



Product Catalogue



Brought to you by



Economy A5 Light Weight File

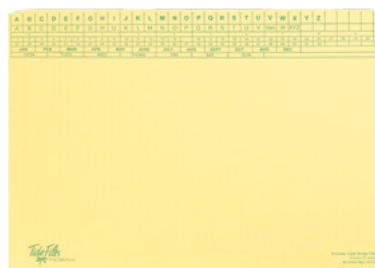
- House up to 50 sheets
- 25 per pack / 1000 per box



Code	Description	Gusset	Micron
44157	A5 Light Weight	0mm	189µm

Economy Light Weight Files

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



Code	Description	Gusset	Micron
44150	Light Weight	0mm	189µm
44150KF	Light Weight with Kwik-Fix Clip	0mm	189µm

Economy Medium Weight Files

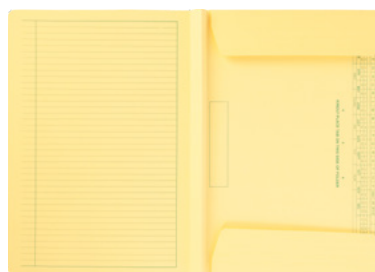
- House up to 200 sheets
- Medium Weight: 25 per pack / 200 per box
- Medium Weight with Kwik-Fix Clip: 25 per pack / 300 per box
- Medium Weight with Tri-Clip: 25 per pack / 150 per box



Code	Description	Gusset	Micron
44250	Medium Weight	20mm	277µm
44250KF	Medium Weight with Kwik-Fix Clip	20mm	277µm
44250TC	Medium Weight with Tri-Clip	20mm	277µm

Economy Heavy Duty File

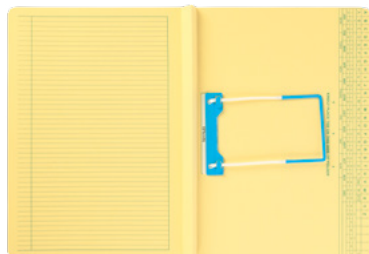
- House up to 300 sheets
- 25 per pack / 100 per box



Code	Description	Gusset	Micron
44300	Heavy Duty with Flaps	30mm	277µm

Economy Extra Heavy Duty Files

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



Code	Description	Gusset	Micron
44400	Extra Heavy Duty with Flaps	40mm	309µm
44400TC	Extra Heavy Duty with Flaps & Tri-Clip	40mm	309µm
44450	Extra Heavy Duty with Tri-Clip (no flaps)	40mm	309µm

Economy Expanda File

- House up to 500 sheets
- 25 per pack / 100 per box



Code	Description	Gusset	Micron
44500	Expanda with Dispo Clip	50mm	309µm

Economy A4 File Divider

- A4 File Dividers: use inside files
- 25 per pack / 2000 per box



Code	Description	Size (mm)	Micron
44251	A4 File Divider (pre-punched)	297 × 210	189µm

All pictures shown are for illustration purposes only. Actual product colour may vary from images shown.

Executive Light Weight Files

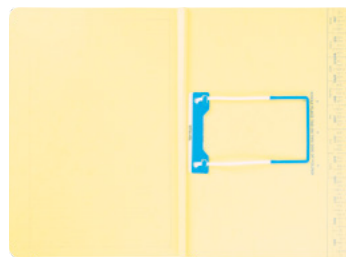
- House up to 50 sheets
- Light Weight: 25 per pack / 300 per box
- Light Weight with Kwik-Fix Clip: 25 per pack / 500 per box



Code	Description	Gusset	Micron
074001	Light Weight	0mm	229µm
074001KF	Light Weight with Kwik-Fix Clip	0mm	229µm

Executive Heavy Duty Files

- House up to 200 to 250 sheets
- 25 per pack / 100 per box



Code	Description	Gusset	Micron
074005	Heavy Duty with Dispo Clip (no flaps)	20mm	450µm
074007	Heavy Duty with Tri-Clip (no flaps)	25mm	450µm
074010	Heavy Duty with Flaps (no clip)	20mm	450µm

