

? HOW TO CHOOSE - Filing

Display Books



- Ideal for documents that require regular referral or for presentations.
- Clear fixed pockets in various sizes from 10 to 60 pockets.
- Also available with loose repositionable pages that can easily be rearranged.
- Covers vary from flexible polypropylene to hardback with or without front presentation pocket to suit a variety of filing and display uses.

Clip and Report Files



- Ideal clip and report files for reports and presentations.
- Clip Files - Simple clip on the spine holds unpunched papers, which can be easily inserted or removed.
- Report Files - Two prong flat bar mechanism holds punched papers. Contents are more secure.
- Clear cover allows for easy personalisation. Opaque cover for confidentiality.
- Full length index strip for identification.

Lever Arch and Box Files



Lever Arch Files

- Larger capacity (50mm to 80mm) than most ring binders for heavier duty filing.
- Usually include finger pull for easy shelf retrieval, metal feet to guard against wear and tear, locking (rudo) eyelets which hold the file closed for greater stability and spine label for quickly identifying contents.
- Choice of colours and sizes in paper over board, PVC over board and durable polypropylene.

Box Files

- Traditional box design keeps contents concealed and secure.
- Usually include finger pull for easy retrieval, spring clip to keep documents safe and spine label for easy identification.
- May feature printed inside index panel for keeping documents in order.
- Choice of colours and sizes in paper over board, PVC over board and durable polypropylene.

Ring Binders



- Available in 2 or 4 ring O or D ring for filing punched documents.
- Choice of colours and sizes in paper over board, PVC over board, durable polypropylene or pressboard.
- Capacity from 15mm to 65mm.
- Presentation binders have a pocket on the front and possibly the spine and back cover for full personalisation.
- Usually have an identification label on the spine.

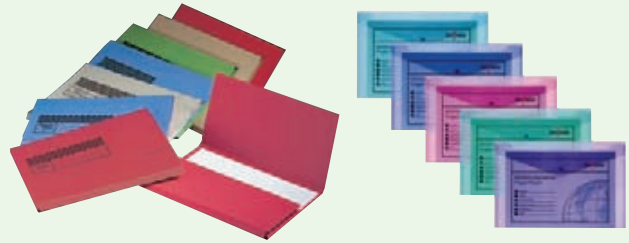
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Dividers



- Choose from traditional board or more durable PVC or polypropylene dividers either multi coloured or white.
- Tabs may be coloured, or plain and can be alphabetic, numeric from 5 to 50, calendar or plain.
- Extra wide dividers are ideal for use with punched pockets or in lever arch files.
- Board dividers may have Mylar™ reinforced tabs and/or filing strips for durability.

Document Wallets



- Made from manilla or durable polypropylene, usually in a choice of A4 or foolscap. Manilla in light, medium or heavy weight to suit different uses.
- Manilla wallets have side gussets and expansion creases to allow the wallet to expand to suit your depth of filing. Different capacities available.
- Choice of colours for easy creation of filing systems.
- Standard manilla flap is just over half the wallet height. Full/Long flap wallets are also available where the flap is the full height of the wallet to provide extra document protection and security.
- Other types in manilla include Open Top, Double Pocket, Extra Capacity, Legal and Deed wallets.

Transfer Files



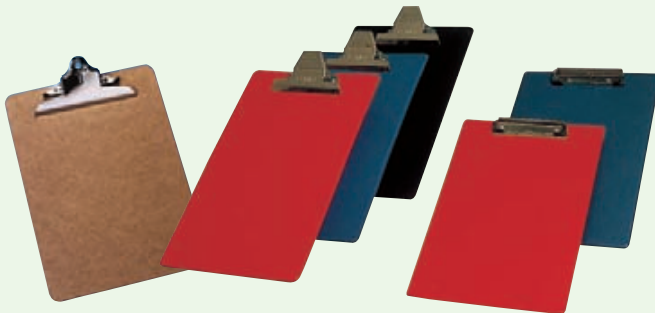
- Ideal for storage of punched papers.
- Spring mechanism holds papers securely whilst allowing fast insertion and extraction of papers throughout the file.
- Made from manilla, usually in a choice of A4 or foolscap in light, medium or heavy weight to suit different uses.
- Typical capacity is 35mm.
- Transfer file with pocket also available for holding unpunched papers alongside punched papers.

Square Cut Folders



- Folded manilla file pre-creased to suit different capacities.
- Ideal for use in lateral and suspension files.
- Choice of A4 or foolscap in light, medium or heavy weight to suit different uses.
- Choice of colours to allow filing systems to be easily created.
- Tabbed folders also available for easier referencing.

Clipboards



- Choose from single or fold over. Features may include inside pocket for securing loose notes, and a pen holder.
- Foldover clipboard protects contents.
- Made from PVC over board, plastic or heavier duty masonite or steel.
- Usually include hanging device for easy wall mounting.

Elasticated and Part Files



- 3 flap file with elasticated corners to hold documents secure.
- Choice of pressboard, manilla or durable polypropylene.
- Part files have between 5 and 12 sections and are ideal for filing working documents.