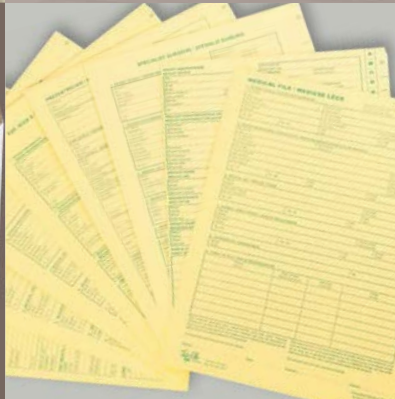


Tidy Files

Filing Solutions



PRODUCT CATALOGUE 2018/2019

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Top Retrieval Systems

Lateral Systems

Cabinets

Archiving Systems

Bulk Filers

Steel Products

Accessories

ECONOMY A5 LIGHT WEIGHT FILE

- House up to 50 sheets
- 100 per pack / 1000 per box



CODE	DESCRIPTION	GUSSET	GSM
44157	A5 Light Weight	0 mm	120

ECONOMY LIGHT WEIGHT FILES

- House up to 50 sheets
- 100 per pack / 400 per box



CODE	DESCRIPTION	GUSSET	GSM
44150	Light Weight	0 mm	120
44150KF	Light Weight with Kwik-Fix Clip	0 mm	120

ECONOMY LIGHT WEIGHT WITH GUSSET FILES

- House up to 100 sheets
- 100 per pack / 300 per box



CODE	DESCRIPTION	GUSSET	GSM
44155	Light Weight with Gusset	20 mm	120
44155KF	Light Weight with Gusset & Kwik-Fix Clip	20 mm	120

ECONOMY MEDIUM WEIGHT FILES

- House up to 200 sheets
- Medium Weight: 50 per pack / 200 per box
- Medium Weight with Kwik-Fix Clip 50 per pack / 300 per box
- Medium Weight with Tri-Clip: 30 per pack / 150 per box



CODE	DESCRIPTION	GUSSET	GSM
44250	Medium Weight	20 mm	186
44250KF	Medium Weight with Kwik-Fix Clip	20 mm	186
44250TC	Medium Weight with Tri-Clip	20 mm	186

ECONOMY HEAVY DUTY FILE

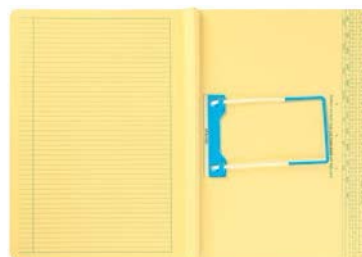
- House up to 300 sheets
- 20 per pack / 120 per box



CODE	DESCRIPTION	GUSSET	GSM
44300	Heavy Duty with Flaps	30 mm	233

ECONOMY EXTRA HEAVY DUTY FILES

- House up to 400 sheets
- 20 per pack / 120 per box



CODE	DESCRIPTION	GUSSET	GSM
44400	Extra Heavy Duty with Flaps	40 mm	233
44400TC	Extra Heavy Duty with Flaps & Tri-Clip	40 mm	233
44450	Extra Heavy Duty with Tri-Clip (no flaps)	40 mm	233

ECONOMY EXPANDA FILE

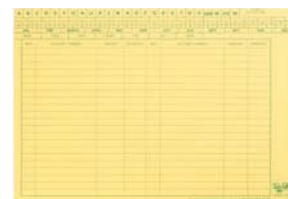
- House up to 500 sheets
- 20 per pack / 120 per box



CODE	DESCRIPTION	GUSSET	GSM
44500	Expanda with Dispo Clip	50 mm	233

ECONOMY DIVIDERS

- A4 File Dividers: use inside files - 100 per pack / 2000 per box
- Divider File Out Cards: use in between files - 100 per pack / 1000 per box



CODE	DESCRIPTION	SIZE (mm)	GSM
44251	A4 File Divider (pre-punched)	297 x 210	120
44156	Divider File Out Card	310 x 225	157

EXECUTIVE A5 LIGHT WEIGHT FILE

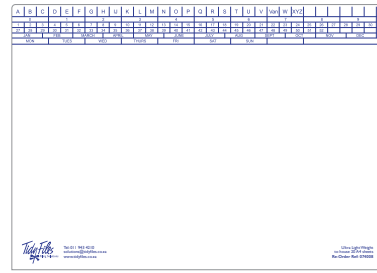
- House up to 50 sheets
- 100 per pack / 1000 per box



CODE	DESCRIPTION	GUSSET	GSM
05012	A5 Light Weight	0 mm	157

EXECUTIVE ULTRA LIGHT WEIGHT FILE

- House up to 20 sheets
- 100 per pack / 400 per box



CODE	DESCRIPTION	GUSSET	GSM
074008	Ultra Light Weight (White)	0 mm	105

EXECUTIVE LIGHT WEIGHT FILES

- House up to 50 sheets
- Light Weight: 100 per pack / 300 per box
- Light Weight with Kwik-Fix Clip: 100 per pack / 500 per box



CODE	DESCRIPTION	GUSSET	GSM
074001	Light Weight	0 mm	157
074001KF	Light Weight with Kwik-Fix Clip	0 mm	157

EXECUTIVE COLOURED LIGHT WEIGHT FILES

- House up to 50 sheets
- 100 per pack / 300 per box



CODE	DESCRIPTION	GUSSET	GSM
074023B	Light Weight (Blue)	0 mm	160
074023G	Light Weight (Green)	0 mm	160
074023P	Light Weight (Pink)	0 mm	160
074023Y	Light Weight (Yellow)	0 mm	160

EXECUTIVE ONE HUNDRED WEIGHT FILE

- House up to 100 sheets
- 50 per pack / 200 per box



CODE	DESCRIPTION	GUSSET	GSM
074014	One Hundred Weight	15 mm	157

EXECUTIVE MEDIUM WEIGHT FILES

- House up to 200 sheets
- Medium Weight: 50 per pack / 200 per box
- Medium Weight with Kwik-Fix Clip: 50 per pack / 300 per box
- Medium Weight with Tri-Clip: 30 per pack / 150 per box

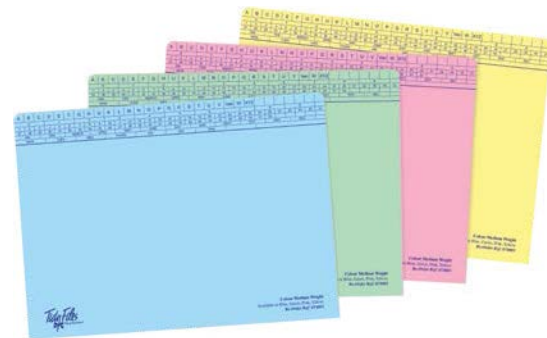


CODE	DESCRIPTION	GUSSET	GSM
074003	Medium Weight	20 mm	186
074003KF	Medium Weight with Kwik-Fix Clip	20 mm	186
074003TC	Medium Weight with Tri-Clip	20 mm	186

EXECUTIVE COLOURED MEDIUM WEIGHT FILES

- House up to 200 sheets
- Medium Weight: 50 per pack / 200 per box
- Medium Weight with Kwik-Fix Clip: 50 per pack / 300 per box
- Medium Weight with Tri-Clip: 30 per pack / 150 per box

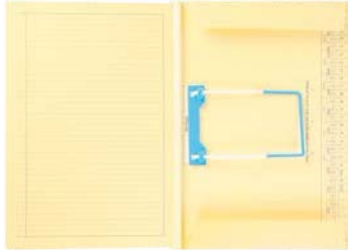
CODE	DESCRIPTION	GUSSET	GSM
074003CB	Medium Weight (Blue)	20 mm	200
074003CG	Medium Weight (Green)	20 mm	200
074003CP	Medium Weight (Pink)	20 mm	200
074003CY	Medium Weight (Yellow)	20 mm	200
074003CBKF	Medium Weight with Kwik-Fix (Blue)	20 mm	200
074003CGKF	Medium Weight with Kwik-Fix (Green)	20 mm	200
074003CPKF	Medium Weight with Kwik-Fix (Pink)	20 mm	200
074003CYKF	Medium Weight with Kwik-Fix (Yellow)	20 mm	200



CODE	DESCRIPTION	GUSSET	GSM
074003CBTC	Medium Weight with Tri-Clip (Blue)	20 mm	200
074003CGTC	Medium Weight with Tri-Clip (Green)	20 mm	200
074003CPTC	Medium Weight with Tri-Clip (Pink)	20 mm	200
074003CYTC	Medium Weight with Tri-Clip (Yellow)	20 mm	200

EXECUTIVE SUPER DUTY FILES

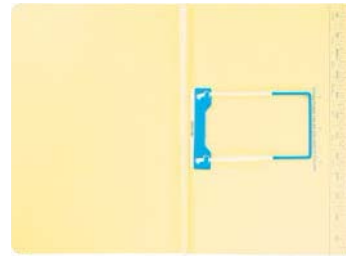
- House up to 240 sheets
- Super Duty: 50 per pack / 150 per box
- Super Duty with Tri-Clip: 30 per pack / 150 per box



CODE	DESCRIPTION	GUSSET	GSM
074006	Super Duty	24 mm	233
074006TC	Super Duty with Tri-Clip	24 mm	233

EXECUTIVE HEAVY DUTY FILES

- House up to 300 sheets
- 20 per pack / 100 per box



CODE	DESCRIPTION	GUSSET	GSM
074005	Heavy Duty with Dispo Clip (no flaps)	30 mm	326
074007	Heavy Duty with Tri-Clip (no flaps)	30 mm	326
074010	Heavy Duty with Flaps (no clip)	30 mm	326

