

A large, multi-colored rainbow graphic arches across the background of the page, starting from the bottom left and ending at the top right. The colors transition from purple on the left, through blue, green, yellow, orange, and red on the right.

FileQuest

Filing Accessories

Filing Clips
Colour code Labels
Filing Labels

File-IT Pty. Ltd.
P.O. Box 3803
Tuggerah NSW 2259
PH: 61 2 43539740
FAX: 61 2 43539648

ABN 32 079 757 029

FOAM CLIP

FA-001-00

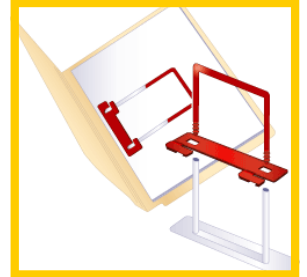
- Purchased in lots of 100
- Self adhesive back with polymer coated metal prongs
- Archival quality self adhesive clip
- Factory installation available



UNICLIP/MEDICLIP

FA-002-00

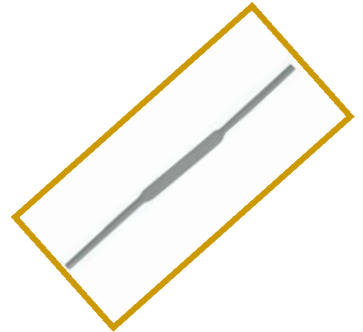
- Purchased in lots of 100
- 3-Piece clip with non adhesive base
- Available with white tube
- Used in files with a pre punched gusset
- Archival Quality
- Mid file retrieval capability
- Factory installation available



UNICLIP/MEDICLIP EXTRA LONG

FA-002-00G

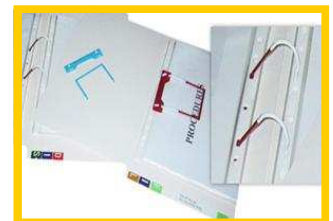
- Purchased in lots of 100
- 3-Piece clip with non adhesive base
- Extra long grey tube.
- Used in files with a pre punched gusset
- Archival Quality
- Mid file retrieval capability
- Factory installation available



3 PIECE TUBE CLIP

FA-002-02*

- Purchased in lots of 100
- Substitute * for colour required Y= Yellow B= Blue R= Red
- Factory installation available
- Recommended by the majority of Australian Archives
- Mid File retrieval capability
- Holds up to a ream of paper



TUBE CLIP BASE ONLY

FA-002-03

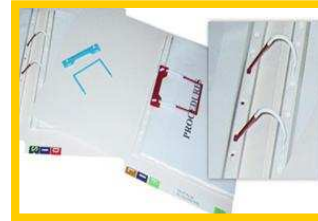
- Purchased in lots of 100
- Archival quality self adhesive tab
- Mid file retrieval capability
- Factory installation available
- Ideal for situations where you have an excess of clips or do not require mid file retrieval.



TUBE CLIP - EXTRA LONG PRONG

FA-002-05

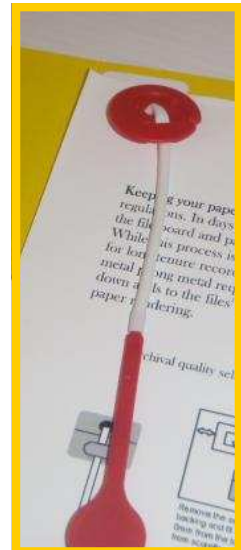
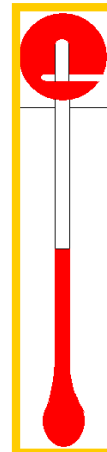
- Purchased in lots of 100
- Red u-piece and compressor plate only.
- Tubeclips are priced on a sliding scale incentive discounts Apply for bulk orders (2400+)
- Factory installation available
- Available with or without self adhesive tab
- Recommended by the majority of Australian Archives
- Mid File retrieval capability
- Holds up to a ream of paper
- 110mm capacity for storage of extra thick documents



T-CLIP

FA-002-06

- Purchased in lots of 100
- White base red accessory.
- Factory installation available
- Mid File retrieval capability
- Holds up to a ream of paper
- Single point fastener– eliminates the need for metal in single point fastening.
- Multiple T-clips can make lateral 3 and 4 hole binding a reality in lateral files.



