

CODAFILE

APRIL 2016

Codafile's tailored filing and storage solution will help you improve productivity, and save valuable floor space, time and cost.



CONTENTS

- E-39 Colour Coded Filing Systems
- E-40 Codafile Lateral Files
- E-42 Codafile Colour Coding Labels
- E-43 Fasteners
- E-45 Filing Accessories
- E-47 Storage
- E-47 Customised Records Management Products



COLOUR CODED FILING SYSTEMS

Codafile is a leading innovator in the Records Management Industry since 1976; it provides products and services covering records management consultancy, records management software, and consumable items to cater for all filing and storage needs. The company has been proudly supplying record keeping solutions for organisations throughout Australia, New Zealand and South East Asia, including government, medical, corporate and small/medium enterprises who are looking for effective administration of the most valuable company assets – information, floor space and time.

Codafile's tailored filing and storage solutions system will help you achieve your goals and objectives. Whether you are: Planning a move or upgrading existing premises or want to improve productivity and save valuable floor space.

Features and Benefits:

Increase Productivity

Codafile colour coded systems are both quick and simple to use. Time spent in file retrieval is greatly reduced allowing more productive use of staff time.

Save Space

Codafile filing can save substantial floor space up to 70% when stored in purpose designed cabinets or shelves. In comparison to a standard lever arch file which has a fixed spine width of 75mm, Codafile could expand to the size of the documents the file holds. Codafile system files are also stored laterally and therefore are able to be stored to high levels.

Save Cost

Codafile products will reduce your purchasing cost on filing products by up to 50%.

End Misfiling

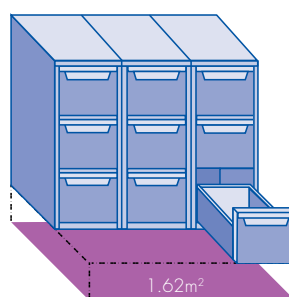
Codafile colour coding makes it easy to find at a glance and eliminates all possibilities of misfiling. Any misplaced files can be identified immediately.

Software Option

With Codafile TracknPrint, files are electronically recorded, tagged and monitored. You will never lose track of a single file ever again.

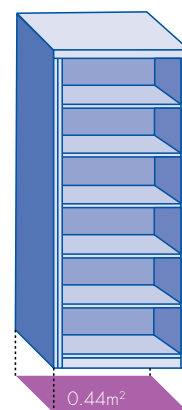
Some Other Benefits of Codafile Filing System

Codafile is light and easy to carry in comparison to traditional filing products such as fully loaded lever arch files. With Codafile system, documents can be laid flat and photocopied easily; they can also be added or removed without removing all documentation.



Conventional Vertical File Drawers

Up to 70%
saved floor
space!



Codafile



Conventional File Storage



Codafile

CODAFILE LATERAL FILES

Codafile lateral files are specially designed to make effective use of colour coding.

Codafile colour coded systems are quick and simple to use.

Lateral Files

Code	Description	Quantity	Capacity	Dimension
156200	Codafile Standard	Box 100	35mm	357 x 235mm
156210	Codafile Extra Large	Box 100	45mm	357 x 270mm
156325	Codafile Heavy Duty	Box 100	40mm	357 x 255mm
156202	Codafile Standard Unprinted	Box 100	35mm	357 x 235mm
191102	Codafile Foolscap White Unprinted	Box 100	40mm	367 x 242mm



156200



156210



156325



156202

Lateral File With Pockets

Code	Description	Quantity	Capacity	Dimension
156205	Codafile Standard Fitted L/H Pocket	Box 50	35mm	357 x 235mm
156208	Codafile Standard Fitted 15mm Expanding L/H Pocket	Box 50	35mm	357 x 253mm
156323	Codafile Heavy Duty Fitted 20mm Expanding L/H Pocket	Box 20	40mm	357 x 255mm
156225	Codafile Standard Black File Fitted L/H Pocket	Box 50	45mm	357 x 246mm



