



PRODUCT CATALOGUE

- Paper filing solutions
- Electronic filing solutions
- Active filing and storage management solutions
- Off-site storage solutions

Everything in its place

Enter/Exit Full Screen Mode

Exit / Quit

Click to Proceed ▶



Tip: Click on the section you wish to view (here and on the tabs down the right side of the page)

3 – 9	Overview	Introduction	3
10 – 18	Top Retrieval Systems	Pre-Index Scale	10
		Alpha & Numeric Filing	10
		Labels	11
		Files:	
		- Custodian	12
		- Tokai	13
		- HR	15
		- Medical	16
		Containers	17
19	Lateral System	Lateral Files	19
		Lateral Labels	19
20 – 22	Cabinets	Cabinets	20
		Components	22
23 – 27	Archiving Systems	Archive boxes	23
		Stackable Range	25
		Boards	27
28	Bulk Filers and Shelving	Filers & Components	28
		Bolted Shelving & Lockers	28
29 – 33	Extras / Tips & Advice	Extras	29
		Organisers & Racks	31
		Tips & Advice	32
34	Off Site Storage	E-Tracker	34
		Off Site Storage Services	35



Struggling to make sense of your mess?



Overview

Tidy Files is one of the leading providers of end-to-end filing solutions. Renowned for its world-class design, supply and implementation of paper-based information management systems, Tidy Files consistently delivers industry-specific solutions that are successfully customised to suit the unique requirements of a wide range of sectors and businesses.

Tidy Files is a Proudly South African Company with almost 250 employees and more than 10 000 clients nationwide.

As an industry leader, Tidy Files believes that a quality system approach is the key to managing information effectively. All Tidy Files solutions are customised to a client's unique needs, providing the optimum control of records from creation through to final disposal - ensuring that the client saves time, space and money. The flexibility and adaptability built into all the Tidy Files systems allow for the effective management of records at every stage of the document's life cycle, while accommodating the needs of the future.

Tidy Files is able to address the comprehensive electronic document management and file tracking requirements of a diverse customer base. Tidy Files e-Tracker software is suitable for both electronic and off-site storage applications. This solution allows clients to move an entire filing room off-site, with a document management team to complete all filing requirements, including the scanning of hard copy files. All document and file retrieval is immediately available online.

Having developed a formidable reputation as a market leading filing solutions provider Tidy Files is represented through a number of well-established branches nationwide as well as agent representation in Namibia, Botswana and Australia. This broad footprint ensures that, regardless of where clients are based, the comprehensive, efficient and prompt delivery of services is available at all times.

Services, Products and Solutions

The objectives of an accurate record management or filing system is to drive efficiency and improve staff productivity that result in significant savings in terms of cost and space, ensuring easy retrieval and prevention of loss of any information.

Tidy Files is proud to manufacture and supply all of its own retrieval and archiving products. This not only guarantees that clients receive a complete world-class quality controlled system, but receive the most cost-effective solution as well. Tidy Files is proud of its ongoing research and development centre which ensures that its products remain in line with global standards.

Services include:

- An initial assessment of each customer's unique filing needs.
- Tidy Files specialists oversee the entire process from planning through to implementation, as well as personnel training.
- Ongoing service and support from Tidy Files consultants.

Products include:

- Top Retrieval and Lateral filing systems which utilise custom-printed files and labels as well as a wide range of containers and cabinets.
- Archiving and Storage products for on-site and off-site archive locations.
- Our own Electronic Filing Solution.

Clients

Tidy Files has successfully implemented solutions for clients in a variety of industries, including: Financial Services, FMCG, Healthcare, Manufacturing, Mining, Public Sector and Telecommunications.

Actual Cost of Record Keeping

An extensive study was recently undertaken by the Darnell Business Institute and the American Record Management Association on the cost of housing and maintaining company records. It revealed that possible costs can include the salaries and payrolls of employees directly involved in the file task (up to 82.14%), the office rental for space used by records (5.64%), the cost of cabinets and shelving (2.11%), stationery costs of new and replacement files and overhead costs associated with keeping records (such as fumigation and fire protection).

This study provides proof that inefficient filing and record keeping can result in higher costs; and therefore a filing system that saves time and improves efficiency should become a priority for every business.

Information is the lifeblood of every company and as a result it is imperative to have quicker and safer access to data at all times. Tidy Files can ensure that your company becomes proficient at document management, helping to optimise the flow of information.

Cost savings on housing and maintaining company records:





Choose your file size

Write or print file name on label

Use index to stick label correctly

File into container

Place container in drawer

Non-active files into archive boxes

Can use index boards

Place boxes in a bulk filer

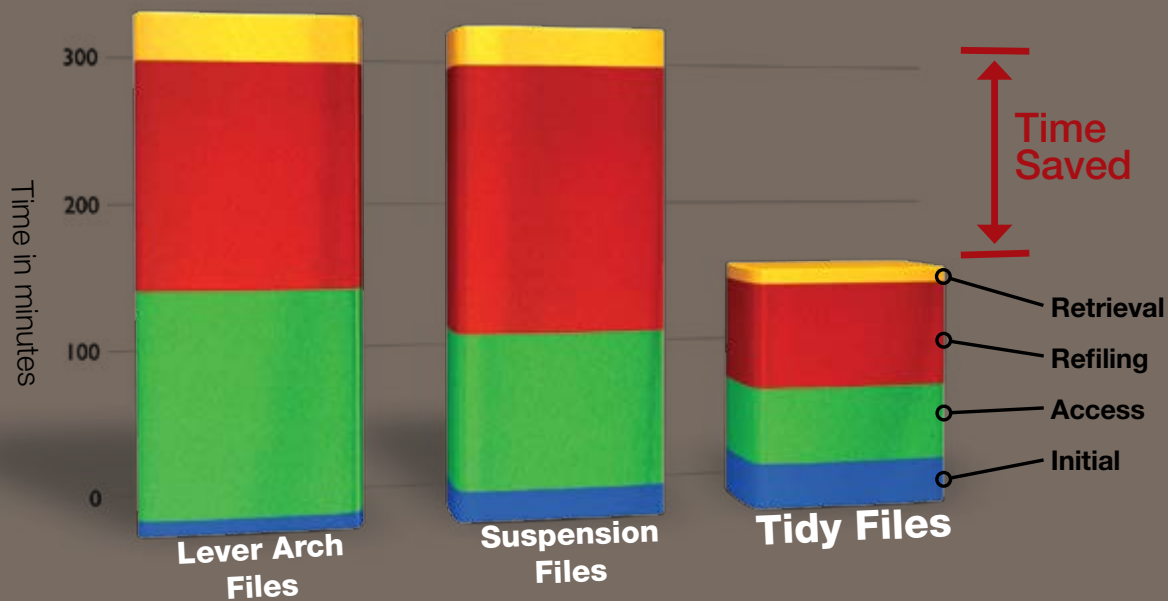
File/boxes into off-site boxes

Send off-site to the Tidy Files warehouse

Time Study

In the business world, time is a constraint as well as a wasted commodity, often spent searching for misplaced company files and folders. Therefore all companies should endeavour to save time wherever possible by having important information readily available for when it is needed. Efficiency can be greatly improved if staff are able to access documents readily and deliver it to executives immediately.

