Files & Labels · Archive Boxes · Cabinets · Bulk Filers · Shelving · Moving Boxes · Packaging Supplies · Off-Site Storage · Shredding

Products and Services

Everything in its place

Index

Top Retrieval

Lateral Systems

Cabinets

Archiving

Moving Products

Bulk Filers

Steel Products

Accessories

Services

![TidyFiles Filing Solutions logo]

Economy A5 Light Weight File
- House up to 50 sheets
- 25 per pack / 1000 per box

Code	Description	Gusset	Micron
44157	A5 Light Weight	0mm	189μm

Economy Light Weight Files
- House up to 50 sheets
- 25 per pack / 400 per box
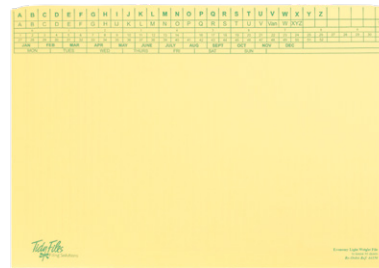
Code	Description	Gusset	Micron
44150	Light Weight	0mm	189μm
44150KF	Light Weight with Kwik-Fix Clip	0mm	189μm

Economy Medium Weight Files
- House up to 200 sheets
- Medium Weight: 25 per pack / 200 per box
- Medium Weight with Kwik-Fix Clip: 25 per pack / 300 per box
- Medium Weight with Tri-Clip: 25 per pack / 150 per box
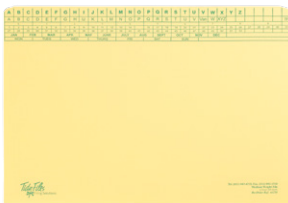
Code	Description	Gusset	Micron
44250	Medium Weight	20mm	277μm
44250KF	Medium Weight with Kwik-Fix Clip	20mm	277μm
44250TC	Medium Weight with Tri-Clip	20mm	277μm

Economy Heavy Duty File
- House up to 300 sheets
- 25 per pack / 100 per box

Code	Description	Gusset	Micron
44300	Heavy Duty with Flaps	30mm	277μm

Economy Extra Heavy Duty Files
- House up to 400 sheets
- 25 per pack / 100 per box
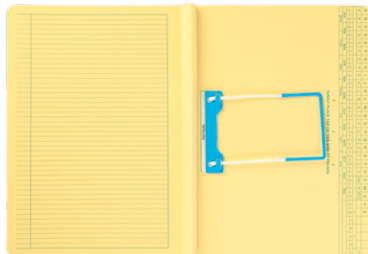
Code	Description	Gusset	Micron
44400	Extra Heavy Duty with Flaps	40mm	309μm
44400TC	Extra Heavy Duty with Flaps & Tri-Clip	40mm	309μm
44450	Extra Heavy Duty with Tri-Clip (no flaps)	40mm	309μm

Economy Expanda File
- House up to 500 sheets
- 25 per pack / 100 per box
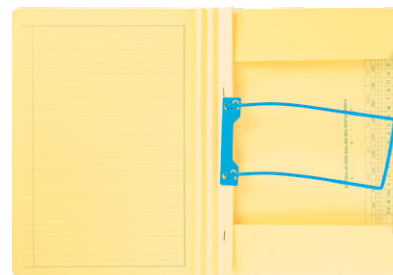
Code	Description	Gusset	Micron
44500	Expanda with Dispo Clip	50mm	309μm

Economy A4 File Divider
- A4 File Dividers: use inside files
- 25 per pack / 2000 per box

Code	Description	Size (mm)	Micron
44251	A4 File Divider (pre-punched)	297 × 210	189μm

Economy Divider File Out Card
- Divider File Out Cards: use in between files
- 25 per pack / 1000 per box
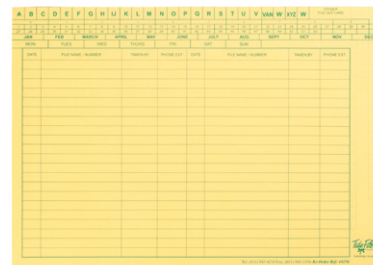
Code	Description	Size (mm)	Micron
44156	Divider File Out Card	310 × 225	229μm

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Top Retrieval
Lateral Systems
Cabinets
Archiving
Moving Products
Bulk Filers
Steel Products
Accessories
Services

Everything in its place

Executive Light Weight Files
- House up to 50 sheets
- Light Weight: 25 per pack / 300 per box
- Light Weight with Kwik-Fix Clip: 25 per pack / 500 per box
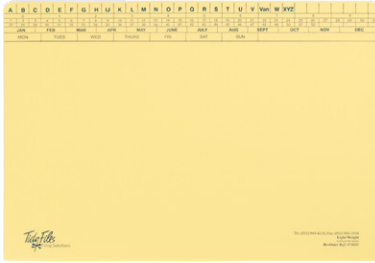
Code	Description	Gusset	Micron
074001	Light Weight	0mm	229µm
074001KF	Light Weight with Kwik-Fix Clip	0mm	229µm

Executive Heavy Duty Files
- House up to 300 sheets
- 25 per pack / 100 per box
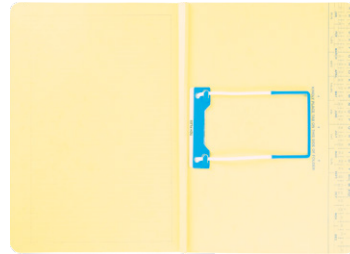
Code	Description	Gusset	Micron
074005	Heavy Duty with Dispo Clip (no flaps)	30mm	450µm
074007	Heavy Duty with Tri-Clip (no flaps)	30mm	450µm
074010	Heavy Duty with Flaps (no clip)	30mm	450µm

Executive Magna File
- House up to 400 sheets
- 20 per pack / 100 per box

Code	Description	Gusset	Micron
074022	Magna File with Dispo Clip	40mm	450µm

Executive Expanda File
- House up to 700 sheets
- 25 per pack / 100 per box
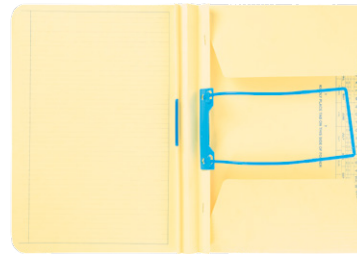
Code	Description	Gusset	Micron
074011	Expanda File with Dispo Clip	65mm	450µm

Executive Divider File Out Cards
- Divider File Out Cards: Use in between files
- 25 per pack / 1000 per box

Executive A4 File Dividers
- A4 File Dividers: use inside files
- 25 per pack / 2000 per box

Code	Description	Size (mm)	Micron
05008	A5 Divider / File Out Card	225 × 160	450µm
074004	Divider File Out Card	310 × 225	309µm
074012	A4 File Divider (pre-punched)	297 × 210	229µm

Executive Employee Files
- Medium Weight with Flaps: House up to 200 sheets
  - 25 per pack / 200 per box
- Heavy Duty without Flaps: House up to 400 sheets
  - 25 per pack / 100 per box

Code	Description	Gusset	Micron
07422	Employee File Medium Weight	20mm	277µm
07423	Employee File Heavy Duty with Dispo Clip	40mm	450µm

Executive Coloured Light Weight Files
- House up to 50 sheets
- 25 per pack / 300 per box

Code	Description	Gusset	Micron
074023B	Light Weight (Blue)	0 mm	160
074023G	Light Weight (Green)	0 mm	160
074023P	Light Weight (Pink)	0 mm	160
074023Y	Light Weight (Yellow)	0 mm	160

Executive Coloured Medium Weight Files
- House up to 200 sheets
- 25 per pack / 200 per box

Code	Description	Gusset	Micron
074003CB	Medium Weight (Blue)	20 mm	200
074003CG	Medium Weight (Green)	20 mm	200
074003CP	Medium Weight (Pink)	20 mm	200
074003CY	Medium Weight (Yellow)	20 mm	200

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Everything in its place

General Medical File
· House up to 50 sheets

Code	Description	Gusset	Micron	Packed	Boxed
47250	General Medical File	0mm	189µm	25	400

Confidential General Medical File
· House up to 50 sheets

Code	Description	Gusset	Micron	Packed	Boxed
47350	Confidential Medical	0mm	189µm	25	400

Medical File
· House up to 50 sheets

Code	Description	Gusset	Micron	Packed	Boxed
44735	Medical File	0mm	189µm	25	400

Alternate Medical File
· House up to 50 sheets

Code	Description	Gusset	Micron	Packed	Boxed
44700	Alternate Medical File	0mm	189µm	25	400

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Top Retrieval Medical Files

Alternative Medical File
· House up to 50 sheets

Code	Description	Gusset	Micron	Packed	Boxed
074705	Alternative Medical	0mm	229µm	25	400