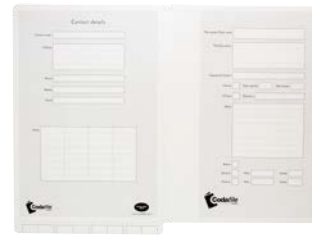
156205



156208



156323



156225

Lateral Wallets

Code	Description	Quantity	Capacity	Dimension
156330	Codafile Wallet Side Opening	Box 100	N/A	355 x 235mm
156312	Codafile Wallet Top Opening	Box 100	12mm	366 x 237mm
156320	Codafile Wallet Top Opening	Box 20	35mm	355 x 230mm
156321	Codafile Wallet with Flap	Box 20	35mm	355 x 230mm
156351	Codafile Concertina	Box 25	100mm	355 x 230mm



156330



156312



156320



156321



156351

Vertical Files

Code	Description	Quantity	Capacity	Dimension
156401	Codafile Vertical Standard with Top and Side Tab	Box 100	35mm	356 x 254mm
156405	Codafile Vertical Wallet with Top and Side Tab	Box 20	35mm	355 x 250mm
156400	Codafile Vertical Standard with Top and Side Tab Fitted L/H Pocket	Box 50	35mm	356 x 254mm



156401



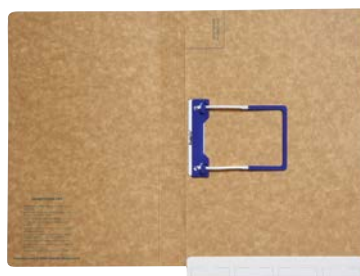
156405



156400

Lateral File Fitted With Fasteners

Code	Description	Quantity	Capacity	Dimension
156204	Codafile Standard with Fitted Codaclip	Box 100	35mm	357 x 235mm
156203	Codafile Heavy Duty with Fitted Spiral Spring Clip	Box 50	45mm	355 x 261mm



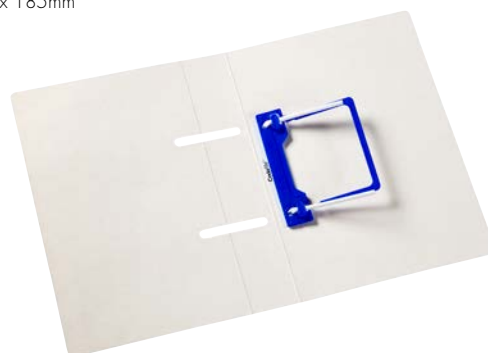
156204



156203

Wrap Document

Code	Description	Quantity	Capacity	Dimension
156500	Codafile Document Wrap	Box 25	40mm	230 x 185mm



156500

Rotascan

Code	Description	Quantity	Capacity	Dimension
120041	Rotascan File Fitted L/H Pocket	Box 25	N/A	357 x 257mm
120061	Rotascan File Fitted Twin Pocket	Box 25	N/A	357 x 257mm
120071	Rotascan File 6mm Spine Width	Box 200	6mm	336 x 227mm



120041



120061



120071

CODAFILE COLOUR CODING LABELS

Colour coding is an effective method of identifying files. People identify colours faster and more accurately than words. Colour coding makes it easier to find files and eliminates misfiling.

Codafile Numeric Sheet Labels 0-9, 25mm

Code	Description	Quantity
162500	Label 0, 5 sheets	200 Labels
162501	Label 1, 5 sheets	200 Labels
162502	Label 2, 5 sheets	200 Labels
162503	Label 3, 5 sheets	200 Labels
162504	Label 4, 5 sheets	200 Labels
162505	Label 5, 5 sheets	200 Labels
162506	Label 6, 5 sheets	200 Labels
162507	Label 7, 5 sheets	200 Labels
162508	Label 8, 5 sheets	200 Labels
162509	Label 9, 5 sheets	200 Labels
162510	Label set 0-9, 10 sheets	Pack (400 Labels)



Codafile Numeric Roll Labels 0-9, 25mm

Code	Description	Quantity
162520	Label 0	500 Labels
162521	Label 1	500 Labels
162522	Label 2	500 Labels
162523	Label 3	500 Labels
162524	Label 4	500 Labels
162525	Label 5	500 Labels
162526	Label 6	500 Labels
162527	Label 7	500 Labels
162528	Label 8	500 Labels
162529	Label 9	500 Labels

