Jalema Information Management

Filing solutions that save you space and time

Faster, more compact and more efficient paper handling

Nr. 4

JALEMA
INFORMATION MANAGEMENT

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Jalema Information Management

EVERYTHING YOU NEED

Information flows through your organization in a wide range of forms. Digital information carriers are becoming easier to manage now that the storage capacity is virtually unlimited and powerful search engines can retrieve saved files almost instantaneously. But what about your physical documents, the paperwork that continues to account for 80% to 90% of the order flow within most organizations? Jalema Information Management is an integrated filing system for managing and controlling information in every conceivable form. A time and space-saving package of efficient tools tailored to the filing needs of both small and large companies and institutions that can be implemented as a partial solution or complete concept.

Custom filing solutions

Form follows function. Jalema understands that your documents are not all stored in the same way. Some must be stored attached, others loose-leaf. Some documents are filed alone, others collectively. Jalema has the ideal file or folder for your situation (see Files and Folders section). Are you unsure which method would be most effective for your organization? Contact one of our filing consultants to receive expert advice without any obligation. They would also be happy to provide information on custom systems and files tailored specially to your needs.

- Attached filing: documents are perforated and bound together.
- Loose-leaf filing: documents are not perforated or attached using any kind of device.
- Single storage: documents are stored (loose-leaf or attached) in a file or folder that can be retrieved in its entirety from the system.
- Collective storage: documents are stored in a work file or inner file (loose-leaf or attached).

Less time and space-consuming

Jalema Information Management files and folders have a unique one-point suspension system in which the document folders are hung laterally on a profile. This translates into a 45% saving of space compared to traditional systems such as filing cabinets. Finding the necessary information – a source of not only irritation but productivity loss in many organizations – is a piece of cake with the Jalema system. Thanks to the use of colour coding, you can maintain a clear overview at all times and misfiling will become a distant memory.

Optimal accessibility

Thanks to clever accessories such as the JalemaClip, you can save even more time. This patented attachment mechanism makes it possible to leaf through documents like a book and to copy documents without removing them from the file. Choose among a wide range of suspension and storage files for every type of use. Jalema offers a truly complete filing solution for both small and large organizations.
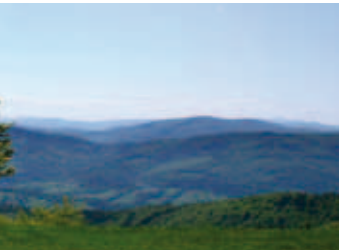
Why lateral filing is more effective:

- You save valuable filing space because, unlike a lever arch file, the file is only as thick as its contents.
- Laterally suspended files are significantly more efficient than files stored in four-drawer filing cabinets – and more ergonomically friendly.
- Optimal use of cabinet space since several rows of files are suspended above one another.
- Colour coding transforms searching into finding.
- A single methodology for both static and dynamic working archives.

The right solution for external storage

The Jalema Archiving Specialist also offers the same reliable options for the external storage of your files. Inquire with one of our filing consultants for details.

Strength of Jalema

Everything under control

In addition to saving space, Jalema filing systems also deliver significant efficiency savings and greater effectiveness within your organization. This is not surprising since, after all, paper continues to form the basis of a wide range of organizational processes and information flows. More than 75% of company information is recorded on paper, documents are copied an average of five times and, in spite of the possibilities of digitalization, paper usage continues to increase. With the clever filing system from Jalema, you can organize and manage all that information in the most efficient and targeted manner possible. You save considerable time year after year, time that your employees would otherwise have spent searching for documents. With Jalema, you have everything under control, resulting in faster and more efficient work.

Strenght of Jalema
CORPORATE SOCIAL RESPONSIBILITY

A second nature to Jalema

"Corporate Social Responsibility (CSR) is not a theme but part of day-to-day operations at Jalema. A harmonious combination of people, planet and profit enables us to offer an efficient package of archiving solutions.

At Jalema, we put our words into actions by giving concrete meaning to our sense of social responsibility. One way in which we do this is by providing meaningful work to the mentally disabled and by developing new products on the basis of the cradle to cradle philosophy. We have also set up a special social fund that supports charitable initiatives both in the Netherlands and abroad, and invest in product and other innovations that help preserve jobs in the direct vicinity. An integral part of our company culture is consideration for people, their needs, their drives and their well-being. This flexibility in turn enables us to quickly respond to changing market conditions."

Frank Demarteau
Deputy Director of Sales & Marketing

Sustainable filing

"FOR EVERY TREE CUT DOWN FOR OUR PRODUCTION, FIVE NEW TREES ARE PLANTED."

PEFC: guarantee of sustainable forest management

Jalema meets all government requirements for sustainable purchasing practices. The cardboard used in our files and folders is produced in accordance with the ISO 9706 international standard and carries the PEFC label for sustainable forest management. PEFC is short for 'Programme for the Endorsement of Forest Certification schemes' and guarantees that the product originates from a sustainably managed forest. Sustainable forest management means that the economic, ecological and social functions of the forest are taken into account, both now and in the future. As a result of the certification of sustainable forest management and the entire chain that the wood (product) subsequently goes through until it ends up with the end user - referred to as Chain of Custody - PEFC can guarantee that products bearing the PEFC label do indeed originate from a sustainably managed forest.

ICN logo: guarantee of sustainable storage

Jalema files and attachment mechanisms meet ICN quality requirements (1, 2, or 12) as stated in Article 4.1 of the Regulation on the Sustainability of Archival Records of the Dutch Public Records Act. This means that our files and mechanisms guarantee sustained preservation and will not affect the documents kept.

Cradle-to-Cradle (C2C)

Jalema's objective is to structure its products and processes in line with the C2C principle. The central thought behind the C2C philosophy is that all materials used can be put to good use for a different product following their life in a previous product. It must be possible to reuse product materials and substances after their initial lifecycle in an infinite cycle without any loss of quality.

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PERSONNEL FILES

Your employees are your most important asset. The goal of your personnel policy is to achieve optimal coordination between employees, the company and company developments. Responding quickly and accurately to these developments requires a well-organized and efficient personnel filing system. This is particularly important in organizations with large numbers of employees. Jalema B.V. specializes in efficient storage and retrieval solutions using a clever system that saves you considerable time and space on a daily basis.

Human Resource Management • vanHarenShoes

"Employee administrative records are stored in Jalema Arnato filing cabinets," says Human Resources Manager Anita van Doorn. The filing cabinets are fitted with six profiles on which the Arnato outer files are suspended.

The outer files feature the Jalema Jockey (label holder) for easy identification. These files are not removed from the cabinet so that the alphabetical order is not disrupted. These files contain the personnel records in individual inner files. The documents included in these files are divided into five sections by tab sheets and kept together using the flexible JalemaClip attachment mechanism. This makes it possible to leaf through the documents like a book and to copy documents without removing them from the file. The tab sheets are also specially printed for vanHaren.

vanHaren uses the following products:

Jalema conversion kit, page 110

Jalema Jockey, page 66

Arnato inner map with JalemaClipex, page 21
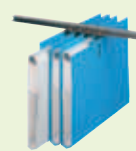
Arnato Outer file, page 19

LEGAL PROFESSION

Files are the memory and backbone of a law firm. Although the digital storage of data and documents is also increasing within the legal profession, a good filing system remains indispensable. As long as the courts require all documents in paper form, paper files will remain a necessity. This means they must be stored properly and securely. Until recently, there was pretty much only one system used in the legal profession - cardboard files fitted with elastic bands to hold them together when their contents became too thick. Because these files are often used for years on end and are frequently consulted and supplemented, they look less and less presentable as time goes by. Jalema has the perfect solution for thick files.

files, we need strong files that will not tear after time or have to be held together with all kinds of elastic cords. We are proud to show our Jalema files to clients. The look of these document folders alone gives clients the sense that their case is receiving the necessary attention."

The Jalema suspension file system features a unique pendulum system that ensures that the files are always well-organized and hanging straight. "The best part is that we don't need new cabinets or racks to store our files, which also means we don't lose any valuable space. That's because the suspension file system can easily be built into the existing wall cabinets."

Otanra PP files for thick files • Van Arkel Law Firm

The law firm of Van Arkel en Van den Boom, specialists in law of persons and family law, works with Jalema Otanra files that are both virtually indestructible and presentable. "Since we often deal with thick

Van Arkel uses the following products:

Jalema conversion set, page 110
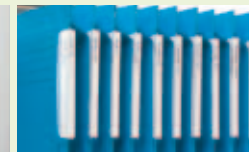
Jalema Jockey, page 66
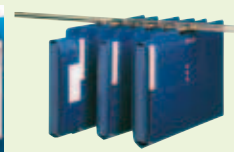
Otanra Collective File (outer file), page 23

Otanra document folder with flap, page 23
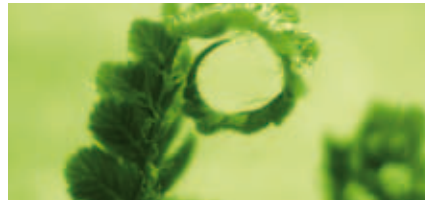
FINANCIAL SECTOR

The FCE Bank is a financial service provider that extends credit for car purchases. Every year, several thousand customer files are stored in an extensive archive constructed by Jalema.

We manage a document folder for every customer, or, as we refer to them, 'entry'. All relevant information on that customer is compiled in these folders.

FCE Bank • **Jalema equipped the FCE Bank archive with custom-made document folders.**

The folders, which come in various colours, have both a special imprint on the outside and on the inside. To locate them quickly and easily, a colour coding system is used. Every customer has been assigned a contract number and every number is linked to a colour. Since the folders are filed in the order of the contract numbers, they are easy to locate. They are stored in mobile racks (also from Jalema) to save additional space.

We require a total of 25,000 storage files and these can be delivered as needed. "We don't need all of them at the same time," explains Van Duinkerken. "A year's supply is produced each time instead. Jalema offers the possibility to keep a percentage of these folders in stock. The best part is, we don't have to pay any storage costs." This employee of the FCE Bank is extremely satisfied with Jalema. "And that applies to both their products and service," he says. "They have assisted us a great deal and did a perfect job of translating our desires with regard to the new document folders."

The FCE Bank uses the following products:

Jalema profile, page 110

Code in One, page 62

JMS, page 118

Arnato Collective File with tab and 1 gusset, page 20

EDUCATION

The Hogeschool of Arnhem and Nijmegen, referred to as simply HAN, has a staff of around three thousand employees. Personnel records are created and saved for every single one of these individuals. To store all of these files, the school uses a modern mobile storage system from Jalema. The files contain virtually all possible information on staff members, including letters of appointment, CV, employment contract, pension information, letter of resignation, and so on. The thickness of the files varies. The storage system is easy to operate: it takes only one simple press of the button on the control panel to open and move the filing cabinets back and forth. The racks contain a total of around 1,500 records in Jalema suspension files, which are organized in a user-friendly manner. The type of coding chosen was Jalema Code in One. The client designed the colour label using a system in which the employees are categorized alphabetically by surname. The result is various levels of continuous colour bars. With this system, misfiled folders stand out instantly, making it virtually impossible to misfile.

Gerry Bakx coordinates the secretarial offices of the Human Resources Department and is closely involved in the personnel filing system. He describes the new archive as follows: "The improvement is significant. The cabinets in which the files used to be stored needed replacing and the 'old' system was user-unfriendly. We also had space problems. The new system saves space and the files are suspended in a user-friendly and well-organized manner - thanks in part to the 1-point suspension system. The amount of information we can store is impressive."

Hogeschool of Arnhem and Nijmegen • high-quality personnel filing system thanks to Jalema

The school uses the following products:
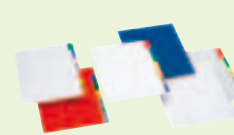
Tab sheet set, special, page 51

Arnato Inner File with JalemaClipex, page 21

Arnato Collective File (outer file), page 19

Code in One on Demand page 63

Files

Files and Folders

There is no such thing as a paper-free office, not now and not in the foreseeable future. Jalema files and folders are therefore essential to maintain order and overview of the abundance of paper data carriers in today's companies, organizations and institutions. Jalema work files and document-handling folders save time and space when it comes to storing and retrieving letters, printed documents – with or without handwritten notes – folders, brochures, catalogues, newspaper cuttings, memos and other office documents.

Jalema Filing Systems

Files

A TOTAL SOLUTION IN ONE EFFICIENT FILING SYSTEM

Even the most far-reaching possibilities of the Internet have not resulted in what digital optimists once predicted, namely, the dwindling away of the administrative paper mountain. Indeed, the blessings of computerisation have only resulted in an even greater use of paper. There is even more correspondence and data processing taking place these days, resulting in large quantities of paper (on which all this information is printed) that subsequently require selective and proper filing. The only way to do so in a well-organised and efficient fashion is with a well thought out filing system. Jalema's speciality.

The total solution for filing problems that literally continue to grow and grow can be found in a suspended file system. This system contains a unique profile on which files can be suspended alongside one another by means of a clever hook-on point. The profiles can also be placed on top of each other, making it possible to create multiple layers of files in a single cabinet or rack. The system fits inside virtually any existing cabinet, including yours!
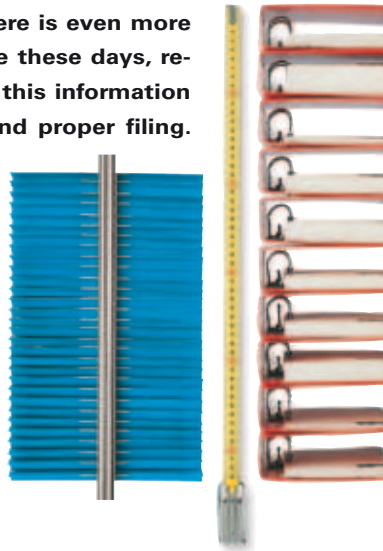
Because Jalema files are only as thick as their contents, they save considerable space compared to traditional lever arch files

The advantages are substantial:

- Efficient use of space.
- Because the files are only as thick as their contents, they clearly have an edge on traditional lever arch files.
- Multiple rows of files can be suspended above each other, thus saving even more space.
- The files are easy to take along, even in a briefcase.
- The one-point suspension system reduces filing to a simple movement of the hand when hanging and removing files.
- Because the files are not standing but suspended, it is possible to colour code them efficiently and clearly.
- One methodology for both dormant and working archives.
- Possibilities for loose-leaf and attached filing, or a combination of both.
- The possibility to use inner files.
- The various coding possibilities contribute to a systematic and well-organised archive.
- Total solution includes cabinets, racks, mobile racks and accessories.
- Highly space-saving compared to four-drawer filing cabinets.
- Can be used with existing furniture.

The unique Jalema single-point suspension system

REMOVE

1. Push the file against the profile

2. Move the file upwards

3. Remove the file from the profile

INSERT

1. Bring the file towards the profile

2. Insert file on the profile
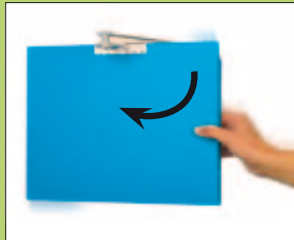
3. Release the file

Jalema files are available in various colours (red, grey and blue), making them ideal for organising different series of documents or departments. Alternative colours are also available. To systematically differentiate between individual files, Jalema also offers an extremely efficient coding method that reduces searching time to only a few seconds, and which makes it virtually impossible to insert files in the wrong place. Jalema also offers a wide selection of label holders, coloured and self-adhesive number sequences, and tailor-made self-adhesive coding stripes (Code in One) with numbers, letters, logos, dates, texts, barcodes, and so on, that can be fit to the file. We even offer the possibility to design your own labels using our Code in One on Demand software programme (see page 63).

Jalema's file programme contains not only solutions for everyday filing needs, but also for long-term storage, including closed collective files, document-handling folders with a variety of attachment mechanisms, loose-leaf folders, insertion files, inner files with JalemaClipex, pocket or flap. Letters, offers, invoices, pictures, CVs, orders, licences, and so forth are now easy within reach of hands. In short, there is only one efficient solution for all your storage needs: **Jalema**.

Three distinctive colours ensure optimal organisation and overview.

Colour coding reduces searching to a matter of seconds.

| 40 cm | 80 cm | | 60 cm | 60 cm | 80 cm |

Lateral suspension file system saves several meters of office space and provides better organisation.

files

ARNATO A4 FILES   PAGE 18.

Arnato files meet all your filing needs: thin or thick, attached or loose-leaf, dynamic or static archive, the option to include inner files and suitability for holding any kind of document (up to size A4). The edge where users grab hold of the file is double folded and therefore twice as strong. Arnato files are available in A4 size, in the colours grey, blue and red. The suspension files come with Jockey perforation or with tab edge for colour coding.

ISO-9706

Arnato files are made of colourfast 270-gram acid-free Colorkraft cardboard. All ColorKraft files are produced in compliance with ISO standard 9706, an international standard that is often requested for files that are to be used in museums and public record offices.

OTANRA POLYPROPYLENE FILES   PAGE 23.

The Otanra range of files consists of outer files (collective type suspension file) and 6 document-handling folders made of 0.5 mm blue polypropylene, and a business file made of blue cardboard. These durable files are suitable for bulky contents. The outer file and most of the inner files can hold up to 5 centimetres of materials, therefore ideal for use in law and administrative offices. They are sturdy and attractive, suitable for filing large quantities of papers.

OTANRA CASSETTES   PAGE 26.

The most durable solution for filing bulky documents is the Otanra cassette. Made of 1.2 mm thick transparent anthracite polypropylene, the cassettes are ideal for loose-leaf filing, for all types of inner files, catalogues, phonebooks, and other bulky contents. All cassettes are provided with punched holes for Jockeys and are available with open or closed fronts, 60 or 80 mm wide.

OTANRA LAMINATED FILES   PAGE 25.

Do you have a large amount of information to store and would prefer to keep it in a single, presentable file? The Otanra laminated files are the ideal solution. Otanra laminated files can store up to 5 cm of documents. Made of sturdy 280 gram cardboard with a laminated layer, these files are durable and wear-resistant. The 3 work files are designed for daily use and can be stored laterally in the suspension file with suspension point.

Jalema has 70 different files and folders to choose from in its standard programme.

EXTENSION FILE   PAGE 28.

For its collection of thick files for storing large numbers of documents, Jalema has developed an extension file. The principle behind this file is that the front cover can literally be extended, increasing the capacity of the file from 1 to 7 cm. The Extension File is made of sturdy, partly double-sided 335 gram Tenax cardboard with a professional imprint.
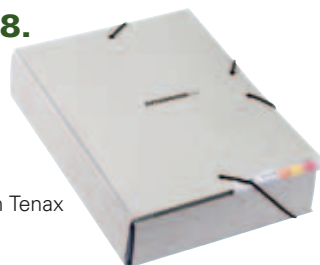
JALECO FOOLSCAP FILES   PAGE 29.

Jalema produces a line of foolscap files under the name Jaleco, comprising 6 outer files and 4 inner files. The wide selection of different versions makes it possible to meet all possible requirements and desires, whether you are filing loose-leaf or attached, individually or collectively (i.e. with one or more inner files), only a few contents or a large quantity of bulky contents. The outer files are made of 225 gram unbleached brown Kraft cardboard and come with label holder perforation holes.

FILE&SEND   PAGE 32.

The Jalema File&Send file is an easy, well-organised and eye-catching way to send information and to be certain that it is seen and stored neatly. The information is already filed in a ready-to-use original Jalema file with binding mechanism.
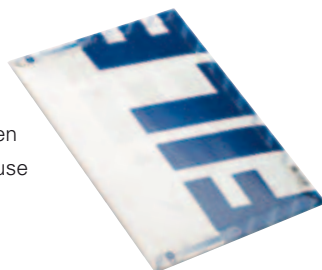
MEDI-SYSTEM   PAGE 35.

Jalema provides a wide range of standard medical files. The full range meets all possible requirements of the user, whether you want to file loose leaf or bound, as single or collective filing, whether you have thin or thick dossiers. The gripping edge of the files is glued double, so the file is less quickly damaged in those important places and there are no sharp corners. Filing on the basis of the date of birth, the most common method used in the health care sector, is obviously also possible. There is also plenty of space on the files for adding other relevant information or coding.

X-RAY FILES   PAGE 37.

Jalema x-ray files are made of sturdy brown 220 gram White-kraft. The folders have a white liner on the inside, making it easy to slide x-rays and inner folders in and out. Because the files hang from a profile, the x-rays do not become damaged. The files may also be coded, by date of birth for example, for which an easy-to-read imprint has been printed on the folder.

GRAFI-SYSTEM   PAGE 38.

Jalema has developed a solution especially for the graphics industry that is tailored to all of the industry's storage needs. The Grafi-System has been designed for file storage as well as daily usage, for the entire process from prepress to printing. It is a filing system for all your materials, such as films, plates, drawings and proofs, as well as for your administration. As the files are suspended from a profile laterally, the Grafi-System requires very little floor space. The more files you have the more space you save.

Arnato: a total solution in one efficient filing system

SUSPENSION FILES FOR JALEMA JOCKEYS

Arnato Fastener Files with JalemaClip

This file is equipped with the characteristic yellow JalemaClip attachment mechanism, which allows you to easily thumb through documents like a book. The perforation holes won't tear and documents can be easily and quickly inserted and removed. What's more, you can make copies of the documents without having to remove them from the file. The JalemaClip won't make the file bulky, and the special clamping device prevents the contents from sagging. The files also come with an insert compartment for holding loose documents. The Arnato Fastener File with JalemaClip is ideal for files that require frequent insertion and removal of documents, such as when filing alphabetically or by document type.