USB -COMPRESSOR PLATE

FA-002-USB

- Purchased in single units
- Compressor plate only
- Suits Uniclip/mediclip, tubeclip and extra long tubeclips
- 4GB USB drive
- Has all inherent qualities of the clip it accompanies.
- Stores your physical and digital media together
- Ideal for situations where bulky paperwork such as reports, Architectural drawings, plans are either too big for the file or kept elsewhere.



QUICK CLIP

FA-002-07

Plastic coated metal clip in one piece.

- Purchased in packets
- Adhesive base
- Available with paper/pvc cover plate
- Ideal for slim files or presentation media



SPRINGCLIP FASTENER

FA-003-00

- Purchased in units of 100
- Factory installed to the inside of the folder
- For use in folders that require lever-arch style retention in a lighter weight board.
- Affords Mid folio retrieval
- Available with plastic compressor plate



D-CILIP AND RING FASTENERS

FA-003-00

- Purchased in units of 100
- Factory installed to the inside of the folder
- For use in folders that require lever-arch style retention
- Affords Mid folio retrieval
- Requires heavy duty fileboard or pvc style folder.
- Available in arch lever with compressor.



TIP BACK PATCH

FA-003-00

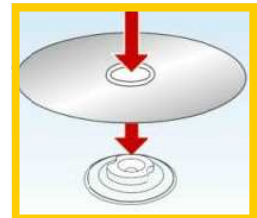
- Purchased in rolls of 100
- Adheres to the inside of the folder
- For use with pronged style fasteners in order to protect file covers



SELF ADHESIVE CD -CORE

FA-002-08

- Purchased in Boxes of 100
- Adheres to your chosen item.
- Store multiple back up discs in one folder volume



CD-PAPER CLIP

FA-002-09

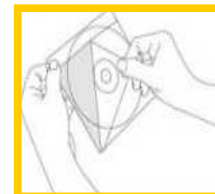
- Purchased in Boxes of 100
- Available as promotional tool with custom print (minimum order quantities)
- Store multiple back up discs in one folder volume
- Store discs or promote your business



POLY POCKET

F0-007-09

- Purchased in lots of 100
- Self top opening Adhesive Pocket
- Stores cards, CD, small X-rays, Disks
- Available in a CD only format in quantities of 1000



ALPHA LABEL STARTER KIT

LA-001-00

The labels provided in this kit are proportional to the average use of THE FIRST THREE LETTERS OF COMMON SURNAME LANGUAGE

- Contains 3872 Labels
- Full size labels
- Includes Mc Label
- Available with storage box and indices to separate each letter, or in packet refill form.



ALPHA LABEL SUPPLEMENTARY KIT

LA-001-01

The labels provided in this kit are proportional to the average use of THE FIRST THREE LETTERS OF COMMON SURNAME LANGUAGE

- Contains 1024 Labels
- Full size labels
- Available with concertina storage wallet and indices to separate each letter, or in packet refill form.



ALPHA LABEL PACKET

LA-002-**

Alpha label packets can be reordered as required in no particular order

- Substitute ** for Letter required
- Contains 240 Labels per packet
- Full size labels



ALPHA LABEL ROLL

LA-014-**

Alpha label rolls can be reordered as required in no particular order

- Substitute ** for Letter required
- Contains 500 Labels per packet
- Full size labels



ALPHA LABEL HALF SIZE SUPPLEMENTARY KIT

LA-005-00

The labels provided in this kit are proportional to the average use of THE FIRST THREE LETTERS OF COMMON SURNAME LANGUAGE

- Contains 1050 Labels
- Half size labels



ALPHA LABEL HALF SIZE PACKET

LA-006-**
LAF-006-**

Alpha half size label packets can be reordered as required in no particular order

- ** Letter required
- LA series Contains 264 Labels per packet
- LAF series contains 250 labels per packet
- Half size labels



ALPHA TOP TAB LABEL STARTER KIT

LA-015-01

The labels provided in this kit are proportional to the average use of THE FIRST THREE LETTERS OF COMMON SURNAME LANGUAGE