Codafile Alphabetical Sheet Labels A-Z, 25mm

Code	Description	Quantity
162550	Label A, 5 sheets	200 Labels
162551	Label B, 5 sheets	200 Labels
162552	Label C, 5 sheets	200 Labels
162553	Label D, 5 sheets	200 Labels
162554	Label E, 5 sheets	200 Labels
162555	Label F, 5 sheets	200 Labels
162556	Label G, 5 sheets	200 Labels
162557	Label H, 5 sheets	200 Labels
162558	Label I, 5 sheets	200 Labels
162559	Label J, 5 sheets	200 Labels
162560	Label K, 5 sheets	200 Labels
162561	Label L, 5 sheets	200 Labels
162562	Label M, 5 sheets	200 Labels
162564	Label N, 5 sheets	200 Labels
162565	Label O, 5 sheets	200 Labels
162566	Label P, 5 sheets	200 Labels
162567	Label Q, 5 sheets	200 Labels
162568	Label R, 5 sheets	200 Labels
162569	Label S, 5 sheets	200 Labels
162570	Label T, 5 sheets	200 Labels
162571	Label U, 5 sheets	200 Labels
162572	Label V, 5 sheets	200 Labels
162573	Label W, 5 sheets	200 Labels
162574	Label X, 5 sheets	200 Labels
162575	Label Y, 5 sheets	200 Labels
162576	Label Z, 5 sheets	200 Labels
162577	Label set A-Z	Pack (1040 Labels)



Codafile Year Code Roll Labels, 19mm

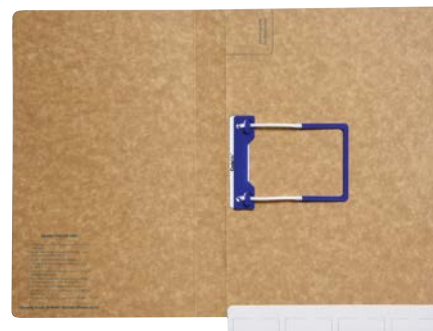
Code	Description	Quantity
162016	Label '16 = 2016	500 Labels
162017	Label '17 = 2017	500 Labels

FASTENERS

Codaclip™ File Fasteners

Codaclip™ file fastener allows file pages to be added or removed at any time within the file without removing all documentation. Components of a 3 piece fastener are: "U" piece, pressure plate and self adhesive base.

Code	Description	Quantity
C238021	3 Piece Fastener Blue	Pkt 10
C238020	3 Piece Fastener Blue	Box 100
238069	3 Piece Fastener Red	Box 100
238070	3 Piece Fastener Yellow	Box 100
C238022	3 Piece Fastener Blue	Box 500
238000	Self Adhesive Base Only 70mm	Pkt 100
238004	Self Adhesive Base Only 180mm	Pkt 100
238005	Codaclip™ U Piece and Pressure Plate Only	Box 100
C238100	Foam Clip Fastener	Box 100
238400	Codaclip 3 Piece Fastener Single Spike	Box 100
238250	Pin Retainer (pin not included)	Box 250



C238021, C238020, C238022 (File not included)



238005



238000



238004



238400



C238100

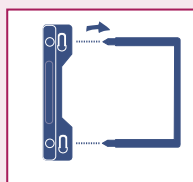


238250

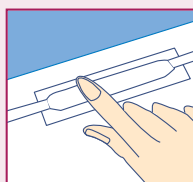


C238400 (File not included)

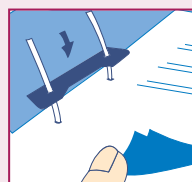
8 quick and easy steps to improving filing efficiency...



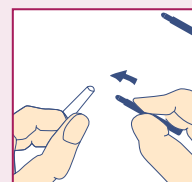
Pull apart Codaclip™.



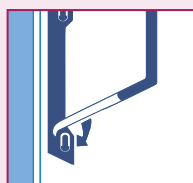
Remove self adhesive backing from Codaclip™ and position in folder.



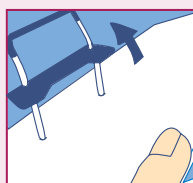
Place documentation in folder, slide on compressor bar.