Executive Magna File

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



Code	Description	Gusset	Micron
074022	Magna File with Dispo Clip	40mm	450µm

Executive Expanda File

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



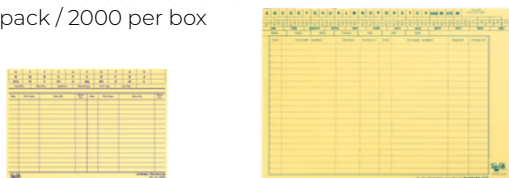
Code	Description	Gusset	Micron
074011	Expanda File with Dispo Clip	65mm	450µm

Executive Divider File Out Cards

- Divider File Out Cards: Use in between files
- 25 per pack / 1000 per box

Executive A4 File Dividers

- A4 File Dividers: use inside files
- 25 per pack / 2000 per box



Code	Description	Size (mm)	Micron
05008	A5 Divider / File Out Card	225 × 160	450µm
074004	Divider File Out Card	310 × 225	309µm
074012	A4 File Divider (pre-punched)	297 × 210	229µm

Executive Employee Files

- Medium Weight with Flaps: House up to 200 sheets
- 25 per pack / 200 per box
- Heavy Duty without Flaps: House up to 400 sheets
- 25 per pack / 100 per box



Code	Description	Gusset	Micron
07422	Employee File Medium Weight	20mm	277µm
07423	Employee File Heavy Duty with Dispo Clip	40mm	450µm

Executive Coloured Light Weight Files

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



Code	Description	Gusset	Micron
074023B	Light Weight (Blue)	0 mm	198µm
074023G	Light Weight (Green)	0 mm	198µm
074023P	Light Weight (Pink)	0 mm	198µm
074023Y	Light Weight (Yellow)	0 mm	198µm

Executive Coloured Medium Weight Files

- House up to 200 sheets
- 25 per pack / 200 per box



Code	Description	Gusset	Micron
074003CB	Medium Weight (Blue)	20 mm	245µm
074003CG	Medium Weight (Green)	20 mm	245µm
074003CP	Medium Weight (Pink)	20 mm	245µm
074003CY	Medium Weight (Yellow)	20 mm	245µm

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General Medical File

- House up to 50 sheets

PATIENT DETAILS		Computer No.	
Surname	Mr/Ms/Mrs	Marital Status	
ID No.	First Name		
Date of Birth	Age	Home Language	No. of Dependents
Occupation	Cell No.		
Tel.	WCA Claim No. (if applicable)		
E-Mail Address			
PERSON RESPONSIBLE FOR ACCOUNT			
Full Name		ID No.	
Home Address		Cell No.	
Postal Address		Code	
E-Mail Address		Postal Code	
Employer		Tel (W)	
MEDICAL AID			
Fund	No.		
Member's Name	Option / Plan		
NEXT OF KIN			
Name		Relationship	
Address		Tel.	
REFERRED BY			
Name			
Address		Tel.	
FAMILY MEMBERS			
Name	Date of Birth	Allergies	Comments
This account remains your responsibility until fully paid. Regular follow-ups by the member with the medical aid may be required to ensure prompt payment. In the case of your medical aid not paying the full account you will be liable for the balance.			
I understand and accept the terms above.			
Signed		Date	

Code	Description	Gusset	Micron	Packed	Boxed
47250	General Medical File	0mm	189µm	25	400

Confidential General Medical File

- House up to 50 sheets

MEDICAL FILE CONFIDENTIAL	File No.:
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Code	Description	Gusset	Micron	Packed	Boxed
47350	Confidential Medical	0mm	189µm	25	400