According to a study conducted by the Independent German Institute in Hamburg, which conducted a series of time evaluations on the factors involved in the filing operations for different filing methods, the Tidy Files Filing Systems can reduce time involved in the handling of records by **up to 50%**.



Tidy Files Top Retrieval System

The Top Retrieval Filing System was originally developed in Europe and then adapted and improved by Tidy Files to suit current market expectations. The system is suitable for all types of businesses and is extremely effective in central filing environments, as it provides tremendous space saving features, improves staff efficiency and saves time.

The Tidy Files Top Retrieval filing system consists of a variety of folders, files, tabs and containers, all designed to enhance efficiency in records management.

All Top Retrieval files are printed with an innovative pre-index scale that allows documents to be filed alphabetically, numerically or according to date. Folders are also die-cut with various size gussets to accommodate varying numbers of documents.

To optimise your filing space, it is essential to use the correct size file for your system. Top Retrieval files allow you to store any number of files and you can create your own, personalised system to suit your needs. Tidy Files Top Retrieval files can house between 35 to 500 sheets of paper with the expandable files.



Cabinets

Tidy Files Cabinets are sleek, elegant and ergonomically designed and manufactured subject to established and consistent in-house quality control measures. In addition these cabinets can help our clients save up to 57% on floor space.

Each cabinet is also equipped with an anti-tilt mechanism, keeping them steady and secure. Tidy Files Cabinets are built with a full steel frame interior and each drawer can hold up to 90kg. This means that each drawer can support the weight of 1.5 to 2m of filing per drawer.

Every Tidy Files Cabinet is manufactured and assembled by hand, guaranteeing that you receive a product of the highest quality. They are also sold with an SABS approved certificate as well as a 10-year warranty on all moving parts. The variety of choices available at Tidy Files means that upon order, you can customise your Cabinet to suit your specific tastes and requirements. Cabinets are available in various aesthetically-pleasing finishes, designs and sizes to suit any office and its filing requirements.

Containers

The Tidy Files Containers house your Top Retrieval Files which are then kept in a Top Retrieval Cabinet. The Containers enable your files to be stored in an upright position so that labels can be read easily and files can be retrieved quickly. This helps to improve the overall time productivity of your staff. You can choose between plastic or cardboard containers.



WASTED SPACE
Floor space saving of up to 57%

5 x 4 Drawer Suspension Units = 1 x 5 Drawer Tidy Files Containerised Unit

Save up to 57% floor space

Lateral Filing Systems

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.

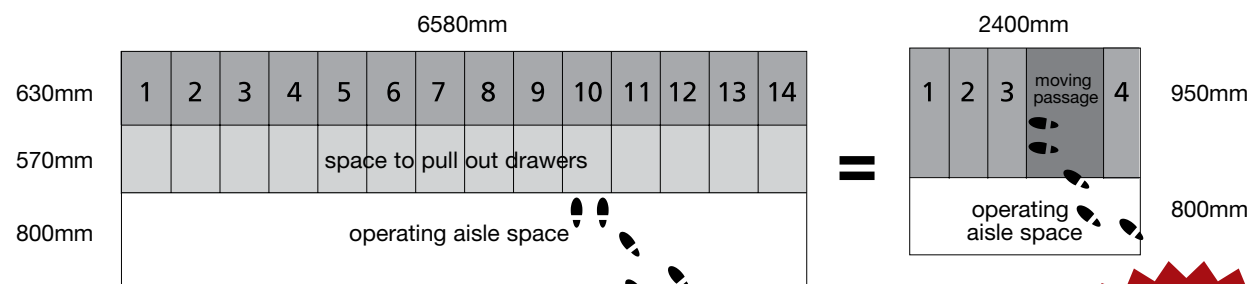
Tidy Files has one solid-custom designed label or individual A-Z or 1-0 handwrap labels.



Bulk Filers & Shelving


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 (depending on your filing needs) and one Bulk Filer that can house up to seven shelves, providing eight openings for Lateral Files or Containers. Also available are Bulk Filers containing five shelves (with six openings for lever arch or Adapta Files), Bulk Filers with five pull-out drawers and three shelves, and Bulk Filers with five pull-out cradles and three shelves.

Regardless of the difficulty of the client's situation, Tidy Files is committed to comprehensive and efficient service at all times. As a result, we have trained consultants who will develop a customised solution for your specific filing needs. The Bulk Filer can be fitted with different components according to specification and it is available in grey and cream with different wood finishes, melamine or veneer.



- Space required for 14 x 4 drawer cabinets = **13.16sqm**
- Both have equal capacity of 25.2 lineal filing metres
- Space required for compactus = **4.2sqm**

That's 57% less floor space used



Bolted Shelving

As the name indicates, Bolted Shelves are moveable shelves constructed with bolts. These shelves are ideal to store containers as well as files, archiving boxes and other objects. The shelves are also available in different sizes to ensure that you optimise the space you have available.

How does your filing stack up?



Stackable solution

Archiving Storage Products

Tidy Files has one of the largest ranges of archiving products in the southern hemisphere catering for A5, A4, A3 and Foolscap 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 also acid free ensuring that documents will be preserved and will not discolour.

Stackable Solution

The stackable system boxes are modular and reinforced with steel, thus eliminating the need for shelving in a record room. The archive boxes can be used within the Stack-A-Tainers on the client's existing shelving.



The Innovative Pre-Index Scale

The diagram shows a calendar grid with tabs for each day of the month. The tabs are color-coded and labeled as follows:

- Alphabetical (Green):** Names/Category/Title/Description/Company Name, etc. (e.g., BARLOW MICK)
- Numerical (Blue):** Sequential filing of patient records/batch/project files. Generally use the last digit, i.e. 7043 filed on the "3". (e.g., 7043)
- 1-31 (Yellow):** Daily follow-up system/file diary/job scheduling. (e.g., 15, 16)
- 1-52 (White):** Weekly Bookings/follow-up system.
- Jan-Dec (Red):** Monthly system: Follow-ups/Bookings/Accounts/Call Schedule. (e.g., SEPT)
- Monday-Sunday (Orange):** File Diary - file the papers relating to work to be done on each day.

Tabs are colour-coded allowing you to build a totally visual quick-retrieval system - categorised and organised!

