

Please utilize this template to expedite your tab job. The purpose of this template is to preview the appearance of your tabs and to insure accuracy in the production of your job. Choose the layout with the font and size for your tabs and type in the information. There are multiple pages in this document for larger jobs (e.g. 6 tabs using 4 bank tabs). After completing your tabs, choose “save as” to save your document and submit tabs electronically with your other job files. You should also include a hard copy of your tabs in your sample or “go-by” copy of the entire job. Please note that the size and font cannot be changed within the template.

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