



# THE KOLORKODE SOLUTION

## WHAT IS KOLORKODE?

KolorKode is the World's leading colour coded filing system. For many years this format of filing has become increasingly popular across a range of industries, helping businesses streamline the process of hard copy document management.

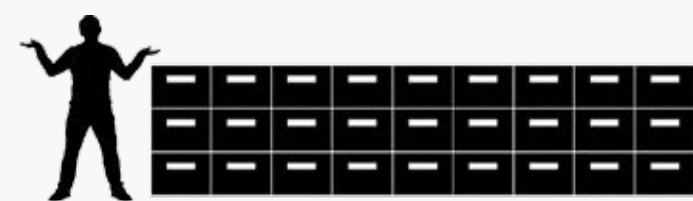
## THE KOLORKODE SOLUTION

The KolorKode Solution is based around the idea of saving time, space and money. We guarantee to reduce the amount of space required to store your files, reduce the amount of time taken to locate and retrieve your files and ultimately save money when it comes to the labour and rental costs associated with your filing system. Over the past 40 years, we have saved our clients literally thousands of dollars and countless hours, through the design of simple yet extremely effective colour coded filing systems.

We understand the frustration of trying to find that file you need. After years of consulting we have developed products, procedures and systems to help alleviate this problem.

We also understand that in the modern day office rental rates are at a premium, which is why we know that it literally pays to be smarter with your space. With the right knowledge it is possible to generate more working space within the office, particularly when applying the space saving principals of a Fullvue® Lateral Filing System.

### BEFORE



### AFTER



## SAVE TIME, SPACE & MONEY

One of the key principals behind the KolorKode Fullvue® Lateral Filing System is extremely simple, save space. Since the height of the room is used more effectively, floor space is saved. With ever increasing property prices and rental rates, space typically means money. The less space used to store files and other office consumables, the more space you have for that extra desk. You can even delay that costly office relocation.

For many years, our mission has been to increase our clients' productivity by saving them the time taken to locate files that are either misfiled or misplaced somewhere around the office. Accumulated over the working day, week and year, the time taken to locate these files costs businesses thousands upon thousands of dollars - after all, time is money! What most of us don't realise is that around 80% of the costs associated with maintaining paper records can be attributed to man-hours. KolorKode has enabled businesses minimise these costs.

## THE USE OF COLOURS IN FILING

The colour coding of files is by no means a revolutionary concept, businesses across the World have been using colours in one format or another to categorise their files for many years. In fact, a properly managed and structured colour coded system is probably the greatest cost saving feature that has ever been developed for filing and retrieving paper records.

Coloured files effectively segment the total number of files in your system, resulting in well defined blocks or groups of colour. Because the human eye recognises colours more quickly than text, the use of basic colours on your files significantly reduces the time taken to locate the file you are looking for, whether it is within the system or somewhere around the office.



Above all, the past 40 years have taught us that KolorKode is not just a range of filing products, it is a complete solution. We are proud to have consulted with and helped clients from all areas of business with their filing and storage requirements.

## WHO USES KOLORKODE

Listed below are just some of the industries we have worked with over the years:

- Medical
- Dental
- Mining
- Real Estate
- Accounting
- Finance
- Engineering
- Insurance
- Education
- Legal
- Government
- Shires and Councils

## IMPROVE YOUR FILING EFFICIENCY & THE PRODUCTIVITY OF YOUR STAFF WITH KOLORKODE

### SAVED TIME = SAVED MONEY

80% of filing costs can be attributed to labour



#### ✗ Traditional Filing Methods

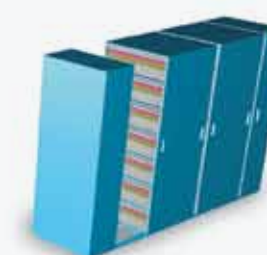
The cost of poorly labelled & misplaced files can be staggering.



#### ✓ KOLORKODE Filing System

- Eliminates misfiling problems and headaches.
- Provides 100% visibility.
- Files are easier to locate when out of the system.
- Vastly improves visual appearance of the filing system.

### SAVED SPACE = SAVED MONEY



✓ **2175mm(H) x 900(W) x 400(D) 6 Bay Mobile Shelving Unit**  
37.8 lineal metres of filing in 3.4 sqm of floor space.



✗ **3 x 4 Drawer Filing Cabinets**  
6.6 lineal metres of filing in 1.71 sqm of floor space.



✓ **2175mm(H) x 1200(W) x 400(D) Shelving Unit**  
8.4 lineal metres of filing in 0.48 sqm of floor space.

✗ **10 x 4 Drawer Filing Cabinets**  
22 lineal metres of filing in 5.7 sqm of floor space.

#### ✗ Conventional Filing Cabinets

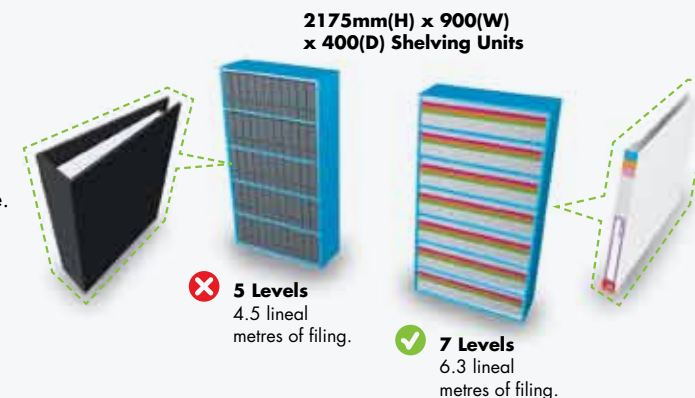
Have an enormous footprint, they actually require twice their depth in floor space to allow drawers to open. To compound the problem they do not utilise the vertical space above.

#### ✓ Mobile & Static Shelving Units

Maximise the use of valuable volumetric space in your office with minimal footprint, whilst giving instant visual access to your files.

#### ✗ Lever Arch Files

Are the biggest culprit for wasted space in the office. They consume the same amount of space whether they contain 1 or 300 sheets of paper.



✗ **5 Levels**  
4.5 lineal metres of filing.

✓ **7 Levels**  
6.3 lineal metres of filing.

#### ✓ Fullvue Files

Expand with their contents as needed, minimising wasted space.

## SAVED TIME + SAVED SPACE = INCREASED PROFIT



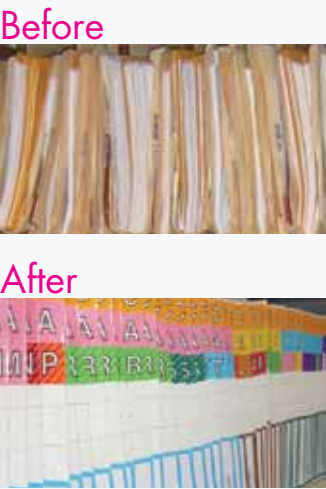
# KOLORKODE FILES

## FULLVUE® SHELF FILES

The Fullvue® file was specially designed and patented by KolorKode's late founder Mr Ian Dewar. The Fullvue® range features unique end tabs that fold in, not only keeping paperwork neat, tidy and out of sight, but also providing a side tab on which to apply KolorKode labels. The Fullvue's® design also incorporates a gusset that expands as the size of the file increases.

