

Take the guesswork out – compare!

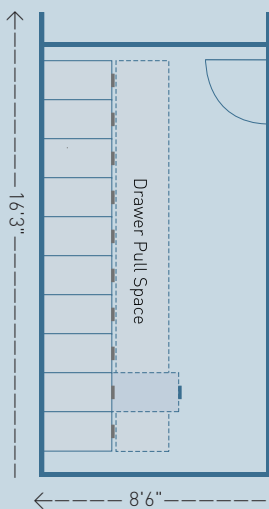
There are many filing systems on the market today, and no one system is perfect for every application. This guide is designed to help you purchase the best filing system for your needs.

The drawings below show how eight different filing systems work in the file room of a typical office. The total filing inches and density per square foot are for this specific space and are intended to demonstrate the different systems available.

Depending on the size and configuration of your filing space, your file density ratios between the products could be different. Factoring this, with the additional considerations on the following page, will lead you to an informed, practical equipment decision.

Your Account Representative can provide you with detailed literature on these products as well as comparison drawings and pricing for your specific space.

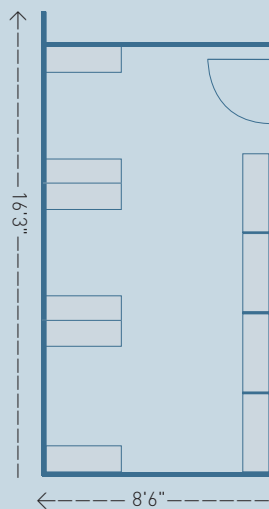
Conventional 4-Drawer Vertical



Linear filing inches = 1,000
File density = 7.25 LFI/sq. ft.

Shelf Files

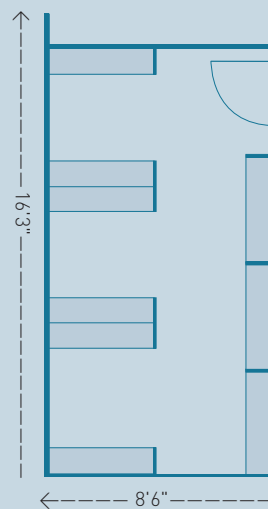
For details, see page 24



Linear filing inches = 2,760
File density = 20 LFI/sq. ft.

FileBox

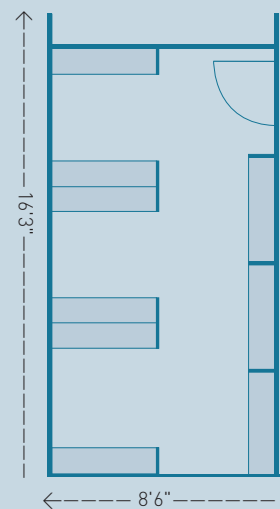
For details, see page 32



Linear filing inches = 3,146
File density = 22.8 LFI/sq. ft.

L&T 4 Post Shelving

For details, see page 14



Linear filing inches = 3,312
File density = 24.0 LFI/sq. ft.



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Questions to consider

Before you buy, identify the factors most important to you:

- **Do you have plenty of space?**

The cost of the system might be your most important factor.

- **Is your space limited?**

You would probably want to consider a higher density system that stores more folders per square foot.

- **Do you need to store a variety of office items, require security, or want a more attractive look?**

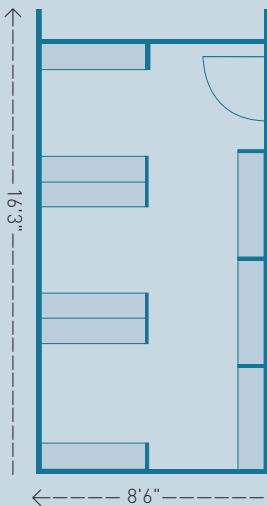
A Rotary File system might be the answer.

- **Is your office moving sometime in the future?**

The cost associated with moving the system should be considered.

Stackable Shelving

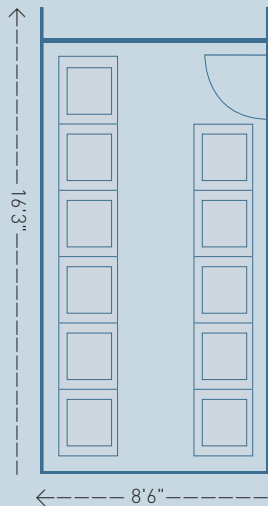
For details, see page 28



Linear filing inches = 3,456
File density = 25.0 LFI/sq. ft.

Rotary Files

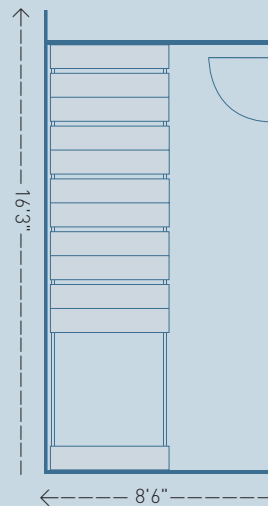
For details, see page 36



Linear filing inches = 4,224
File density = 30.6 LFI/sq. ft.

Movable Aisle Systems

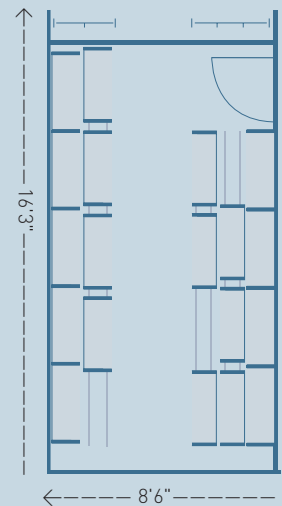
For File Vault, see page 58
For Mechanical Mobile, see page 61
For Electrical Mobile, see page 66



Linear filing inches = 4,416
File density = 32.0 LFI/sq. ft.