Alternate Medium Weight Medical File
· House up to 200 sheets

Code	Description	Gusset	Micron	Packed	Boxed
074713	Alt. Medium Weight	20mm	277µm	25	300

A5 Medical File
· House up to 50 sheets

Code	Description	Gusset	Micron	Packed	Boxed
05011	A5 Medical File	0mm	229µm	25	100

Medical Patient Inserts
· A3 folded to A4

Code	Colour	Gusset	Micron	Packed	Boxed
070016W	White	0mm	104µm	50	2000
070016B	Blue	0mm	106µm	50	2000
070016G	Green	0mm	106µm	50	2000
070016P	Pink	0mm	106µm	50	2000
070016Y	Yellow	0mm	106µm	50	2000

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Lateral Systems

Cabinets

Archiving

Moving Products

Bulk Filers

Steel Products

Accessories

Services

Everything in its place

![TidyFiles Filing Solutions logo]

Gynaecologists / Obstetricians File
· House up to 50 sheets

Code	Description	Gusset	Micron	Packed	Boxed
44750	Economy - Gynaecologists / Obstetricians File	0 mm	189µm	25	400
074703	Executive - Gynaecologists / Obstetricians File	0 mm	229µm	25	300

Specialist Surgeon File
· House up to 50 sheets
· Economy range

Code	Description	Gusset	Micron	Packed	Boxed
47200	Specialist Surgeon File	0 mm	189µm	25	400

Ear, Nose & Throat Surgeon File
· House up to 50 sheets
· Economy range

Code	Description	Gusset	Micron	Packed	Boxed
47202	Ear, Nose & Throat Surgeon File	0 mm	189µm	25	400

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Top Retrieval

Lateral Systems

Cabinets

Archiving

Moving Products

Bulk Filers

Steel Products

Accessories

Services

Everything in its place

Paediatrician File
- House up to 50 sheets
- Economy range

Code	Description	Gusset	Micron	Packed	Boxed
47203	Paediatrician File	0 mm	189µm	25	400

Orthopaedic Surgeon File
- House up to 50 Sheets
- Economy range

Code	Description	Gusset	Micron	Packed	Boxed
47201	Orthopaedic Surgeon	0 mm	120	25	400

Orthodontist Surgeon File
- House up to 50 sheets
- Economy range

Code	Description	Gusset	Micron	Packed	Boxed
47204	Orthodontist Surgeon	0 mm	120	25	400

Specialist Medical File
- House up to 50 sheets
- Economy range

Code	Description	Gusset	Micron	Packed	Boxed
47205	Specialist File	0 mm	120	25	400

FILING TIP

Can't find the file you want?

Let us create customised files to suit your specific needs.

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TidyFiles Filing Solutions

The innovative pre-index scale

ALPHA INVESTMENTS						1102			11			41				SUNDAY				NOVEMBER			

A	B	C	D	E	F	G	H	IJ	K	L	M	N	O	P	Q	R	S	T	U	V	Van	W	XYZ		
	0			1			2			3			4			5			6			7			8		9
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52
JAN		FEB		MARCH		APRIL		MAY		JUNE		JULY		AUG		SEPT		OCT		NOV		DEC
MON		TUES		WED		THURS		FRI		SAT		SUN

1 Alphabetical — Names, category, title, Description, company name, etc.
2 Numerical — Sequential filing of patient records, batch, project files. Generally use the last digit, i.e. 1102 filed on the "2".
3 1-31 — Daily follow-up system, file diary, job scheduling.
4 1-52 — Weekly bookings, follow-up system.
5 Mon-Sun — File diary
- file papers relating to work to be done on each day.
6 Jan-Dec — Monthly system
- follow-ups, bookings, accounts, call schedule.

FILING TIP
- Pre-indexed files create proper systems
- Labels must be stuck in correct position for an effective system
- Apply label to back page of file
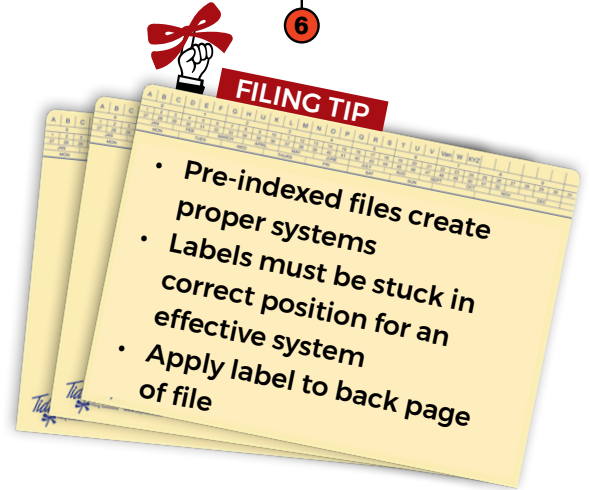
Alphabetical Filing

First Letter
Position the label according to the first letter of the name, surname or category.

Files are placed with "A" starting at the back of the drawer, cascading towards the front. This method ensures that the first letter of every name is always visible. Colour labels can be used to classify every category.

Ideal for:
· Customer Files
· Financials
· Suppliers Information
· Staff Records

Second Letter
Position the label according to the second letter of the name, surname or category. This is used where there are too many files per letter. Use a different colour label per letter of the alphabet to increase filing and retrieval time.

Third Letter
Position the label according to the third letter of the name, surname or category. This is used where there are too many files per letter. Use a different colour label per letter of the alphabet.

Alpha Investments
Bravo Consumers
Charlie Supply Chain
Delta Collection
Echo Manufacturers
Foxtrot International

First Letter System

AA Manufacturers
Absolute Insurance
Accurate Accounting
Adrenaline Adventures
Aesthetic Echo Designs
Affordable Homes
Baker House, the
BBQ Butchers
BCK Brokers
BD Designs
Best Practise Co.

Second Letter System

Numerical Filing

Position the label in accordance with the last numeric digit on the pre-index scale. Different colours can be used to distinguish every 500 or 1 000 files. This way, retrieval is easy and misfiling is minimised.

Ideal for:
· Patient records
· Vehicle registration
· Claims
· Contracts or projects
· Quotations or invoices

1101
1102
1103
1104
1105
1106

Numeric System

Everything in its place

Top Retrieval · Lateral Systems · Cabinets · Archiving · Moving Products · Bulk Filers · Steel Products · Accessories · Services

Alphabetical labels

- Alphabetical Labels used to label Top Retrieval Files
- 24 Labels per sheet
- Available in 25 assorted colours
- Suitable for most laser and inkjet printers
- Can print up to 25 characters on it
- Label program available from website

Actual size:
10 mm × 55 mm

Numerical labels

- Numerical Labels used to label Top Retrieval Files
- 40 Labels per sheet
- Available in 25 assorted colours
- Suitable for most laser and inkjet printers
- Can print up to 10 characters on it
- Label program available from website

Actual size:
10 mm × 33 mm

Top Retrieval Labels
- 5 Sheets per pack

Colour	Alpha Code	Numeric Code
White	015000	013000
Dark Yellow	015001	013001
Dark Pink	015002	013002
Dark Blue	015003	013003
Dark Orange	015004	013004
Dark Purple	015005	013005
Dark Green	015006	013006
Light Pink	015007	013007
Light Blue	015008	013008
Light Yellow	015009	013009
Light Grey	015010	013010
Light Green	015011	013011
Light Purple	015012	013012
Light Orange	015013	013013
Dark Grey	015014	013014
Red	015015	013015
Brown	015016	013016
Dark Brown	015017	013017
Dayglo Orange	015019	013019
Lime	015020	013020
Emerald	015021	013021
Cerise	015022	013022
Mustard	015023	013023
Light Brown	015024	013024
Mink	015025	013025
ASSORTED — 10 Sheets of Random Colours	015999	013099
RAINBOW — 25 Sheets of Entire Colour Range	015888	013088

FILING TIP

Labels can be handwritten or printed by using our label program.

