

HOW SHOULD I FILE?

At work you need to be able to operate at your desk swiftly and easily. Though setting up a filing system sounds difficult, it is a relatively easy task that can be made easier by a few filing tips and tricks. Sit at your desk for a few minutes and figure out where you will instinctively look for things. I have a drawer to the left of my workstation. When I first set up my



filing system, I didn't have anything in it. When I would look for stamps, paperclips or my stapler, it was the first place I would look, even though I knew it was empty. So naturally I put the stamps, paperclips and stapler in that drawer. For me, it was the natural home for those items. Everyone will approach this differently, and what works for me may not work for you. Take a few minutes to sit down at your primary workspace and reach for equipment, supplies and files. That will help you establish the idea spot for filing those items for you personally.

LIMITED FOR SPACE?

If you are limited for filing cabinet space, then we can help. Trexus SoHo Filers are



smaller than normal filing cabinets yet STILL allow you to file use A4 suspension files with 330mm centres. These cabinets measure 413x400x672mm whereas normal Trexus/Bisley cabinets measure 470x622x711mm. The price of these 2 drawer filers are £63 and the 3 drawer version is priced at £73. Codes for these items can be found on page 938 of our main catalogue (or ring in to order)

EASY FILING OR WHAT?

One secretary talking to another said that she ALWAYS had trouble finding anything she ever filed. The second one said to the first that she used to have the same problem but doesn't now.

What she does now, she said, was to make 26 copies of anything she filed and put one copy under each letter of the alphabet!!

HOLIDAY FILING

Snopake have come up with a range of small bags which are



ideal for holiday and travel use. The bags are made from a tough, long lasting material and have a smooth action plastic closure with metal zip and colour co-ordinated cord pull. They have a random colour selection of yellow and blue and are FULLY compliant with current air travel hand baggage regulations.



They are packed in 5's and the special offer prices are:

- Money bags (5) £5.10
 - Air Bags (5) £5.30
 - Travel Bag (5) £6.80
 - Tangle Bag (5) £4.30 + £5.80
- These represent substantial SAVINGS on the retail prices which can be found in our main catalogue on page 220.

AND FINALLY...

You know your children are growing up when they stop asking you where they came from and refuse to tell you where they're going to!