

Tidy Files



Filing Solutions

Product Catalogue



Everything in it's place



Top Retrieval System:

Top Retrieval Filing System

The Tidy Files top retrieval filing system consists of a variety of folders and files, tabs and containers, all designed to enhance efficiency in records management Filing Cabinets. Filing segmentation is achieved through the use of 25 different colour labels, and in some cases through 5 different colour files. This provides for speedy retrieval and replacement of files, and ensures that misfiling is virtually eliminated.

Space Comparison:

WASTED SPACE

Floor space saving of up to 57%



5 x 4 Drawer
Suspension Unit



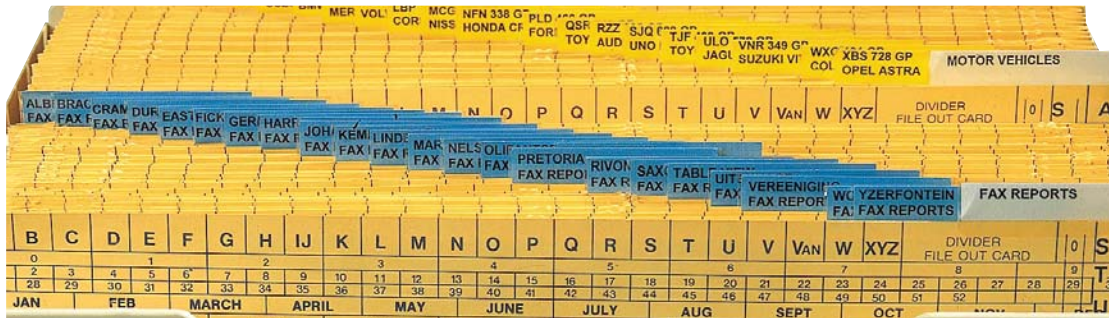
1 x 5 Drawer
Tidy Files Unit



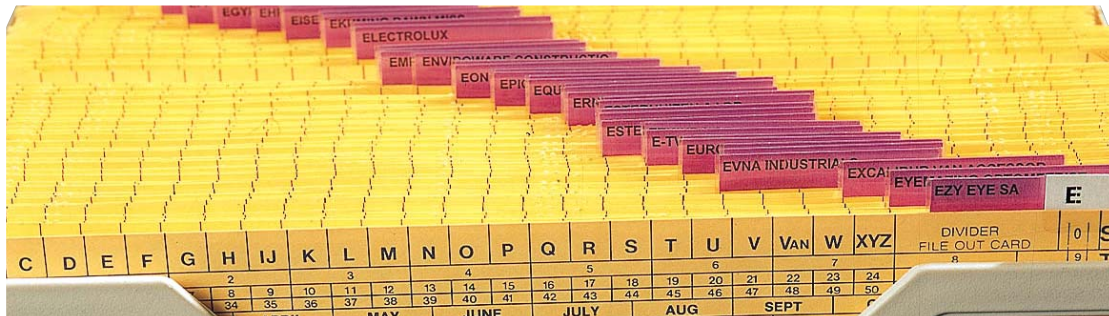


Top Retrieval System:

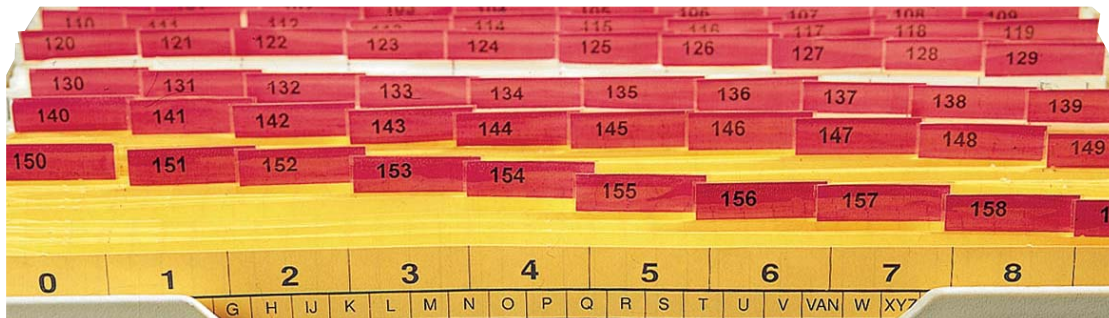
The use of 25 different colours of labels and the indices printed on all Tidy Files files, enables a variety of different filing systems to be created, preventing misfiling and saving time in retrieval of the files.



