

# KOLORKODE

## Product Catalogue



**THE WORLD'S BEST FILING SYSTEM®**

- Eliminates misfiling problems
- Provides 100% visibility
- Up to 60% cost saving
- Reduces filing time by half
- Saves up to 75% of floor space
- Improves visual appearance of filing system

save save save file in  
TIMESPACE MONEY STYLE

**KOLOR KODE**

# Filing Systems

# WHAT IS KOLORKODE?

**KOLORCODE** 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

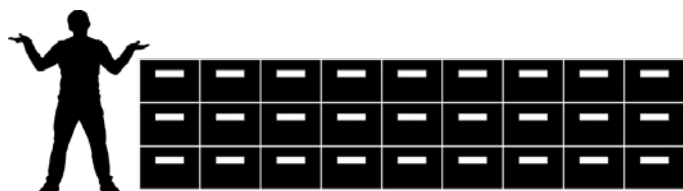
The KolorCode Solution is based around the idea of saving time, space and money. We guarantee to reduce the amount of space required to store your files, reduce the amount of time taken to locate and retrieve your files and ultimately save money when it comes to the labour and rental costs associated 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.

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.

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 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

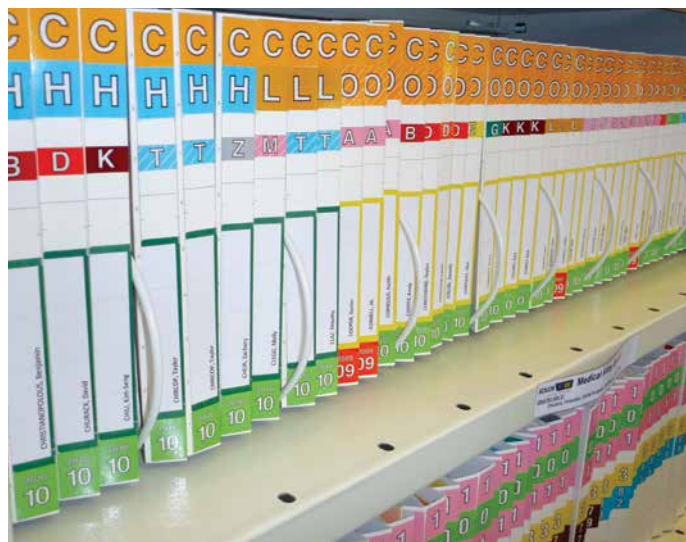
Businesses across the World have been using colours in one format or another to categorise their files for many years. In fact, a properly managed and structured colour coded system is probably the greatest cost saving feature that has ever been developed for filing and retrieving paper records.

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.

## 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.



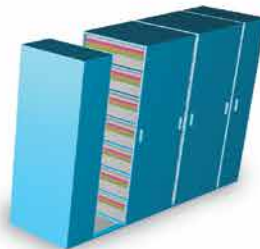
### ✓ KOLORKODE Filing System

- 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



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



- ✓ **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.

