FILING SOFTWARE

Mr Shelf has products that save space and time in the workplace by focusing on quick and easy accessibility of information. A local design coupled with innovation and superior quality software resulting in an information storage system that is attractive, effective and economical.

Features
•   An effective filing (cradle to grave) system.
•   An effective filing system that caters for active, semi-active, archival and off-site information storage applications.
•   All products are manufactured from superior file quality materials.

Files

Lightweight file with flaps
• 120gm
• No gusset
• 50 sheets of paper

Lightweight file with gusset and flaps
• 120gm
• 10mm gusset
• 100 sheets of paper

Middleweight file with flaps
• 190gm
• 20mm gusset
• 200 sheets of paper

Middleweight file with flaps and clip
• 190gm
• 20mm gusset
• 200 sheets of paper

Extra-Heavyweight file with flaps
• 250gm
• 35mm gusset
• 350 sheets of paper

Extra-Heavyweight flapless file with clip
• 326gm
• 50mm gusset
• 500 sheets of paper

Employee extra-heavyweight flapless file with clip
- 326gm
- 50mm gusset
- 500 sheets of paper

Lightweight medical file with flaps
- 120gm
- 10mm gusset
- 50 sheets of paper

Labels
- Adhesive labels
- Premise of entire system
- Colour coded for easy tracking
- Affixed to pre-printed scale on the top of each file
- Ensures every label is correctly placed and aligned
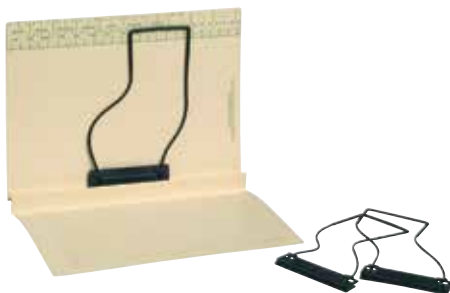- Speeds access to file
- Helps to eradicate misfiling

55mm alphabetical adhesive labels
- Available in 14 different colours – single pack
- 24 labels per sheet – 6 sheets per pack – 144 labels per pack
- Mixed pack also available – 1 sheet per colour – 336 labels per pack
- Formatted on A4 size paper for easy use in most printers
- Free software label programme – download www.specfiling.co.za

30mm numerical adhesive labels
- Available in 14 different colours – single pack
- 40 labels per sheet – 5 sheets per pack – 200 labels per pack
- Mixed pack also available – 1 sheet per colour – 560 labels per pack
- Formatted on A4 size paper for easy use in most printers
- Free software label programme – download www.specfiling.co.za

Clips/Dividers

Econo plastic clip – with adhesive tape
- Used within file to secure documents
- Double sided affixing tape included

A4 divider card/file out card
- 190gm custodian file quality board
- Pre-printed with all the scales as per the files
- Used to sub-divide the contents within the filing system
- Also used as a file out card

A4 file divider
- 90gm custodian file quality board
- Pre-printed with all the scales as per the files
- Used to sub-divide the contents within the file

Archive boxes

Foolscap legal box
• 97mm x 75mm x 377mm

A4 standard archive box
• 255mm x 115mm x 330mm

A4 jumbo archive box
• 255mm x 210mm x 330mm

Foolscap archive box
• 255mm x 115mm x 365mm

Foolscap jumbo archive box
• 255mm x 210mm x 365mm

Off-site storage box

Lateral archive backing board with clip

Off-site storage box
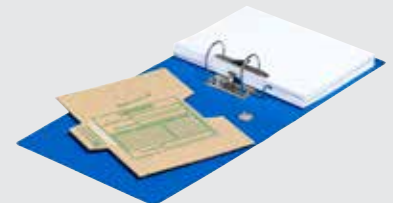• 255mm x 330mm x 433mm

Master Box

A4 master box
• Pre-printed with all the scales as per the files
• Used to sub-divide the contents within the A4 container
• Used to accommodate periodicals/magazines/brochures/letterheads etc.
• 3 x master boxes fit into one A4 container

A4 container contents into archive box

2 x A4 container contents into jumbo archive box

Lever arch contents onto archive backing board

Archive backing boards into off-site storage

Archive backing boards into off-site storage

A4 containers into off-site storage

Lever arch files into off-site storage

Board containers

A5 board container
- 235mm length x 156mm height x 85mm width
- Manufactured from acid free e-flute board
- Used to accommodate A5 files
- Used to hold the files upright in the cabinet

A4 board container
- 320mm length x 220mm height x 100mm width
- Manufactured from acid free e-flute board
- Used to accommodate A4 files
- Used to hold the files upright in the cabinet

Government size board container
- 350mm length x 220mm height x 100mm width
- Manufactured from acid free e-flute board
- Used to accommodate government size files
- Used to hold the files upright in the cabinet

Foolscap board container
- 370mm length x 220mm height x 100mm width
- Manufactured from acid free e-flute board
- Used to accommodate foolscap/folio files
- Used to hold the files upright in the cabinet

Plastic containers

A4 plastic container
- 320mm length x 220mm height x 100mm width
- Manufactured from ABS plastic – No waste and 100% recyclable
- Used to accommodate A4 files
- Used in and out of the cabinet

Solid A4 plastic container
- 320mm length x 220mm height x 100mm width
- Manufactured from ABS plastic – No waste and 100% recyclable
- Used to accommodate A4 files
- Used in and out of the cabinet

Hold-It label