Prod. no.	Description	Size/mm.	Stand. pack.	Capacity
55555**	Fastener File with JalemaClip (Suspension File)	320 x 260/250	100	20 mm
	Colour code: ** = 02 blue, 07 grey, 15 red			

Additional advantage, lateral and vertical suspension file in one

The folder above is also easily stored as a vertical suspension file in a desk drawer, which is very useful if you like to keep temporary projects to hand. This is made possible by equipping the file with a metal hanger. You can even attach the Jalema Jockey label holder to the top so you can see what the file holds. Afterwards, you remove the metal hanger from the file and re-use the file as a lateral suspension file in your filing cabinet.

Prod. no.	Description	Stand. pack.
6104000	Metal Hangers	100

Arnato Fastener File with Strip and Cover

The plastic-coated white strip and cover are handy for all chronologically and numerically arranged files. This file is also equipped with an insert compartment for loose documents.

Prod. no.	Description	Size/mm.	Stand. pack.	Capacity
5555002	Fastener File with Strip and Cover (Suspension File)	320 x 260/250	150	20 mm

Arnato Collective File with 1 Gusset

A file with two Jalema suspension points and closed at the back by a linen gusset so that papers and files won't fall out the other side. Can also be used in combination with one or more inner files of any kind. The inner files can be easily inserted and removed while the collective file remains suspended on the profile.

Prod. no.	Description	Size/mm.	Stand. pack.	Capacity
55581**	Collective File with 1 Gusset (Suspension File)	320 x 265	100	30 mm
	Colour code: ** = 02 blue, 07 grey, 15 red			

Arnato Collective File with 2 Gussets

Arnato also has the ideal solution for loose-leaf filing: the Arnato file with two Jalema suspension points and closed at the front and back by two cardboard gussets. Magazines, price lists, photographs, catalogues, and loose documents can be neatly contained in this file. If you open the file halfway, you can easily access the contents without having to remove them.

Prod. no.	Description	Size/mm.	Stand. pack.	Capacity
55582**	Collective File with 2 Gussets (Suspension File)	320 x 265	100	30 mm
	Colour code: ** = 02 blue, 07 grey, 15 red			

Arnato Multi-file

The Multi-File is a universal A4 file that keeps desks well organised and brings order to chaotic workplaces. It is the ideal order or project file, and has a convenient storage pocket for loose documents and materials. It also comes with the handy JalemaClip attachment mechanism. Files equipped with the JalemaClip are never thicker than their contents – as opposed to other standard document files – yet it is possible to easily insert and remove documents. The Multi-File comes in blue.

Prod. no.	Description	Size/mm.	Stand. pack.	Capacity
5562002	A4 Multi-File (Suspension File)	320 x 275 mm	50	40 mm
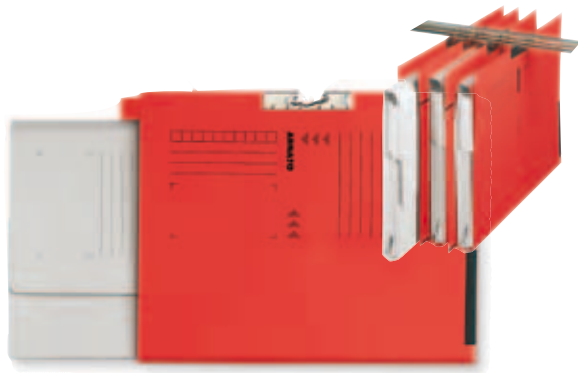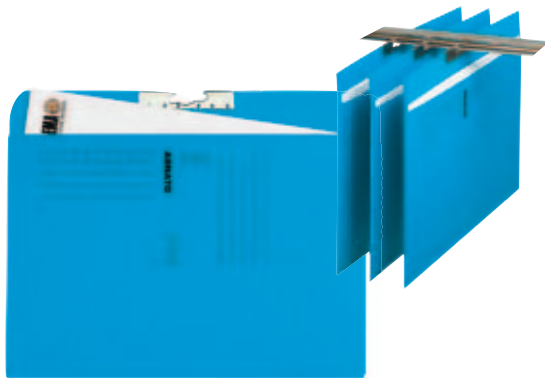
SUSPENSION FILES WITH TAB EDGE FOR COLOUR CODING

Tab edge

Arnato Fastener File with Tab and JalemaClip

This file has the added feature of a tab edge that protrudes on the front. The tab edge is designed for Codetabs or Code in One number sequences and/or labels. The fastening mechanism is the characteristic yellow JalemaClip. This flexible device lets you thumb through documents like a book, makes sure the perforation holes do not tear and that documents can be easily and quickly inserted and removed, and that you can make copies of the documents without having to remove them from the file. The Arnato Tab File with JalemaClip is ideal for files requiring frequent insertions and removals.

Prod. no.	Description	Size/mm.	Stand. pack.	Capacity
55655**	Fastener File with Tab and JalemaClip (+20 mm tab)	320 x 260/250 (Suspension File)	100	20 mm
	Colour code: ** = 02 blue, 07 grey, 15 red			

Arnato Insertion File

The Arnato insertion file is the perfect solution for very thin documents, such as a single form, order note or policy. These files are ideal space-savers.

Prod. no.	Description	Size/mm.	Stand. pack.	Capacity
55570**	Insertion File (Suspension File)	320 x 255	200	5 mm
	Colour code: ** = 02 blue, 07 grey, 15 red			

Arnato Collective File with Tab and 1 Gusset

A file with two Jalema suspension points and closed at the back by a linen gusset, so that papers and files won't fall out the other side. Information compiled in an inner file is always within easy reach with a single movement of the hand. The collective file also offers space for one or more inner files, which can be easily inserted and removed while the collective file remains suspended in the rack or cabinet. This file is also equipped with a protruding tab edge on the front for colour coding.

Prod. no.	Description	Size/mm.	Stand. pack.	Capacity
55681**	Collective File with Tab and 1 Gusset (+20 mm tab) (Suspension File)	320 x 265	100	30 mm
	Colour code: ** = 02 blue, 07 grey, 15 red			

A4 INNER FILES

Arnato Fastener File with JalemaClipex

The handy JalemaClipex works in virtually the same way as the JalemaClip. The petrol-coloured JalemaClipex is PVC and acid free and therefore document-friendly. For all the advantages of this attachment mechanism, see the description on page 77. This file comes in the colours blue, chamois, grey and red, and can be used with the fastener on either the left or right side.

Prod. no.	Description	Size/mm.	Stand. pack.	Capacity
60558**	Fastener File with JalemaClipex (Inner File)	315 x 240	100	20 mm
	Colour code: ** = 02 blue, 04 chamois, 07 grey, 15 red			

Colours grey and chamois

Arnato Collective File with 2 Gussets

Wallet model for loose-leaf filing. The contents are enclosed by gusset closures on the sides and a dust flap, making it possible to access the contents without having to remove them from the file. Comes in the colour grey.

Prod. no.	Description	Size/mm.	Stand. pack.	Capacity
6055907	Collective File with 2 Gussets (Inner File)	315 x 230	100	30 mm

Arnato Document Folder with Flap

A flap on the front side keeps documents from falling out of the file and, when filed laterally, the contents are not visible from the outside. The flap also has space for indicating contents. The protruding tab edge on the file is suitable for colour coding. Comes in the colour grey.

Prod. no.	Description	Size/mm.	Stand. pack.	Capacity
6055207	Document Folder with Flap (Inner File)	325 x 235	200	10 mm

Arnato Document Folder

The Arnato Document Folder is designed for loose-leaf compiling, holding and storing of A4 documents. Oversized flaps on 3 sides keep documents secure and ensure they do not fall out of the file.

Prod. no.	Description	Size/mm.	Stand. pack.	Capacity
6055407	Document Folder (Inner File)	315 x 230	100	25 mm

See page 5 for explanation about the ICN quality requirements.

Customised Files

We can put together a customised file tailor-made to your requirements and wishes, as far as size, colour, attachment mechanism, colour coding and printing. For more information on the available options, see page 46, send an e-mail to info@jalema.com or contact us by phone.

RELATED PRODUCTS:

Codetabs, page 64 and 65
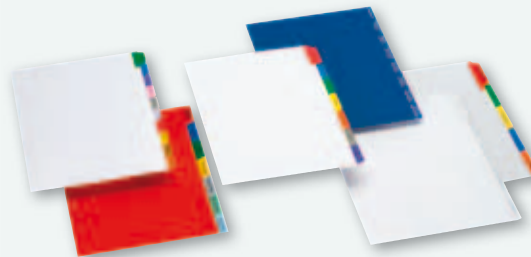
Tab sheets, page 70 and 71

Jalema Jockey, page 66

Cabinets, page 102

Otanra: polypropylene files for bulky contents

SUSPENSION FILES

Otanra Collective Files (A4 and foolscap)

For filing thick inner folders. Made of 0.5 mm blue plastic (polypropylene), this file is equipped with a gusset on the front, also made of 0.5 mm polypropylene. The file also has label holder perforation holes for Jockeys. Printed with boxes and lines for jotting down information.

Prod. no.	Description	Size/mm.	Stand. pack.	Capacity
5680002	Collective File with 1 Gusset in blue PP A4	320 x 250/275	25	50 mm
5682002	Collective File with 1 Gusset in blue PP foolscap	350 x 250/275	25	50 mm

WORK FILES

Otanra Fastener File with JalemaClipex (A4)

For storing large quantities of documents with a fastener. Made of 0.5 mm plastic (polypropylene). Equipped with the document-friendly JalemaClipex attachment mechanism and a flap on the right side. There is also a text window on the front (90 x 55 mm). The file has a Velcro closure and is unprinted.

Prod. no.	Description	Size/mm.	Stand. pack.	Capacity
6080002	Fastener File with JalemaClipex in blue PP A4	318 x 230	25	50 mm

Otanra Document Folder with Flaps (A4)

For storing large quantities of loose-leaf documents. Folding file style with 3 large flaps. There is a text window on the front (90 x 55 mm). The folder has a Velcro closure and is unprinted.

Prod. no.	Description	Size/mm.	Stand. pack.	Capacity
6080502	Document Folder with 3 Flaps in blue PP A4	318 x 230	25	50 mm

Otanra Clip File (A4)

The Clip File perfectly combines attached and loose-leaf filing. There is a pocket on the left on the inside that holds 5 to 10 mm of materials. The pocket closure can be easily adjusted from 5 to 10 mm to accommodate the thickness of the contents. The inner right side is equipped with a JalemaClipex and holds 15 to 20 mm.

The contents are protected by an additional cover flap on the right side. The elastic band covers both corners, keeping the contents neatly in place. There is a transparent pocket on the front (inside dimension: 61 x 92 mm) with a thumb index and indicator strip.

Prod. no.	Description	Size/mm.	Stand. pack.	Capacity
6075002	Clip File in blue PP A4	318 x 235	25	25 mm
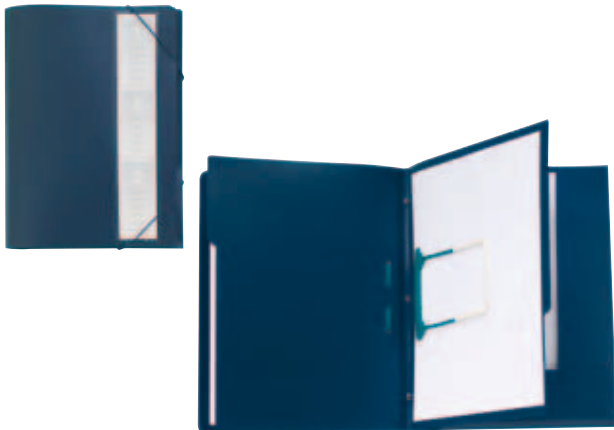
Otanra Clip File Duo (A4)

The Clip File Duo is equipped with 2 JalemaClipex attachment mechanisms on tab sheets, making it possible to easily categorise the contents without having to add separate dividers. Each fastener holds up to around 20 mm of materials. There is an adjustable insert compartment at the back of the folder that holds 5 to 10 mm of materials.

An elastic band helps keep the contents neatly in place inside the folder. There is also a transparent window on the front (inside dimension: 301 x 55 mm) with a thumb index and indicator strip on each tab sheet for indicating the contents of each section.

Prod. no.	Description	Size/mm.	Stand. pack.	Capacity
6075502	Clip File Duo in blue PP A4	318 x 245	25	50 mm

Otanra Project Fastener File (A4)

To file a large quantity of documents in a well-organised fashion, the Otanra Project Fastener File has a total of 4 attachment mechanisms on tab sheets. The first and third tab sheet are equipped with the JalemaClipex and hold around 15 mm. The second and fourth tab sheet are equipped with a strip and plastic cover and hold up to 10 mm. There is also a pocket on the rear flap that holds 5 to 10 mm. There are elastic bands around the corners for closing the file. There is a transparent pocket on the front (inside dimension: 301 x 55 mm) with a thumb index and indicator strip with 5 numbers for indicating the contents per tab sheet.

Prod. no.	Description	Size/mm.	Stand. pack.	Capacity
6076002	Project fastener file in blue PP A4	318 x 245	25	60 mm

Business File

A attractive file with five attachment mechanisms and gussets for loose-leaf as well as attached filing of documents by subject. The file is comprised of the following: first a self-adhesive stripper, then three strips and covers, next a gusset with a capacity of 3 cm, and, finally, another JalemaClip.

The Business File is made of 270 gram (free of acid and chlorine) blue Colorkraft cardboard and is printed with lines for indicating contents and a coding strip.

Prod. no.	Description	Size/mm.	Stand. pack.	Capacity
6060002	Business File	315 x 250	50	20 mm

Special files

If you are looking for an unusual design and/ or imprint, contact Jalema.

LAMINATED FILES

Otanra Folding File (A4)

An A4 file with two Jalema suspension points and an open front and back. This folding file remains suspended in the archive and is used in combination with inner files that are slid in and out of the file. It has perforation holes on both sides for coding with the universal Jockey label holder. It is also possible to use Codetabs with this file by adhering them onto the printed lines.

Prod. no.	Description	Size/mm.	Stand. pack.	Capacity
5685000	Otanra laminated Folding File A4	320 x 275	50	50 mm

Otanra Inner File with JalemaClip (A4)

This A4 file is ideal for the attached filing of documents. The unique JalemaClip attachment mechanism makes it possible to easily remove and insert documents and leaf through them like a book. The file has two elastic bands for keeping contents firmly in place.

Prod. no.	Description	Size/mm.	Stand. pack.	Capacity
6085000	Otanra Inner File with JalemaClip A4	318 x 250/ 230	50	50 mm
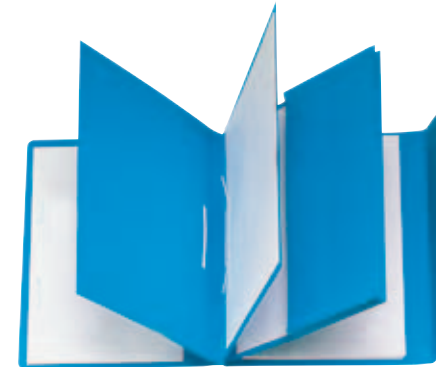
Otanra Inner File with 3 Flaps (A4)

This A4 inner file is ideal for storing loose documents. It has 3 large flaps for protecting contents and keeping them from shifting. The two elastic bands also help keep contents firmly in place and prevent the front of the file from slipping away.

Prod. no.	Description	Size/mm.	Stand. pack.	Capacity
6085200	Otanra Inner File with 3 Flaps A4	318 x 230/ 225	50	50 mm

Otanra Combi Inner File (A4)

This A4 file combines attached and loose-leaf document storage. The first section has the unique JalemaClip and the second has 3 dust flaps. Storage capacity is 2.5 and 3 cm. Elastic bands keep contents firmly in place.

Prod. no.	Description	Size/mm.	Stand. pack.	Capacity
6085500	Otanra Combi Inner File A4	318 x 250/ 230	50	50 mm

CASSETTES

Otanra Open A4/foolscap Cassette

The open cassettes are ideal for use with inner files, as they can be easily inserted and removed from the front without having to remove the cassette from the profile. These cassettes are equipped with a reinforced bottom at the front, enabling them to hold up to 2.5 kg.
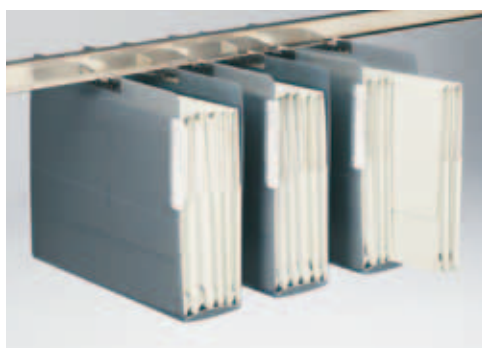
Prod. no.	Description	Size/mm.	Stand. pack.	Capacity
5671832	Cassette; Open A4	320 x 260	25	80 mm
5673632	Cassette; Open foolscap	350 x 260	25	60 mm
5673832	Cassette; Open foolscap	350 x 260	25	80 mm

Otanra Closed A4/Foolscap Cassette

The closed cassettes are suitable for storing inner files and are particularly ideal for loose-leaf documents, like reports, catalogues, annual reports and accounts. All cassettes come with a black plastic ring. Score marks on the sides make it possible to easily bend the cassette halfway for better visibility of contents.

Prod. no.	Description	Size/mm.	Stand. pack.	Capacity
5672832	Cassette; Closed A4	320 x 260	25	80 mm
5674832	Cassette; Closed foolscap	350 x 260	25	80 mm

Otanra Open Cassette, 350x290 mm

This cassette differs from the open foolscap cassette in that it is extra high, making it more suitable for larger inner files.

Prod. no.	Description	Size/mm.	Stand. pack.	Capacity
5675632	Cassette; Open	350 x 290	25	60 mm

RELATED PRODUCTS:

File box, page 88
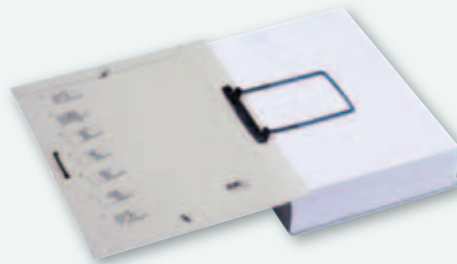
Extension File, page 28

Jalema Jockey, page 66

Arnato Fastener file with JalemaCllipex, page 21

Extension file: extension file with a capacity of 1 to 7 cm
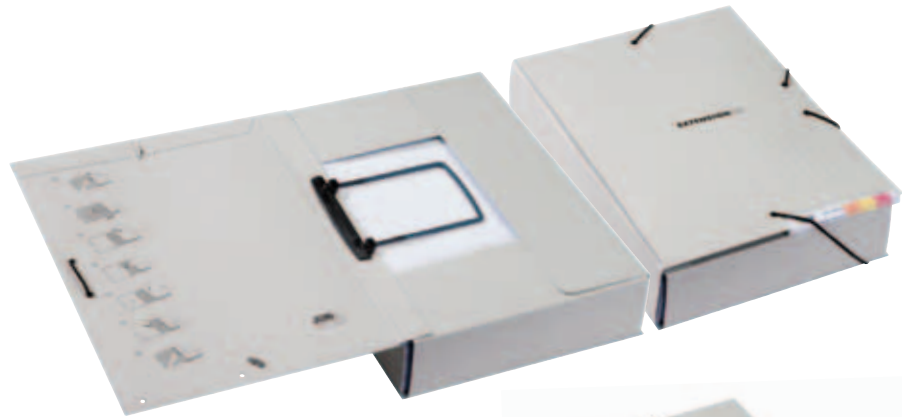
For files from 1 to 7 cm
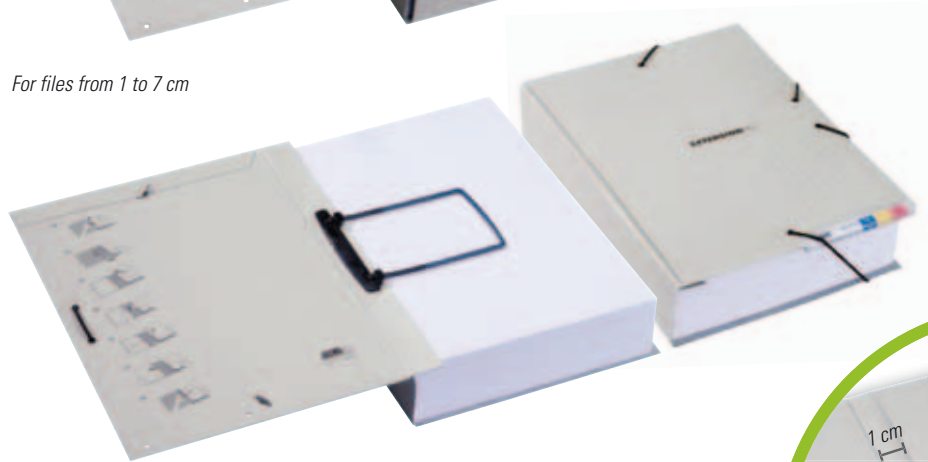
Extension File

Jalema developed the extension file for its collection of thick files for storing large numbers of documents. The Extension File is a file that grows along with the bulkiness of the information stored in it. The principle behind this file is that the front cover can literally be extended, increasing the capacity of the file from 1 to 7 cm.