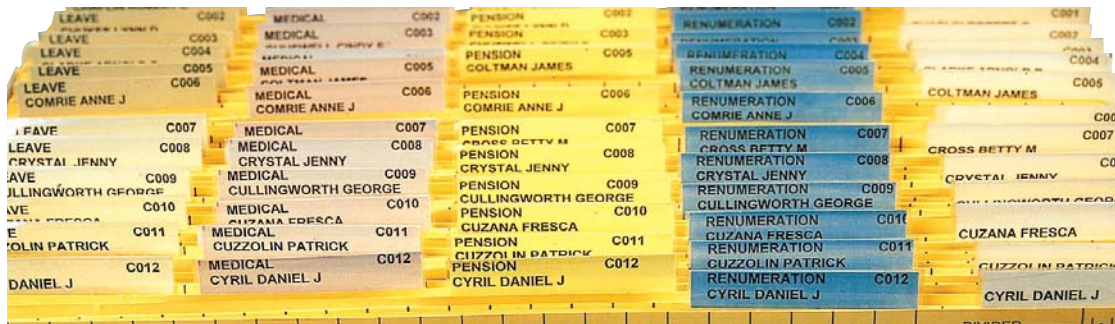
First Letter System



Second Letter System



Numeric Filing



Personnel System



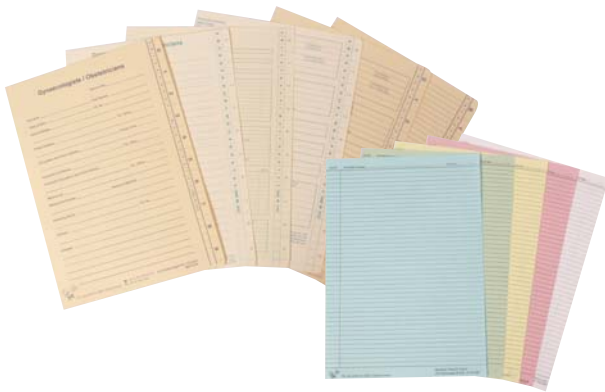
Files and Folders:



Coloured Files

- Blue
- Yellow
- Pink
- Green
- White

Available in Light Weight, Medium Weight and Heavy Duty



Medical Files & Patient Inserts

120 and 160gsm

Files printed according to doctors specifications.



Standard Range

		Grammage
Tokai:	Ultra Light Weight	105gsm
	Light Weight File	160gsm
	Medium Weight File	200gsm
Manilla Buff:	Heavy Duty File	326gsm
	Magna File	326gsm
	Expanda File	326gsm



Custodian Range

	Grammage
Ultra Light Weight	90gsm
Light Weight	120gsm
Medium Weight	190gsm
Heavy Duty	250gsm
Expanda File	250gsm

File Capacities Vary From 50 - 500 Sheets



Files and Folders:



Employee and Motor Vehicle Files

Available in:
Light Weight
Medium Weight
and Heavy Duty

File Printed According to Client Specifications



Lateral Files

	Grammage
Custodian Medium Weight	190gsm
Custodian Heavy Duty	250gsm
Tokai Medium Weight	200gsm
Manilla Buff Heavy Duty	326gsm

Suspension Files



Organiser Bag



Adapt-a-File



- AF00 - White
- AF01 - Yellow
- AF02 - Blue
- AF03 - Purple
- AF04 - Orange
- AF05 - Green
- AF06 - Pink
- AF07 - Grey
- AF08 - Red
- AF09 - Black
- AF10 - Brown



Labels:

LABEL COLOURS & REFERENCE NO.

DESCRIPTION	SIZE	REF NO.
Numeric Laser Label	33mm	0133_..
Alphabetical Laser Label	55mm	0150_..

Colour & Last Digits Code
(to be used with the above Ref No.)

	White	00
	Dark Yellow	01
	Dark Pink	02
	Dark Blue	03
	Dark Orange	04
	Dark Purple	05
	Dark Green	06
	Light Pink	07
	Light Blue	08
	Light Yellow	09
	Light Grey	10
	Light Green	11
	Light Purple	12
	Light Orange	13
	Dark Grey	14
	Red	15
	Brown	16
	Dark Brown	17
	Dayglo Orange	19
	Lime	20
	Emerald	21
	Cerise	22
	Mustard	23
	Light Brown	24
	Mink	25
	Assorted 10 sheets Random colour selection	99
	Rainbow Range 25 sheets Entire colour range	88



Alpha Labels
24 Labels Per Sheet

Colour Code
Hand Wrap Labels



Numeric Labels
40 Labels Per Sheet

Alpha Labels

A	A	B	B
C	C	D	D
E	E	F	F
G	G	H	H
I	I	J	J
K	K	L	L
M	M	N	N
O	O	P	P
Q	Q	R	R
S	S	T	T
U	U	V	V
W	W	X	X
Y	Y	Z	Z

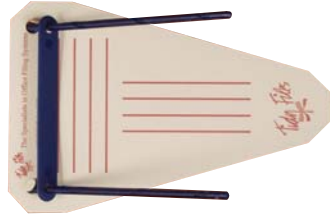
Suitable for most laser & inkjet printers
Available in 25 Assorted Colours