EXECUTIVE MAGNA FILE

- House up to 400 sheets
- 20 per pack / 100 per box



CODE	DESCRIPTION	GUSSET	GSM
074022	Magna File with Dispo Clip	40 mm	326

EXECUTIVE EXPANDA FILE

- House up to 700 sheets
- 20 per pack / 100 per box



CODE	DESCRIPTION	GUSSET	GSM
074011	Expanda File with Dispo Clip	65 mm	326

EXECUTIVE FILE DIVIDERS

- A5 Divider / File Out Card: use in between files - 100 per pack / 1000 per box
- A4 File Dividers: use inside files - 100 per pack / 2000 per box
- Divider File Out Cards: use in between files - 100 per pack / 1000 per box



CODE	DESCRIPTION	SIZE (mm)	GSM
05008	A5 Divider / File Out Card	225 x 160	326
074012	A4 File Divider (pre-punched)	297 x 210	157
074004	Divider File Out Card	310 x 225	233

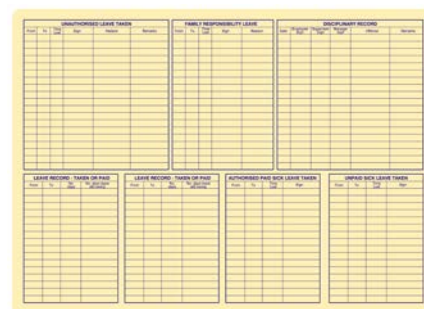
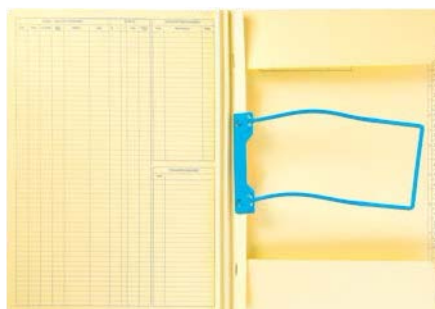
MOTOR VEHICLE FILE

- House up to 50 sheets
- 100 per pack / 400 per box



CODE	DESCRIPTION	GUSSET	GSM
07421	Motor Vehicle File	0 mm	120

EMPLOYEE FILES



CODE	DESCRIPTION	SHEETS	GUSSET	GSM	PACKED	BOXED
44252	ECONOMY: Employee Medium Weight	200	20 mm	186	50	200
07422	EXECUTIVE: Employee Medium Weight	200	20 mm	186	50	200
07423	EXECUTIVE: Employee Heavy Duty with Dispo Clip	400	40 mm	326	20	100

MEDICAL FILE

- House up to 50 sheets

MEDICAL FILE / MEDISE LÊER

1. PERSON DETAILS / PERSOON BESONDERHEID

2. PERSON RESPONSIBLE FOR ACCOUNT / PERSOON VERANTWOORDELIK VIR REKENING

3. MEDICAL AID / MEDISE FONDS

4. NEXT OF KIN / NAASBESTAANDE

5. REFERRED BY / VERWYS DEUR

6. FAMILY MEMBERS / FAMILIE LIDERS

This account remains your responsibility until fully paid. Regular... (Terms and conditions text)

CODE	DESCRIPTION	GUSSET	GSM	PACKED	BOXED
44735	ECONOMY: Medical	0 mm	120	100	400

STANDARD MEDICAL FILE

- House up to 50 sheets

STANDARD MEDICAL FILE

PERSONAL DETAILS

PERSON RESPONSIBLE FOR ACCOUNT

MEDICAL AID

NEXT OF KIN

REFERRED BY

FAMILY MEMBERS

Vertical Index: 0-9, A-Z, [WA], [XZ]

At Standard Medical File Executive Range... (Terms and conditions text)

CODE	DESCRIPTION	GUSSET	GSM	PACKED	BOXED
074701	EXECUTIVE: Standard	0 mm	157	100	300

ALTERNATE LIGHT WEIGHT MEDICAL FILE

- House up to 50 sheets

ALTERNATE LIGHT WEIGHT MEDICAL FILE

PERSONAL DETAILS

PERSON RESPONSIBLE FOR ACCOUNT

MEDICAL AID

NEXT OF KIN

REFERRED BY

FAMILY MEMBERS

Alternate Medical File (Economy) to house 50 A4 sheets... (Terms and conditions text)

CODE	DESCRIPTION	GUSSET	GSM	PACKED	BOXED
44700	ECONOMY: Alternate	0 mm	120	100	400
074705	EXECUTIVE: Alternate	0 mm	157	100	400

ALTERNATE MEDIUM WEIGHT MEDICAL FILE

- House up to 250 sheets

ALTERNATE MEDIUM WEIGHT MEDICAL FILE

PERSONAL DETAILS

PERSON RESPONSIBLE FOR ACCOUNT

MEDICAL AID

NEXT OF KIN

REFERRED BY

FAMILY MEMBERS

Vertical Index: 0-9, A-Z, [WA], [XZ]

At Medium Weight Medical Executive Range to house 250 A4 sheets... (Terms and conditions text)

CODE	DESCRIPTION	GUSSET	GSM	PACKED	BOXED
074713	EXECUTIVE: Alternate	20 mm	157	50	150

Top Retrieval Systems

Lateral Systems

Cabinets

Archiving Systems

Bulk Filers

Steel Products

Accessories

GENERAL MEDICAL FILE

- House up to 50 sheets

Patient Details
 Patient Name, Date of Birth, Gender, Home Address, Phone Number, Email Address, Occupation, etc.

Person Responsible for Account
 Name, Address, Phone Number, Email Address, etc.

Medical Aid
 Name, Number, etc.

Family Members
 Name, Date of Birth, Allergies, etc.

Nearest Relative/Friend
 Name, Relationship, Address, etc.

Person Responsible for Account Payment
 Name, Address, Phone Number, etc.

Doctors
 Referring Doctor, Address, etc.

Past Medical History
 Allergies, Asthma, Diabetes, etc.

Correspondence
 Date, Doctor, Summary, etc.

CODE	DESCRIPTION	GUSSET	GSM	PACKED	BOXED
47250	ECONOMY: General	0 mm	120	100	400

ULTRA STANDARD MEDICAL FILE

- House up to 20 sheets
- White

PATIENT INFORMATION
 SURNAME, FIRST NAME, TITLE, DATE OF BIRTH, SEX, AGE, ADDRESS, TEL. (H), (W), CODE

CUSTOMER NO.
 FIRST DATE SEEN

PROBLEMS/DIAGNOSIS

NEAREST RELATIVE/FRIEND
 NAME, RELATIONSHIP, ADDRESS, TEL. (H), (W), CODE

PERSON RESPONSIBLE FOR ACCOUNT PAYMENT
 NAME, I.D. NO., POSTAL ADDRESS, EMPLOYER, ADDRESS, TEL. (H), (W), CODE

DOCTORS
 REFERRING DOCTOR, ADDRESS, TEL. (H), (W), CODE, D.P. ADDRESS, TEL. (H), (W), CODE

MEDICAL AID
 NUMBER, MEMBER

PAST SURGICAL HISTORY
 DATE

PAST MEDICAL HISTORY
 CONGENITAL, ALLERGIES, ASTHMA, DRUGS, DIABETES, RHEUMATIC FEVER, SMOKE, ALCOHOL, MEDICATION, OTHER

CORRESPONDENCE
 DATE, DOCTOR, SUMMARY, DATE, DOCTOR, SUMMARY

CODE	DESCRIPTION	GUSSET	GSM	PACKED	BOXED
074711	EXECUTIVE: Ultra Standard	0 mm	105	100	400

A5 PRE-PRINTED MEDICAL FILE

- House up to 50 sheets

Patient Details
 Patient Name, Date of Birth, Gender, Home Address, Phone Number, Email Address, Occupation, etc.

Person Responsible for Account
 Name, Address, Phone Number, Email Address, etc.

Medical Aid
 Name, Number, etc.

Family Members
 Name, Date of Birth, Allergies, etc.

Nearest Relative/Friend
 Name, Relationship, Address, etc.

Person Responsible for Account Payment
 Name, Address, Phone Number, etc.

Doctors
 Referring Doctor, Address, etc.

Past Medical History
 Allergies, Asthma, Diabetes, etc.

Correspondence
 Date, Doctor, Summary, etc.

CODE	DESCRIPTION	GUSSET	GSM	PACKED	BOXED
05011	EXECUTIVE: A5 Medical	0 mm	157	100	1000

MEDICAL PATIENT INSERTS

- A3 folded to A4



CODE	COLOUR	GUSSET	GSM	PACKED	BOXED
070016B	Blue	0 mm	80	50	2000
070016G	Green	0 mm	80	50	2000
070016P	Pink	0 mm	80	50	2000
070016W	White	0 mm	80	50	2000
070016Y	Yellow	0 mm	80	50	2000

Gynaecologists / Obstetricians File

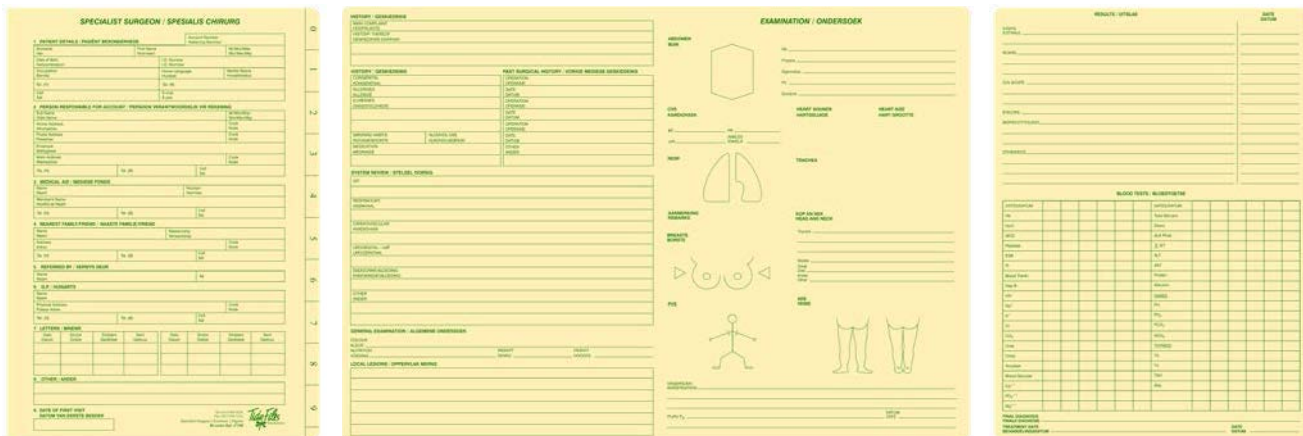
- House up to 50 sheets



CODE	DESCRIPTION	GUSSET	GSM	PACKED	BOXED
44750	ECONOMY: Gynaecologists / Obstetricians File	0 mm	120	100	400
074703	EXECUTIVE: Gynaecologists / Obstetricians File	0 mm	157	100	300

Specialist Surgeon File

- House up to 50 sheets



CODE	DESCRIPTION	GUSSET	GSM	PACKED	BOXED
47200	ECONOMY: Specialist Surgeon File	0 mm	120	100	400

Orthopaedic Surgeon File

- House up to 50 Sheets



CODE	DESCRIPTION	GUSSET	GSM	PACKED	BOXED
47201	ECONOMY: Orthopaedic	0 mm	120	100	400

FILING TIP

Can't find the file you want?