### ✗ 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.

2175mm(H) x 900(W) x 400(D) Shelving Units



- ✓ **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



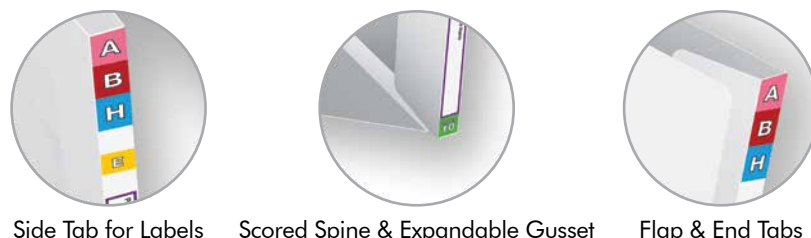
# KOLORKODE FILES

## 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

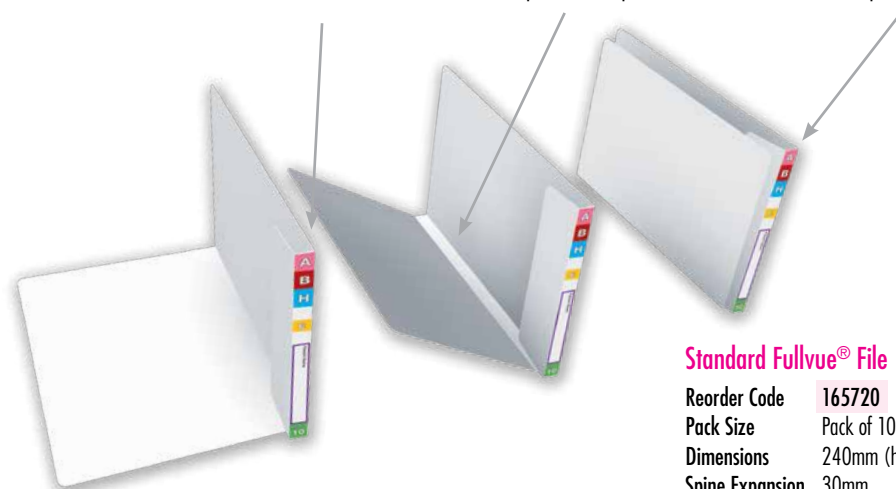
- Unique flap/side tab design conceals and protects paperwork
- Flap greatly enhances visibility of file labels, serving as a bookmark
- Scored spine and expandable gusset accommodate increasing file size
- Flap specially marked to guide placement of alpha/numeric and index labels
- Can be used in a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



### Before



### After



### Standard Fullvue® File

Reorder Code	165720
Pack Size	Pack of 100 Files
Dimensions	240mm (h) x 370mm (w)
Spine Expansion	30mm
Capacity	200 - 250 Pages

### 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

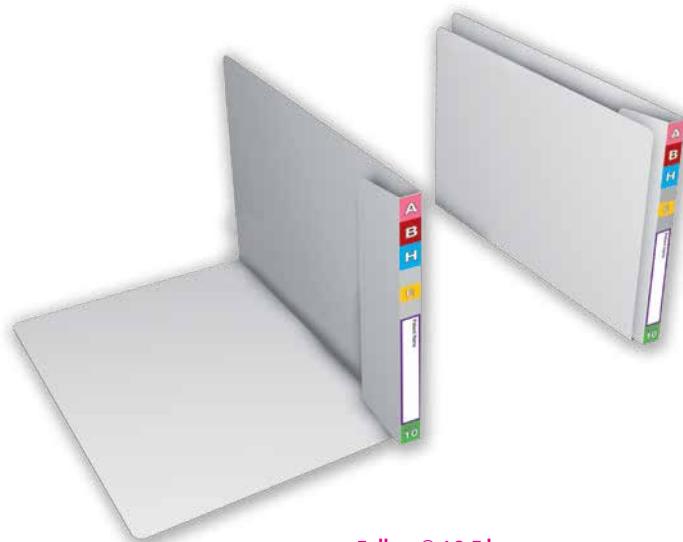
Reorder Code	165715/COLOUR
Pack Size	Pack of 100 Files
Dimensions	240mm (h) x 370mm (w)
Spine Expansion	30mm
Capacity	200 - 250 Pages

### 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 foolscap lateral file would be too small. We typically recommend a shelf depth of 500mm to accommodate these files.

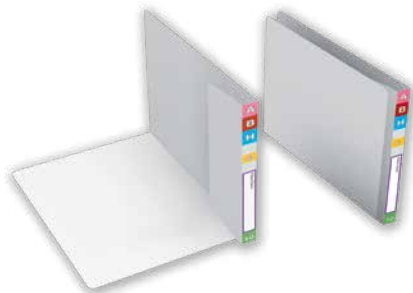


### Fullvue® A3 File

Reorder Code	100800
Pack Size	Pack of 100 Files
Dimensions	335mm (h) x 445mm (w)
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)

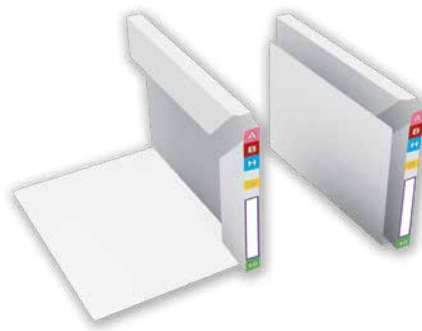
Reorder Code	165705
Pack Size	Pack of 50 Files
Dimensions	265mm (h) x 370mm (w)
Spine Expansion	50mm
Capacity	350 - 400 Pages

### Fullvue® Jumbo File (with Brella Spine)

Reorder Code	165707
Pack Size	Pack of 50 Files
Dimensions	265mm (h) x 370mm (w)
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 (h) x 370mm (w)
Spine Expansion	30mm
Capacity	200 - 250 Pages

### Fullvue® Legal File (60mm)

Reorder Code	165754
Pack Size	Pack of 100 Files
Dimensions	275mm (h) x 370mm (w)
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 foolscap 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
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### Fullvue® Medical File Printed - 2 Flap

