

Improve efficiency in five easy steps

Eighty percent of your recordkeeping expense is retrieving and replacing documents. Save time, money and space with Safeguard's filing products. Effective records management increases office efficiency and ultimately affects your competitiveness and profitability.

1



ORDER FOLDERS: Many styles and weights available.

2



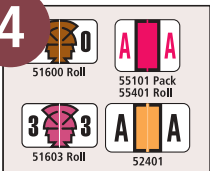
CHOOSE FASTENERS AND POCKETS: Some folders include fasteners and pockets. Or, add your own in the exact positions that work best for you.

3



SELECT INDEXES/FILEBACKS: Order from our pre-printed selection or customize your own indexes.

4



ADD FILE LABELS: Create your own system with alpha, numeric, date and designation labels. Reduce misfiling and save time.

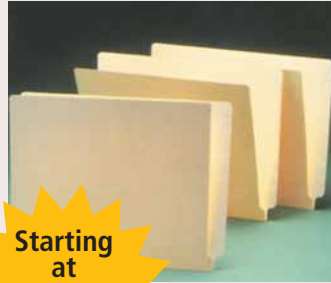
5



DETERMINE HOW TO STORE YOUR FILES: Appropriate storage and shelving systems increase usability and simplify file access.

Prices subject to change.

Organize with file folders



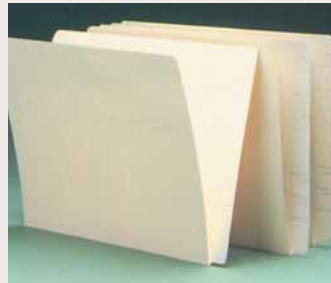
Starting at
\$18⁵⁵
per 100

Undercut File Folders

Designed for easy label application and optimum use, undercut folders indicate label placement positions.

Undercut File Folders

CODE	WEIGHT	SIZE	ADDITIONAL
71101	11 PT	LETTER	—
71102	11 PT	LETTER	REINFORCED
71103	11 PT	LETTER	REINFORCED, FASTENER #1
71104	11 PT	LETTER	REINFORCED, FASTENER #1, #3
71113	14 PT	LETTER	FASTENER #1, #3



Maxi End-Tab Folders

More space for label placement than standard end-tab file folders.

Maxi End-Tab Folders

CODE	WEIGHT	SIZE	ADDITIONAL
70211	14 PT	LETTER	—
70212	14 PT	LETTER	FASTENER #1
70213	14 PT	LETTER	FASTENER #1, #3
70214	14 PT	LETTER	FASTENER #1, POCKET #97903

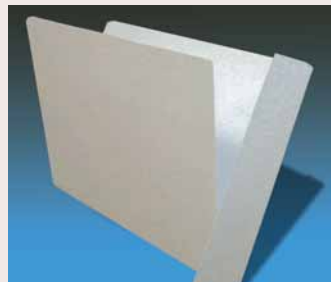


Pocket Folders

File pocket with three closed sides protects loose information. Scored lines for label placement.

Pocket Folders

CODE	WEIGHT	SIZE	ADDITIONAL
74101	11 PT	LETTER	FLAT CUT-AWAY, REINFORCED
74102	11 PT	LETTER	REINFORCED
74104	11 PT	LETTER	1-1/2" EXPANSION
77101	11 PT	X-RAY	14-1/2" X 18" CAPACITY



Wraparound Folders

End flap folds to secure contents inside and provide a clean look to your files.

Wraparound Folders

CODE	WEIGHT	SIZE	COLOR
70217	14 PT	LETTER	WHITE

Ask your distributor about file folders not shown

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SCRUBS

Available in various sizes and colors to meet your practice needs.

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