

**Things** like filing can often be an after-thought in most work places. But when you need to **get** your hands on a file quickly and easily, you'll be thankful for Avery Shelf Lateral Filing. After all, its cleverly designed colour-coding system helps get things **noticed** fast. That's because our designers understand that the human eye distinguishes colours **more easily** than it does characters, numbers or symbols. And, as well as making things easier to find, existing files can be incorporated **in** this new system. So, if you want to use a bit of **colour** to better organise your office, take a look at Avery Shelf Lateral Filing.

## Make things easier in colour.

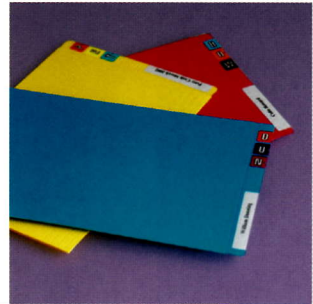
Go down to your local doctor's surgery and they'll tell you that filing patients' records is not something they'd choose to do for fun, but getting it right and having them at their fingertips is absolutely critical. That's why you'll find colour-coded Shelf Lateral Filing systems in most doctors' surgeries.

But the need for quick, easy and reliable access to information is not limited to doctors. In fact, it's our guess, that like most successful businesses, your business depends on it. And this is where our colour-coded Shelf Lateral Filing could really come in handy.

Unlike traditional drawer and lever-arch filing methods, with Avery Shelf Lateral Filing you save on valuable floor space and even more valuably, you save time.



## A file for every application.



You may already be familiar with our extensive range of file types, all of which can be used in colour-coded Shelf Lateral Filing. Our standard range includes:

- plain lateral files with colour tabs for easy reference
- colour lateral files, ideal for segmenting departments
- twin-tab files for use in both filing cabinets and lateral cabinets
- lateral document wallets for documents that can't be hole punched, or that are bulky.

Our latest range of files includes:

- Avery Notes files and wallets with printed covers that allow files to be updated with their contents and their movement tracked
- Fullvue™ files allow the full colour-coded tab to be seen front on when stored in shelving
- Quickvue™ files are the efficient alternative to suspension files.

## A little colour saves time



### A place for every file.

By using more vertical and less horizontal space thanks to the elimination of pull-out draws, Avery Shelf Lateral Filing requires less space, up to 70% less floor space if you use a compactus, and 57% if you use open-bay shelving.

You also save space on the shelf as Avery's Shelf Lateral files are only as wide as their contents, while there's 20mm of wasted space with every lever-arch file.

If you need it, Avery can provide a selection of state-of-the-art lockable, tambour door lateral cabinets and rola-file units in a range of sizes, or open-bay shelving options that allow a number of people to access files at the same time – ideal when space is at a premium.

The result of all this is healthy cost savings. And with Lateral Filing's flexibility, you can even upgrade your existing filing system batch-by-batch or a department at a time.

#### Visibility

- Every file is there in front of you
- Colour-coding for easy identification

#### Accessibility

- Easy access straight from the cabinet
- Shelves can be accessed from both sides

#### Space saving

- Better utilisation of floor space
- Better utilisation of shelf depth

#### Efficiency

- Allows the standardisation of file folders
- Consolidate and store different types of files in the same system

## Time and money.

If you  
identification

the shelf  
by more than one person

space  
or cabinet space

of an entire filing system  
different types of information



## Better organise with Avery Lateral Filing today.

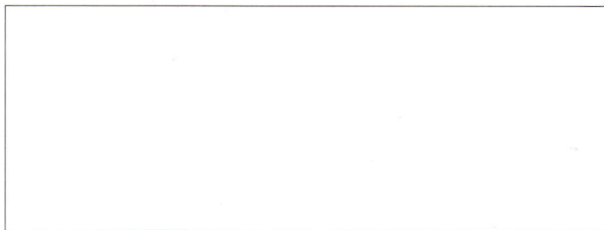
If you would like to find out more about how Avery Lateral Filing could make organising easier in your office, email [marketing-au@ap.averydennison.com](mailto:marketing-au@ap.averydennison.com)

Subject to availability, we will be happy to come to your organisation and help you tailor a filing solution to suit your needs.

We also have a range of file and cabinetry packages to get you started. We can help you determine the most cost-effective option.

For more information, contact your office stationery supplier, call Avery on **1800 644 353** or visit [www.averyproducts.com.au](http://www.averyproducts.com.au)





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