### Standard Fullvue® File

- Unique flap/side tab design conceals and protects paperwork
- Flap greatly enhances visibility of file labels, serving as a bookmark
- Scored spine and expandable gusset accommodate increasing file size
- Flap specially marked to guide placement of alpha/numeric and index labels
- Can be used in a variety of lateral filing situations including static shelving, mobile shelving and tambour door cabinets



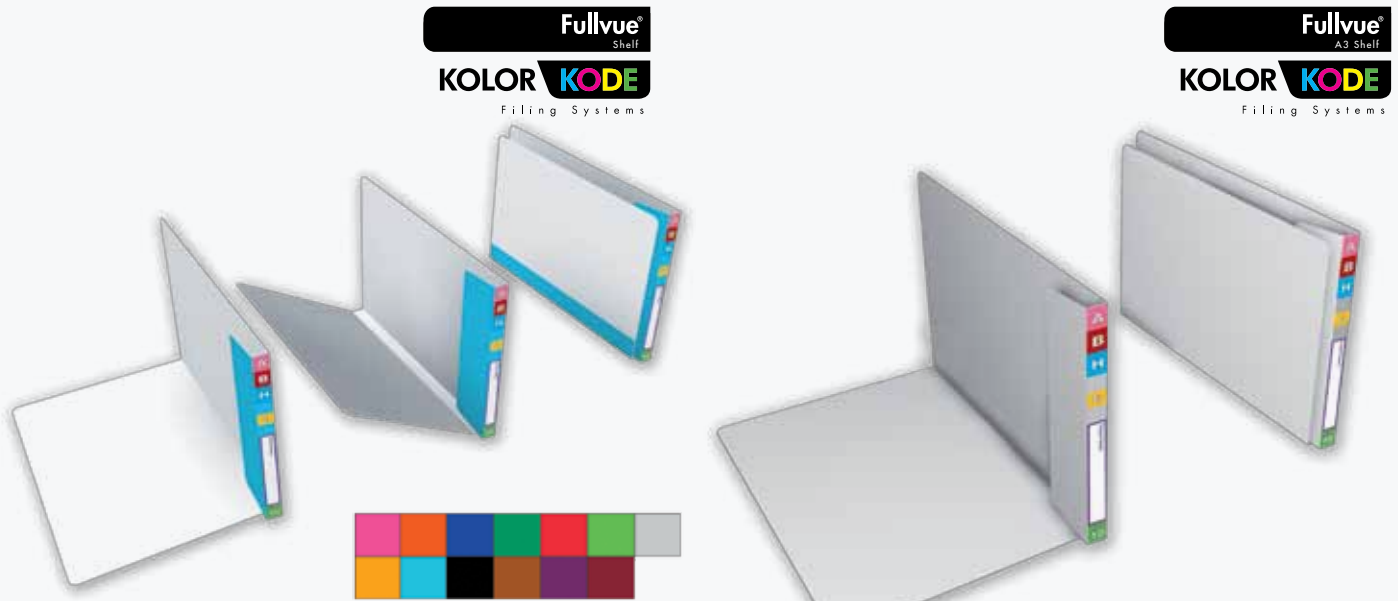
Side Tab for Labels    Scored Spine & Expandable Gusset    Flap & End Tabs

**Standard Fullvue® File**  
Reorder Code: 165720  
Pack Size: Pack of 100 Files  
Dimensions: 240mm high x 370mm wide  
Spine Expansion: 30mm  
Capacity: 200 - 250 Pages

**KOLOR KODE**  
Filing Systems

### Fullvue® Coloured Flap & Spine

The Standard Fullvue® File is also available with a printed flap and spine in a range of 13 solid colours. These files are typically used to represent specific groups within a colour coded indexing system, differentiating between departments, subdivisions etc.

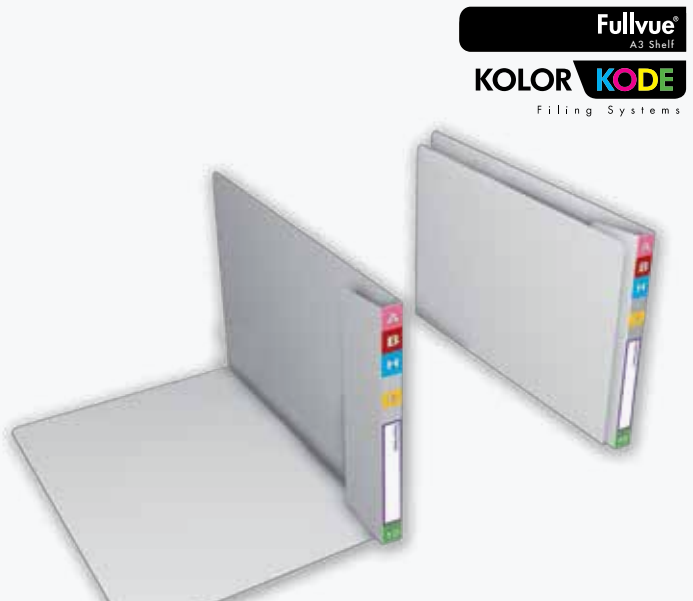


**Fullvue® Coloured Flap & Spine**  
Reorder Code: 165715/**COLOUR**  
Pack Size: Pack of 100 Files  
Dimensions: 240mm high x 370mm wide  
Spine Expansion: 30mm  
Capacity: 200 - 250 Pages

**COLOURS AVAILABLE:**  
Pink    Light Green    Light Brown  
Orange    Grey    Purple  
Dark Blue    Yellow    Maroon  
Dark Green    Light Blue  
Red    Black

### Fullvue® A3 File

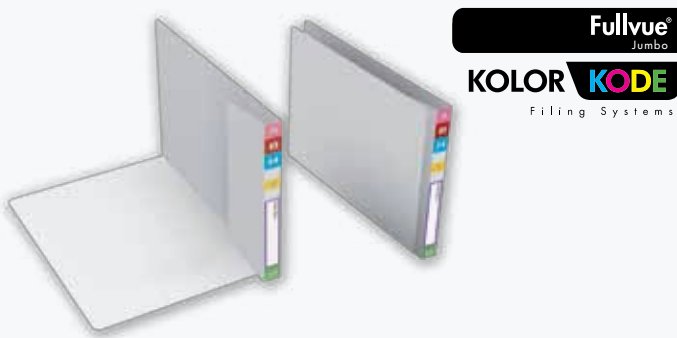
Fullvue® A3 files are often used to store drawings in A3 or folded A2 sizes, where a standard fooscap lateral file would be too small. We typically recommend a shelf depth of 500mm to accommodate these files.



