



Color-coding eliminates misfiles
 Don't lose another file. Color-coded end-tab bands provide quick visual cues and patterns that aid in the identification of a missing or misfiled folder. In fact, a well-designed color-coded filing system will assist in the retrieval and re-filing of folders and can save as much as 40 to 60 percent in labor costs as compared to a similar system without color-coding.



Use bar codes to track files
 Minimize costly labor resources. Bar code tracking can provide fast, easy and accurate data collection and tracking of your records. Use bar codes to track documents, folders and boxes to maintain a complete, centralized record retention schedule and file inventory.

UniFile Specifications



The UniFile is available on 11 and 14 point stock and features a reinforced end-tab design to stand up to extended usage. The single top- and end-tab accommodate color-coded label application for straight-line top viewing or side viewing applications.

- 11 and 14 point manila stock
- Reinforced end-tab, 7/8" wide, full height
- Scored for 3/4" expansion
- Top-tab straight cut, 2/3 right-side cut
- Top corners rounded, front and back
- Both tabs embossed for label placement
- 10% recycled content, 10% post-consumer material

UniLabel Specifications

Each sheet of UniLabel print-ready stock incorporates five sets of top- and end-tab labels. Top-tab label is designed for easy-viewing straight-line filing and accommodates names, numbers and bar code information. The end-tab label accommodates a range of color-coded designs including alphabetic, numeric, terminal digit or other designs. Add names, numbers and bar codes identifiers for easy locating.

- Available in 12 distinctive colors and capable of color matching any existing design
- Works on any standard laser or ink jet color printer
- Accommodates a wide range of label designs
- Prints on 8 1/2 x 11" standard label sheet stock
- Wrap-around style
- Scored for easy removal

Stock Numbers

- UniFile 11pt SYSTS11
- UniFile 14pt SYSTSQ14
- UniLabel SYS2L



Product highlights

- Dual top- and end-tab file design allows for multi-functional use
- Cost, space and labor savings realized with easy, fast file retrieval
- Color-coded top-tab and end-tab design eliminates misfiles
- Labeling software allows desktop color-coded and bar coded label creation
- 11 and 14 point with reinforced end-tabs meets various document management needs

Businesses today are looking for ways to work more productively and put in place efficient, reliable processes that reduce costs and ultimately increase profitability. By introducing an organized, professional filing system into every aspect of your workflow—from document creation through destruction—you will realize dramatic labor efficiencies and cost savings.

SYSTEC's Universal Filing System offers a distinct filing solution for all aspects of your business. It generates efficiencies throughout the records management process by accommodating all types of usage and storage and by incorporating the benefits of a systematic records management approach. From creation and active use in the workplace, to central and shared shelf-based filing, and finally to archival box storage, the Universal Filing System positively impacts your bottom line by minimizing lost or misplaced files, allowing for faster retrievals, and reducing file duplication and record redundancies.



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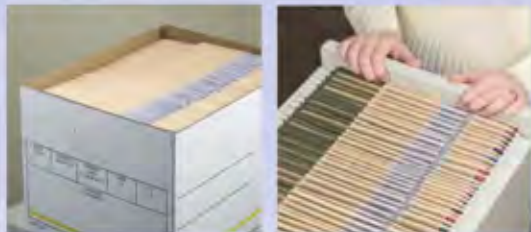
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UniFile — adapts to all of your record storage needs.

The UniFile's unique top-tab and end-tab design is ideal for all types of storage systems and eliminates the need to convert files to an end-tab folder later in the document lifecycle when shelf-based filing is a more efficient solution.