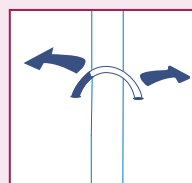
Push the 'U' piece firmly back into the tubing.



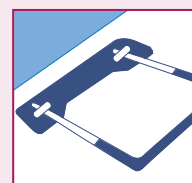
Secure the white tubing by placing it under the grips on the compressor bar.



To insert/remove/copy a page, unhook white tubing and raise the compressor bar above white tubing.



Form an arch with the tubing by spreading the papers.



Re-secure the tubing by replacing it tightly under the grips on the compressor bar.

INCREASE YOUR WORKPLACE PRODUCTIVITY with Codafile TrackNPrint!



Delivers a scalable and cost effective solution to improve efficiency and effectiveness in Information Management.

TrackNPrint provides a comprehensive records keeping solution for capturing, classifying, labelling, tracking, scheduling, archiving and managing physical files. With Codafile TrackNPrint, files are electronically recorded, tagged and monitored; you will never lose track of a single file ever again.

TrackNPrint Features and Benefits:

- Design your own colour coded label templates with your choice of colours, characters, barcodes, images and logos.
- Create an unlimited number of template designs for any A4 label stock and match any existing colour coding system.
- Unique colour coding patterns eliminate misfiling.
- All your file and storage box labels can be printed in-house with any colour printer.
- Track the location of physical items to and from stations and staff using the software or standard USB barcode scanners.
- The use of barcode scanners eliminates human error and improves accuracy.
- Windows, Mac and cloud compatible.
- Help desk support available.



TrackNPrint Software

Code	Description	Quantity
260080	TracknPrint Software 1 Year Support	Each
260081	TracknPrint Additional Licence Per Seat Over 49	Each
260082	TracknPrint Additional Licence Per Seat Under 50	Each



TrackNPrint A4 Inkjet Label

Code	Description	Quantity
C270004	Codaprint A4 Laser/Inkjet Label 4 Per Sheet	Box 100



FILING ACCESSORIES

Desktop Accessory

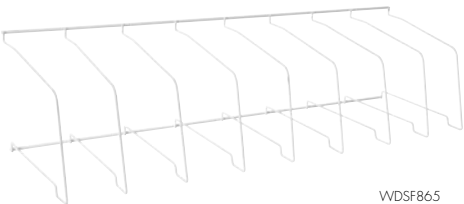
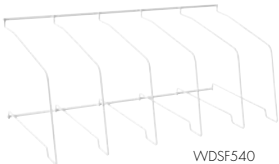
Code	Description	Dimension
149001 *	Desk Organiser With 3 Removable Dividers	325 x 275 x 190mm

**Indent only*



Shelf Racks – Freestanding

Code	Description	Dimension
WD-SF540	Shelf File Rack 540mm 5 Slots	540 x 210 x 275mm
WD-SF865	Shelf File Rack 865mm 8 Slots	865 x 210 x 275mm



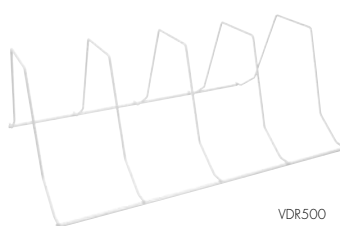
Vertical Draw Racks

Great substitute for suspension files. Ideal to be used in vertical filing cabinets or pedetal units.

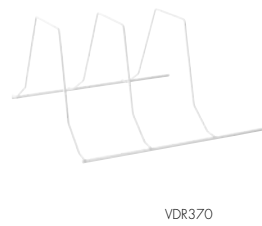
Code	Description	Dimension
VDR500	Vertical Draw Rack 500mm	500 x 390mm
VDR370	Vertical Draw Rack 370mm	370 x 290mm
156222	Startafile Inner Pack 4	364 x 132 x 245mm



156222



VDR500



VDR370

Outguides

Code	Description	Quantity
180005/10	Outguide White Plastic Red Tab	Pack 10
180009/10	Outguide White Plastic Yellow Tab	Pack 10
180006/10	Outguide White Plastic Blue Tab	Pack 10
180008/10	Outguide White Plastic Green Tab	Pack 10



