

1/4-CUT INDEX TAB TEMPLATE

Letter body 8.5 × 11 in · 4 tab positions · tab extension 0.5 in · finished sheet 9 × 11 in

----- **TAB 1**
2.50" tall

----- **TAB 2**
2.50" tall

----- **TAB 3**
2.50" tall

HOW TO USE THIS TEMPLATE

- 1. Each dashed outline is one tab position — a 1/4 cut gives 4 tabs per set (bank).
- 2. Tab text area: about 2.50" tall × 0.5" deep. Keep text 0.1" from edges.
- 3. Need more tabs than positions? Sets repeat in additional banks (see tabzoola.com/tab-cut-calculator).
- 4. Printing your own labels? Align to the dashed outlines. Or skip the DIY —

Tabzoola prints, mylar-reinforces, punches, and collates custom tabs from \$1.08/set.

----- **TAB 4**
2.50" tall