

## OFF-SITE ARCHIVE STORAGE



- Secure off-site
- Warehouses situated in all main centres
- Indexing and data capture
- Management of retention/destruction dates
- Rapid retrieval
- Retrieve at box or file level
- Imaging of archived documents are available
- Scanning and retrieval services
- Improve resource management
- Save office space
- PRISM accredited

## DOCUMENT SHREDDING

Tidy Files is a national provider of secure, on and off-site document destruction solutions for corporates. We are uniquely positioned to provide clients with a complete solution with the delicate task of protecting sensitive client, staff and business information.

Our destruction process has been certified as exceeding the most stringent US and European standards, and results in a service that is fully compliant with the Protection of Personal Information Act.

Using office shredders is often a costly and unreliable solution. Shredding your documents yourself is time consuming, and often resisted by employees, while office shredders often jam and waste employees' valuable time.

What would take an employee a full working day, we can shred in 15 minutes - and when you factor maintenance costs and employee time, shredding your documents yourself may be costing you more than you think.

CROSS CUTTING TECHNOLOGY

CERTIFICATE OF DESTRUCTION FOR CONFIDENTIAL DESTRUCTION

## MEDICAL FILES

ECONOMY RANGE		GSM	GUSSET
CODE	DESCRIPTION		
44700	Alternate Medical File	130	0mm
44735	Medical File	130	0mm
44750	Gynaecological Medical File	130	0mm
47200	Specialist Surgeon File	130	0mm
47201	Orthopaedic File	130	0mm
47202	Ear, Nose and Throat Surgeon File	130	0mm
47203	Paediatrician File	130	0mm
47205	Specialist Medical File	130	0mm
47250	General Medical File	130	0mm

EXECUTIVE RANGE		GSM	GUSSET
CODE	DESCRIPTION		
05011	A5 Pre-Printed Medical File	157	0mm
074701	Standard Medical File	157	0mm
074703	Gynaecological Medical File	157	0mm
074705	Alternative Medical File	157	0mm
074713	Alternate Medium Weight Medical File	186	20mm

MEDICAL PATIENT INSERTS		GSM	GUSSET
CODE	DESCRIPTION		
070016B	Medical Patient Insert (Blue)	80	0mm
070016G	Medical Patient Insert (Green)	80	0mm
070016P	Medical Patient Insert (Pink)	80	0mm
070016W	Medical Patient Insert (White)	80	0mm
070016Y	Medical Patient Insert (Yellow)	80	0mm

## ADAPTAFILES

An innovative upgrade on the original lever arch file. Available in standard lever arch file size or A4 size.

STD SIZE	A4 SIZE	A4 SIZE	COLOUR
CODE	CODE	CODE	
AF00	A400	A4MC00	White
AF01	A401	A4MC01	Yellow
AF02	A402	A4MC02	Blue
AF03	A403	A4MC03	Purple
AF04	A404	A4MC04	Orange
AF05	A405	A4MC05	Green
AF06	A406	A4MC06	Pink
AF07	A407	A4MC07	Grey
AF08	A408	A4MC08	Red
AF09	A409	A4MC09	Black
AF10	A410	A4MC10	Brown

CODE	COLOUR
S0111XG	Grey
S0111XBK	Black
S0111XBLU	Blue
S0111XR	Red

## SPECIAL PRINTED FILES

Special printed files can be customised to your individual needs. Add your logo and company details to suit your specific filing needs. Include practice details, charts and graphs to medical file. Change the layout of an employee file. Insert a checklist to deal files and never forget an important item.

Print files in different colour ink or on different colour board to differentiate between divisions and sections.