The Extension File is made of sturdy, partly double-sided 335 gram Tenax cardboard with a professional imprint. The instructions for using the file with JalemaClip are printed on the inside of the front cover.

The file is closed using black elastic bands that wrap around the corners. The contents and front and back covers are connected by means of our unique 'JalemaClip' attachment mechanism, consisting of a long black brace, black cover and long anthracite clip. The JalemaClip makes it possible to insert or remove sheets quickly and easily.

Prod. no.	Description	Stand. pack.	Capacity
6090007	Extension File with JalemaClip, A4	25	1 - 7 cm
6090207	Extension File with JalemaClip and 3 flaps, A4	25	1 - 7 cm

1 cm

7 cm
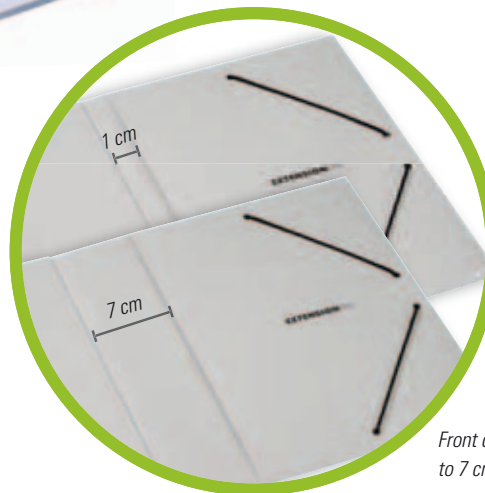
Front can be expanded up to 7 cm.

OUTER FOOLSCAP FILES

Jaleco Fastener File with JalemaClip

This file is fitted with the JalemaClip attachment mechanism. This flexible device lets you thumb through documents in the file like a book, makes sure the perforation holes do not tear, that documents can be easily and quickly inserted and removed, and that you can make copies of the documents without having to remove them from the file. The JalemaClip won't make the file bulky (as opposed to other document filing mechanisms). This file also comes with an insert compartment for holding loose documents. The Jaleco Fastener File with JalemaClip is ideal for files that require frequent insertion and removal of documents, such as when filing alphabetically or by document type.

Prod. no.	Description	Size/mm.	Stand. pack.	Capacity
5025500	Fastener File with JalemaClip (Outer File)	350 x 260/250	100	20 mm

Jaleco Fastener File with Strip and Cover

Naturally the well-known and extremely popular attachment mechanism of strip with cover has been included in the Jaleco line. The plastic-coated white strip and cover are handy for all chronologically and numerically arranged files. This file is also equipped with an insert compartment.

Prod. no.	Description	Size/mm.	Stand. pack.	Capacity
5025000	Fastener File with Strip and Cover (Outer File)	350 x 260/250	150	20 mm

Jaleco Collective File with 1 Gusset

A file with two Jalema suspension points and closed at the back by a black linen gusset so that documents won't fall out the other side. Can also be used in combination with inner files, which can be easily inserted and removed while the collective file remains suspended on the profile.

Prod. no.	Description	Size/mm.	Stand. pack.	Capacity
5028100	Collective File with 1 Gusset (Outer File)	350 x 265	150	30 mm

Jaleco Collective File with 2 Gussets

Jalema also has an effective solution for loose-leaf filing. The Jaleco Collective File is equipped with two Jalema suspension points and is closed at the front and back by two cardboard gussets. Perfect for storing magazines, photographs, and loose documents.

Prod. no.	Description	Size/mm.	Stand. pack.	Capacity
5028200	Collective File with 2 Gussets (Outer File)	350 x 265	100	30 mm

Jaleco Folding File

The Jaleco Folding File has two Jalema suspension points and is open at the front and back. The file remains suspended in the archive and is used in combination with inner files, which can be easily inserted and removed from the file. There are two versions available: 265 and 290 mm high.

Prod. no.	Description	Size/mm.	Stand. pack.	Capacity
5027000	Folding File (Outer File)	350 x 265	150	30 mm
5027900	Folding File (Outer File)	350 x 290	100	30 mm

INNER FOOLSCAP FILES

Jaleco Fastener File with JalemaClipex

This inner file is equipped with the document-friendly JalemaClipex attachment mechanism. The JalemaClipex offers the same advantages as the JalemaClip, but has the added advantage of being PVC and acid free. This means that, even after 100 years of storage, this clip will have no adverse effects whatsoever on the documents it holds. The JalemaClipex has proved its document-protecting values with routine use to many satisfied users. The Jaleco fastener file with JalemaClipex is available in chamois, blue, grey and red.

Prod. no.	Description	Size/mm.	Stand. pack.	Capacity
60028*0	Fastener File with JalemaClipex (Inner File)	348 x 240	100	20 mm

Colour code: * = 2 (blue), 4 (chamois), 7 (grey), 9 (red)

ICN2
ISO 9706

Colours grey and chamois

Jaleco Fastener File with Strip and Cover

The strip, cover plate and sliding protective cover are free of plasticizers and heavy metals that could damage documents. This file is available in the colour chamois and can be used with the fastener on either the left or right side.

Prod. no.	Description	Size/mm.	Stand. pack.	Capacity
6002740	Fastener File with Strip and Cover (Inner File)	348 x 240	100	20 mm

Jaleco Collective File with 2 Gussets

Inner file for storing loose-leaf documents. The contents are secured by expanding gussets on the sides and a dust flap. Colour: chamois. Capacity: 30 mm.

Prod. no.	Description	Size/mm.	Stand. pack.	Capacity
6002940	Collective File with 2 Gussets (Inner File)	348 x 230	100	30 mm

ICN2 ISO 9706 See page 5 for an explanation about the ICN requirements.

RELATED PRODUCTS:
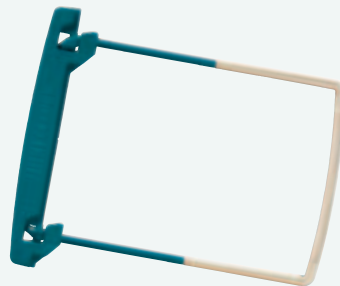
File box, page 88   **JalemaClipex, page 77**   **Jalema Jockey, page 66**   **Otanra cassettes, page 26 and 27**

File&Send: envelope and file in one

- No envelope required to send information.
- It's eye-catching.
- The information is filed, sent and stored.
- Privacy. The contents are sealed.
- Two attractive designs.
- Well protected.
- With the unique JalemaClip or strip and cover.
- Saves you on postage.

File, send and store information in one file

The Jalema File&Send file is an easy, well-organised and eye-catching way to send information and to be certain that it is seen and stored neatly. The information is already filed in a ready-to-use original Jalema file with binding mechanism.

User-friendly and well protected

The robust File&Send file is made from 280 gram cardboard so the contents are well protected. It's an envelope and file in one. The file is provided with an extra edge which is used to seal it and prepare it for sending. Space is provided on the back for the address label and franking. The recipient tears off the edge and is left with a well-organised work file containing your documentation, quote or information. For posting, the File&Send may not be thicker than 1 cm. As a storage file you can use it to archive documents up to a thickness of 2.5 cm. The File&Send can be used by organisations and individuals to securely send anything for which confidentiality and privacy are important factors. The file cannot be opened and resealed without you knowing about it.

FILE&SEND versions

You can choose between a File&Send file with the JalemaClip or a version with strip and cover. If you choose the JalemaClip, you will benefit from the many advantages of this unique attachment mechanism. You can insert and remove documents anywhere in the file, and leaf through it like a book. The strip and cover are very popular for chronological dossiers.

The File&Send is a true eye-catcher! The File&Send is available in two standard attractive and eye-catching designs. It is extremely suitable for sending quotes, documentation, policies, contracts or mailings. You can choose between a dark blue and a green version.

File&Send with JalemaClip

Prod. no.	Description	Stand. pack.	Capacity
3500500	File&Send, strip and cover, dark blue	50	10 mm (sending), 25 mm (storage)
3500600	File&Send, strip and cover, 'Design'	50	10 mm (sending), 25 mm (storage)
3501000	File&Send, JalemaClip, dark blue	50	10 mm (sending), 25 mm (storage)
3501100	File&Send, JalemaClip, 'Design'	50	10 mm (sending), 25 mm (storage)
3501900	File&Send International, strip and cover, dark blue	50	10 mm (sending), 25 mm (storage)
3502000	File&Send International, Jalema Clip, dark blue	50	10 mm (sending), 25 mm (storage)

File&Send with strip and cover.

Sender instructions

1. Remove the tape protection strip. File the information and remove the strip from the self-adhesive tape. Note: The contents may not be thicker than 10 mm.

2. Seal. Seal the long side first, then the 2 short sides. The file is now sealed.

3. Send. Enter the address details and apply franking to the file. An address box is provided for the address details.

Recipient instructions

1. Receipt. Take receipt of the envelope (sealed) – you will be able to tell if the seal has been tampered with.

2. Tear off. Note: First of all, crease the edge along which you will tear. Now tear off the edge along the 3 sides.

3. Storage file. You will be left with a file containing collated information that can be used long term or archived. The file has a storage capacity of 25 mm.

Your personal File&Send

Customised FILE&SEND

It's even possible to customise your mailings. We can produce the File&Send entirely in line with your wishes and corporate house style. There are two options: a two-tone print or a full-colour print on the outside. Full-colour print is subject to higher print runs. The inside is single-coloured, with a JalemaClip or strip and cover.

Discuss your wishes with us and we will look at the possibilities.
We think along with you, produce fast and deliver quality.

Sustainability

• Less waste: you no longer need separate envelopes.
• Document-friendly: the cardboard is unbleached and acid-free.
• Durable: long-fibre cardboard, so it's strong.
• The JalemaClip is lead and cadmium-free.
• Comes with PEFC approval mark.

Jalema believes very strongly in corporate social responsibility. Some companies use it as an instrument to express their corporate image: Look how considerate we are! At Jalema, corporate social responsibility has never been an issue. That's because it is an integral part of our company's strategy - as it has always been.

When developing new products or innovating existing ones, we always research whether the product could lead to any social problems.
The File&Send is an example of that. You generate less waste, because no envelope is needed. The basic material of this file, the cardboard, is unbleached and acid-free, so it poses less of a burden on the environment. As a result, the file is also document-friendly, enabling long-term storage in the file.
The application of long-fibre cardboard also means that the file is extra durable.

The File&Send is made of cardboard that bears the PEFC approval mark. PEFC, founded in 1999, is an international non-profit organisation whose objective is the sustainable management of forests around the world. Sustainable management of the forest means that the economic, ecological and social functions of the forest are taken into account, now and in the future. As such, Jalema meets the requirements that the government attaches to sustainable purchasing.

For more information, go to www.fileandsend.com.

Medi-System: solutions for healthcare

Medical file with JalemaClip (A4 and foolscap)

This medical file is equipped with the flexible JalemaClip attachment mechanism. This clip lets you leaf through your file as you would a book and helps prevent the perforated holes from getting torn. The JalemaClip also makes it possible to copy each of the documents without having to remove them from the file. The complete sheet remains legible. Inserting and removing documents is also a cinch with the JalemaClip. Another major advantage is that the file is only as thick as the number of documents in it. In other words, the JalemaClip won't make the file bulky! This medical file also comes with an extra pocket for storing loose sheets. The medical files with JalemaClip are the perfect solution if you work with dividers or frequently insert documents in different places in the file. The file is made of reject cardboard.

Prod. no.	Description	Size/mm.	Stand. pack.	Capacity
5405200	Medical file with JalemaClip, A4	320x260	100	20 mm
5405500	Medical file with JalemaClip, foolscap	350x260	100	20 mm

Medical file with strip and cover (A4 and foolscap)

This file is the same as the one described above with the exception of the addition of a strip and cover as the attachment mechanism. The lacquered white metal strip and white plastic cover are convenient for filing medical documents numerically or chronologically, or if you only seldom insert additional documents. This file also comes with a convenient pocket. The medical file with strip and cover is made of reject cardboard.

Prod. no.	Description	Size/mm.	Stand. pack.	Capacity
5403200	Medical file with strip and cover, A4	320x260	200	20 mm
5403500	Medical file with strip and cover, foolscap	350x260	200	20 mm

Colour Coding

A good coding method is vital. It results in 40 % less time spent searching. Filing on the basis of the date of birth, is the most common method used in the health care sector. For various coding possibilities see page 60.

Misfiling is virtually impossible.

Medical insert file (A4 and foolscap)

If you only require a thin file because you file only a few documents per patient, the medical insert file is the ideal solution, as it takes up very little space. It is made of reject cardboard.

Prod. no.	Description	Size/mm.	Stand. pack.	Capacity
5409200	Medical insert file, A4	320x260	300	5 mm
5410200	Medical insert file, foolscap	350x260	300	5 mm

Medical collective file (foolscap)

The collective file has 2 suspension points and a black linen gusset closure on the front. The file is highly convenient because it lets you file a large number of documents separately or in one or more inner folders. Medical documents or inner folders can be inserted or removed easily on the front without having to remove the folder from the profile. The collective file is made of Kraftliner cardboard and has perforation holes for the Jalema Jockey (label holder).

Prod. no.	Description	Size/mm.	Stand. pack.	Capacity
5408100	Medical collective file with one gusset, foolscap	350x265	150	30 mm

RELATED PRODUCTS:

Codetabs, page 64 and 65

Colorsign, page 65

Transport trolleys, page 126

External storage, page 84

X-ray files: x-rays cannot be damaged

X-ray insert file with flap

This file has a special reinforced flap above the compartment to keep the x-rays dust-free. The cardboard is folded double around a reinforcement strip on the bottom of the flap, as a result of which the edge of the cardboard does not feel sharp when opening the file. The file has 1 suspension point and when hanging (laterally) on the profile, the compartment is on the left side.

Prod. no.	Description	Size/mm.	Stand. pack.	Capacity
5350075	X-ray insert file with flap	460x395	100	10 mm

X-ray file with 2 compartments

This x-ray file is the same as the one described above, except that it comes with a second compartment (310 mm high) in which you can store notes, file recent x-rays or separate recent x-rays from older ones. The flap measures 120 mm and provides dust-free closure for both compartments.

Prod. no.	Description	Size/mm.	Stand. pack.	Capacity
5350675	X-ray file with 2 compartments	460x395	80	2 x 5 mm

X-ray collective file

This file has two suspension points and a black linen gusset closure on the rear side halfway between the bottom and top. This prevents any inner folders, x-ray envelopes or x-rays from falling out the back. This collective file can be used with or without inner folders. There is a crease halfway across the file which can be folded outwards, making it even easier to access the contents. The file has perforation holes for the Jalema Jockey (label holder).

Prod. no.	Description	Size/mm.	Stand. pack.	Capacity
5305000	X-ray collective file	460x400	70	30 mm

If you are looking for an unusual design and/or imprint, contact Jalema. Our filing consultants can advise you on the most suitable x-ray file for your requirements.

Grafi-System: especially for the graphics industry

Repro-files (335 gram Tenax cardboard), 2 pockets

Repro-files are identical to Job-files, but with a few minor exceptions. They are constructed of a heavier type of cardboard (335 gram Tenax cardboard) and are coloured grey. Repro-files are stronger and sturdier and also come with two pockets.

Art. no.	For size (mm)	Size file (mm)	Stand. pack.	Max. evenly dist. load (kg)
5225807	255 x 390	275 x 435	50	3
5237807	370 x 450	390 x 495	50	3
5242807	420 x 520	440 x 565	50	4
5255807	550 x 650 Reinforced	570 x 695	50	5

Uni-files (220 gram Whitekraft cardboard), one pocket

Unlike Job-files, Uni-files only have one pocket, which naturally has a special flap for safe and dust-free filing. Uni-files are thinner and less expensive than Job and Repro files, but are just as strong and functional. The two largest formats are constructed of heavier 280 gram Whitekraft cardboard. Ideal to file flexographic clichés.

A special size Uni-file has been developed for filing flexographic plates, film and samples that are used in the label and packaging industry. Long and narrow plates fit perfectly in the Uni-file that has a capacity of 280 x 750 mm. The file has one pocket and a sliding piece of cardboard (750 gram) to pull out and file plates. This allows for easy filing and removal of plates and adds extra protection to valuable printing material.

For flexographic clichés

Art. no.	For size (mm)	Size file (mm)	Stand. pack.	Max. evenly dist. load (kg)
5225100	255 x 390	275 x 435	50	2
5228100	280 x 750	300 x 800	50	2
5237100	370 x 450	390 x 495	50	2
5242100	420 x 520	440 x 565	50	3
5255100	550 x 650 Reinforced	570 x 695	50	4
5262100	620 x 750 Reinforced	640 x 795	50	4
5280000	800 x 1030 Reinforced	840 x 1100	25	6
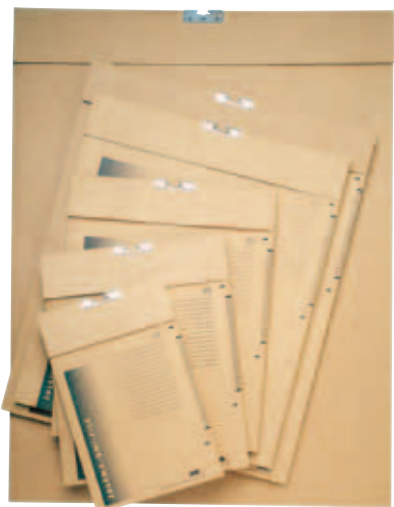
Job-files (230 gram Whitekraft cardboard), 2 pockets

Dust, creases, folds and scratches are disastrous to all types of image carriers. The Job files all feature both a normal pocket and a second pocket with a dust flap. This allows you to keep lithographs etc. dust-free and separate from other work materials. The file sizes are tailored to the most common printing press formats. The Job files are constructed of brown 230 gram Whitekraft cardboard while the insides are lined with a smooth, white layer. The largest file is constructed of 300 gram Whitekraft cardboard. All the files have a clear imprint.

Art. no.	For size (mm)	Size file (mm)	Stand. pack.	Max. evenly dist. load (kg)
5225200	255 x 390	275 x 435	50	2
5237200	370 x 450	390 x 495	50	2
5246200	460 x 525	480 x 570	50	3
5255200	550 x 650 Reinforced	570 x 695	50	4
5262200	620 x 750 Reinforced	640 x 795	50	4

Arnato Multi-file (270 gram Colorcraft cardboard)

The Multi-file is a universal A4 file that keeps desks well-organised and restores order to chaotic workplaces. It is the ideal order or project file, has a storage pocket for loose materials and also comes with the handy JalemaClip attachment mechanism. Files equipped with the JalemaClip are never thicker than their contents – as opposed to standard document files – yet it is possible to easily insert and remove documents.

Art. no.	Description	Size/mm.	Stand. pack.	Capacity
5562002	Multi-file A4 with JalemaClip and pocket, blue	320 x 275	50	40 mm

Design file (270 gram Colorcraft cardboard)

The Design file measures 485 x 570 mm, has an unparalleled storage capacity and is ideal for working drawings, visual aids and other fragile or 'thicker' materials. The contents are easy to view and to access. Design files are equipped with a linen soufflet halfway down the front and the back, giving the file a capacity of no less than 30 mm.

Art. no.	Description	Size/mm.	Stand. pack.	Capacity
5205002	Design file with 2 soufflets, blue	570 x 485	50	30 mm
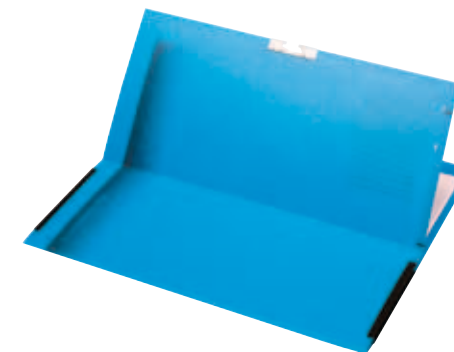
Codetabs create overview

Colour coding can result in 40% less searching time. Files are better organised, it saves time and lost files are a thing of the past! Self-adhesive colour Codetabs affixed to the files help prevent "misfiling". Any file hung up in the wrong place will immediately stand out as the colours on the Codetabs do not match.

Self-adhesive pockets

The clear self-adhesive A4 pocket can be attached to the files for displaying samples, proofs, artwork of job-tickets. For CD's and diskettes also a special self-adhesive pocket is available.

Prod. no.	Description	Stand. pack.
6101800	A4 pocket, self-adhesive	50
6102600	CD or Zip-disk pocket with flap; self-adhesive	50

RACKS

Uni Rack
For optimum use of space

Jalema Uni Racks are suitable for Job-, Uni- and Repro-files. Uni racks are supplied as do-it-yourself kits and include clear assembly instructions. Assembly is extremely simple. Racks can be expanded next to each other in an unlimited quantity. The profiles can be adjusted in height every 3 cm. They have to be ordered separately. Files of smaller size are suspended in the upper section and larger files in the lower section. The maximum evenly distributed load is 200 kg per profile. Jalema offers two types of Uni racks: racks of 400 mm depth designed for files up to 390 x 495 mm and racks with a depth of 550 mm which are suitable for files up to 570 x 695 mm. A special rack is available for A4 files, which can fit up to six rows.