FIRST LETTER SYSTEM

This system uses a calendar grid where tabs are labeled with the first letter of the name or category. The letters are arranged in a grid: C, D, E, F, G, H, J, K, L, M, N, O, P, Q, R, S, T, U, V, Van, W, XYZ. The grid also shows the days of the month (FEB, MARCH, APRIL, MAY, JUNE, JULY, AUG, SEPT, OCT, NOV, DEC) and the days of the week (TUES, WED, THURS, FRI, SAT, SUN).

FIRST LETTER SYSTEM

SECOND LETTER SYSTEM

This system uses a calendar grid where tabs are labeled with the second letter of the name or category. The letters are arranged in a grid: C, D, E, F, G, H, J, K, L, M, N, O, P, Q, R, S, T, U, V, Van, W, XYZ. The grid also shows the days of the month (FEB, MARCH, APRIL, MAY, JUNE, JULY, AUG, SEPT, OCT, NOV, DEC) and the days of the week (TUES, WED, THURS, FRI, SAT, SUN).

SECOND LETTER SYSTEM

NUMERIC SYSTEM

This system uses a calendar grid where tabs are labeled with numerical values. The numbers are arranged in a grid: 1, 2, 3, 4, 5, 6, 7, 8, 9. The grid also shows the days of the month (FEB, MARCH, APRIL, MAY, JUNE, JULY, AUG, SEPT, OCT, NOV, DEC) and the days of the week (TUES, WED, THURS, FRI, SAT, SUN).

NUMERIC

Alpha 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/Patient Files
- Financials
- Stock Control
- Suppliers Information
- Property Management
- Staff Records

Alpha Filing – 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.

Ideal for:

- Customer/Patient Files

Alpha Filing – 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.

Numeric Filing

Position the label in accordance with the last digit on your index. Different colours can be used to distinguish every 100, 500 or 1000 files. This way, retrieval is easy and misfiling is minimised.

Ideal for:

- Patient Records
- Vehicle Registration
- Claims
- Contracts or Projects
- Stock control
- Quotes

Use pre-indexed files to create a proper system. For your system to be effective, it is important that the labels are applied in the correct place



Alphabetical Labels

- 24 Labels per Sheet
- Can print up to 25 characters on it



Actual Size: 10mm x 55mm



Numerical Labels

- 40 Labels per Sheet
- Can print up to 10 characters on it



Actual Size: 10mm x 33mm

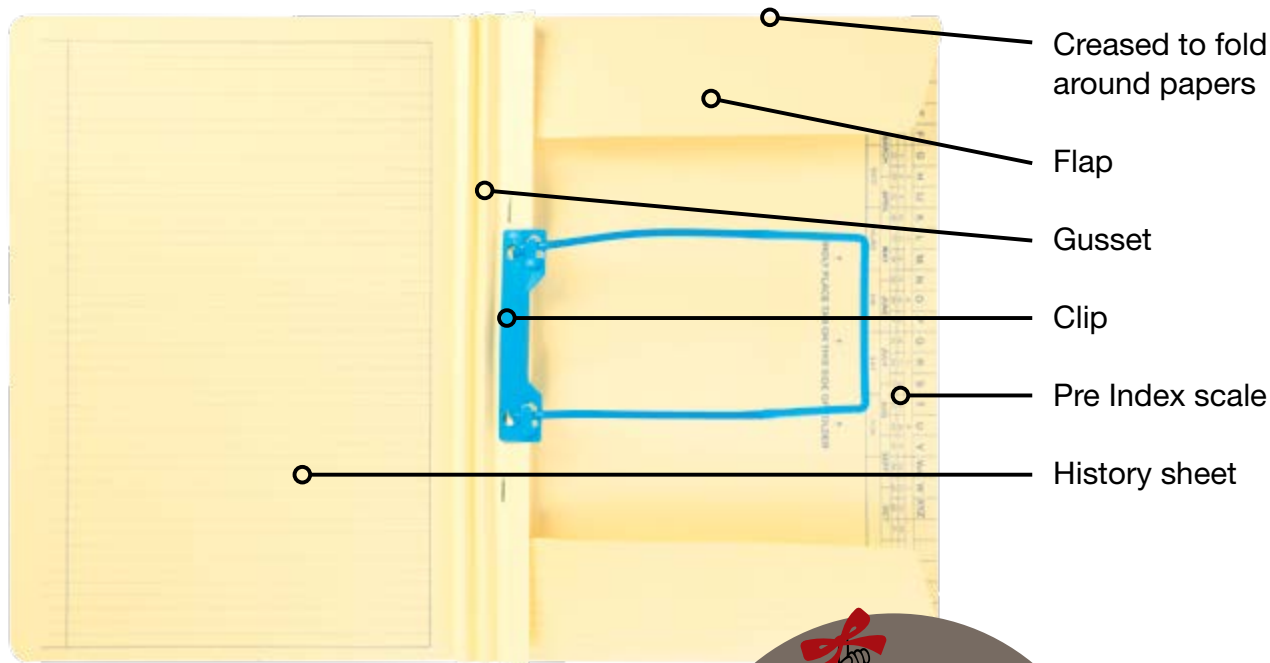


Tip:
All labels can be pre-printed with specific prints i.e. file names, patient names, numbers etc.

Labels can be handwritten or printed

Ask us about our Label Programme

	Numeric	Alpha
White	013000	015000
Dark Yellow	013001	015001
Dark Pink	013002	015002
Dark Blue	013003	015003
Dark Orange	013004	015004
Dark Purple	013005	015005
Dark Green	013006	015006
Light Pink	013007	015007
Light Blue	013008	015008
Light Yellow	013009	015009
Light Grey	013010	015010
Light Green	013011	015011
Light Purple	013012	015012
Light Orange	013013	015013
Dark Grey	013014	015014
Red	013015	015015
Brown	013016	015016
Dark Brown	013017	015017
Dayglo Orange	013019	015019
Lime	013020	015020
Emerald	013021	015021
Cerise	013022	015022
Mustard	013023	015023
Light Brown	013024	015024
Mink	013025	015025
Assorted <i>10 Sheets of random colours</i>	013099	015099
Rainbow <i>25 Sheets of entire colour range</i>	013088	015088



TIP:
An easy way of identifying the Custodian Range is by the Green Printing

FILE	CODE	GSM	GUSSET	PACKED
Custodian Ultra Light Weight				
Custodian Ultra Light Weight	44000	90	0mm	100 per pack / 400 per box

Custodian Light Weight				
Custodian A5 Light Weight	44157	120	0mm	100 per pack / 1000 per box
Custodian Light Weight	44150	120	0mm	100 per pack / 400 per box
Custodian Light Weight with Kwik-Fix	44150KF	120	0mm	100 per pack / 500 per box
Custodian Light Weight with Gusset	44155	120	15mm	100 per pack / 400 per box
Custodian Light Weight with Gusset & Kwik-Fix	44155KF	120	15mm	100 per pack / 400 per box
Custodian Motor Vehicle	07421	120	0mm	100 per pack / 400 per box