Select the following:

File Type:					
<input type="checkbox"/> Light Weight	<input type="checkbox"/> Medium Weight	<input type="checkbox"/> Super Duty	<input type="checkbox"/> Heavy Duty	<input type="checkbox"/> Extra Heavy Duty	
<input type="checkbox"/> Expanda	<input type="checkbox"/> Magna	<input type="checkbox"/> A5	<input type="checkbox"/> Special Size		

Paper Colour:					
<input type="checkbox"/> Cream (Manilla)	<input type="checkbox"/> Pastel: Blue	<input type="checkbox"/> Pastel: Green	<input type="checkbox"/> Pastel: Pink	<input type="checkbox"/> Pastel: Yellow	
<input type="checkbox"/> Maize/Suff	<input type="checkbox"/> Orange	<input type="checkbox"/> Red	<input type="checkbox"/> White	<input type="checkbox"/> Special Colour	

Grammage:					
<input type="checkbox"/> 130gsm	<input type="checkbox"/> 157gsm	<input type="checkbox"/> 186gsm	<input type="checkbox"/> 233gsm	<input type="checkbox"/> 301gsm	

Ink Colour:					
<input type="checkbox"/> Dark Blue	<input type="checkbox"/> Dark Green	<input type="checkbox"/> Black	<input type="checkbox"/> Red	<input type="checkbox"/> Special Colour	

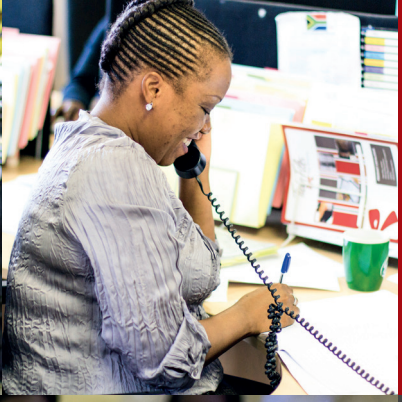
Printing:  
☐ Single Sided    ☐ Double Sided

Minimum order quantity of 1,000 files.



Specialised filing consultants available to offer advice and support on any filing and archiving requirements

Contact us today for expert advice



## PRODUCTS BROCHURE



Everything in its place

0861 834 537  
www.tidyfiles.co.za  
info@tidyfiles.co.za

Johannesburg 011 943 4210 | Bloemfontein 051 448 9407  
Cape Town 021 551 8037 | Durban 031 569 1151  
East London 043 726 6163 | Polokwane 015 298 8493  
Pretoria 012 803 1218

# START HERE



## 1 TOP RETRIEVAL FILES

Top Retrieval Files with indexes printed on all files. Available in an **Economy** and **Executive** Range with file capacities between 35 - 700 sheets.

ECONOMY RANGE	DESCRIPTION	GSM	GUSSET
074001	A5 Light Weight File	130	0mm
44150	Light Weight File	130	0mm
44150KF	Light Weight File with Kwik-Fix	130	0mm
44155	Light Weight File with Gusset	130	20mm
44155KF	Light Weight File with Gusset & Kwik-Fix	130	20mm
44250	Medium Weight File	186	20mm
44250KF	Medium Weight File with Kwik-Fix	186	20mm
44250TC	Medium Weight File with Tri-Clip	186	20mm
44300	Heavy Duty File with Flaps	233	30mm
44400	Extra Heavy Duty File with Flaps	233	40mm
44400TC	Extra Heavy Duty File with Flaps & Tri-Clip	233	40mm
44450	Extra Heavy Duty File with Tri-Clip (no flaps)	233	40mm
44500	Expanda File with Dispo Clip	233	50mm
44251	A4 File Divider - Punched (use inside A4 files)	130	n/a

EXECUTIVE RANGE	DESCRIPTION	GSM	GUSSET
074001	Light Weight File	157	0mm
074001KF	Light Weight File with Kwik-Fix	157	0mm
07422	Employee File Medium Weight	186	20mm
074006	Super Duty File	233	24mm
074006TC	Super Duty File with Tri-Clip	233	24mm
074005	Heavy Duty File with Dispo Clip (no flaps)	301	20mm
074010	Heavy Duty File	301	25mm
074007	Heavy Duty File with Tri-Clip	301	25mm
07423	Employee File Heavy Duty with Dispo Clip	301	40mm
074022	Magna File with Dispo Clip	301	40mm
074011	Expanda File with Dispo Clip	301	65mm
05000	A5 File Divider or File Out Card	301	n/a
074012	A4 File Divider - Punched (use inside A4 files)	157	n/a
074004	Divider File Out Card (use between files)	233	n/a

## 2 LABEL SOLUTIONS

Alphabetical and Numeric laser labels used to label top retrieval files, available in 25 assorted colours. Suitable for most laser and inkjet printers (label programme available on website).

