

ACCESS FILING SERVICES

filecorp
NZ Limited

Access Filing provides an integrated approach to document filing. We appraise your existing situation to find where improvements can be made or discuss options for establishing a new system. We then recommend suitable file housings, folders and pockets, colour coding and archiving to achieve maximum efficiency.

The end result will be a system that has the ability to expand as your business grows. The T-glide system is so versatile it can be fitted into just about any workplace situation. The good news is that you may not need to purchase additional furniture as we can often retro-fit our system to your existing units.

Our Services

- Free Appraisal
- Measure and Quote
- Installation and/or Retro-Fitting
- File Conversion (transferring from your old to your new system)
- Pre-Coding on File Tabs
- Pre-Fitting of Clips and Dividers
- Label Printing
- Office Relocations (T-Glide & Graffi racks and files)
- Archiving and Filing Assistance

We can also work in with your interior space designer or builder to create a customised filing layout.



Across the print industry including techniques such as flexographic, offset and lithographic printing a wide range of in-house solutions were found for print plate storage.

Access Filing's T-glide system with specially made hanging job bags are designed with the print industry in mind.

Here's what one print company found:

"By adopting the system in full we have successfully eliminated damage to all dyes and plates decreasing waste across the board. The floorplan space saving from smarter storage, created space enough for our new large format printer. The uniform colour coded storage system reduced time searching for and storing dyes and plates significantly. The time saved has increased efficiency of the team and helped remove some of the frustrations from an average working day"

- The T-Glide System is so versatile it can be fitted into just about any workplace situation.
- Retro-fit into existing cabinets and units or utilise our freestanding rack system.
- Our racks have widths and heights to suit and when your archive grows, extension units are all you need to expand the capacity.