Lateral Track Systems

For details, see page 53



Linear filing inches = 5,168
File density = 37.5 LFI/sq. ft.

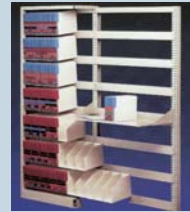




**CONVENTIONAL
4-DRAWER FILE
CABINETS**



SHELF FILES



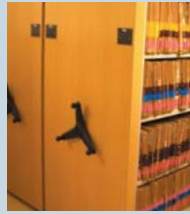
FILEBOX



**L&T 4 POST
SHELVING**

| | CONVENTIONAL 4-DRAWER FILE CABINETS | SHELF FILES | FILEBOX | L&T 4 POST SHELVING |
|--------------------------------|---|--|---|--|
| Filing density ratio | 1:1 | 2.7:1 more folders | 3.3:1 more folders | 3.3:1 more folders |
| Equipment cost per filing inch | \$4.13 | \$2.59 | \$5.44 | \$1.08 |
| Sizes | Letter Legal | Letter Legal | Letter Legal | Letter Legal X-ray |
| Preferred folder system | Top Tab Pendaflex® | End Tab | End Tab | End Tab |
| Availability | In stock | Three to four weeks | Four to six weeks | In stock |
| Ease of installation | Pre-assembled | Pre-assembled | Easy to install | Easy, but multiple parts |
| Ease of relocation | Easy, hand truck required | Very easy, cabinets can even be moved fully loaded | Easy | Disassembly/reassembly required |
| Maintenance required | None | None | None | None |
| Warranty | One year | One year | One year | One year |
| Recommended for | Small systems with low activity | Small to medium systems with high activity | Small to large systems with high activity | Small to large systems with high activity |
| Benefits | <ul style="list-style-type: none"> • Lockable • Front office appearance | <ul style="list-style-type: none"> • Lockable • Fast and efficient filing and retrieval • Front office appearance • No assembly required, easy to relocate • HIPAA compliant • Mobile compatible | <ul style="list-style-type: none"> • Seven levels of active filing are within easy reach • Easy to expand or relocate • Multiple media storage capability • Easy file shifting • Fast and efficient filing and retrieval | <ul style="list-style-type: none"> • Open shelf design facilitates fast, efficient filing and retrieval • Vertical shelf adjustability • Quick installation • Low cost • Mobile ready • Modular system |
| Considerations | <ul style="list-style-type: none"> • High noise level • Prone to misfiles • Not ADA-friendly | <ul style="list-style-type: none"> • Existing top tab folders must be converted to end tab folders • Limited internal versatility | <ul style="list-style-type: none"> • Existing top tab folders can be used; end tab conversion is recommended • Non-lockable | <ul style="list-style-type: none"> • Existing top tab or Pendaflex® folders must be converted to end tab folders |





| STACKABLE SHELVING | ROTARY FILES | MOVABLE AISLE SYSTEMS | LATERAL TRACK SYSTEMS | |
|---|--|---|---|--------------------------------|
| 3.45:1 more folders | 4.2:1 more folders | 4.4:1 more folders | 5.1:1 more folders | Filing density ratio |
| \$1.96 | \$4.74 | \$3.20 | \$2.56 | Equipment cost per filing inch |
| Letter Legal X-Ray | Letter Legal | Letter Legal X-Ray | Letter Legal X-Ray | Sizes |
| End Tab | End Tab, Top Tab, hanging folders | End Tab | End Tab | Preferred folder system |
| In stock | In stock | Four to six weeks | In stock | Availability |
| Very easy; also available pre-assembled | Dealer installation or pre-assembled | Dealer installation required | Easy to install | Ease of installation |
| Easy, hand truck required | Easy, appliance hand truck required | Disassembly/reassembly required | Easy | Ease of relocation |
| None | None | Annual | None | Maintenance required |
| One year | Five years/lifetime | Five years | Five years | Warranty |
| Small to large systems with high activity | Small to large systems with moderate activity | Medium to large systems with moderate activity | Small to medium systems, moderate to high activity | Recommended for |
| <ul style="list-style-type: none"> Used as static shelving or on moveable aisle/lateral track system Fast, efficient filing and retrieval Easy to add filing levels Lower overall height Full file folder protection Available fully assembled Easy to expand, reconfigure, move | <ul style="list-style-type: none"> Maximum security Attractive, front office appearance Multi-media versatility Stores any file folder ADA-friendly The most flexible filing system – can be used within work stations, as countertop units, room dividers, etc. | <ul style="list-style-type: none"> Lockable security The highest density filing system available for large applications Accommodates a wide variety of materials of varying sizes ADA and HIPAA compliant | <ul style="list-style-type: none"> Low cost introduction to high-density mobile filing Easily expanded Buy complete system or integrate with existing equipment Safe and secure | Benefits |
| <ul style="list-style-type: none"> Existing top tab or Pendaflex® folders must be converted to end tab folders | <ul style="list-style-type: none"> Most filing considerations are overcome with use of a Rotary File System | | <ul style="list-style-type: none"> The type of shelving or cabinets used determine the considerations | Considerations |