Numeric Labels

0	0	1	1	2	2	3	3	4	4
5	5	6	6	7	7	8	8	9	9

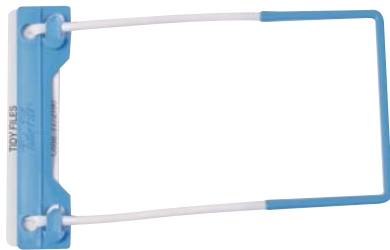


Clips and Fasteners:



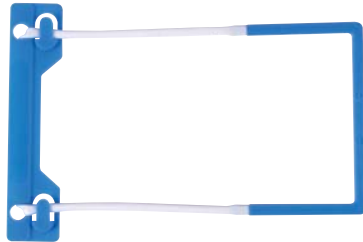
Metal Document Binder

77/2250



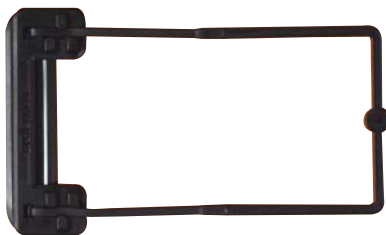
Tri-Clip

77/2190



Dispo Clip

77/2180



Ezz Black Clip

77/2400



Quick Fix
Self-Adhesive Clip

77/2182



Containers and Baskets:



Standard Plastic Containers

- 070012 - Cream 070042 - Dark Blue
- 070022 - Grey 070052 - Red
- 070032 - Dark Green 070062 - Black



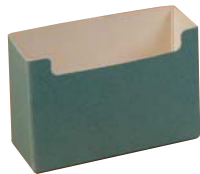
Millenium Plastic Container

- 070024 - Cream
- 070025 - Grey

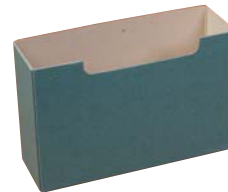


Master Boxes

- 070040 - Green
- 070010 - Blue



A5 Board Container
05007

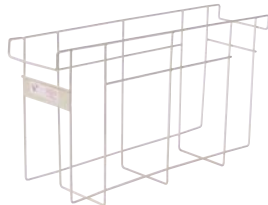


A4 Board Container
07005 - 32cm



Folio Board Container

- 070011 - 35cm
- 070021 - 36cm
- 07003 - 38cm



Baskets

- 07007 - A4 Hanging Basket
- 07009 - Folio Hanging Basket



Desk Organiser



Step Organiser



Archiving Solutions:

Tidy Files has the largest range of archiving products and caters for A5, A4, A3 and foolscap documentation. The archiving system consists of a variety of different boxes suitable for archiving office records. The container boxes are modular, stackable, re-enforced with steel, thus eliminating need for shelving in a record room. The archive boxes are designed to fit into the containers or onto existing shelving, but with space saving properties incorporated into the design. All Tidy Files archiving products are designed to improve efficiency in the office.



L.A. Tainer

080066



Forms Organiser

080095



A5 Index Drawer

080071



Combination



Stack A Drawers



Stack A Trays



Archiving Solutions:



Archive File

07001



Archive Box

07002



Archive Container

07003



Stack-A-Tainer

080032



Compu-Stacka

080035



Archiving Solutions:



File-A-Drawer

080061



Lever Arch
Jumbo Storage

080045



Jumbo Storage Box

080023



Legal Box



Docubox

080104

Available in: Red, Yellow,
Blue, Green and Black



Index Board

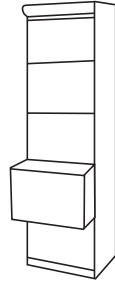
080114



Cabinets:



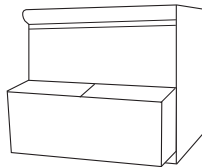
Solo Cabinet



1 Row A4 Filing
5 Containers per Drawer



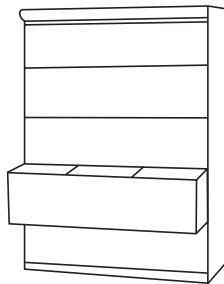
Mini Cabinet



2 Rows A4 Filing
5 Deep - 10 Containers per Drawer



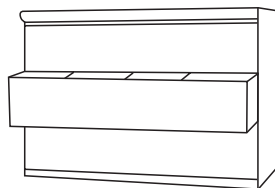
Quantum Cabinet



3 Rows A4 Filing
5 Deep - 15 Containers per Drawer



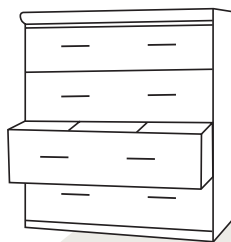
Quadro Cabinet



4 Rows A4 Filing
5 Deep - 20 Containers per Drawer



Millenium Cabinet



3 Rows A4 Filing
5 Deep - 15 Containers per Drawer

Available in 2 - 6 Drawer Units • Melamine or Veneer
Finishes to match existing decor (eg: Maple, Oak, Cherry, Beech, Imbuia, Grey)



