

Collating Definitions

Collating is the most important part of blank tab ordering. Different high-speed copiers require different collating sequences. It is important to know how your machine accepts tabs so that they are ordered in the proper sequence.

A. UNCOLLATED TABS

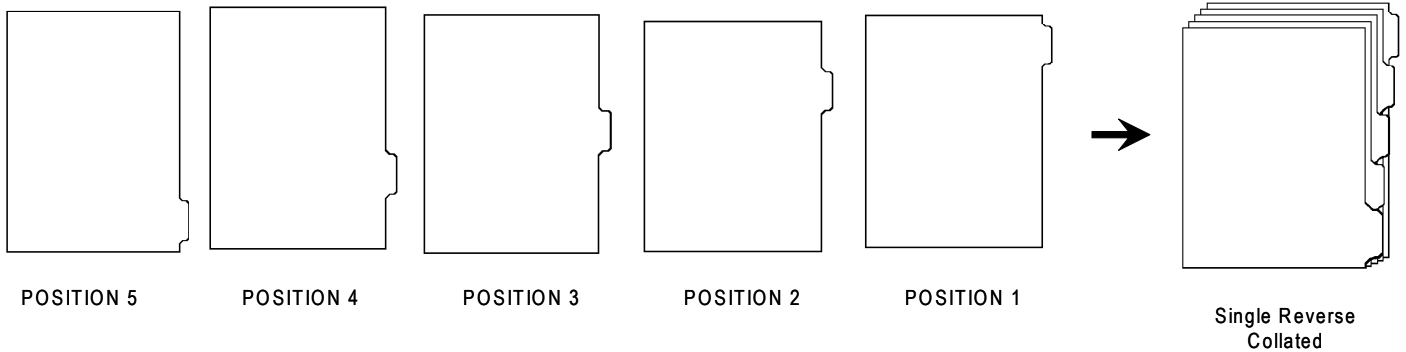
One case of uncollated tabs will contain 5 small cartons. It will include one carton of Position 1, one carton of Position 2, one carton of Position 3, one carton of Position 4 and one carton of Position 5.

B. SINGLE POSITION TABS

Instead of one case containing each position, you will have a full case containing only one position. *For example:* One case of Position 1 will have 5 cartons all containing Position 1.

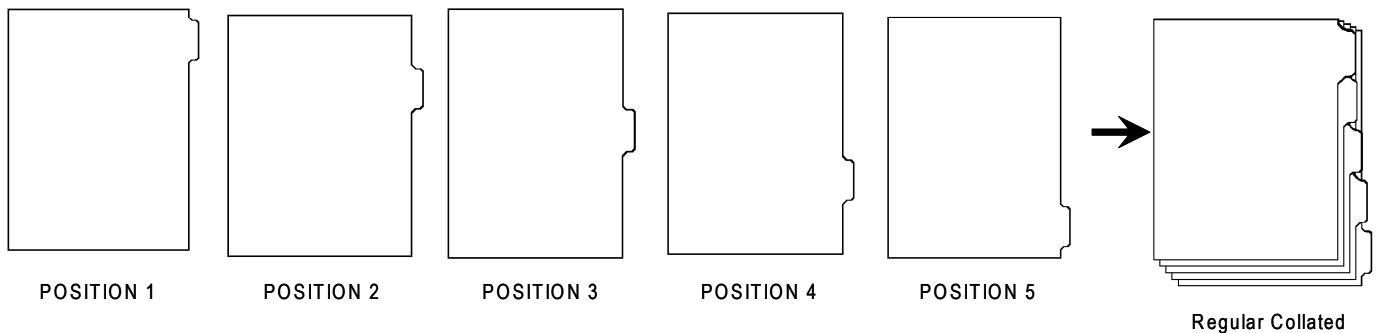
C. SINGLE REVERSE COLLATED TABS

Tabs are ordered in the following sequence:
Position 5, Position 4, Position 3, Position 2, Position 1
This is also known as Docutech Collated to Xerox users



D. STRAIGHT/REGULAR COLLATED TABS

Tabs are ordered in the following sequence:
Position 1, Position 2, Position 3, Position 4, Position 5



E. DOUBLE REVERSE COLLATED TABS

Double Reverse Collated tabs are ordered in the following sequence:
Position 5, Position 5, Position 4, Position 4, Position 3, Position 3, Position 2, Position 2, Position 1, Position 1

This is also known as 5090 or 5390 collated to Xerox users

