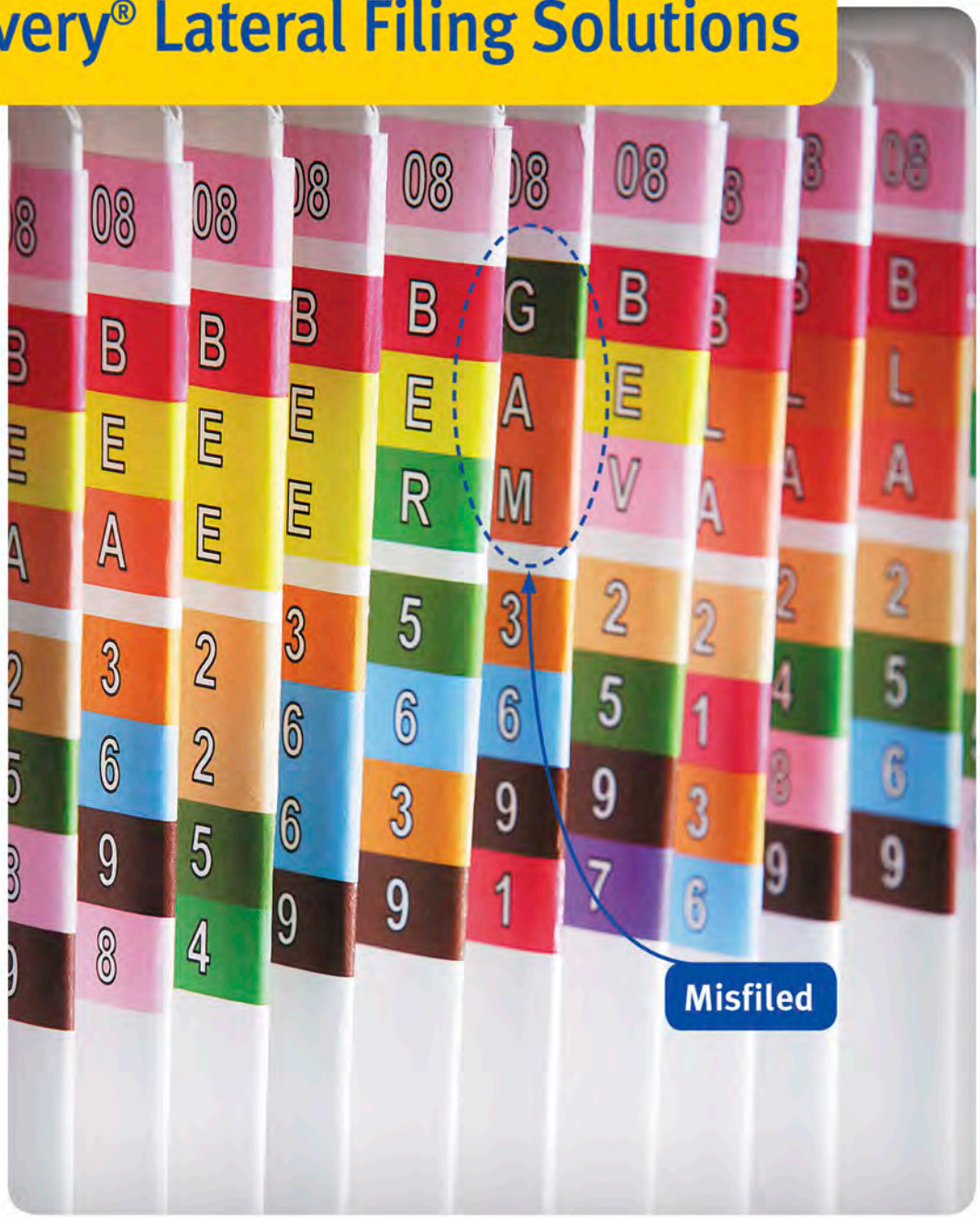
Smart Filing Solutions

Avery Lateral Filing gives you all the space you need

Catalogue Version 3.2

Avery® Lateral Filing Solutions



Benefits of Lateral Filing

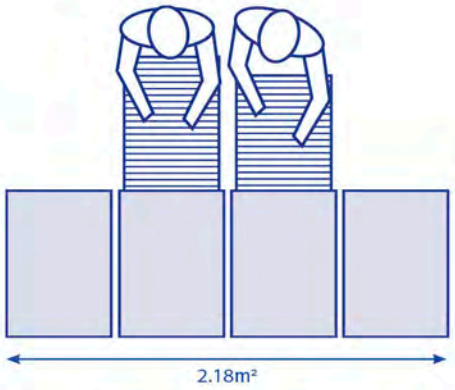
Save Space
The Avery Lateral Filing System can save you substantial floor space as you can now store files laterally to higher levels.

Save Time
The Avery Lateral Filing System is so easy to use, everyone will understand the system and be able to find files at a glance.

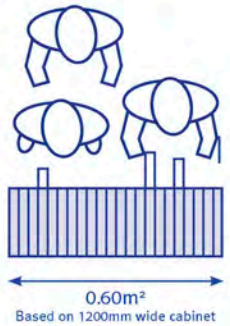
End Misfiling
The Avery Lateral Filing System makes it easy to find files virtually eliminating all possibilities of misfiling, saving you hours of fruitless file searching.

Easy Access
The Avery Lateral Filing System allows more than one person to access files at any one time. So no more time wasted queuing at the cabinets.

Increase Productivity
The Avery Lateral Filing System is quick and easy to use, which translates to less time wasted retrieving files and a more productive use of your time.