**Fullvue® A3 File**  
Reorder Code: 100800  
Pack Size: Pack of 100 Files  
Dimensions: 335mm high x 445mm wide  
Spine Expansion: 30mm  
Capacity: 200 - 250 Pages

## Fullvue® Jumbo File

The Fullvue® Jumbo File provides all the features of a Standard Fullvue® File, but with an extended 50mm gusset. The expanded gusset is specifically designed to increase the paper carrying capacity of the file from 250 to 400 sheets. Jumbo files are available in either a laminated or standard finish with a reinforced brella spine, strengthening the file to avoid tearing under the weight of additional paperwork.

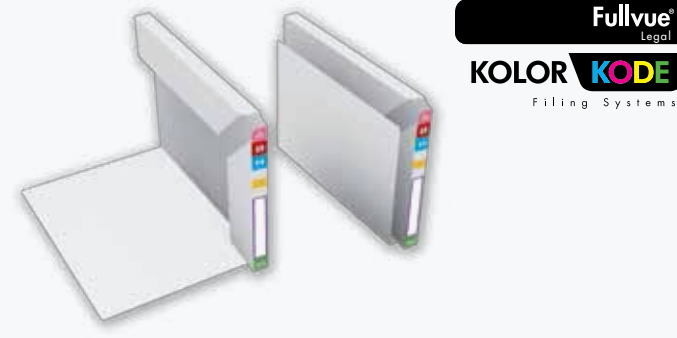


**Fullvue® Jumbo File (Laminated)**  
Reorder Code: 165705  
Pack Size: Pack of 50 Files  
Dimensions: 265mm high x 370mm wide  
Spine Expansion: 50mm  
Capacity: 350 - 400 Pages

**Fullvue® Jumbo File (with Brella Spine)**  
Reorder Code: 165707  
Pack Size: Pack of 50 Files  
Dimensions: 265mm high x 370mm wide  
Spine Expansion: 50mm  
Capacity: 350 - 400 Pages

## The Fullvue® Legal File

The Fullvue® Legal File was designed specifically to assist Legal administrative representatives and features an additional flap to conceal the contents of the file. Two gusset sizes are available, the standard 30mm or expanded 60mm, increasing the paper carrying capacity from 250 to 500 sheets.



**Fullvue® Legal File (30mm)**  
Reorder Code: 165753  
Pack Size: Pack of 100 Files  
Dimensions: 275mm high x 370mm wide  
Spine Expansion: 30mm  
Capacity: 200 - 250 Pages

**Fullvue® Legal File (60mm)**  
Reorder Code: 165754  
Pack Size: Pack of 100 Files  
Dimensions: 275mm high x 370mm wide  
Spine Expansion: 60mm  
Capacity: 450 - 500 Pages

## Fullvue® Medical File

Extensive consultation with various Australian Medical Professionals has resulted in outstanding design and functionality of our range of Medical Fullvue® Files. Miniature, 2 Flap, 3 Flap and RACGP style options are available, most of which are A4 in size and can be stored on a 300mm deep shelf.

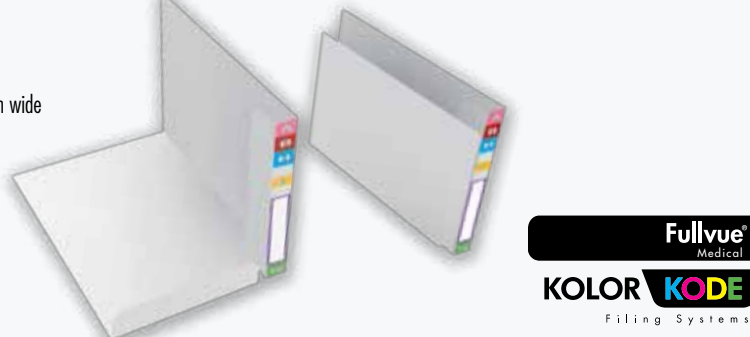
- Commonly used by general practitioners and other medical bodies
- Unique flap/side tab design conceals and protects paperwork
- Reduced to A4 from fooscap size (ideal for 300mm deep shelves)
- Printed for general note taking and recording of patient history
- 3 internal flaps, one for general notes/history, one for referral letters and the third contains a table for recording patient notes
- Flap is specially marked to guide placement of alpha/numeric and index labels
- Scored spine and adjustable gusset allow for expansion of the file as contents grow
- Used in a wide variety of lateral filing applications including static shelving, mobile shelving or tambour door cabinets

**Fullvue® Medical File Plain - 2 Flap**  
Reorder Code: 165718  
**Fullvue® Medical File Printed - 2 Flap**  
Reorder Code: 165719  
Pack Size: Pack of 100 Files  
Dimensions: 240mm high x 320mm wide  
Spine Expansion: 20mm  
Capacity: 150 - 200 Pages

**Fullvue® Medical File Plain - 3 Flap**  
Reorder Code: 165714  
Pack Size: Pack of 100 Files  
Dimensions: 240mm high x 320mm wide  
Spine Expansion: 20mm  
Capacity: 150 - 200 Pages

**Fullvue® RACGP Medical File**  
File cover and side tab printed in the style recommended by the Royal Australian College of General Practitioners.  
Reorder Code: 100262  
Pack Size: Pack of 100 Files  
Dimensions: 230mm high x 310mm wide  
Spine Expansion: 20mm  
Capacity: 150 - 200 Pages

**Fullvue® Mini Medical File**  
Suitable for filing medical patient cards or papers. Use of these files allows for more storage levels in a bay of shelving.  
Reorder Code: 165717  
Pack Size: Pack of 100 Files  
Dimensions: 180mm high x 265mm wide  
Spine Expansion: 20mm  
Capacity: 150 - 200 Pages



## Fullvue® Pocket File

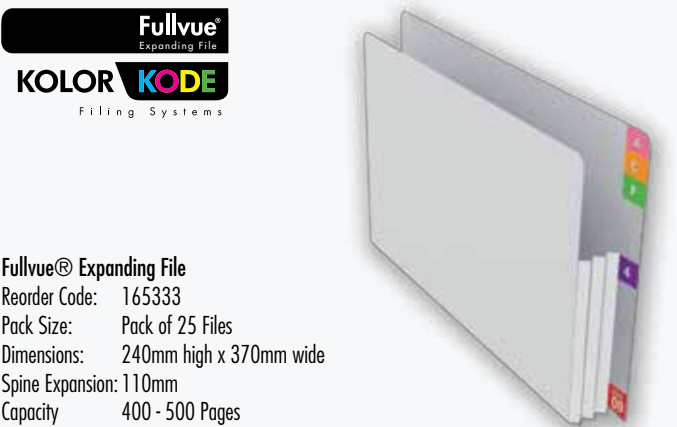
The Fullvue® Pocket File provides all the benefits of a standard lateral file, but with sealed edges and a 40mm gusset. The expandable pocket style wallet is designed to keep paperwork together without the need for hole punching or binding.