Bulk Filing Units:

Multimedia Filing covers high density filing units which can be mobile, catering for large scale storage of company documents, and filing of unusual size items.

Valuable office floor space is easily consumed by large static filing areas. Of the total space occupied by such record rooms, an amazing 50% is taken up by access aisles. The Tidy Files Mobile Filing Units can utilise most of this wasted space. These units eliminate unnecessary access aisle space.

Made of high grade steel and powder coated to prevent rust, the mobile filing units employ sealed load bearings to provide for smooth operation and trouble free maintenance.



Tandem Unit



Pull Out Cradle



Bulk Filing Units:



Pull Out Drawer



Wire Support Rack



20 Compartment
Pigeon Hole



Internal components can be tailor made to suit clients needs.



Bulk Filing Units:

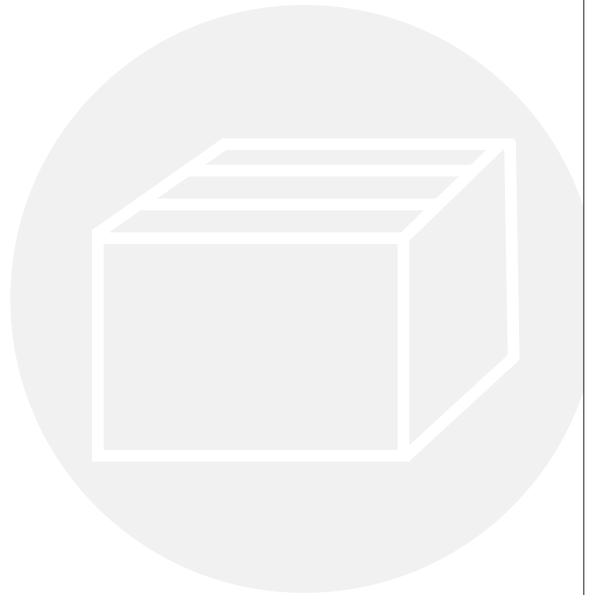
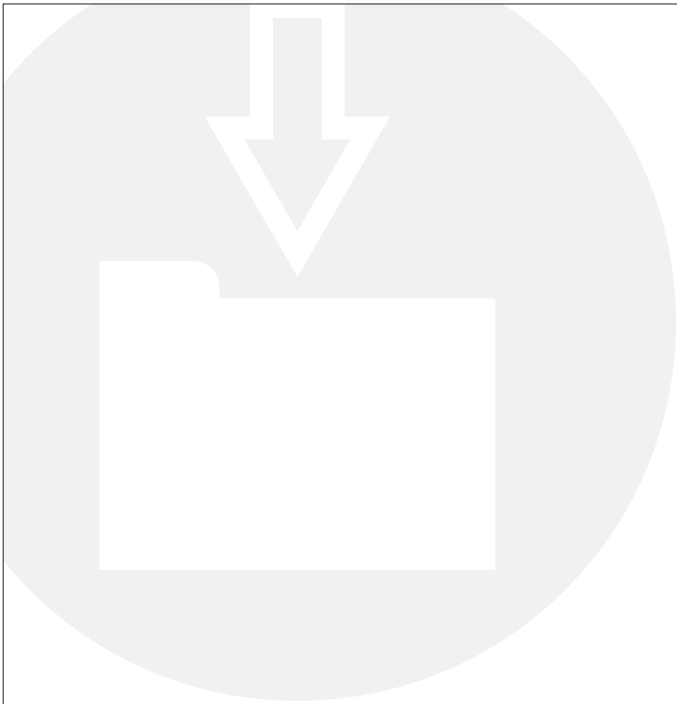


**Static Cupboard
with lockable doors**



Bolted Shelving
Width 914mm





For more information call or visit one of our showrooms nationwide:
Head Office Johannesburg (011)943 4210, Rosebank (011) 447 1355,
Pretoria (012) 362 6110, Durban (031) 569 1151, Cape Town (021) 551 8037,
Port Elizabeth (041) 365 0758, East London (043) 726 6163, Bloemfontein (???) ??? ????