Let us create customised files to suit your specific needs.

EAR, NOSE & THROAT SURGEON FILE

- House up to 50 sheets



CODE	DESCRIPTION	GUSSET	GSM	PACKED	BOXED
47202	ECONOMY: Ear, Nose & Throat Surgeon	0 mm	120	100	400

PAEDIATRICIAN FILE

- House up to 50 sheets



CODE	DESCRIPTION	GUSSET	GSM	PACKED	BOXED
47203	ECONOMY: Paediatrician	0 mm	120	100	400

ORTHODONTIST SURGEON FILE

- House up to 50 sheets



CODE	DESCRIPTION	GUSSET	GSM	PACKED	BOXED
47204	ECONOMY: Orthodontist	0 mm	120	100	400

SPECIALIST MEDICAL FILE

- House up to 50 sheets

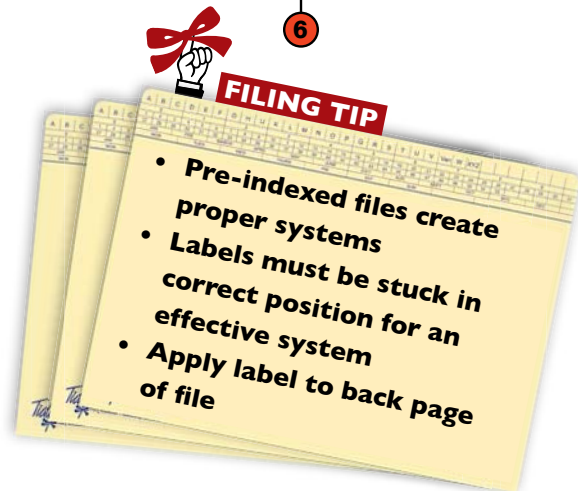


CODE	DESCRIPTION	GUSSET	GSM	PACKED	BOXED
47205	ECONOMY: Specialist	0 mm	120	100	400

THE INNOVATIVE PRE-INDEX SCALE

ALPHA INVESTMENTS				1102				11				41				SUNDAY				NOVEMBER																											
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	Van	W	XYZ																							
0				1				2				3				4				5				6				7				8				9											
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																	
JAN				FEB				MARCH				APRIL				MAY				JUNE				JULY				AUG				SEPT				OCT				NOV				DEC			
MON				TUES				WED				THURS				FRI				SAT				SUN																							

- ① **Alphabetical** Names, category, title, description, company name, etc.
- ② **Numerical** Sequential filing of patient records, batch, project files. Generally use the last digit, i.e. 1102 filed on the "2"
- ③ **1-31** Daily follow-up system, file diary, job scheduling.
- ④ **1-52** Weekly bookings, follow-up system.
- ⑤ **Mon-Sun** File diary
- file papers relating to work to be done on each day.
- ⑥ **Jan-Dec** Monthly system
- follow-ups, bookings, accounts, call schedule.



ALPHABETICAL FILING

First Letter

Position the label according to the first letter of the name, surname or category.

Files are placed with "A" starting at the back of the drawer, cascading towards the front. This method ensures that the first letter of every name is always visible. Colour labels can be used to classify every category.

Ideal for:

- Customer Files
- Financials
- Suppliers Information
- Staff Records

Alpha Investments																																															
Bravo Consumers																																															
Charlie Supply Chain																																															
Delta Collection																																															
Echo Manufacturers																																															
Foxtrot International																																															
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	Van	W	XYZ																							
0				1				2				3				4				5				6				7				8				9											
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																	
JAN				FEB				MARCH				APRIL				MAY				JUNE				JULY				AUG				SEPT				OCT				NOV				DEC			
MON				TUES				WED				THURS				FRI				SAT				SUN																							

First Letter System

Second Letter

Position the label according to the second letter of the name, surname or category. This is used where there are too many files per letter. Use a different colour label per letter of the alphabet to increase filing and retrieval time.

Third Letter

Position the label according to the third letter of the name, surname or category. This is used where there are too many files per letter. Use a different colour label per letter of the alphabet.

AA Manufacturers																																															
Absolute Insurance																																															
Accurate Accounting																																															
Adrenaline Adventures																																															
Aesthetic Echo Designs																																															
Affordable Homes																																															
Baker House, the																																															
BBQ Butchers																																															
BCK Brokers																																															
BD Designs																																															
Best Practise Co.																																															
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	Van	W	XYZ																							
0				1				2				3				4				5				6				7				8				9											
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																	
JAN				FEB				MARCH				APRIL				MAY				JUNE				JULY				AUG				SEPT				OCT				NOV				DEC			
MON				TUES				WED				THURS				FRI				SAT				SUN																							

Second Letter System

NUMERICAL FILING

Position the label in accordance with the last numeric digit on the pre-index scale.

Different colours can be used to distinguish every 500 or 1000 files. This way, retrieval is easy and misfiling is minimised.

Ideal for:

- Patient records
- Vehicle registration
- Claims
- Contracts or projects
- Quotations or invoices

1101																																															
1102																																															
1103																																															
1104																																															
1105																																															
1106																																															
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	Van	W	XYZ																							
0				1				2				3				4				5				6				7				8				9											
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																	
JAN				FEB				MARCH				APRIL				MAY				JUNE				JULY				AUG				SEPT				OCT				NOV				DEC			
MON				TUES				WED				THURS				FRI				SAT				SUN																							

Numeric System

ALPHABETICAL LABELS

- Alphabetical Labels used to label Top Retrieval Files
- 24 Labels per sheet
- Available in 25 assorted colours
- Suitable for most laser and inkjet printers
- Can print up to 25 characters on it
- Label programme available from website



Actual size:
10 mm x 55 mm

NUMERICAL LABELS

- Numerical Labels used to label Top Retrieval Files
- 40 Labels per sheet
- Available in 25 assorted colours
- Suitable for most laser and inkjet printers
- Can print up to 10 characters on it
- Label programme available from website



Actual size:
10 mm x 33 mm

TOP RETRIEVAL LABELS

- 10 Sheets per pack

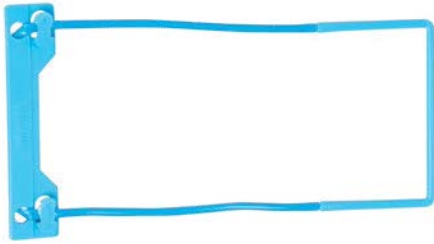
Colour	Alpha Code	Num Code	
White	015000	013000	
Dark Yellow	015001	013001	
Dark Pink	015002	013002	
Dark Blue	015003	013003	
Dark Orange	015004	013004	
Dark Purple	015005	013005	
Dark Green	015006	013006	
Light Pink	015007	013007	
Light Blue	015008	013008	
Light Yellow	015009	013009	
Light Grey	015010	013010	
Light Green	015011	013011	
Light Purple	015012	013012	
Light Orange	015013	013013	
Dark Grey	015014	013014	
Red	015015	013015	
Brown	015016	013016	
Dark Brown	015017	013017	
Dayglow Orange	015019	013019	
Lime	015020	013020	
Emerald	015021	013021	
Cerise	015022	013022	
Mustard	015023	013023	
Light Brown	015024	013024	
Mink	015025	013025	
ASSORTED	10 Sheets of Random Colours	015099	013099
RAINBOW	25 Sheets of Entire Colour Range	015088	013088



Download the label programme here:
apps.tidyfiles.co.za

DISPO UNIVERSAL CLIP

- Supplied standard in Magna File, Expanda File, and certain Heavy Duty Files (074005)
- Use to bind archiving documents
- Non self-adhesive
- Holds up to 500 sheets



Code	Description	Per Pack	Per Box
77/2180	● Dispo Universal Clip	50	1000

TIDY FILE CLIP

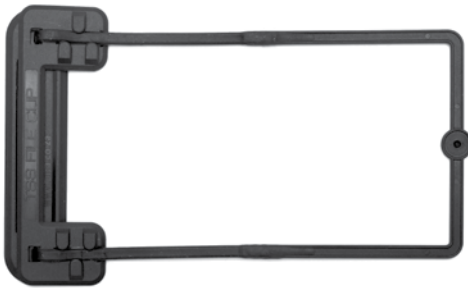
- Self-adhesive
- Holds up to 400 sheets



Code	Description	Per Pack	Per Box
77/2193	● Tidy File Clip	50	500

EZZ BLACK CLIP

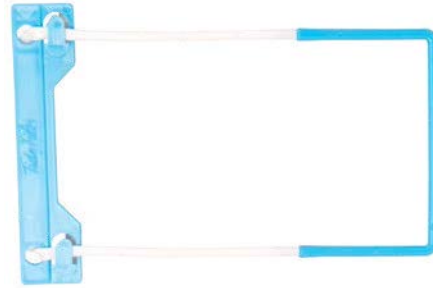
- Self-adhesive
- Holds up to 500 sheets



Code	Description	Per Pack	Per Box
77/2400	● Ezz Black Clip	10	1000

TRI-CLIP

- Self-adhesive
- Holds up to 400 sheets



Code	Description	Per Pack	Per Box
77/2190	● Tri-Clip	10	1000

KWIK-FIX METAL CLIP

- Ideal for use in Light Weight or Medium Weight Files
- Self-adhesive
- Holds up to 180 sheets



Code	Description	Per Pack	Per Box
77/2182	○ Kwik-Fix Metal Clip	100	2400

BINDING WIRE

- Ideal for use in archiving
- Non self-adhesive
- House up to 400 sheets



Code	Description	Per Pack
CBS-BW	● Binding Wire (Metal)	100

METAL DOCUMENT BINDER & INFO DOC LABEL

- Ideal for use in archiving
- Non self-adhesive
- House up to 500 sheets



Code	Description	Per Pack	Per Box
77/2250	● Metal Document Binder & Label	100	1000
77/2251	● Metal Document Binder Only	100	1000

ARCHIVE LABEL

- Ideal for use in archiving
- Size(mm): 160 x 105



Code	Description	Per Pack	Per Box
77/2222	● Archive Label	1000	5000

Containers house Top Retrieval Files which are then kept in a Top Retrieval Cabinet. The containers enable the files to be stored in an upright position so that labels can be read easily and files can be retrieved quickly.