Custodian Medium Weight				
Custodian Medium Weight	44250	190	20mm	100 per pack / 200 per box
Custodian Medium Weight with Kwik-Fix	44250KF	190	20mm	50 per pack / 300 per box
Custodian Medium Weight with Tri-Clip	44250TC	190	20mm	30 per pack / 150 per box
Custodian Employee Medium Weight	44252	190	20mm	50 per pack / 200 per box

Custodian Heavy Duty				
Custodian Heavy Duty with Flaps	44300	250	30mm	20 per pack / 120 per box
Custodian Extra Heavy Duty with Flaps	44400	250	40mm	20 per pack / 120 per box
Custodian Extra Heavy Duty with Tri-clip with No Flaps	44450	250	40mm	20 per pack / 120 per box
Custodian Extra Heavy Duty File with Flaps and Tri-Clip	44400TC	250	40mm	20 per pack / 120 per box
Custodian Expanda File with Dispo Clip	44500	250	50mm	20 per pack / 120 per box

Custodian Dividers				
Custodian File Divider – Punched	44251	120		100 per pack / 2000 per box
Custodian Divider File Out Card	44156	120		100 per pack / 2000 per box

TIP:
Contact our in-house design team to create customised files to suit your unique requirements.



TIP:
 An easy way of identifying the Tokai Range is by the Blue Printing

FILE	CODE	GSM	GUSSET	PACKED
Camelot Cartridge				
Ultra Light Weight (White)	074008	105	0mm	100 per pack / 400 per box

Tokai Light Weight				
A5 Light Weight Cream	05012	160	0mm	100 per pack / 1000 per box
Tokai Light Weight Maize	074001	160	0mm	100 per pack / 300 per box
Tokai Light Weight Maize with Kwik-Fix	074001KF	160	0mm	100 per pack / 500 per box
Tokai Light Weight Yellow	074023Y	160	0mm	100 per pack / 300 per box
Tokai Light Weight Blue	074023B	160	0mm	100 per pack / 300 per box
Tokai Light Weight Green	074023G	160	0mm	100 per pack / 300 per box
Tokai Light Weight Pink	074023P	160	0mm	100 per pack / 300 per box
One Hundred Weight Cream File	074014	160	15mm	50 per pack / 200 per box

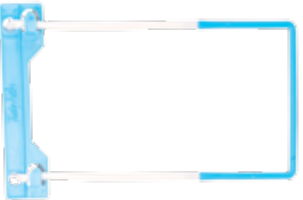


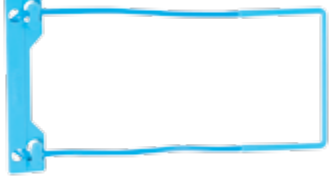
Tokai Medium Weight				
Tokai Medium Weight Maize	074003	200	20mm	50 per pack / 200 per box
Tokai Medium Weight Maize with Kwik-Fix	074003KF	200	20mm	50 per pack / 300 per box
Tokai Medium Weight Maize with Tri-Clip	074003TC	200	20mm	30 per pack / 150 per box
Tokai Employee File Medium Weight	07422	200	20mm	50 per pack / 200 per box
Tokai Medium Weight Blue	074003CB	200	20mm	50 per pack / 200 per box
Tokai Medium Weight Green	074003CG	200	20mm	50 per pack / 200 per box
Tokai Medium Weight Pink	074003CP	200	20mm	50 per pack / 200 per box
Tokai Medium Weight Yellow	074003CY	200	20mm	50 per pack / 200 per box
Tokai Medium Weight Blue with Kwik-Fix	074003CBKF	200	20mm	50 per pack / 300 per box
Tokai Medium Weight Green with Kwik-Fix	074003CGKF	200	20mm	50 per pack / 300 per box
Tokai Medium Weight Pink with Kwik-Fix	074003CPKF	200	20mm	50 per pack / 300 per box
Tokai Medium Weight Yellow with Kwik-Fix	074003CYKF	200	20mm	50 per pack / 300 per box
Tokai Medium Weight Blue with Tri-Clip	074003CBTC	200	20mm	50 per pack / 150 per box
Tokai Medium Weight Green with Tri-Clip	074003CGTC	200	20mm	50 per pack / 150 per box
Tokai Medium Weight Pink with Tri-Clip	074003CPTC	200	20mm	50 per pack / 150 per box
Tokai Medium Weight Yellow with Tri-Clip	074003CYTC	200	20mm	50 per pack / 150 per box

Tokai Top Retrieval Files & Clips

FILE	CODE	GSM	GUSSET	PACKED
Tokai Super Duty				
Tokai Super Duty Maize	074006	240	20mm	50 per pack / 150 per box
Tokai Super Duty Maize with Tri-Clip	074006TC	240	20mm	50 per pack / 300 per box

Manilla Buff Heavy Duty				
Heavy Duty Cream File with no clip	074010	326	30mm	20 per pack / 100 per box
Heavy Duty Cream File with Tri-Clip	074007	326	30mm	20 per pack / 100 per box
Heavy Duty with Dispo Clip	074005	326	30mm	20 per pack / 100 per box
Magna File Cream with Dispo Clip	074022	326	40mm	20 per pack / 100 per box
Expanda Cream File with Dispo Clip	074011	326	65mm	20 per pack / 100 per box
Employee File Heavy Duty with Dispo Clip	07423	326	40mm	20 per pack / 100 per box

Tokai Dividers				
A5 Divider or File Out Card	05008	326	-	100 per pack / 1000 per box
A4 File Divider	074012	160	-	100 per pack / 2000 per box
Divider or File Out Card	074004	240	-	100 per pack / 1000 per box

CLIPS FOR FILES			
Self Adhesive Clips	CODE	INFO	PACKED
Tri-Clip 	77/2190	Self-Adhesive	10 per pack
Kwik-Fix Clip 	77/2182	Self-Adhesive	100 per pack or 2400 per box
CLIPS FOR ARCHIVING			
Metal Document Binder 	77/2250	Ideal for use in archiving	100 per pack or 1000 per box
Dispo Clip or Spaghetti Clip 	77/2180	Comes standard in Expanda Files or use to bind archiving	50 per pack or 1000 per box

Our 3 standard Employee Files:



TIP:
 Separate employee information using colour coded dividers



Custodian Employee File - Medium Weight with 20mm Gusset Code: 44252



Tokai Employee File - Medium Weight with 20mm Gusset Code: 07422



Heavy Duty Employee File - with 40mm Gusset and Clip Code: 07423





FILE	CODE	GSM	GUSSET	PACKED
Custodian				
Alternate Medical File	44700	120	0mm	100 per pack / 400 per box
Standard Medical File	44735	120	0mm	100 per pack / 400 per box
Gynaecological Medical File	44750	120	0mm	100 per pack / 400 per box
Specialist Surgeon File	47200	120	0mm	100 per pack / 400 per box
Orthopaedic File	47201	120	0mm	100 per pack / 400 per box
ENT Surgeon File	47202	120	0mm	100 per pack / 400 per box
Paediatrician File	47203	120	0mm	100 per pack / 400 per box
Orthodontist Surgeon File	47204	120	0mm	100 per pack / 400 per box
Specialist Medical File	47205	120	0mm	100 per pack / 400 per box
General Medical File	47250	120	0mm	100 per pack / 400 per box

Tokai				
A5 Pre-Printed File	05011	160	0mm	100 per pack / 1000 per box
Standard Medical File	074701	160	0mm	100 per pack / 300 per box
Gynaecological Medical File	074703	160	0mm	100 per pack / 300 per box
Alternative Medical File	074705	160	0mm	100 per pack / 300 per box
Ultra Standard Medical File	074711	104	0mm	100 per pack / 400 per box
Medium Weight Alternative Medical File	074713	200	25mm	50 per pack / 150 per box

Use numeric labels when creating a medical system

This cuts out the frustration of moving files. Simply add new ones at the end.

Don't see the file you want?

Let us create customised files to suit your specific needs.



File Collators

- Our budget container
- Available in Kraft and White
- A5 - 15 Units per pack or 200 Units per case
- A4 - 15 Units per pack and 15 Units per case

A5 File Collator	05009
A4 File Collator	070015

Folio Board Containers Kraft (38mm)	070014K
-------------------------------------	---------



Board Containers

- Very strong, durable and popular
- A5 - 10 Units per pack
- A4 - 50 Units per pack
- Folio, 36cm and 38cm - 40 units per pack

A5 Board Container (23cm)	05007
A4 Board Container (32cm)	07005
Folio Board Container (35cm)	070011
Folio Board Container (36cm)	070021
Folio Board Container (38cm)	070014

Plastic Slated Containers

- Traditional container
- These containers are A4 in size

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



Recycled Containers

- Manufactured from 100% recycled materials
- Only available in black

Recycled Containers 070063

Plastic Solid Containers

- These containers are A4 in size
- Colours can be used to colourcode sections

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




Masterboxes


- 3 of these Masterboxes goes into one A4 Container
- Available in Blue, Green and Red
- 20 Units per pack or 200 Units per box

Blue	070010
Green	070040
Red	070050





 **TIP:**
Lateral filing is the most efficient way of filing with a total of 8.8m of filing per bulk filer bay vs. 6.6m of lever arch files.



FILE	CODE	GSM	GUSSET	PACKED
Tokai Lateral Files				
Foolscap Divider File out File	LF71006	240	15 mm	100 per pack / 500 per box
Tokai Foolscap Medium Weight File	LF71001	200	15 mm	100 per pack / 500 per box
Tokai Foolscap Medium Weight with Tri-Clip	LF71001TC	200	15 mm	30 per pack / 150 per box
A4 Lateral File Medium Weight	LF42702	200	15 mm	100 per pack / 500 per box
A4 Lateral File Medium Weight with Tri-Clip	LF42702TC	200	15 mm	30 per pack / 150 per box

Manilla Lateral Files				
Foolscap Heavy Duty File	LF71003	326	40 mm	20 per pack / 240 per box
Foolscap Heavy Duty File with Tri-Clip	LF71003TC	362	40 mm	20 per pack / 120 per box
A4 Heavy Duty File	LF42703	326	30 mm	20 per pack / 240 per box
A4 Heavy Duty File with Tri-Clip	LF42703TC	326	30 mm	20 per pack / 120 per box
Mafuta File 326	LF74011	326	65 mm	20 per pack / 100 per box

Custodian Lateral Files				
Foolscap Custodian Medium Weight	LF71007	190	15 mm	100 per pack / 500 per box
Foolscap Custodian Medium Weight with Tri-Clip	LF71007TC	190	15 mm	30 per pack / 150 per box
A4 Custodian Medium Weight	LF42701	190	15 mm	100 per pack / 500 per box
A4 Custodian Heavy Duty	LF42706	250	40 mm	20 per pack / 240 per box
Foolscap Custodian Heavy Duty File	LF71008	250	40 mm	100 per pack / 500 per box
Foolscap Custodian Heavy Duty File with Tri-Clip	LF71008TC	250	40 mm	20 per pack / 120 per box

Lateral Labels				
Colourbar Printed Labels	CBP			Printed per Sheet of 7 Labels
Colourbar Blank Labels with License	CBB700L			Colourbar & License fee per 700 box
Colourbar Plastic Wrap	LCBP-P			Per 100 – Protect your label

Lateral Handwrap Labels				
Colour Coding Tabs Alphabetic	LCCA-X*			Available from A-Z
Colour Coding Tabs Numeric	LCCN-X*			Available from 0-9
Lateral Label Alpha	LLAT-X*			Available from A-Z
Lateral Label Numeric	LLAT-X*			Available from 0-9

* Replace the "X" with the Alphabet letter or Number you are ordering



Solo Range 455mm (w) x 615mm (D)

- 1 Row of A4 Filing Containers per drawer
- 5 Containers per drawer
- Height can be adjusted up to 25mm

Description	Height	Filing Meters	Avg Weight (Full)
2 Drawer	720mm	1.0m	80kg
3 Drawer	940mm	1.5m	115kg
4 Drawer	1220mm	2.0m	155kg
5 Drawer	1490mm	2.5m	190kg



Quantum Range 1125mm (w) x 615mm (D)

- A popular range
- 3 Rows of A4 Filing Containers per drawer
- 15 Containers per drawer
- Height can be adjusted up to 25mm

Description	Height	Filing Meters	Avg Weight (Full)
2 Drawer	680mm	3.0m	200kg
3 Drawer	960mm	4.5m	295kg
4 Drawer	1230mm	6.0m	390kg
5 Drawer	1505mm	7.5m	485kg
6 Drawer	1660mm	9.0m	585kg
5 Drawer (Short)	1405mm	7.5m	485kg
2 Drawer (Under Counter)	664mm	3.0m	198kg



Mini Range 790mm (w) x 615mm (D)

- 2 Rows of A4 Filing Containers per drawer
- 10 Containers per drawer
- Height can be adjusted up to 25mm

Description	Height	Filing Meters	Avg Weight (Full)
2 Drawer	680mm	2.0m	145kg
3 Drawer	960mm	3.0m	220kg
4 Drawer	1230mm	4.0m	295kg
5 Drawer	1505mm	5.0m	370kg
6 Drawer	1660mm	6.0m	440kg
2 Drawer (Under Counter)	664mm	2.0m	143kg