Prod. no.	Description	Stand. pack.
6440000	Basic unit, 400 mm deep	1
6440500	Extension unit, 400 mm deep	1
6455000	Basic rack, 550 mm deep	1
6455500	Extension unit, 550 mm deep	1
6460200	Set of 2 profiles, incl. attachment materials	1
6460300	Set of 3 profiles, incl. attachment materials	1
6460400	Set of 4 profiles, incl. attachment materials	1
6494000	Uni rack for A4 files, basic unit, 400 mm deep; for 6 rows	1
6494500	Uni rack for A4 files, extension unit, 400 mm deep; for 6 rows	1
6496000	Set of 6 Jalema profiles to be used with Uni rack for A4 files	1

Offset rack
For the largest formats

An Offset rack (basic) is available for filing the largest Uni and Repro file formats. This rack is also supplied as a do-it-yourself kit and includes one profile. The maximum evenly distributed load is 250 kg. There is also a stackable version (top) available for the Offset rack, which allows you to store twice the number of files in the same floor space.

Prod. no.	Description	Stand. pack.
6480500	Basic; for files up to 840 x 1100 mm	1
6481000	Top; for files up to 840 x 1100 mm	1

Transport trolley

Several files can be transported efficiently within or between departments in a modern transport trolley with ergonomically designed handles and large wheels with a very low rolling resistance. Narrow and wide models are available.

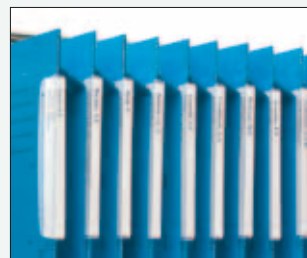| Prod. no.	Description
6401202	Transport trolley narrow blue, up to format 570 x 700 mm
6401207	Transport trolley narrow grey, up to format 570 x 700 mm
6401302	Transport trolley wide blue, up to format 570 x 700 mm
6401307	Transport trolley wide grey, up to format 570 x 700 mm

RELATED PRODUCTS:

DiFyClip, page 81

Jockey, page 66

Table arm, page 113

Wall filing rack, page 112

Cradle-to-Cradle (C2C)

Jalema is the first manufacturer of professional filing systems in the Netherlands to receive Cradle-to-Cradle certification. The Arnato and Jaleco product lines are both certified. These products can be recognized by the C2C logo.

What is C2C?

The essence of the Cradle-to-Cradle principle lies in the concept of waste as a 'resource'. The idea is that all materials used can be put to good use for a different product following their life in a previous product. The process does not result in any loss of quality and all residual products can be reused or become environmentally neutral. The three basic principles behind C2C are:

• Waste = food
• Solar energy
• Respect for diversity

Why is C2C important?

Waste amounts are increasing, together with their harmful impact on the environment. Even more importantly, we throw away a huge amount of valuable materials. But what if these materials could be used as raw materials for other products? Is C2C not the same as recycling? C2C is similar to recycling, yes, but with an essential difference. When recycling plastic bottles, for example, reuse is not taken into consideration. Regular plastic is full of chemical substances such as plasticizers that cannot be extracted. The problem lies in the bottle design. A change of course is desperately needed and the product must be designed so that the materials of which it is made can simply live on – infinitely – in an endless cycle of cradle to cradle. *(Source: www.cradletocradle.nl)*

Arnato Files; perfect for A4 documents

Arnato files meet every possible filing need. All files come with perforation holes for using the Jalema Jockey (universal label holder). Arnato files are made of 270 gram Colorkraft cardboard. The following Arnato files are C2C certified. For a detailed description of these products, see page 18.

Gusset

Prod. no.	Description	Size/mm.	Stand. pack.	Capacity
55559**	Arnato Fastener File with JalemaClipex	320x260/250	100	20 mm
55570**	Arnato Insertion File	320x255	200	5 mm
55589**	Arnato Collective File with 1 Gusset	320x265	100	30 mm
55582**	Arnato Collective File with 2 Gussets	320x265	100	30 mm
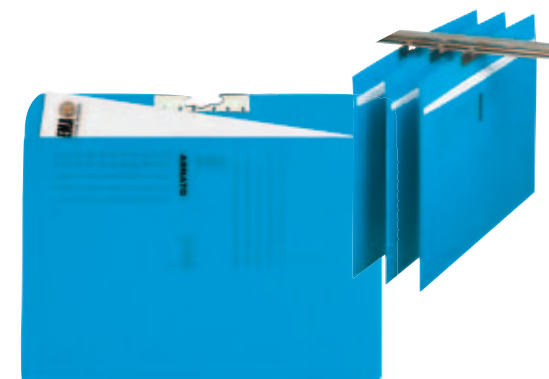
Prod. no.	Description	Size/mm.	Stand. pack.	Capacity
55659**	Arnato Fastener File with Tab and JalemaClipex	320x260/250	100	20 mm
55689**	Arnato Collective File with Tab and 1 Gusset	320x265	100	30 mm
	Colour code: ** = 02 blue, 07 grey and 15 red.			
60558**	Arnato Inner File with JalemaClipex	315x240	100	20 mm
	Colour code: ** = 02 blue, 04 chamois, 07 grey and 15 red.			
6055207	Arnato Inner File with Flap	325x235	200	10 mm
6055407	Arnato Document FolderA4	315x230	100	25 mm
6055907	Arnato Inner File with 2 Gussets	315x230	100	30 mm
	Colour code: ** = 07 grey			

## Jaleco Files; designed for foolscap documents

Jaleco files meet the need to file documents larger than A4 format. All files come with perforation holes for using the Jalema Jockey (universal label holder). Jaleco files are made of 225 gram brown Kraftliner cardboard. The following Jaleco files are C2C certified. For a detailed description of these products, see from page 29.

Prod. no.	Description	Size/mm.	Stand. pack.	Capacity
5025900	Jaleco Fastener File with JalemaClipex	350x260/250	100	20 mm
5027000	Jaleco Folding File	350x265	150	30 mm
5027900	Jaleco Folding File	350x290	100	30 mm
5028900	Jaleco Collective File with 1 Gusset	350x265	150	30 mm
5028200	Jaleco Collective File with 2 Gussets	350x265	100	30 mm
60028*0	Jaleco Inner File with JalemaClipex	348x240	100	20 mm
6002940	Jaleco Inner File with 2 Gussets	348x230	100	30 mm

Infinio; handy accessories

Infinio accessories are handy for use in files and for file boxes. Infinio accessories are made of 160 gram chlorine-free and acid-free Colorkraft cardboard. The following Infinio accessories are C2C certified. For a detailed description of these products, see pages 71 and 87.

Prod. no.	Description	Size/mm.	Stand. pack.
3720527	Appendix Pocket: Infinio	315x235	100
3720827	Partition Strip: Infinio	120x225	500
3721027	Cardboard File Cover: Infinio	360x680	250
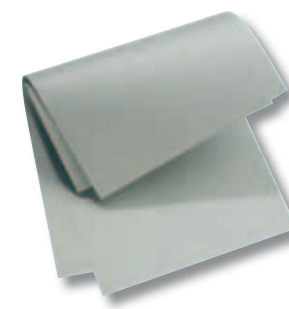
Customised

Jalema offers a wide range of standard files and tab sheets, but also offers the possibility to customize files to customer specifications. Since all production takes place in-house, we have the flexibility to adapt our products to your needs. Did you know that 45% of the files we produce are customer-specific? This means that, if you require a different size, layout, material or imprint in keeping with your house style, Jalema can make it happen. We have the capacity, experience and quality you require.

Jalema Filing Systems

Jalema offers you the following products:

Customised

CUSTOMISED FILES   PAGE 47.

Yet despite our wide product range, a customer is often looking for something slightly different, or he wants to combine the features of a number of files. In that case, Jalema is the right choice.

Jalema can offer you this flexibility, because we have our own production system that enables us to meet many of our clients' wishes.
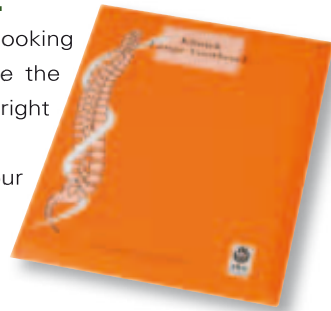
MYFILE   PAGE 49.

Creating your own file. You can, with Jalema's MyFile. You choose the file design, cardboard colour, the colour of the elastic bands, plus you design your own   front, giving the file a personalised look. This really is your file!
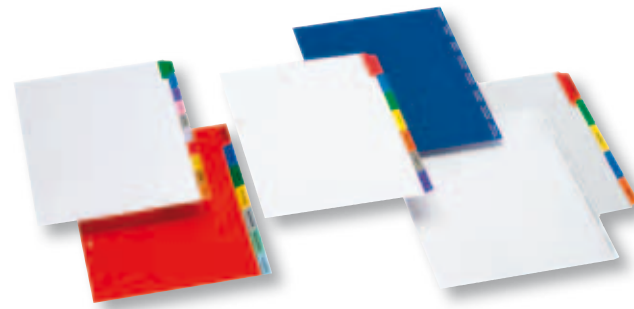
For more info contact Jalema

CUSTOMISED TAB SHEETS   PAGE 51.

Give your file a well-organized and professional appearance, make it possible to locate information quickly, and do away with the problem of illegible handwriting. The set is put together entirely in keeping with your desires. You determine the colour, text, order, number of tabs, material, and so on.

Customised files: meet all your wishes

Despite our wide range of standard files, it often happens you are looking for something slightly different, or you want to combine the features of a number of files. You may have seen a file that you would like to change in terms of size or design, or you may want to have your own logo printed on the file. Jalema has the expertise and capacity to do that for you.

Especially for you!

It's not always easy to design a file that meets all your wishes and requirements. It is therefore vital that you ask yourself some critical questions in order to realise the ideal file. Discuss your wishes with us and we will look at the possibilities.

The file can be fully customised. This may apply to the following:
• A different size.
• Different or multiple attachment mechanisms in one
  (e.g. the JalemaClip and/or strip and cover).
• An additional pocket for loose documents, or none at all.
• The file colour (your corporate house style).
• The print (e.g. your own logo, building, company name or text).
• Various printing techniques (e.g. varnish printing) etc.
• Different types of cardboard.

We think along with you, produce fast and deliver quality

We can guarantee you the quality and flexibility of a Dutch production company. Our cardboard is acid and chlorine-free and meets the international ISO 9706 standard and has been PEFC-approved.
Please find below a number of examples of items we have made earlier. You have been preceded by many, so please ask for the references and possibilities through our in-house sales department.

❷

Possible from 500 pieces

Amnesty file ❶

Especially made for the annual membership meeting

- Based on the Jalema Clip File A4, but without flap.
- The file is made of 270 gram white Colorkraft cardboard.
- The outside is printed in full colour.
- The front of the file has been blanked and pierced.
- With the standard JalemaClip yellow/white.

Jalema Quotation File ❷

For sending documentation and quotations

- The file is based on the Jalema Combi File (attachment with JalemaClip and loose pocket with 3 flaps), adjusted to A4.
- The file is made of 270 gram white Colorkraft cardboard.
- The outside is in two-tone, matt laminated, with dots of varnish on the blades.
- The inside is printed in two-tone.
- A white elastic band goes across both corners.
- With a black JalemaClip.

Soccer 2008 file ❸

For keeping all your information on the 2008 football World Championships.

- The Jalema Clip File A4 forms the basis.
- The file is made of 270 gram yellow Colorkraft cardboard.
- The outside is printed in one colour.
- The inside is printed in two-tone, showing the entire match programme.
- The JalemaClip is orange, to go with the theme.

My File: design your own file online

MyFile Minimal effort, maximum effect

One of the greatest advantages of MyFile is that it can be ordered in quantities as low as 5 items. This offers you the possibility to put together a custom file for any type of use. We would be happy to brainstorm with you.

MyFile is perfect as:
- Quotations file with project photograph on the cover
- Presentation file in your company's house style
- Conference file with day's theme on the cover
- Annual plan for tennis club with extra tab sheets
- Thesis project file with pocket for holding CD with background information

However you choose to use your MyFile, you will be making a strong statement with this self-designed file - in perfect keeping with your goal and target group.

MyFile is a unique concept of creating your own file. You choose the file design, cardboard colour, the colour of the elastic bands, plus you design your own front, giving the file a personalised look. This really is your file!

Ideal for meetings, conferences, presentations, seminars, management, projects or as client file.
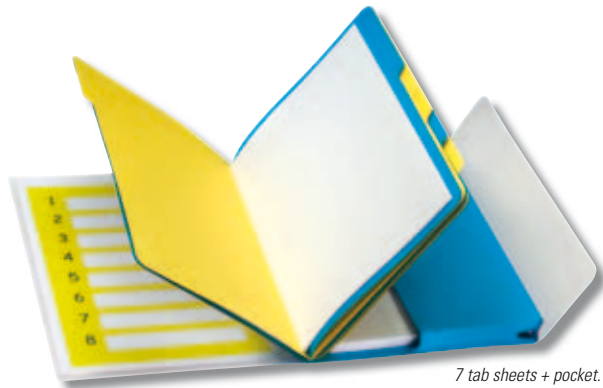
Basis (cover)

The basis of the MyFile is a sturdy, scratch-resistant, transparent plastic cover with an elastic fastening. The front cover can be personalised with your own A4 sheet.
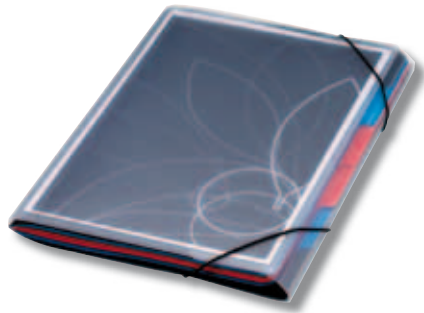
Elastic fastening

For the elastic fastening you can choose from the following colours:

7 tab sheets + pocket.

6 tab sheets.
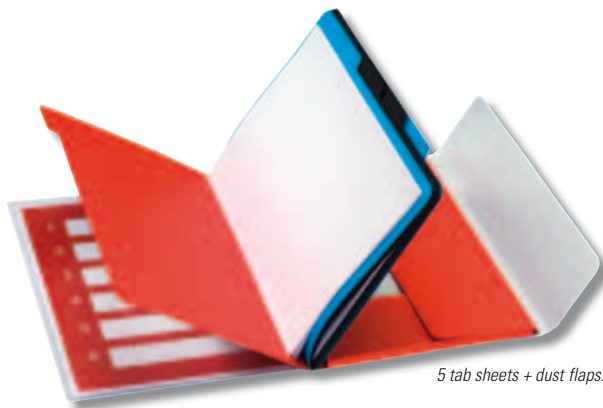
5 tab sheets + dust flaps.

Inside (cardboard)

The inside of the file is based on our successful sorting files.

You can choose from:
- 5 or 7 tab sheets and a pocket.
- 5 or 7 tab sheets and dust flaps.
- 6 or 8 tab sheets.

If you go for a file with 5 tab sheets and a pocket for holding loose documents, the inside will comprise 3 cardboard sheets. The following colours are available:

Customised front

The front cover can be personalised with your own A4 sheet.
Once you have finished a template, you can send a PDF file with your own design to Jalema.

Delivery

The delivery time of the files ordered depends on the quantities.
- up to 50 files: 5 working days
- 50 files or more: 10 working days

Please contact our in-house sales department for more information.

Customised tab sheets: tailor-made

Customised tab sheet sets

To make sure information in files is well-organized and easily accessible, you can choose among a wide range of tab sheets in various sizes, models and versions, available either from the standard range or produced to your specifications. For the standard tab sheets from our range, please see page 70.

Jalema can also produce a wide range of special tab sheet sets for you at exceptionally affordable prices.
We offer numerous colour and material options (including cardboard, polypropylene and PVC). They can be printed with your own text, information and logos and in one or more colours. The tabs themselves come in various styles and their contents and position are entirely up to you. Since Jalema has its own graphic and production facilities, this type of custom work can be carried out quickly and of very high quality. Minimum quantities start at only 100 sets.

The tab sheets can be fully customized to your specifications and needs.
Examples:
- Tabs can be printed with your own text.
- Various plastic (PP) options available.
- Black print on white cardboard with plastic-reinforced tabs and perforation holes.
- Print in your house style with custom design.
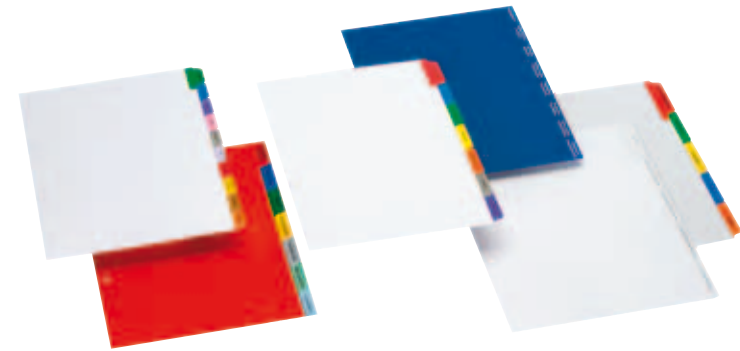
Various possibilities in synthetic material (polypropylene)

Print in your own corporate style with unusual design.

Tabs can be printed with your own texts.

Upright filing

Jalema is the leading specialist in lateral filing systems. But in order to optimally meet the needs of our customers, we offer other types of filing systems as well. Our upright filing system is one example. The advantage of upright filing is that it does not require any special type of furniture and the files can be stored on shelves in cassettes. Moreover, numerous rows of shelves can be placed on top of one another. Contact us for information on all the possibilities and the best solution for your situation.

Jalema Filing Systems

Jalema offers you the following products:

Upright filing: in desktop holders on a shelf

ICN2
ISO 9706

Arnato Document Folder with tab and flap

A flap on the front side keeps documents from falling out of the file and, when filed laterally, the contents are not visible from the outside. The flap also has space for indicating contents. The protruding tab edge on the file is suitable for colour coding. Comes in the colour grey.

- Extremely suitable as work file.
- Combined with the self-adhesive Stripper or JalemaClip, this is easily transformed into a fastener file.
- With a double, cardboard-lined protruding tab edge on the front with continuous flap.
- Codetabs can be used for contents indication on the tab edge.
- The flap sits at the bottom of the inner area, which means documents will not fall out of the file.
- You can set up a perfect upright archive when combined with a desktop holder
- Ideal inner file for the lateral Secolor suspension files.
- Storage capacity: 1 cm.
- Cardboard: 270 gram chlorine-free and acid-free Colorkraft cardboard.

Prod. no.	Description	Size/mm.	Stand. pack.
6055207	Arnato Folding File with tab and flap A4	310x240	200
** = enter colour no.: blue 02, grey 07, red 15			

Colour coding

Filed information can be found quickly and efficiently thanks to the well-organized structure created when using colour coding. You can easily save up to 40% of the time normally spent searching for documents. For more information on the possibilities of colour coding, see the Colour Coding chapter starting on page 56.

Desktop Holder

- A playfully designed solid desktop holder.
- Can be used on both the short and long side.
- Its round shape keeps files in place and stabilises the sides.
- The contents automatically slide backwards, as the holder leans slightly backwards and the bottom slopes.
- The bottom is ribbed, thus keeping the contents in place.
- Includes indication window and anti-slip base.
- When used on a desk, this is perfect for the frequent consultation of files or catalogues.
- When used in a cabinet, it is very suitable for files, documentation, books, reports, etc.
- A complete upright filing system.

Prod. no.	Description	Size/mm.	Stand. pack.
32032**	Desktop Holder	(32 x 9.6 x 25 cm)	10

** = colour code.: grey 07, black 19

The front has been left open, making it easy to take out the contents.

The contents will not slide.

Anti-slip base

Slightly sloping; the contents are held in place.

Can be used on the long or short side, i.e. upright or horizontal.

Indication windows

Jalema filing rack

The Jalema filing rack has a simple, sturdy and highly functional construction. This simplicity makes the system easy to use at any location where items need to be stored and retrieved. When used in combination with the storage cassettes, the filing rack with shelves is the perfect system for upright filing.

Prices on request.
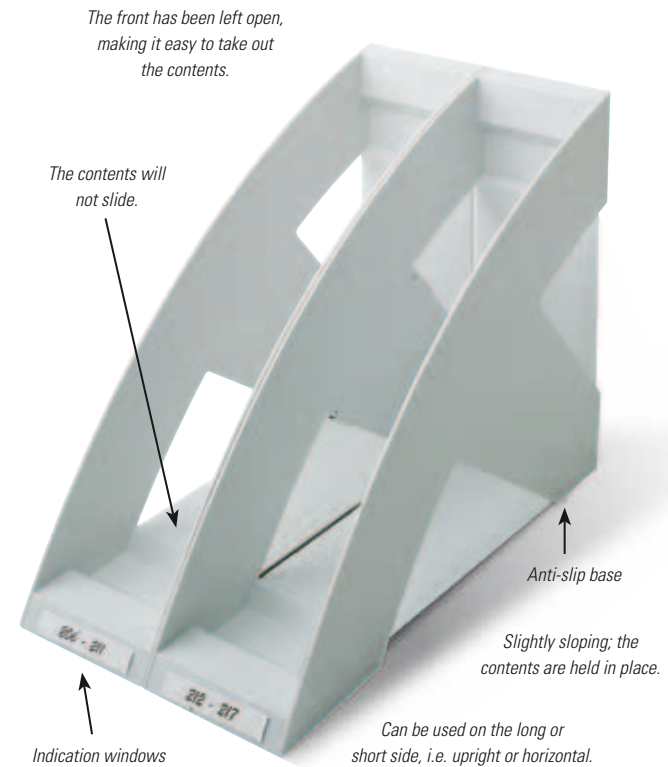
CD storage

CD storage

Jalema also offers integrated storage solutions in various versions for digital storage media such as CDs and DVDs. The systems are designed to be used with the various types of files fitted with universal label holders (Jalema Jockey) or eye-catching colour coding labels. These files are stored in a space-saving and well-organized manner in (wall) racks or attractive stackable desk racks.