Top Retrieval helps to improve the overall time productivity of staff.

FILE COLLATORS

- Part of the economy and cost-effective range
- 15 units per pack / 100 units per box



Code	Description	Size (mm)
05009K	● A5 File Collator (Kraft)	230L x 155H x 85W
070015	○ A4 File Collator (White)	320L x 220H x 100W
070015K	● A4 File Collator (Kraft)	320L x 220H x 100W
070014K	● Folio File Collator (Kraft)	380L x 200H x 100W

GREY BOARD CONTAINER

- Laminate finish
- 15 units per pack




Code	Description	Size (mm)
07005	● A4 Board Container	320L x 220H x 100W

SLATED PLASTIC CONTAINERS

- Colours can be used to colour code sections
- These containers are A4 in size
- Size (mm): 330L x 220H x 105W
- 4 units per pack



Code	Colour	Code	Colour
070012	● Cream	070052	● Red
070022	● Grey	070062	● Black
070032	● Green	070063	● Black Recycled 
070042	● Blue		

SOLID PLASTIC CONTAINERS

- Colours can be used to colour code sections, departments or functional areas.
- These containers are A4 in size
- Size(mm): 330L x 220H x 105W
- 4 units per pack

Code	Colour	Code	Colour
070111	● Grey	070118	● Orange
070112	● Black	070119	● Red
070113	● Blue	070120	○ White
070114	● Green	070121	● Light Blue
070115	● Mauve	070122	● Light Green
070116	● Yellow	070123	● Light Yellow
070117	● Pink		



MASTER BOXES

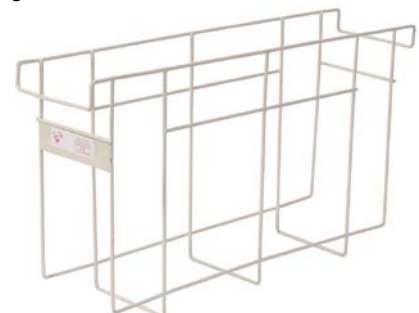
- 3 Master Boxes fit into one A4 container
- Pre-printed with full Top Retrieval index scale.
- Ideal for storing ring-bound documents, brochures, flyers, loose papers
- Size (mm): 320L x 220H x 30W
- 20 units per pack
- 160 units per box



Code	Description
070010	● Blue
070040	● Green
070050	● Red

HANGING BASKETS

- Use Top Retrieval System in cabinets designed for hanging files by adding hanging baskets
- 4 units per pack



Code	Description	Size (mm)
07007	● A4 Hanging Basket (Cream)	350L x 225H x 105W
07009	● Folio Hanging Basket (Cream)	415L x 225H x 105W



Lateral filing is based on the simple principle that the eye processes colour faster than groups of numbers or letters. In the Lateral Filing System, a colour is assigned to a number, letter or particular item that has meaning. The assignment of colour for each number 0 through 9 and A through to Z, aids in the filing and retrieval of all types of hard copy files.

By placing these colours (letters and/or numbers) in a particular position on a file or folder, a colour band is formed. When these bands of colours are broken, misfiling has occurred.

Therefore, the Lateral Filing System ensures easy retrieval of documents and prevents the loss of information. The search for files is up to 40% faster, returning files saves just as much time, labour costs are substantially reduced and the problem of misfiling is virtually eliminated.

A4 MEDIUM WEIGHT FILES

- House up to 150 sheets
- Medium Weight: 100 per pack / 500 per box
- Medium Weight with Tri-Clip: 20 per pack / 120 per box



CODE	DESCRIPTION	GUSSET	GSM
LF42702	EXECUTIVE: Medium Weight	15 mm	220
LF42702TC	EXECUTIVE: Medium Weight with Tri-Clip	15 mm	220

FOLIO MEDIUM WEIGHT FILES

- House up to 150 sheets
- Medium Weight: 100 per pack / 500 per box
- Medium Weight with Tri-Clip: 20 per pack / 120 per box



CODE	DESCRIPTION	GUSSET	GSM
LF71007	ECONOMY: Medium Weight	15 mm	186
LF71007TC	ECONOMY: Medium Weight with Tri-Clip	15 mm	186
LF71001	EXECUTIVE: Medium Weight	15 mm	233
LF71001TC	EXECUTIVE: Medium Weight with Tri-Clip	15 mm	233

A4 HEAVY DUTY FILES

- House up to 300-400 sheets
- Heavy Duty: 100 per pack / 500 per box
- Heavy Duty with Tri-Clip: 20 per pack / 120 per box



CODE	DESCRIPTION	GUSSET	GSM
LF42703	EXECUTIVE: Heavy Duty	30 mm	326
LF42703TC	EXECUTIVE: Heavy Duty with Tri-Clip	30 mm	326

FOLIO HEAVY DUTY FILES

- House up to 400 sheets
- Heavy Duty: 20 per pack / 240 per box
- Heavy Duty with Tri-Clip: 30 per pack / 120 per box



CODE	DESCRIPTION	GUSSET	GSM
LF71008	ECONOMY: Heavy Duty	40 mm	233
LF71008TC	ECONOMY: Heavy Duty with Tri-Clip	40 mm	233
LF71003	EXECUTIVE: Heavy Duty	40 mm	326
LF71003TC	EXECUTIVE: Heavy Duty with Tri-Clip	40 mm	326

A4 MAFUTA FILE

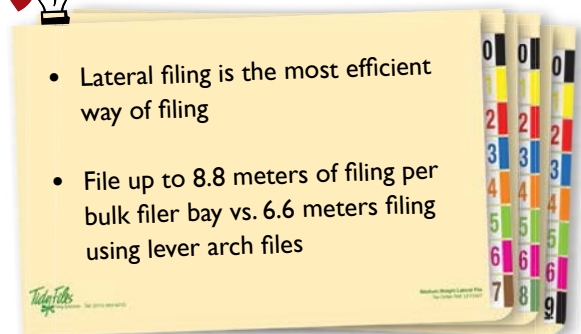
- House up to 650 sheets
- Mafuta File: 20 per pack / 100 per box



CODE	DESCRIPTION	GUSSET	GSM
LF74011	EXECUTIVE: Mafuta File with Dispo Clip	65 mm	326



- Lateral filing is the most efficient way of filing
- File up to 8.8 meters of filing per bulk filer bay vs. 6.6 meters filing using lever arch files



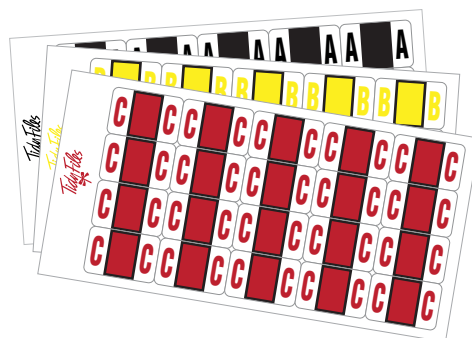


Tidy Files have two solid-custom designed label or individual A-Z or 0-9 hand-wrap label ranges.

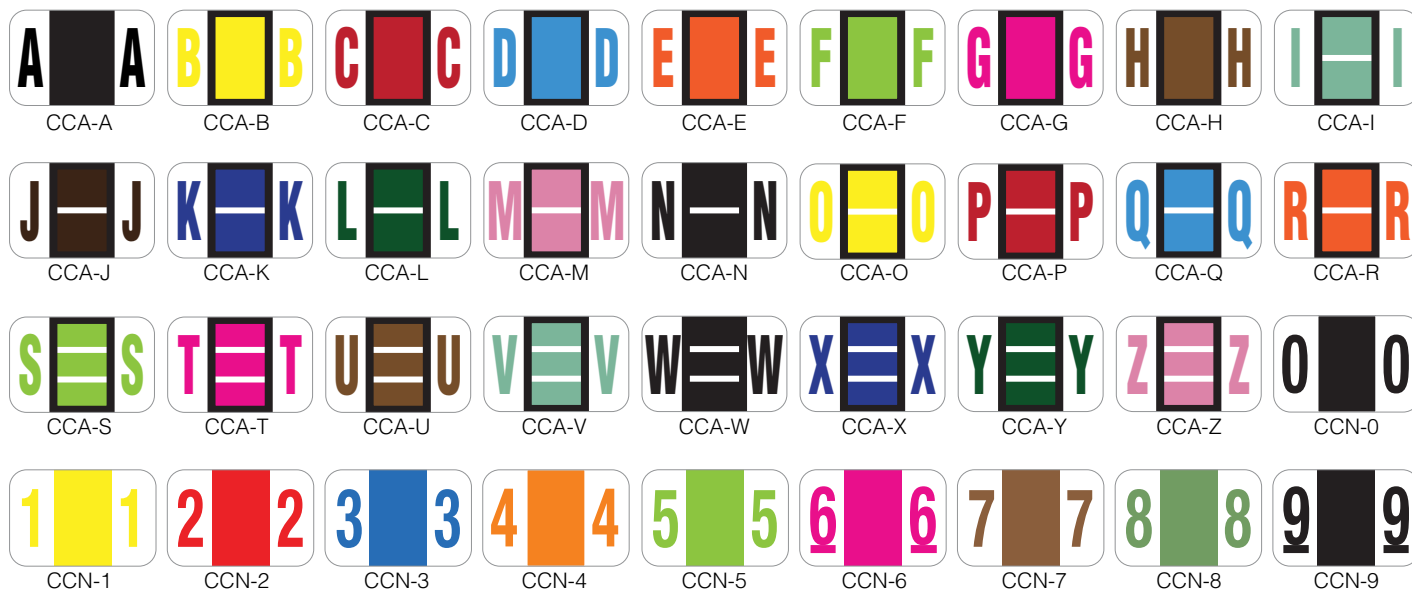
Each letter has a different colour code creating a colour band to identify misfiled document quickly.