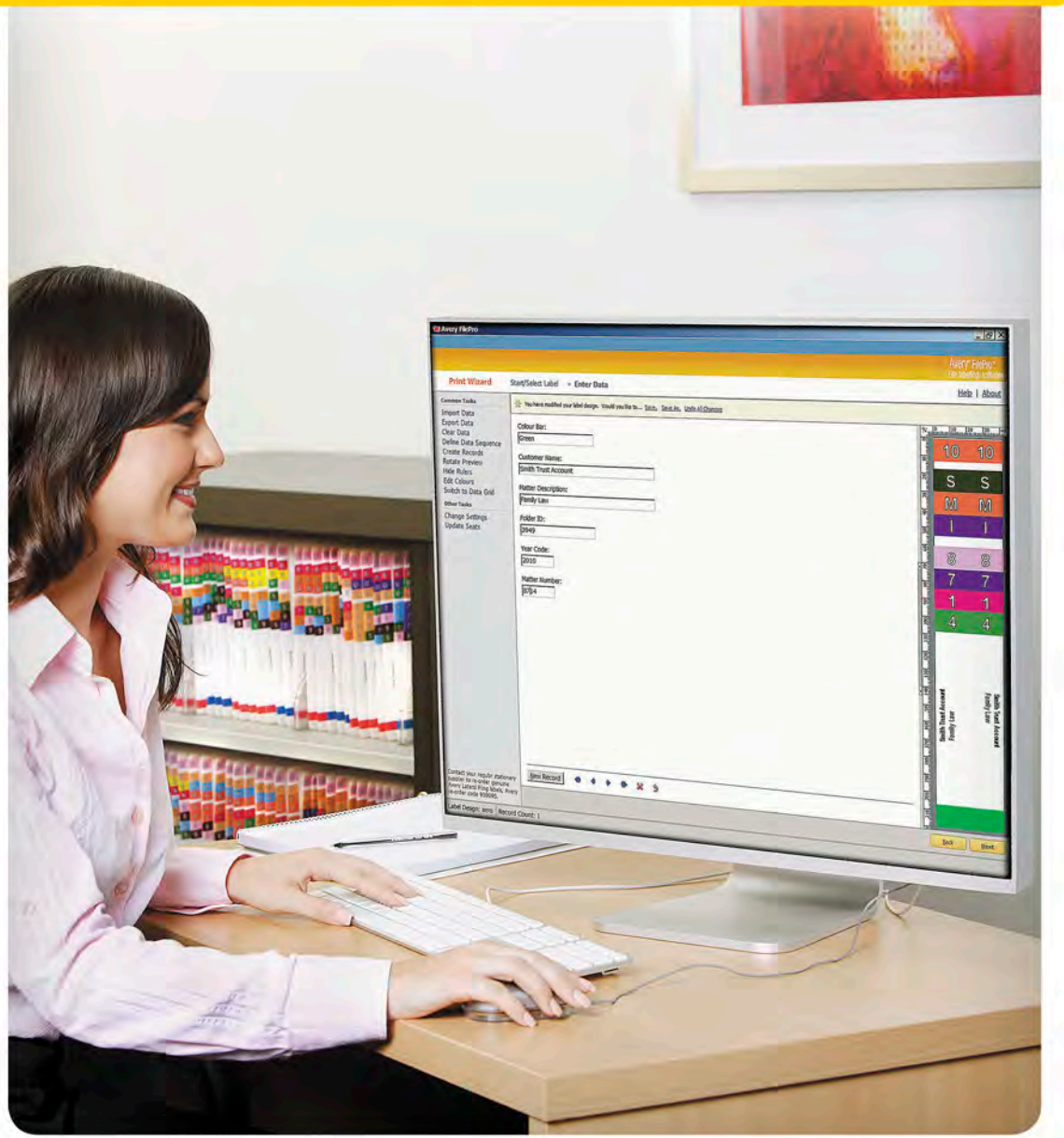


Conventional file drawers take up valuable floor space and are difficult to access.



Avery Lateral Filing Systems save you up to 70% floor space and 40% access time.

Auto Lateral Filing



Filing is as easy as 1-2-3 with Avery® FilePro®!

Who doesn't want to save time and get their work done quicker? Avery FilePro File Labelling Software is easy to use and is a great tool to help you file quickly. It has numerous pre-designed templates and colour options that give you the freedom to customise your filing labels. Simply design, print onto Avery Lateral Filing Labels and apply to any Avery Shelf Lateral Files. Refer to p.8-12.

DESIGN

PRINT

APPLY

AND YOUR JOB IS DONE!

Avery® FilePro® Software

Code	Description	Quantity
40000	Avery® FilePro® Software - Single User	1
40001	Avery® FilePro® Software - 2-10 User	1
40002	Avery® FilePro® Software - 11 + User	1
959095	Avery® Lateral Filing Labels A4 4 Per Sheet	Box of 100 Sheets

Install Avery® FilePro®

1. Insert the CD into a CD-ROM drive. If the installation doesn't autorun within a minute or so, browse the CD and double click on the Setup.exe.
2. Read the license agreement, then click 'I Agree' if accepted.
3. Select Stand-Alone or Network install type. Make a selection for All Users or Current User, and Desktop Icon when prompted. If installing a Network type, you will need to first install the network files to a server shared folder, then from a client computer browse to the share folder where the program was installed and double click on the ClientSetup.exe to start client installation.
4. Select the path for the program. Most cases can use the default in Program Files. If Network type, select the install location for the Jobs folders (label designs). Most cases use the server share where the network files are installed.
5. Run the program. Enter the serial number as indicated on the CD cover the first time the program is run, and activate according to prompts. For users of 2-10 and network, go to Update Seats to enter seat certificate number* once FilePro® is installed.

   * Seat certificate number is also indicated on CD cover.

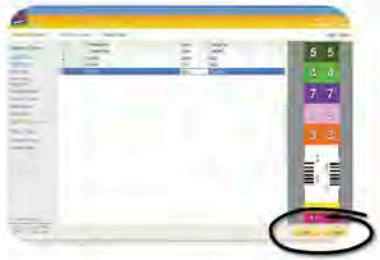
System Requirements: O/S: Windows ®2000, Windows®7, Windows® XP or Vista, RAM: 512MB, Free Disk Space: 1GB, Mouse and Keyboard, VGA/ SVGA card with 4MB, RAM, CD-ROM & Windows® compatible printer

Select a Label Design, Enter Data, Print Labels

1. Select Sample Labels for standard designs. Add any Sample Labels to the My Labels library if needed by clicking on the link at the bottom of the label design in the Sample Labels library.

Select a label design by clicking on a design name, or anywhere in the cell when the cursor changes to a hand.

3. Click Next in the lower right-hand corner to go to the Print Labels screen.



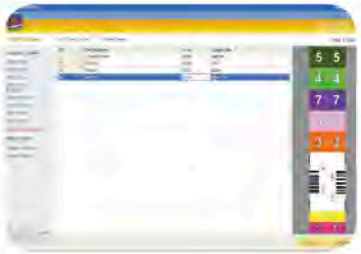
Once you select a label template:

Go to Enter Data screen or import your data via import field.

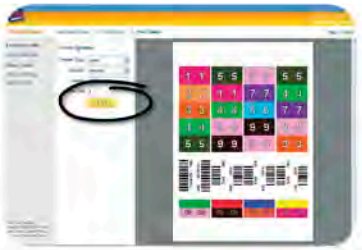
To manually enter data, press Insert key on your key board or Switch to Data Entry on the left displays.

If you wish to import data from an existing database, simply import a csv file via excel program.

To generate sequential numbering, go to Define Data Sequence and then create the number of records you wish to print.



4. Select or verify the Printer Type as inkjet or laser. Click Print, make sure the right printer is selected, it is turned on, and that it has a label sheet loaded correctly. Click OK to print.



