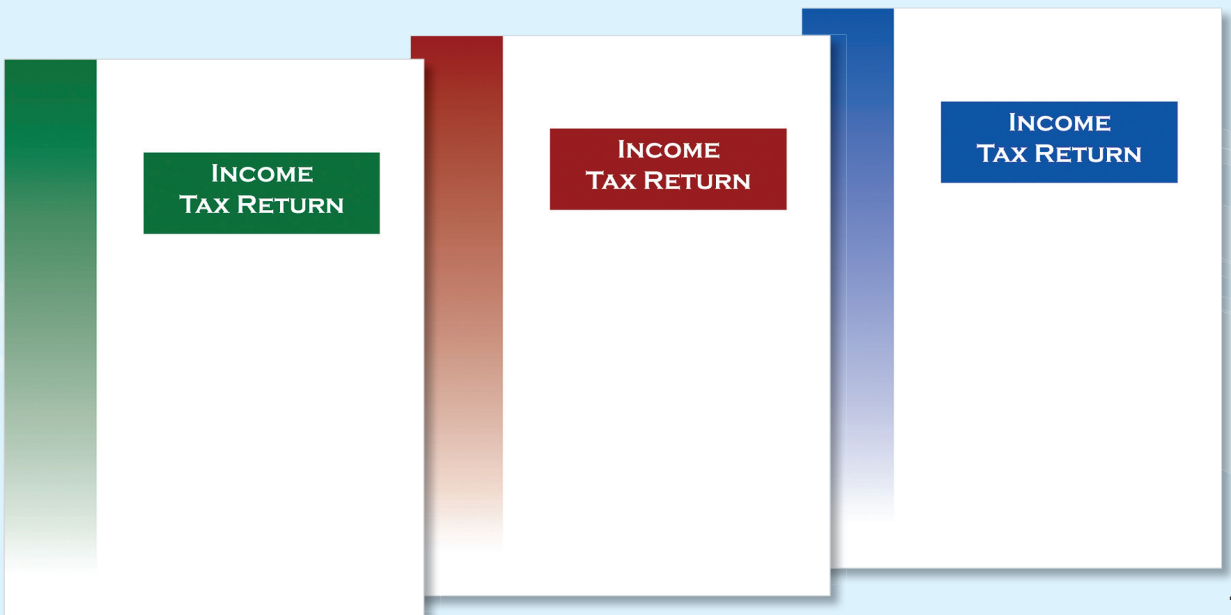


D

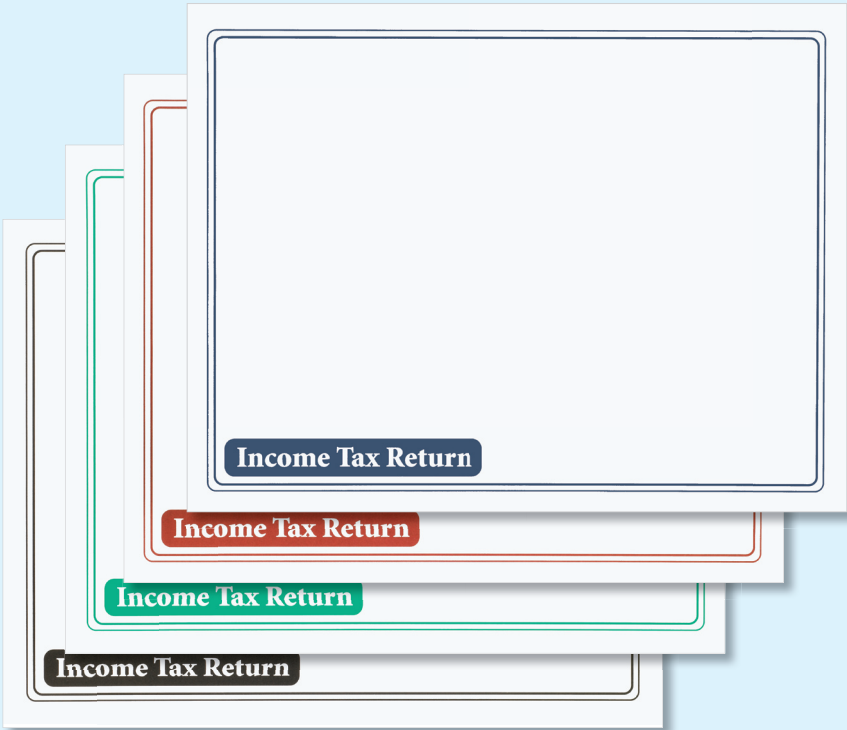
ALSO Available!