Download the label program: apps.tidyfiles.co.za

Click here to view the Label Program User Guide

Everything in its place

![TidyFiles Filing Solutions logo]

Kwik-Fix Metal Self-Adhesive Clip
- Ideal for use in Light Weight or Medium Weight Files
- Self-adhesive
- Holds up to 180 sheets

Code	Description	Per Pack	Per Box
77/2182	Kwik-Fix Metal Clip	10	2400

Self-Adhesive Tri-Clip
- Self-adhesive
- Holds up to 400 sheets
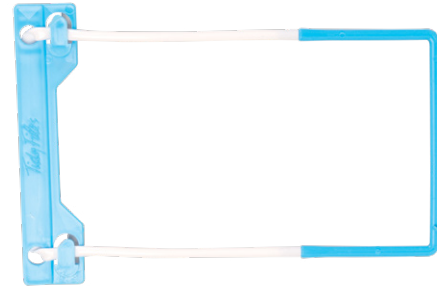
Code	Description	Per Pack	Per Box
77/2190	Tri-Clip	10	1000

Dispo Universal Clip
- Supplied standard in Magna File, Expanda File, and certain Heavy Duty Files (074005)
- Use to bind archiving documents
- Non self-adhesive
- Holds up to 500 sheets
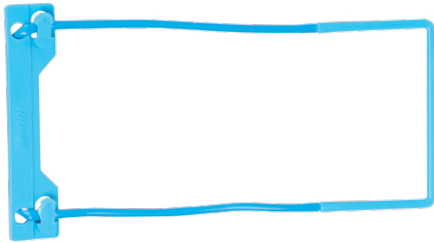
Code	Description	Per Pack	Per Box
77/2180	Dispo Universal Clip	10	1000

Binding Wire
- Ideal for use in archiving
- Non self-adhesive
- House up to 400 sheets

Code	Description	Per Pack
CBS-BW	Binding Wire (Metal)	10

Metal Document Binder & Info Label
- Ideal for use in archiving
- Non self-adhesive
- House up to 500 sheets

Code	Description	Per Pack	Per Box
77/2250	Metal Document Binder & Label	10	1000
77/2251	Metal Document Binder Only	10	1000

Archive Label
- Ideal for use in archiving
- Size(mm): 160 × 105
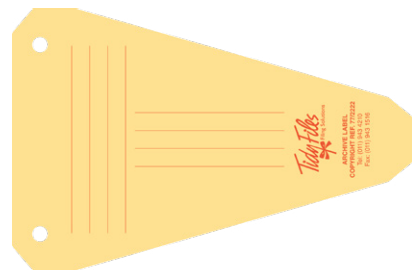
Code	Description	Per Pack	Per Box
77/2222	Archive Label	10	5000

Top Retrieval

Lateral Systems

Cabinets

Archiving

Moving Products

Bulk Filers

Steel Products

Accessories

Services

Everything in its place

File Collators
· Part of the economy and cost-effective range

Item	Code	Description	Colour	Size	Dimensions (mm)	Packed	Boxed
A	05009K	A5 File Collator	Kraft	A5	230L × 85W × 155H	10	150
B	070015K	A4 File Collator	Kraft	A4	320L × 100W × 220H	10	150
C	070014K	Folio File Collator	Kraft	Folio/Foolscap	380L × 100W × 200H	10	130

A4 Grey Board Container
· Laminate finish
· Packed: 10
· Boxed: 50

Code	Description	Dimensions (mm)
07005	A4 Grey Board Container	320L × 100W × 220H

A4 Master Box
· 3 Master Boxes fit into one A4 container
· Pre-printed with full Top Retrieval index scale.
· Ideal for storing ring-bound documents, brochures, flyers, loose papers
· Packed: 10
· Boxed: 160

Code	Description	Dimensions (mm)
070010	A4 Master Box - Blue	320L × 30W × 220H

A4 Solid Plastic Containers
· Colours can be used to colour code sections, departments or functional areas.

Item	Code	Description	Colour	Size	Dimensions (mm)	Packed	Boxed
A	070111	A4 Solid Plastic Container	Grey	A4	320L × 105W × 220H	5	20
B	070112	A4 Solid Plastic Container	Black	A4	320L × 105W × 220H	5	20
C	070113	A4 Solid Plastic Container	Blue	A4	320L × 105W × 220H	5	20
D	070114	A4 Solid Plastic Container	Green	A4	320L × 105W × 220H	5	20
E	070115	A4 Solid Plastic Container	Mauve	A4	320L × 105W × 220H	5	20
F	070117	A4 Solid Plastic Container	Pink	A4	320L × 105W × 220H	5	20
G	070119	A4 Solid Plastic Container	Red	A4	320L × 105W × 220H	5	20
H	070121	A4 Solid Plastic Container	Light Blue	A4	320L × 105W × 220H	5	20
I	070122	A4 Solid Plastic Container	Light Green	A4	320L × 105W × 220H	5	20
J	070123	A4 Solid Plastic Container	Light Yellow	A4	320L × 105W × 220H	5	20

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Everything in its place

Lateral Filing Systems

Top Retrieval

Lateral Systems

Cabinets

Archiving

Moving Products

Bulk Filers

Steel Products

Accessories

Services

Lateral filing is based on the simple principle that the eye processes colour faster than groups of numbers or letters. In the Lateral Filing System, a colour is assigned to a number, letter or particular item that has meaning. The assignment of colour for each number 0 through 9 and A through to Z, aids in the filing and retrieval of all types of hard copy files.

By placing these colours (letters and/or numbers) in a particular position on a file or folder, a colour band is formed. When these bands of colours are broken, misfiling has occurred.

Therefore, the Lateral Filing System ensures easy retrieval of documents and prevents the loss of information. The search for files is up to 40% faster, returning files saves just as much time, labour costs are substantially reduced and the problem of misfiling is virtually eliminated.

A4 Medium Weight Files
- House up to 150 sheets
- Executive file range
- Medium Weight: 25 per pack / 500 per box
- Medium Weight with Tri-Clip: 25 per pack / 100 per box

Code	Description	Gusset	Micron
LF42702	Medium Weight	15 mm	220
LF42702TC	Medium Weight with Tri-Clip	15 mm	220

Folio Medium Weight Files
- House up to 150 sheets
- Economy file range
- Medium Weight: 25 per pack / 500 per box
- Medium Weight with Tri-Clip: 25 per pack / 100 per box

Code	Description	Gusset	Micron
LF71007	Medium Weight	15 mm	186
LF71007TC	Medium Weight with Tri-Clip	15 mm	186

A4 Heavy Duty Files
- House up to 300 sheets
- Executive file range
- Heavy Duty: 25 per pack / 500 per box
- Heavy Duty with Tri-Clip: 25 per pack / 100 per box

Code	Description	Gusset	Micron
LF42703	Heavy Duty	30 mm	326
LF42703TC	Heavy Duty with Tri-Clip	30 mm	326

Folio Heavy Duty Files
- House up to 400 sheets
- Economy File Range
- Heavy Duty: 25 per pack / 500 per box
- Heavy Duty with Tri-Clip: 25 per pack / 100 per box

Code	Description	Gusset	Micron
LF71008	Heavy Duty	40 mm	233
LF71008TC	Heavy Duty with Tri-Clip	40 mm	233

A4 Mafuta File with Dispo Clip
- House up to 650 sheets
- Executive file range
- Mafuta File: 25 per pack / 100 per box
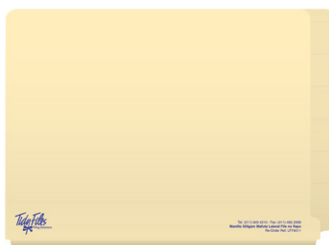
Code	Description	Gusset	Micron
LF74011	Mafuta File with Dispo Clip	65 mm	326

- **Lateral filing is the most efficient way of filing**

- **File up to 8.8 meters of filing per bulk filer bay vs. 6.6 meters filing using lever arch files**
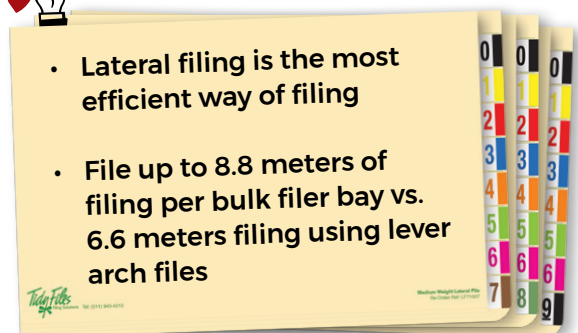
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Tidy Files have two solid-custom designed label or individual A–Z or 0-9 hand-wrap label ranges.

Each letter has a different colour Code creating a colour band to identify misfiled document quickly.