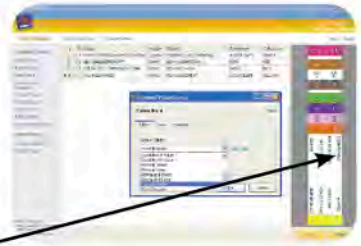
5. After you click OK or Cancel, go to the Print Complete screen. Click one of the available options to print again, export the existing data, go back to the Select Label screen, or enter more data in the same grid. To exit the program, simply close the window.

For more details on running the program and advanced features after installing, please click Help or simply call the Avery Consumer Service Centre.

Visit www.averyproducts.com.au/fileprodemo to view the FilePro® demonstration video or contact us for a demonstration CD.

2. Edit element colour is optional. FilePro® covers a range of colours that are most commonly used in lateral filing. Simply select a colour that suits your filing system.

Right mouse click and edit element.



* Custom templates are available upon request

Shelf Lateral Files

Avery Shelf Lateral Standard Files

To secure your documents in your lateral files use the Avery range of file fasteners. See page 16.

Code	Description	Colour	Size	Box
42713	Heavyweight	Buff	A4	100
46704	Extra Heavyweight	Buff	A4	100
46703	Extra Heavyweight	White	A4	100
42513	Heavyweight	Buff	FC	100
46504	Extra Heavyweight	Buff	FC	100
46505	Super Weight	Buff	FC	100
46501	Extra Heavyweight	White	FC	Pkt15
46503	Extra Heavyweight	White	FC	100
46565	Super Heavyweight	White	FC	100
42520	Extra Heavyweight	White	Legal	100
42538	Extra Heavyweight	Buff	Legal	100

File Sizes: A4=332mm x 242mm Notes=355mm x 242mm
FC=367mm x 242mm Legal=388mm x 242mm
Formakote 355 x 235mm

Board Weight: Heavyweight = 240 - 250gsm Extra heavyweight = 300 - 325gsm
Super weight = 370 - 380gsm

Avery Shelf Lateral Twin Tab File

This multi-purpose file can be used in shelf lateral or drawer filing.
This type of file has a top & side tab on which colour coding and file title labels can be affixed.

Code	Description	Colour	Size	Box
46555	Extra Heavyweight Top/ Side Tab	White	FC	100

Avery Shelf Lateral Solid Colour Files

Code	Description	Colour	Size	Box
45113	Extra Heavyweight	Red	FC	100
45213	Extra Heavyweight	Blue	FC	100
45313	Extra Heavyweight	Green	FC	100
45413	Extra Heavyweight	Yellow	FC	100

Avery Shelf Lateral Colour Mylar End Tab Files

Each tab is colour coded for easy identification of file contents. The colour coded tab means you can colour code based on departments, projects dates and more. The tabs are reinforced for durability and are available in foolscap and legal. Legal size is found in other popular filing systems.

Code	Description	Colour	Size	Box
42421	Extra Heavyweight	White Clear Tab	FC	100
42430	Extra Heavyweight	White/Pink Tab	FC	100
42431	Extra Heavyweight	White/Red Tab	FC	100
42433	Extra Heavyweight	White/Dk Orange Tab	FC	100
42434	Extra Heavyweight	White/Light Green Tab	FC	100
42435	Extra Heavyweight	White/Dk Green Tab	FC	100
42436	Extra Heavyweight	White/Light Blue Tab	FC	100
42437	Extra Heavyweight	White/Purple Tab	FC	100
42440	Extra Heavyweight	White/Yellow Tab	FC	100
42521	Extra Heavyweight	White/Clear Tab	Legal	100
42531	Extra Heavyweight	White/Red Tab	Legal	100
42533	Extra Heavyweight	White/Dk Orange Tab	Legal	100
42534	Extra Heavyweight	White/Light Green Tab	Legal	100
42535	Extra Heavyweight	White/Dk Green	Legal	100
42536	Extra Heavyweight	White/Light Blue Tab	Legal	100
42537	Extra Heavyweight	White/Purple Tab	Legal	100
42540	Extra Heavyweight	White/ Yellow Tab	Legal	100

Avery Shelf Lateral Files with Fasteners

Each file is fitted with a file fastener which allows papers to be secured and easily accessed whenever you require them.

Code	Description	Colour	Size	Box
46510	Extra Heavyweight Fitted with Tubeclip® (A)	White	FC	100
46511	Extra Heavyweight Fitted with Permclip® (B)	White	FC	100
46512	Super Weight Fitted with Spiral Spring Transfer (C)	White	FC	50

Avery 52mm D Ring/Lever Arch Lateral Files

70mm Expansion

Throw away those lever arch files and convert to "D" Ring Lateral Files. Store all your documents in one colour coded filing system and enjoy 40% better use of floor space.

Code	Description	Colour	Size	Box
46513	Heavy Duty D Ring (A)	White	FC	15
46514	Super Heavy Duty D Ring (B)	White	FC	10
46515	Lever Arch (C)	White	FC	5

Avery Formakote Shelf Lateral Files

Manufactured from formakote board. A durable board providing a high level of stiffness for filing purposes. Available with or without a fastener fitted to the file.

Code	Description	Colour	Size	Box
46719	White Shelf Lateral File with Tubeclip®, Formakote ((A)	White	355x235mm	50
46720	White Shelf Lateral File, Formakote (B)	White	355x235mm	50

Pocket Files

File Sizes: A4=332mm x 242mm Notes=355mm x 242mm
FC=367mm x 242mm Legal=388mm x 242mm
Formakote = 355 x 235mm

Board: Heavyweight = 240 - 250gsm
Extra Heavyweight = 300 - 325gsm

Weight: Super weight = 370 - 380gsm

Avery Shelf Lateral Pocket Wallet

Code	Description	Colour	Size	Box
43949	Extra Heavyweight Pocket Wallet 40mm Expansion	White	FC	20

Avery Shelf Lateral File with Left Hand Pocket

This file has an inside wallet on left hand side, allowing you to secure additional documents. Pocket has a 30mm expansion.

Code	Description	Colour	Size	Box
43960	Extra Heavyweight with 30mm Left Hand Pocket	White	FC	100

Avery Shelf Lateral Concertina Wallets

85mm expansion with flap. Ideal for storing documents that cannot be hole punched such as annual reports, legal and financial documents.

Code	Description	Colour	Size	Box
43958	Concertina Wallet 100mm Expansion	White	FC	25
43957	Concertina Wallet 100mm Expansion	White	Legal	25

Avery Shelf Lateral Document Wallets

40mm expansion with flap. Ideal for storing documents that cannot be hole punched such as annual reports, legal and financial documents.