Expandable Pocket Green

Three great colors to choose from.



Tax Folders and Envelopes



Coordinating envelopes deliver a color-coordinated package that match many of our folders

- 10" x 13" landscape design
- 28# white wove stock
- Moisture seal flap opens at top
- Imprint your company name
- Order as few as 50 envelopes

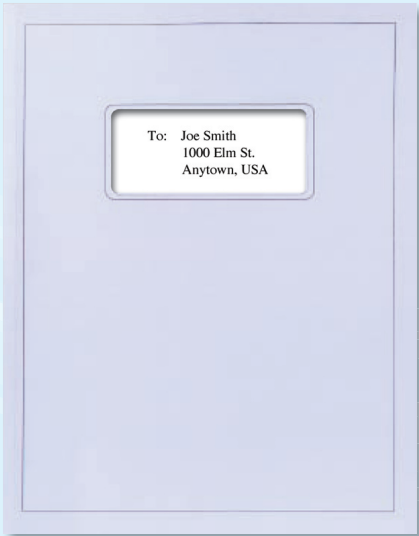
Coordinating Envelopes	
Blue	#ENV510
Burgundy	#ENV310
Green	#ENV410
Black	#ENV610



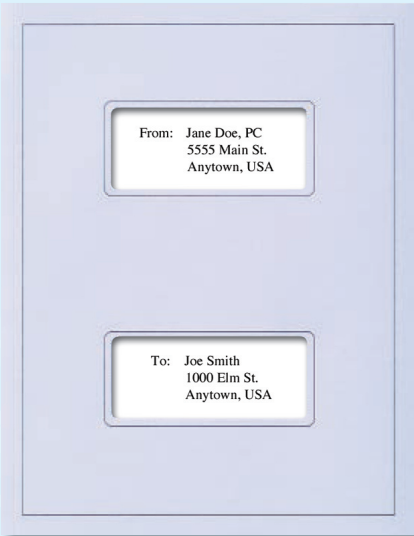
Communicate confidential Information

- 10" x 13" envelope
- 70# cream stock
- Self seal flap opens on top
- Can be imprinted with company logo and contact information

Confidential Envelope
#PEB54



A



B

Make a statement with report folders

- 8¾" x 11¼" folders
- Printed on 80# light blue linen stock
- Sized to fit in files with no pockets
- Order as few as 50

A. Single-Window Folder	#CLB22
B. Double-Window Folder	#CLB01

Recordkeeping and Organizer Envelopes

Our tax instruction envelope provides space for key information including client name, filing instructions, your statement and a summary of federal and state returns

- 9" x 12" envelope
- Opens at top
- Order as few as 50 envelopes

Tax Instruction Envelope

#PEK11

IMPORTANT: THIS IS YOUR COMPLETED TAX RETURN TAX YEAR: _____

NAME _____
ADDRESS _____
CITY, STATE, ZIP _____
PHONE _____ ALT. PHONE _____
PLEASE ADVISE US OF ANY CHANGES IN YOUR CONTACT INFORMATION

TAX FILING INSTRUCTIONS

- Date and sign your return. If filing jointly, both spouses must sign.
- If taxes are owed, include the 1040-V voucher with your payment.
- Print your SSN, the tax year and form number on checks.
- Use correct envelope when mailing your tax return.
- Do not send estimated payments with your tax return.
- Estimated payments must be sent separately in envelopes provided.
- Use a separate check for each estimated tax payment.
- Attach payment to the appropriate estimate voucher.
- Please call us if your income or deductions change substantially.

TAX PREPARATION STATEMENT

The total amount due for the preparation of the enclosed return and all related items \$ _____

Thank you for your prompt payment and the opportunity to serve you!