**Fullvue® Pocket File**  
Reorder Code: 165317  
Pack Size: Pack of 100 Files  
Dimensions: 260mm high x 370mm wide  
Spine Expansion: 40mm  
Capacity: 250 - 300 Pages

## Fullvue® Expanding File

The Fullvue® Expanding File is similar to the Pocket File, but with a 110mm expanding concertina style gusset. This pocket style file is ideal for keeping large amounts of unbound paperwork together. Both Expanding and Pocket files are made from heavy duty card for extra tear resistance.



**Fullvue® Expanding File**  
Reorder Code: 165333  
Pack Size: Pack of 25 Files  
Dimensions: 240mm high x 370mm wide  
Spine Expansion: 110mm  
Capacity: 400 - 500 Pages



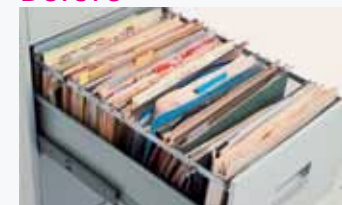
## QUICKVUE® DRAWER FILE

The patented KolorCode Quickvue® file was originally designed as an alternative to the traditional drawer based hanging file system. The ingenious triangular top-tabbed design allows for the application of KolorCode labels and provides excellent visibility of the file's name. The Quickvue® is used with the Drawer Rack and supported from the bottom, keeping paperwork together more neatly and efficiently than other traditional methods of filing. This combination also makes a handy desktop top filing system.

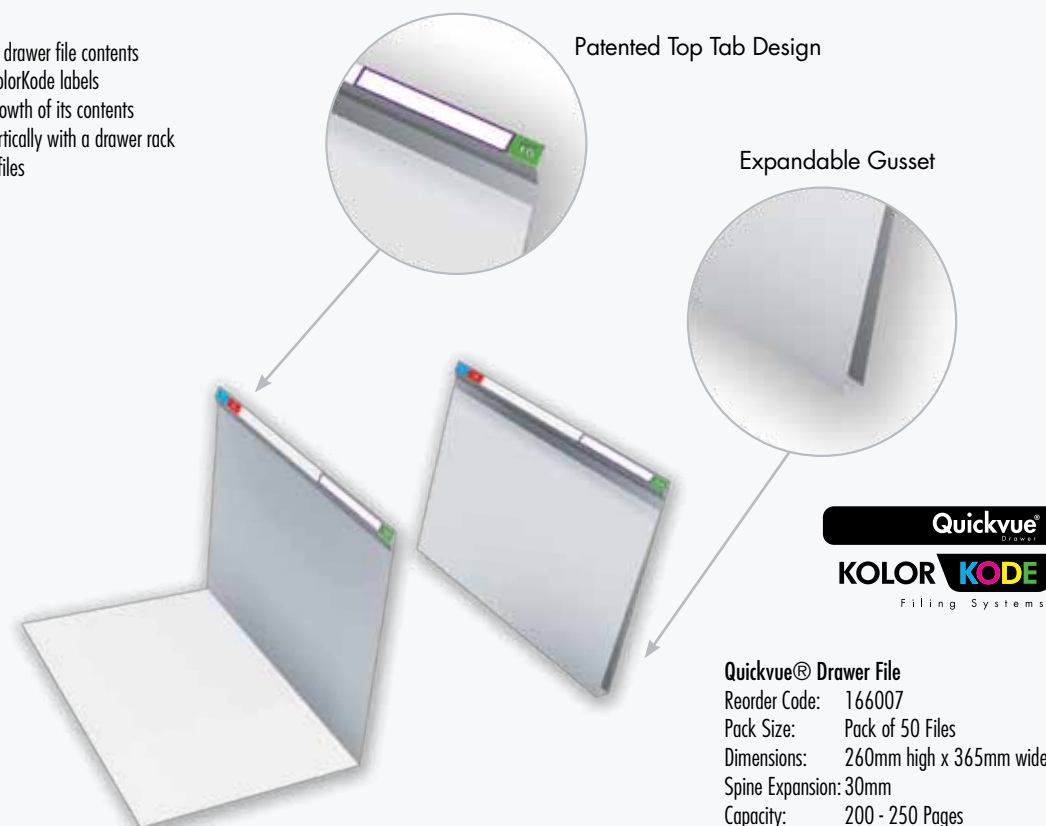
### Features

- Raised triangular top tab provides full visibility of drawer file contents
- Tabs are marked to facilitate the placement of KolorCode labels
- Scored spine allows expansion of file with the growth of its contents
- Files are supported from the bottom and held vertically with a drawer rack
- A more space efficient alternative to suspension files

### Before



### After

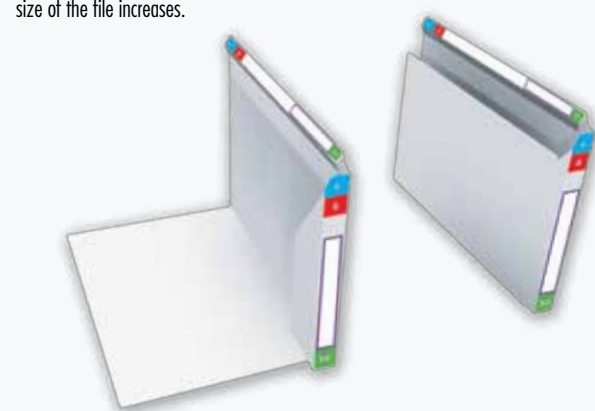


## UNIVERSAL FILES

Our Universal Files are a hybrid of both Fullvue® and Quickvue® files. The Twin Tab and Side/Top Tab files feature dual tabbed areas to allow for the application of KolorCode labels. These files can be used in either a shelf or drawer system, or simply transferred between the two.

### Fullvue® Twin Tab File

This file features all of the advantages of the Fullvue® file, with the benefit of the triangulated top tab system used on our Quickvue® file. The unique design not only keeps the paperwork neat and tidy, but also enables the application of KolorCode labels to both the top and the side of the file, creating 100% visual control. The Twin Tab file also incorporates a gusset that expands as the size of the file increases.

