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Proven Ways to Cut Filing Costs

From the Filing Systems People



10

ways to increase your profit using TAB Cabinets!

TAB pioneered the concept of Lateral Filing; proven to be the most efficient method available.

TAB cabinets are made for Lateral filing. This TAB system can cut filing space, time and cost in half!



1. High Visibility

With TAB you find the file group you want at a glance. Searching open shelves instead of closed drawers develops a valuable "location sense" with little practice.

2. Cut Maintenance Costs

TAB's cabinet design is simple, tough and has eliminated the troublesome moving parts that often cause expensive failures in other cabinets. It's easy to change internal components, so other forms of media may be accommodated without the need for cabinet replacement.

3. No Waiting

The information you need is always right in front. Two or more people have complete and immediate access at any time.



4. Handy Shelves

Open doors can either fully retract or become temporary shelves. These convenient work surfaces save steps and time when processing a number of files.



5. Over 40% Space Savings

TAB's lateral filing eliminates the need for drawers, therefore less aisle space is needed between cabinets. TAB contains over 200 filing inches in just 3.4 square feet of floor space. It takes almost 12 square feet to do the same job with conventional drawer files.

6. Rapid Refiling

A pulled file that has been used for quick, local reference may be accurately returned by "flagging" its location with the adjacent folder. Both the returned folder and "flag" slide back into line.

7. Save Walking Time

After switching to TAB lateral filing, the time that was wasted in travel between cabinets is saved. Overall file areas are reduced 30 to 50 percent by storing more records in less floor space.

8. Easy Access

Files are removed and replaced faster. No awkward drawers to open. No clumsy follow-blocks, and there's no need to move 100 files to get to one.

9. Mobile Option

Putting cabinets on tracks saves even more space, creating an aisle only when and where it's needed. In larger systems, the total space saving can exceed 80 percent.



10. Simple Relocation

Because TAB builds a better cabinet, moving one can be as simple as slipping it on a dolly, contents and all, and wheeling it away.

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more ways with TAB Spacefinder Units!

When an open filing system is used, TAB Spacefinder Units provide additional savings.

Hanging Unit Boxes package documents into groups that are convenient to handle and locate. The expandable framework lets your system grow as your needs change.



16. Design Versatility

Spacefinder Units can be used with different sized documents. The Unit framework may be changed to accommodate binders, cards, discs, or cartridges—any media you use. Mail sorting and work organization are other ideal uses. The Unit Truck offers an efficient way to transport file boxes to and from the storage unit.

11. Flexibility

Space is created where it's needed—simply by sliding the boxes. There's no need to transfer records or backshift files manually.

12. Convert Easily

Your current top-tab system can transfer directly from drawer files to Spacefinder Units without costly conversion. Titles are easily visible.



13. Full Visibility

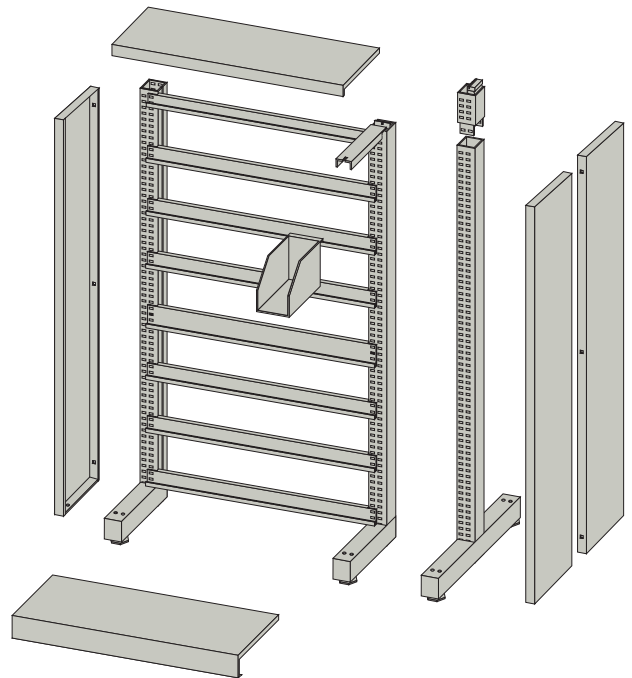
TAB's exclusive "stair-step" design gives a downward tilt to each unit box. Both side-tab and top-tab folders are easier to see and easier to grasp.

14. Compact "Footprint"

TAB's Spacefinder Units can offer more filing space than cabinets, and there's no sacrifice in efficiency. Seven levels of records may be worked without ladders or stools.

15. Designed for Speed

In-filing of hardcopy is faster than any other system. The unit box provides its own support of the folder, making it easier to in-file documents and folders.



17. Efficiency

Spacefinder Units are 45 percent more efficient than drawer files and 20 percent more efficient than ordinary shelf files in actual in-use tests. Operating costs of filing with TAB Spacefinder filing systems earn additional profit dollars for you from the moment you put them to work.

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ways to save time and money using color and codes!

TAB used the colors of the visible spectrum to create an optimum code for human recognition. These colors “read” faster than actual letters or numbers. Out-of-file folders are tracked by color-keyed outguides or a PC-based barcode reading system.



18. Cost-Saving Color Coding

TAB's systems are considered the industry standard. AlphaCode (letters) and CompuColor (numbers) create blocks of color that lead the eye to a desired shelf location. Misfiled information stands out for immediate correction.



19. CompuColor Eliminates Waste

TAB's computer-driven manufacturing process creates a perfect color-coded facsimile of your existing files. Through a patented process, folders arrive in exact sequence, ready to accept the contents of the files you are upgrading. Based on your data input, TABQUIK[®] System lets you produce color-coded labels using a standard Microsoft Windows[®] based PC. Data can be easily imported in from other system applications, input manually, or automatically printed.

20. Barcode Tracking

TAB's File Tracker[™] System is a simple, effective way to maintain the location of every file in a large system. [Barcode labels are scanned by a portable wand. The data is accumulated, then transferred to a personal computer at the same time the wand is recharged for future scanning.] In this way, the computer is continually updated with file location information.

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AND the most important way of all...

TAB Representatives Have Everything for Your System

Your Representative will show you a complete selection of top-quality folders, pockets and other filing papergoods. Storage units and accessories for every need are also available from this trained filing expert. The best part is TAB will custom build exactly what you need to do the job—and your Representative is your partner in planning, coordinating and training.



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