 **FACT:**
All cabinets are SABS approved and fitted with anti-tilt mechanisms

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





Quadro Range
1470mm (w) x 615mm (D)

- 4 Rows of A4 Filing Containers per drawer
- 20 Containers per drawer
- Quadro runners can hold 120kg per drawer
- Height can be adjusted up to 25mm

Description	Height	Filing Meters	Avg Weight (Full)
2 Drawer	720mm	4.0m	310kg
3 Drawer	940mm	6.0m	430kg
4 Drawer	1220mm	8.0m	550kg
5 Drawer	1490mm	10.0m	670kg
6 Drawer	1626mm	12.0m	795kg



Combination / Lever Arch Range
1125mm (w) x 615mm (D)

- Can combine Lever Arch, Top Retrieval and Suspension Files as you need it, because of deeper drawers
- 3 Rows of A4 Filing Containers per drawer (2 rows of hanging files)
- 15 Containers per drawer
- 18 Lever Arch Files per drawer
- Height can be adjusted up to 25mm

Description	Height	Filing Meters	Avg Weight (Full)
2 Drawer	740mm	36 Lever Arch	225g
3 Drawer	1045mm	54 Lever Arch	325kg
4 Drawer	1345mm	72 Lever Arch	425kg
5 Drawer	1640mm	90 Lever Arch	530kg



Folio range
1345mm (w) x 615mm (D)

- 3 Rows of Folio Filing Containers per drawer
- 15 Folio Containers per drawer
- Height can be adjusted up to 25mm

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



A5 Range
1125mm (w) x 615mm (D)

- 4 Rows of A4 Filing Containers per drawer
- 24 A5 Containers per drawer
- Height can be adjusted up to 25mm

Description	Height	Filing Meters	Weight (Full)
3 Drawer	720mm	6.0m	-
4 Drawer	910mm	8.0m	395kg
5 Drawer	1105mm	10.0m	475kg
6 Drawer	1305mm	12.0m	585kg
7 Drawer	1500mm	14.0m	670kg
8 Drawer	1705mm	16.0m	755kg



Base Plates

- Available for all of the Tidy Files Cabinets
- Covers 1 full drawer
- Made of 0,8mm steel
- Masonite / cheaper option covers one A4

<i>Solo</i>	090023
<i>Mini</i>	090022
<i>Quantum</i>	090020
<i>Folio</i>	090024
<i>Quadro</i>	090021
<i>Masonite (single)</i>	090026



Utility Drawers

- The Utility drawer raises drawer sides so that the cabinet can store a variety of objects when used with a Base Plate

<i>Mini</i>	090032
<i>Quantum/Combination</i>	090033
<i>Folio</i>	090035
<i>Quadro</i>	090034



Plinth Drawers / Small drawer

- 1 per Cabinet
- Optional on any cabinet
- Ideal for stationery and small items
- Dividers optional

<i>Mini</i>	090012
<i>Quantum/Combination</i>	090013
<i>Quadro</i>	090011



Cradles

- Available for all of the Tidy Files Cabinets

<i>A4 Hanging Cradle - Single wide cream cradle</i>	092004
<i>Foolscap Hanging Cradle - Single wide cream cradle</i>	092005
<i>Quantum Cab - Foolscap, 2 full rows & 16mm in middle</i>	092011
<i>Quantum Cab - A4, 2 full rows & 33mm in middle</i>	092012
<i>Folio Cab - A4, 3 full rows</i>	092013
<i>Folio Cab - Folio, 3 full rows</i>	092014



Divider Bars

- Hold system boxes in the drawers
- Comes standard with Top Retrieval Cabinets

<i>Divider Bars</i>	09902
---------------------	-------



Archive file

- Cheap and space efficient alternative to lever arch binders
- Supplied with one dispo clip to ensure easy photocopying without needing to remove the papers
- Holds the contents of one lever arch file
- 335mmL x 240mmW x 70mmD
- Available in Kraft
- 50 Units per pack

07001



Archive Box

- Holds foolscap and A4
- Holds the contents of 2 lever arch binders
- Flip open lid for easy access
- Can be used with the large backing board
- 370mmL x 260mmW x 110mmD
- Available in White and Kraft
- 50 Units per pack

Foolscap Archive Box 07002
 A4 Archive Box 080109



Archive Container

- Holds foolscap and A4
- Holds the contents of 4 lever arch binders
- Two 07005s fits in this container
- Can be used with the Large Backing Board
- 365mmL x 260mmW x 215mmD
- Available in White and Kraft
- 50 Units per pack

Foolscap Archive Container 07003
 A4 Archive Container 080110



Legal Box

- Made specific to requirements of Government departments
- 360mmW x 265mmD x 90mmH
- Available in Kraft
- 10 Units per pack

080112

Offsite Storage Box



- Multi-purpose storage box
- Base solid one piece construction
- Can store 6 x 07001 archive files or 4 x 07005 containers, 3 x 080109, 5 x 07001 or contents of 6-7 Lever Arch Files on Backing Boards
- Suitable for A4 and A3 filing
- Correct size to use at offsite storage companies
- 435mmL x 340mmW x 250mmD
- Available in Kraft
- 10 Units per pack

080040

Jumbo Document Storage Box



- Multi-purpose storage box
- Double walled cardboard for extra durability
- Can store 6 x 07001 archive files or 4 x 07005 containers, 2 x 080110, 4 x 080109 or the contents of 8-10 Lever Arches with Backing Boards
- Suitable for A4 and A3 filing
- 460mmL x 340mmW x 250mmD
- Available in Kraft
- 10 Units per pack

080023

Lever Arch Document Storage Box



- Multi-purpose storage box
- Double walled cardboard for extra durability
- Can house 5 Lever Arch files (because of deeper lid)
- Can store 6 x 07001 archive files or 4 x 07005 containers
- Suitable for A4 and A3 filing
- 460mmL x 340mmW x 285mmD (when lever arch stands upright)
- Available in Kraft
- 10 Units per pack

080045

Bankers Storage Box



- Multi-purpose storage box which is wider than the Jumbo Storage Box
- Double walled cardboard for extra durability
- Can house 5 Lever Arch Files or 4 x 07002 or 2 x 07003 or 4 x 07005 Containers or contents of 8-10 Lever Arch Files on Backing Boards
- Suitable for folio or A3 filing
- 460mmL x 360mmW x 265mmD
- Available in Kraft
- 10 Units per pack

080115



Stack-A-Drawer

- Can hold A4 or Foolscap documents in a drawer system
- Small: Can hold up to 60mm of paper
Can be stacked 30 units high
375mmL x 265mmW x 65mmD
- Large: Can hold up to 110mm of paper
Can be stacked 15 units high
375mmL x 265mmW x 120mmD
- Easy folding instructions included
- Available in Kraft
- 50 Units per pack