Reorder Code	165719
Pack Size	Pack of 100 Files
Dimensions	240mm (h) x 320mm (w)
Spine Expansion	20mm
Capacity	150 - 200 Pages

### Fullvue® Medical File Plain - 3 Flap

Reorder Code	165714
Pack Size	Pack of 100 Files
Dimensions	240mm (h) x 320mm (w)
Spine Expansion	20mm
Capacity	150 - 200 Pages

### Fullvue® RACGP Medical File

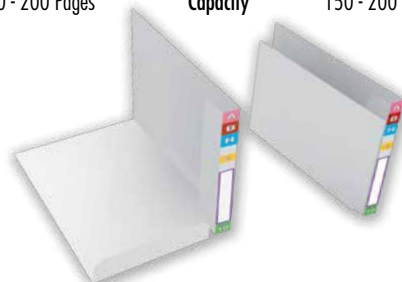
File cover and side tab printed in the style recommended by the Royal Australian College of General Practitioners.

Reorder Code	100262
Pack Size	Pack of 100 Files
Dimensions	230mm (h) x 310mm (w)
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 (h) x 265mm (w)
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 (h) x 370mm (w)
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 (h) x 370mm (w)
Spine Expansion	110mm
Capacity	400 - 500 Pages

# KOLORKODE FILES

Quickvue®

KOLOR KODE

Filing Systems

## QUICKVUE® DRAWER FILE

The patented KolorKode 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 KolorKode 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.

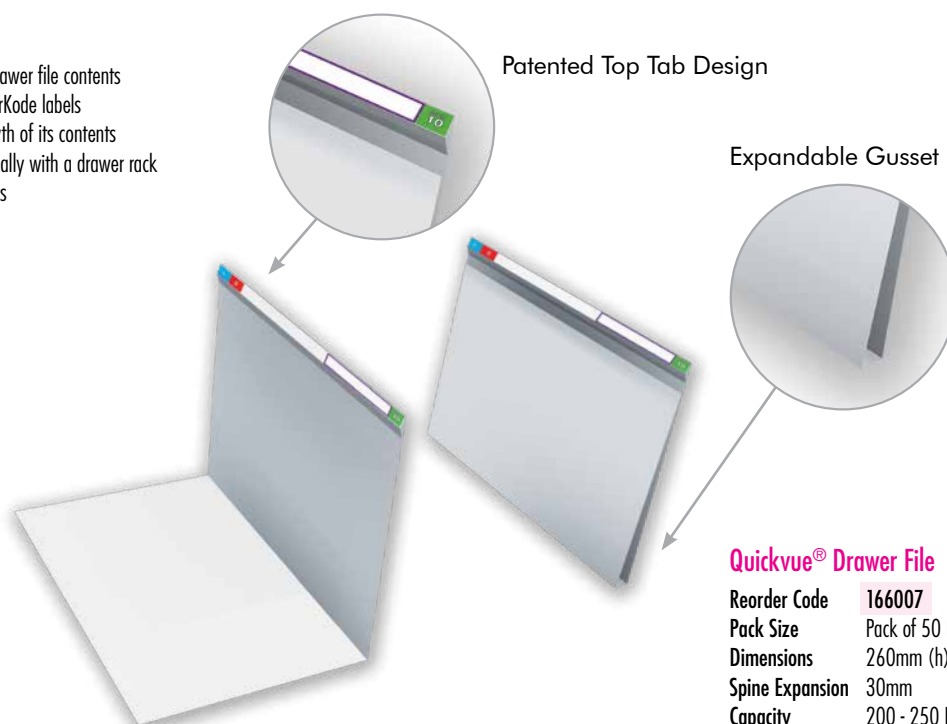
### Features

- Raised triangular top tab provides full visibility of drawer file contents
- Tabs are marked to facilitate the placement of KolorKode 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



### Quickvue® Drawer File

Reorder Code	166007
Pack Size	Pack of 50 Files
Dimensions	260mm (h) x 365mm (w)
Spine Expansion	30mm
Capacity	200 - 250 Pages

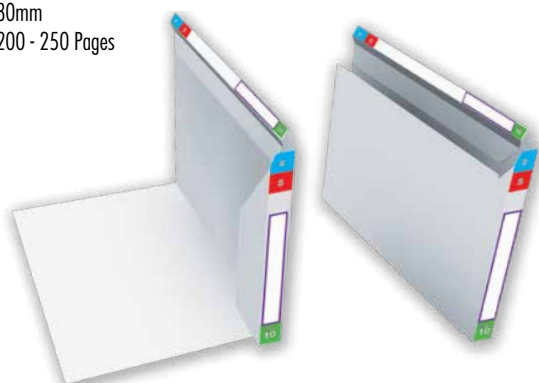
## UNIVERSAL FILES

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 KolorKode 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 KolorKode 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.

