



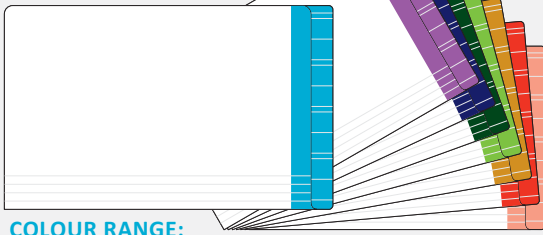
**Filing Systems**  
International

## FILING SYSTEMS CONSUMABLES CATALOGUE

EXCLUSIVE - Super heavy duty fully laminated file  
... Available only from Filing Systems International

See inside to find out more >

FO-1-61



**COLOUR RANGE:**

Substitute the colour required for \*

0 = Salmon, 1 = Magenta, 2 = Light Orange, 3 = Dark Orange, 4 = Light Green, 5 = Dark Green, 6 = Blue, 7 = Purple, 8 = Mauve, G = Grey, Y = Yellow (Available in full or partial laminated file)

**FO-1**

326gsm coloured reinforced end tab, fully laminated file folder (100/box)  
A4 = [FO-1-\\*0](#)  
F/cap = [FO-1-\\*1](#)  
Legal = [FO-1-\\*2](#)

**FO-1\*P**

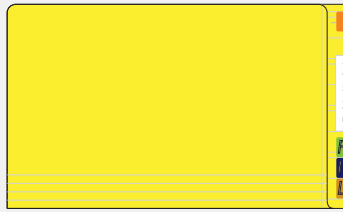
326gsm coloured reinforced end tab, partially laminated file folder (100/box)  
A4 = [FO-1-\\*0P](#)  
F/cap = [FO-1-\\*1P](#)  
Legal = [FO-1-\\*2P](#)

**FO-4**

326gsm white reinforced end tab, fully laminated file folder (100/box)  
A4 = [FO-4-00](#)  
F/cap = [FO-4-01](#)  
Legal = [FO-4-02](#)

## < Sturdy and Versatile Laminated Folders

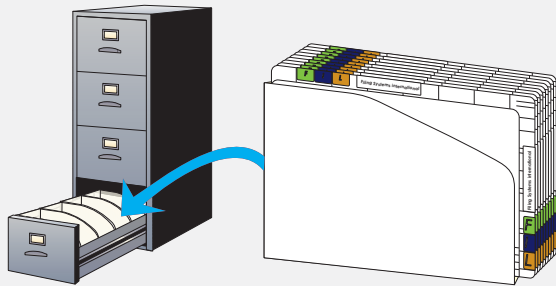
FO-1-Yellow



- > Suitable for extra heavy duty use
- > Durability for long term filing
- > For use when strength really counts
- > Ideal for re-using & wipes clean
- > Greater capacity – 40mm expansion

**FO-1-\***

330gsm full colour reinforced end tab, laminated file folder - Legal (100/box)  
Blue = [FO-1-Blue](#)  
Red = [FO-1-Red](#)  
Green = [FO-1-Green](#)  
Yellow = [FO-1-Yellow](#)



## < Sturdy and Versatile Reinforced Folders

**FO-006**

326gsm white top and side tab (dual) reinforced end tab file folder (100/box)  
F/cap = [FO-006-01](#)  
  
> Suitable for standard draw or shelves

**FO-003**

244gsm white reinforced end tab file folder (100/box)  
A4 = [FO-003-00](#)  
F/cap = [FO-003-01](#)  
Legal = [FO-003-02](#)  
  
> Suitable for medium to heavy duty use as economical option

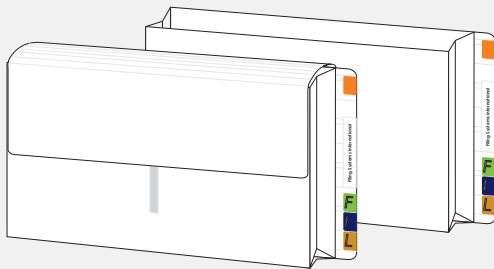
**FO-002**

326gsm white reinforced end tab file folder (100/box)  
A4 = [FO-002-00](#)  
F/cap = [FO-002-01](#)  
Legal = [FO-002-02](#)  
NZ F/cap = [FO-002-04](#)  
  
