COLOUR CODING FOR LATERAL FILING SYSTEMS

filecorp
NZ Limited

Colour coding labels are totally flexible, they allow the system to be specifically designed for your business or industry needs.

A misplaced file creates a break in the colour pattern and becomes highly visible – removal and replacement becomes a quick and simple action. NOW costly mistakes and filing errors are virtually eliminated.

• Speeds up filing & retrieval by up to 40%

• Immediate sighting of misplaced files

• Clearly visible from either direction

• Makes filing easy, simple and quick

• Saves time & Money

CODING OPTIONS

C-ezi systems are totally flexible, this allows the actual coding system to be specifically designed for your business or industry needs.
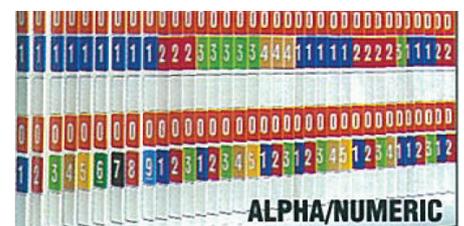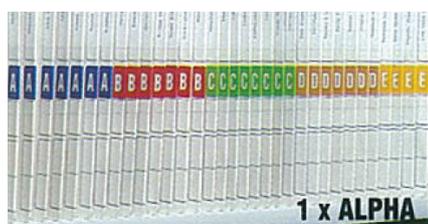
Alphabetic – Can be implemented using the 1, 2, 3 letters of the file title. A band of colour is formed as the alphabet runs through the files. Final identification of the file is assisted by the name of the file title label.

Numeric – Immediately creates blocks of colour patterns giving each file its own unique position within the total filing system. An ideal method where security is required. Decimal coding and terminal digit coding are also methods employed using simple numeric coding.

Alpha Numeric – this method extends the advantages of alphabetic and numeric. The combination of both Alpha and numeric coding is most appropriate where special identification is required – this method offers unlimited divisions of subject matter.

Colour flashes – can be used where information is required without opening the file. I.e. grouping into areas, subjects or people responsible etc. Colour flashes can also be used to show progress on the action required with the file. Flashes and/or year labels are used regularly to show the age of a file which is especially useful in culling a filing system.

Year Labels – Can be used to show the age of a file, especially useful in culling a filing system.

1 x ALPHA

2 x ALPHA

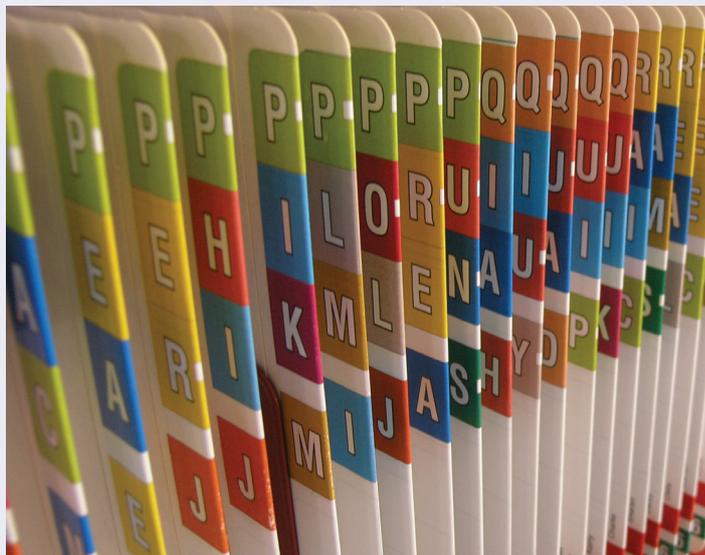3 x ALPHA

NUMERIC

ALPHA/NUMERIC

WHY COLOUR CODING?

Poor indexing, misplaced or duplicated files all add up to an unorganised filing system. This will cost your business time, and money. Colour coding provides bands of colour, quickly identifying misplaced files and speeding up filing and retrieval time by up to 40%.

Files can be identified from both sides making the system easy and quick to use.

Alpha and numeric labels 24mm high, 40 Labels per sheet. Available in individual sheets and packs of A-Z.

CEZI LABELS

Cezi Mini Numeric labels

- 12mm high, 70 labels per sheet
- Available in individual sheets

Cezi Colour Flash labels

- 24mm high, 40 labels per sheet
- Available in 11 colours
- Used to identify different types of information and files quickly

Cezi Year labels

- 16mm high
- Available in rolls of 100 and 500
- Unique to identify file creation and archive requirements

COLOUR FIND LABELS

Colour find alpha and numeric labels

- 25mm high, 40 per sheet
- Available in individual sheets

Colour find flash labels

- 19mm high, 48 per sheet
- Available in 15 colours
- Used to identify different types of information and files quickly.