Code	Description	Colour	Size	Box
43950	Extra Heavyweight	Buff	FC	20
43951	Extra Heavyweight	Red	FC	20
43952	Extra Heavyweight	Blue	FC	20
43953	Extra Heavyweight	Green	FC	20
43954	Extra Heavyweight	Yellow	FC	20
43955	Extra Heavyweight	White	FC	20
43956	Extra Heavyweight	Buff	Legal	20

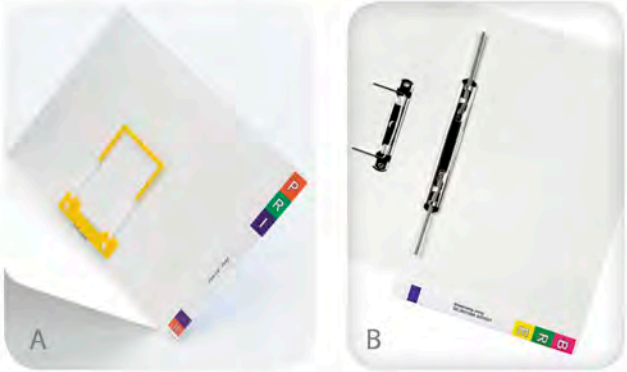
Shelf Lateral Notes Files

Avery Lateral Notes Standard Files

As found in other popular filing systems.

The notes range have printed panels on the covers to enable notes and related file information to be noted directly onto the file.

Code	Description	Colour	Size	Box
46710	Standard File	White ptd Blue	355x235mm	100
46713	With Left Hand Pocket	White ptd Blue	355x235mm	20



Avery Lateral Notes Files with Fasteners

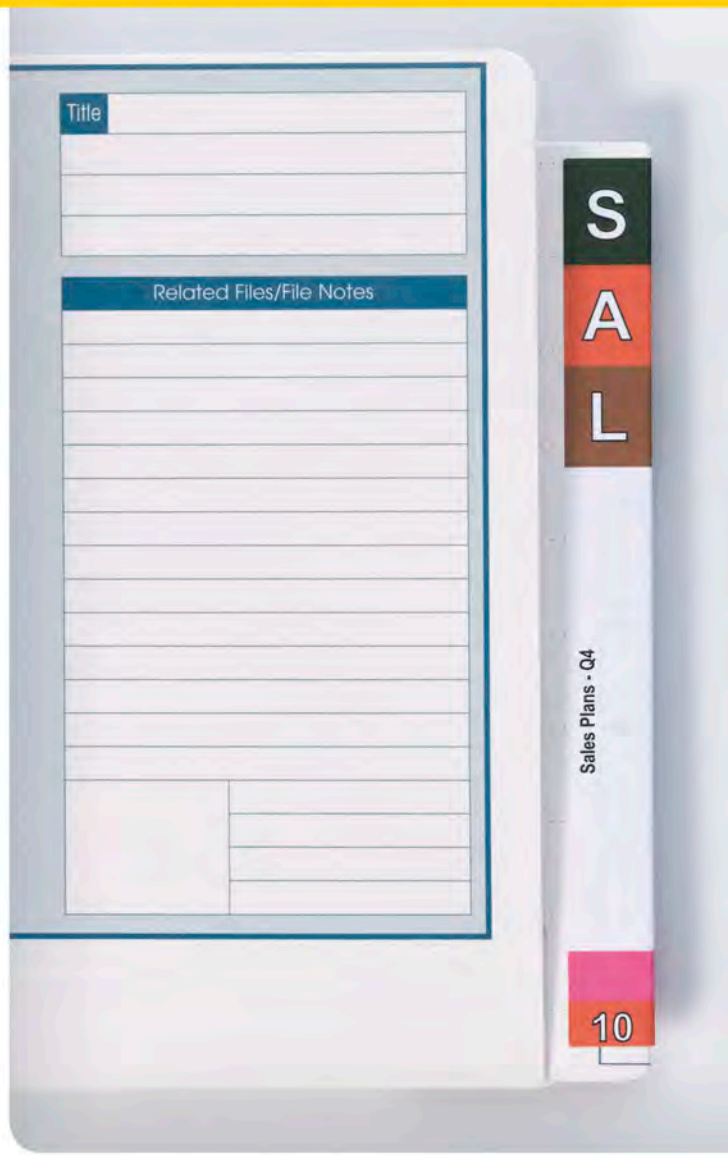
Code	Description	Colour	Size	Box
46711	Fitted with Tubeclip® File Fastener (A)	White ptd Blue	355x235mm	100
46712	Fitted with Spiral Spring Transfer Fastener (B)	White ptd Blue	355x235mm	50

Avery Lateral Notes Pockets & Wallets

Code	Description	Colour	Size	Box
46715	Open Top Wallet 40mm Expansion (A)	White ptd Blue	355x235mm	20
46717	Document Wallet Flap 40mm Expansion (B)	White ptd Blue	355x235mm	20
46718	Concertina File 100mm Expansion (C)	White ptd Blue	355x235mm	25

Avery Lateral Notes Twin Tab File & Wallet

Code	Description	Colour	Size	Box
46714	Twin Tab File Top/Side (A)	White ptd Blue	355x235mm	100
46716	Twin Tab Pocket Top/Side (B)	White ptd Blue	355x235mm	20



Fullvue® Shelf Lateral Files

This unique Fullvue® File Range of filing products offers all the benefits of shelf lateral filing with the added advantage of 100% visibility of file tab & title label. A unique flap on the front edge that wraps around the file contents while fasteners can be affixed into the file for further securing documents.

Fullvue® Shelf Lateral Files - White & Coloured Tab

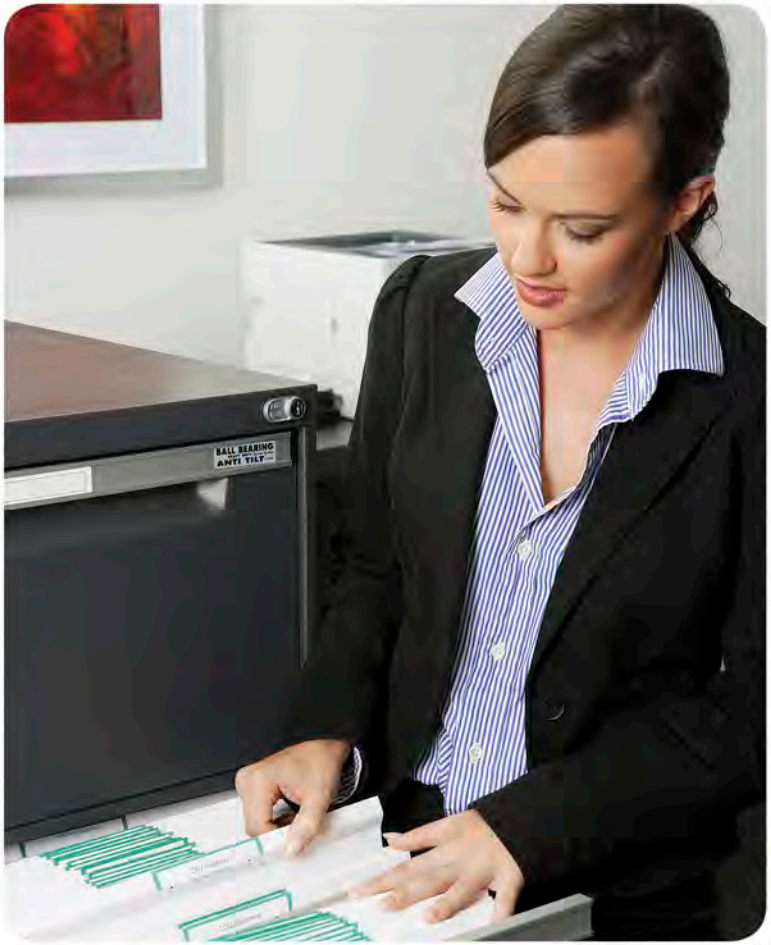
Available in two spine widths – 30mm & 50mm depending on the paper capacity you require.