Hand-wrap labels:
- Self-adhesive
- 20 tabs per sheet, per letter
- 5 sheets per pack

Lateral Hand-Wrap Label Range

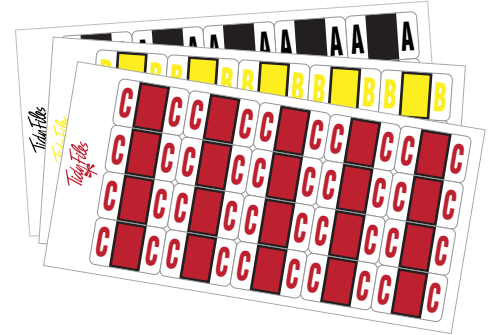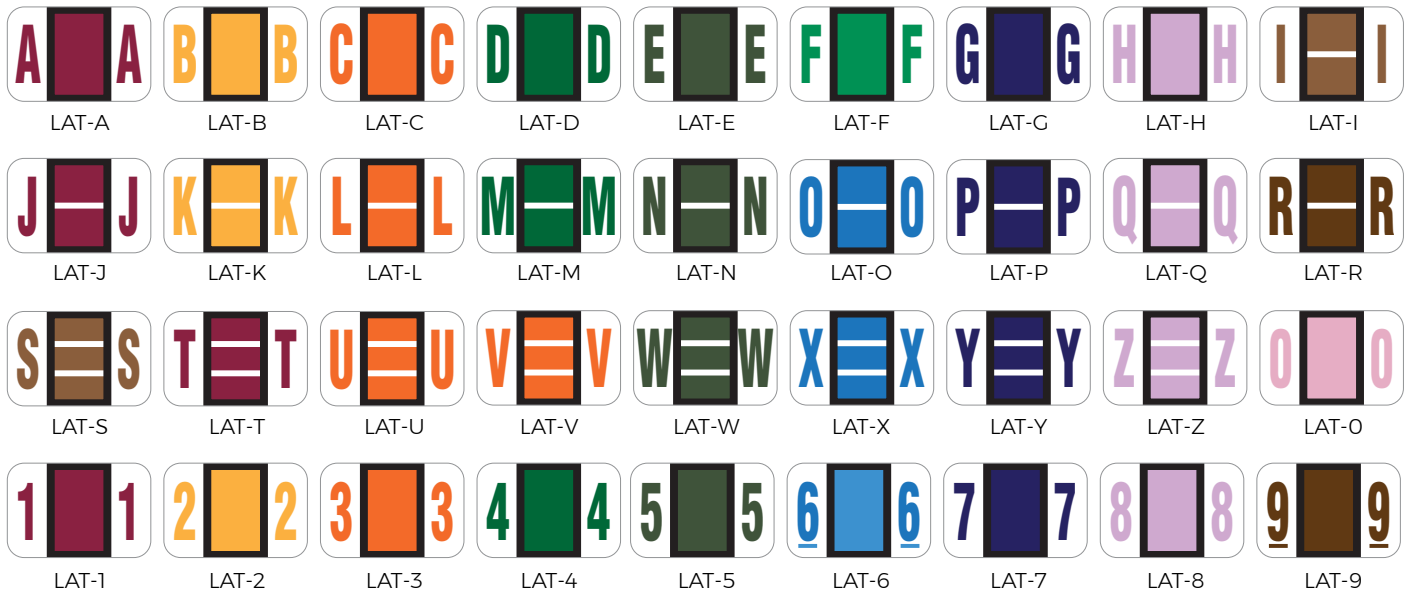|								
LAT-A	LAT-B	LAT-C	LAT-D	LAT-E	LAT-F	LAT-G	LAT-H	LAT-I
LAT-J	LAT-K	LAT-L	LAT-M	LAT-N	LAT-O	LAT-P	LAT-Q	LAT-R
LAT-S	LAT-T	LAT-U	LAT-V	LAT-W	LAT-X	LAT-Y	LAT-Z	LAT-0
LAT-1	LAT-2	LAT-3	LAT-4	LAT-5	LAT-6	LAT-7	LAT-8	LAT-9

Colour Coding Hand-Wrap Tab Range - LIMITED STOCK (DISCONTINUED)

CCA-A	CCA-B	CCA-C	CCA-D	CCA-E	CCA-F	CCA-G	CCA-H	CCA-I
CCA-J	CCA-K	CCA-L	CCA-M	CCA-N	CCA-O	CCA-P	CCA-Q	CCA-R
CCA-S	CCA-T	CCA-U	CCA-V	CCA-W	CCA-X	CCA-Y	CCA-Z	CCN-0
CCN-1	CCN-2	CCN-3	CCN-4	CCN-5	CCN-6	CCN-7	CCN-8	CCN-9

Extenda Label
- Use to convert a standard Top Retrieval file to the Lateral System
- Self-adhesive
- 100 per pack
- Code: LL0798
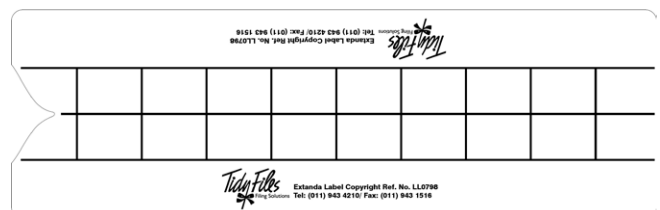
*All pictures shown are for illustration purposes only. Actual product colour may vary from images shown.*

Top Retrieval · Lateral Systems · Cabinets · Archiving · Moving Products · Bulk Filers · Steel Products · Accessories · Services

Why Buy a *TidyFiles* Cabinet?

Tidy Files cabinets are sleek, elegant and ergonomically designed and manufactured subject to established and consistent in-house quality control measures.

But did you know that our cabinets are built with a full steel frame interior and each drawer can hold up to 80kg? This means that our cabinets are fully operational before the unit is cladded.
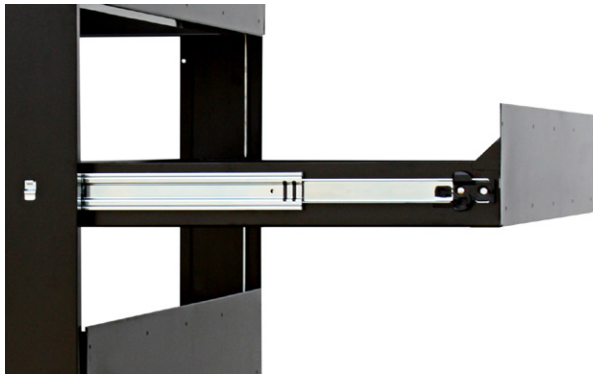
Runners
The runners of each drawer are directly fixed to the steel frame and extend 110% when pulled out, ensuring you will always be able to access your documents with ease

Adjustable Ferrules
The ferrules are adjustable up to 25 mm. Tidy Files installers will adjust your cabinet upon delivery to ensure your cabinet is level.

Anti-Tilt Mechanism
Safety feature for Tidy Files Cabinets. Only one drawer can be opened at a time.

Central Locking Mechanism
All units are equipped with a central locking mechanism. The unit locks all the drawers over two points, both the left and right.

On request cabinets can also be split into two parts creating a top and lower sections with each section having its own lock.

Locally Manufactured
Every Tidy Files cabinet is manufactured and assembled by hand. Meticulous finishing touches and cleaning is done, guaranteeing that you receive a product of the highest quality.

10-Year Warranty
We believe in our products and offer a 10-year warranty on all moving parts together with our excellent after sales service.

Top Retrieval

Lateral Systems

Cabinets

Archiving

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Solo Range

· 1 row of A4 containers per drawer*
· 5 × A4 containers = 0.5 meters of filing per drawer
· Height can be adjusted up to 25 mm

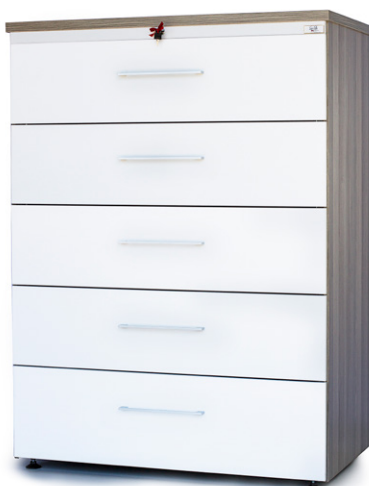| Description	Height (mm)	Width (mm)	Depth (mm)	Filing Meters (m)	Avg. Weight [Full] (kg)
2 Drawer	680	455	615	1.0	120
3 Drawer	960	455	615	1.5	130
4 Drawer	1230	455	615	2.0	145
5 Drawer	1505	455	615	2.5	155

Mini Range

· 2 rows of A4 containers per drawer*
· 10 × A4 containers = 1.0 meters of filing per drawer
· Plinth drawer for stationery can be added as an optional extra
· Height can be adjusted up to 25 mm

Description	Height (mm)	Width (mm)	Depth (mm)	Filing Meters (m)	Avg. Weight [Full] (kg)
2 Drawer (under counter)	664	790	615	2.0	143
2 Drawer	680	790	615	2.0	205
3 Drawer	960	790	615	3.0	230
4 Drawer	1230	790	615	4.0	255
5 Drawer	1505	790	615	5.0	280
6 Drawer	1660	790	615	6.0	300

Quantum Range

· Most popular range
· 3 rows of A4 containers per drawer*
· 15 × A4 containers = 1.5 meters of filing per drawer
· Utility drawer can be added as an optional extra
· Height can be adjusted up to 25 mm