Hand-wrap labels:

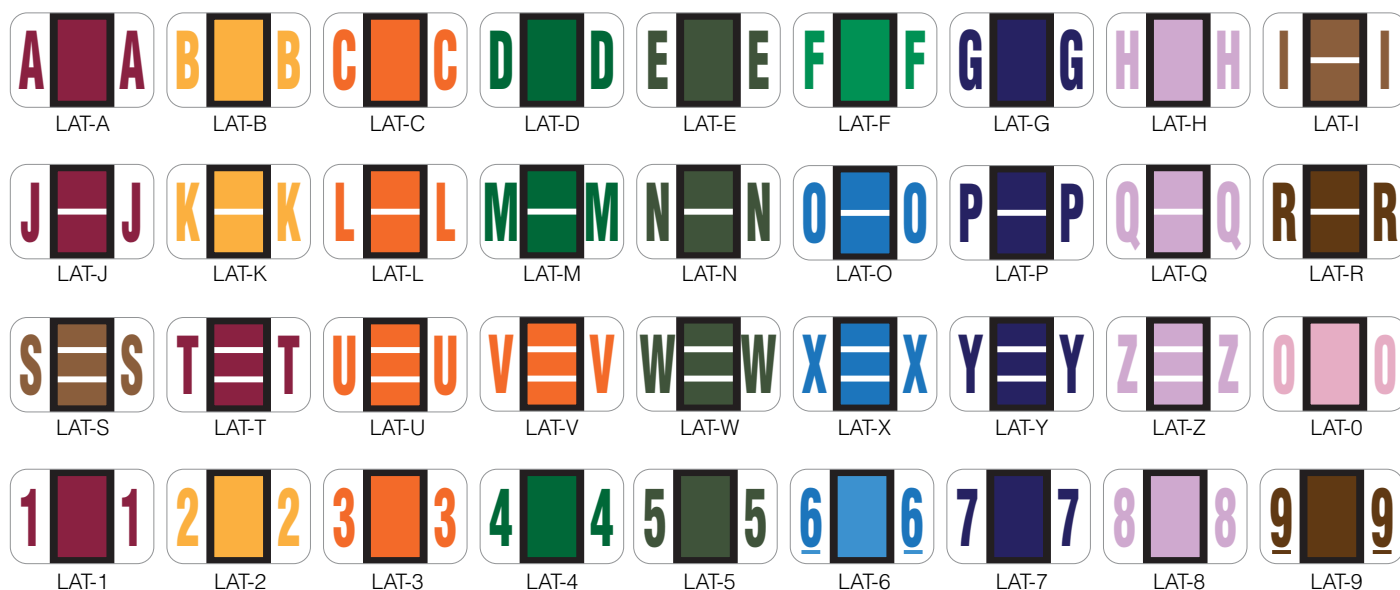
- self-adhesive
- 20 tabs per sheet, per letter



COLOUR CODING HAND-WRAP TAB RANGE



LATERAL HAND-WRAP LABEL RANGE



EXTENDA LABEL

- Use to convert a standard Top Retrieval file to the Lateral System
- Self-adhesive
- 100 per pack
- Code: LL0798



Why Buy a *Tidy Files* Cabinet?

Tidy Files cabinets are sleek, elegant and ergonomically designed and manufactured subject to established and consistent in-house quality control measures.

But did you know that our cabinets are built with a full steel frame interior and each drawer can hold up to 80kg? This means that our cabinets are fully operational before the unit is clad.



Runners

The runners of each drawer are directly fixed to the steel frame and extend 110% when pulled out, ensuring you will always be able to access your documents with ease



Adjustable Ferrules

The ferrules are adjustable up to 25 mm. Tidy Files installers will adjust your cabinet upon delivery to ensure your cabinet is level.

Anti-Tilt Mechanism

Safety feature for Tidy Files Cabinets. Only one drawer can be opened at a time.

Central Locking Mechanism

All units are equipped with a central locking mechanism. The unit locks all the drawers over two points, both the left and right.

On request cabinets can also be split into two parts creating a top and lower sections with each section having its own lock.



Locally Manufactured

Every Tidy Files cabinet is manufactured and assembled by hand. Meticulous finishing touches and cleaning is done, guaranteeing that you receive a product of the highest quality.



10-Year Warranty

We believe in our products and offer a 10-year warranty on all moving parts together with our excellent after sales service.

SOLO RANGE

- 1 row of A4 containers per drawer*
- 5 × A4 containers = 0.5 meters of filing per drawer
- Height can be adjusted up to 25 mm



Description	Height (mm)	Width (mm)	Depth (mm)	Filing Meters (m)	Avg. Weight [Full] (kg)
2 Drawer	720	455	615	1.0	120
3 Drawer	940	455	615	1.5	130
4 Drawer	1220	455	615	2.0	145
5 Drawer	1490	455	615	2.5	155

MINI RANGE

- 2 rows of A4 containers per drawer*
- 10 × A4 containers = 1.0 meters of filing per drawer
- Plinth drawer for stationery can be added as an optional extra
- Height can be adjusted up to 25 mm



Description	Height (mm)	Width (mm)	Depth (mm)	Filing Meters (m)	Avg. Weight [Full] (kg)
2 Drawer (under counter)	664	790	615	2.0	143
2 Drawer	680	790	615	2.0	205
3 Drawer	960	790	615	3.0	230
4 Drawer	1230	790	615	4.0	255
5 Drawer	1505	790	615	5.0	280
6 Drawer	1660	790	615	6.0	300

QUANTUM RANGE

- Most popular range
- 3 rows of A4 containers per drawer*
- 15 × A4 containers = 1.5 meters of filing per drawer
- Utility drawer can be added as an optional extra
- Height can be adjusted up to 25 mm



Description	Height (mm)	Width (mm)	Depth (mm)	Filing Meters (m)	Avg. Weight [Full] (kg)
2 Drawer (under counter)	664	1125	615	3.0	198
2 Drawer	680	1125	615	3.0	210
3 Drawer	960	1125	615	4.5	310
4 Drawer	1230	1125	615	6.0	410
5 Drawer (short)	1405	1125	615	7.5	510
5 Drawer	1505	1125	615	7.5	510
6 Drawer	1660	1125	615	9.0	615

QUADRO RANGE

- 4 rows of A4 containers per drawer*
- 20 × A4 containers = 2.0 meters of filing per drawer
- Quadro runners can hold 120 kg per drawer
- Height can be adjusted up to 25 mm



Description	Height (mm)	Width (mm)	Depth (mm)	Filing Meters (m)	Avg. Weight [Full] (kg)
2 Drawer	720	1470	615	4.0	310
3 Drawer	940	1470	615	6.0	340
4 Drawer	1220	1470	615	8.0	370
5 Drawer	1490	1470	615	10.0	405
6 Drawer	1626	1470	615	12.0	435

*Containers, files, internal components and accessories not included and must be purchased separately

COMBINATION / LEVER ARCH RANGE

- Combine Top Retrieval System, lever arch files and hanging files because of deeper drawers
- 3 rows of A4 container = 1.5 meters of filing per drawer
- 3 rows of lever arch files = 18 x lever arch files per drawer (add 3 x Wire Lever Arch Racks per drawer)
- 2 rows of hanging files = 1.2-1.3 filing meters per drawer (add 1 x Hanging Cradle per drawer)
- Height can be adjusted up to 25 mm



Top Retrieval Container Filing*



Lever arch files using Wire Lever Arch Rack*



A4 or folio hanging files using Hanging Cradles*

Description	Height (mm)	Width (mm)	Depth (mm)	Lever Arch Files	Avg. Weight [Full] (kg)
2 Drawer	740	1125	615	36 Files	225
3 Drawer	1045	1125	615	54 Files	325
4 Drawer	1345	1125	615	72 Files	425
5 Drawer	1640	1125	615	90 Files	530

FOLIO RANGE

- 3 rows of folio containers or 3 rows of hanging files per drawer*
- 15 x folio containers = 1.5 meters of filing per drawer
- Hanging files only fit into a 2 - 5 drawer cabinet
- Height can be adjusted up to 25 mm



Description	Height (mm)	Width (mm)	Depth (mm)	Filing Meters (m)	Avg. Weight [Full] (kg)
2 Drawer	680	1345	615	3.0	225
3 Drawer	960	1345	615	4.5	325
4 Drawer	1230	1345	615	6.0	430
5 Drawer	1505	1345	615	7.5	535
6 Drawer	1660	1345	615	9.0	640

A5 RANGE

- 4 rows of A5 containers per drawer*
- 24 x A5 containers = 2.0 meters of filing per drawer
- Height can be adjusted up to 25 mm



Description	Height (mm)	Width (mm)	Depth (mm)	Filing Meters (m)	Avg. Weight [Full] (kg)
4 Drawer	910	1125	615	8.0	395
5 Drawer	1105	1125	615	10.0	415
6 Drawer	1305	1125	615	12.0	435
7 Drawer	1500	1125	615	14.0	455
8 Drawer	1705	1125	615	16.0	470