> Suitable for heavy duty use  
> Extra large capacity - 40mm expansion

**FO-25**

White reinforced end tab pocket  
50mm Legal = [FO-25-02](#)  
50mm NZ F/cap = [FO-25-04](#)  
80mm Legal = [FO-25-22](#)  
80mm NZ F/cap = [FO-25-24](#)  
  
> Ideal for bulky documents

## < Durable Expansion Pockets and Folders



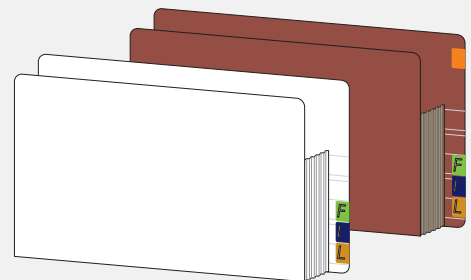
**FO-26**

50mm white reinforced end tab wallet  
Legal = [FO-26-02](#)  
NZ F/cap = [FO-26-02](#)  
  
> Velcro fitted flap - secure & fully enclosed



**FO-008**

50mm white or green pressboard expansion folder with heavy duty Tyvek (cloth) gusset  
Legal Green = [FO-008-02](#)  
Legal White = [FO-008-12](#)  
  
> Ideal replacement for Lever Arch filing  
> Ideal for bulky and heavy duty filing  
> Tyvek gusset offers greater durability



**FO-007**

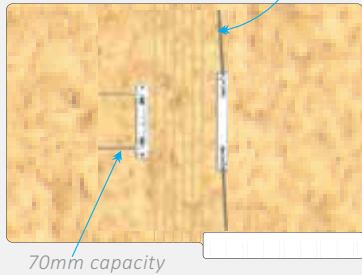
110mm expansion white or brown pressboard pocket with heavy duty Tyvek (cloth) gusset  
F/cap White = [FO-007-01](#)  
Legal White = [FO-007-02](#)  
NZ F/cap White = [FO-007-04NP](#)  
A4 Brown = [FO-007-00](#)  
Legal Brown = [FO-007-12](#)  
  
> Tyvek gusset offers greater durability

FILE LENGTHS: A4 = 330mm NZ F/cap = 355mm F/cap = 368mm Legal = 387mm

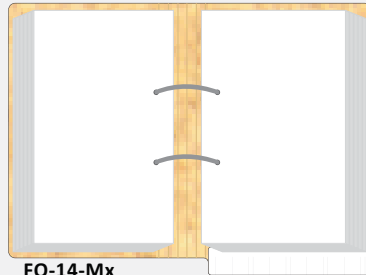
## < Jumbo Springclip, D-Ring & Lever Arch Folders

70mm expansion as required

Extra long spring

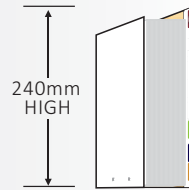


70mm capacity



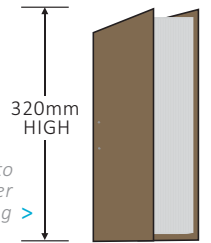
FO-14-Mx

In the same floor space you can hold 40% more files  
\* Holds the same amount as a lever arch binder



240mm HIGH

< Jumbo file sits on the shelf, colour coded, with your other files.

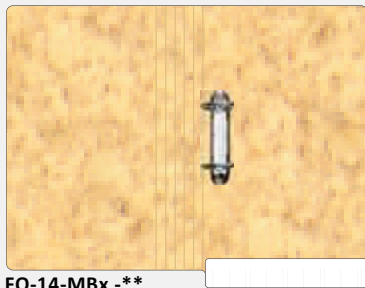


320mm HIGH

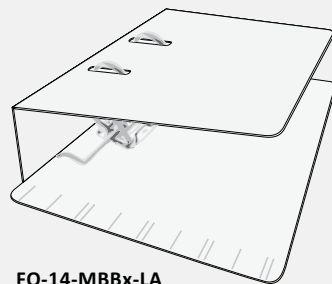
Lever arch file is too tall to fit on the shelf with other colour coded lateral filing >

**FO-14-Mx** 426gsm extra heavy duty double laminated folder with extra long springclip installed. White with grey spine (each)  
F/cap = **FO-14-M1**  
Legal = **FO-14-M2**  
NZ F/cap = **FO-14-M4**