Code	Description	Colour	Size	Box
165720	Extra Heavyweight 30mm Gusset	White	FC	100
165715	Extra Heavyweight 30mm Red Gusset	White/Red Tab & Spine	FC	100
165715	Extra Heavyweight 30mm Orange Gusset	White/Orange Tab & Spine	FC	100
165715	Extra Heavyweight 30mm Yellow Gusset	White/Yellow Tab & Spine	FC	100
165715	Extra Heavyweight 30mm Lt Blue Gusset	White/Lt Blue Tab & Spine	FC	100
165715	Extra Heavyweight 30mm Dk Green Gusset	White/Dk Green Tab & Spine	FC	100
165715	Extra Heavyweight 30mm Purple Gusset	White/Purple Tab & Spine	FC	100
165707	Extra Heavyweight 50mm Gusset	White	FC	100
165704	Extra Heavyweight Twin File	White	FC	50

File Sizes: A4=332mm x 242mm Notes=355mm x 242mm
FC=367mm x 242mm Legal=388mm x 242mm
Formakote = 355 x 235mm

Board: Heavyweight = 240 - 250gsm Extra heavyweight = 300 - 325gsm
Weight: Super weight = 370 - 380gsm

Quickvue™ Files & Drawer Cabinet



File with Quickvue™- the smart alternative to suspension files

Why not make a smart and simple choice and use Quickvue™ files with your existing system, both filing cabinet drawers and personal pedestal drawers. Just add a file rack to each drawer and you will instantly discover how Quickvue™ is the cost effective organised alternative to suspension files. You can easily identify files thanks to the angled tab across the top of each file. The file rack also eliminates the problem of files falling off the metal rails, files bending due to their heavy weight as well as crystal tabs falling off the top of each file.

Two and four drawer packages are available with draw cabinets (see below).

Quickvue™ File Packages (draw cabinet not included)

Code	Description	Contents	Colour	Size	Box
166007	Extra Heavyweight	Files with File Title Labels	White	FC	50
40447	File Rack Straight Edge	File Rack only	White	500 x 390mm	Each
49997	Single Drawer Filing Package	50 Quickvue™ Files, 72 File title Labels & 1 File Rack	White	FC	Each
49996	Two Drawer Filing Package	100 Quickvue™ Files, 144 File Title Labels, 2 File Racks & 1 Top Tab Label Starter Kit	White	FC	Each
49998	Four Drawer Filing Package	200 Quickvue™ Files, 288 File Title Labels, 4 File Racks & 1 Top Tab Label Starter Kit	White	FC	Each

Avery Drawer Filing Packages

Looking for an alternative to suspension files? Quickvue files eliminate the problem of files falling off metal rails, files bending due to the heavyweight and crystal tabs falling off the top of each file. Just simply choose from one of the options below to create an efficient filing system.

4 Drawer Filing Package

- 1x4 drawer cabinet, 200 Quickvue files, 288 file title labels
- 1 top tab labels starter kit, 4 racks 500x390mm

Code	Colour	Size
20251OG	Oyster Grey	1325(H)x467(W)x610(D)mm
20251MA	Magnolia	1325(H)x467(W)x610(D)mm
20251GR	Graphite Ripple	1325(H)x467(W)x610(D)mm

2 Drawer Filing Package

- 1x2 drawer cabinet, 100 Quickvue files, 144 file title labels
- 1 top tab labels starter kit, 2 racks 500x390mm

Code	Colour	Size
20252OG	Oyster Grey	715(H)x467(W)x610(D)mm
20252MA	Magnolia	715(H)x467(W)x610(D)mm
20252GR	Graphite Ripple	715(H)x467(W)x610(D)mm

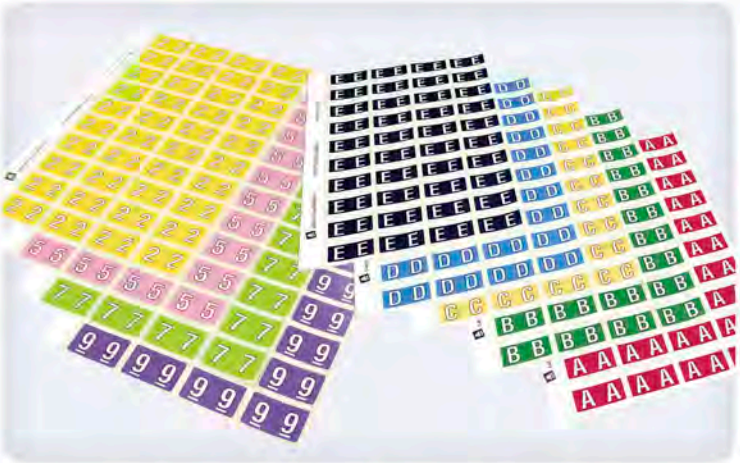
Coding Labels

Avery Side Tab Colour Coding Labels

Avery Alpha and Numeric Side Tab Coding Labels - packets of 180 alphabetical, numerical and year code labels. Designed specifically for use with lateral filing systems. Rolls of 500 available. Alpha Code 432**-A=01-Z=26, Numeric Code 432**0=40 09=49, Year Code 432*12=62, Year Code 432*13=63.

