

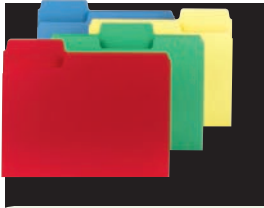
# The Right Product Makes Filing Easy



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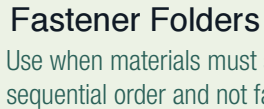
## Select the right folder style...

Today's work environment demands accuracy and flexibility. It is essential that you use products that provide the most efficiencies... allowing you to utilize your time on your business requirements.



### Standard Folders

For smaller files containing the same type of documents.



### Fastener Folders

Use when materials must stay in sequential order and not fall out.



### Hanging Folders

Hanging file systems keep all your materials neat and organized.



### File Pockets

High capacity to keep very bulky paperwork organized and easy to transport.

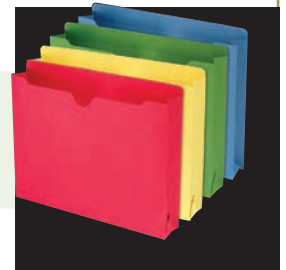


### Classification Folders

Create a "file within a file" by subdividing materials into separate categories.

### File Jackets

Closed sides keep mid-size groups of pages protected and in order.



### Pressboard Folders

Sturdy enough to keep even frequently used files in good shape.

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## Select the right labeling system...



### Viewables for Hanging Folders

Viewables tabs are 3-sided so they can be read from the front, top and back!



### Viewables for File Folders

Viewables file labels are 2-sided so they can be read from the front or back!



### Easy Slide Tab

Heavy-duty oversized 1/3 cut plastic tabs easily slide and secure into the position you choose.

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## Select the right accessories...



### Self-Adhesive Vinyl Pockets

Adhere to almost any surface to store small items safely.



### Post-it Durable Tabs

Organize files to create order.



### Self-Adhesive Folder Dividers

Add two filing surfaces to any top tab or end tab file folder.