OFFICE USE ONLY

CHECKED BY: _____ DUE DATE: _____ ☐ CALL ☐ PICKUP
NOTES: _____

PLEASE REVIEW YOUR RETURN CAREFULLY AND CONTACT US WITH ANY DISCREPANCIES, QUESTIONS OR CONCERNS

FEDERAL RETURN SUMMARY

☐ **OVERPAYMENT**
You have an overpayment on the enclosed return \$ _____
Overpayment amount applied to estimated taxes \$ _____
Overpayment amount to be refunded to you \$ _____

☐ **BALANCE DUE**
You have a balance due on the enclosed return \$ _____

☐ **ESTIMATED TAX**
Your estimated tax liability for this calendar year \$ _____
Less the amount of the applied overpayment \$ _____
Total amount of estimated tax payable \$ _____

Amount due 4/15 \$ _____ Date Paid _____ Check # _____
Amount due 6/15 \$ _____ Date Paid _____ Check # _____
Amount due 9/15 \$ _____ Date Paid _____ Check # _____
Amount due 1/15 \$ _____ Date Paid _____ Check # _____

STATE RETURN SUMMARY

☐ **OVERPAYMENT**
You have an overpayment on the enclosed return \$ _____
Overpayment amount applied to estimated taxes \$ _____
Overpayment amount to be refunded to you \$ _____

☐ **BALANCE DUE**
You have a balance due on the enclosed return \$ _____

☐ **ESTIMATED TAX**
Your estimated tax liability for this calendar year \$ _____
Less the amount of the applied overpayment \$ _____
Total amount of estimated tax payable \$ _____

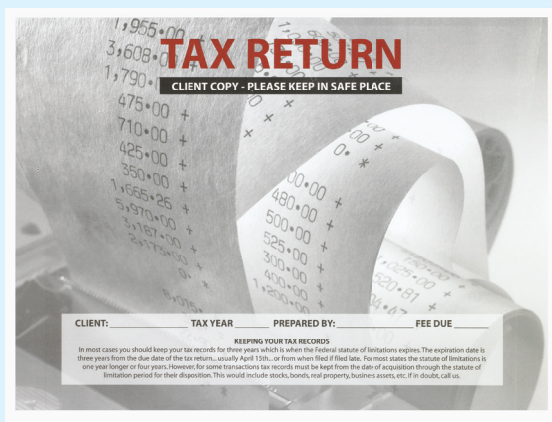
Amount due 4/15 \$ _____ Date Paid _____ Check # _____
Amount due 6/15 \$ _____ Date Paid _____ Check # _____
Amount due 9/15 \$ _____ Date Paid _____ Check # _____
Amount due 1/15 \$ _____ Date Paid _____ Check # _____

Stores client copy with reminders about the year ahead

- 9½" x 12½" envelope
- Opens at top
- Order as few as 50 envelopes

Client Copy Envelope

#CCT47



Mail out to repeat customers prior to tax season as a courtesy reminder to get ready

- 9½" x 12½" envelope
- Opens at top
- Order as few as 50 envelopes

Tax Organizer Envelope

#TO46



Simple envelope lists year, client and preparer

- 9" x 12" envelope
- Opens at top
- Order as few as 50 envelopes

Tax Record Envelope

#PEI09

First Class Mail Envelopes



A

Our collection of first class mail envelopes offers a wide variety of options for mailing to your clients

- Moisture seal and self seal styles
- Landscape and portrait formats in various sizes
- Double and single window formats
- Expandable Tyvek® envelope with no windows also available

A. Portrait Style Single Window
28# white wove stock
Moisture Seal 9 5/8" x 11 1/8" #PEI35

B. Double Window 6" x 9"
Moisture Seal Flap #PED04
Self Seal Flap #PEE05

C. Double Window Landscape Style
Moisture seal flap opens on top
9 1/2" x 11 1/2" #PER18
6" x 9" #PEC03
Flap opens on one end
Moisture Seal 9 1/2" x 11 1/2" #PED30
Self Seal 9 1/2" x 11 1/2" #PEE31