**FA-002-06** Metal Springclip fastener installed into folder **each**  
> Use this code for installing into other folders



FO-14-MBx -\*\*



FO-14-MBBx-LA

**FO-14-MBx-\*\*** 426gsm extra heavy duty double laminated folder with 2 D-Ring mechanism installed. D-Rings available in 25mm, 38mm or 55mm diameter. White with grey spine (each)  
F/cap 25mmØ = **FO-14-MB1-25**  
F/cap 38mmØ = **FO-14-MB1-38**  
F/cap 55mmØ = **FO-14-MB1-55**

Legal 25mmØ = **FO-14-MB2-25**  
Legal 38mmØ = **FO-14-MB2-38**  
Legal 55mmØ = **FO-14-MB2-55**

NZ F/cap 25mmØ = **FO-14-MB4-25**  
NZ F/cap 38mmØ = **FO-14-MB4-38**  
NZ F/cap 55mmØ = **FO-14-MB4-55**

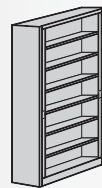
**FO-14-MBBx-55** 850gsm super heavy duty double laminated folder with 55mm 2 D-Ring mechanism installed. White with grey spine  
F/cap = **FO-14-MBB1-55**  
Legal = **FO-14-MBB2-55**  
NZ F/cap = **FO-14-MBB4-55**

**FO-14-MBB4W-\*\*** 850gsm extra heavy duty white double laminated binder with 2 D-Ring mechanism installed. D-Rings available in 38mm or 55mm diameter (per box)  
NZ F/cap 38mmØ = **FO-14-MBB4W-38**  
NZ F/cap 55mmØ = **FO-14-MBB4W-55**

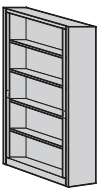
**FO-14-MBBx-LA** 850gsm extra heavy duty double laminated lateral binder, with 70mm Lever Arch mechanism installed. White with grey spine (each)  
F/cap = **FO-14-MBB1-LA**  
Legal = **FO-14-MBB2-LA**  
NZ F/cap = **FO-14-MBB4-LA**

Get better use of your floor space

< 2210mm high unit will hold 7 shelves of D-Ring or Springclip Files, which means a 40% better use of your floor space.



2210mm high unit will only hold 5 shelves of Lever Arch Files! >



**FO-6200-04** Standard file folder **250/box**

**FO-6200-04F** Standard file folder with fastener **100/box**  
> Comes with 3-piece fastener already installed

**FO-6203-04** Extra large, heavy duty file folder **100/box**

**FO-6203-04S** Extra large, heavy duty folder fitted with springclip **50/box**

**FO-6205-04** Standard file folder with left hand pocket **100/box**

**FO-6205-04F** Standard file folder with left hand pocket and fastener **100/box**  
> Comes with 3-piece fastener already installed

**FO-6325-04** Extra large, super-heavy duty file folder **50/box**

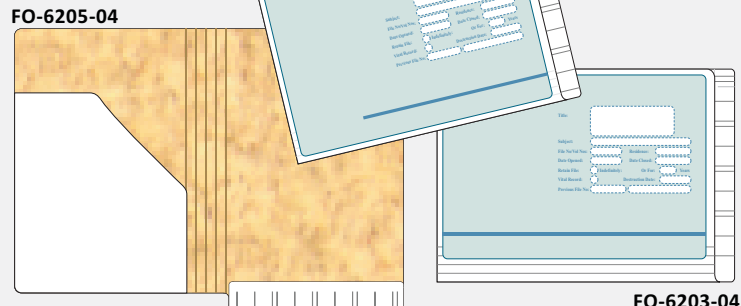
**FO-6325-04** Extra large, super-heavy duty file folder **50/box**