Jalema Filing Systems

Jalema offers you the following products:

MediaFiles: convenient and efficient CD storage

You file something away with the intention of retrieving it quickly and easily again later. laterally suspended MediaFiles from Jalema are designed for precisely that - efficient filing and optimum accessibility. Each MediaFile is equipped with a Jalema suspension point that enables you to hang the file laterally – i.e. diagonally – on a profile. The profile is mounted in convenient wall racks and desk racks, though it can also be built into any other kind of cabinet, rack, or safe. Lateral filing is particularly space-saving and makes it possible to quickly and easily insert and remove MediaFiles. MediaFiles are also extremely easy to locate, thanks to Jalema's unique colour-coding system. Colour coding enables you to find files 40% more quickly, time you would have otherwise spent searching for that one CD-ROM or disk. MediaFiles come with label holder perforation holes for the Jalema Jockey, making colour coding easy and effective, and resulting in a well-organised, orderly archive.

MediaFile Insert

MediaFile Insert is made of sturdy blue 270 gram Colorkraft cardboard and can be opened like a book. On the right side of the MediaFile is a plastic pocket with a soft lining, in which a total of 2 CDs can be inserted. On the left is an insert compartment for the accompanying booklet or other information. This unique space-saving version is ideal for users who do not wish to save the CD case.

Prod. no.	Description	Stand. pack.
5651502	MediaFile Insert, blue	100

MediaFile Case

MediaFile Case is made of hard PVC and has a transparent pocket for holding a CD or Zip disk (including the case). It is also equipped with a thumb slide for easily removing the CD as well as lines on the back for jotting down information on the contents.

Prod. no.	Description	Stand. pack.
5650018	MediaFile Case, white	25

Desk Rack

A convenient and attractively designed desk rack is available that holds 25 PVC MediaFiles or 50 cardboard MediaFiles. The Desk Rack also offers the added advantage of being stackable.

Prod. no.	Description	Stand. pack.
6496600	Desk Rack	1

CD/DVD (Wall) Rack

Jalema designed 2 solid metallic racks for filing CD/DVD's and MediaFiles, one which can be mounted on the wall and the other one is a standing rack. With both racks you can file many cd's efficiently and you have an optimum accessibility of your digital storage media. The racks are available in the colour light grey. Both racks are 1000 mm width and 200 mm deep. One meter only can hold several hundred CD's. The wall rack has 5 profiles with a height of 1074 mm and the standing rack has 10 profiles with a height of 2114 mm. The length of each profiles is 955 mm.

Prod. no.	Description	Size/mm.	Capacity
6496700	CD/DVD Wall Rack; 5 profiles	1000x1074	1
6496800	CD/DVD Rack; 10 profiles	1000x2114	1

RELATED PRODUCTS:

DiFyClip, page 81

Self-adhesive pockets, page 40

Transport Trolleys, page 126

Codetabs, page 64 and 65

(Colour) coding

With colour coding, files can be located in a matter of seconds, saving you up to 40% of the time normally spent searching. The result is a more orderly, timesaving filing system and, equally as important, no more lost files! With Jalema's coloured self-adhesive Codetabs on files and folders, it is virtually impossible to misfile. If a file is hung where it doesn't belong, it stands out immediately because the colour sequence is interrupted. Any combination of colours is possible. Jalema supplies individual labels (with numbers, letters and dates) and pre-labelled files that are tailor-made to fit in with your coding method. Another option offered by Jalema is Code in One on Demand, sophisticated and user-friendly software for printing your own personal labels.

Jalema Filing Systems

Code in One: an alternative colour coding method

Code in One

Jalema has also developed a colour-coding system called Code in One. Code in One is a total solution on a single label. Every Code in One label has 7 cells. You determine how the cells should be coded. Any combination of numbers, letters, logos, barcodes, addresses, dates, etc. is possible. No matter what kind of filing and coding system you use, Code in One is the ideal coding solution. Jalema offers three different versions, all of which are designed for two-sided coding.

This means that Code in One labels are folded around the file, making them easily visible on both sides and ensuring a well-organised, unambiguously coded archive.

Your own colour-coding system and document folder delivered ready for use

You supply us with an ASCII or Excel file and together we determine which file or folder is most suitable for your needs. We then deliver the folders ready for use with the coding system of your choice. Jalema offers a number of different suspension files with tabs as part of the Arnato line that are highly suitable for this type of coding.

Prod. no.	Description	Size/mm.	Quantity
4310000	4 or 7-cell personalised	195 x 30	2500
	Code in One service labels, delivered on files		

Your own colour-coding system on individual, self-adhesive Labels

It is also possible to stick Code in One labels to your files yourself. Self-adhesive labels are printed on the seven cells in exact accordance with your instructions. Jalema has developed a clever device for this Code in One option called the Label Positioner, which lets you stick the labels to files quickly and easily.

Prod. no.	Description	Size/mm.	Quantity
4312500	4 or 7-cell personalised	195 x 30	2500
	Code in One service labels, delivered on sheets		
4355200	Label Positioner	1	

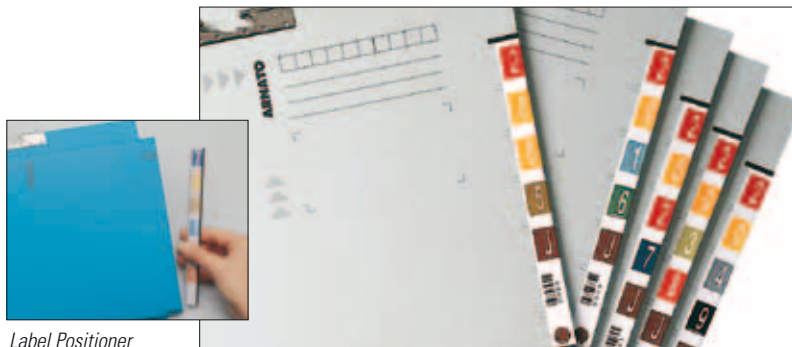**The advantage of Jalema colour-coding systems:**
- Colour coding results in 40% less searching time;
- You can use your own coding method;
- Files can be optionally delivered pre-labelled;
- Any combination of numbers, letters, logos, texts, barcodes and dates is possible.

Label Positioner

Easy to use. Code in One - specially produced for you - on the file, delivered ready for use. Naturally we also deliver self-adhesive labels that can be affixed to your own files.

Code in One Sequential Series

The most basic of the Code in One labels is the self-adhesive labels with ascending series of 4 numbers (from 0000 to 0999, from 1,000 to 1,999, and so forth), each with a different colour, that are delivered on handy self-adhesive A4 sheets. If you archive contains more than 9,999 files, you can supplement the 4-number sequences with individual number labels, allowing your archive to grow up to 99,999 files!

Prod. no.	Description	Stand. pack.
4330000	Code in One Sequential series; 0000-0999	1
4331000	Code in One Sequential series; 1000-1999	1
4332000	Code in One Sequential series; 2000-2999	1
4333000	Code in One Sequential series; 3000-3999	1
4334000	Code in One Sequential series; 4000-4999	1
4335000	Code in One Sequential series; 5000-5999	1
4336000	Code in One Sequential series; 6000-6999	1
4337000	Code in One Sequential series; 7000-7999	1
4338000	Code in One Sequential series; 8000-8999	1
4339000	Code in One Sequential series; 9000-9999	1

Code in One sequential series, for an efficient, well-organised archive

Code in One on Demand

Code in One on Demand is a sophisticated software programme for designing and printing your own professional colour-coding labels for use on files or anything you want to file in a well-organised manner. With Code in One on Demand, you can file and retrieve products or objects easily and quickly, thus saving you considerable time (and time is money!). Code in One places no limitations as far as design, format, field positions or colour combinations. The fields can be used in any order for letters, numbers, barcodes, photographs, symbols, etc. The programme is exceptionally user-friendly and guides you step-by-step and in logical order through the different options. Code in One on Demand runs under Windows 98, 2000, ME, NT and XP. Every cell that is used (with a colour, photograph, barcode, etc.) costs 1 credit. Credits can be purchased in sets of 2,500.

Prod. no.	Description	Stand. pack.
4316500	Credits (2,500 pieces)	1
4317000	Label design	1
4321100	Labelsheet paper 1 cell, box of 100 sheets	1
4321400	Labelsheet paper 4 cells, box of 100 sheets	1
4321700	Labelsheet paper 7 cells, box of 100 sheets	1

Colours, numbers, photographs, text, barcodes, logos…the sky's the limit!

Codetabs

CODETABS

Codetabs are laminated self-adhesive coloured tabs that are available either blank or with numbers, letters, year date printed on them. Codetabs make it possible to develop your own personal coding system. Whether you file by order number, client name, postal code, date or client number, Codetabs are the answer. The use of Codetabs on files rules out the possibility of misfiling. If a file is hung incorrectly, it stands out immediately because the colour pattern is interrupted. The year date tabs are also convenient because they make it immediately apparent the year in which the file was created, thereby also making it obvious when the file is old enough to be removed from the archive. Virtually all Jalema files come with a coding strip consisting of six 26 mm sections and one 21 mm section. The Codetabs are adhered to these sections, thus creating an efficient coding system.

Codetabs are available in a variety of different packagings. The number tabs come in handy rolls of 500 labels or in bags of 100. You can also order a complete kit that contains 10 rolls of 500 with all the numbers (0-9) in a handy display. Individual letters are available in bags of 100 or rolls of 500, as well as the option to order the entire alphabet in a box of 26 x 100 letters A-Z. Jalema also offers a complete kit that includes 4,000 assorted Codetabs (letters A-Z) and comes with a handy storage box. Blank stickers are available in rolls of 500 and date stickers in rolls of 1,000.

Codetabs, numbers

Prod. no.	Description
6280006	Codetab; roll of 500 x "0"; yellow
6280009	Codetab; roll of 500 x "1"; light blue
6280015	Codetab; roll of 500 x "2"; red
6280010	Codetab; roll of 500 x "3"; light green
6280007	Codetab; roll of 500 x "4"; grey
6280028	Codetab; roll of 500 x "5"; gold
6280008	Codetab; roll of 500 x "6"; dark green
6280002	Codetab; roll of 500 x "7"; dark blue
6280013	Codetab; roll of 500 x "8"; orange
6280019	Codetab; roll of 500 x "9"; black
6280525	Codetab; 10 rolls of 500 x "0-9"; display
6281006	Codetab; bag of 100 x "0"; yellow
6281009	Codetab; bag of 100 x "1"; light blue
6281015	Codetab; bag of 100 x "2"; red1
6281010	Codetab; bag of 100 x "3"; light green
6281007	Codetab; bag of 100 x "4"; grey
6281028	Codetab; bag of 100 x "5"; gold
6281008	Codetab; bag of 100 x "6"; dark green
6281002	Codetab; bag of 100 x "7"; dark blue
6281013	Codetab; bag of 100 x "8"; orange
6281019	Codetab; bag of 100 x "9"; black

Codetabs, letters - bag of 100

Prod. no.	Description
6282009	Codetab; bag of 100 x "A"; light blue
6282015	Codetab; bag of 100 x "B"; red
6282010	Codetab; bag of 100 x "C"; light green
6282007	Codetab; bag of 100 x "D"; grey
6282028	Codetab; bag of 100 x "E"; gold
6282008	Codetab; bag of 100 x "F"; dark green
6282002	Codetab; bag of 100 x "G"; dark blue
6282013	Codetab; bag of 100 x "H"; orange
6282019	Codetab; bag of 100 x "I"; black
6282003	Codetab; bag of 100 x "J"; brown
6282021	Codetab; bag of 100 x "K"; pink
6282014	Codetab; bag of 100 x "L"; purple
6282006	Codetab; bag of 100 x "M"; yellow
6283009	Codetab; bag of 100 x "N"; light blue
6283015	Codetab; bag of 100 x "O"; red
6283010	Codetab; bag of 100 x "P"; light green
6283007	Codetab; bag of 100 x "Q"; grey
6283028	Codetab; bag of 100 x "R"; gold
6283008	Codetab; bag of 100 x "S"; dark green
6283002	Codetab; bag of 100 x "T"; dark blue
6283013	Codetab; bag of 100 x "U"; orange
6283019	Codetab; bag of 100 x "V"; black
6283003	Codetab; bag of 100 x "W"; brown
6283021	Codetab; bag of 100 x "X"; pink
6283014	Codetab; bag of 100 x "Y"; purple
6283006	Codetab; bag of 100 x "Z"; yellow
6283200	Codetab; 26 x 100 "A-Z"
6283525	Codetab; "A-Z"; 4000 assorted labels in storage box

Codetabs, letters - roll of 500

Prod. no.	Description
6281402	Codetab; roll of 500 x "G"; dark blue
6281403	Codetab; roll of 500 x "J"; brown
6281406	Codetab; roll of 500 x "M"; yellow
6281407	Codetab; roll of 500 x "D"; grey
6281408	Codetab; roll of 500 x "F"; dark green
6281409	Codetab; roll of 500 x "A"; light blue
6281410	Codetab; roll of 500 x "C"; light green
6281413	Codetab; roll of 500 x "H"; orange
6281414	Codetab; roll of 500 x "L"; purple
6281415	Codetab; roll of 500 x "B"; red
6281419	Codetab; roll of 500 x "I"; black
6281421	Codetab; roll of 500 x "K"; pink
6281428	Codetab; roll of 500 x "E"; gold
6281502	Codetab; roll of 500 x "T"; dark blue
6281503	Codetab; roll of 500 x "W"; brown
6281506	Codetab; roll of 500 x "Z"; yellow
6281507	Codetab; roll of 500 x "Q"; grey
6281508	Codetab; roll of 500 x "S"; dark green
6281509	Codetab; roll of 500 x "N"; light blue
6281510	Codetab; roll of 500 x "P"; light green
6281513	Codetab; roll of 500 x "U"; orange
6281514	Codetab; roll of 500 x "Y"; purple
6281515	Codetab; roll of 500 x "O"; red
6281519	Codetab; roll of 500 x "V"; black
6281521	Codetab; roll of 500 x "X"; pink
6281528	Codetab; roll of 500 x "R"; gold

Codetabs, blank/date stickers

Prod. no.	Description
6285002	Codetab; roll of 500 blank; dark blue
6285003	Codetab; roll of 500 blank; brown
6285006	Codetab; roll of 500 blank; yellow
6285007	Codetab; roll of 500 blank; grey
6285008	Codetab; roll of 500 blank; dark green
6285009	Codetab; roll of 500 blank; light blue
6285010	Codetab; roll of 500 blank; light green
6285013	Codetab; roll of 500 blank; orange
6285014	Codetab; roll of 500 blank; purple
6285015	Codetab; roll of 500 blank; red
6285018	Codetab; roll of 500 blank; white
6285019	Codetab; roll of 500 blank; black
6285021	Codetab; roll of 500 blank; pink
6285028	Codetab; roll of 500 blank; gold
6286407	Codetab; roll of 1000 x "04"; grey
6286528	Codetab; roll of 1000 x "05"; gold
6286608	Codetab; roll of 1000 x "06"; dark green
6286702	Codetab; roll of 1000 x "07"; dark blue
6286813	Codetab; roll of 1000 x "08"; orange
6286919	Codetab; roll of 1000 x "09"; black
6286006	Codetab; roll of 1000 x "10"; yellow
6286109	Codetab; roll of 1000 x "11"; light blue
6286215	Codetab; roll of 1000 x "12"; red
6286310	Codetab; roll of 1000 x "13"; light green

Color Sign

The Color Sign labels measure 24 x 8 mm and come in 12 different colours. The labels come in packages of 100 sheets of 60 labels or 3,000 per roll. There is also an assorted package available. The labels offer you a variety of coding possibilities, including several methods for the frequently used system of coding by date of birth.
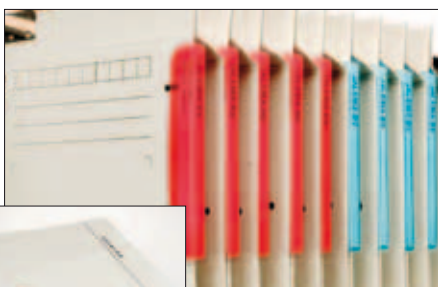
Enter the desired colour numbers on the dotted line following the item number:

02 = dark blue	07 = grey	13 = orange	18 = white	25 = assorted
03 = brown	08 = green	14 = purple	19 = black	
06 = yellow	09 = light blue	15 = red	21 = pink	

| Prod. no.	Description	Stand. pack.
62600..	Color Sign labels, 100 sheets à 60 pcs. per colour, per box	1

Jalema Jockey

The Jalema Jockey is a universal label holder that fits on every file and is placed in holes that you make with a perforator. Most Jalema files come pre-punched. The list of contents can be quickly and easily printed on indication strips (included). The label holders come in boxes of 50. It is also possible to use colour coding together with label holders. With this option, you print your design on the indication strips using the Code in One on Demand software programme. Individual Jockey colour labels are also available (numbers and letters), which can be easily adhered to the strip. You can also make use of Jalema's Jockey Code in One Service. This means that we design and print the labels for you.

The Jockey is also ideal for bundling 10 to 15 sheets of paper, such as a group of offers or documentation.

Prod. no.	Description	Stand. pack.
6100509	Jalema Jockey (incl. indication strips), box of 50 label holders, blue	1
6100515	Jalema Jockey (incl. indication strips), box of 50 label holders, red	1
6100520	Jalema Jockey (incl. indication strips), box of 50 label holders, transparent	1
6200518	Jockey indication strips, 50 sheets of 34 strips	1
4313000	Code in One personalised, 50 sheets of 34 strips	1
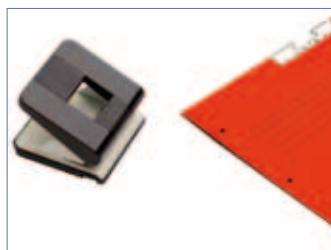
1. Perforate. (If you don't have files that are equipped with perforation holes)
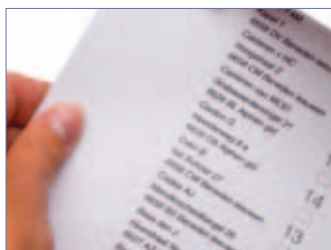
2. Print indicator strip.

3. Fold the indicator strip.

4. Pull back the Jalema Jockey.

5. Insert the indicator strip into the Jockey.

6. Click the Jalema Jockey into the perforation holes with the rounded side on the inside.

Self-adhesive label holders

A self-adhesive label holder can be attached to the top or side edge of the files in which an indicator strip with room for 2 or 3 lines of text can be inserted.

Prod. no.	Description	Size/mm.	Stand. pack.
6103000	Self-adhesive label holder (5/6") with indication strips (3 lines of text), bag of 50 labelholders	108 x 31	1
6202418	Indication strips for 5/6" labelholder, 50 sheets of 11 strips	105 x 211	1

IN PRACTICE:

Code in One

Codetabs

Jalema Jockey

Code in One

Jalema Jockey

Code in One

Tab sheets

Tab sheets make files that much easier to use and make it possible to store information in a well-organized fashion, so it can be located quickly and easily. The standard tab sheet sets are available in a wide range of options and with 5 or 10 tabs or a simple strip. To make things even easier, we offer a free tool for creating a professional index for the standard tab sheet sets. If you have any special needs or wish to preprint text on the tab sheets, inquire about the possibilities from our in-house sales staff and see page 71 for all the options.
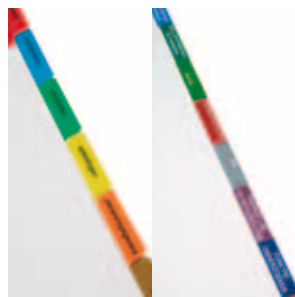
Jalema Filing Systems

Jalema offers you the following products:

Lined white cardboard tab sheets

Jalema supplies lined tab sheets made of white cardboard. The 4 perforation holes are reinforced with Mylar plastic. The sheets are subdivided into five sections where you can adhere convenient self-adhesive tabs, which can be written on with a pen. The self-adhesive tabs come 30 to a sheet and are available in 12 different colours. The tab sheets are made of 170 gram offset cardboard.

Prod. no.	Description	Size/mm.	Colour
4902500	White tab sheets (250 sheets per package)	297 x 210	
4910002	Self-adhesive coloured tabs, blue (10 sheets of 30 tabs)	58 x 10	
4910003	Self-adhesive coloured tabs, brown (10 sheets of 30 tabs)	58 x 10	
4910005	Self-adhesive coloured tabs, light yellow (10 sheets of 30 tabs)	58 x 10	
4910006	Self-adhesive coloured tabs, yellow (10 sheets of 30 tabs)	58 x 10	
4910007	Self-adhesive coloured tabs; grey (10 sheets of 30 tabs)	58 x 10	
4910008	Self-adhesive coloured tabs, green (10 sheets of 30 tabs)	58 x 10	
4910011	Self-adhesive coloured tabs, light red (10 sheets of 30 tabs)	58 x 10	
4910013	Self-adhesive coloured tabs, orange (10 sheets of 30 tabs)	58 x 10	
4910014	Self-adhesive coloured tabs, purple (10 sheets of 30 tabs)	58 x 10	
4910015	Self-adhesive coloured tabs, red (10 sheets of 30 tabs)	58 x 10	
4910022	Self-adhesive coloured tabs, turquoise (10 sheets of 30 tabs)	58 x 10	
4910023	Self-adhesive coloured tabs, dark green (10 sheets of 30 tabs)	58 x 10	

Colours shown here may differ slightly from actual products.

