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Why use Colour Coding?

At Accent Filing we talk a lot about colour coding your files, but the real question is how does it help you and your business on a daily basis to save time, money and space?

Eliminate Misfiling:

By setting up your files with a colour coded system it virtually eliminates misplaced files as the bands of colour are instantly recognisable from a distance. If a file is mistakenly put in the wrong place it is obvious and can be fixed immediately.

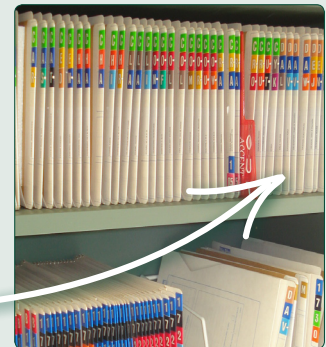


Professional and tidy:

By using the lateral colour coded filing system, you will save up to 30% of space on standard lever arch files and cabinets. This immediately frees up space in your office, providing a more professional and tidy workspace. The files stack nicely on the shelf helping to eliminate clutter.

Faster Retrieval times:

When it comes to retrieving a file, the bands of colour direct you straight to the file you are after without having to check each file to see where R stops and S begins. This works equally as well if your clients or suppliers are numerically filed.



If you think your filing could do with a 'colour coding' makeover, call us now on 0508 68 48 58 for a free consultation.

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