> Codastyle file folders are only NZ F/cap with blue and white printed cover

## < Codastyle Folders

FO-6200-04

FO-6205-04



FO-6203-04

FILE LENGTHS: A4 = 330mm NZ F/cap = 355mm F/cap = 368mm Legal = 387mm

<b>LA-001-00</b>	Alpha label starter kit	3872 labels
<b>LA-001-01</b>	Alpha label supplementary kit	1024 labels
<b>LA-002-**</b>	Alpha labels > Substitute letter required for **	240/pkt
<b>LA-014-**</b>	Alpha labels > Substitute letter required for **	500/dispenser roll
<b>LA-017-**</b>	1/2-size Alpha labels > Substitute letter required for **	252/pkt
<b>LA-102-*</b>	RM25 Alpha labels > Substitute letter required for *	250/pkt
<b>LA-107-*</b>	RM25 1/2-size Alpha labels > Substitute letter required for *	250/pkt
<b>LA-015-**</b>	* Top tab Alpha labels > Substitute letter required for **	252/pkt
<b>LA-015-01</b>	* Top tab Alpha starter kit	3141 labels
<b>LA-015-02</b>	* Top tab Alpha label supplementary kit	972 labels

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

### < Alpha Label Range

**LA-001-00**

**LA-014-\*\***

**LA-015-\*\***

**LA-017-\*\***

**LA-002-\*\***

**LA-008-0\***

**LA-004-0\***

**LA-016-0\***

**LA-003-00**

### < Numeric Label Range

<b>LA-004-0*</b>	Numeric labels > Substitute number required for *	500/dispenser roll
<b>LA-008-0*</b>	1/2-size Numeric labels > Substitute number required for *	500/dispenser roll
<b>LA-104-*</b>	RM25 Numeric labels > Substitute number required for *	250/pkt
<b>LA-0108-*</b>	RM25 1/2-size Numeric labels > Substitute number required for *	250/pkt
<b>LA-016-0*</b>	Top tab Numeric labels > Substitute number required for *	500/dispenser roll
<b>LA-003-00</b>	Numeric starter kit	5000 labels
<b>LA-007-00</b>	1/2-size Numeric starter kit	5000 labels

<b>LA-011-**</b>	Year labels > Substitute last 2 digits of year for **	500/dispenser roll
<b>LA-111-**</b>	RMS25 Year Label > Substitute last 2 digits of year for **	250/pkt
<b>LA-010-00</b>	Month label starter kit – small	32 x 12 labels/kit
<b>LA-010-01</b>	Month label starter kit – large	240 x 12 labels/kit
<b>LA-010-**</b>	Month labels Substitute month required for **	240/pkt

**MONTH CODES:** JA = January, FE = February, MA = March, AP = April, MY = May, JU = June, JY = July, AU = August, SE = September, OC = October, NO = November, DE = December  
> Previous years are also available

### < Year and Month Label Range

**LA-010-\*\***

**LA-011-\*\***

> Use year labels for files that need to be identified by financial or calendar year  
> Use month and year labels to assist with culling, billing, or for destruction dates

### < Designation and Filing Assistance Labels

**LA-012-03**

**LA-012-01**

**LA-012-02**

**LA-013-00**

**LA-018-00**

**LA-009-\*\***

> Mylar adds strength and longevity to the folder, and also protects text or the name label under clear film

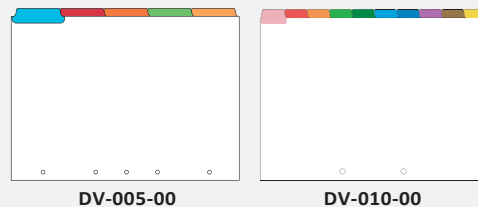
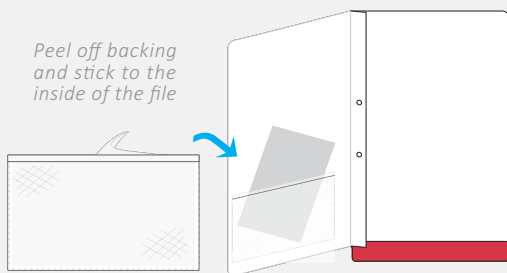
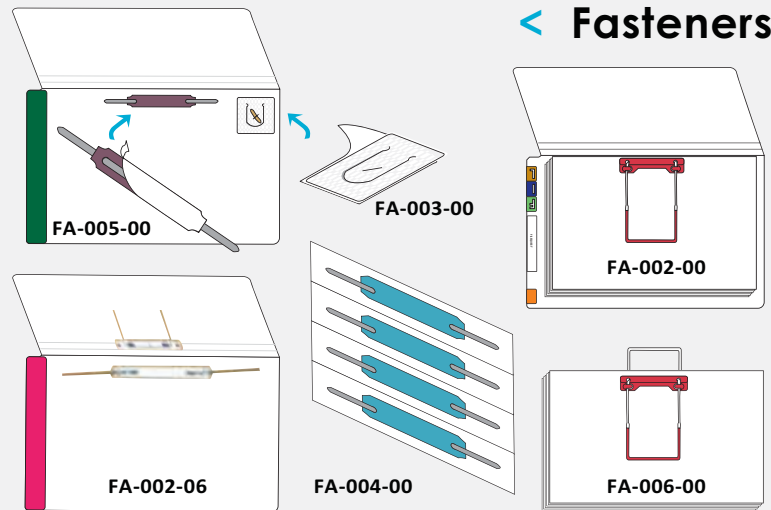
> Ideal for departmental or group identification within your filing system