## 3 ALPHABETICAL LABELS

Label size: 10mm x 55mm  
24 labels/sheet - 240/pack

## NUMERIC LABELS

Label size: 10mm x 33mm  
40 labels/sheet - 400/pack

ALPHA CODE	NUMERIC CODE	COLOUR	ALPHA CODE	NUMERIC CODE	COLOUR
015000	013000	White	015014	013014	Dark Grey
015001	013001	Dark Yellow	015015	013015	Red
015002	013002	Dark Pink	015016	013016	Brown
015003	013003	Dark Blue	015017	013017	Dark Brown
015004	013004	Dark Orange	015018	013018	Dark Orange
015005	013005	Dark Purple	015019	013019	Dark Orange
015006	013006	Dark Green	015020	013020	Lime
015007	013007	Light Green	015021	013021	Emerald
015008	013008	Light Blue	015022	013022	Light Green
015009	013009	Light Yellow	015023	013023	Mustard
015010	013010	Light Grey	015024	013024	Light Brown
015011	013011	Light Green	015025	013025	Light Grey
015012	013012	Light Purple	015026	013026	Light Green
015013	013013	Light Orange	015027	013027	Light Purple

## 4 CONTAINERS

Containers are available in a variety of sizes and colours designed to enhance the efficiency in housing your active filing.

### BOARD CONTAINERS

CODE	DESCRIPTION	CODE	DESCRIPTION
05009K	File Collator A5 - Kraft (23cm)	070015K	File Collator A4 - Kraft (32cm)
070015	File Collator A4 - White (32cm)	070014K	File Collator Folio - Kraft (38cm)

### GREY BOARD CONTAINERS

CODE	DESCRIPTION
07005	Grey Board Container (32cm)

### SOLID PLASTIC CONTAINERS

Design Appl No F2019/01701

CODE	COLOUR	CODE	COLOUR
070111	Grey	070117	Pink
070112	Black	070119	Red
070113	Blue	070121	Light Blue
070114	Green	070122	Light Green
070115	Mauve	070123	Light Yellow

### MASTER BOXES

Three Master Boxes fits into one A4 container.

CODE	DESCRIPTION
070010	A4 Master Box File - Blue
070040	A4 Master Box File - Green
070050	A4 Master Box File - Red

## CLIPS

Variety of clips to be used in files when needed.

CODE	DESCRIPTION
77/2182	Kwik-Fix Metal Clip (self-adhesive)
77/2190	Tri-Clip (Blue) (self-adhesive)
77/2180	Dispo Clip for archiving (not self-adhesive)
77/2193	Tidy File Clip (Black) (self-adhesive)
77/2400	Ezz Black Clip (self-adhesive)
77/2250	Metal Document Binder & Info Label (not self-adhesive)
CBS-BW	Binding Wire (not self-adhesive)

## 5 CABINETS

Tidy Files cabinets are sleek, elegant and ergonomically designed and our cabinets can help you save up to 57% on floor space. All our cabinets are built with a full steel frame interior and each drawer can hold up to 80kg of paper. Each cabinet is equipped with a central locking and anti-tilt mechanism, keeping them steady and secure.