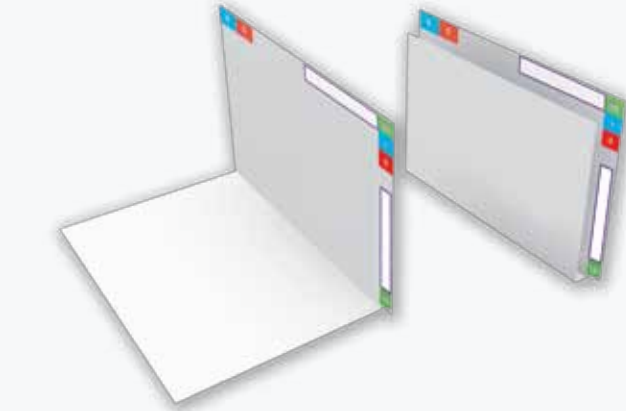


**Fullvue® Twin Tab File**  
Reorder Code: 165703  
Pack Size: Pack of 50 Files  
Dimensions: 260mm high x 365mm wide  
Spine Expansion: 30mm  
Capacity: 200 - 250 Pages



### Fullvue® Side/Top Tab File

The Side/Top Tab file features 2 dimensional side and top tabs, marked with guides for easy application of our KolorCode labels. This design also incorporates a scored spine and expandable gusset.



**Fullvue® Side/Top Tab File**  
Reorder Code: 165704  
Pack Size: Pack of 100 Files  
Dimensions: 240mm high x 375mm wide  
Spine Expansion: 30mm  
Capacity: 200 - 250 Pages



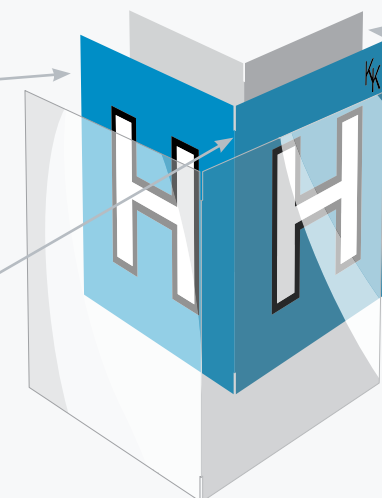
## KOLORKODE LABELS

### PMS Colours

To ensure that our filing systems have maintained consistency over the years, we have been committed to using the same range of stark PMS colours on all of our filing labels.

### Hinged Back

The unique hinged back gives KolorCode labels the flexibility to stick securely to the file without peeling back or 'butterfly winging'.



### Quality Label & Adhesive

Our labels are manufactured through time proven methods, using high quality backing paper and market leading label adhesive. Once applied appropriately, our labels will not only stay in place indefinitely, but will also adhere to rougher file surfaces.

### UV Lamination

KolorCode labels are UV laminated to protect the ink from fading or rubbing off over time.

## SIDE TAB LABELS

Side Tab Labels are suitable for use on our entire range of Fullvue® and Universal Files, along with our Add-a tabs. Each label wraps around the file's side tab displaying on the front and rear, providing 100% visibility as size of the file increases.

### Alpha Side Tab Labels

Used for alphabetical labelling of Fullvue® lateral files. Commonly a 24mm label is used as a primary index, followed by a 12mm alpha label as a secondary index.



**Alpha 12mm Side Tab Labels - Sheet**  
Reorder Code: 165091/LETTER (Mc & Mac also available)  
Pack Size: Sheet of 40 Labels  
Dimensions: 12mm high x 40mm wide per label



**Alpha 24mm Side Tab Labels - Sheet**  
Reorder Code: 165041/LETTER (Mc & Mac also available)  
Pack Size: Sheet of 20 Labels  
Dimensions: 24mm high x 40mm wide per label



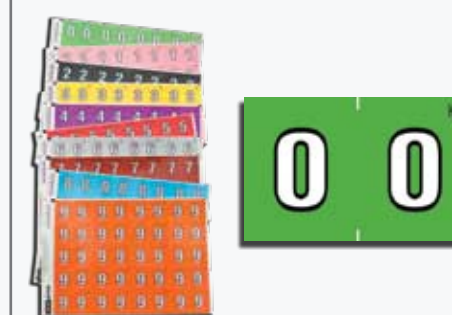
**Alpha 24mm Side Tab Labels - Roll**  
Reorder Code: 165081/LETTER  
Pack Size: Roll of 500 Labels  
Dimensions: 24mm high x 40mm wide per label

### Numeric Side Tab Labels

Used for numeric labelling of Fullvue® lateral files. Commonly a 24mm label is used as a primary index, followed by a 12mm label as a secondary index.



**Numeric 12mm Side Tab Labels - Sheet**  
Reorder Code: 165281/NUMBER  
Pack Size: Sheet of 40 Labels  
Dimensions: 12mm high x 40mm wide per label



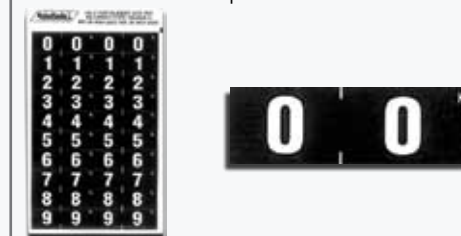
**Numeric 24mm Side Tab Labels - Sheet**  
Reorder Code: 165225/NUMBER  
Pack Size: Sheet of 20 Labels  
Dimensions: 24mm high x 40mm wide per label



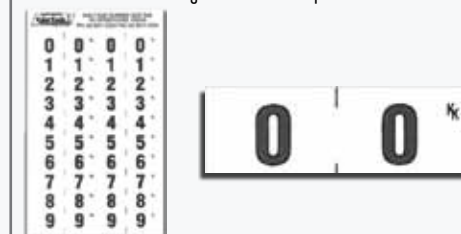
**Numeric 24mm Side Tab Labels - Roll**  
Reorder Code: 165230/NUMBER  
Pack Size: Roll of 500 Labels  
Dimensions: 24mm high x 40mm wide per label

### Numeric Black & White Labels 12mm

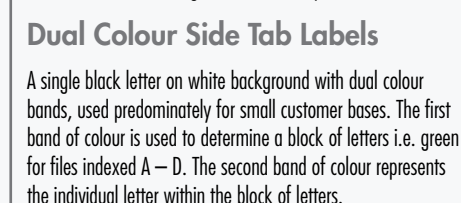
Used where a finer break down of code is required and the use of further colour labels would produce a 'fruit salad' effect.



**Numeric 12mm White on Black Side Tab Labels - Sheet**  
Reorder Code: 165284  
Pack Size: Sheet of 20 Labels (2 x 0-9 per sheet)  
Dimensions: 12mm high x 40mm wide per label



**Numeric 12mm Black on white Side Tab Labels - Sheet**  
Reorder Code: 165285  
Pack Size: Sheet of 20 Labels (2 x 0-9 per sheet)  
Dimensions: 12mm high x 40mm wide per label



### Dual Colour Side Tab Labels

A single black letter on white background with dual colour bands, used predominately for small customer bases. The first band of colour is used to determine a block of letters i.e. green for files indexed A-D. The second band of colour represents the individual letter within the block of letters.



**Dual Colour Side Tab Labels - Sheet**  
Reorder Code: 165001/LETTER  
Pack Size: Sheet of 5 Labels  
Dimensions: 105mm high x 40mm wide per label



## Double Number Side Tab Labels

Used for numeric labelling of Fullvue® lateral files where indexing requires a double digit. Available in sequential numbers per sheet or repeated numbers per sheet.



