



File-*it*

Information Management
Systems & Storage Solutions

LABELS – colour code labels to match most systems

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LABELS – colour code labels to match most systems

Colour Code Labels

Colour code labels are offered in alpha, numeric and in solid colours. Two sizes; a standard and a half size accommodate all identification options and our colour code labels are available in a range of pack sizes. Our standard file end tabs can accommodate up to 9 individual self adhesive standard size labels.

Alphabetical Colour Coding

A simple to maintain system that requires no cross-referencing, ideally suited to customer centric systems.

Filing of common names uses the first three letters of the last name and in larger registries, the additional coding of the first name initial assists to further break up large groupings of the same codes.

Numerical Colour Coding

For subject centric systems and where an indexed list is maintained about the files. Numeric indicators can be designed to segregate the information or be used as the storage reference point.

Terminal Digit Numeric Filing

Used commonly where retiring records are not consistent with the new growth, leaving large gaps in numeric sequences.

In this filing method, all files with numbers ending in the same last two digits are stored together, forming 100 distinct file groups (0 to 99).

Alpha/Numeric Colour Coding

Alpha/numeric systems use numbers and letters to add a classification dimension to the numeric registry.

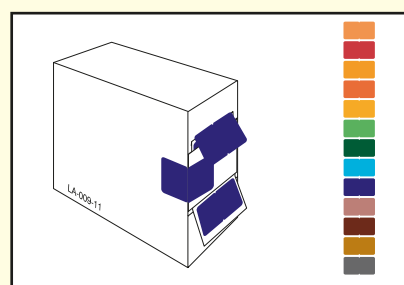
Designator or Indicator Labels

Year Labels are most commonly used for culling/archiving purposes. Labels are applied as files are closed making their removal simple when they become too old to take up valuable active storage space.

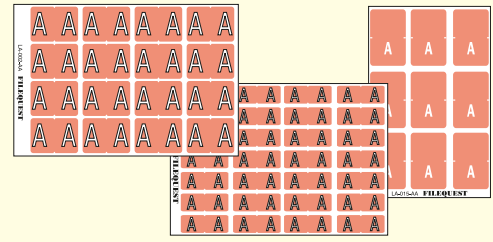
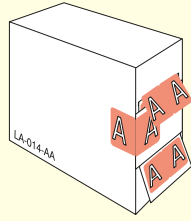
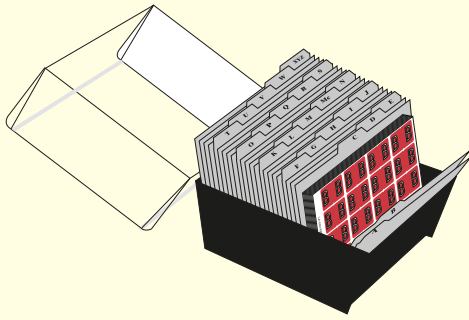
Plain coloured labels are used as designators and add additional meaning to the systems users.

Single Strip Labels

A single strip of label replaces individual self adhesive labels. Designs can accommodate an array of information, alpha and or numeric colour bands in any colour map, text, and ANSI Grade 1 Barcode indicators. Our single strip label software delivers uniform colour band spacing providing neat ordered and accurate identification. Simplified new web based application prints labels anywhere on any colour printer.



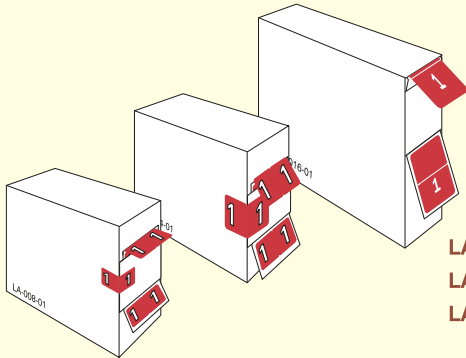
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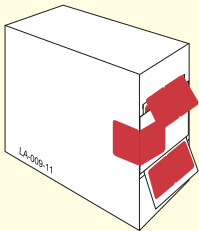
- LA-001-00** Alpha label starter kit 3872 labels
- LA-001-01** Alpha label supplementary kit 1024 labels
- LA-002-**** Alpha label Substitute letter required for ** 240/pkt
- LA-014-**** Alpha label Substitute letter required for ** 500/dispenser roll