Top-Tab Applications



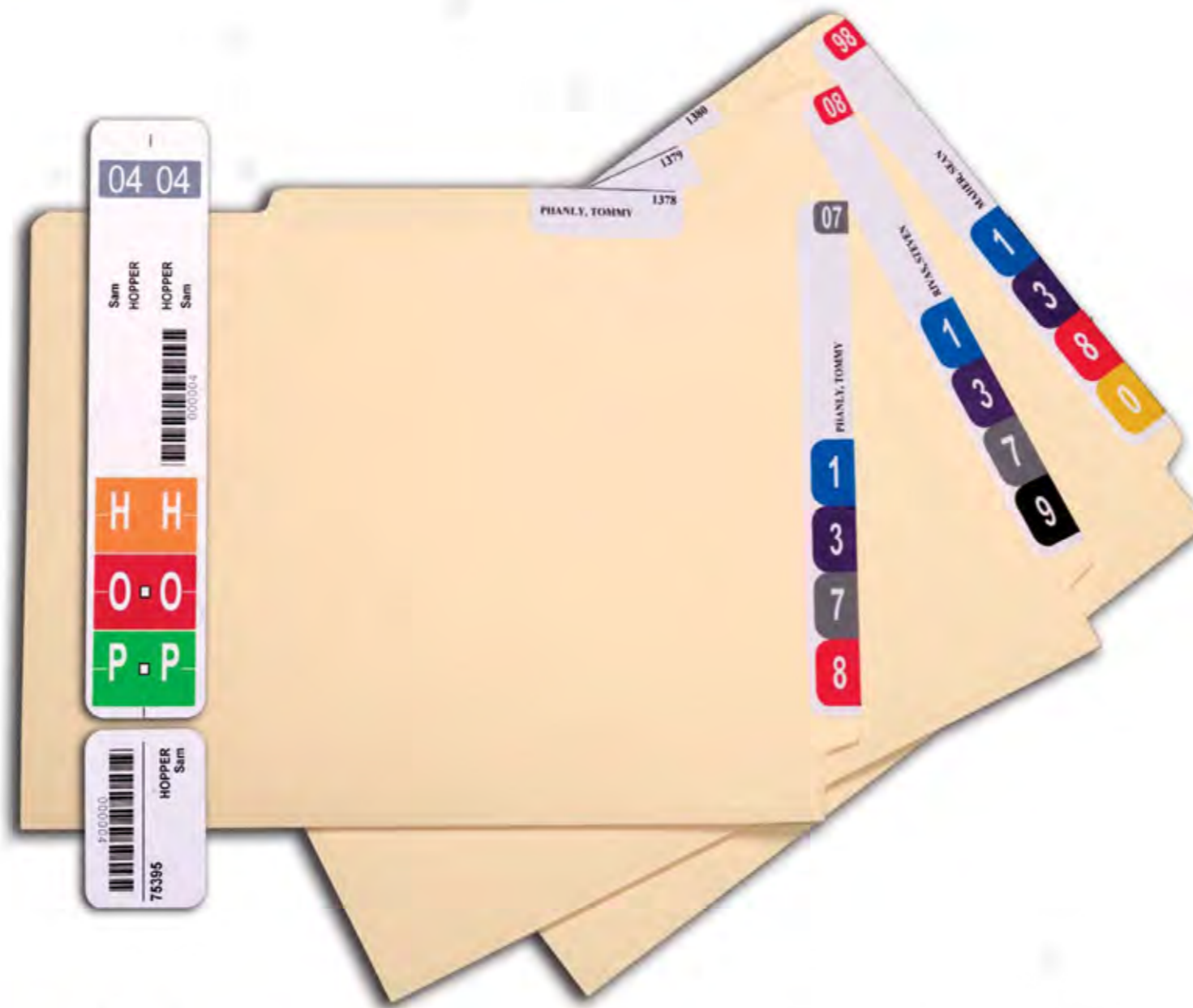
The top tab accommodates common storage solutions such as desktop file sorters, vertical or lateral file cabinets, mobile file carts and even archive storage boxes.

End-Tab Applications



The end tab offers efficiencies in shelf-based filing applications including wall-mounted storage shelves, end-tab file cabinets and central shelving applications.

THE UNIVERSAL FILING SYSTEM — designed to fit the way you work.



Introduce efficient, organized records management systems early in the document lifecycle and realize dramatic labor efficiencies and reduced costs.

The Universal Filing System incorporates the UniFile, a unique top-tab and end-tab combination folder, and the UniLabel, a color-coded sheet label system designed specifically for the UniFile that creates multiple labels automatically.

The unique Universal top-tab and end-tab design accommodates all types of filing and storage needs throughout the workflow process by allowing for easy viewing from both the top and side. This dual-usage design eliminates the need for file conversions or costly temporary solutions for adapting to multiple storage approaches. The benefits of searchable record databases, color-coding, tracking and retention planning can be realized throughout the entire document lifecycle of the folder.

UniLabel — provides automated dual label design capabilities at your desktop.

Generate labels quickly and easily at your desktop with the UniLabel system and eliminate time consuming application of individual color labels.



UniLabel is a color-coded sheet label system, which is compatible with the SYSTEC label print software system, powered by ColorBar.

- *Colorbar® Print Only* - a stand-alone application that automates label creation in any common format and integrates easily with other tracking or document management applications
- *Colorbar® Network* - a multi-user network or concurrent seat licensing system that offers all of the Print Only features
- *Colorbar® Print Design* - a stand-alone application that provides added flexibility in label design to allow multiple-format or customized label creation

UniLabel sheet stock incorporates both the end-tab and top-tab labels so that dual labels can be created with ease. Our color-coded print system will match any existing alphabetic, numeric, custom-indexed filing system or bar code database to meet your specific needs.