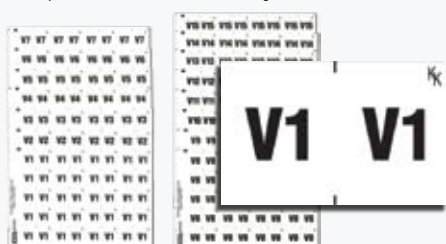
**Double Number 24mm Side Tab Labels (00 - 09) - Sheet**  
Reorder Code: 165244/00 - 09  
Pack Size: Sheet of 20 Labels  
Dimensions: 24mm high x 40mm wide per label



**Double Number 24mm Side Tab Labels (00 - 99) - Sheet**  
Reorder Code: 165245/00 - 99  
Pack Size: Sheet of 20 Labels  
Dimensions: 24mm high x 40mm wide per label

## Volume Side Tab Labels

Used for additional indexing and generally placed at the bottom or top of the side tab. Available from V1 through to V15, used to indicate subsequent folders for the same client, project etc. Black letter/digit on white background provides clear viewing when placed next to coloured indexing.



**Volume 24mm Side Tab Labels - Sheet**  
Reorder Code: 165244/VOLUME  
Pack Size: Sheet of 20 Labels  
Dimensions: 24mm high x 40mm wide per label

## Year Side Tab Labels

Used for additional indexing as required, generally placed at the bottom of the side tab for clear viewing. Usually relates to the year a file is opened or the year in which follow up with a client may be required.



**Year 24mm Side Tab Labels - Sheet**  
Reorder Code: 165495/YEAR  
Pack Size: Sheet of 20 Labels  
Dimensions: 24mm high x 40mm wide per label



**Year 24mm Side Tab Labels - Roll**  
Reorder Code: 165490/YEAR  
Pack Size: Roll of 500 Labels  
Dimensions: 24mm high x 40mm wide per label

## Month Side Tab Labels

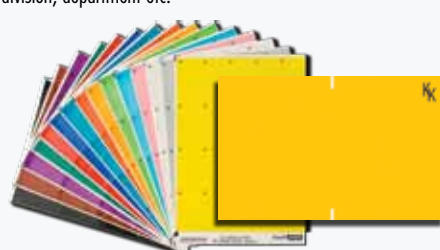
Used for additional indexing as required, generally placed towards to bottom of the side tab for clear viewing. Usually relates to the date a file is opened or the month in which follow up with a client may be required.



**Month 24mm Side Tab Labels - Sheet**  
Reorder Code: 165480/MONTH  
Pack Size: Sheet of 20 Labels  
Dimensions: 24mm high x 40mm wide per label

## ID Colour Flash Labels

Used for additional indexing and generally placed at the bottom or top of the side tab. Designed as a plain block of colour to draw attention to a file e.g. type of patient, or to indicate a division, department etc.



**ID 24mm Colour Flash Labels - Sheet**  
Reorder Code: 165405/COLOUR  
Pack Size: Sheet of 20 Labels  
Dimensions: 24mm high x 40mm wide per label



**ID 12mm Colour Flash Labels - Sheet**  
Reorder Code: 165401/COLOUR  
Pack Size: Sheet of 40 Labels  
Dimensions: 12mm high x 40mm wide per label

### COLOURS AVAILABLE:

White	Pink	Dark Orange
Black	Aqua	Light Blue
Grey	Light Green	Dark Blue
Brown	Dark Green	Red
Yellow	Light Orange	Purple

## Closed Side Tab Label

Used to mark the side tab of a Fullvue® file to indicate that the file is closed, but still remains in the system.



**Closed 24mm Side Tab Labels - Roll**  
Reorder Code: 165080  
Pack Size: Roll of 500 Labels  
Dimensions: 24mm high x 40mm wide

## INDEX LABELS

Index labels are suitable for use on our entire range of KolorKode Files and can be printed using a simple MS Word template for Avery label 7163. The Index label is typically the last point of reference on a file and contains the file's full name, along with any other relevant information that may be required.



**Index Labels - Sheet**  
Reorder Code: 165604/COLOUR  
Pack Size: Sheet of 14 Labels  
Dimensions: 40mm high x 100mm wide per label

### COLOURS AVAILABLE:

White	Yellow	Dark Purple
Black	Orange	Light Blue
Grey	Pink	Dark Blue
Brown	Red	Light Green
Plain	Light Purple	Dark Green

## TOP TAB LABELS

Top Tab Labels are suitable for use with both our Quickvue® and range of Universal Files. The label wraps over the top of the file, displaying on the front and rear, giving 100% visibility as the file sits in the drawer.

### Alpha Top Tab Labels



**Alpha Top Tab Labels - Sheet**  
Reorder Code: 165150/LETTER  
Pack Size: Sheet of 25 Labels  
Dimensions: 30mm high x 20mm wide per label

### Numeric Top Tab Labels



**Numeric Top Tab Labels - Sheet**  
Reorder Code: 166190/NUMBER  
Pack Size: Sheet of 25 Labels  
Dimensions: 30mm high x 20mm wide per label

### Double Number Top Tab Labels



**Double Number Top Tab Labels - Sheet**  
Reorder Code: 166220/NUMBER  
Pack Size: Sheet of 5 Labels per Double No.  
Dimensions: 30mm high x 20mm wide per label

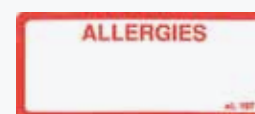
## MEDICAL & MISCELLANEOUS LABELS

### Medical labels

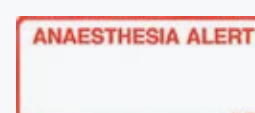
Medical labels are used as a reminder for the medical practitioner to check the details of the patient's particulars and medical history before their consultation, mainly to ensure patient safety.



**Medical Alert Sticker AL355 - Sheet**  
Reorder Code: 165306  
Pack Size: Sheet of 10 Labels  
Dimensions: 25mm high x 70mm wide per label



**Allergies AL197 - Sheet**  
Reorder Code: 165307  
Pack Size: Sheet of 10 Labels  
Dimensions: 25mm high x 70mm wide per label



**Anaesthesia Alert AL224 - Sheet**  
Reorder Code: 165308  
Pack Size: Sheet of 10 Labels  
Dimensions: 30mm high x 70mm wide per label



**Drug Sensitivity AL78 - Sheet**  
Reorder Code: 165309  
Pack Size: Sheet of 10 Labels  
Dimensions: 30mm high x 70mm wide per label



**Caution Patient with Similar Name - Sheet**  
Reorder Code: 165310  
Pack Size: Sheet of 10 Labels  
Dimensions: 25mm high x 70mm wide per label



**Rh Negative - Sheet**  
Reorder Code: 165311  
Pack Size: Sheet of 10 Labels  
Dimensions: 25mm high x 70mm wide per label



**Medical Alert Drug, Food, Other - Roll**  
Reorder Code: 165316  
Pack Size: Roll of 500 Labels  
Dimensions: 25mm high x 70mm wide per label

### Miscellaneous labels

Miscellaneous labels are used when a file contains more than one subject or area. The label clearly indicates when the file is within the system that it is a miscellaneous file, whilst the secondary A4 label is used to list the contents of the file.