Medical File

- House up to 50 sheets

MEDICAL FILE / MEDIESE LÊER		Account Number	
Surname		Mr/Ms/Mrs	
Date of Birth		Marital Status	
ID Number		First Name	
Occupation		Home Language	
Tel. (H)		Tel. (W)	
Tel. (S)		Cell No.	
Tel. (E)		E-mail	
Tel. (P)		E-post	
PERSON RESPONSIBLE FOR ACCOUNT / PERSOON VERANTWOORDELIK VIR REKENING			
Full Name		ID No.	
Home Address		Cell No.	
Postal Address		Code	
E-Mail Address		Postal Code	
Employer		Tel (W)	
MEDICAL AID / MEDIESE FONDS			
Fund		No.	
Member's Name		Option / Plan	
Member's Name		Option / Plan	
Tel. (H)		Tel. (S)	
Tel. (S)		Cell No.	
Tel. (E)		E-mail	
Tel. (P)		E-post	
NEAREST FAMILY FRIEND / NAASTE FAMILIEVRIEND			
Name		Relationship	
Address		Code	
Tel. (H)		Tel. (S)	
Tel. (S)		Cell No.	
Tel. (E)		E-mail	
Tel. (P)		E-post	
REFERRED BY / VERWYS DEUR			
Name		Tel.	
FAMILY DETAILS / FAMILIE BESONDERHEDE			
Name	Date of Birth	Allergies	Other
This account remains your responsibility until fully paid. Regular follow-ups by the member with the medical aid may be required to ensure prompt payment. In the case of your medical aid not paying the full account you will be liable for the balance.			
I understand and accept the terms above.			
Signed		Date	

Code	Description	Gusset	Micron	Packed	Boxed
44735	Medical File	0mm	189µm	25	400

Alternate Medical File

- House up to 50 sheets

PERSONAL FILE / MEDIESE LÊER		Account Number	
Surname		Mr/Ms/Mrs	
Date of Birth		Marital Status	
ID Number		First Name	
Occupation		Home Language	
Tel. (H)		Tel. (W)	
Tel. (S)		Cell No.	
Tel. (E)		E-mail	
Tel. (P)		E-post	
PERSON RESPONSIBLE FOR ACCOUNT / PERSOON VERANTWOORDELIK VIR REKENING			
Full Name		ID No.	
Home Address		Cell No.	
Postal Address		Code	
E-Mail Address		Postal Code	
Employer		Tel (W)	
MEDICAL AID / MEDIESE FONDS			
Fund		No.	
Member's Name		Option / Plan	
Member's Name		Option / Plan	
Tel. (H)		Tel. (S)	
Tel. (S)		Cell No.	
Tel. (E)		E-mail	
Tel. (P)		E-post	
NEAREST FAMILY FRIEND / NAASTE FAMILIEVRIEND			
Name		Relationship	
Address		Code	
Tel. (H)		Tel. (S)	
Tel. (S)		Cell No.	
Tel. (E)		E-mail	
Tel. (P)		E-post	
REFERRED BY / VERWYS DEUR			
Name		Tel.	
FAMILY DETAILS / FAMILIE BESONDERHEDE			
Name	Date of Birth	Allergies	Other
This account remains your responsibility until fully paid. Regular follow-ups by the member with the medical aid may be required to ensure prompt payment. In the case of your medical aid not paying the full account you will be liable for the balance.			
I understand and accept the terms above.			
Signed		Date	

Code	Description	Gusset	Micron	Packed	Boxed
44700	Alternate Medical File	0mm	189µm	25	400

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Alternative Medical File

- House up to 50 sheets

[illegible]

Code	Description	Gusset	Micron	Packed	Boxed
074705	Alternative Medical	0mm	229µm	25	400

A5 Medical File

- House up to 50 sheets

[illegible]

Code	Description	Gusset	Micron	Packed	Boxed
05011	A5 Medical File	0mm	229µm	25	100

White Medical Patient Inserts

- A3 folded to A4

Code	Colour	Gusset	Micron	Packed	Boxed
070016W	White	0mm	104µm	50	2000

Alternate Medium Weight Medical File

- House up to 200 sheets

[illegible]

Code	Description	Gusset	Micron	Packed	Boxed
074713	Alt. Medium Weight	20mm	277µm	25	300