Code	Description	Colour	Size	Box
43301	Alpha A	Pink	25x38mm	180 Labels
43302	Alpha B	Magenta	25x38mm	180 Labels
43303	Alpha C	Orange	25x38mm	180 Labels
43304	Alpha D	Dk Orange	25x38mm	180 Labels
43305	Alpha E	Yellow	25x38mm	180 Labels
43306	Alpha F	Light Green	25x38mm	180 Labels
43307	Alpha G	Dark Green	25x38mm	180 Labels
43308	Alpha H	Blue	25x38mm	180 Labels
43309	Alpha I	Purple	25x38mm	180 Labels
43310	Alpha J	Mauve	25x38mm	180 Labels
43311	Alpha K	Brown	25x38mm	180 Labels
43312	Alpha L	Mustard	25x38mm	180 Labels
43313	Alpha M	Pink	25x38mm	180 Labels
43327	Alpha Mc	Black	25x38mm	180 Labels
43314	Alpha N	Magenta	25x38mm	180 Labels
43315	Alpha O	Orange	25x38mm	180 Labels
43316	Alpha P	Dk Orange	25x38mm	180 Labels
43317	Alpha Q	Yellow	25x38mm	180 Labels
43318	Alpha R	Light Green	25x38mm	180 Labels
43319	Alpha S	Dark Green	25x38mm	180 Labels
43320	Alpha T	Blue	25x38mm	180 Labels

Code	Description	Colour	Size	Box
43321	Alpha U	Purple	25x38mm	180 Labels
43322	Alpha V	Mauve	25x38mm	180 Labels
43323	Alpha W	Brown	25x38mm	180 Labels
43324	Alpha X	Mustard	25x38mm	180 Labels
43325	Alpha Y	White/Grey	25x38mm	180 Labels
43326	Alpha Z	Grey	25x38mm	180 Labels
43327	Slash /	White/Black	25x38mm	180 Labels
43340	Numeric 0	Pink	25x38mm	180 Labels
43341	Numeric 1	Magenta	25x38mm	180 Labels
43342	Numeric 2	Orange	25x38mm	180 Labels
43343	Numeric 3	Dark Orange	25x38mm	180 Labels
43344	Numeric 4	Light Green	25x38mm	180 Labels
43345	Numeric 5	Dark Green	25x38mm	180 Labels
43346	Numeric 6	Blue	25x38mm	180 Labels
43347	Numeric 7	Purple	25x38mm	180 Labels
43348	Numeric 8	Mauve	25x38mm	180 Labels
43349	Numeric 9	Brown	25x38mm	180 Labels
43362	Year 12	Orange	25x38mm	180 Labels
43363	Year 13	Dark Orange	25x38mm	180 Labels
43399	Starter Kit	72 labels of each alpha and numeric		



Avery Series 4 Side Tab Coding Labels

Series 4 labels are found in other popular filing systems. Packet of 240 Alphabetical, Numerical labels.

Code	Description	Colour	Size	Box
44501	Alpha A	Red	25x42mm	240 Labels
44502	Alpha B	Dark Green	25x42mm	240 Labels
44503	Alpha C	Yellow	25x42mm	240 Labels
44504	Alpha D	Blue	25x42mm	240 Labels
44505	Alpha E	Grey	25x42mm	240 Labels
44506	Alpha F	Pink	25x42mm	240 Labels
44507	Alpha G	Brown	25x42mm	240 Labels
44508	Alpha H	Light Green	25x42mm	240 Labels
44509	Alpha I	Orange	25x42mm	240 Labels
44510	Alpha J	Purple	25x42mm	240 Labels
44511	Alpha K	Red	25x42mm	240 Labels
44512	Alpha L	Dark Green	25x42mm	240 Labels
44513	Alpha M	Yellow	25x42mm	240 Labels
44527	Alpha Mc	Brown	25x42mm	240 Labels
44514	Alpha N	Purple	25x42mm	240 Labels
44515	Alpha O	Blue	25x42mm	240 Labels
44516	Alpha P	Grey	25x42mm	240 Labels
44517	Alpha Q	Light Green	25x42mm	240 Labels
44518	Alpha R	Pink	25x42mm	240 Labels
44519	Alpha S	Brown	25x42mm	240 Labels

Code	Description	Colour	Size	Box
44520	Alpha T	Orange	25x42mm	240 Labels
44521	Alpha U	Red	25x42mm	240 Labels
44522	Alpha V	Dark Green	25x42mm	240 Labels
44523	Alpha W	Blue	25x42mm	240 Labels
44524	Alpha X	Pink	25x42mm	240 Labels
44525	Alpha Y	Purple	25x42mm	240 Labels
44526	Alpha Z	Light Green	25x42mm	240 Labels
44528	Numeric 0	Red	25x42mm	240 Labels
44529	Numeric 1	Dark Green	25x42mm	240 Labels
44530	Numeric 2	Orange	25x42mm	240 Labels
44531	Numeric 3	Blue	25x42mm	240 Labels
44532	Numeric 4	Grey	25x42mm	240 Labels
44533	Numeric 5	Pink	25x42mm	240 Labels
44534	Numeric 6	Brown	25x42mm	240 Labels
44535	Numeric 7	Light Green	25x42mm	240 Labels
44536	Numeric 8	Orange	25x42mm	240 Labels
44537	Numeric 9	Purple	25x42mm	240 Labels
44538	Starter Kit Alpha	1 Sheet of Each A-Z	25x42mm	1040 Labels
44539	Starter Kit Numeric	1 Sheet of Each 0-9	25x42mm	400 Labels

Avery Top Tab Colour Coding Labels

Colour Coded labels designed specifically for use with Top Tab Lateral Files & Quickvue Filing Systems. Top Tab allows you to easily identify lost files. Available in Alpha & Numeric & Year Code Labels in packet 150.

Code	Description	Colour	Size	Box
44401	Alpha A	Pink	20x30mm	150 Labels
44402	Alpha B	Magenta	20x30mm	150 Labels
44403	Alpha C	Orange	20x30mm	150 Labels
44404	Alpha D	Dk Orange	20x30mm	150 Labels
44405	Alpha E	Yellow	20x30mm	150 Labels
44406	Alpha F	Light Green	20x30mm	150 Labels
44407	Alpha G	Dark Green	20x30mm	150 Labels
44408	Alpha H	Blue	20x30mm	150 Labels
44409	Alpha I	Purple	20x30mm	150 Labels
44410	Alpha J	Mauve	20x30mm	150 Labels
44411	Alpha K	Brown	20x30mm	150 Labels
44412	Alpha L	Mustard	20x30mm	150 Labels
44413	Alpha M	Pink/ Stripe	20x30mm	150 Labels
44427	Alpha MC	Black/Stripe	20x30mm	150 Labels
44414	Alpha N	Magenta/Stripe	20x30mm	150 Labels
44415	Alpha O	Orange/Stripe	20x30mm	150 Labels
44416	Alpha P	Dk Orange/Stripe	20x30mm	150 Labels
44417	Alpha Q	Yellow/Stripe	20x30mm	150 Labels
44418	Alpha R	Light Green/Stripe	20x30mm	150 Labels
44419	Alpha S	Dark Green/Stripe	20x30mm	150 Labels
44420	Alpha T	Blue/Stripe	20x30mm	150 Labels