*Containers, files, internal components and accessories not included and must be purchased separately

CRADLES FOR HANGING FILES

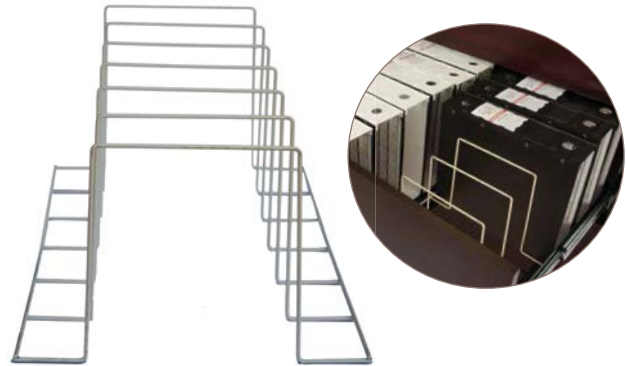


- Available for most Tidy Files Cabinets
- Used for hanging files

Code	Item	Size	FilingMeters
092004	Single Hanging Cradle	A4	0.5
092005	Single Hanging Cradle	Folio	0.5
092011	Quantum Cabinet	Folio	1.2
092012	Quantum Cabinet	A4	1.3
092011	Combination Cabinet	Folio	1.2
092012	Combination Cabinet	A4	1.3
092013	Folio Cabinet	A4	1.5
092014	Folio Cabinet	Folio	1.5

WIRE RACK FOR LEVER ARCH FILES

- Used in the Combination Cabinet to keep files upright
- House 6 x lever arch files per rack
- 3 x wire racks per drawer
- 18 x lever arch files per drawer = 90 files in a 5-Drawer Combination Cabinet



Code	Item
092006	Wire Lever Arch Rack

BASE PLATES

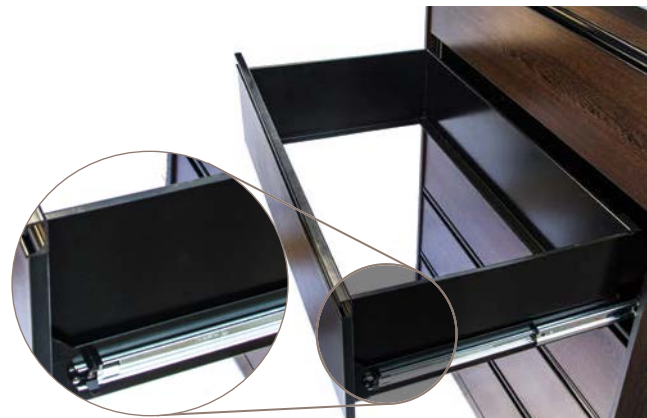
- Available for all Tidy Files Cabinets
- Steel base plates covers the full drawer
- Steel base is made from 0,8 mm steel
- Masonite base is more cost-effective option but only covers one row of filing, calculate rows per drawer needed



Code	Item	Code	Item
090023	Solo Cabinet	090020	Combination Cabinet
090022	Mini Cabinet	090024	Folio Cabinet
090020	Quantum Cabinet	090020	A5 Cabinet
090021	Quadro Cabinet	090026	Masonite

UTILITY DRAWERS

- The Utility Drawer raises the sides of the drawer so that the cabinet can store a variety of objects
- The Utility Drawer must but be used with a Base Plate*



Code	Item	Code	Item
090036	Solo Cabinet	090034	Quadro Cabinet
090032	Mini Cabinet	090033	Combination Cabinet
090033	Quantum Cabinet	090035	Folio Cabinet

*Base plate not included and must be purchased separately

DIVIDER BARS



- Holds Top Retrieval System boxes in the drawers
- Comes standard with Top Retrieval Cabinets

Code	Item
09902	Divider Bars

PLINTH DRAWERS

- Available for most Tidy Files Cabinets
- Sold as an add-on*
- 100 mm deep
- Ideal for stationery and small items



Code	Item
090012	Mini Cabinet
090013	Quantum Cabinet
090011	Quadro Cabinet
090013	Combination Cabinet

*Cabinet not included, for illustration purposes only

*All containers, files, internal components and accessories displayed not included and must be purchased separately

CABINET HANDLES

- A range of standard handle options are available
- Special handles on request



PVC Strip Handle
(black, brown, burgundy,
charcoal or grey)



Oval Arch
(black or silver)



Silver Metal Bar

FILING TIP

Receive a free assessment to determine cabinet size, handles and finish to match your interior

SPECIAL COLOURS & VENEER:
Speak to us about special colours and veneer finishes

CABINET FRONT DESIGN



Post-Form Front



Square Front

CABINET TOP DESIGN

- All cabinets are manufactured with a standard 16 mm top
- A 32 mm top can be added at an additional cost



16 mm Top
(standard)



32 mm Top
(optional)

MELAMINE FINISHES

African Wenge	American Walnut	Balsa	Bavarian Beech	Black Cherry	Bodensee Cherry	Brushed Silver
Burgan Mahogany	Burnt Oak	Cadbury Oak	Cherry Royale	Coimbra	Driftwood	Enya Walnut
Etimo	Harvard Cherry	Indian Ebony	Lunar Ash	Memphis Cherry	Monument Oak	Natural Oak
Plum Tree	Red Alder	Royal Mahogany	Silver Acacia	Smoked Cedar	Sonoma Oak	Summer Oak
Vancouver Maple	Venza Oak	Verzasca Oak	Washed Shale	Windsor Cherry	Wisconsin Walnut	Woodline
Black	Cappuccino	Espresso	Folkstone Grey	Seringa	Storm Grey	White

COMBINE FINISHES TO DESIGN YOUR OWN UNIQUE CABINET

Tidy Files has one of the largest ranges of archiving products in South Africa, catering for A5, A4, A3, folio and other documentation.

Our products include a variety of boxes suitable for archiving most formats of office records and the boxes are designed to fit onto existing shelving, with space saving properties incorporated into the design.

All archiving products are acid free, ensuring that documents will be preserved and delay discolouring.

ARCHIVE FILE

- Holds the contents of 1 lever arch file
- Cost-effective and space efficient alternative to lever arch files
- Includes Dispo Clip
- 50 units per pack



Code	Description	Size (mm)
07001	● Archive File & Dispo Clip (Kraft)	335L x 240W x 70H

LEGAL BOX

- Made specific to requirements of Government Departments
- 10 units per pack



Code	Description	Size (mm)
080112	● Legal Box - no Staples (Kraft)	360L x 265W x 90H
080113	● Legal Box with Staples (Kraft)	360L x 265W x 90H

ARCHIVE BOXES

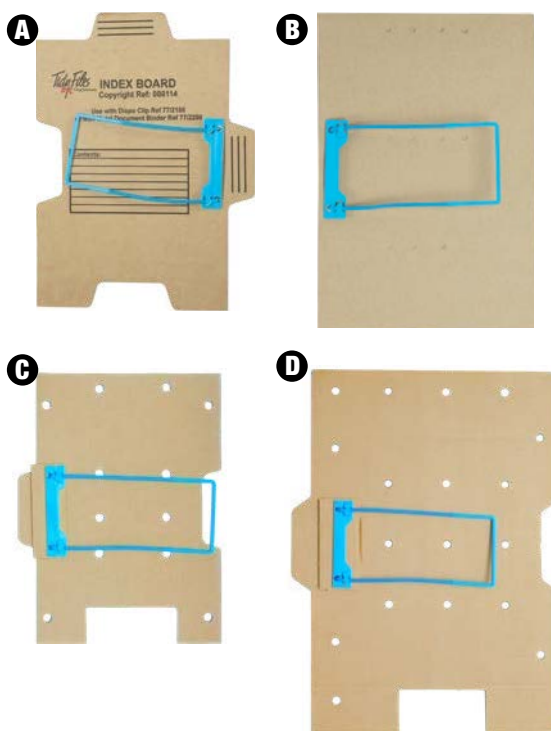
- Holds the contents of 2 lever arch files
- Flip open lid for easy access
- Can be used with Backing Boards
- 50 units per pack



Code	Description	Size (mm)
080109	○ A4 Archive Box (White)	330L x 245H x 110W
080109K	● A4 Archive Box (Kraft)	330L x 245H x 110W
07002	○ Folio Archive Box (White)	365L x 260H x 110W
07002K	● Folio Archive Box (Kraft)	365L x 260H x 110W

BACKING BOARDS

- Holds A5, A4, A3, folio and cheques
- Use with the Dispo Clip, Metal Document Binder or Binding Wire* (see page 16)
- Index Board can be used with:
 - Bankers Storage Box,
 - Folio Archive Box and Folio Archive Container, or
 - File-A-Drawer
- A4 Backing Board can be used with:
 - A4 Archive Box and A4 Archive Container, or
 - Off-site Storage Box and other Large Storage Boxes
- Large Backing Board can be used with:
 - Docubox,
 - Jumbo Document Storage Box,
 - Bankers Storage Box,
 - Legal Box, or
 - File-A-Drawer
- 50 units per pack



Code	Description	Size (mm)
080114	● A - Index Board (Kraft)	335L x 250W
080081	● B - Large Backing Board (Kraft)	325L x 225W
CBS-BBRD	● C - A4 Backing Board (Kraft)	297L x 210W
080082	● D - A3 Backing Board (Kraft)	430L x 330W

*Clips not included and must be purchased separately

ARCHIVE CONTAINERS

- Holds the contents of 4 lever arch files
- Flip open lid for easy access
- Can be used with Backing Boards
- 50 units per pack



Code	Description	Size (mm)
080110	○ A4 Archive Container (White)	330L x 245H x 215W
080110K	● A4 Archive Container (Kraft)	330L x 245H x 215W
07003	○ Folio Archive Container (White)	365L x 260H x 215W
07003K	● Folio Archive Container (Kraft)	365L x 260H x 215W

*All Files and accessories displayed not included and must be purchased separately