Tabs can be printed with your own texts.

Coloured Tab Sheet Sets

Jalema also supplies tab sheets with 5 or 10 coloured tabs that are reinforced with plastic, as a result of which the tabs do not easily become dirty or dog-eared. The special lined front sheet comes in grey and the coloured tab sheets in white. All tab sheets have 4 Mylar-reinforced perforation holes. The A-Z tab sheet set consists of 20 tab sheets and an index sheet. All sets are made of 190 gram white offset cardboard.

Prod. no.	Description	Stand. pack.
4904500	Tab Sheet Set; 5-piece; coloured tabs	60
4905000	Tab Sheet Set; 10-piece; coloured tabs	30

Create your own index

It can be convenient in some cases to be able to subdivide a file. This also simplifies searching if the documents are categorized by subject. That is why we provide a tab sheet index as an Excel file. This Excel file can be downloaded from www.jalema.com, where you will find five predefined templates for the 5 and 10-piece coloured tab sets that can be printed out directly on a sheet of A4 paper. And, should the contents change, you only need to fill out the template once again and, with one press of a button, you'll have a new front sheet with the updated information. No more scribbled changes on your front sheet, just a tidy, well-organized index.

Example of personnel file
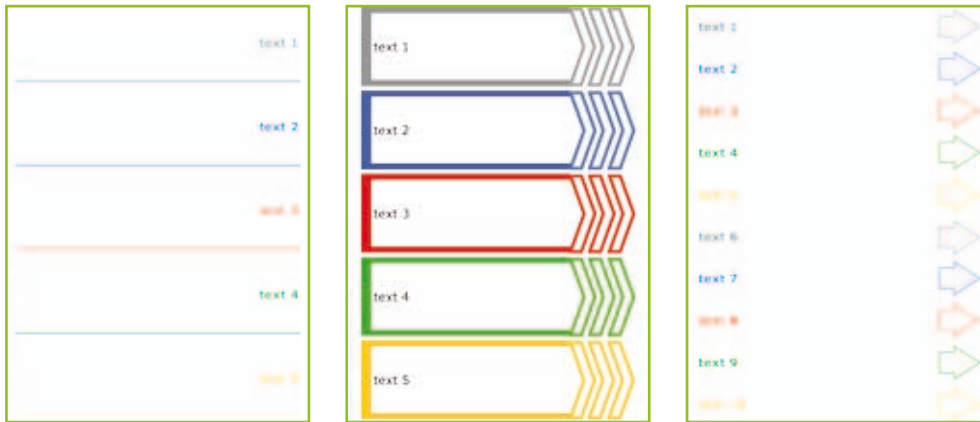
Index examples

Example of student file

Customised tab sheet sets

Jalema can create a wide range of special tab sheets at attractive prices, whether in cardboard, PVC or reinforced and in a variety of colours. Inquire about the numerous possibilities.

A few examples:
- Tabs can be printed with your own text.
- Various plastic (PP) options available.
- Black print on white cardboard with plastic-reinforced tabs and perforation holes.
- Print in your house style with custom design.

Also see page 51 for more examples.

Inquire about all the possibilities from our in-house sales department.
We think along with you, produce quickly and deliver quality.

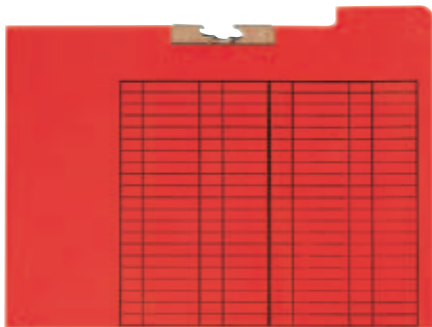*Black print on white cardboard with Mylar-reinforced tabs and perforation holes.*

Various possibilities in synthetic material (polypropylene).

Absence card

Absence card

Sometimes files are intended for frequent consultation. In order to clearly indicate that a file is missing from te archive, Jalema supplies 'file unavailable' cards. These cards have a single suspension point and the same format as a file, and are made of red Colorkraft cardboard. These cards are placed where the file would normally hang. There is a tab that projects above the top of the files as an extra attention-getter. The absence cards are pre-printed with lines for writing information on who removed the file concerned and when.

Prod. no.	Description	Size/mm.	Stand. pack.
5901600	Absence card	350 x 250	25

Separation cards with label holder

Jalema's separation cards are made of double-sided, grey lacquered 1.2 mm thick suitcase board. These sturdy, stable cards enable you to easily subdivide your archive. The cards have a self-adhesive label holder with a strip and have three rounded corners. The separation cards project 20 mm from the files on the front. Instead of using the window, you can also adhere alphabetical, numerical or other Codetabs to the card. There are separation cards available for A4 (320 mm files) and foolscap (350 mm files).

Prod. no.	Description	Size/mm.	Stand. pack.
5955007	Separation card for A4 files	340 x 130	25
5955200	Separation card for foolscap files	370 x 130	25

Infinio Appendix Pocket A4

Loose pocket which can be inserted anywhere you want. Ideal for drawings or appendices that cannot be perforated. Standard version comes with 2 perforation holes and is lined. Cardboard: 160 gram chlorine-free and acid-free Colorkraft cardboard.

Prod. no.	Description	Size/mm.	Stand. pack.
3720527	Infinio Appendix Pocket	315 x 235	100

Infinio Partition strip

For a convenient subdivision in your dossiers. You can write on the side of the sheet to give an indication of its contents. Standard version comes with 2 perforation holes. Format: 225 mm wide and as such 15 mm wider than an A4 sheet. Cardboard: 160 gram chlorine-free and acid-free Colorkraft cardboard.

Prod. no.	Description	Size/mm.	Stand. pack.
3720827	Infinio Partition strip	102 x 225	500

ICN2
ISO 9706 See page 5 for explanation about ICN requirements.

ICN1
ISO 9706

ICN1
ISO 9706

RELATED PRODUCTS:

Arnato Fastener file with JalemaClipex, page 21

JalemaClipex, page 77

Customised Files, page 47 and 48

External filing, page 84

Attachment mechanisms

Do you value your documents? We do!

When you bind your documents, you create order and organisation, and after all, that's what everybody wants. You have to agree, there's nothing as annoying as being unable to locate the right document.

Jalema values flexibility and performance. Our clever, flexible and, above all, user-friendly attachment mechanisms are practical solutions for big and small retention or archiving problems.

It may involve loose documents, or documents in folders and document files.

We have mechanisms for:

- keeping documents in files.
- bundling documents.
- the long-term storage of documents.
- the emptying of lever arch files.
- creating categories in lever arch files.

echanisms

Jalema Filing Systems

Jalema values flexibility and performance

The official attachment mechanism • JalemaClip advantages

- Thanks to its smart construction, sheets can be removed or inserted in less than no time.
- Perforation holes cannot tear.
- Leaf through like a book.
- All of the page can be read.
- Suitable for all standard perforation holes.
- Make copies without having to remove the sheet.
- Doesn't add any inches to your file.
- Lead and cadmium-free.
- Thanks to the File lifter, you can use the JalemaClip to simply remove the contents from a lever arch file.

There's an attachment mechanism for every need.

Bundling; to bundle stacks of paper up to a capacity of 5 cm.

Self-adhesive; to stick inside files.

Emptying document files; transfer information from lever arch file to file box fast.

BUNDLING

JalemaClip

The JalemaClip is a flexible attachment mechanism that has become an unparalleled success thanks to its high-quality characteristics. The JalemaClip is ideal for bundling all sizes and types of documents and has been cleverly constructed to allow documents to be inserted or removed in a matter of seconds, and without damaging the documents.

Box of 100 items:

Prod. no.	Cover plate	Tube	Extension piece	Stand. Pack	Capacity
5710000	yellow	yellow	white	Box of 100 items	50 mm
5710046	black	black	black	Box of 100 items	50 mm

Available in yellow/white or black.

Comes with free file lifters.

JalemaClipex; for permanent storage

The JalemaClipex combines the functional properties of the standard JalemaClip with an attachment mechanism for the permanent storage of files. The JalemaClipex is a flexible device that is free of plasticizers, PVC and acids. Plasticizers can corrode documents that are stored for longer periods of times. Thanks to a special composition of a new material, harmful softening agents can be omitted from the flexible brace. The JalemaClipex complies with all requirements for permanent storage as laid down in the Public Records Act. Moreover, the flexible JalemaClipex device does not cause any mechanical damage to valuable documents.

Prod. no.	Description	Stand. pack.	Capacity
5720049	JalemaClipex	Box of 100 items	50 mm

The JalemaClipex complies fully with the strict ICN quality requirements 12, as laid down by the Dutch Public Records Act, which all government bodies must adhere to. This means that this mechanism guarantee long-term storage and do not affect the documents being stored.

ICN2 ISO 9706   See page 5 for explanation about the ICN quality requirements

document-friendly

ICN 12

JalemaClip-Plus; ideal for creating categories in lever arch files

Yellow-white JalemaClip with insert strip. The insert strip makes it possible to place the JalemaClip attachmnet mechanism in any ring binder or document file, an excellent solution for storing separate files in a single binder. The insert strip is made of environmentally friendly polypropylene. Available in an assorted package of red, blue, grey and black insert strips.

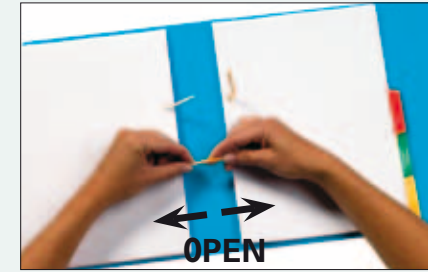| Prod. no.	Description	Stand. pack.	Capacity
5712525	JalemaClip-Plus	Box of 100 items	50 mm
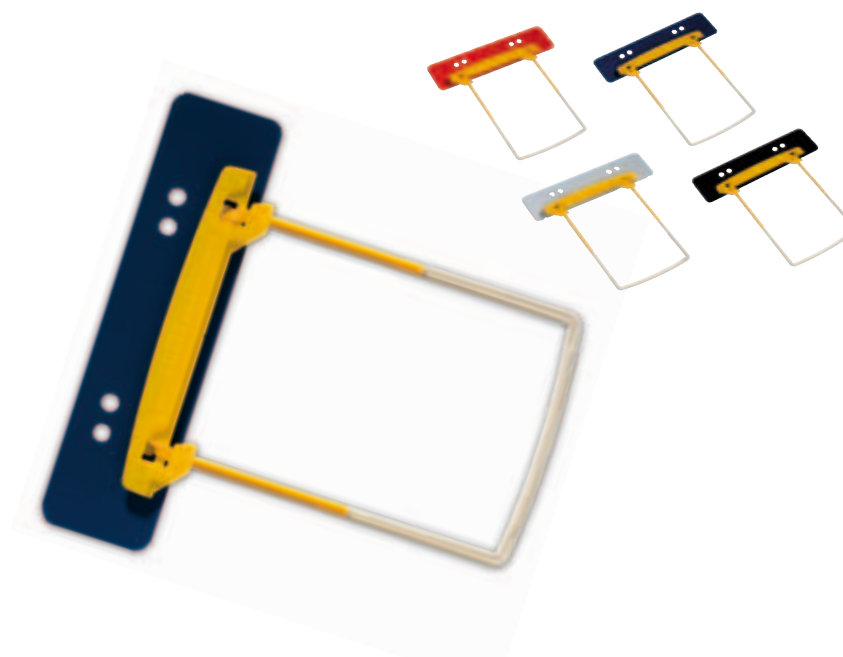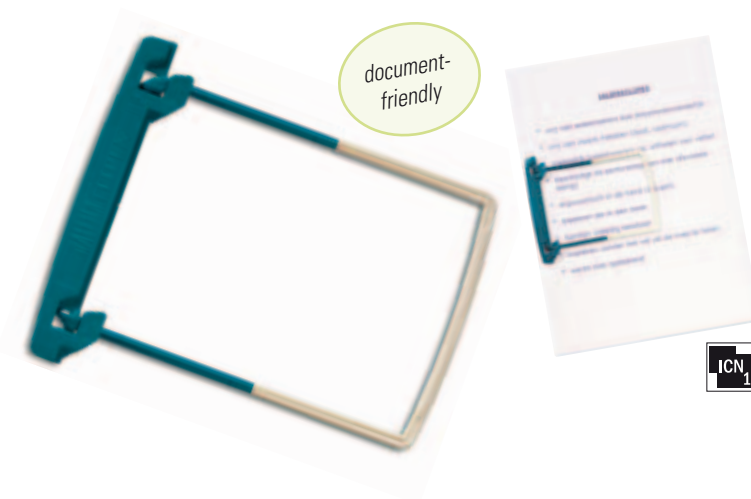
How to use the JalemaClip:

RELEASE

Push on the ends of the plastic cover with thumb and index finger and remove the tube from underneath the ridges.
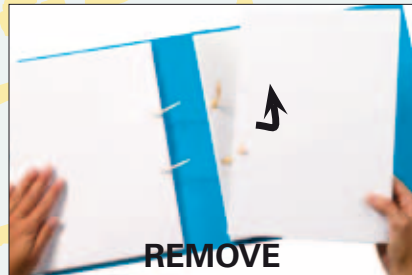
LEAF THROUGH

Determine the correct location in the file and slide the pages in front across the extension piece, to the far left.

OPEN

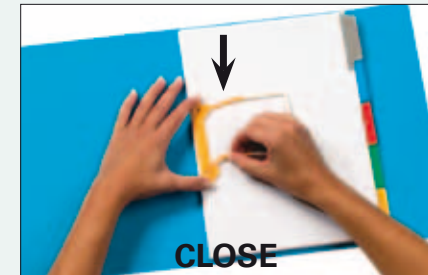In order to open the mechanism, release the tube off the extension piece

REMOVE

To remove a page, the best thing to do is remove the page via the tube (no tearing).

INSERT

To insert documents, the best thing to do is to use the extension piece on the left-hand side.

CLOSE

Close the mechanism in reverse order, making sure to pull the tube tight and to secure it between the ridges of the cover plate. The contents are now safely stored again.

SELF-ADHESIVE

JalemaClip-Stickup; Self-adhesive strip to stick inside files

The JalemaClip-Stickup is a self-adhesive strip with the same characteristics and advantages as the standard JalemaClip. The added advantage of the Stickup is that you can determine exactly where it should be placed in the file. The JalemaClip-Stickup makes an efficient fastener file out of any binder, folding file or offer folder.

Prod. no.	Description	Stand. pack.	Capacity
5715500	JalemaClip-Stickup	Box of 100 items	50 mm

Stripper-Stickup; maximum ease-of-use

The Stripper is also characterised by simplicity and user-friendliness. The Stripper is a self-adhesive attachment mechanism consisting of a self-adhesive white strip (with no sharp edges because it is PE coated) and a plastic cover. Because the Stripper is self-adhesive, it can be placed anywhere in the file or folder. The Stripper adheres firmly to paper, cardboard, plastic, and even metal.

Prod. no.	Description	Stand. pack.	Capacity
7170007	Stripper-Stickup (15 x 2 cm)	Box of 100 items	20 mm

EMPTYING LEVER ARCH FILES

Jalema File lifter; From lever arch file to file box in no time at all

The Jalema file lifter enables you to quickly and efficiently transfer the contents of a document file to a loose JalemaClip(ex) which keeps the documents together in the file box. The file lifter comprises two simple red slide-on connectors that act as an extension to the JalemaClip and that are then fitted on the document file mechanism. You put the entire stack in the file box and can still enjoy the advantages of the JalemClip(ex) such as easy copying and removing or inserting sheets.

File lifter user instructions:
• Put the 2 slide-on connectors on the end of the clip with cover.
• Place the clip with the slide-on connectors on the file mechanism and slide the paper from the mechanism to the clip.
• Remove the slide-on connectors from the clip.
• Attach the tube.
• Close the mechanism.
• The contents are now kept together tidily and can be placed in the file box.

The file lifter comes with every JalemaClip(ex) and retail pack.

FREE
FILE LIFTER

With long tube and extension piece (70 mm)

Jalema Archive kit; a complete kit to empty document files

From lever arch file to File Box in no time at all with the complete Jalema Filing kit. With this kit you can transfer the contents of a lever arch file to a loose JalemaClipex quickly and efficiently so that you can then store them in a File Box. The JalemaClipex has an extra long tube that can empty a full lever arch file perfectly. The kit also contains coloured clip labels, on the back and front of which you can write the content, so you can see at a glance what is in the File Box.

Kit contents:
- 100x Document-friendly JalemaClipex (extra long tube)
- 100x Jalema Clip label for text
- 8x File lifter that makes the bridge between lever arch file and JalemaClipex

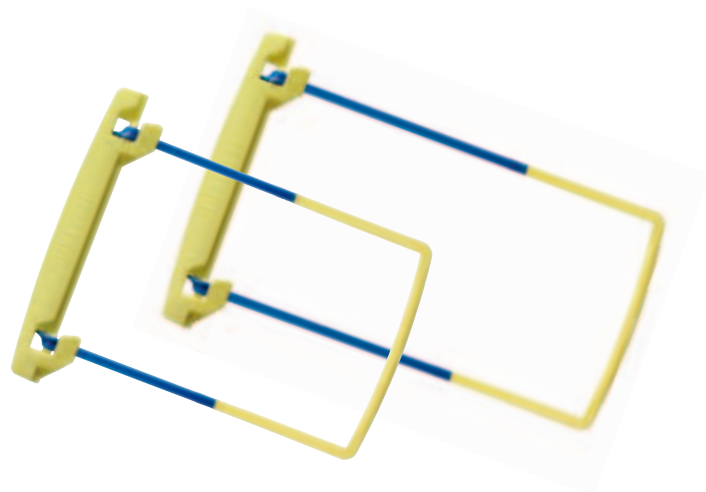| Prod. no.	Description	Stand. pack.	Capacity
5721000	Jalema Archive Kit, box of 100 items	6	70 mm

ANTIBACTERIAL

Jalema ABClip

Research has shown that bacteria and viruses can live for as long as 72 hours on virtually any type of surface. The test report from our new antibacterial JalemaClip indicates that, after 24 hours, 99.995% of all bacteria have been destroyed.

The raw materials of the ABClip contain silver ion, which protects against microbes. Microbial protection combats the growth of bacteria, fungus and other microbes, making this product ideal for the healthcare sector.

It is also highly practical for the long-term storage of documents. This antibacterial protection increases the quality and life span of the product.

| Prod. no.	Description	Stand. pack.
7916305	Coverplate Jalema ABClip (bulk)	Box à 4000 pieces
7916405	Extension piece Jalema ABClip (bulk)	Box à 4000 pieces
791602	Tube Jalema ABClip: 215 mm (bulk)	Box à 4000 pieces
7916202	Tube Jalema ABClip: 280 mm (bulk)	Box à 4000 pieces

YOUR PHYSICAL AND DIGITAL
INFORMATION TOGETHER IN A SINGLE FILE

Jalema DiFy-Clip

- Perfect for storing correspondence together with digital drawings, heavy files, presentations and photographs in a single file.
- Everything together in a single file.
- No more lost USB sticks.
- Does not take up any extra space.
- No need to buy new clip files. Simply replace the plastic cover with the DiFyClip.
- Ideal for architects, lawyers, students, estate agents, advertising and event agencies.

Comes in 2 GB and 4 GB

Prod. no.	Description	Stand. pack.	Capacity
5723200	DiFyClip yellow = 2 GB	1	50 mm
5723400	DiFyClip blue = 4 GB	1	50 mm
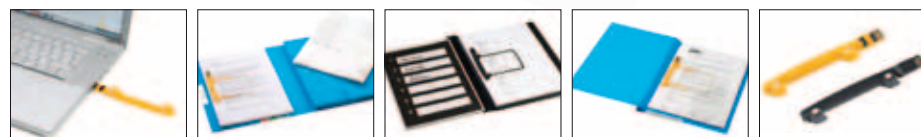
Jalema DiGi-Strip

- Strip and cover including USB.
- Perfect for storing documents together with digital drawings, heavy files, presentations and photographs in a single file.
- No more lost USB sticks.
- No need to buy new files. Simply replace the plastic cover with the DiGi-Strip.
- Ideal for architects, lawyers, students, estate agents, advertising and event agencies.

Comes in 2 GB and 4 GB!

Prod. no.	Description	Stand. pack.	Capacity
5725200	DigiStrip yellow = 2 GB	1	20 mm
5725400	DigiStrip black = 4 GB	1	20 mm

JalemaClip incl. USB

incl. USB

Attachmnent mechanisms

External Archive

External Archive Management

In addition to products, Jalema also offers services. The Archiving Specialist offers you a safe, easy and cost-saving solution for the external storage of your files. Your organization will no longer have to worry about the obligation to retain records. All of your documents are kept in a well-organized and accessible manner, making them easy to locate should you need to retrieve them or submit them to a government authority. Your documents are indexed, filed and stored in a specially built storage facility that meets the requirements of the Dutch Public Records Act.

e Management

Jalema Filing Systems

Archiving Specialist: external archive management

Your organization no longer has to worry about fulfilling the legal obligation to retain records.