- Contains 3360 Labels Top tab labels

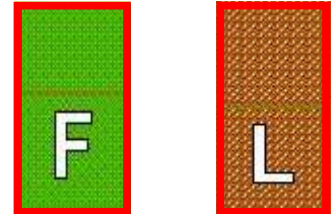


ALPHA TOP TAB LABEL SUPPLEMENTARY KIT

LA-015-00

The labels provided in this kit are proportional to the average use of THE FIRST THREE LETTERS OF COMMON SURNAME LANGUAGE

- Contains 927 Labels
- Top Tab labels

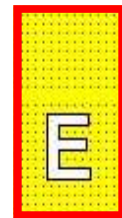


ALPHA LABEL TOP TAB PACKET

LA-015-**

Alpha half size label packets can be reordered as required in no particular order

- ** Letter required
- Contains 252 Labels per packet
- Top Tab labels



DESIGNATION LABEL ROLLS

LA-009-**

- Designation labels offer additional information about a files identification
- Colours available:
Salmon, Red, Orange, Light Orange, Light Green, Dark Green, Light Blue, Dark Blue, Mauve, Brown, Black, Yellow & Grey
- Affording instant recognition as to a files disposition
- Substitute ** for colour required
- Contains 500 Labels per roll



YEAR LABEL ROLLS

LA-011-**

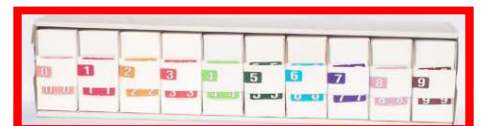
- Year labels offer additional information about a files identification
- Specific year - stock held for past & future years
- Affording instant recognition as to a files disposition
- ** =Year required
- Contains 500 Labels
- Full size labels



NUMERIC HALF SIZE LABEL STARTER KIT

LA-007-00

- Ideal for maintaining an indexed list of records
- Ideal for privacy of clients identification
- Contains 5000 Labels
- Half size labels



NUMERIC HALF SIZE LABEL ROLLS

LA-008-**

Numeric half size label rolls can be reordered as required in no particular order

- Ideal for maintaining an indexed list of records
- Ideal for privacy of clients identification
- Contains 500 Labels per roll
- Full size labels
- **Number required



NUMERIC LABEL STARTER KIT

LA-003-00

- Ideal for maintaining an indexed list of records
- Ideal for privacy of clients identification
- Contains 5000 Labels
- Full size labels



NUMERIC LABEL ROLLS

LA-004-**

Numeric full size label rolls can be reordered as required in no particular order

- Ideal for maintaining an indexed list of records
- Ideal for privacy of clients identification
- Contains 500 Labels per roll
- Full size labels
- ** Number required

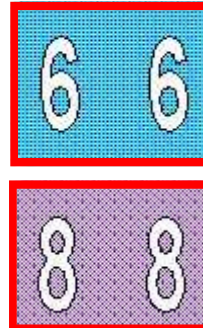


NUMERIC LABEL PACK

LA-019-**

Numeric full size label packets can be reordered as required in no particular order

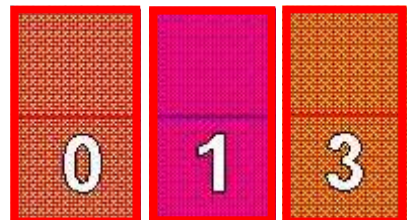
- Ideal for maintaining an indexed list of records
- Ideal for privacy of clients identification
- Contains 240 Labels per pack
- Full size labels
- **Number required



TOP TAB NUMERIC LABEL STARTER KIT

LA-016-00

- Ideal for maintaining an indexed list of records
- Ideal for privacy of clients identification
- Contains 5000 Labels
- Top Tab labels



TOP TAB NUMERIC LABEL ROLL

LA-017-**

Top Tab label rolls can be reordered as required in no particular order

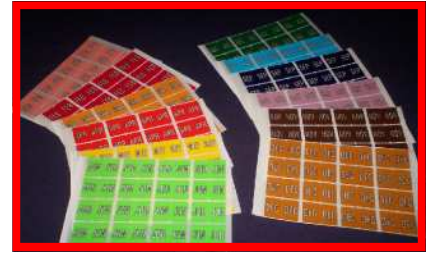
- Ideal for maintaining an indexed list of records
- Ideal for privacy of clients identification
- Contains 500 Labels ** Number required
- Top Tab labels