Orthopaedic Surgeon File

- House up to 50 Sheets
- Economy range

ORTHOPAEDIC SURGEON / ORTOPEDIËSE CHIRURG

1 PATIENT DETAILS / PASIËNT BESONDERHEDE		Account Number Rekening Nommer	
Surname Van		First Name Voornamen	
Date of Birth Geboortedatum		ID Number ID Nommer	
Nationality Nasionaliteit		Mother's language Moeder's taal	
Emergency Eerstehulp		Medical Status Mediese toestand	
Tel. (25)		Tel. (8)	
Cell Sêl		E-mail E-pos	

2 PATIENT RESPONSIBLE FOR ACCOUNT / PERSOON VERANTWOORDELIK VIR REKENING			
Full Name Volle Naam			
Home Address Huisadres			
Postal Address Postadres		M/Ms/Ms/Ms M/Ms/Ms/Ms	
Telephone Telefoon		Code Kode	
Employer Werkgegewer		Code Kode	
Work Address Werkadres		Code Kode	
Telephone Telefoon		Code Kode	
Tel. (25)		Tel. (8)	
		Cell Sêl	

3 MEDICAL AID / MEDIESE FONDS			
Name Naam		Number Nommer	
Medical's Name Huisdokter se Naam			
Tel. (25)		Tel. (8)	
		Cell Sêl	

4 NEAREST FAMILY FRIEND / NAASTE FAMILIE-VRIEND			
Name Naam		Relationship Verwantskap	
Address Adres		Code Kode	
Tel. (25)		Tel. (8)	
		Cell Sêl	

5 REFERRED BY / VERWYS DEUR	
Name Naam	
Tel. (25)	

6 INJURY ON DUTY / BESERING AAN DIENS			
Employer during injury Werkgegewer tydens besering		Claim Number Eisnommer	
Description of injury Besering se beskrywing		Date of injury Datum van besering	



Tel: 0811 483 4124
E-mail: info@tutor24.co.za Fax: 0811 483 1710

Sending Specialist Medical Fee
 to Item 73.00 Items
 Remitté aan 7300

Code	Description	Gusset	Micron	Packed	Boxed
47201	Orthopaedic Surgeon	0 mm	189µm	25	400

Gynaecologists / Obstetricians File

- House up to 50 sheets

Code	Description	Gusset	Micron	Packed	Boxed
44750	Economy - Gynaecologists / Obstetricians File - Custom 130gsm	0 mm	189µm	25	400
074703	Executive - Gynaecologists / Obstetricians File	0 mm	229µm	25	300

Specialist Surgeon File

- House up to 50 sheets
- Economy range
- Custom 130gsm

Code	Description	Gusset	Micron	Packed	Boxed
47200	Specialist Surgeon File	0 mm	189µm	25	400

Paediatrician File

- House up to 50 sheets
- Economy range
- Custom 130gsm

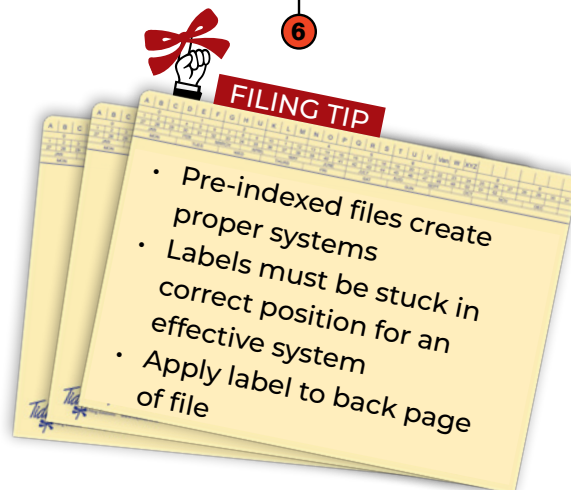
Code	Description	Gusset	Micron	Packed	Boxed
47203	Paediatrician File	0 mm	189µm	25	400

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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										
27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52															
JAN			FEB			MARCH			APRIL			MAY			JUNE			JULY			AUG			SEPT			OCT			NOV		DEC								
MON			TUES			WED			THURS			FRI			SAT			SUN																						
1						2						3						4						5											6					

- 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

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.