**Miscellaneous/Subject A4 Label - Sheet**  
A self adhesive A4 sized label used to create an index for the contents of a miscellaneous file. A matt finish on the label allows notes to be easily written in pencil or pen.  
Reorder Code: 165751  
Pack Size: Pack of 10 Labels  
Dimensions: 210mm high x 350mm wide



**Miscellaneous A4 Label - Sheet**  
Reorder Code: 165752  
Pack Size: Pack of 10 Labels  
Dimensions: 210mm high x 350mm wide



**Subdivisions/Subjects Label - Sheet**  
Used to mark the side tab of a Fullvue® file to indicate that the file's contents is a subdivision or subject of a larger group of files.  
Reorder Code: 166234  
Pack Size: Sheet of 5 Labels  
Dimensions: 38mm high x 100mm wide



**Miscellaneous Label - Sheet**  
Used to indicate that the file contains miscellaneous paperwork.  
Reorder Code: 165617  
Pack Size: Sheet of 5 Labels  
Dimensions: 38mm high x 100mm wide

## LABEL DISPENSERS

Dispensers are available for KolorKode sheets or rolls and are extremely handy for keeping labels together and in order.



**Roll Dispenser**  
Reorder Code: 600103



**Sheet Dispenser 8" x 5"**  
Reorder Code: 600106

**Sheet Dispenser 8" x 5" with dividers (kit)**  
Reorder Code: 600105

**Dividers A-Z Dividers 8" x 5"**  
Reorder Code: 600107



# FILING ACCESSORIES

As the filing specialists, we offer a full range for accessories to compliment our file and label products. Our line of accessories range from filing clips, through to filing racks and file dividers.

## CLIPS & FASTENERS

### Medical Clip

Instead of an adhesive base, the Mediclip's two prongs feed through the underside of the Fullvue® file. A U bar allows pages to be easily accessed without the need to remove the entire contents of the file.



**Mediclip** - 100 Clips  
Reorder Code: 600070

### Foam Clip

Used when fewer than 100 pages need to be held on a file and papers are not refiled on a regular basis. Fixes with an adhesive base.



**Foam Clip** - 100 Clips  
Reorder Code: 600068

### 3-in-1 Clip

An adhesive panel fixes to the inside of the file and works in much the same way as lever arch file mechanism. The red U bar allows paperwork to be accessed without the need to remove the contents of the file. The 3-in-1 Clip is our most popular filing clip.

### Key Clip

The Key Clip is used for single point attachment of papers to a file and is typically used in a situation where papers will need to be regularly inserted and removed for photocopying etc.



**Key Clip** - 100 Clips  
Reorder Code: 600085

### The Permclip

Used when a number of pages (100+) need be held in a file and not removed or refiled on a regular basis. Fixes with an adhesive base.



**Permclip** - 100 Clips  
Reorder Code: 600063

### Spring Clip

Works in much the same way as a lever arch folder. The metal prongs and coil springs act as an arch for compiling and accessing papers at any position within the file.



**Spring Clip** - 1 Clip  
Reorder Code: 001009

### The D-Clip & Case

Predominately used for archiving purposes when the paperwork rarely needs to be accessed.



**D-Clip & Case** - 10 Clips & Cases  
Reorder Code: 600067

### File Pin Patch

The Pin Patch holds a folding pin to the inside of the file. Papers are then fixed and held by a single point.



**File Pin Patch** - 500 Patches  
Reorder Code: 600080

**Filing Pins (25mm)** - 200 Pins  
Reorder Code: 600057

**Filing Pins (38mm)** - 200 Pins  
Reorder Code: 600058

**Filing Pins (51mm)** - 200 Pins  
Reorder Code: 600059

**Filing Pins (76mm)** - 100 Pins  
Reorder Code: 600061

### Quick Clip

Used when fewer than 50 sheets need to be held in a file and not accessed on a regular basis. Fixes with an adhesive base.



**Quick Clip** - 50 Clips  
Reorder Code: 600069

**3-in-1 Clip (Clips & Bases)** - 500 Clips  
Reorder Code: 600066

**3-in-1 Clip (Clips & Bases)** - 100 Clips  
Reorder Code: 600062

**3-in-1 Clip (Bases Only)** - 100 Bases  
Reorder Code: 600064

**3-in-1 Clip (Red Parts Only)** - 100 Red Parts  
Reorder Code: 600065

## FILE DIVIDERS

### Coloured File Dividers

Available in 10 colour divisions and typically used to divide miscellaneous or other files into sections.



**Coloured File Dividers**  
Reorder Code: 6045  
Pack Size: 5 Sets

### Half Size Manilla Dividers

Used as an easy way of segmenting different sections of a file.

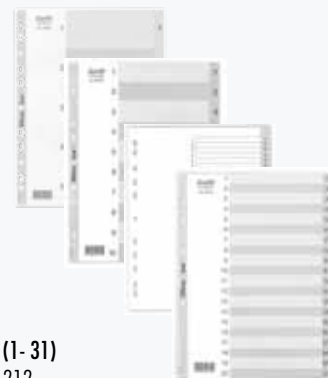


**Blue Manilla Dividers**  
Reorder Code: 600110  
Pack Size: 100 Dividers

**Semi File Dividers**  
Reorder Code: 600111  
Pack Size: 100 Dividers

### Tabbed Insert Dividers

Available in a variety of sets, including numerical, alphabetical and calendar. Made out of a durable polypropylene material and are used within miscellaneous files.



**Filing Dividers (1- 5)**  
Reorder Code: 6205  
Pack Size: 1 Set

**Filing Dividers (1- 10)**  
Reorder Code: 6210  
Pack Size: 1 Set

**Filing Dividers (1- 20)**  
Reorder Code: 6213  
Pack Size: 1 Set

**Filing Dividers (1- 31)**  
Reorder Code: 6212  
Pack Size: 1 Set

**Filing Dividers (A- Z)**  
Reorder Code: 6203  
Pack Size: 1 Set

**Filing Dividers (Jan - Dec)**  
Reorder Code: 6219  
Pack Size: 1 Set

## Absent Wallets

Used to mark the spot where a file has been removed from the system, keeps track of files and serves as a temporary store for paperwork. The user completes a table on the front of the wallet detailing the file name, their name and date removed. Any paperwork for that file is slotted into the wallet in its absence.

### Polypropylene Absent Wallet

Made of rigid polypropylene with a stiff insert to retain form. Includes a clear front cover pocket.