MONTH LABEL STARTER KIT

LA-010-00

- Month labels offer additional information about a files identification
- Including creation or sentence dates
- Affording instant recognition as to a files disposition
- Contains 384 Labels
- Full size labels



MONTH LABEL PACKS

LA-010-**

- Month labels offer additional information about a files identification
- Including creation or sentence dates
- Affording instant recognition as to a files disposition
- ** Month required
- Contains 240 Labels
- Full size labels



6 UP SINGLE STRIP LABELS

F118313

- Packs of 300 labels
- Available in Alpha or Numeric or both
- Offers speed of retrieval
- Any colour map
- Eliminates time consuming misfiles
- Custom design available on enquiry
- Barcodes & images all available in a single strip
- Available with custom printing to your specification—POA
- Available for use with File-It single strip label package.



4 UP SINGLE STRIP LABELS

LA-012-44

- Packs of 300 labels
- Available in Alpha or Numeric or both
- Offers speed of retrieval
- Eliminates time consuming misfiles
- Custom design available on enquiry
- Available with custom printing to your specification—POA
- Available for use with Label pro software



BARCODE LABEL

BC-001

- Custom Printed Labels
- Designed as per your specific requirements
- RFID labels available.
- More information available on enquiry.



TERMINAL DIGIT LABELS

- Bright colour for fast recognition
- Extra Large size label
- Standard Australian Colour map
- Custom made labels available on request



MEDICAL WARNING LABELS

- Allergic To Labels
- No Known Allergies Labels
- Allergy Reaction Labels
- Drug Allergy Labels
- Allergic to Penicillin Labels
- Bright colour for fast recognition
- Custom made labels available on request



**ALLERGIC TO
PENICILLIN**

ALLERGIC TO:

ALLERGY

MYLAR LABEL PROTECTORS

F118313

- Packs of 150 labels
- Clear overlamine to cover single strip labels
- Protects your name label from damage, wear and tear, smudging and moisture



MYLAR LABEL PROTECTORS

LA-013-00

- Packs of 100 labels
- Protects your name label from damage, wear and tear, smudging and moisture



RM25 SERIES ALPHA STARTER KIT

LA-101-*

RM25 label alpha starter kit consists of 2 sheets of each consonant and 4 sheets of each vowel and is ordered and retained in one of File-It's lateral Lever Arch folders.

- Contains 2100 labels per kit
- Alternate colour series to our standard alpha range.
- Fileable in kit form.
- Easy to replace letters when they have run out.



RM25 SERIES LABELS

LA-102-*

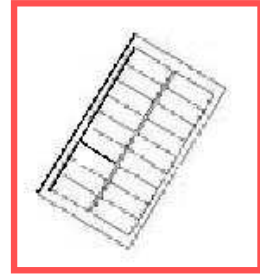
- Available in packs
- Contains 250 labels per pack
- Substitute * for letter required
- Alternate colour series to our standard alpha range.



FILE TITLE LABELS

LA-012-01

Provide finite identification to alpha/numeric files. File title labels are available in packs of 350 labels and 1400 labels in 14 up, 100 sheets at 21 up (LA-012-21)
File titling labels are also available to suit HP Trim in both 4 and 5 up.



FILE MARKERS

FO-007-09

Can be used as an outguide, or to differentiate sequence beginnings or end– For instance to denote what letter of the alphabet you are up to in your system

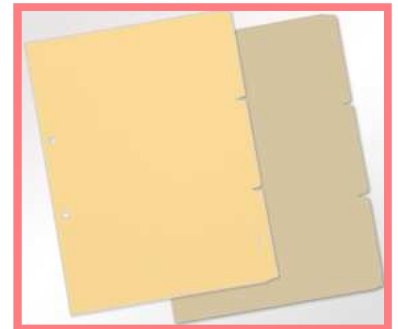
- Ex Stock in heavy weight white board
- Coloured end tab for ease of identification
- Coloured, Coated or Mylar tabs available.
- Available in colours, white and Manilla board.