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									
0	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	32	33	34	35	36	37	38	39	40	41	42
JAN	FEB	MARCH	APRIL	MAY	JUNE																				
MON	TUES	WED	THURS	FRI																					

First Letter System

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									
0	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	32	33	34	35	36	37	38	39	40	41	42
JAN	FEB	MARCH	APRIL	MAY	JUNE																				
MON	TUES	WED	THURS	FRI																					

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 1 000 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	Van	W	XYZ		
0	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	32	33	34	35
JAN	FEB	MARCH	APRIL	MAY	JUNE																				
MON	TUES	WED	THURS	FRI																					

Numeric System

Alphabetical labels

- Alphabetical Labels used to label Top Retrieval Files
- 24 Labels per sheet
- Available in 19 assorted colours
- Suitable for most laser and inkjet printers
- Can print up to 25 characters on it
- Label program 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 19 assorted colours
- Suitable for most laser and inkjet printers
- Can print up to 10 characters on it
- Label program available from website



Actual size:
10 mm x 33 mm

Top Retrieval Labels

- 5 Sheets per pack

	Colour	Alpha Code	Numeric 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
	Lime	015020	013020
	Emerald	015021	013021
	Cerise	015022	013022
	19 Sheets One Each Colour	015999	013099



Click here to view the
Label Program
User Guide

Kwik-Fix Metal Self-Adhesive Clip

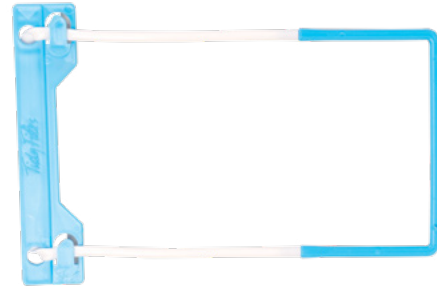
- Ideal for use in Light Weight or Medium Weight Files
- Self-adhesive
- Holds up to 180 sheets



Code	Description	Per Pack	Per Box
77/2182	Kwik-Fix Metal Clip	10	2400

Self-Adhesive Tri-Clip

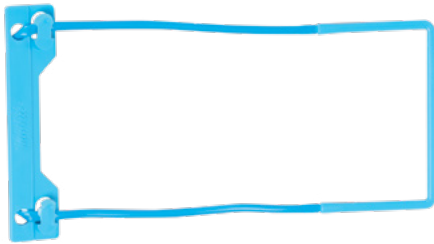
- Self-adhesive
- Holds up to 400 sheets



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

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	10	1000

Binding Wire

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



Code	Description	Per Pack
CBS-BW	Binding Wire (Metal)	10

Metal Document Binder & Info 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	10	1000

File Collators

- Part of the economy and cost-effective range



Item	Code	Description	Colour	Size	Dimensions (mm)	Packed	Boxed
A	05009K	A5 File Collator	Kraft	A5	230L x 85W x 155H	10	150
B	070015K	A4 File Collator	Kraft	A4	320L x 100W x 220H	10	150
C	070014K	Folio File Collator	Kraft	Folio/Foolscap	380L x 100W x 200H	10	130

A4 Grey Board Container

- Laminate finish
- Packed: 10
- Boxed: 50



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

A4 Master Box

- 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
- Packed: 10
- Boxed: 160



Code	Description	Dimensions (mm)
070010	A4 Master Box - Blue	320L x 30W x 220H

A4 Solid Plastic Containers

- Colours can be used to colour code sections, departments or functional areas.