Code	Description	Colour	Size	Box
44421	Alpha U	Purple/Stripe	20x30mm	150 Labels
44422	Alpha V	Mauve/Stripe	20x30mm	150 Labels
44423	Alpha W	Brown	20x30mm	150 Labels
44424	Alpha X	Mustard	20x30mm	150 Labels
44425	Alpha Y	White/Grey	20x30mm	150 Labels
44426	Alpha Z	Grey	20x30mm	150 Labels
44428	Slash /	White/Black	20x30mm	150 Labels
44200	Numeric 0	Pink	20x30mm	150 Labels
44201	Numeric 1	Magenta	20x30mm	150 Labels
44202	Numeric 2	Orange	20x30mm	150 Labels
44203	Numeric 3	Dk Orange	20x30mm	150 Labels
44204	Numeric 4	Light Green	20x30mm	150 Labels
44205	Numeric 5	Dark Green	20x30mm	150 Labels
44206	Numeric 6	Light Blue	20x30mm	150 Labels
44207	Numeric 7	Purple	20x30mm	150 Labels
44208	Numeric 8	Mauve	20x30mm	150 Labels
44209	Numeric 9	Brown	20x30mm	150 Labels
44232	Year 12	Orange	20x30mm	150 Labels
44233	Year 13	Dark Orange	20x30mm	150 Labels
43300	Starter Kit	2 Sheets of Each Alpha and Numeric (A)		30 Labels Per Sheet

Avery Monthly Coding Labels

Avery Solid Block Labels

Avery Monthly Coding Labels

Code	Description	Size	Pack
43401	January	22x39mm	180 Labels
43402	February	22x39mm	180 Labels
43403	March	22x39mm	180 Labels
43404	April	22x39mm	180 Labels
43405	May	22x39mm	180 Labels
43406	June	22x39mm	180 Labels
43407	July	22x39mm	180 Labels
43408	August	22x39mm	180 Labels
43409	September	22x39mm	180 Labels
43410	October	22x39mm	180 Labels
43411	November	22x39mm	180 Labels
43412	December	22x39mm	180 Labels

Avery Solid Block Labels

Code	Description	Colour	Size	Box
44540	Block Label	Black	19x42mm	240 Labels
44541	Block Label	Brown	19x42mm	240 Labels
44542	Block Label	Dark Green	19x42mm	240 Labels
44543	Block Label	Light Green	19x42mm	240 Labels
44544	Block Label	Orange	19x42mm	240 Labels
44545	Block Label	Pink	19x42mm	240 Labels
44546	Block Label	Purple	19x42mm	240 Labels
44547	Block Label	Red	19x42mm	240 Labels
44548	Block Label	Yellow	19x42mm	240 Labels
44549	Block Label	Light Blue	19x42mm	240 Labels

See page 6 for options to customise your own filing labels

Accessories

Tubeclip® File Fastener

Consists of 3 pieces: A self adhesive base which sticks to the file surface, a plastic coloured compressor bar which is placed on top of the pages and the plastic U piece which inserts into the compressor bar to secure the documents. The Tubeclip® expands as your file fills, to eliminate wasted space.

Code	Description	Colour	Quantity
44001	Tubeclip®-3 Piece Set	Yellow	500
44009Y	Tubeclip®-3 Piece Set	Yellow	100
44009B	Tubeclip®-3 Piece Set	Blue	100
44009R	Tubeclip®-3 Piece Set	Red	100
44005B	Tubeclip®-3 Piece Set	Blue	10
44005R	Tubeclip®-3 Piece Set	Red	10
44005Y	Tubeclip®-3 Piece Set	Yellow	10
44006	Tubeclip®-Adhesive Base Only	White	100
44021	Unitube No Adhesive Base 3 Piece Set	Yellow	500
44007Y	Tubeclip®-U Piece Only	Yellow	25
44007B	Tubeclip®-U Piece Only	Blue	25
44008Y	Tubeclip® Compressor Bar Only	Yellow	25
44008B	Tubeclip® Compressor Bar Only	Blue	25

Quickclip® File Fastener

Plastic coated metal clip in one complete unit with adhesive on the base. Ideal for presentation folders and slim files.

Code	Description	Colour	Quantity
80692	Quickclip®	White	50

Permclip® File Fastener

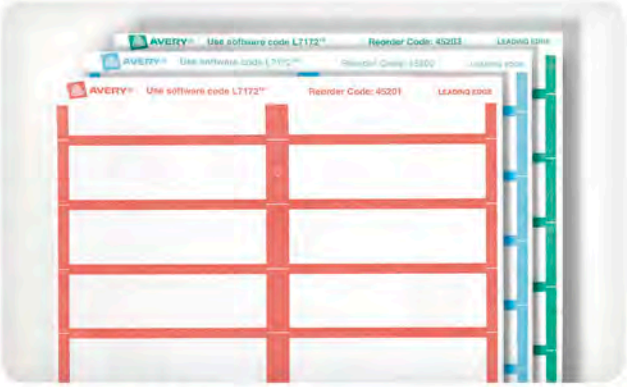
Two pronged enameled fastener with a self adhesive base. Suitable for archiving and holding heavy documents.

Code	Description	Quantity
80699	Permclip® File Fasteners	100
80695	Permclip® File Fasteners	20

Avery File Racks

For use in lateral cupboards, file cabinet drawers and shelving. Ensures files remain upright.

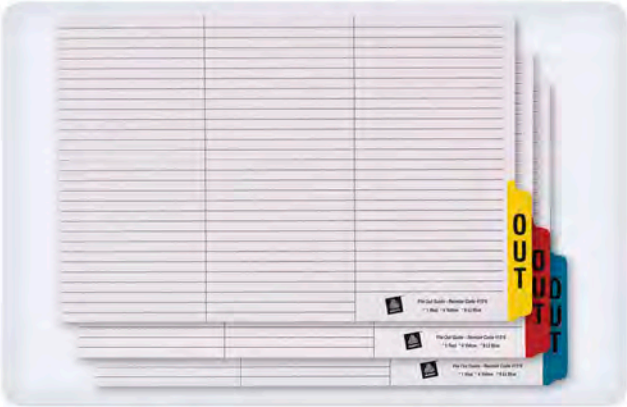
Code	Description	Colour	Size	Pkt
40448	Folded Over Rack	White	900x390mm	Each
40451	Folded Over Rack	White	750x390mm	Each
40452	Folded Over Rack	White	900x290mm	Each
40454	Folded Over Rack	White	1200x390mm	Each
40460	Folded Over Rack	White	1060x375mm	Each
40447	Straight Edge	White	500x390mm	Each
40461	Straight Edge	White	1200x390mm	Each
40462	Straight Edge	White	1050x390mm	Each
40463	Straight Edge	White	900x390mm	Each
40464	Straight Edge	White	750x390mm	Each



Avery File Title Labels

Colour band labels for use with files to identify the file contents. For use with Fullvue®, Quickvue™ and standard lateral files. Easy to use label templates, which appear in leading word processing software. Permanent adhesive 18 labels per sheet.