### QUANTUM CABINET RANGE

- Available in 2 - 6 drawers
- 3 Rows of A4 filing containers per drawer\*
- 15 Containers per drawer = accommodates 1.5 filing meters
- Most popular size: 5 drawer, which holds 7.5m of filing
- Utility drawer can be added as an optional extra

### FOLIO CABINET RANGE

- Available in 2 - 6 drawers
- 3 Rows of hanging files or 3 rows of folio containers per drawer\*
- Hanging files only fit into a 2 - 5 drawer cabinet
- 15 Containers per drawer = accommodates 1.5 filing meters

### COMBINATION / LEVER ARCH RANGE

- Available in 2 - 5 drawers
- Can combine lever arch files, Top Retrieval and hanging files as you need it, because of deeper drawers
- Options - No internal components included\*
- 3 Rows of A4 filing containers per drawer
- 15 Containers per drawer = accommodates 1.5 filing meters
- 3 Rows of lever arch files per drawer
- 18 Lever arch files per drawer
- Add 3 x lever arch wire racks per drawer
- 2 Rows hanging files
- Add 1 cradle per drawer

### SOLO CABINET RANGE

- Available in 2 - 5 drawers
- 4 Rows of A4 filing containers per drawer\*
- 20 Containers per drawer = accommodates 0.5 filing meters
- Does not accommodate folio hanging file

### MINI CABINET RANGE

- Available in 2 - 6 drawers
- 2 Rows of A4 filing containers per drawer\*
- 10 Containers per drawer = accommodates 1 filing meter
- Plinth drawer for stationery can be added as an optional extra
- Does not accommodate hanging files

### QUADRO CABINET RANGE

- Available in 2 - 6 drawers
- 4 Rows of A4 filing containers per drawer\*
- 20 Containers per drawer = accommodates 2 filing meters
- Quadro runners can hold 120kg per drawer

### A5 CABINET RANGE

- Available in 5 - 8 drawers
- 4 Rows of A5 filing containers per drawer\*
- 24 Containers per drawer = accommodates 2 filing meters

\*No containers or accessories included and must be purchased separately

### TOP DETAIL

### HANDLES

### FINISHES

Visit our website for more available colours

## 6 ARCHIVE BOXES

Cost effective storage solutions for all your archiving needs.

CODE	DESCRIPTION	CODE	DESCRIPTION
07003	Folio Archive Container - White	080110	A4 Archive Container - Kraft
07003K	Folio Archive Container - Kraft	080110K	A4 Archive Container - Kraft
07002	Folio Archive Box - White	080109	A4 Archive Box - White
07002K	Folio Archive Box - Kraft	080109K	A4 Archive Box - Kraft

## 7 BACKING BOARDS

CODE	DESCRIPTION
080114	Index Board
080081	Large Backing Board
CBS-BBRD	A4 Backing Board
080082	A3 Backing Board

\*Dispo Clip not included - sold separately

## 8 BULK FILERS

A variety of inside configurations available\*

Bulk Filer units cater for large volumes of documents, whether its storage or active filing. They are customised according to space availability and unique filing requirements.

Standard colours of Bulk Filers are motorcraft grey and ivory. Units can also be clad in a variety of melamine or vinyl on request.

### CONTAINER STORAGE

### PULL-OUT DRAWERS

### PULL-OUT CRADLES

### LEVER ARCH STORAGE

### LATERAL FILING

### ARCHIVE BOX STORAGE

### PULL-OUT DRAWERS

### WIRE SUPPORT RACKS

### CHAIN DRIVE SYSTEM

### PULL-OUT CRADLES

### LOCKABLE COMPARTMENT

### STATIONERY DRAWER

### 20 PIGEON-HOLE COMPARTMENT

\*Configurations shown based on a standard unit of 2200mmH x 1100mmW x 400mmD

### KICK STOOL

Reach top filing on Shelves and Bulk Filers

## STACKABLE SOLUTIONS

The stackable solution is a modular system. Stack-A-Tainer, Compu-Stacka, File-A-Drawer, L.A. Tainer and Forms Organiser are reinforced with an internal steel frame ensuring stability, durability and strength. The Stack-A-Tainer Range can be built 6 units high and the L.A. Tainer range can be built 5 units high and assembled to specific requirements.