Item	Code	Description	Colour	Size	Dimensions (mm)	Packed	Boxed
A	070111	A4 Solid Plastic Container	Grey	A4	320L x 105W x 220H	5	20
B	070112	A4 Solid Plastic Container	Black	A4	320L x 105W x 220H	5	20
C	070113	A4 Solid Plastic Container	Blue	A4	320L x 105W x 220H	5	20
D	070114	A4 Solid Plastic Container	Green	A4	320L x 105W x 220H	5	20
E	070115	A4 Solid Plastic Container	Mauve	A4	320L x 105W x 220H	5	20
F	070117	A4 Solid Plastic Container	Pink	A4	320L x 105W x 220H	5	20
G	070119	A4 Solid Plastic Container	Red	A4	320L x 105W x 220H	5	20
H	070121	A4 Solid Plastic Container	Light Blue	A4	320L x 105W x 220H	5	20
I	070122	A4 Solid Plastic Container	Light Green	A4	320L x 105W x 220H	5	20
J	070123	A4 Solid Plastic Container	Light Yellow	A4	320L x 105W x 220H	5	20

All pictures shown are for illustration purposes only. Actual product colour may vary from images shown.

Archive File with Dispo Clip

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



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

Legal Boxes

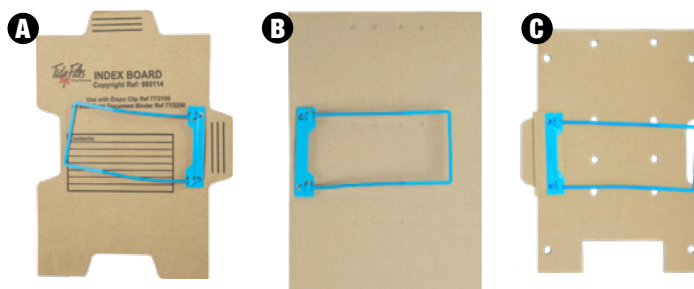
- Made specific to requirements of Government Departments
- Legal boxes with staples stronger and more durable
- Sold per each



Code	Description	Size (mm)
080111	● - Legal Box with staples & flap	370L × 270W × 90H

Backing Boards

- Holds A5, A4, folio and cheques
- Use with the Dispo Clip, Metal Document Binder or Binding Wire* ([view page 8 for clips](#))
 - **Index Board** can be used with:
 - Bankers Storage Box,
 - Folio Archive Box and Folio Archive Container, or
 - **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:
 - Jumbo Document Storage Box,
 - Bankers Storage Box,
 - Legal Box, or
 - File-A-Drawer
- 10 units per pack



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

*Clips not included and must be purchased separately

Archive Boxes

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

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



Archive Containers

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

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

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



STORAGE BOXES



Product	Off-Site Storage Storage Box	Mega Off-Site Storage Box	Jumbo Document Storage Box	Lever Arch Document Box	Bankers Storage Box
Code	080040	080041	080023	080045	080115
Colour	Kraft	Kraft	Kraft	Kraft	Kraft
Size (mm):					
Length	435	435	460	460	460
Width	340	340	340	340	360
Height	250	350	250	285	265
Units per pack	10	10	10	10	10
Multi-purpose storage box	Yes	Yes	Yes	Yes	Yes
Correct size for off-site facilities	Yes	Yes	No	No	No
Base solid one piece construction	Yes	Yes	Yes	Yes	Yes
Double walled cardboard	Yes	Yes	Yes	Yes	Yes
A5, A4 & A3 size documents	Yes	Yes	Yes	Yes	Yes
Folio size documents	Sideways	Sideways	Sideways	Sideways	Yes
Documents transferred to Backing Boards	Content of 6-7 lever arch files	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	5-6	4-5	5	5
Archive Files (07001)	5-6	6-7	6	6	6
A4 containers	4	4	4	4	4
Folio File Collator (070014)	3	2	3	3	3
A4 Archive Box (080109)	4	4	4	4	4
Folio Archive Box (07002)	2	2	2	2	4
A4 Archive Container (080110)	2	2	2	2	2
Folio Archive Container (07003)	1	1	1	1	2

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

ADAPTAFILE™

- An innovative upgrade on the original lever arch file
- Stands upright and won't warp or bend, prolonging the lifespan of the clip

Code	Colour
AF00	○ White
AF01	● Yellow
AF02	● Blue
AF09	● Black