Code	Description	Colour	Size	Pkt
45201	Ptd Red Border	White	A4	25 Sheets
45202	Ptd Blue Border	White	A4	25 Sheets
45203	Ptd Green Border	White	A4	25 Sheets



Avery Outguides

Used when a file is removed from a filing system. Simply replace the file with an outguide on which the file user has noted where the file is going.

Code	Description	Colour	Size	Pkt
41516	Heavyweight	White/Red Tab	388x242mm	25
41546	Heavyweight	White/Yellow Tab	388x242mm	25
41586	Heavyweight	White/Blue Tab	388x242mm	25

Avery Trim Labels

Used in conjuction with Trim Software.

Code	Description	Size	Size	Pkt
38944	4 up	A4 Sheet	50.8x187mm	400 Labels
38945	5 up	A4 Sheet	50.8x210mm	500 Labels
38946	6 up	A4 Sheet	45.5x139.7mm	600 Labels

Avery Laser Labels

Code	Description	Size	Size	Pkt
959004	L7163	14 Per Sheet	99.1x38.1mm	1400 Labels
959005	L7164	16 Per Sheet	63.5x72mm	1600 Labels
959009	L7167	1 Per Sheet	199.1x289.1mm	100 Labels

Avery Manilla Dividers

Code	Description	Colour	Size
97059	5 Plain Tabs	Buff	A4
97058	10 Plain Tabs	Buff	A4
97505	5 Plain Tabs	Bright	A4
97510	10 Plain Tabs	Bright	A4
97005	5 Plain Tabs	Pastel	A4
97010	10 Plain Tabs	Pastel	A4

Avery Desktop File Rack and Pack

Code	Description	Box
40465	Desktop File Rack	1
40466	*Desktop File Pack (A)	2

*Desktop file pack includes 10 shelf lateral files, 18 file title labels and file rack

Filing Cabinet Packages

Avery Lateral Filing Packages

Save valuable office space by transforming chaos into order. Choose from seven filing packages incorporating cabinets, files, file fasteners, labels, outguides and labelling software. The Tambour Door Cabinets are lockable to secure your documents safely. The Open Bay Cabinets have easy access with no door and are ideal when used by numerous people on a frequent basis.

Packages include a number of the following items:

Levels ..... Refers to the number of shelves within the cabinet.

Rear Stops ..... Support shelf dividers at the back of the cabinet.

Shelf Dividers ..... Act like bookends allowing you to store files within the cabinet.

Lateral Files ..... Are white foolscap extra heavy weight files with a 35mm expansion.

Tubeclip® ..... Easily attach to lateral files to ensure pages are secure. Tubeclip® expands as the file fills, eliminating wasted space.

Outguides ..... Are used when a file is removed from a filing system. Simply place the file with an outguide on which the file user can note where the file is going.

Avery Lateral Filing Labels 4 per sheet.

Avery FilePro® Software Single licence.

Colours

Oyster Grey | Magnolia | Graphite Ripple

A

Package 1 (Picture A)

Lockable Tambour Door Cabinet, 3 Levels, 3 Rear Stops, 9 Shelf Dividers, 300 Lateral File White FC, 300 Yellow Tubeclips®, Outguides Pack of 25, 1 Avery FilePro® Software & 400 Lateral Filing Labels.

Height	Width	Depth
1000mm	1200mm	500mm

Package 2 (Picture B)

Lockable Tambour Door Cabinet, 6 Levels, 6 Rear Stops, 18 Shelf Dividers, 600 Lateral File White FC, 600 Yellow Tubeclips®, Outguides Pack of 25, 1 Avery FilePro® Software & 400 Lateral Filing Labels.

Height	Width	Depth
1980mm	1200mm	500mm

All cabinets available in a wide range of colours including Magnolia, Oyster Grey and Graphite Ripple. Contact us for other colour specifications.

B

C

D

E

Package 3 (Picture not shown)

Lockable Tambour Door Cabinet, 3 Levels, 3 Rear Stops, 9 Shelf Dividers, 300 Lateral File White FC, 300 Yellow Tubeclips®, Outguides Pack of 25, 1 Avery FilePro® Software & 400 Lateral Filing Labels.

Height	Width	Depth
1000mm	900mm	500mm

Package 4 (Picture not shown)

Lockable Tambour Door Cabinet, 6 Levels, 6 Rear Stops, 18 Shelf Dividers, 600 Lateral File White FC, 600 Yellow Tubeclips®, Outguides Pack of 25, 1 Avery FilePro® Software & 400 Lateral Filing Labels.

Height	Width	Depth
1980mm	900mm	500mm

Filing consultations are available on request.

Package 5 (Picture not shown)

Lockable Tambour Door Cabinet, 4 Levels, 4 Rear Stops, 12 Shelf Dividers, 400 Lateral File White FC, 400 Yellow Tubeclips®, Outguides Pack of 25, 1 Avery FilePro® Software & 400 Lateral Filing Labels.

Height	Width	Depth
1300mm	1200mm	500mm

Package 6 (Picture not shown)

Lockable Tambour Door Cabinet, 4 Levels, 4 Rear Stops, 12 Shelf Dividers, 400 Lateral File White FC, 400 Yellow Tubeclips®, Outguides Pack of 25, 1 Avery FilePro® Software & 400 Lateral Filing Labels.

Height	Width	Depth
1300mm	900mm	500mm

Package 7 (Picture C)

Open Bay 6 Level Cabinet, 6 Levels, 600 Lateral File White FC, 600 Yellow Tubeclips®, Outguides Pack of 25, 1 Avery FilePro® Software & 400 Lateral Filing Labels.

Height	Width	Depth
1980mm	1200mm	500mm

Package 8

Open Bay 6 Level Cabinet, 6 Levels, 600 Lateral File White FC, 600 Yellow Tubeclips®, Outguides Pack of 25, 1 Avery FilePro® Software & 400 Lateral Filing Labels.

Height	Width	Depth
1980mm	900mm	500mm

Package 9 (Picture D, installation required)

Compactus, 6 Levels, 5 Adjustable Shelves Per Bay, 4 Bays 2000mm H x 1200mm W x 400mm D.

Length	Height	Width
2560mm	2175mm	1250mm

Package 12 (Picture E)

Lockable Tambour Door Cabinet - Two Tier Storage Unit, 4 Adjustable Shelves, 12 Shelf Dividers, 300 White Foolscap Lateral Files, 300 Tubeclip® File Fasteners, Outguides Pack of 25, 1 Avery FilePro® Software & 400 Avery Lateral Filing Labels.

Height	Width	Depth
1980mm	450mm	500mm