STORAGE BOXES



Product	Off-Site Storage Box	Jumbo Document Storage Box	Lever Arch Document Box	Bankers Storage Box
Code	080040	080023	080045	080115
Colour	Kraft	Kraft	Kraft	Kraft
Size (mm):				
Length	435	460	460	460
Width	340	340	340	360
Height	250	250	285	265
Units per pack	10	10	10	10
Multi-purpose storage box	Yes	Yes	Yes	Yes
Correct size for off-site facilities	Yes	-	-	-
Base solid one piece construction	Yes	Yes	Yes	Yes
Double walled cardboard	Yes	Yes	Yes	Yes
A5, A4 & A3 size documents	Yes	Yes	Yes	Yes
Folio size documents	Sideways	Sideways	Sideways	Yes
Documents transferred to Backing Boards	Content of 6-7 lever arch files	Content of 8-10 lever arch files	Content of 8-10 lever arch files	Content of 8-10 lever arch files
Lever arch files	4-5	4-5	5	5
Archive Files (07001)	6	6	6	6
A4 containers	4	4	4	4
Folio File Collator (070014)	3	3	3	3
A4 Archive Box (080109)	4	4	4	4
Folio Archive Box (07002)	2	2	2	4
A4 Archive Container (080110)	2	2	2	2
Folio Archive Container (07003)	1	1	1	2

*All files, container and accessories displayed not included and must be purchased separately

The stackable solution is modular and the boxes are double walled cardboard. The systems are reinforced with an internal steel frame ensuring stability, durability and strength.

The Stack-A-Tainer range can be built 6 units high and the L.A. Tainer range can be built 5 units high and assembled to specific requirements.

Archive Files, Archive Boxes and Archive Containers can be used within the Stack-A-Tainer range.

The stackable solution is ideal for areas not suitable for shelving or Bulk Filers.



STACK-A-TAINER

- Accommodates any combination of:
 - 6 x Archive Files (07001), or
 - 4 x Archive Boxes (07002 / 080109), or
 - 2 x Archive Containers (07003 / 080110)
- Can be used with the Compu-Stacka and File-A-Drawer
- 5 units per pack



Code	Description	Size (mm)
080032	● Stack-A-Tainer (Kraft)	490L x 370W x 290H

FILE-A-DRAWER

- Accommodates any combination of:
 - A5, A4, folio and A3 documents, or
 - 6 x Archive Files (07001), or
 - 4 x A4 containers with Top Retrieval Files, or
 - 5 x A4 Adaptfiles
 - Contents of up to 8 lever arch files on Backing Boards
- The drawer has a front and rear handle for easy transport around the workplace
- Can be used with the Stack-A-Tainer and Compu-Stacka
- 5 units per pack



Code	Description	Size (mm)
080061	● File-A-Drawer (Kraft)	490L x 370W x 290H

COMPU-STACKA

- Ideal for larger sized documents; folio, A3 and computer printouts or envelopes
- 2 pull-out drawers allow easy access to documents
- Each drawer is 120 mm deep and can house up to 1,000 sheets of paper
- Three rows of CD's fit into a drawer
- Can be used with the Stack-A-Tainer and File-A-Drawer
- 5 units per pack



Code	Description	Size (mm)
080035	● Compu-Stacka (Kraft)	490L x 370W x 290H

STACK-A-DRAWER

- Accommodates A4 and folio documents
- Ideal for stationery, arts and crafts
- Small: House up to 300 sheets of paper
Can be stacked 30 units high
- Large: House up to 600 sheets of paper
Can be stacked 15 units high
- 50 units per pack



Code	Description	Size (mm)
080037	● Stack-A-Drawer Small (Kraft)	370L x 265W x 65H
080038	● Stack-A-Drawer Large (Kraft)	370L x 265W x 120H

*All containers, files and accessories displayed not included and must be purchased separately

L.A. TAINER

- Accommodates 5 × lever arch files
- Also ideal for housing catalogues or magazine libraries
- Can be used with the Forms Organiser or stand alone
- 5 units per pack



Code	Description	Size (mm)
080066	○ L.A. Tainer (White)	500L × 310W × 390H
080066K	● L.A. Tainer (Kraft)	500L × 310W × 390H

FORMS ORGANISER

- Ideal for storing brochures, letterheads or pamphlets.
- 10 pigeon hole compartments in total
- Can be used with the L.A. Tainer or stand alone
- 5 units per pack



Code	Description	Size (mm)
080095	○ Forms Organiser (White)	500L × 310W × 390H

DOCUSYSTEM

- Accommodates A4 and folio documents
- Use colours to differentiate tax years
- House up to 1,000 sheets of paper
- Can be stacked and interlocked for stability and strength
- Flip-up lid for easy access to documents
- Docusystem includes a Large Backing Board and Dispo Clip to ensure that documents are bound neatly together
- Space to record content on the lid
- Box size (mm): 360L × 265W × 120H
- 5 units per pack

Code	Description	Colour
080108R	● Docusystem (with Backing Board & Dispo Clip)	Red
080108L	● Docusystem (with Backing Board & Dispo Clip)	Yellow
080108B	● Docusystem (with Backing Board & Dispo Clip)	Blue
080108G	● Docusystem (with Backing Board & Dispo Clip)	Green
080108A	● Docusystem (with Backing Board & Dispo Clip)	Black
080104R	● Docubox (box only)	Red
080104L	● Docubox (box only)	Yellow
080104B	● Docubox (box only)	Blue
080104G	● Docubox (box only)	Green
080104A	● Docubox (box only)	Black



Other Archiving Products

CD BOX

- Use separately, or in A5 cabinets for CDs
- Ideal for arts and crafts
- Removable partitions



Code	Description	Size (mm)
080105	● CD Box with Lid (Kraft)	270L × 140W × 150H

PLAN TUBES

- Suitable for architectural drawings up to A0 size
- Can also be stored off-site at Tidy Files facilities



Code	Description	Size (mm)
AAOPTUC	● Plan Tube with 2 caps (Kraft)	75DIA, 870L
AAOPT	● Plan Tube - no caps (Kraft)	75DIA, 870L

*Files displayed not included and must be purchased separately



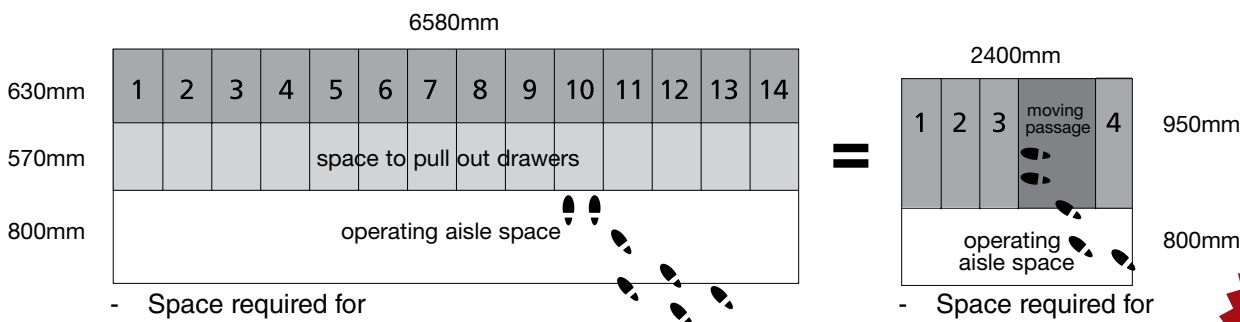
Tidy Files has a solution for larger filing requirements and for businesses where space is an issue. The Bulk Filer consists of one static bay as well as moving bays.

Bulk Filer units cater for large volumes of documents.

These units vary in size all depending on your filing requirements and available space.

Manufactured from high grade steel and powder coated to prevent against rust, the mobile filing unit employ sealed loaded bearings to provide for smooth operation and trouble free maintenance.

Regardless of the difficulty of the situation, we are committed to comprehensive and efficient service at all times. We have trained consultants who will develop a customised solution for your specific filing needs.



- Space required for 14 x 4-drawer steel cabinets = **13.16m²**

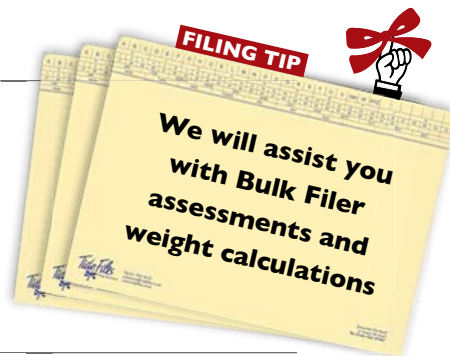
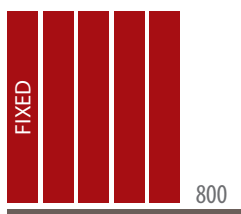
- Space required for 1 x 4-Bay Bulk Filer = **4.2m²**

That's 57% less floor space used

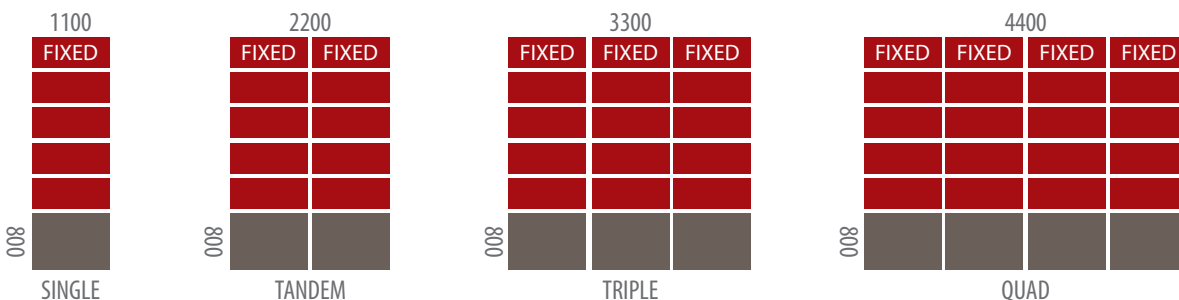
- Both have equal capacity of 28 linear filing meters