FILE DIVIDERS

FA-009-03

- Available in custom templates or standard cuts
- 2 or 3 whole punched
- Coloured, Coated or Mylar tabs available.
- Available in colours, white and Manilla board.
- Available in different board thicknesses.
- Can be factory installed into your file folder.
- For use in Lateral, traditional and lever arch filing situations.



PRINTED FILE DIVIDERS

FA-009-03P

- Available in custom templates or standard cuts
- 2 whole punched, printed tab and/or divider
- Coloured, Coated or Mylar tabs available.
- Available in colours, white and Manilla board.
- Available in different board thicknesses.
- Can be factory installed into your file folder.
- For use in Lateral, traditional and lever arch filing situations.



OUTGUIDES

FA-007-10

Put an end to lost folders by clearly identifying a removed files location.

- Available in custom templates or standard cuts
- Can be printed on to show who has taken a folder out of the system
- Coloured, Coated or Mylar tabs available.
- Available in colours, white and Manilla board.
- Available in Red Vinyl
- Can be trimmed to suit the file length of your system.



FILE BOX

FB-001-00

- Purchased individually or in boxes of 28
- Ideal for managing files at desk
- Available in Legan and A4 size FO-001-00 (A4)
- Also suitable for file support in drawers and on shelf
- May be available reconditioned



POLY POCKET

F0-007-09

- Purchased in lots of 100
- Self top opening Adhesive Pocket
- Stores cards, CD, small X-rays, Disks
- Available in a CD only format in quantities of 1000



TIP BACK PATCH

FA-003-00

- Purchased in rolls of 100
- Adheres to the inside of the folder
- For use with pronged style fasteners in order to protect file covers



FILE LABELING SOFTWARE

Get professional name and file titling labels
Import your database into DesignPro software
Add Design elements to your file title labels

Ask File-IT for assistance in implementation and operation.



SINGLE STRIP FILE LABELING SOFTWARE

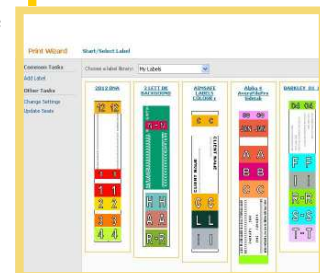
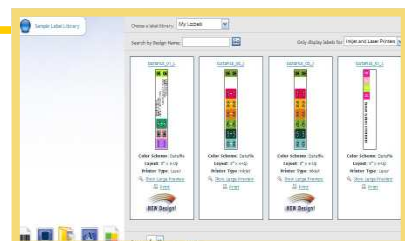
Whether you want a web based enterprise wide application or a single use stand alone application we have the solution to suit.

Single and multiple user licenses for stand alone software

Web based application with no limit on users, pay for your account one time and add users at no additional cost.

Poll your edms/ records management application for new information and automatically get your colour coded file title labels printed.

- Import your data from its native application
- Key new file title information to suit your individual time table.
- Hundreds of label designs in a variety of colour maps or create your





FileQuest is a brand name for filing products and was created when **File-It Pty Ltd** was established in August 1997.

We are owned in Australia and operate from offices at 9 Pacific Centre, No 2 Joule Place, TUGGERAH NSW. Our current active client base includes Companies in Finance, Insurance, Manufacturing, Health, Service Industries and all levels of Government.

Our primary activity is the supply of File Folders, accessories and Storage Furniture for these products. In some circumstances, client files are provided printed with accessories fitted and colour coding identification applied.

We manufacture in Australia and have long term supply arrangements with a number of Manufacturers.

Conversion of existing systems into modern active Registries, re-organisation of major active registries and installation of storage systems are offered to complement our other services.

File-IT offers solutions to all your storage and filing requirements including cabinets and workspace storage, mobile shelving units, filing systems, accessories, customised products as well as information management consultancies and provide Active Records Management Services to Commercial and Government Clients.

Manufacturers of quality **FileQuest** Products.

Toll Free **1800 002 441** Ph:(02) **4353 9740** Fax:(02) **4353 9648**
PO Box 3803 TUGGERAH NSW 2259 info@fileit.com.au