Description	Height (mm)	Width (mm)	Depth (mm)	Filing Meters (m)	Avg. Weight [Full] (kg)
2 Drawer (under counter)	664	1125	615	3.0	198
2 Drawer	680	1125	615	3.0	210
3 Drawer	960	1125	615	4.5	310
4 Drawer	1230	1125	615	6.0	410
5 Drawer (short)	1405	1125	615	7.5	510
5 Drawer	1505	1125	615	7.5	510
6 Drawer	1660	1125	615	9.0	615

A5 Range

· 4 rows of A5 containers per drawer*
· 24 × A5 containers = 2.0 meters of filing per drawer
· Height can be adjusted up to 25 mm

Description	Height (mm)	Width (mm)	Depth (mm)	Filing Meters (m)	Avg. Weight [Full] (kg)
5 Drawer	1105	1125	615	10.0	415
6 Drawer	1305	1125	615	12.0	435
7 Drawer	1500	1125	615	14.0	455
8 Drawer	1705	1125	615	16.0	470

Containers, files, internal components and accessories not included and must be purchased separately

Everything in its place

![TidyFiles Filing Solutions logo]

Combination / Lever Arch Range

- Combine Top Retrieval System, lever arch files and hanging files because of deeper drawers

- 3 rows of A4 container = 1.5 meters of filing per drawer
- 3 rows of lever arch files = 18 × lever arch files per drawer (add 3 × Wire Lever Arch Racks per drawer)
- 2 rows of hanging files = 1.2-1.3 filing meters per drawer (add 1 × Hanging Cradle per drawer)

- Height can be adjusted up to 25 mm
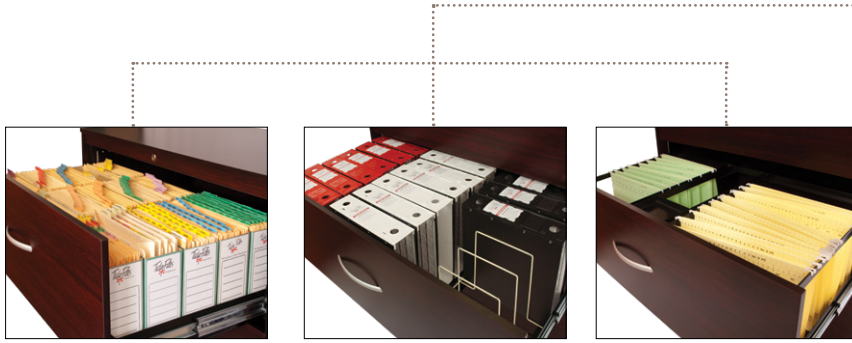
Description	Height (mm)	Width (mm)	Depth (mm)	Lever Arch Files	Avg. Weight [Full] (kg)
2 Drawer	740	1125	615	36 Files	225
3 Drawer	1045	1125	615	54 Files	325
4 Drawer	1345	1125	615	72 Files	425
5 Drawer	1640	1125	615	90 Files	530

A4 Suspended Hanging Files Range

- 3 rows of A4 hanging files = 1.5 filing meters per drawer (add 1 × Hanging Cradle per drawer)
- Height can be adjusted up to 25 mm

Description	Height (mm)	Width (mm)	Depth (mm)	Filing Meters (m)	Avg. Weight [Full] (kg)
2 Drawer	720	1205	615	3.0	225
3 Drawer	940	1205	615	4.5	325
4 Drawer	1220	1205	615	6.0	425
5 Drawer	1505	1205	615	7.5	530

Folio Range

- 3 rows of folio containers or 3 rows of hanging files per drawer*
- 15 × folio containers = 1.5 meters of filing per drawer
- Hanging files only fit into a 2 - 5 drawer cabinet
- Height can be adjusted up to 25 mm

Description	Height (mm)	Width (mm)	Depth (mm)	Filing Meters (m)	Avg. Weight [Full] (kg)
2 Drawer	680	1345	615	3.0	225
3 Drawer	960	1345	615	4.5	325
4 Drawer	1230	1345	615	6.0	430
5 Drawer	1505	1345	615	7.5	535
6 Drawer	1660	1345	615	9.0	640

Containers, files, internal components and accessories not included and must be purchased separately

Everything in its place

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Cradles for Hanging Files

- Available for most Tidy Files Cabinets
- Used for hanging files

Code	Item	Size	Filing Meters
092004	Single Hanging Cradle	A4	0.5
092005	Single Hanging Cradle	Folio	0.5
092011	Quantum Cabinet	Folio	1.2
092012	Quantum Cabinet	A4	1.3
092011	Combination Cabinet	Folio	1.2
092012	Combination Cabinet	A4	1.3
092013	Folio Cabinet	A4	1.5
092014	Folio Cabinet	Folio	1.5

Wire Racks for Lever Arch Files

- Used in the Combination Cabinet to keep files upright
- House 6 × lever arch files per rack
- 3 × wire racks per drawer
- 18 × lever arch files per drawer = 90 files in a 5-Drawer Combination Cabinet
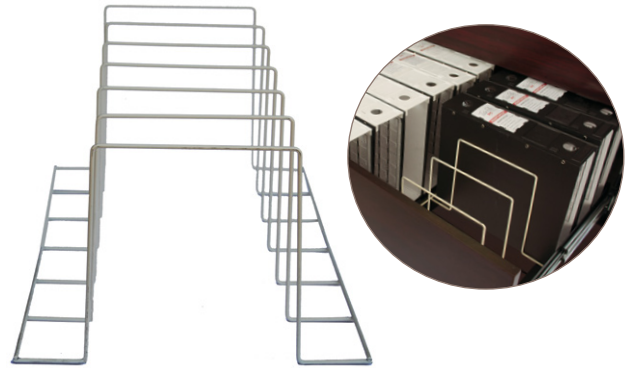
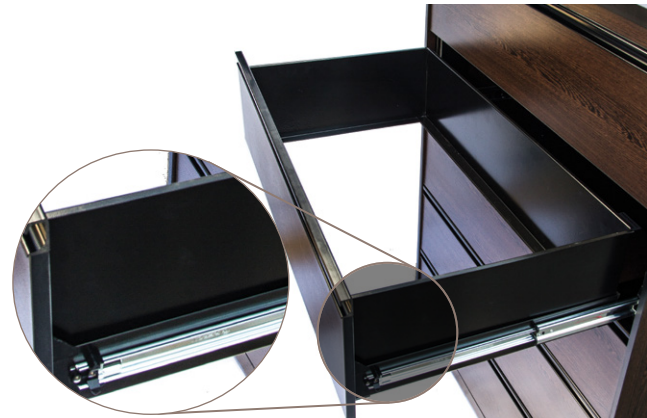| Code	Item
092006	Wire Lever Arch Rack

Base Plates

- Available for all Tidy Files Cabinets
- Steel base plates covers the full drawer
- Steel base is made from 0,8 mm steel
- Masonite base is more cost-effective option but only covers one row of filing, calculate rows per drawer needed

Steel base

Masonite base

Code	Item	Code	Item
090023	Solo Cabinet	090020	Combination Cabinet
090022	Mini Cabinet	090024	Folio Cabinet
090020	Quantum Cabinet	090020	A5 Cabinet
090021	Quadro Cabinet	090026	Masonite

Utility Drawers

- The Utility Drawer raises the sides of the drawer so that the cabinet can store a variety of objects
- The Utility Drawer must but be used with a Base Plate*

Code	Item	Code	Item
090036	Solo Cabinet	090034	Quadro Cabinet
090032	Mini Cabinet	090033	Combination Cabinet
090033	Quantum Cabinet	090035	Folio Cabinet

Base plate not included and must be purchased separately

Divider Bars

- Holds Top Retrieval System boxes in the drawers
- Comes standard with Top Retrieval Cabinets

Code	Item
09902	Divider Bars

Plinth Drawers

- Available for most Tidy Files Cabinets
- Sold as an add-on*
- 100 mm deep
- Ideal for stationery and small items

Code	Item
090012	Mini Cabinet
090013	Quantum Cabinet
090011	Quadro Cabinet
090013	Combination Cabinet

Cabinet not included, for illustration purposes only

All containers, files, internal components and accessories displayed not included and must be purchased separately

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Steel Products

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Cabinet Handles

· A range of standard handle options are available
· Special handles on request

PVC Strip Handle
(black, brown, burgundy, charcoal or grey)

Oval Arch
(black or silver)

Silver Metal Bar

FILING TIP

Receive a free assessment to determine cabinet size, handles and finish to match your interior
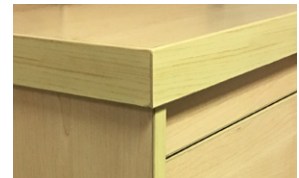
Cabinet Front Designs