D. Double Window 10" x 13"
Moisture Seal Flap #PEA01
Self Seal Flap #PEB02

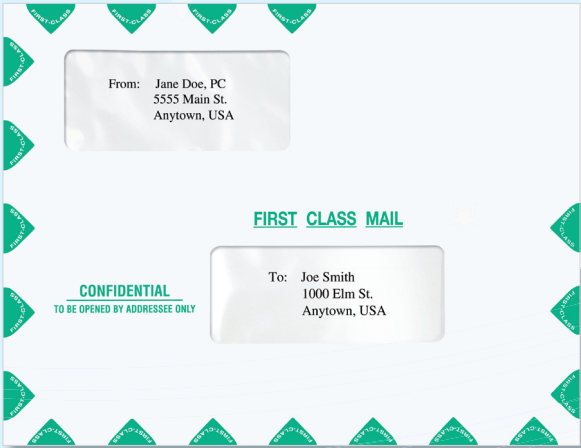
Expandable Tyvek® 10" x 12" x 1"
No windows,
Peel & Close Flap (not shown) #TYV10



B



C



D

Double Window
Landscape Style
6" x 9"

Tax Return and General Purpose Envelopes

Multifunctional envelopes for tax returns or any report

- Window displays the taxpayer name and address from the 1040, 1040-A and 1040-EZ
- Envelopes are 9½" x 11½" and are available as moisture seal or self seal and open on the top
- Security tint and cellophane window keep information confidential

A. Income Tax Return Envelope

Moisture Seal #PEZ26

Self Seal #PEA27

B. Priority Envelope

Moisture Seal #PEY25

Self Seal #PES19

C. Stars and Bars Envelope

Moisture Seal #PEX24

Self Seal #PET20

D. Flag and Capitol Envelope

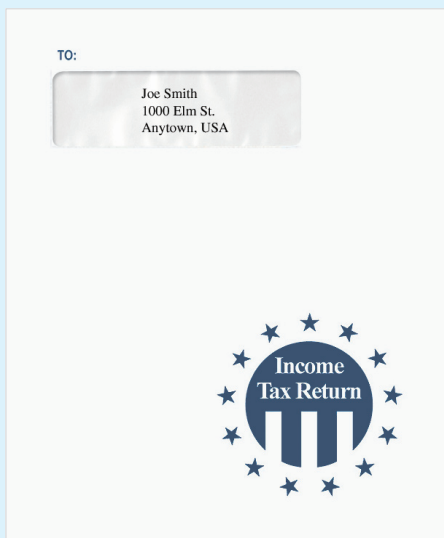
Moisture Seal #PEB28

E. First Class Envelope

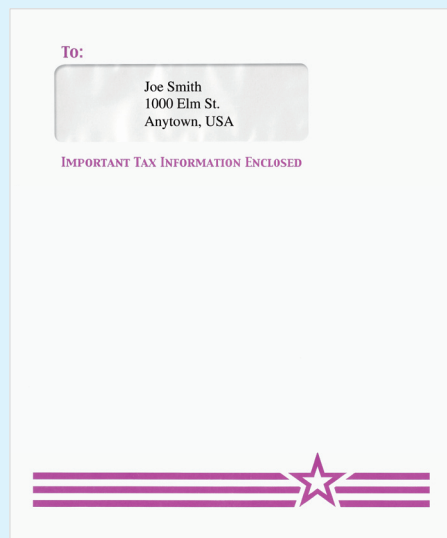
Moisture Seal #PEW23

Self Seal #PEC29

A



B



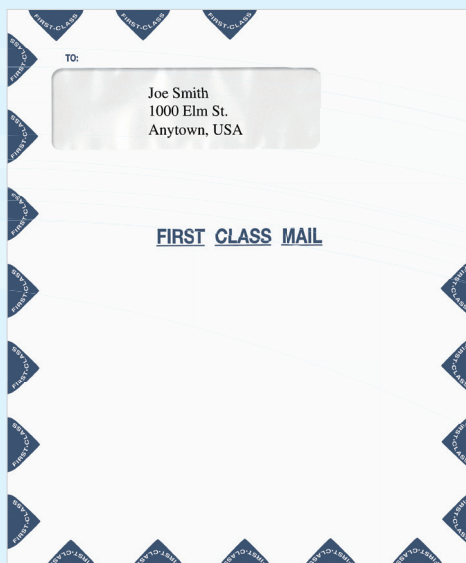
C



D



E



Impress with These Premium Pocket Folders

- 9" x 12" with two 4" pockets
- Includes business card slots

See page 7 for details.



Lady Liberty Income Tax Return Folder



Stars and Stripes Income Tax Return Folder



Gold Standard Income Tax Return Folder