

# 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

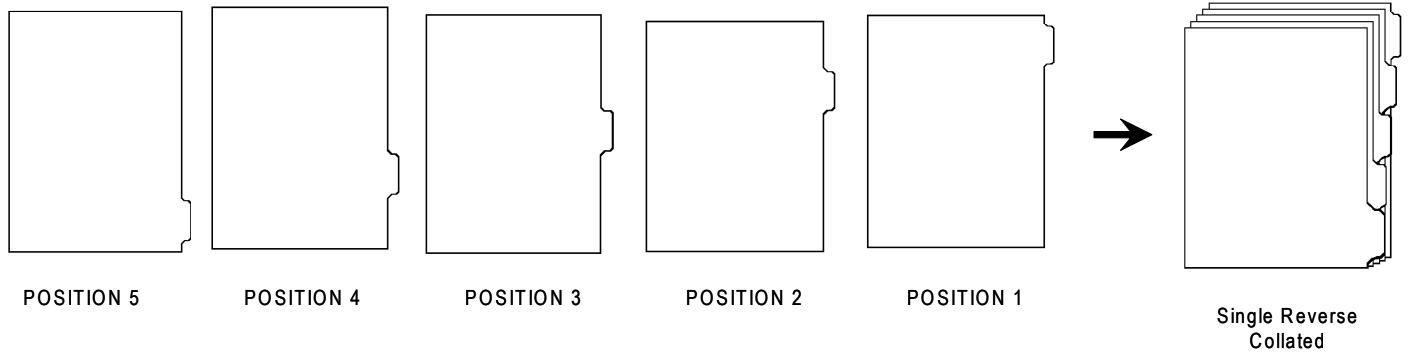
One case of uncollated tabs will contain 5 small cartons. It will include one carton of Position 1, one carton of Position 2, one carton of Position 3, one carton of Position 4 and one carton of Position 5.

## 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.

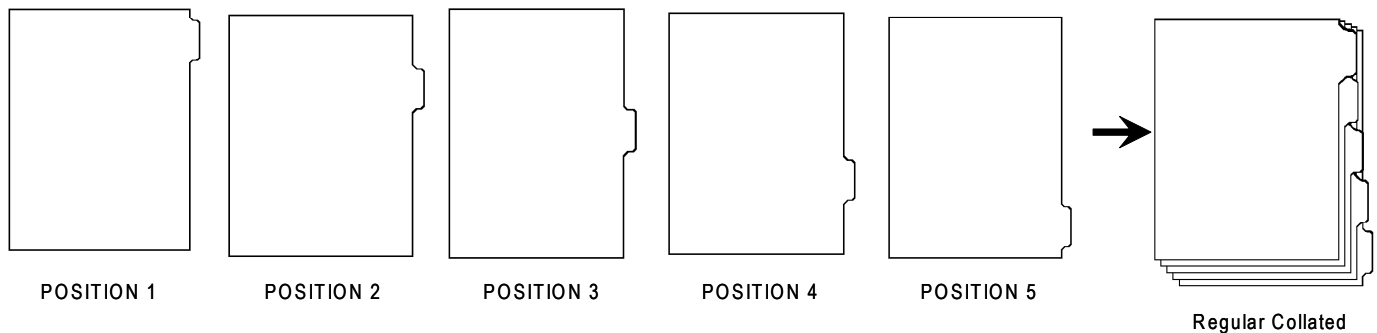
## C. SINGLE REVERSE COLLATED TABS

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