Small: 080037
Large: 080038 080039



A5 Index Drawer

- Used to house A5 files
- Documents can be transferred straight from active filing into archives
- CD's can be housed in the drawers for storage or archiving purposes (takes 3 rows of CD's per drawer)
- Drawers are easy to carry around the workplace
- Modular design ensures that no space is wasted
- 500mmL x 310mmW x 390mmD
- Available in White
- 5 Units per pack

080071



Forms Organiser

- Ideal for storing pamphlets, magazines, brochures or letterheads
- Can be stacked 10 units high
- Can stand alone or be part of a stackable system
- There are 10 pigeon holes in total
- Internal steel frame included to increase strength and durability
- 500mmL x 310mmW x 390mmD
- Available in White
- 5 Units per pack

080095



L.A. Tainer

- Can be used to store 5 x LA files, 5 x Adapta-Files, Lateral Files or Magazine libraries
- Can be stacked 6 units high
- Internal steel frame included to increase strength and durability
- Can be used as part of a stackable system or standing alone
- 500mmL x 310mmW x 390mmD
- Available in White and Kraft

080066

Stack-A-Tainer



- Can be built up and assembled to specific requirements
- Strong and stable due to the internal steel frame
- Can be stacked 8 units high to replace shelving units
- Double walled cardboard ensures strength and durability
- 495mmL x 370mmW x 290mmD
- Available in Kraft
- 5 Units per pack

Stack-A-Tainer 080032
With Steel Partition 080046

File-A-Drawer



- Can store A4 files, 6 x 07001 or the contents of up to 8 lever arch files on Backing Boards
- Can be stacked 8 units high
- Can be used with the Stack-A-Tainer and Compu-Stacka to build a modular archiving unit
- Spaces to record contents of the drawer and destruction date
- 490mmL x 370mmW x 290mmD
- Available in Kraft
- 5 Units per pack

080061

Compu-Stacka



- Pull out drawer allows easy access to and easy retrieval of documents
- Ideal for larger sized documents such as A3 or computer printouts or envelopes
- Can be stacked 8 units high
- 490mmL x 370mmW x 290mmD
- Available in Kraft
- 5 Units per pack

080035



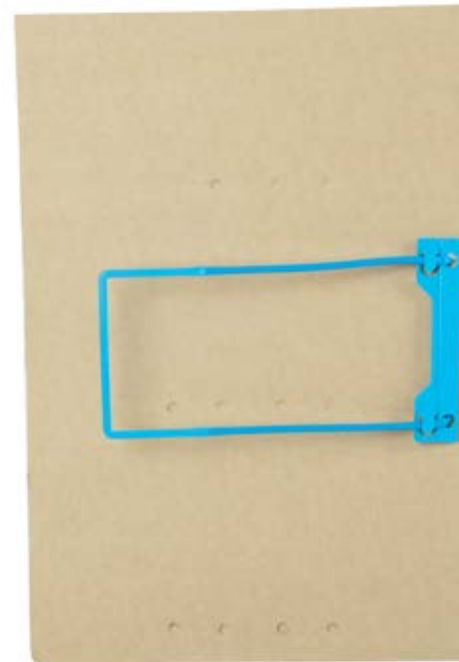
TIP:
Steel supports allow the boxes to be stacked five high



DocuSystem

- Available in Blue, Red, Green, Yellow and Black
- Can be stacked and interlocked for stability and strength
- Flip-up lid for easy access to documents
- DocuSystem includes an Index Board and clip to ensure that documents are bound neatly together
- 360mmL x 265mmW x 123mmD
- 5 Units per pack

DocuSystem 080108
 DocuBox (Box only) 080104



Large Backing Board

- Suitable for any archiving
- Can hold A4, A5 and Cheques
- User friendly and versatile
- Can be used with a Dispo Clip and Metal Document binder
- Can be used with the Docubox, Jumbo Document Storage Box, Stack-A-Tray or the File-A-Drawer
- Available in Kraft
- 100 Units per pack

080081

A4 Backing Board

A4 Backing Board EF-CBSBBD
 Binding Wire EF-CBS-BW



Index Board

- Can hold A5 & A4 paper
- Dispo clip or Metal Document binder can be used on the Backing Board
- Clip not included
- can be used with Docu Box, Jumbo Storage box, Stack-A-Tray or the File-A-Drawer
- Available in Kraft
- 100 Units per pack

080114



Bulk Filers

- Custom design – we fit into your space
- Extra height and width at no extra cost
- We can assist with weight calculations
- Optional Extras:
 - Fire resistant cladding
 - Wood cladding
 - Dimple cladding finish
 - Perforated cladding
 - Kickstool to help you reach the top



Components



Lockable Compartment



Hanging Cradles



Wire Support Rack



Pigeonholes



Shelves



Wire Rack Around Shelf



Pull Out Drawer



Stationery Deep Drawers

Bolted Shelving, Plan Cabinets, Lockers and Kickstool

- Available locker heights: 1900mm, 2210mm, 2450mm
- Available locker depths: 305mm, 380mm, 450mm, 610mm
- Available locker widths: 910mm

- You select the amount of openings
- Special sizes on request
- Lockers with 1, 2, 3, 4 doors available

- 4-Drawer Plan Cabinet: 1420mm x 960mm x 530mm
- 6-Drawer Plan Cabinet: 1420mm x 960mm x 740mm
- 8-Drawer Plan Cabinet: 1420mm x 960mm x 740mm





Adapta Files

- Stands up by itself and it won't warp or bend
- Available in Normal Lever Arch file size and in A4 size
- A4 Adapta Files is available with black or metal clip



	Adapta-File Traditional Clip	A4 Black Plastic Clip	A4 Silver Clip
Colour	Code	Code	Code
White	AF00	A400	A4MC00
Yellow	AF01	A401	A4MC01
Blue	AF02	A402	A4MC02
Purple	AF03	A403	A4MC03
Orange	AF04	A404	A40MC4
Green	AF05	A405	A4MC05
Pink	AF06	A406	A4MC06
Grey	AF07	A407	A4MC07
Red	AF08	A408	A4MC08
Black	AF09	A409	A4MC09
Brown	AF10	A410	A4MC10



Starter Packs

- Contains:
 - 20 x Light weight files
 - 10 x Medium weight files
 - 5 x Heavy duty files
 - 1 x A4 Plastic Container
 - 2 Sheets of Laser Labels (24 Labels per sheet)
- The container fits neatly into a drawer or even on the shelf of a cupboard