Post-Form Front

Square Front

Cabinet Top Design

· All cabinets are manufactured with a standard 16 mm top
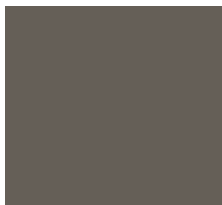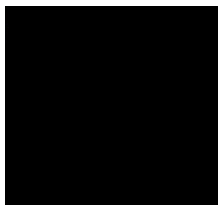· A 32 mm top can be added at an additional cost

16 mm Top
(standard)
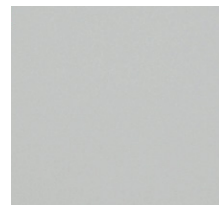
32 mm Top
(optional extra)

Melamine Finishes

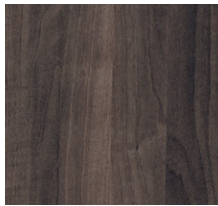|		
Autumn Leaf	Black	Cream
Folkstone Grey	Storm Grey	White
African Wenge	American Walnut	Alaskan Ice
Bodensee Cherry	Burgan Mahogany	Cherry Royal
Coimbra	Harvard Cherry	Memphis Cherry
Monument Oak	Natural Oak	Royal Mahogany
Skipwood	Summer Oak	Vancouver Maple
Verzasca Oak		
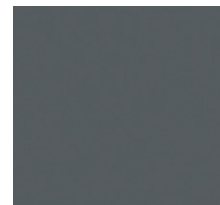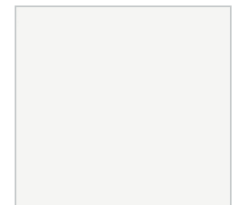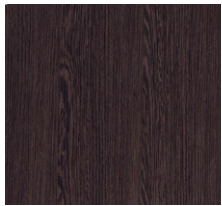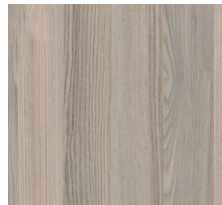
SPECIAL COLOURS & VENEER:
Speak to us about special colours and veneer finishes

All pictures shown are for illustration purposes only. Actual product colour may vary from images shown.

Everything in its

TidyFiles
Filing Solutions

Archive File with Dispo Clip

- Holds the contents of 1 lever arch file
- Cost-effective and space efficient alternative to lever arch files
- Includes Dispo Clip
- 5 units per pack
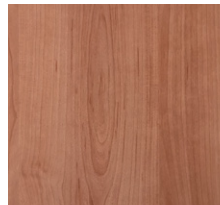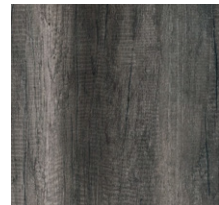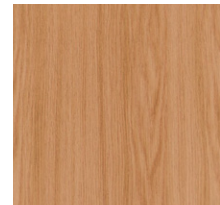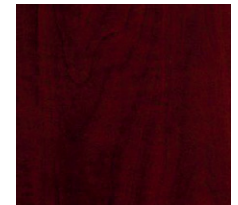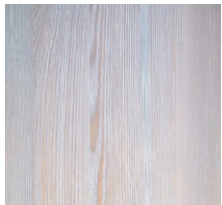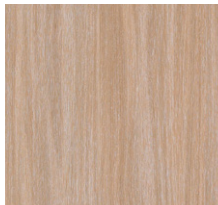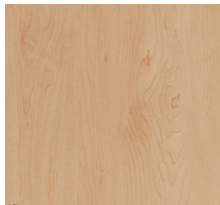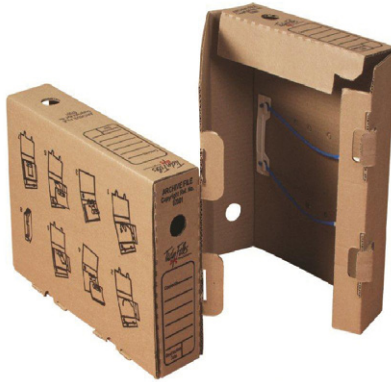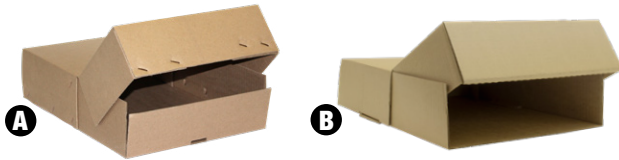
Code	Description	Size (mm)
07001	● Archive File & Dispo Clip (Kraft)	335L × 240W × 70H

Legal Boxes

- Made specific to requirements of Government Departments
- Legal boxes with staples stronger and more durable
- Sold per each

Code	Description	Size (mm)
080111	● A - Legal Box with staples & flap	370L × 270W × 90H
080112	● B - Legal Box - no Staples, no flap	360L × 265W × 90H

Backing Boards

- Holds A5, A4, folio and cheques
- Use with the Dispo Clip, Metal Document Binder or Binding Wire* (view page 11 for clips)
  - **Index Board** can be used with:
    - Bankers Storage Box,
    - Folio Archive Box and Folio Archive Container, or
  - **A4 Backing Board** can be used with:
    - A4 Archive Box and A4 Archive Container, or
    - Off-site Storage Box and other Large Storage Boxes
  - **Large Backing Board** can be used with:
    - Jumbo Document Storage Box,
    - Bankers Storage Box,
    - Legal Box, or
    - File-A-Drawer
- 10 units per pack
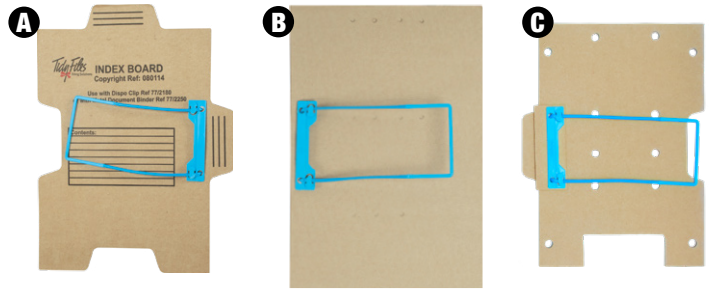
Code	Description	Size (mm)
080114	● A - Index Board (Kraft)	335L × 250W
080081	● B - Large Backing Board (Kraft)	325L × 225W
CBS-BBRD	● C - A4 Backing Board (Kraft)	297L × 210W

Clips not included and must be purchased separately

Eco Archive Range

- Most cost effective range
- Manufactured from 100% recycled material
- 100% recyclable
- Acid free material
- 5 units per pack

Code	Description	Size (mm)
081108	● A4 Eco Archive Wallet	330L × 250H × 80W
081109	● A4 Eco Archive Box	330L × 250H × 100W
081110	● A4 Eco Archive Container	330L × 250H × 200W

File-a-drawer

- Accommodates any combination of:
  - A5, A4, folio and A3 documents, or
  - 6 × Archive Files (07001), or
  - 4 × A4 containers with Top Retrieval Files, or
  - Contents of up to 8 lever arch files on Backing Boards
- The drawer has a front and rear handle for easy transport around the workplace

Code	Description	Size (mm)
080061	● File-A-Drawer (Kraft)	490L × 370W × 290H

Archive Boxes

- Holds the contents of 2 lever arch files
- Flip open lid for easy access
- Can be used with Backing Boards
- 5 units per pack

Code	Description	Size (mm)
080109K	● A4 Archive Box (Kraft)	330L × 245H × 110W
07002	○ Folio Archive Box (White)	365L × 260H × 110W
07002K	● Folio Archive Box (Kraft)	365L × 260H × 110W

Archive Containers

- Holds the contents of 4 lever arch files
- Flip open lid for easy access
- Can be used with Backing Boards
- 5 units per pack

Code	Description	Size (mm)
080110K	● A4 Archive Container (Kraft)	330L × 245H × 215W
07003	○ Folio Archive Container (White)	365L × 260H × 215W
07003K	● Folio Archive Container (Kraft)	365L × 260H × 215W

All Files and accessories displayed not included and must be purchased separately