00 >	Orange
01 >	Red
02 >	Yellow
03 >	Green
04 >	Light Green
05 >	Dark Green
06 >	Blue
07 >	Dark Blue
08 >	Purple
09 >	Brown
10 >	Black
11 >	White
12 >	Grey

<b>LA-009-**</b>	Solid colour Designation labels > Substitute colour required for **	500/dispenser roll
<b>LA-109-**</b>	RM25 solid colour Designation labels > Substitute colour required for **	250/pkt
<b>LA-018-00</b>	Attaching Tab labels	100/pkt
<b>LA-013-00</b>	Mylar label Protector > or LA-013-01	100/pkt 500/pkt
<b>LA-013-02</b>	Full tab large 9" Mylar label Protector	100/pkt
<b>LA-012-00</b>	Double sided (wrap around) name labels > Suitable for use in typewriters	147/pkt
<b>LA-012-02</b>	Pinfeed name labels > Suitable for pinfeed printers	1000/pkt
<b>LA-012-03</b>	Double sided (wrap around) 14-up name labels > Suitable for laser and inkjet printers	350/pkt

## < Fasteners

- FA-002-00** 3-piece fastener with self-adhesive base (Red) 100/box
- FA-002-03** Self-adhesive base only 100/pkt
- FA-002-05** 3-piece fastener with self-adhesive base (Blue) 100/pkt  
> Premium moulded fastener
- FA-002-06** Metal spring fastener (installed into folder) each  
> Folder purchased separately
- FA-003-00** Split pin fastener patch 1000/roll  
> Back peels off to apply in file folder
- FA-004-00** Permclip (2-prong adhesive document fastener) 100/box  
> Back peels off to apply in any position in file folder
- FA-005-00** Foamclip (2-prong adhesive document fastener) 100/box  
> Back peels off to apply in any position in file folder
- FA-006-00** 3-piece fastener with without adhesive base 100/pkt  
> Ideal for busy work files that are regularly used  
> Acts like a ring binder -

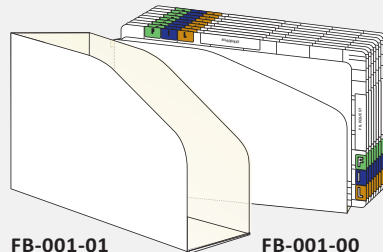
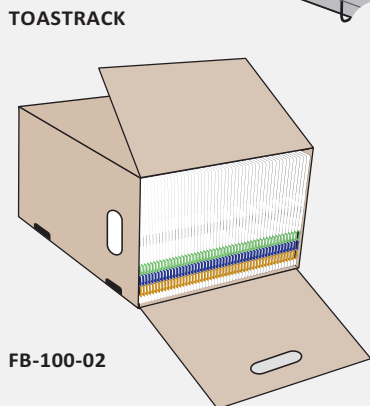
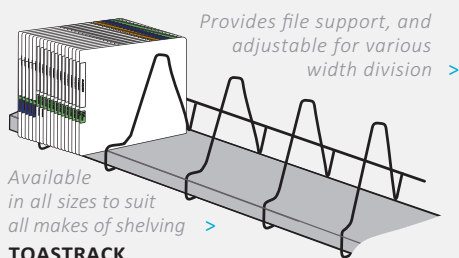