Starter Kit

Contains:

- 100 Codafile lateral files
- 100 Codaclick file fasteners
- 1 sheet of each 0-9 & A-Z coding labels (20 labels per sheet)

Code	Description	Quantity
156220	Lateral Starter Filing	Pack 7



Storage Boxes

Code	Description	Dimension
180020	Storage Box Inner (4 to an outer)	100 x 380 x 245mm
180021	Storage Box Outer	440 x 380 x 255mm
180022	Storage Box Support Joiner	N/A
180023	Archive Box	370 x 280 x 250mm



180020



180021



180022



180023

STORAGE

Flexible solutions to cater for all your filing and storage requirements.

Tambour Cabinets

Retractable tambour doors help save floor space, allowing easy access and preventing aisle obstruction. Doors can be locked and security maintained, or left open for easy access. Available in widths of 900mm and 1200mm. All cabinets are 500mm deep. Base shelf is slotted with shelves, back stops and 3 dividers per shelf.

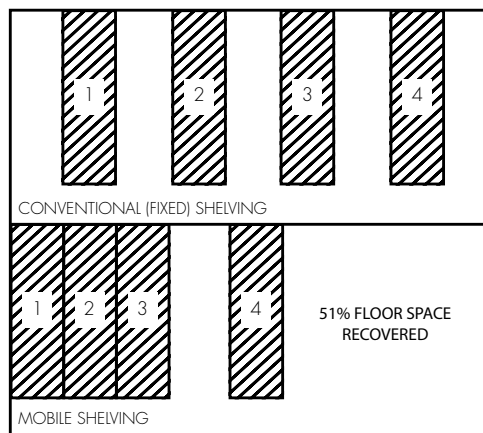
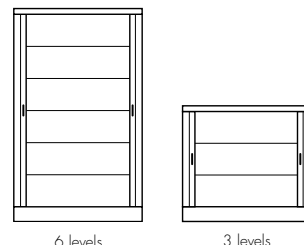
Code	Description	Quantity
1440603	Tambour Door 900W 6 Level	1980H x 900W x 500D
1440303	Tambour Door 900W 3 Level	1020H x 900W x 500D
1440601	Tambour Door 1200W 6 Level	1980H x 1200W x 500D
1440301	Tambour Door 1200W 3 Level	1020H x 1200W x 500D

Static Shelving

Static shelving offers attractive bookcase style shelving but is also robust and durable. A major advantage with these units is that they can be incorporated into mobile shelving units at a later date, thus reducing the cost of moving to mobile shelving if demand for more filing capacity is required.

Mobile Shelving

Mobile shelving is the most efficient storage method, making the most of valuable floor space yet allowing easy access to the stored information.



Tambour Cabinet



Static Shelving



Mobile Storage

We have a wide range of options available. Please contact us for further information.

CUSTOMISED RECORDS MANAGEMENT PRODUCTS

Codafile can also customise your files to your specific requirements within your working environment. This includes printing company logos and specific details that you may require on each file. Files can be printed on the front and inside of the file. We can also offer different boards in a variety of gsm/microns.

WHAT OUR CUSTOMERS SAY ABOUT CODAFILE FILING SOLUTIONS

"Since implementing the Codafile system into our practice, the results have been exceptional. Clear, easy to find, and the space that we have saved has been great. Our support staff no longer dread doing the filing."

Andrew King – Accountant

Allott Reeves & Co Limited

"Codafile has certainly made locating files and the storage much easier not only for me but the rest of the office as well, no more misfiled files for us and the storage cabinet is much easier to use than the rotascan unit we had."

Chris Reid – Contracting Administrator

Buller Electricity Limited

"The Codaprint software for making the file labels certainly makes looking for a file a lot easier. I would thoroughly recommend Codafile to any organisation wanting a filing system that is flexible and very easy to look after."

Lesley Miles – Human Resources Administrator

Tait Electronics Limited

"It is a great system. I only wish I put it in 10 years ago!"

Anne-Maree Ham – Director

Telephone House Marlborough Limited





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