- LA-006-**** 1/2-size Alpha label Substitute letter required for ** 252/pkt
- LA-006-01** 1/2-size Alpha label supplementary kit 992 labels
- LA-015-**** * Top tab Alpha label Substitute letter required for ** 252/pkt
- LA-015-01** * Top tab Alpha starter kit 3141 labels
- LA-015-00** * Top tab Alpha supplementary kit 972 labels

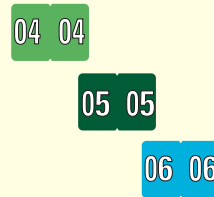
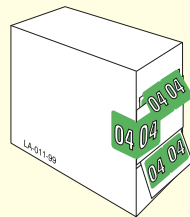
* For use in drawer file systems. Designed especially for top tab (dual tab) folders.



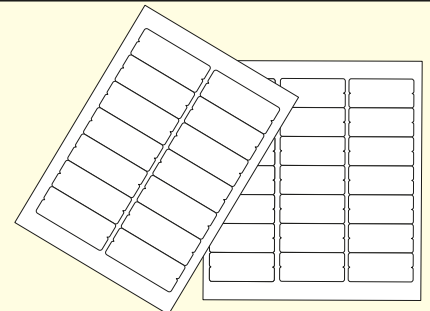
- LA-004-0*** Numeric labels 500/roll
- LA-008-0*** 1/2-size numeric labels 500/dispenser roll
- LA-016-0*** Top tab numeric labels 500/dispenser roll Substitute number required for 0*
- LA-003-00** Numeric starter kit 5000 labels
- LA-007-00** 1/2-size numeric starter kit 5000 labels



- LA-009-**** Solid colour designation label 500 labels/dispenser roll
- Substitute the colour required for **
- 00=Salmon, 01=Red, 02=Light Orange, 03=Dark Orange, 04=Light Green, 05=Dark Green, 06=Blue, 07=Purple, 08=Mauve, 09=Brown, 10=Black, 11=Yellow, 12=Grey.
- Ideal for departmental or group identification within your filing system



- LA-011-**** Year label 500 labels/dispenser roll
- Substitute last two digits of year required for ** Previous years are available
- Use year labels for files that need to be identified by financial or calendar year
- Assists with culling
- Provides accurate destruction date

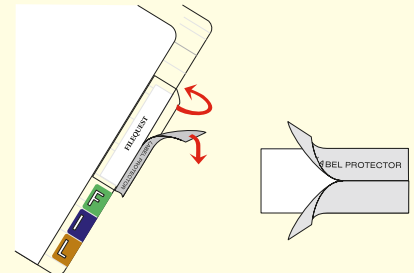


- Double White File Title Label 14 up for Laser and Ink Jet Printers
- LA-012-10** = 25 Sheets per pack
- LA-012-00** = 100 Sheets per pack
- LA-012-21** File Title Label 21 up for Laser and Ink Jet Printers Suitable for end and top tab folders



- File-IT will assist you to design the best file folder label for your filing needs.
- Bureau service for single strip labels.
- Software design and implementation.
- Unlimited configurations.

F11-8313 Single strip label



- F11-8314** Full End Tab Label Protector 100/pkt
- LA-013-00** Mylar label protector 100/pkt
- LA-013-01** Mylar label protector 500/pkt

- Adds strength and longevity to the folder
- Seals name label under clear film
- Protects name label
- Prevents smudging

For simple swift conversions, ready to use colour coded folders, use our labeling services