## < Pockets, Guides & Dividers

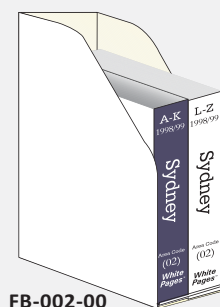
- FA-006-01** Self-adhesive plastic file pocket 9" x 6"  
> Ideal for housing dental x-rays, letters, microfiche, patient cards or diskettes  
> Pressure sensitive back adhesive for easy installation  
> File not included

- DV-0\*\*-00** Sets of laminated coloured tab dividers  
5-tab file dividers = DV-005-00  
10-tab file dividers = DV-010-00  
Custom printed dividers = DV-005-PR  
> Excellent for degmenting files  
> Custom colours & sizes are also available

- FO-009-02** Vinyl outguide with clear pockets Red only. legal size (380mm)  
> Essential for maintaining filing systems  
> Ensures location of file taken out in file sequence, and the custodian of missing file(s) if card is maintained in sleeve



- FB-100-02** Front opening archive box for lateral files  
> Front opening for easy access, even when boxes are stacked on one another  
> Minimum floor space required, as boxes are durable and easily stackable



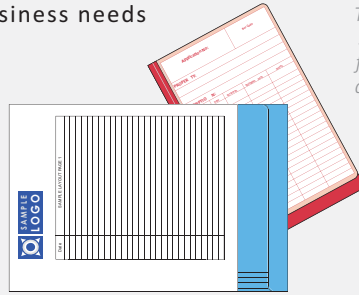
## < File Storage & Access

- TR-003-02** Toast Rack - 750mm x 390mm each
- TR-001-01** Toast Rack - 900mm x 290mm each
- TR-001-02** Toast Rack - 900 mm x 390mm each
- TR-001-DR** Toast Rack for filing cabinets each
- TR-002-02** Toast Rack - 1200mm x 390mm each
- TR-201-90** Toast Rack - Box style 900mm x 300mm each
- TR-201-12** Toast Rack - Box style 1200mm x 300mm each
- TR-201-75** Toast Rack - Box style 750mm x 300mm each
- CA-000-00** Slotted metal file divider (for slotted shelves)  
> Offers more adjustable efficiency than Toast Rack each
- FB-001-00** 12.5cm F/cap plastic file box  
> Can be used in drawers or on unslotted shelves each
- FB-001-01** 12.5cm A4 plastic file box  
> Suitable for desktop organisation of file folders each
- FB-002-00** 10cm F/cap plastic file box  
> Ideal to hold small amounts of lateral filing  
> All plastic file boxes offer more file mobility, versatile and suitable for start-up file systems to large scale file storage each

- > We can help you efficiently meet organisational requirements
- > Save time when you need to generate large volumes of files
- > Customise a folder to suit your specific business needs

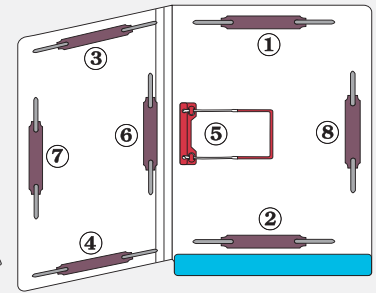
**PRINTING** Customised Folder Design and Printing

- > We can design the layout and artwork for a custom printed file folder
- > Both colour and black printing available
- > A custom folder can also be made with specialised colours and printing to suit your business needs
- > Folder can come with your own logo



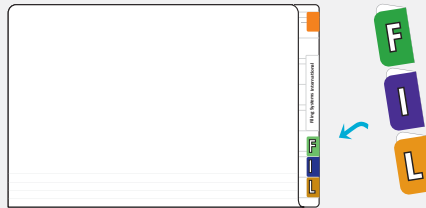
## < Custom File Folder Services

To order fasteners installed, simply select the number of fasteners required, then the desired position number >



**LABELLING** Customised Folder Labelling

- > Pre-labelling is an economic option compared to your time hand labelling
- > Alphabetic, numeric, or barcode labels
- > We can assist you in data conversion into one uniform file format
- > Multiple labels, or alternatively a single strip label, such as TABQuik - see below