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STORAGE BOXES

Product	Off-Site Storage Storage Box	Mega Off-Site Storage Box	Jumbo Document Storage Box	Lever Arch Document Box	Bankers Storage Box
Code	080040	080041	080023	080045	080115
Colour	Kraft	Kraft	Kraft	Kraft	Kraft
Size (mm):					
Length	435	435	460	460	460
Width	340	340	340	340	360
Height	250	350	250	285	265
Units per pack	10	10	10	10	10
Multi-purpose storage box	Yes	Yes	Yes	Yes	Yes
Correct size for off-site facilities	Yes	Yes	No	No	No
Base solid one piece construction	Yes	Yes	Yes	Yes	Yes
Double walled cardboard	Yes	Yes	Yes	Yes	Yes
A5, A4 & A3 size documents	Yes	Yes	Yes	Yes	Yes
Folio size documents	Sideways	Sideways	Sideways	Sideways	Yes
Documents transferred to Backing Boards	Content of 6-7 lever arch files	Content of 6-7 lever arch files	Content of 8-10 lever arch files	Content of 8-10 lever arch files	Content of 8-10 lever arch files
Lever arch files	4-5	5-6	4-5	5	5
Archive Files (07001)	5-6	6-7	6	6	6
A4 containers	4	4	4	4	4
Folio File Collator (070014)	3	2	3	3	3
A4 Archive Box (080109)	4	4	4	4	4
Folio Archive Box (07002)	2	2	2	2	4
A4 Archive Container (080110)	2	2	2	2	2
Folio Archive Container (07003)	1	1	1	1	2

All files, container and accessories displayed not included and must be purchased separately

Everything in its place

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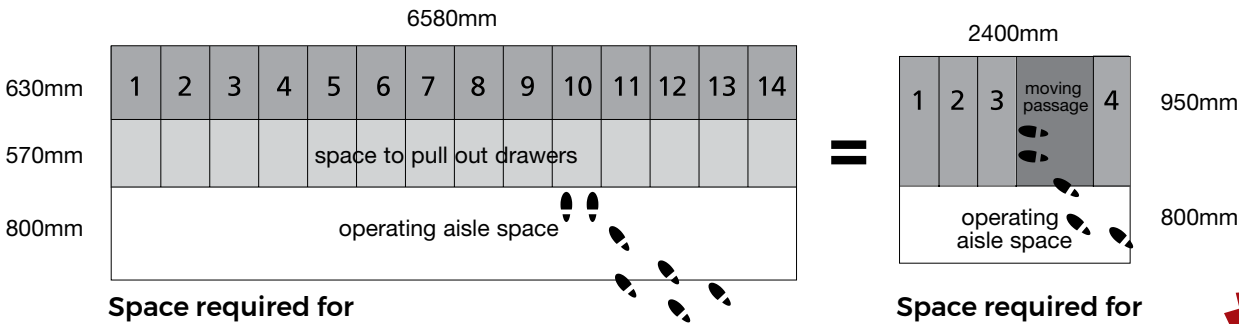
Steel Products

Accessories

Services

Bulk Filers

Tidy Files has a solution for larger filing requirements and for businesses where space is an issue. The Bulk Filer consists of one static bay as well as moving bays.

Bulk Filer units cater for large volumes of documents.

These units vary in size all depending on your filing requirements and available space.

Manufactured from high grade steel and powder coated to prevent against rust, the mobile filing unit employ sealed loaded bearings to provide for smooth operation and trouble free maintenance.

Regardless of the difficulty of the situation, we are committed to comprehensive and efficient service at all times. We have trained consultants who will develop a customised solution for your specific filing needs.

6580mm

630mm | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14

570mm — space to pull out drawers

800mm — operating aisle space

=

2400mm

1 | 2 | 3 | moving passage | 4   950mm

operating aisle space   800mm

**Space required for
14 × 4-drawer steel cabinets
= 13.16m²**

**Space required for
1 × 4-Bay Bulk Filer
= 4.2m²**

That's 57% less floor space used

- Both have equal capacity of 28 linear filing meters

EXAMPLE OF A 5-BAY BULK FILER

5-BAY SIDE VIEW

FIXED

800

FILING TIP

We will assist you with Bulk Filer assessments and weight calculations

5-BAY TOP VIEW

1100
FIXED
800
SINGLE

2200
FIXED | FIXED
800
TANDEM

3300
FIXED | FIXED | FIXED
800
TRIPLE

4400
FIXED | FIXED | FIXED | FIXED
800
QUAD

Everything in its place
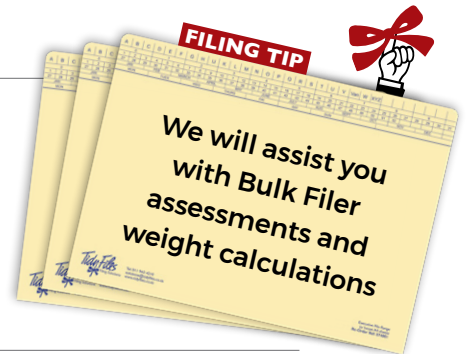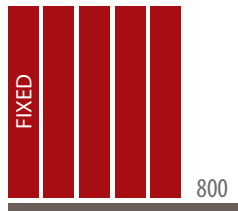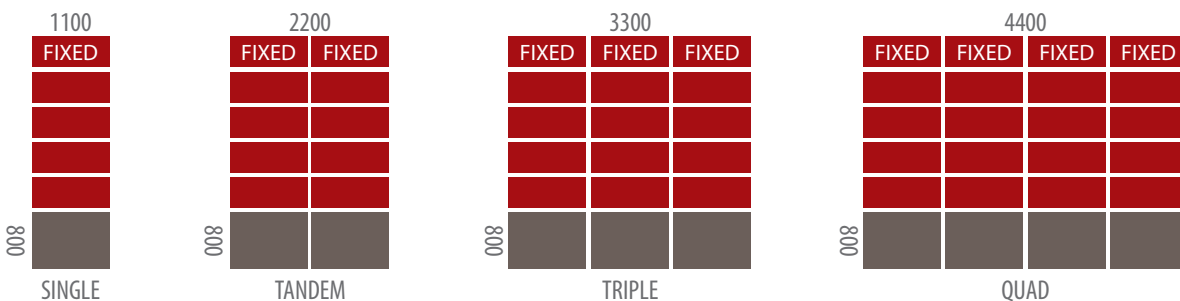
Container storage

- 7 shelves per bay creating 8 openings
- Each shelf house 10 × A4 containers
- A total of 80 containers per bay

Pull-out drawers

- 5 Pull-Out Drawers per bay
- 3 rows of A4 containers per drawer
- 9 × containers per drawer
- 45 × A4 containers in total per bay (5 × drawers)
- Up to 3 shelves can be fitted
- A setup of 5 Pull-Out Drawers and 3 shelves hold the content of 1 × 5-Drawer Quantum = 75 × containers

Pull-out cradles

- 5 Pull-Out Cradles per bay
- Can accommodate A4 and folio hanging files
- Allows for filing from front to back or left to right
- Up to 3 shelves can be fitted
- 3 shelves for containers, or 2 shelves for lever arch files

Lever arch storage

- 5 shelves per bay creating 6 openings
- House 12 standard size lever arch files per shelf = 72 lever arch files in total
- A setup of 5 shelves per bay hold the same number of lever arch files as a 4-Drawer Combination Cabinet

Lateral filing

- 7 shelves per bay creating 8 openings
- 1.1 filing meters per shelf
- Recommended to be used with Wire Rack Support (FS0303)
- A minimum bay depth of 400 mm is advised for Lateral Filing
- For A4 filing: 7 shelves, 8 openings
- For folio filing: 6 shelves, 7 openings
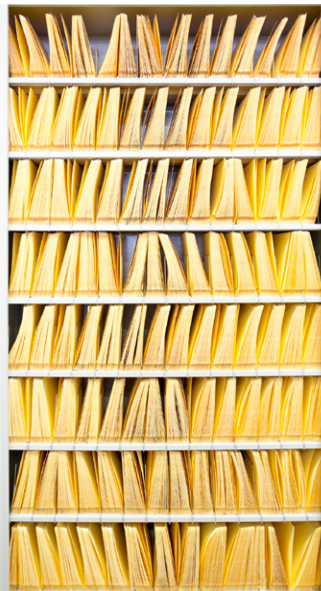
Archive Box Storage

- 6 shelves creating 7 openings
- House 2 Off-site Storage Boxes (080040) per shelf
- 14 Off-site Storage Boxes in total per bay

All configurations shown based on a standard bay of 2200 mm(H) × 1100 mm(W) × 400 mm(D)

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Accessories

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Everything in its place

Pull-Out cradle
· Used for hanging/suspension files
· Accommodates A4 and folio files
· Code: FS0306

Pull-Out Drawer
· Used to house Top Retrieval Containers or loose items
· Accommodates 9 × A4 containers or 16 × A5 container per drawer
· Code: FS0305

Pull-Out Working Shelf
· A convenient shelf to pull out and work on while retrieving and filing documents
· Code: FS0314

Pull-Out Stationery Drawer
· A Pull-Out Stationery Drawer for stationery and miscellaneous items
· Create individual compartments with drawer dividers*
· The drawer can also be fitted with a lock on request
· Code: FS0313

*Drawer dividers sold separately

Wire Support Rack
· Keeps files upright
· Wire Support Rack wraps around front and back of the shelf of Bulk Filer bay
· Recommended for use with the Lateral Filing System
· Code: FS0303