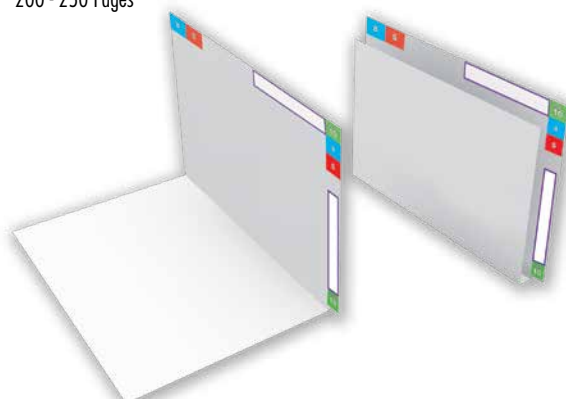
Reorder Code	165703
Pack Size	Pack of 50 Files
Dimensions	260mm (h) x 365mm (w)
Spine Expansion	30mm
Capacity	200 - 250 Pages



### 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 KolorKode labels. This design also incorporates a scored spine and expandable gusset.

Reorder Code	165704
Pack Size	Pack of 100 Files
Dimensions	240mm (h) x 375mm (w)
Spine Expansion	30mm
Capacity	200 - 250 Pages



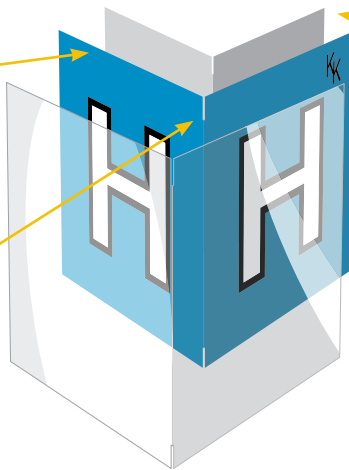
# KOLORKODE LABELS

## 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 KolorKode 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

KolorKode 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 (h) x 40mm (w) per label



#### Alpha 24mm Side Tab Labels - Sheet

**Reorder Code** 165041/LETTER (Mc & Mac also available)  
**Pack Size** Sheet of 20 Labels  
**Dimensions** 24mm (h) x 40mm (w) per label



#### Alpha 24mm Side Tab Labels - Roll

**Reorder Code** 165081/LETTER  
**Pack Size** Roll of 500 Labels  
**Dimensions** 24mm (h) x 40mm (w) per label

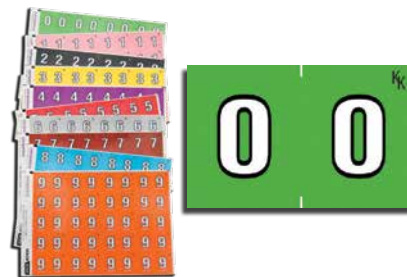
### Numeric Side Tab Labels

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



#### Numeric 12mm Side Tab Labels - Sheet

**Reorder Code** 165281/NUMBER  
**Pack Size** Sheet of 40 Labels  
**Dimensions** 12mm (h) x 40mm (w) per label



#### Numeric 24mm Side Tab Labels - Sheet

**Reorder Code** 165225/NUMBER  
**Pack Size** Sheet of 20 Labels  
**Dimensions** 24mm (h) x 40mm (w) per label



#### Numeric 24mm Side Tab Labels - Roll

**Reorder Code** 165230/NUMBER  
**Pack Size** Roll of 500 Labels  
**Dimensions** 24mm (h) x 40mm (w) per label

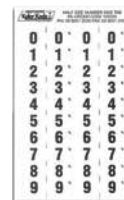
### Numeric B&W Labels 12mm

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 (h) x 40mm (w) 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 (h) x 40mm (w) 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 (h) x 40mm (w) 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 - 99  
**Pack Size** Sheet of 20 Labels  
**Dimensions** 24mm (h) x 40mm (w) per label



### Double Number 24mm Side Tab Labels (00 - 09) - Sheet

**Reorder Code** 165245/00 - 99  
**Pack Size** Sheet of 20 Labels  
**Dimensions** 24mm (h) x 40mm (w) 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.