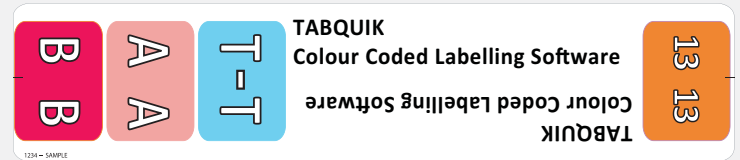
**INSTALL** Factory Installed Fasteners

- > All types of file folders may be ordered with fasteners installed
- > Several fastener types are available
- > Less labour intensive for your staff
- > Ensures correct and accurate location and adhesion of fasteners

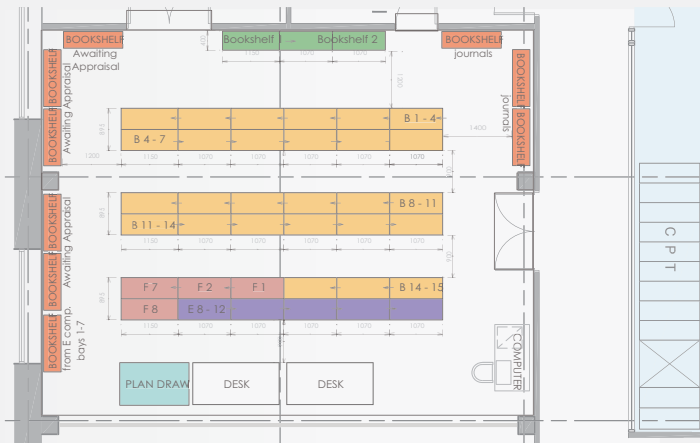
**TABQUIK** Computer Generated Label Printing

- > TABQuik is an easy to use Microsoft Windows based software that enables you to produce personalised colour coded file labels right from your computer and printer.
- > TABQuik One-piece Labels are an alternative to Mylar coated file labels
- > This package offers a fast and easy labelling solution, can be installed on multiple PCs and printed from laser and inkjet colour printers.
- > Data can be directly entered into TABQuik at your computer or imported from records management programs.

## < TABQuik Labelling Software



> Label designs can easily be customised to suit your business needs.



## < Consulting & Professional Services

**CONSULT** Records Management Consultation

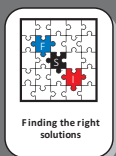
FSI is the total package RM consultancy, developing customised solutions to meet your unique needs and improve compliance - by combining our knowledge and expertise with industry leading records management software, filing products, and storage equipment. We can help you to improve the organisation of your records by ensuring you can easily and quickly locate your files, eliminate misfiles, and store your records in a space efficient manner. We can train your team on methodologies to improve filing processes, reduce lost information, and improve facility utilisation. FSI can conduct reviews that involve an overall analysis of your RM Systems, then benchmark them against the Industry Best Practices. This allows us to perform a gap analysis and make recommendations.

**CONVERT** Onsite Conversion of Existing Systems & Implement New Systems

- > FSI offer a full range of products and services to facilitate the implementation of your plan.
- > Use our move and conversion services to relocate, merge or adapt your current filing system.
- > We ensure that your improved records management program is implemented quickly & easily, with minimal disruption to your business
- > FSI follow a proven track record in managing the accurate and timely file transfer projects. Our attention to detail in all project phases ensures access to your company records is not left to chance.

**Sample Space Management Plan**

Phase 1: Reduce volume of records stored onsite	Volume reduced
- Dispose of non-records - Schedule and destroy eligible records - Send inactive records offsite	50%
Phase 2: Reduce floor space for onsite collections	Improved Space
- Convert from vertical to lateral shelving - Implement colour-coded end tab labelling - Install mobile shelving system	339%
<b>End Result: Only half the overall office space required to store more than three times the usable records storage space.</b>	



- FILING SYSTEM DESIGN - CONSUMABLE SUPPLIER - HARDCOPY & ELECTRONIC SYSTEMS -  
- STATIC & MOBILE STORAGE SOLUTIONS - RECORDS MANAGEMENT CONSULTANTS -

KEEP ALL YOUR DOCUMENTS TOGETHER IN YOUR COLOUR CODED LATERAL FILING SYSTEM

Unit 41/9 Hoyle Avenue, Castle Hill NSW 2154 ABN 11 056 481 568

Filing Systems International Pty Ltd Ph:(02) 9634 1798 Fax:(02) 9894 1490 Email:sales@fsi.com.au



Quality Endorsed Company  
ISO 9001:2015  
SAI Global