Wire Support Rack with Plate
· Keeps files upright
· Wire Support Rack with Plate is used on bottom shelf of Bulk Filer bay.
· Recommended for use with the Lateral Filing System
· Code: FS0304

20 Pigeon-Hole Compartment
· 20 compartments
· Ideal for mail, letters, and brochures
· Sold separately making it ideal for office use
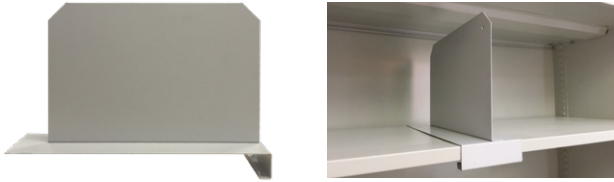· Code: FS0209

Lockable Compartment
· Create a lockable compartment within a bay
· Code: FS1005

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Shelf Divider
- Ideal to create vertical partitions or for use as book-ends
- 250 mm(H)
- Code: FS0311

Index Plate
- For indexing the content of the bay
- Fixed to the side of a bay
- A4 in size
- Code: BFBFINDPL

Push-Pull Handle
- Fitted to large Single and all Tandem Bulk Filer units
- Code: FS1007

Chain Drive Handle
- Fitted to all Triple and Quad Bulk Filer units
- Code: FS0212

Cladding
- Customise a Bulk Filer with decorative cladding to match office furniture and decor

Melamine
Veneer
Perforated Steel
Dimple Steel
Vinyl
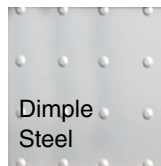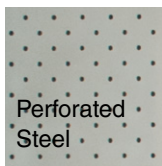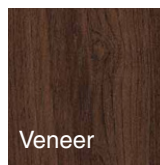
Finishes
- Standard colours of a Bulk Filer are Cream or Folkstone Grey.

Folkstone Grey
Cream
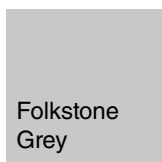
Fire Resistant Cladding
- As an additional extra each bay can be individual fitted with a 3 mm fire resistant internal cladding.
- Code: FS1006

FIRE RESISTANT 30 MINUTES FIRE RESISTANT

Everything in its place

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Cabinets

Archiving

Moving Products

Bulk Filers

Steel Products

Accessories

Services

![TidyFiles - Filing Solutions]

Bolted Shelving

- Bolted shelving units are available in different sizes ranging from 4 - 9 shelves per unit.
- Standard colours included Cream and Grey
- Units available:
  - Open
  - Braced
  - Closed back and sides
- Special sizes available on request

Sizes available

Heights (mm)	Depths (mm)	Width (mm)
1900	305	914
2210	381	
2450	457	
	610	

Kick Stool

- Reach top filing on shelves and Bulk Filers

Code	Description
FS1014	Kick Stool

Horizontal plan cabinet

- Horizontal Plan Filing Cabinet for A0 size drawings, maps, etc.
- *Plan Cabinet Stand sold separately.

Code	Description	Size (mm)
CSPLAN-4D	4 Drawer Horizontal Plan Cabinet	530H × 1420W × 960D
CSPLAN-6D	6 Drawer Horizontal Plan Cabinet	740H × 1420W × 960D
CSPLAN-8D	8 Drawer Horizontal Plan Cabinet	740H × 1420W × 960D
CSSTND	Horizontal Plan Cabinet Stand*	175H × 1420W × 960D

Lockers

- Available in Ivory Karoo or Hammertone Grey

Code	Description	Size (mm)
BFCOMPLOC-1	Single Compartment Locker	1800H × 300W × 450D
BFCOMPLOC-2	2 Compartment Locker	1800H × 300W × 450D
BFCOMPLOC-3	3 Compartment Locker	1800H × 300W × 450D
BFCOMPLOC-4	4 Compartment Locker	1800H × 300W × 450D
BFCOMPLOC-5	5 Compartment Locker	1800H × 300W × 450D
BFCOMPLOC-6	6 Compartment Locker	1800H × 300W × 450D
BFCOMPLOC-12	12 Compartment Locker	1800H × 600W × 380D

Vertical Mobile plan Stand

- Accommodate 18 binders
- Binders house up to 50 plans
- *Binders sold separately

Code	Description	Size (mm)
07B238	Vertical Mobile Plan Stand	1300H × 980W × 600D
07B239	Mobile Plan Binder*	900L

2-Door Stationery Cabinet

- Includes 4 shelves
- Size (mm): 1800H × 900W × 450D

Code	Description
BFSYSCAB-1800	2-Door Stationery Cabinet with 4 Shelves

Steel Filing Cabinets

- Available in Ivory Karoo or Hammertone Grey

Code	Description	Size (mm)
CSOFMCAB-2	2-Drawer Steel Cabinet	710H × 480W × 620D
CSOFMCAB-3	3-Drawer Steel Cabinet	1020H × 480W × 620D
CSOFMCAB-4	4-Drawer Steel Cabinet	1330H × 480W × 620D

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TidyFiles
Filing Solutions

ADAPTAFILE™

· An innovative upgrade on the original lever arch file
· Stands upright and won't warp or bend, prolonging the lifespan of the clip

Code	Colour
AF00	○ White
AF01	● Yellow
AF02	● Blue
AF05	● Green
AF08	● Red
AF09	● Black

P.V.C Lever Arch Files

· Files have a laminate finish and allow for easy cleaning

Code	Colour	Code	Colour
07B900W	○ White	07B900BLU	● Blue
07B900BLK	● Black	07B900P	● Pink
07B900O	● Orange	07B900LG	● Lime Green
07B900Y	● Yellow	07B900DG	● Dark Green

Starter Packs

· Contains:
  – 20 × Light Weight Files
  – 10 × Medium Weight Files
  – 5 × Heavy Duty Files
  – 1 × A4 Slated Plastic Container
  – 2 × Sheets of Alpha Labels (24 labels per sheet)

· The container fits neatly into a drawer or even on the shelf of a cupboard
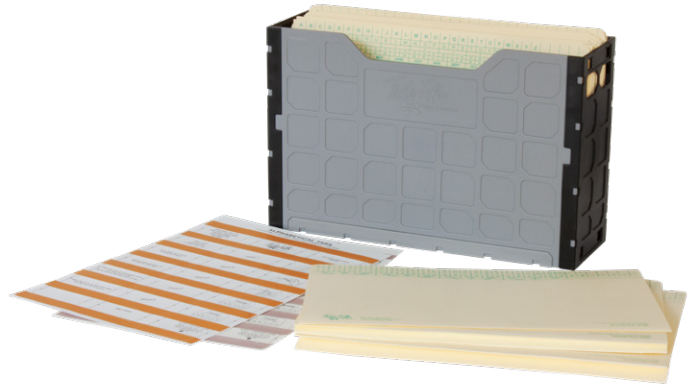
Code	Colour	Code	Colour
07B900W	○ White	07B900BLU	● Blue
07B900BLK	● Black	07B900P	● Pink
07B900O	● Orange	07B900LG	● Lime Green
07B900Y	● Yellow	07B900DG	● Dark Green

Doodle Box

· Ideal to keep on your desk for notes
· Note cards / box

Code	Description	Size (mm)
SO117	Doodle Box	105L × 75W x 95H

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)

Step Organiser

· To organise or hold files on your desk that you are currently working with
· Files are kept at an incline
· Use for Light Weight Files, Medium Weight Files or flyers

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)

All pictures shown are for illustration purposes only. Actual product colour may vary from images shown.

Everything in its place

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Lateral Systems
Cabinets
Archiving
Moving Products
Bulk Filers
Steel Products
Accessories
Services

Secure Document Destruction

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 complaint 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.

How it works
· Barcoded consoles are issued for sensitive document disposal
· During regular scheduled intervals, each console barcode is scanned, the contents collected and transferred into a locked wheelie bin
· Wheelie bins are transferred to mobile units either for on-site shredding on the premises, or to be transported to the nearest facility for off-site shredding under conditions
· Printed certificate of destruction is issued (displaying scanned barcodes and amount, in kilograms, destroyed)
· Shredded documents are delivered to a pre-screened and approved recycler, ensuring all documents are fully recycled

Shredding options
· On-site service: Shredding done at your office
· Off-site service Shredding done at a warehouse facility

Cross cutting technologies

Certificate of destruction

Shredded documents are 100% recycled

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Cabinets

Archiving

Moving Products

Bulk Filers

Steel Products

Accessories

Services

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For the past four decades, we have been providing filing and archiving products to businesses of all sizes across South Africa.

Our expert consultants are available to assist you in customising solutions for every requirement.

Contact us for a no-obligation quote.

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

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