

BUYING GUIDE | Filing

CHOOSE THE RIGHT FILE FOR THE JOB

FILE JACKETS



For active projects and frequently accessed materials. Closed sides keep papers and small materials safely inside.

PRESSBOARD FOLDERS



For records that will be frequently referenced and handled. Rigid covers make files easier to handle and last longer.

CLASSIFICATION FOLDERS



For managing detailed, account-critical records. Fasteners assure documents stay intact and in sequence.

FILE POCKETS



For active projects or document storage. Open top provides easy access to materials. Expanding sides accommodate large amounts of materials.

EXPANDING FILES



Ready-to-use with dividers that can be labeled to suit specific needs. Stands up on desktop for easy access to materials.

EXPANDING WALLETS



For transporting and handling a variety of related materials and large active projects.

LOOK FOR THESE EXTRA FEATURES



TALLER SIDES

on pockets that are designed for using in file drawers.



WIDER SIZE

on pockets and wallets to fit folders inside.



EXTRA REINFORCEMENT

and heavier weight covers for super strength.



MOISTURE RESISTANT

poly material or surface coatings for extra protection.



ORGANIZING SOLUTIONS

that make finding information and handling projects easier.