

Accent is not just another stationery provider!

No matter how much you try, there is still no such thing as a paperless office. There is, however a big difference between efficient, 'green', paper management and wasted time, money and space on old fashioned filing systems.

Accent Filing is not a stationery provider. Our aim is not to 'just sell you a file', but to provide you with a system that makes keeping your office tidy, well organised, professional looking and accessible (no matter how many pieces of paper you have, or how long you have to keep them for) much more achievable.

If you are thinking of shifting offices in the future, having a re-shuffle in your current office, or have simply run out of room give us a call now and we will help you make the most out of the space available.

Or if you just need a file, we can do that too!

staff circulation

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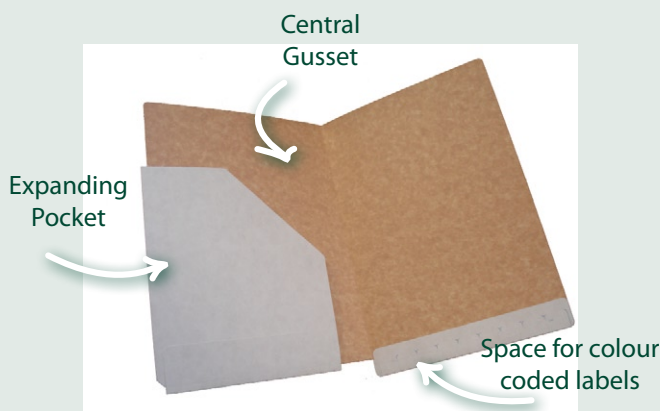
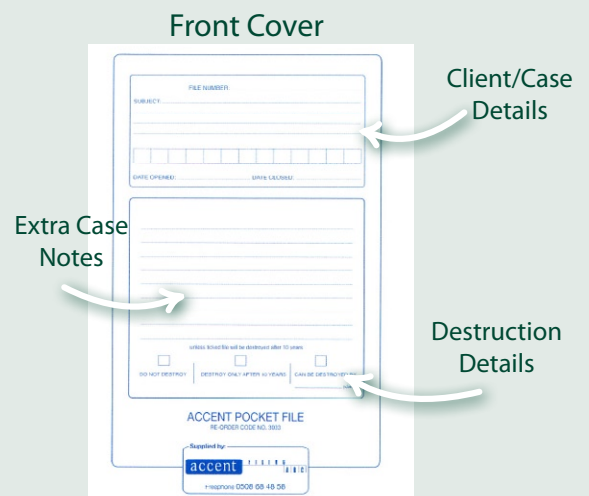
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Introducing the new, improved Accent Pocket File

Accent Filing has developed a client/case file based on feedback received from our customers. This lateral file has a portrait cover with space to record client details, case notes, extra client detail and destruction dates - all the information you need at a glance.



It also includes a 35mm expanding gusset, a 10mm expanding internal pocket and movement record on the back.

This truly is a file that will save you time and help keep you more organised! Call us now on Freephone 0508 68 48 58 to order your Accent Pocket File.

What is

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.

Shifting or Renovating?

The best time to set up your filing system is in the planning stages. We can help you save time, space and money during your shift.

Call now for a free consultation.

Congratulations to Elizabeth Stitkovits from Townshend Seaton Lawyers in Blenheim, who is enjoying her new iPod nano. Thanks to everyone who responded to our newsletter competition



Favourite Quotes:

"Before marriage a man yearns for the woman he loves. After marriage, the 'Y' becomes silent."

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Value added Services:

Remember, we can help with:

- Pre-labelling
- Information transfer
- Old cabinet trade-ins
- Complete change over.

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