

# FILING WITH WORKFILE™



WORKFILE™ OFFERS TREMENDOUS ADVANTAGES OVER CONVENTIONAL FILING SYSTEMS.

SPACE SAVINGS  
FAST & EASY REFERENCING  
EASY TO READ INDEXING  
INSTANT FILE TRANSFER



*Salt City Records*



## INSTANT FILE TRANSFER • IFT™



WITH IFT™, OLD FILES CAN EASILY BE PLACED IN THE NEW SYSTEM WITH LITTLE DOWN TIME.

## MTM BUSINESS SYSTEMS

1622 Edinger Ave., Suite F  
Tustin, CA 92780  
website: [www.thefileguy.com](http://www.thefileguy.com)  
714-258-4656 FAX 714-258-4660

**A**ny existing file method currently used is easily integrated with the Workfile™ System. With **INSTANT FILE TRANSFER (IFT)**, files can easily be transferred to Workfile *without* costly conversion to new folders. The **Optisnap™** system provides accurate lateral indexing for your top tab folders. Filing is simple!!

Whether you have departmental records, financial reports, printouts, or sales brochures, Workfile enables you to file and find records where you work.

ELLIS  
WORK  
FILE

## ■ FILING WITH WORKFILE™



WORKFILE™ WORKS WELL IN TRADITIONAL FURNITURE SYSTEMS

ORGANIZATION  
FOLLOWS  
WORKFILE

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DRAWER INDEXES FACE UP & ARE EASILY READ.

### BENEFITS OF WORKFILE™:

#### ■ UNIQUE INDEXING

Tri-level indexing can handle the simplest indexing system to the most complex requirements.

#### ■ MIXED MEDIA CAPABILITIES

With 30 different sizes, Workfile can accommodate any size media.

#### ■ BATCH FILING

An ideal solution for batch filing invoices, purchase orders and correspondence.

#### ■ EASY EXPANSION

Snap together compartments allow for easy addition of new files.

#### ■ BACKSHIFTING VIRTUALLY ELIMINATED

#### ■ TEN YEAR WARRANTY

#### ■ MANUFACTURED BY THE WORLD'S LARGEST MAKER OF COMPARTMENTS

#### ■ VERTICAL-GRAINED COMPARTMENTS

#### ■ RESILIENT BLACK PLASTIC HANGERS

#### ■ STEEL RIVETED OPTISNAP

#### ■ MAGNIFIED INDEXING

#### ■ EASE OF LABEL INSERTION

#### ■ LABELS MADE IN 11 VIBRANT COLORS

#### ■ "V"-BASE AND BOX-BASE AVAILABLE

#### ■ KEYGUIDES™ MADE IN 6 COLORS

#### ■ LASER-PRINTED LABELS AVAILABLE

ELLIS SYSTEMS • SCHILLER PARK, IL • 1-800-25-ELLIS

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