



## Dividers



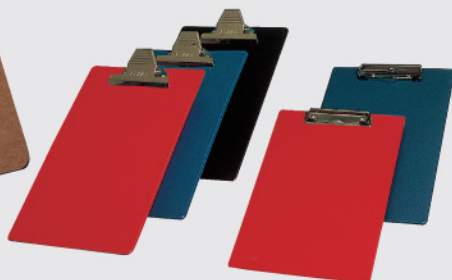
- Choose from traditional board or more durable PVC or polypropylene dividers either multi-coloured or white.
- Tabs may be coloured or plain and can be alphabetic, numeric from 5 to 50, calendar or plain.
- Extra wide dividers are ideal for use with punched pockets or in lever arch files.
- Board dividers may have Mylar™ reinforced tabs and/or filing strips for durability.

## Transfer Files



- Ideal for storage of punched papers.
- Spring mechanism holds papers securely whilst allowing fast insertion and extraction of papers throughout the file.
- Made from manilla usually in a choice of A4 or foolscap in light, medium or heavy weight to suit different uses.
- Typical capacity is 35mm.
- Transfer file with pocket also available for holding unpunched papers alongside punched papers.

## Clipboards



- Choose from single or fold over. Features may include inside pocket for securing loose notes, and a pen holder.
- Foldover clipboard protects contents.
- Made from PVC over board, plastic or heavier duty masonite or steel.
- Usually include hanging device for easy wall mounting.

## Document Wallets



- Made from manilla or durable polypropylene usually in a choice of A4 or foolscap. Manilla in light, medium or heavy weight to suit different uses.
- Manilla wallets have side gussets and expansion creases to allow the wallet to expand to suit your depth of filing. Different capacities available.
- Choice of colours for easy creation of filing systems.
- Standard manilla flap is just over half the wallet height. Full/Long flap wallets are also available where the flap is the full height of the wallet to provide extra document protection and security.
- Other types in manilla include Open Top, Double Pocket, Extra Capacity, Legal and Deed wallets.

## Square Cut Folders



- Folded manilla file pre-creased to suit different capacities.
- Ideal for use in lateral and suspension files.
- Choice of A4 or foolscap in light, medium or heavy weight to suit different uses.
- Choice of colours to allow filing systems to be easily created.
- Tabbed folders also available for easier referencing.

## Elasticated and Part Files



- 3 flap file with elasticated corners to hold documents secure.
- Choice of pressboard, manilla or durable polypropylene.
- Part files have between 5 and 12 sections and are ideal for filing working documents.