CODE	DESCRIPTION
080032	Stack-A-Tainer
080035	Compu-Stacka
080061	File-A-Drawer
080066	L.A. Tainer
080066K	L.A. Tainer
080095	Forms Organiser
080037	Stack-A-Drawer (Small)
080038	Stack-A-Drawer (Large)
080108R	Docusystem (with Backing Board & Dispo Clip)
080108L	Docusystem (with Backing Board & Dispo Clip)
080108B	Docusystem (with Backing Board & Dispo Clip)
080108G	Docusystem (with Backing Board & Dispo Clip)
080108A	Docusystem (with Backing Board & Dispo Clip)
080104R	Docusystem (with Backing Board & Dispo Clip)
080104L	Docusystem (with Backing Board & Dispo Clip)
080104B	Docusystem (with Backing Board & Dispo Clip)
080104G	Docusystem (with Backing Board & Dispo Clip)
080104A	Docusystem (with Backing Board & Dispo Clip)

## LEGAL BOXES

Made specific to government requirements

CODE	DESCRIPTION
080111	Legal Box - with Staple and Flap
080112	Legal Box - no Staples (no Flap)

## SAFES

- Powder coated finish
- 6-Lever dual control lock with combination lock
- Option for individual drawer locking

### DESCRIPTION

- 1 Drawer Fire Resistant Safe
- 2 Drawer Fire Resistant Safe
- 3 Drawer Fire Resistant Safe
- 4 Drawer Fire Resistant Safe

## PLAN STORAGE

Various filing options available for A0 size drawings, maps, etc.

CODE	DESCRIPTION
AAOPTUC	Archive Plan Tube with 2 Caps (75mmDIA, 870mmL)
CSPLAN-4D	4-Drawer Horizontal Plan Cabinet (1420W x 960D x 530H)
CSPLAN-6D	6-Drawer Horizontal Plan Cabinet (1420W x 960D x 740H)
CSPLAN-8D	8-Drawer Horizontal Plan Cabinet (1420W x 960D x 740H)
CSSTND	Horizontal Plan Cabinet Stand (1420W x 960D x 175H)
07B238	Vertical Mobile Plan Stand (1300H x 980W x 600D)
07B239	Vertical Mobile Plan Blender (900L)

\*Cabinet stand not included with cabinet - sold separately

## SHELVING

- Bolted Shelving units are available in different sizes ranging from 4 - 9 shelves per unit
- Standard colours include ivory and grey
- Units available
  - Open
  - Braced
  - Closed back and sides

HEIGHTS (mm)	SIZES AVAILABLE	Width (mm)
1900	305	914
2210	381	
2450	457	
	610	

## LOCKERS

Available in Ivory Karoo or Hammetone Grey

CODE	DESCRIPTION
BFCOMPLOC-1	Single Compartment Locker (300W x 450D x 1800H)
BFCOMPLOC-2	2 Compartment Locker (300W x 450D x 1800H)
BFCOMPLOC-3	3 Compartment Locker (300W x 450D x 1800H)
BFCOMPLOC-4	4 Compartment Locker (300W x 450D x 1800H)
BFCOMPLOC-5	5 Compartment Locker (300W x 450D x 1800H)
BFCOMPLOC-6	6 Compartment Locker (300W x 450D x 1800H)
BFCOMPLOC-12	12 Compartment Locker (600W x 380D x 1800H)

## DESK ORGANISER

- To organise or hold files on your desk that you are currently working with
- Files are kept at one level

CODE	DESCRIPTION
DP4001	Desk Organiser (Cream)
DP4002	Desk Organiser (Grey)

## STEP ORGANISER

- To organise or hold files on your desk that you are currently working with
- Files are kept at an incline

CODE	DESCRIPTION
DP4003	Step Organiser (Cream)

## LEVER ARCH WIRE RACK

- Keep lever arch files upright on top of cupboards
- 5 divisions

CODE	DESCRIPTION
LA008	Lever Arch Wire Rack (Cream)