The Archiving Specialist offers you a safe, easy and cost-saving solution for the external storage of your static archive. This allows you to use the space in your building for your core activities, without having to keep confidential documents in an unprotected area.

If your particular line of business is subject to the obligation to retain records, you will need an adequate archiving solution for all of those 'dead letters'. It is unlikely that you will ever need to consult the information in the files, but you are still required to save the documents for five years, ten years, twenty years, and sometimes longer, depending on the requirements for your specific sector.

But where are you supposed to store all these lever arch files, document folders, file boxes and other documents that must be saved? And how can you keep them all in a well-organized and accessible manner, making them easy to locate should you need to retrieve them or submit them to a government authority?

The answer is the Jalema Archiving Specialist. Your documents are indexed, filed and stored on pallets in a specially built storage facility that meets the requirements of the Dutch Public Records Act. It is also possible to store your records in the mobile archive. You can deliver your archive records personally or have the Archiving Specialist retrieve them. The keywords are flexibility and customization.

Cost effectiveness

The files and their exact location in the racks are carefully recorded using an automated system in order to prevent misfiling.

And, should you require any of the files that have been stored, they can be retrieved quickly and either delivered to you physically or made available digitally using the 'scanning on demand' option. Generally speaking, most records remain untouched until the end of the agreed time period.

Once the legally required storage period has expired, we can destroy the records according to the relevant guidelines if required. The Archiving Specialist takes all the work and worries off your hands. In the meantime, you save valuable company space while still easily complying with all legal requirements.

Safety

With more than 60 years of experience in archiving solutions, Jalema guarantees the reliability of the Archiving Specialist facilities. The building is equipped with strict access security and video monitoring and the carefully selected staff is trained in dealing with confidential information. The various sections of the building have insulated walls and the temperature and humidity levels are kept constant and tailored to optimal storage conditions. This means that your records remain in perfect condition - for as long as you want.

Archive management in accordance with the Dutch Public Records Act

The Dutch Public Records Act contains a number of regulations for archive creation and management for government organizations. All government agencies must comply with these guidelines. These requirements may seem easy enough to comply with, but that is not always the case in practice. A great misconception, for example, is that many people believe that if a file says 'acid-free' on it and is made of acid-free cardboard it automatically complies with ICN requirements. The consequences of this misconception can be severe. Files may be refused and require repackaging, even though there are plenty of possibilities to do this right the first time.

Archive Cube/Mobile Archive/Pallet

Apart from the mobile archive and pallets, records can also be stored in the Archive Cube. The Archive Cube is only 135 cm in height, making it easy to place at any height on our pallet racks. The Archive Cube is equipped with profiles and shelves and has a capacity with profiles of 9.3 metres.

Mobile archive.

Archive Cube.

RELATED PRODUCTS:

Fastener file with JalemaClip, page 18

Codetabs, page 64

File box, page 88

Storage boxes, page 89

Boxes

Boxes

Jalema has various file and storage boxes in its product range. File boxes are ideal for static archives and the long-term storage of loose-leaf or combined documents. The storage boxes can be used to store folders, lever arch files, loose documents and X-rays. In the event that the records are subject to the Dutch Public Records Act, we can offer various materials, such as wrapping paper, folders, attachment mechanisms and boxes that meet the requirements set out in the Dutch Public Records Act.

Jalema Filing Systems

Boxes: for your archive, relocation and storage

Municipal File Box; sturdy and pH-neutral

Made of heavy, double- lined kraft cardboard (850 gr.), the Jalema Municipal Archives File Box is exceptionally strong. The score marks in the box file are virtually guaranteed to never break, even after frequent use. And the documents stored in the Municipal Archives File Box will remain absolutely dust-free. Even the thumb hole is sealed against dust. The box files are easy to put together using metal connecting pieces. The open punched grooves render it unnecessary to remove cardboard. The Box File has a capacity of 11,5 cm. The box files have a blind-stamped square for the index and come with a label. The pH value of the cardboard is neutral, thus optimally protecting your old archive against the harmful effects of acids.

Prod. no.	Description	Size/mm.	Stand. pack.	Capacity
2303700	Foolscap Municipal File Box	370 x 260 x 115	50	115 mm
	with connecting pieces and labels			
7900500	Connecting pieces		Bag of 200	
2976000	Labels		Bag of 50	

File box foolscap; can be used upright or horizontal

Made of mini corrugated cardboard and is easy to assemble. Can be used upright or horizontal. Comes with imprint contents field.

Prod. no.	Description	Size/mm.	Stand. pack.	Capacity
7103500	File box foolscap	360 x 235 x 80 mm	50	80 mm

ICN2 ISO 9706 See page 5 for explanation about the ICN-requirements

Storage boxes; efficient relocation and storage

To store or relocate your archive in the most effective manner, we offer two different sizes of storage boxes. These boxes are suitable for files, lever arch files, loose documents and x-rays. The boxes have a printed contents field. In the event that the items stored are subject to the Dutch Public Records Act, we can offer various materials, such as wrapping paper, acid-free files, attachment mechanisms and boxes that meet the requirements set out in the Dutch Public Records Act.

Prod. no.	Description	Size/mm.	Stand. pack.
4607003	"Archiving specialist" storage box for A4 and foolscap files	376 x 293 x 388	20
4607203	"Archiving specialist" storage box for X-ray files	220 x 410 x 475	15

Infinio cardboard file cover

Protects documents that must be filed for long periods of time. Keeps paper acid-free. Ideal for file boxes. The documents enjoy maximum long-term protection. Use the File lifter in combination with the JalemaClipex to move the contents of a document file to the JalemaClipex efficiently and fast. Cardboard: 160 gram chlorine-free and acid-free Colorkraft cardboard.

Prod. no.	Description	Size/mm.	Stand. pack.
3721027	Infinio cardboard file cover	360 x 680	250

Jalema acid-free file boxes, ICN3 and ICN4

The two acid-free ICN file boxes are made of 600 gram corrugated cardboard. The boxes are acid-free and the one complies with the ICN quality requirement no. 3 for long-term storage (30 years), whereas the other with ICN quality requirement 4 for medium-term storage (10 years). Both boxes comply with the PAT test in accordance with ISO standard 14523 and have a pH value of 7 to 8.

The inside dimension of the boxes when assembled is 260 x 380 x 114 mm. The boxes are delivered flat and can be assembled easily and quickly without the use of any tools.

Prod. no.	Description	Stand. pack.
4710300	File Box ICN3: corrugated cardboard, blue-grey exterior / white interior	set of 50 boxes
4711300	File Box ICN3: corrugated cardboard, blue-grey exterior / white interior	pallet of 1000 boxes
4710400	File Box ICN4: corrugated cardboard, brown exterior / white interior	set of 50 boxes
4711400	File Box ICN4: corrugated cardboard, brown exterior / white interior	pallet of 1000 boxes

ICN 3 (30 years). ICN 4 (10 years).
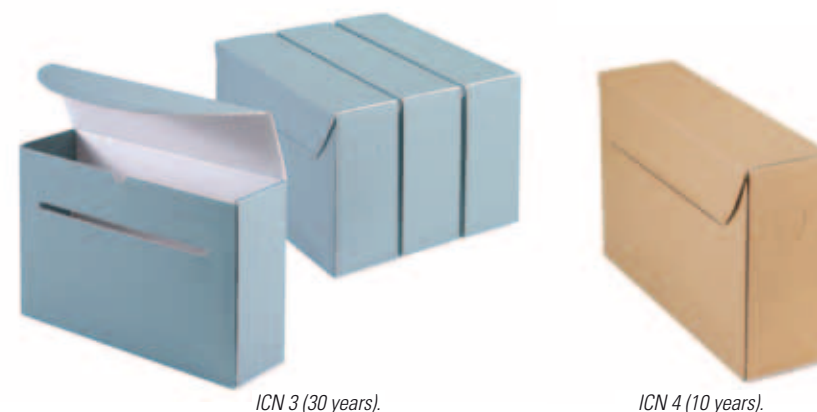
Presentation

Jalema offers a number of clever and professional-looking products that contribute to a well-organised work environment and make daily work activities easier and more efficient.

Jalema Grip

An attractive aluminium display rail for holding all your documents. In addition to our 5 standard lengths, we also offer the option of custom lengths.

Flex-o-Frame

A versatile presentation system for holding documents, brochures and business cards that you want to keep close at hand for easy retrieval and reference. Perfect for keeping on a desktop or counter, in a showroom or suspended from the wall.

Jalema Filing Systems

Jalema Grip: display rails

Jalema Grip

You've seen them: overflowing memo and notice boards that soon become untidy and incomprehensible.
Forget about all that, because now there's the Jalema Grip!
It solves your problem of that old and untidy notice board, just like that. After all, not only is the Jalema Grip more convenient and efficient, the aluminium display rails are also extremely representative.

A combination of quality and design
• Shockproof aluminium profile.
• Gear mechanism of plastic rollers.
• The ends of the profile are neatly finished with black caps.

The Jalema Grip is available in 5 standard lengths: 34 cm, 60 cm, 90 cm, 120 cm and 240 cm.

Use

Insert and remove documents in a single operation
• **IN;** paper of all types and sizes can be inserted behind the rollers in the Jalema Grip. Once inserted, a sheet of paper won't fall out.
• **OUT;** by pulling the sheet of paper towards you at a 90 degree angle, the paper can be removed without being damaged.

Assembly material

The Jalema Grip comes with assembly materials: screws, double-sided tape and 2 magnets (length of 240 cm comes without magnets).
The magnets enable you to just click it onto a whiteboard or any metal office cabinet.
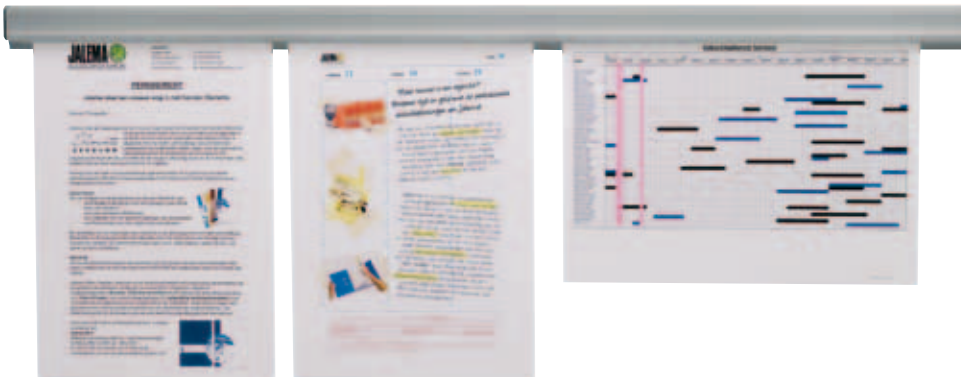
Customised Jalema Grip, you choose the size you want

We can also customise the Jalema Grip for you. Every length is possible, from 100 pieces per length. Some practical examples:
• Complete Jalema Grip wall at a primary school for drawings (4 metres).
• A firm of architects that uses it for floor plans (2.5 metres).
• A4 size Grips for a machine in a production hall (25 cm).

Applications

• In the office, for memos and info bulletins.
• At home, for posters and shopping lists.
• At school, for drawings and projects.
• In the production hall, for timesheets and production statistics.
• In conference rooms, for flip-over sheets and presentation drawings.
• In restaurants, for bills and product lists.
• At architect's firms, for floor plans and designs.
• In advertising agencies, for presentations and proposals.

Prod. no.	Description	Stand. pack.
1600633	Jalema Grip - 60 cm	6
1600933	Jalema Grip - 90 cm	6
1601233	Jalema Grip - 120 cm	6
1602433	Jalema Grip - 240 cm	4
1605333	Jalema Grip - 34 cm, incl. assembling magnet	6
1605633	Jalema Grip - 60 cm, incl. assembling magnet	6
1605933	Jalema Grip - 90 cm, incl. assembling magnet	6
1606233	Jalema Grip - 120 cm, incl. assembling magnet	6

IN

OUT

available in every length
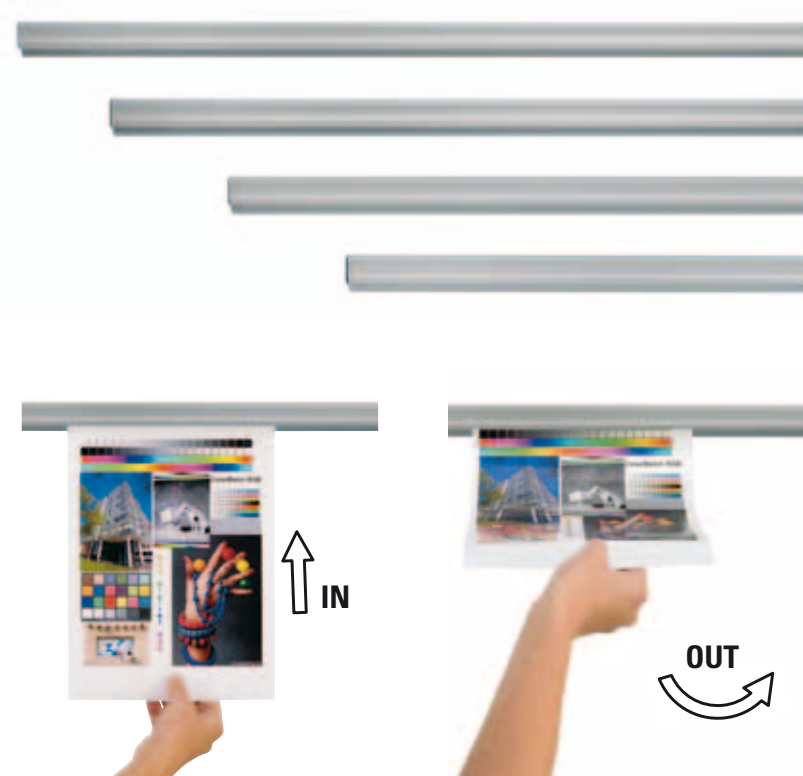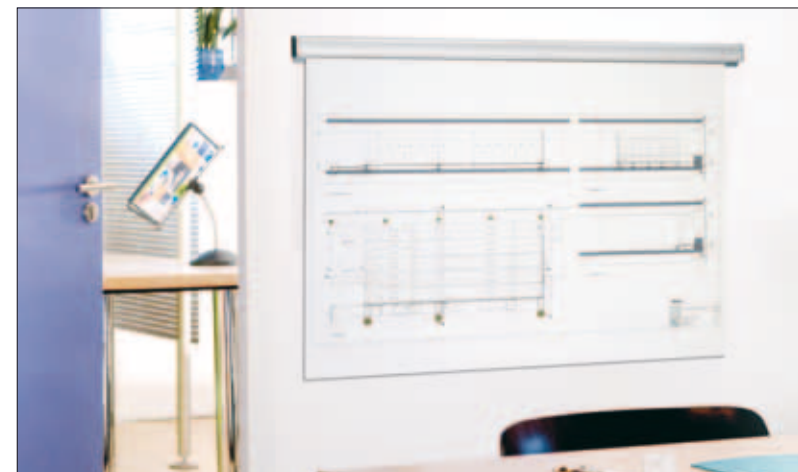
Flex-o-Frame: versatile information system

Info pocket for brochures

A4 info pocket

Flex-o-Frame

The product range's basis is formed by hardware such as desk stands, wall elements, arms, etc. The transparent A4 and A5 Info Pockets will fit perfectly, are made of matt foil and are non-reflective. The sheets will not 'stick' to the foil.

INFO POCKETS

- Any document inside the pocket will be readable.
- You can make copies without having to remove the original from the pocket.
- The originals cannot be damaged by dust, grease, coffee, paint and other liquids, and cannot crease or fold.
- The pockets are watertight.
- Available in A4 and A5.
- Categorisation option according to colour.
- Non-reflective foil.
- Very sturdy Info Pockets, with strong edges.
- Leaf through like a book.
- The Info Pockets are made of polypropylene (PP).
- The Info Pockets are 100% recyclable.
- The page you need will remain open.
- Info Pockets are easy to remove and insert.
- Label holders can be put on the Info Pockets.

Info pockets A4 and A5

- It's easy to put documents inside the Info Pockets, by simply opening the front of the pocket.
- Good quality.
- Suitable for all Flex-o-Frame elements and stands.
- Available in various colours.

Prod. no.	Description	Stand. pack.
79601**	Info Pocket A5	10
	** = colour code: 02 19	
79606**	Info Pocket A4	10
	** = colour code: 01 02 06 08 15 18 19	

Info pocket A4 with suspension ring

• The pocket with suspension ring serves to hang an A4 sheet on the wall.
• Extremely convenient for often-used documents.
• Not suitable to be used in an element or stand.
• Available in red and blue.

Prod. no.	Description	Stand. pack.
79611**	Info Pocket A4 with suspension ring	10
	** = colour code: 02 15	

Info pocket A4 for business cards

• Room for 20 business cards (10 at the front and 10 at the back).
• Suitable for all Flex-o-Frame elements and stands.

Prod. no.	Description	Stand. pack.
79612**	Info Pocket for business cards	10
	** = colour code: 02 19	

Info pocket A4 for leaflets/forms

• Suitable for a set of leaflets, forms or brochures.
• Easy to add to all elements or desk stands.
• This Info Pocket is also ideal as leaflet tray.
• Also very handy next to a machine.

Prod. no.	Description	Stand. pack.
79614**	Info Pocket for leaflets/forms	10
	** = colour code: 02 19	
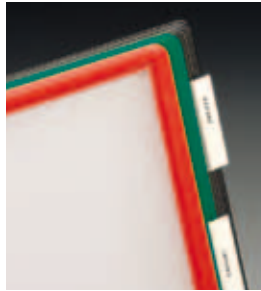
Label holder

- Loose indication tabs for a clear categorisation.
- Are easy to click onto the Info Pockets.
- Can be slid onto any level.
- Comes with sheets for notes.

Prod. no.	Description	Stand. pack.
7961820	Label holder, bag of 10 items	1

WALL ELEMENTS

Wall element Superior for A4 and A5 Info Pockets

- Extremely suitable for applications in the workplace, warehouse, DIY-store, car parts trade, supermarket and wholesaler.
- Made of 1.5 mm-thick grey sheet iron.
- A wall bracket is available to create the ideal information stand.
- Available in A4 and A5.
- Info Pockets are available in various colours.

Prod. no. Element	Prod. no. Info Pocket.	Description
7962107	10x 79601**	Wall Element Superior for 10 x A5
		** colour code. Info Pockets A5: (02) (19)
7963107	10x 79606**	Wall Element Superior for 10 x A4
7963207	20x 79606**	Wall Element Superior for 20 x A4
7963307	30x 79606**	Wall Element Superior for 30 x A4
7963507	50x 79606**	Wall Element Superior for 50 x A4
		** colour code. Info Pockets A4: (01) (02) (06) (08) (15) (18) (19)

Info Pockets must be ordered separately. See page 94.

Prod. no.	Description
7963907	Wall bracket for diagonal fixing of element
7961820	Label holder, bag of 10 items

Info Pockets must be ordered separately

Wall bracket

Wall element Premium incl. 5 or 10 Info Pockets A4

- The element is made of 1.1 mm-thick black sheet iron.
- Including 'click' strips, for easy and fast attachment.
- Very suitable for mounting against racks.
- For maximum presentation of e.g. product information.
- A different version with magnet is also available, requiring no assembly materials at all.
- Comes with A4 Info Pockets.
- Available with blue or black Info Pockets.

Prod. no.	Description
7968002	Wall Element Premium, incl. 5 A4 Info Pockets (blue)
7968019	Wall Element Premium, incl. 5 A4 Info Pockets (black)
7968119	Wall Element Premium Magnet, incl. 5 A4 Info Pockets (black)
7968202	Wall Element Premium, incl. 10 A4 Info Pockets (blue)
7968219	Wall Element Premium, incl. 10 A4 Info Pockets (black)

Prod. no.	Description
7961820	Label holder, bag of 10 items

Prod. no.	Description
7964619	Wall Element Premium for 10 x A4 (black)

Info Pockets must be ordered separately. See page 94.

Flex-o-Frame in practice:

Info Pockets must be ordered separately

DESK STANDS

Desk stand Superior for 40 x A4/A5

- The Desk Stand comes with a pen tray at the front.
- Made of high-quality plastic.
- It is possible to connect multiple stands.
- Available in A4 and A5.
- Info Pockets are available in various colours.

Prod. no. Element	Prod. no. Info Pocket	Description
7964007	40x 79601**	Desk Stand Superior for 40 x A5
		** colour code. Info Pockets A5: 02 19
7964307	40x 79606**	Desk Stand Superior for 40 x A4
		** colour code. Info Pockets A4: 01 02 06 08 15 18 19

Info Pockets must be ordered separately. See page 94.

Prod. no.	Description
7961820	Label holder, bag of 10 items

Infomanager Superior basis incl. 10 Info Pockets A4

- You select the ideal reading position.
- Sturdy stand in anthracite.
- Extremely stable thanks to steel-reinforced base.
- Metal can be removed when used on the wall.
- The InfoManager can be extended with up to 60 Info Pockets.
- Comes with A4 Info Pockets.
- Available with blue or black Info Pockets.