EXAMPLE OF A 5-BAY BULK FILER

5-BAY SIDE VIEW



5-BAY TOP VIEW



CONTAINER STORAGE

- 7 shelves per bay creating 8 openings
- Each shelf house 10 x A4 containers
- A total of 80 containers per bay



PULL-OUT DRAWERS

- 5 Pull-Out Drawers per bay
- 3 rows of A4 containers per drawer
- 9 x containers per drawer
- 45 x A4 containers in total per bay (5 x drawers)
- Up to 3 shelves can be fitted
- A setup of 5 Pull-Out Drawers and 3 shelves hold the content of 1 x 5-Drawer Quantum = 75 x containers



PULL-OUT CRADLES

- 5 Pull-Out Cradles per bay
- Can accommodate A4 and folio hanging files
- Allows for filing from front to back or left to right
- Up to 3 shelves can be fitted
- 3 shelves for containers, or 2 shelves for lever arch files



LEVER ARCH STORAGE

- 5 shelves per bay creating 6 openings
- House 12 standard size lever arch files per shelf = 72 lever arch files in total
- A setup of 5 shelves per bay hold the same number of lever arch files as a 4-Drawer Combination Cabinet



LATERAL FILING

- 7 shelves per bay creating 8 openings
- 1.1 filing meters per shelf
- Recommended to be used with Wire Rack Support (FS0303)
- A minimum bay depth of 400 mm is advised for Lateral Filing
- For A4 filing: 7 shelves, 8 openings
- For folio filing: 6 shelves, 7 openings



ARCHIVE BOX STORAGE

- 6 shelves creating 7 openings
- House 2 Off-site Storage Boxes (080040) per shelf
- 14 Off-site Storage Boxes in total per bay



All configurations shown based on a standard bay of 2200 mm(H) x 1100 mm(W) x 400 mm(D)

PULL-OUT CRADLE

- Used for hanging/suspension files
- Accommodates A4 and folio files
- Code: FS0306



PULL-OUT DRAWER

- Used to house Top Retrieval Containers or loose items
- Accommodates 9 x A4 containers or 16 x A5 container per drawer
- Code: FS0305



PULL-OUT WORKING SHELF

- A convenient shelf to pull out and work on while retrieving and filing documents
- Code: FS0314



PULL-OUT STATIONERY DRAWER

- A Pull-Out Stationery Drawer for stationery and miscellaneous items
- Create individual compartments with drawer dividers*
- The drawer can also be fitted with a lock on request
- Code: FS0313



*Drawer dividers sold separately

WIRE SUPPORT RACK

- Keeps files upright
- Wire Support Rack wraps around front and back of the shelf of Bulk Filer bay
- Recommended for use with the Lateral Filing System
- Code: FS0303



WIRE SUPPORT RACK WITH PLATE

- Keeps files upright
- Wire Support Rack with Plate is used on bottom shelf of Bulk Filer bay.
- Recommended for use with the Lateral Filing System
- Code: FS0304



20 PIGEON-HOLE COMPARTMENT

- 20 compartments
- Ideal for mail, letters, and brochures
- Sold separately making it ideal for office use
- Code: FS0209



LOCKABLE COMPARTMENT

- Create a lockable compartment within a bay
- Code: FS1005



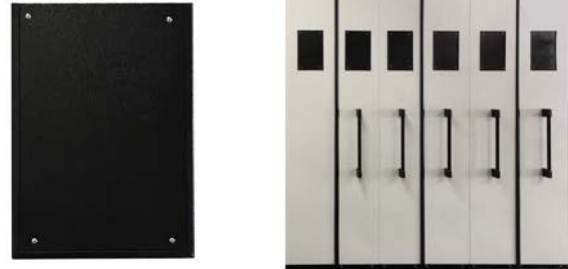
SHELF DIVIDER

- Ideal to create vertical partitions or for use as book-ends
- 250 mm(H)
- Code: FS0311



INDEX PLATE

- For indexing the content of the bay
- Fixed to the side of a bay
- A4 in size
- Code: BFBFINDPL



PUSH-PULL HANDLE

- Fitted to large Single and Tandem Bulk Filer units
- Code: FS1007



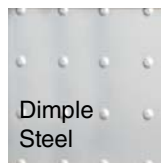
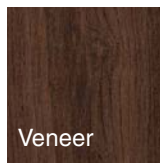
CHAIN DRIVE HANDLE

- Fitted to all Triple and Quad Bulk Filer units
- Code: FS0212



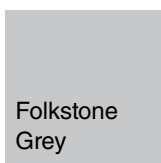
CLADDING

- Customise a Bulk Filer with decorative cladding to match office furniture and decor



FINISHES

- Standard colours of a Bulk Filer are Cream or Folkstone Grey.



FIRE RESISTANT CLADDING

- As an additional extra each bay can be individual fitted with a 3 mm fire resistant internal cladding.
- Code: FS1006



BOLTED SHELVING

- Bolted shelving units are available in different sizes ranging from 4 - 9 shelves per unit.
- Standard colours included Ivory and Grey
- Units available:
 - Open
 - Braced
 - Closed back and sides
- Special sizes available on request



SIZES AVAILABLE

Heights (mm)	Depths (mm)	Width (mm)
1900	305	914
2210	381	
2450	457	
	610	

KICK STOOL

- Reach top filing on shelves and Bulk Filers



Code	Description
FS1014	Kick Stool

HORIZONTAL PLAN CABINET

- Horizontal Plan Filing Cabinet for A0 size drawings, maps, etc.



Code	Description	Size (mm)
CSPLAN-4D	4 Drawer Horizontal Plan Cabinet	1420W × 960D × 530H
CSPLAN-6D	6 Drawer Horizontal Plan Cabinet	1420W × 960D × 740H
CSPLAN-8D	8 Drawer Horizontal Plan Cabinet	1420W × 960D × 740H
CSSTND	Horizontal Plan Cabinet Stand	1420W × 960D × 175H

LOCKERS

- Available in Ivory Karoo or Hammettone Grey



Code	Description	Size (mm)
BFCOMPLOC-1	Single Compartment Locker	300W × 450D × 1800H
BFCOMPLOC-2	2 Compartment Locker	300W × 450D × 1800H
BFCOMPLOC-3	3 Compartment Locker	300W × 450D × 1800H
BFCOMPLOC-4	4 Compartment Locker	300W × 450D × 1800H
BFCOMPLOC-5	5 Compartment Locker	300W × 450D × 1800H
BFCOMPLOC-6	6 Compartment Locker	300W × 450D × 1800H
BFCOMPLOC-12	12 Compartment Locker	600W × 380D × 1800H

VERTICAL PLAN CABINET

- Accommodates up to 800 drawings
- Excludes pre-punched tape



Code	Description	Size (mm)
07B138	Vertical Plan Cabinet	1430W × 700D × 1090H

VERTICAL MOBILE PLAN STAND

- Accommodate 18 binders
- Binders house up to 50 plans
- Binders sold separately



Code	Description	Size (mm)
07B238	Vertical Mobile Plan Stand	1300H × 980W × 600D
07B239	Mobile Plan Binder	900L

ADAPTAFILE™

- An innovative upgrade on the original lever arch clip
- Stands upright and won't warp or bend, prolonging the lifespan of the clip
- Available in standard lever arch file size and in A4 size
- A4 Adaptafile™ is available with black plastic clip or metal ring clip



A	STD SIZE CODE
	AF00
	AF01
	AF02
	AF03
	AF04
	AF05
	AF06
	AF07
	AF08
	AF09
	AF10

B	A4 SIZE CODE
	A400
	A401
	A402
	A403
	A404
	A405
	A406
	A407
	A408
	A409
	A410

C	A4 SIZE CODE
	A4MC00
	A4MC01
	A4MC02
	A4MC03
	A4MC04
	A4MC05
	A4MC06
	A4MC07
	A4MC08
	A4MC09
	A4MC10

COLOUR
○ White
● Yellow
● Blue
● Orange
● Purple
● Green
● Pink
● Grey
● Red
● Black
● Brown

STARTER PACKS

- Contains:
 - 20 × Light Weight Files
 - 10 × Medium Weight Files
 - 5 × Heavy Duty Files
 - 1 × A4 Slated Plastic Container
 - 2 × Sheets of Alpha Labels (24 labels per sheet)
- The container fits neatly into a drawer or even on the shelf of a cupboard



Code
SO111XBCK
SO111XBLU
SO111XC

Colour
● Black
● Blue
● Cream

Code
SO111XG
SO111XR

Colour
● Grey
● Red

DOODLE BOX

- Ideal to keep on your desk for notes



Code	Description	Size (mm)
SO117	Doodle Box	105L × 75W × 95H

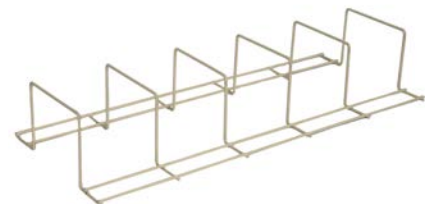
ORGANISER BAG

- Transport your filing in carry bag
- Holds one A4 container



Code	Description
SO129	● Organiser Bag

TOP HAT WIRE RACK



Code	Description
092003	● Top Hat Wire Rack (Cream)

DESK ORGANISER

- To organise or hold files on your desk that you are currently working with
- Files are kept at one level



Code	Description
DP4001	● Desk Organiser (Cream)
DP4002	● Desk Organiser (Grey)

STEP ORGANISER

- To organise or hold files on your desk that you are currently working with
- Files are kept at an incline
- Use for Light Weight Files, Medium Weight Files or flyers



Code	Description
DP4003	● Step Organiser (Cream)

LEVER ARCH WIRE RACK

- Keep lever arch files upright on top of cupboards
- 5 divisions



Code	Description
LA008	● Lever Arch Wire Rack (Cream)



Specialised filing consultants available to offer advice and support on any filing and archiving requirements

Contact us today for expert advice

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