



File-*i*t

Information Management
Systems & Storage Solutions

FILE FOLDERS - Long Life, Acid Neutral, Archive Quality

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FILE FOLDERS - Long Life, Acid Neutral, Archive Quality

Our extensive range of file folders is structured to ensure there is a file for every purpose.

Selection of the correct folder will depend on the life of the record, in particular how regularly it will be accessed during its active cycle, the environment for

the active cycle, the duration of its inactive phase and whether any printing particulars are required.

File-IT staff can assist in determining not only the right folder for each application; we also ensure the most cost effective result.



FO-1-* White File folders with coloured end tab sturdy 320 gsm special file board and mylar protection on end tab. Substitute colour number for * where: 0 - Salmon; 1 - Magenta; 2 - Light Orange; 3 - Dark Orange; 4 - Light Green; 5 - Dark Green; 6 - Light Blue; 7 - Purple; 8 - Mauve; 9 - Brown; Y - Yellow and G - Grey.



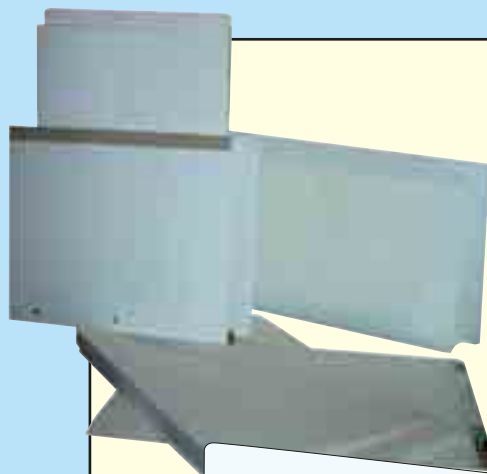
NEW
Solid colour end tab folders available in all 12 colours



414.9.4 Manilla End tab files in 286 gsm special file boards; Also available as a solid colour where M - Magenta; LTG - Light Green; PK - Pink; BL - Blue are stock colours - other colours to order



C6200 Stock printed white files in A4 and New Zealand foolscap manufactured from Kraft Board.



FO-002 White End Tab file folders in 320 gsm (Heavy Duty) special file board

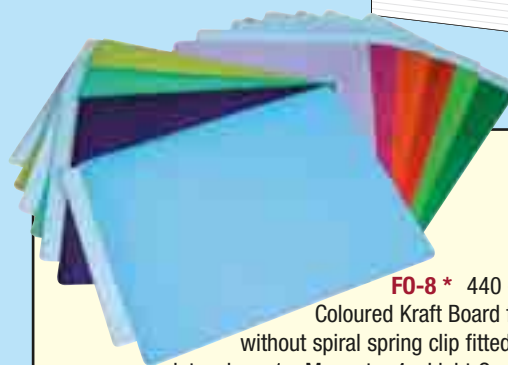
FO-003 White End Tab file folders in 244 gsm special file board

FO-4 P White files in 320 gsm board with a Mylar protected end tab

NEW
Exclusive Heavy duty Laminated File Folder

FO-4 LA White Fully Laminated files in 440 gsm board extra heavy duty

FO-006 White Twin Tab file in 320 gsm board, suitable for pot tab identification. Not available in Legal.



FO-8 * 440 gsm Solid Coloured Kraft Board files with or without spiral spring clip fitted. Extra Heavy duty where 1 - Magenta; 4 - Light Green; 6 - Light Blue; 7 - Dark Blue; 8 - Pink; 9 - Aqua; Y - Yellow, other colours available on request.

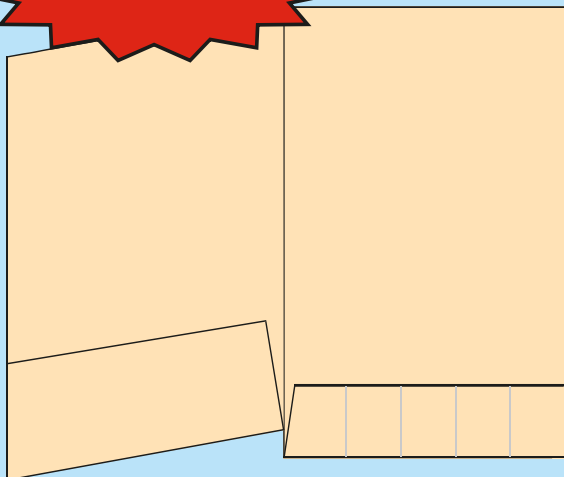


File Lengths: A4 = 330mm NZ F/cap = 335mm F/cap = 368mm Legal = 387mm
Special File Folder designs for unique applications

POCKETS AND WALLET



- FO-007-14 380 gsm 60mm A4 white expansion pocket
- FO-007-32 380 gsm 60mm legal white expansion pocket
- FO-007-00 A4 pressboard 110mm in white or brown pocket tyvet gusset
- FO-007-02 NZ f/cap pressboard 110mm in white or brown pocket tyvet gusset
- FO-007-03 Legal pressboard 110mm in white or brown pocket tyvet gusset
- FO-026-02 380 gsm 60mm wallet with velcro flap



Different styles of pockets may be installed or manufactured into file folders.

FE-001-00 Manila pocket file with end tab A4 only.

Colour Map

We use vibrant solid colours as the background for all Numeric and Alpha colour code label indicators in our generic colour map. Our label colours were selected for their visual appeal, simplifying the association of colour to individual letters and numbers.

0	Y	7
1	4	8
2	5	9
3	6	G



CUSTOM PRINTING

Folders may be custom designed with special imprints on the outside surface, inside surface or both. File-IT can design your art from rough copy supplied.