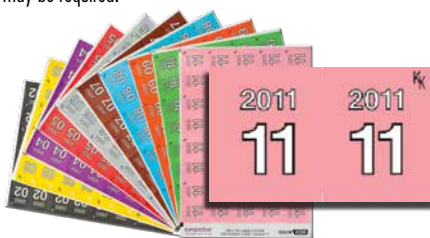


### Volume 24mm Side Tab Labels - Sheet

**Reorder Code** 165244/VOLUME  
**Pack Size** Sheet of 20 Labels  
**Dimensions** 24mm (h) x 40mm (w) 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 (h) x 40mm (w) per label



### Year 24mm Side Tab Labels - Roll

**Reorder Code** 165490/YEAR  
**Pack Size** Roll of 500 Labels  
**Dimensions** 24mm (h) x 40mm (w) 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.

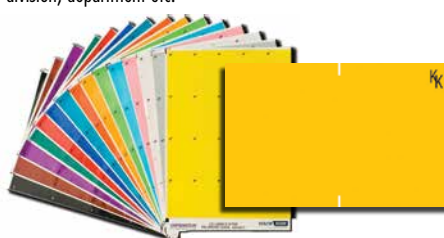


### Month 24mm Side Tab Labels - Sheet

**Reorder Code** 165480/MONTH  
**Pack Size** Sheet of 20 Labels  
**Dimensions** 24mm (h) x 40mm (w) 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 (h) x 40mm (w) per label



### ID 12mm Colour Flash Labels - Sheet

**Reorder Code** 165401/COLOUR  
**Pack Size** Sheet of 40 Labels  
**Dimensions** 12mm (h) x 40mm (w) 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.

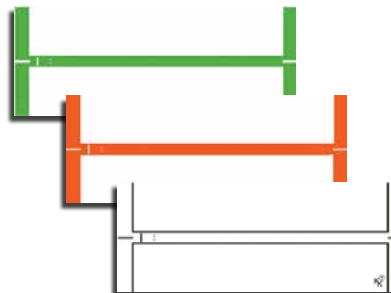
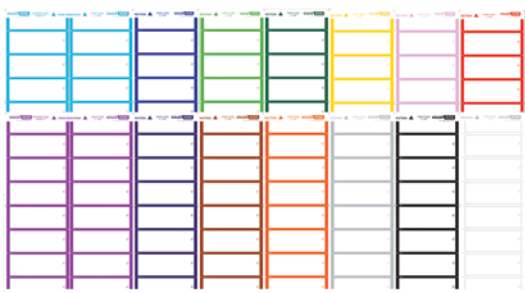


### Closed 24mm Side Tab Labels - Roll

**Reorder Code** 165080  
**Pack Size** Roll of 500 Labels  
**Dimensions** 24mm (h) x 40mm (w) per label

## INDEX LABELS

Index labels are suitable for use on our entire range of KolorCode 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 (h) x 100mm (w) 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 (h) x 20mm (w) per label

### Numeric Top Tab Labels



#### Numeric Top Tab Labels - Sheet

**Reorder Code** 166190/NUMBER  
**Pack Size** Sheet of 25 Labels  
**Dimensions** 30mm (h) x 20mm (w) 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 (h) x 20mm (w) 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 (h) x 70mm (w) per label



#### Allergies Sticker AL197 - Sheet

**Reorder Code** 165307  
**Pack Size** Sheet of 10 Labels  
**Dimensions** 25mm (h) x 70mm (w) per label



#### Anaesthesia AL224 - Sheet

**Reorder Code** 165308  
**Pack Size** Sheet of 10 Labels  
**Dimensions** 30mm (h) x 70mm (w) per label



#### Drug Sensitivity AL78 - Sheet

**Reorder Code** 165309  
**Pack Size** Sheet of 10 Labels  
**Dimensions** 30mm (h) x 70mm (w) per label



#### Caution Patient with Similar Name - Sheet

**Reorder Code** 165310  
**Pack Size** Sheet of 10 Labels  
**Dimensions** 25mm (h) x 70mm (w) per label



#### Rh Negative - Sheet

**Reorder Code** 165311  
**Pack Size** Sheet of 10 Labels  
**Dimensions** 25mm (h) x 70mm (w) per label



#### Medical Alert Drug, Food, Other - Roll

**Reorder Code** 165316  
**Pack Size** Roll of 500 Labels  
**Dimensions** 25mm (h) x 70mm (w) 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 (h) x 350mm (w)



#### Miscellaneous A4 Label - Sheet

**Reorder Code** 165752  
**Pack Size** Pack of 10 Labels  
**Dimensions** 210mm (h) x 350mm (w)



#### 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 (h) x 100mm (w)



#### Miscellaneous Label - Sheet

Used to indicate that the file contains miscellaneous paperwork.