Black	SO111XBCK
Blue	SO111XBLU
Cream	SO111XC
Grey	SO111XG
Red	SO111XR

TIP:
Contact Tidy Files for a FREE filing assessment

Ask us about our "Fun Filing Day" and our file conversion service



Tidy Files Organiser Bag

- Transport your filing system in a easy carry bag

SO129



Home Filer

- Get organised at home - this is the ideal product to keep all of you important documents organised
- It is kept together in one compact and easy to use filing system
- Make taxes easy by using one Home Filer per tax year

Home Filer SO112
Home Filer Packaging Box HOMEFILER



Doodle Box

- Get organised at home - this is the ideal product to keep all of you important documents organised
- 95mm (H) x 105mm (L) x 75mm (W)

SO117



CD Box

- Ideal to use Seperate or in the A5 cabinet, removable partitions

080105



Desk Organiser

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

Cream DP4001
Grey DP4002



Step Organiser

- To organise or hold files on your desk that you are currentlty working with
- Files are kept at an incline

Cream DP4001
Grey DP4002



Lever Arch Wire Rack

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

Lever Arch Wire Rack LA008



Cabinet – File Support Rack

- Used in the Combination Cabinet - 3 per drawer
- Keeps the Lever Arch Files upright

Combination 092006

Business Records contain information that is a valuable resource and an important business asset.

A systematic approach to records management is essential for organisations to protect and preserve records as evidence of actions.

Besides ensuring the necessary protection and support in the event of litigation, authentic, and reliable records can:

- Assist an organisation to keep track of what is done, to conduct business efficiently.
- Deliver services equitably.
- Underpin accountability.
- Provide a reliable and durable long-term historical record.
- Ensure that an organisation meets legislative and regulatory requirements.
- Support policy development and managerial decision-making.
- Protect the interests of the organisation and the rights of all stakeholders.
- Maintain corporate, personal and cultural identity.

Some guiding questions when naming your files:

- What is the key category?
- What is the file about?
- If I am looking for this again, what will I be thinking when I try to find this file?
- Is it a completely new subject?
- Is it part of an existing category?

When organising your paperwork, use this approach:

- Note action you need to take
- Handle, file or delegate; and
- Throw out everything else.

Do you feel you have the most efficient system?

Here are some tips to help you when setting up or “Tidying” up your existing system.

- 1 The first step in improving a filing system is to gain the support of both the administration and the users of the system.
 - 2 Where a specific need to create and capture records is identified, it should be clear who is responsible for taking necessary actions. This person should have appropriate authority within the organisation.
 - 3 Maintain consistency with labelling of files. Have a think tank, get others involved and standardise on headings and categories. Try and standardise on keywords and use colour tabs to sub-categorise.
 - 5 Every subject filing system needs an index – best to use the system index you have in your computer already. Let the name of documents themselves generate the keywords used in indexing of the files. (see below for more advice on naming your files)
 - 6 Wherever possible eliminate fat files. Break them up into subject-specific files, this makes for quick access to individual documents.
 - 7 Don't fool yourself by having a miscellaneous file. This just becomes a dumping ground and time waster when looking for something.
 - 8 Using a system of colour coding when looking for something allows you to locate files of a particular type at a glance.
- 9 File only important documents. Ask yourself when sorting incoming paperwork and emails:

 - If I throw this item away, can I retrieve the information when needed?
 - What will really happen if I throw it out?
 - Will I need it again? Or does someone else need it?
 - When was the last time I used this file?
- 10 The most important word in records keeping is management . The general trend is to treat filing as a menial skill that can be done by a junior. Effective records management can only succeed when there is emphasis on “retrieval of information” and not just the putting away of papers.
 - 11 Remember a filing system needs to work manually before it can work electronically. If you automate a mess, you have an automated mess.
 - 12 When organising your paperwork – set up a system for keeping up-to-date with all that crosses your desk. (see below for more advice)
 - 13 Set up files for certain everyday tasks in a file box, then when each paper comes along simply file it. Then starting with a clear desk, pull a single file and do the work needed in order of priority.
 - 14 When filing alphabetically, and you have two or more files with the same name, file according to the first letter of the first name, or second unit in the same name, ie. Smith, Robert will be before Smith, Steven.
 - 15 Avoid converting names to numbers. A person can generally tell you their name, but not necessarily remember their number.
 - 16 Alphabetical order is preferable to all numerical systems where the number of the physical file is less than 1,000.
 - 17 With numerical indexing files should be backed up with an alphabetical cross reference listing.
 - 18 Not every application or requirement for filing will be the same. It is imperative to have a flexible system that can adapt to every need without having to change the medium.

**The Tidy Files system standardises all filing into one most accessible medium.
Easy access to vital information and customer history can make all the difference to a successful organisation.**

Electronic solutions



- e-Tracker system
- Unlimited number of users
- Multiple security levels
- Barcoded file and document tracking
- Extensive search facilities
- Accommodate existing electronic documents
- Scanning processes on or off site
- Easily integrates into existing systems
- Achieve significant paper reduction

Active outsourced file storage and management



- Outsourcing of specialised services
- We index, control and retrieve your documents on our premises
- Save cost on expensive office space and staff
- Better productivity = enhanced customer service
- Assure fast reaction to audits
- Automated archiving component

Off-site archive storage



- Automatic document/file flow from active to archive
- Management of retention/destruction dates
- Retrieve on box, file or document level
- Standardise work processes lead to improved efficiencies
- Improved resource management

Tidy Files e-Tracker

Tidy Files is able to address the comprehensive electronic document management and file tracking requirements of a diverse customer base. Tidy Files e-Tracker software is suitable for both electronic and off-site storage applications. This solution allows clients to move an entire filing room off-site, with a document management team to complete all filing requirements, including the scanning of hard copy files. All document and file retrieval is immediately available online.





Off Site Storage Services

Tidy Files offers a comprehensive off-site storage solution where customer's hard copy records are stored in barcoded boxes and placed in secure warehouses ready to be easily retrieved and delivered when required.

The benefits of this service include:

- Automatic document/file flow from active to archive
- Management of retention/destruction dates
- Retrieve on box, file or document level
- Standardised work processes lead to improved efficiencies
- Improved resource management



Everything in its place



Johannesburg: 011 943 4210
Pretoria: 012 362 6110
East London: 043 726 6163
Durban: 031 569 1151
Cape Town: 021 551 8037
Bloemfontein: 051 448 9407
Port Elizabeth: 041 368 3792
Mpumalanga: 013 755 6164
Polokwane: 015 297 3359
Zimbabwe: 00263 477 9533
Botswana: 00267 390 8062
Namibia: 00264 6122 0000

Customer Care: 0861 TFILES (0861 834 537)

www.tidyfiles.co.za

info@tidyfiles.co.za

[◀ Back](#)

[Exit / Quit](#)

[Return to Contents ▲](#)