



How to choose - **SUSPENSION FILES**

Suspension files are the most popular form of hanging file. They have top access to contents and are used in filing cabinets and cupboards with a filing chassis.

- Colour Choice – enables you to colour code your filing systems facilitating quicker identification and speed of retrieval.*
- Durability – Subject to how regularly your files are used you may want to choose between manilla or polypropylene files.*

- Filing Capacity – if you suffer from 'overloaded files' perhaps you require an extra capacity file. Suspension files are now available in standard capacity or with a 30mm or 50mm gusset.*
- Size – Several sizes are available. However A4 and in particular foolscap are the most popular. Select the size and weight to meet your current requirements.*