**Reorder Code** 165617  
**Pack Size** Sheet of 5 Labels  
**Dimensions** 38mm (h) x 100mm (w)

# FILING ACCESSORIES

As the filing specialists, we offer a full range of 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

### 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.



### 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**

### Low Profile Clip

The Low Profile Clip features a smooth low profile design, stronger compressor bar, easy to handle extra long 10cm flexible tubes and increased capacity transfer U piece.



### LP Clip - 100 Clips

Reorder Code **600071**

### 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**

### 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 to be held in a file and not removed or refiled on a regular basis. Fixes with an adhesive base.

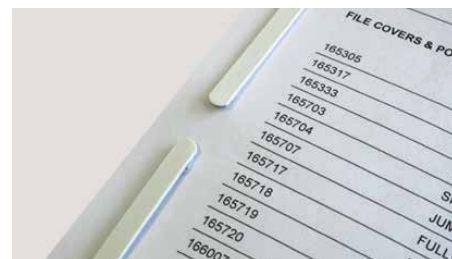


### Permclip - 100 Clips

Reorder Code **600063**

### 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**

## FILE DIVIDERS

### Coloured File Dividers

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

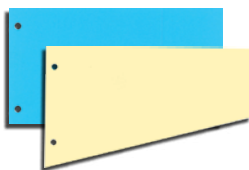


### Coloured File Dividers

Reorder Code **6050**  
Pack Size 10 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



## 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**

### Progress Notes - 500 Ream

Reorder Code **P02**

### Reports Summary - 500 Ream

Reorder Code **100248**

### Health Summary Form - 500 Ream

Reorder Code **100243**

## 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**

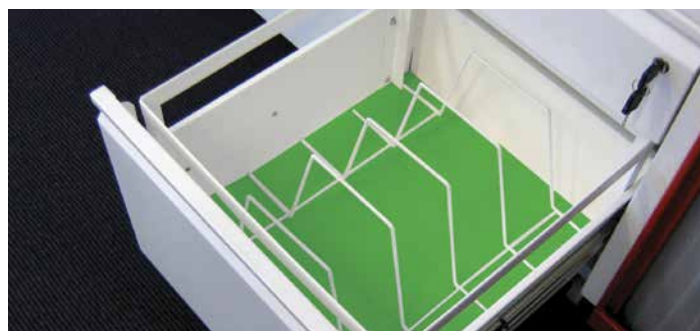
Pack Size 100 Labels

Dimensions 85mm (h) x 230mm (w)



## 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 (w) x 365mm (d) x 165mm (h)



### 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)

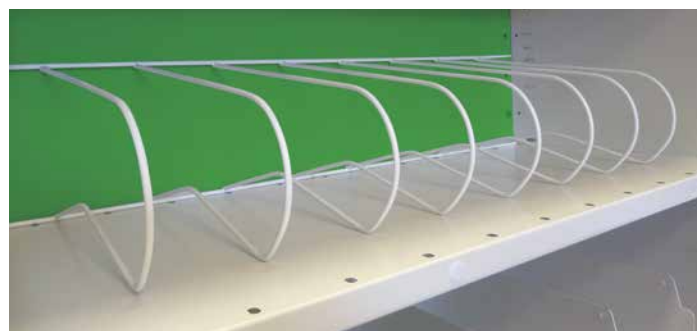
Reorder Code **600038**

Dimensions 900mm (w) x 400mm (d)

#### Push-Fit Rack (1200 x 400)

Reorder Code **600040**

Dimensions 1200mm (w) x 400mm (d)



### 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 **600043**

Dimensions 900mm (w) x 300mm (d)

#### Loop Rack (1200 x 300)

Reorder Code **600045**

Dimensions 1200mm (w) x 300mm (d)

#### Loop Rack (900 x 400)

Reorder Code **600042**

Dimensions 900mm (w) x 400mm (d)

#### Loop Rack (1200 x 400)

Reorder Code **600044**

Dimensions 1200mm (w) x 400mm (d)



### 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 **600037**

Dimensions 900mm (w) x 400mm (d)

#### Loop Rack (1200 x 400)

Reorder Code **600036**

Dimensions 1200mm (w) x 400mm (d)

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



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