

Instructions for preparing a legal file

For left side

1. Set the 2-hole punch centered on 8
2. Place file in front of you with the tab on the right side.
3. Open front/left page and bend it all the way around behind the other page.
4. Reinforce both creases by bending them and running your fingers down the side.
5. While the left page is behind the other, place the top of the page inside the 2-hole punch, with the inside crease lined up with the arm of the 2-hole punch.
6. Punch left side and page return to normal front position.

For right side

1. Keep the 2-hole punch centered on 8 setting.
2. Open front/left page and place the top of the right side page inside the 2-hole punch, with the inside crease lined up with the arm of the 2-hole punch.
3. Punch right side and return page to normal position.
4. Again, reinforce the creases and create the "box" effect between the two creases
5. With the two creases creating a "box," the front and back pages should line up with each other.

Applying Fasteners

1. Take 1 fastener and bend the sides straight up.
2. Next, remove adhesive stripe.
3. Place behind the back page and insert tips into the 2 punched holes.
4. Bend the tips out to the sides.
5. Do the same for the front page and you're done! The legal file is now ready to accommodate a real estate or loan file.

Inserting Documents

1. Documents on the left side should be punched at the 8 setting (reading meter from handle side)
2. Documents on the left side should include the stacking order sheet on top, and copies of all communications. Examples: fax cover sheets, etc.
3. Documents on the right side should be punched at the 9 setting (reading meter from handle side)
4. Documents on the right side should include originals or copies of all major items needed for the file. Examples: purchase agreement, escrow instructions, title, appraisal, etc.