

FILING WITH WORKFILE™

FORM
FOLLOWS
FUNCTION



WORKFILE™ OFFERS TREMENDOUS ADVANTAGES OVER CONVENTIONAL FILING SYSTEMS.

INSTANT FILE TRANSFER • IFT™



WITH IFT™, OLD FILES CAN EASILY BE PLACED IN THE NEW SYSTEM WITH LITTLE DOWN TIME.

SPACE SAVINGS

FAST & EASY REFERENCING

EASY TO READ INDEXING

INSTANT FILE TRANSFER

MTM BUSINESS SYSTEMS

1622 Edinger Ave., Suite F

Tustin, CA 92780

website: www.thefileguy.com

714-258-4656 FAX 714-258-4660

Any existing file method currently used is easily integrated with the Workfile™ System. With INSTANT FILE TRANSFER (IFT), files can easily be transferred to Workfile without costly conversion to new folders. The Optisnap™ system provides accurate lateral indexing for your top tab folders. Filing is simple!!

Whether you have departmental records, financial reports, printouts, or sales brochures, Workfile enables you to file and find records where you work.

ELLIS
WORK
FILE

■ FILING WITH WORKFILE™



WORKFILE™ WORKS WELL IN TRADITIONAL FURNITURE SYSTEMS

ORGANIZATION
FOLLOWS
WORKFILE

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DRAWER INDEXES FACE UP & ARE EASILY READ.

BENEFITS OF WORKFILE™:

■ UNIQUE INDEXING

Tri-level indexing can handle the simplest indexing system to the most complex requirements.

■ MIXED MEDIA CAPABILITIES

With 30 different sizes, Workfile can accommodate any size media.

■ BATCH FILING

An ideal solution for batch filing invoices, purchase orders and correspondence.

■ EASY EXPANSION

Snap together compartments allow for easy addition of new files.

■ BACKSHIFTING VIRTUALLY ELIMINATED

■ TEN YEAR WARRANTY

■ MANUFACTURED BY THE WORLD'S LARGEST MAKER OF COMPARTMENTS

■ VERTICAL-GRAINED COMPARTMENTS

■ RESILIENT BLACK PLASTIC HANGERS

■ STEEL RIVETED OPTISNAP

■ MAGNIFIED INDEXING

■ EASE OF LABEL INSERTION

■ LABELS MADE IN 11 VIBRANT COLORS

■ "V"-BASE AND BOX-BASE AVAILABLE

■ KEYGUIDES™ MADE IN 6 COLORS

■ LASER-PRINTED LABELS AVAILABLE