**Foolscap (Fullvue®)** - 10 Wallets  
Reorder Code: 165724/COLOUR  
Dimensions: 240mm high x 380mm wide

**A4 (Medical)** - 10 Wallets  
Reorder Code: 165734/COLOUR  
Dimensions: 240mm high x 345mm wide

### COLOURS AVAILABLE

Black Green Yellow  
Blue Red



**Absent Wallet - Fluoro**  
Made from card stock (in the style of a Fullvue® file), features a pre-printed table and is available in 3 fluorescent colours for quick recognition.  
Reorder Code: 165723/COLOUR  
Pack Size: 10 Wallets  
Dimensions: 240mm high x 370mm wide  
**COLOURS AVAILABLE:**  
Pink Orange Green

### Absent Wallet Label

Features a removable adhesive backing to allow for easy label replacement. The grid style markings on each label allow for the entry of users initials, date etc. for up to 18 uses.



Reorder Code: 165740  
Pack Size: 10

## Medical Forms

KolorKode supply a variety of forms specifically designed for medical practitioners. Each is used for a different application, however the forms are generally attached to the inside front of the Fullvue® Medical file and used to record patient details on an ongoing basis.

**Patient Progress Notes** - 500 Ream  
Reorder Code: 100244

**Reports Summary** - 500 Ream  
Reorder Code: 100248

**Continuation Notes** - 500 Ream  
Reorder Code: 165728

**Progress Notes** - 500 Ream  
Reorder Code: P02

**Health Summary Form** - 500 Ream  
Reorder Code: 100243

## Portable Home Filing Kit

The perfect solution for managing domestic paperwork. Also works well as a portable filing kit for Sales Reps etc.

**Includes:**  
Filing Kit Box  
25 x KolorKode Quickvue® Files  
4 sheets of Index Labels  
1 x Drawer Filing Rack

**Portable Filing Kit**  
Reorder Code: 600026



## Add-a-Tab

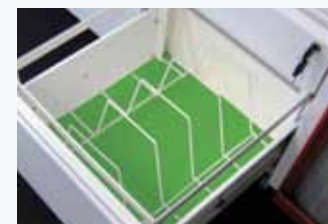
The reinforced cardboard Add-a-Tab label fixes to the side of any standard manilla file, creating a tab on which KolorKode labels can be applied. We recommend this product to clients who may already have a number of files and wish to slowly integrate them into a KolorKode system (eventually converting to Fullvue® files).



Reorder Code: 165305  
Pack Size: 100 Labels  
Dimensions: 85mm high x 230mm wide

## FILING RACKS

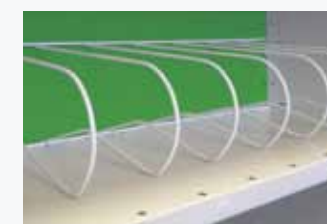
Our filing racks can be used for a variety of shelf or drawer based filing applications. These plastic coated wire racks are primarily designed to maximise the life of files by keeping them upright, neat and tidy.



### Drawer Rack\*

The Drawer Rack fits the majority of standard filing cabinets and desk filing drawers. This rack works hand-in-hand with our Quickvue® system, keeping files upright and eliminating the need for hanging suspension files that tend to rip, tear or let paperwork slip to the bottom of the drawer. The Drawer Rack also serves as a handy desk top file organiser.

Reorder Code: 600031  
Dimensions: 560mm wide x 365mm deep x 165mm high



### Loop Rack\*

The Loop Rack sits on the shelf and clips into place behind the shelf with two lugs.

**Loop Rack (900 x 300)**  
Reorder Code: 60043  
Dimensions: 900mm wide x 300mm deep

**Loop Rack (900 x 400)**  
Reorder Code: 60042  
Dimensions: 900mm wide x 400mm deep

**Loop Rack (1200 x 300)**  
Reorder Code: 60045  
Dimensions: 1200mm wide x 300mm deep

**Loop Rack (1200 x 400)**  
Reorder Code: 60044  
Dimensions: 1200mm wide x 400mm deep



### Push-Fit Rack\*

Push-Fit Racks slide on to the front of the shelf to form a rigid support.

**Push-Fit Rack (900 x 400)**  
Reorder Code: 600038  
Dimensions: 900mm wide x 400mm deep

**Push-Fit Rack (1200 x 400)**  
Reorder Code: 600040  
Dimensions: 1200mm wide x 400mm deep



### W-Rack\*

W-Racks clip into the two channels that form the underside at the front and back of the shelf. This rack is extremely sturdy and holds even the heaviest Fullvue® files upright.

**W-Rack (900 x 400)**  
Reorder Code: 60037  
Dimensions: 900mm wide x 400mm deep

**Loop Rack (1200 x 400)**  
Reorder Code: 600036  
Dimensions: 1200mm wide x 400mm deep

\* Racks can be cut down to fit different sizes of shelf or drawer

# SHELVING & STORAGE SOLUTIONS

When it comes to storage, our philosophy has always been Save Space and Save Money. We have found that the key to this concept is to make the most of the available space for storing your files, consumables, records and other items around the home and office. As a general rule, the more volumetric space you use, the less floor space you need and the less you pay in ongoing rental costs.

## MOBILE SHELVING

Mobile shelving units are the ultimate space saving storage product and are predominantly used within an office environment. Mobile systems are designed to minimise the use of floor space, whilst maximising the use of volumetric space. These units are the ideal solution in situations where floor space is limited and rental costs are at a premium.



## STATIC SHELVING

Our shelving systems are adaptable to suit almost any application, whether it's for use in the home, garage, office or warehouse. Steel Shelving and Longspan shelving products can be used to store anything from files and small parts, to bulky items such as archive boxes. Both systems are available in a variety of different heights, widths and depths and can be configured to fit almost any space.



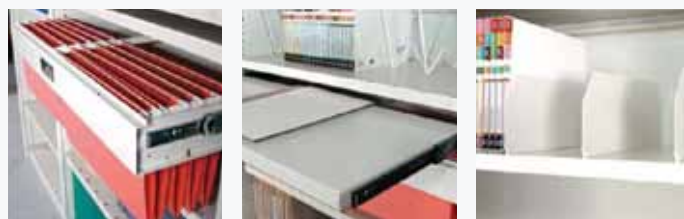
## CABINETS & CUPBOARDS

KolorKode offers a wide range of home and office storage solutions in a variety of shapes, sizes and colours, from traditional filing cabinets, through to more contemporary space saving tambour door cabinets.



## SHELVING ACCESSORIES

KolorKode supply a complete range of shelving accessories for use in conjunction with our range of shelving systems and storage cabinets. Whether you need to store small parts, multimedia, KolorKode files or hang your coat, we have a solution that fits.



Agents Australia wide

[www.kolorkode.com.au](http://www.kolorkode.com.au)



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**KOLOR KODE**

Filing Systems