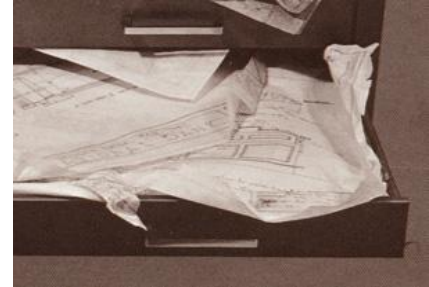




## Large Folders Boost Flat file Cabinet Storage

### Organization is Cornerstone to Maximum Productivity

I once saw a bumper sticker that read, "Organized people are just too lazy to search for stuff." While this is cute. It only scratches the surface of the benefits of organization. Being organized improves focus, makes you more productive and helps you achieve your goals. No doubt that things are done more quickly when the items you need are at your fingertips. Organization requires tools. These tools are usually simple and basic. A way to create a place for everything and have everything in it's place. In our offices this means filing!



### Filing – Tools of the Trade

Folders and labels are the basic – the very minimum of what is required for any efficient filing system. Imagine your boss telling you that you must organize your office filing but you must do it without folders – none. No folders of any kind! You would label your boss as crazy and the task as ridiculous. But we face this problem every day with organizing the storage of our blueprints, plats, engineering and architectural plans in flat file cabinets. We take a pile of these large documents. The pile is anywhere from 100 to 200 documents in size. And we stick the pile in a drawer and leaf our way through 100's of pages looking for the one we need.



### You and your documents deserve better

The solution for boosting the efficiency of your flat file cabinet is so easy. Large Folders! These folders not only provide organization to your flat file cabinet drawers – they also provide protection to your documents. These Large Folders are available in a variety of sizes to organize your documents so that you can find your blueprint, map, plan or poster quickly and easily. These large folders allow you to organized all the documents for a particular job, even those small documents. Your project will all be in one large folder, safe and organized. Need to take a project to a meeting or offsite these large folders are the perfect way to safely transport the documents.



### Sizes available to meet every need

All of the common sized folders are available. If you have smaller documents you can utilize our half sized folders. Setting them side by side in the drawers will double your drawer capacity while keeping your document organized. Have a special drawer size. It is a simple matter to have the folders factory cut to your specific filing needs. (Don't worry the price is extremely reasonable) There are even ph neutral folders available for your archival filing needs.



See more about the Flat File Folders at <http://bit.ly/1MpJVtR>

Article available at : <http://ulrichplanfiling.com/2015/06/large-folders-boost-flat-file-cabinet-storage/>