Prod. no.	Description
7967519	InfoManager Superior base incl. 10 Info Pockets A4 (black)
7967502	InfoManager Superior base incl. 10 Info Pockets A4 (blue)
7967719	InfoManager Superior extension incl. 10 Info Pockets A4 (black)
7967702	InfoManager Superior extension incl. 10 Info Pockets A4 (blue)

Prod. no.	Description
7961820	Label holder, bag of 10 items

Desk stand Premium incl. 10 Info Pockets A4

• Metal desk stand.
• The product's construction is simple yet stable.
• Comes with A4 Info Pockets.
• Available with blue or black Info Pockets.

Prod. no.	Description
7968402	Desk Stand Premium, incl. 10 A4 Info Pockets (blue)
7968419	Desk Stand Premium, incl. 10 A4 Info Pockets (black)

Prod. no.	Description
7961820	Label holder, bag of 10 items

VIP Desk stand incl. 10 Info Pockets A4

• Exclusive look.
• Ideal for the office, hotels and showrooms.
• The pockets can be viewed in both A4 horizontal and A4 upright by just turning them in the required position.
• The pockets can also be turned 360 degrees, so that the information can be viewed from 13 different angles.
• The bottom has an anti-slip base, so the stand sits stable on your desk or counter and will not move.
• Comes with A4 Info Pockets.
• Available with anthracite Info Pockets.

| Prod. no.	Description
7967801	VIP Desk Stand, incl. 10 A4 Info Pockets (anthracite)
7967901	VIP Desk Stand, incl. 20 A4 Info Pockets (anthracite)
7969001	VIP Desk Stand, incl. 10 A4 Info Pockets, mix (anthracite)
	(8 Info Pockets A4, 1 Info Pocket for business cards, 1 Info Pocket for leaflets)

Prod. no.	Description
7961820	Label holder, bag of 10 items
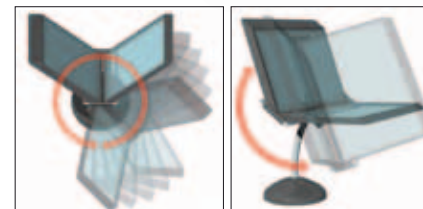
Cabinets/ra

Cabinets/ Racks

Archives of any nature and size can be stored in a well-organized, easily accessible and space-saving manner in Jalema cabinets and racks. Regardless of whether you are looking for a solution for your working archive at the office or static archive in the basement, the range of possibilities extends from attractively designed office cabinets to extremely space-saving racks. And if you would prefer to use your existing furniture, conversion sets are also available that allow you to take advantage of the Jalema system using your own cabinets.
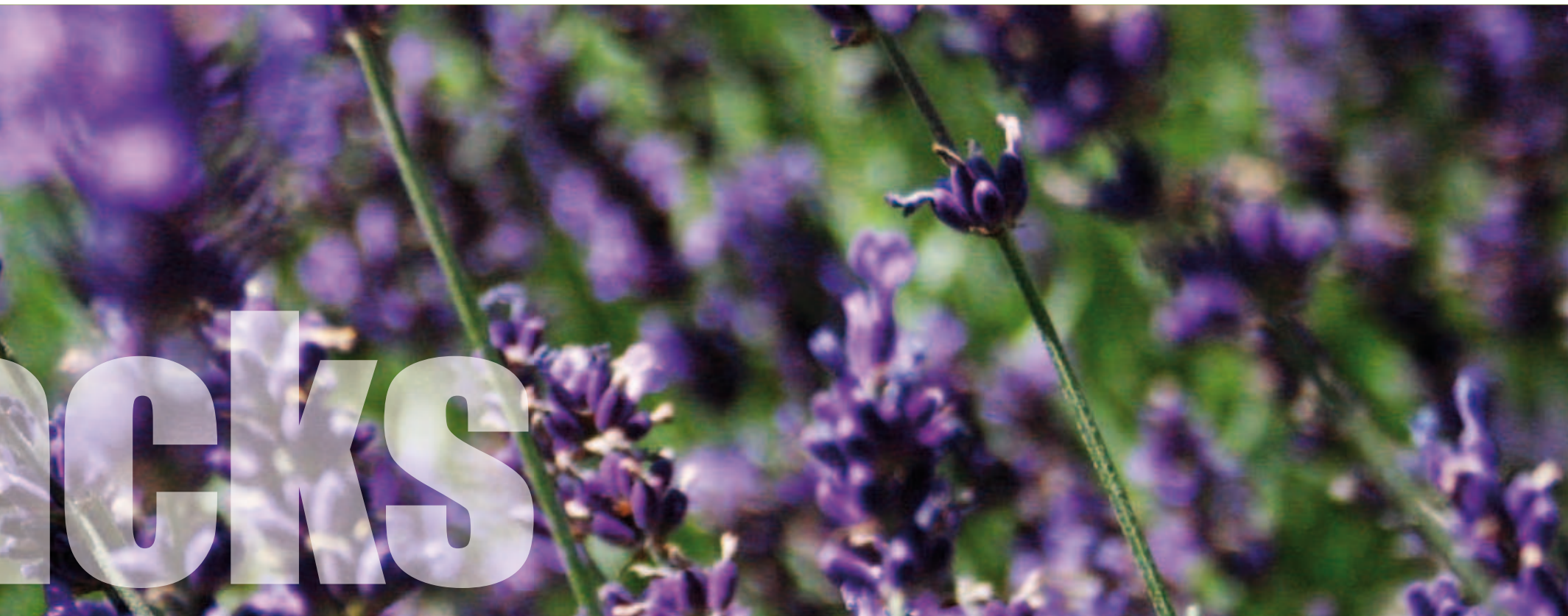
Jalema Filing Systems

Jalema offers the following products:

Cabinets

Flexible cabinet layout
with Jalema profiles
and shelves.
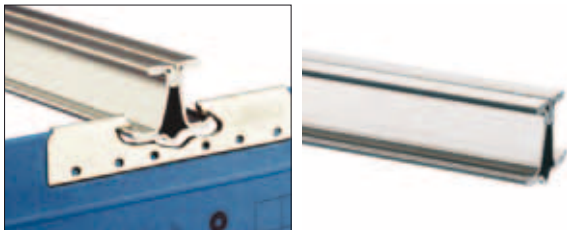
Jalema profile

JALEMA TAMBOUR DOOR CABINETS

Sturdy, flexible, efficient and safe.
Jalema tambour door cabinets help create a well-organized and stylish office. The wide selection of cabinets in varying heights and layout possibilities ensures the best possible use of space.

Flexible cabinet layout

The cabinet can be tailored to your preferences using shelves and assembly kits for Jalema suspension files. The assembly kit consists of a Jalema profile and two profile supports. The shelves are suitable for lever arch files/file boxes as well as suspension files (underneath).
The inside of the cabinet has a perforation hole every 30 mm for mounting the profile supports or shelves.

Tambour door

The tambour door set consists of two sections, each with 22 strips, and a sliding protective cover. You can choose between PVC and aluminium doors.
The PVC version has the added advantage of an aluminium sliding protective cover that provides extra durability, whereas the aluminium doors have nylon ball bearing wheels on the bottom for moving the doors easily and quietly. The aluminium doors are also fire and burglary-resistant.
Both doors close completely thanks to the soft-close magnetic seal.

Construction and finish

The solid body of the cabinet fits together perfectly with the steel plate sides.
The back side has an attractive and complete finish so that the cabinet can be used as a partition wall. The cabinet is also equipped with adjustable legs that can be adjusted from the inside using a socket wrench.

Coordinated to your interior

To coordinate the style of the cabinet to the other furniture in your office, you have the option to order a cherry Melamine worktop, the most commonly used worktop in offices.
It is a 25 mm thick solid worktop with a contemporary look.
The edges are finished with a 2 mm thick PVC strip, providing a chip-proof finish.

Varnish colours

All metal parts are powder-coated and available in black and silver grey. This provides durable protection.

Locking

The drop-down doors have a central lock system comprised of a three-point locking system with replaceable cylinder and including two numbered keys, one of which is a safety key. The number is engraved on both the key and lock to ensure easy reordering and cylinder replacement.

Prod. no.	Description	Dimensions (hxwxd)
63600**	Jalema tambour door Cabinet with Plastic Strips Colour: black (19) and silver grey (33)	1,980 x 1,200 x 420 mm
63601**	Jalema tambour door Cabinet with Plastic Strips Colour: black (19) and silver grey (33)	1,650 x 1,200 x 420 mm
63602**	Jalema tambour door Cabinet with Plastic Strips Colour: black (19) and silver grey (33)	1,350 x 1,200 x 420 mm
63605**	Jalema tambour door Cabinet with Aluminium Strips Colour: black (19) and silver grey (33)	1,980 x 1,200 x 420 mm
63606**	Jalema tambour door Cabinet with Aluminium Strips Colour: black (19) and silver grey (33)	1,650 x 1,200 x 420 mm
63607**	Jalema tambour door Cabinet with Aluminium Strips Colour: black (19) and silver grey (33)	1,350 x 1,200 x 420 mm
6361035	Melamine Worktop for Jalema tambour door Cabinet Colour: cherry	25 x 1,200 x 420 mm
63611**	Shelf for Jalema tambour door Cabinet Colour: black (19) and silver grey (33)	25 x 1,050 x 360 mm
6361200	Assembly Kit for Jalema tambour door Cabinet	Profile length: 1,050 mm

Shelves must be ordered separately!

Black edition with a cherry Melamine worktop.

Assembly kit for metal cabinets and racks.

Noiseless, acoustics, flexible and safety.

JALEMA SLIDING DOOR CABINETS

The sliding door cabinet helps create a stylish and attractive office interior. The subtle perforation on the sliding doors and the sound-muffling foam contribute significantly to pleasant acoustics in the office.

Flexible cabinet layout

The cabinet can be tailored to your preferences using shelves and Jalema assembly kits for Jalema suspension files. The assembly kit consists of a Jalema profile and two profile supports. The shelves can also be used for frontal suspension files, which are suspended under the shelves. The inside of the cabinet has a perforation hole every 20 mm for mounting the profile supports or shelves.

Noiseless

The doors move independently of one another and the perforated sliding doors move silently along the body of the cabinet.

Accessibility

The sliding doors slide along the guide rail at the front of the cabinet. This means that the doors are never in the way when open. And, when open, one half of the cabinet is always fully accessible.

Acoustics

The specially designed acoustic doors behind the panels are fitted with sound-absorbent foam and perforations. The result is pleasant acoustics. The cabinet has been tested in accordance with acoustics standard ISO-EN 354 and comes with a test report.

Construction and finish

The sliding door cabinet is constructed of two separate sections that are connected by means of a clip. Together they form a sturdy and solid whole. Four adjustable feet finished with a Teflon layer make it possible to slide the cabinet over soft floor coverings.

Safety

The steel body and doors of the cabinet are burglary and fire-resistant, so that your possessions are stored safely at all times.

Coordinated to your interior

To coordinate the style of the cabinet to the other furniture in your office, you have the option to order a cherry Melamine worktop, the most commonly used worktop in offices. It is a 25 mm thick solid worktop with a contemporary look. The edges are finished with a 2 mm thick PVC strip, providing a chip-proof finish.

Varnish colours

All metal parts are powder-coated and available in white and silver grey. The powder-coating provides durable protection.

Locking

Each sliding door is equipped with a lock with a replaceable cylinder. Every cabinet comes with two numbered keys, one of which is a safety key. The number is engraved on both the key and lock to ensure easy reordering and cylinder replacement.

Prod. no.	Description	Dimensions (hxwxd)
63620**	Jalema Sliding Door Cabinet	1,200 x 2,000 x 510 mm
	Colour: white (18) and silver grey (33)	
63621**	Jalema Sliding Door Cabinet	1,600 x 1,200 x 510 mm
	Colour: white (18) and silver grey (33)	
6362535	Melamine Worktop for Jalema Sliding Door Cabinet	25 x 2,000 x 510 mm
	Colour: cherry	
63626**	Shelf for Jalema Sliding Door Cabinet	30 x 930 x 420 mm
	Colour: white (18) and silver grey (33)	
6362700	Assembly Kit for Jalema Drop-Down Cabinet	Profile length: 930 mm

Shelves must be ordered separately!

The cabinet can be used as a partition wall.

FIRE AND BURGLARY-RESISTANT CABINETS

Your valuable company information deserves to be stored in a fire and burglary-resistant filing cabinet. Uninvited guests will have difficulty accessing the contents of these cabinets, which are also well protected from fire. There are 3 models to choose from.

Cabinet features:
• Protection from both burglary and fire.
• Ideal for filing documents.
• Comes with double key bit lock (includes two keys).
• Height-adjustable shelves.
• Standard colour: grey (RAL 7035).
• Can be tailored to your preferences using shelves and Jalema assembly kits.

Jalema 'Standard' Filing Cabinet
• Quality finish on all sides
• Fitted with sturdy hinges.
• Available in various other RAL colours.
• Complies with DIN 4102 ½ hr fire-resistance requirement.
• Complies with Safe 1 is €1,000

Prod. no.	Description	Dimensions (hxwxd)
6371107	Jalema 'Standard' Filing Cabinet	1,950 x 1,260 x 550 mm (outside measurement)
	Weight: 205 kg	1,800 x 1,210 x 450 mm (inside measurement)
	Colour: grey	
6371607	Shelf for Jalema 'Standard' Filing Cabinet	1,210 x 450 mm (wxd)
	Colour: grey	
6371800	Assembly Kit for Jalema 'Standard' Filing Cabinet	Profile length: 1,200 mm

Shelves must be ordered separately!

Jalema 'Standard' Filing Cabinet

Jalema 'Economy' Filing Cabinet

- Plastic casing around lock and handle.
- Simple finish.
- Available only with grey RAL 7035 texture.
- Complies with DIN 4102 ½ hr fire-resistance requirement.
- Complies with Safe 1 is €1,000

Prod. no.	Description	Dimensions (hxwxd)
6370207	Jalema 'Economy' Filing Cabinet	1,950 x 1,200 x 520 mm (outside measurement)
	Weight: 220 kg	1,785 x 1,100 x 400 mm (inside measurement)
	Colour: grey	
6370600	Assembly Kit for Jalema 'Economy' Filing Cabinet	Profile length: 1,090 mm

Jalema 'Economy' Filing Cabinet.

Jalema 'Safe' Filing Cabinet

- Offers optimal protection against burglary and fire.
- Pre-prepared for floor mounting.
- Fire-resistant for paper for 2 hours.
- Complies with VDMA German standard (testing institute)
- Complies with 120P = Fire-resistant for paper for 2 hours
- Complies with Safe 3 is €5,000

Prod. no.	Description	Dimensions (hxwxd)
6372007	Jalema 'Safe' Filing Cabinet	1,800 x 1,350 x 560 mm (outside measurement)
	Weight: 995 kg	1,502 x 1,205 x 331 mm (inside measurement)
	Colour: grey	
6372500	Assembly Kit for Jalema 'Safe' Filing Cabinet	Profile length: 1,200 mm

Jalema 'Safe' Filing Cabinet.
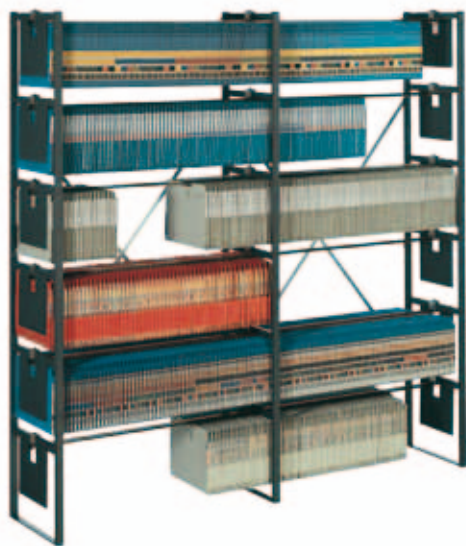
A4/A3 Uni Rack

A special Uni Rack is available for A4/A3 files. This self-assembly rack has 6 Jalema profiles of 946 mm in length. Jalema profiles must be ordered separately. Assembly of the Uni Racks is extremely simple and the rack can be extended with unlimited numbers of extension units. The dimensions of this rack are: 2280 mm high, 400 mm deep and 1000 mm wide. The extension unit is 970 mm wide. The maximum evenly distributed load for each Jalema profile is 60 kg. The Uni Rack comes in the colour grey (RAL 7015).

Prod. no.	Description	Stand. pack.
6494000	Uni Rack, Basic Unit, 400 mm deep;	
	for 6 rows of A4 files	1
6494500	Uni Rack, Extension Unit, 400 mm deep;	
	for 6 rows of A4 files	1
6496000	Set of 6 Jalema profiles for the Uni Rack	1

Continuous Filing Rack

Continuous Filing Racks are racks without any obstructive sidewalls, making it possible to slide files across the entire width of the rack, ideal for large archives. Available as a single (H1) or double (H2) rack. All widths from 600 mm are available in units of 100 mm. (Not possible are the widths 900 and 1100 mm). The continuous filing racks have 6 (2015 mm high) or 7 (2345 mm high) Jalema profiles. A support should be placed at least every 1000 mm. The H1 and H2 racks are supplied as do-it-yourself kits. Naturally Jalema can assemble them for you. The racks come in the colour grey (RAL 7015).

Prod. no.	Description	Stand. pack.
6910633	H1 Rack with 6 Jalema Profiles	1
6920633	H2 Rack with 2 x 6 Jalema Profiles	1
6910733	H1 Rack with 7 Jalema Profiles	1
6920733	H2 Rack with 2 x 7 Jalema Profiles	1

Jalema filing racks

Filing racks are an extremely sturdy method of storage. These racks are sturdy, multifunctional and available in a wide range of styles. The width, depth and height of the racks are tailored to the required capacity and functionality.

Jalema filing racks in practice

The system's strength lies in its simplicity: no unnecessary frills, but a simple, solid and practical construction. This simplicity makes the system easy to use at any location where items need to be stored and retrieved.

Warehouses, shop inventory, libraries, hospitals, graphics companies, school administrative offices, government agencies, pharmacies, shoe stores – the range of companies and organizations that can benefit from the perfect, cost-effective solution of Jalema filing racks is virtually endless.

A wide range of accessories is also available and includes suspension file profiles, bookends, shelf clamps, sliding doors, roll-down shutters and shelves.

'Mobilize' your filing rack!

A measurable gain in functionality can be achieved by making your Jalema filing racks laterally mobile (see illustration). Jalema offers rack supports that make it possible to place the racks on rails inside a false floor, thereby making optimal use of the available floor space. This makes the system even more ideal for office and work spaces. The result is more room to move around the work floor or, alternatively, room for an extra workstation.
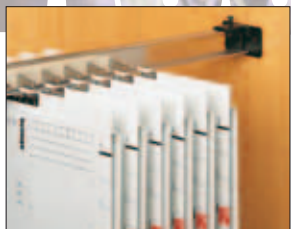
Prices on request.
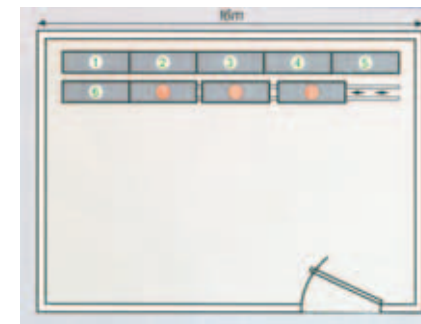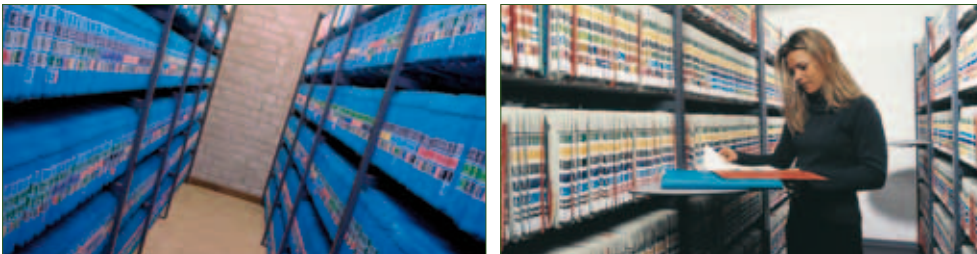
Filing racks on mobile frames

Assembly kits

Assembly kit for wooden cabinets and racks.

Assembly kit for metal cupboards and racks; profile carriers are delivered in black.

Jalema profile

Assembly kits

The assembly kits can be used with virtually any type of cabinet or rack, including your own office furniture. Sets are available for both wooden and metal furniture. The inside depth measurement of the cabinet does not have to be deeper than the back (i.e. suspension side) of the files.
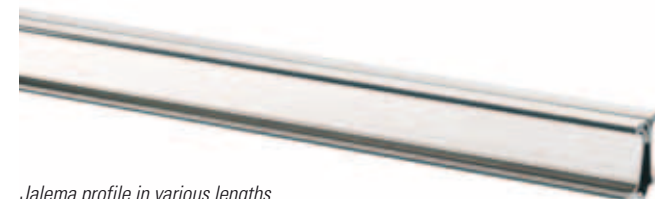
The assembly kits can be fitted into virtually any cabinet or rack. The assembly itself is as easy as putting in a shelf.

The profile support replaces the shelf support and the profile is supplied in any desired length. The assembly kits let you put together an efficient Jalema filing system quickly and at little cost. Profile supports 5803300 are used for cabinets with perforation distances of up to 330 mm. Profile support 5805000 is needed for cabinets with depths of 330 to 500 mm.

Prod. no.	Description	Length	Stand. pack.
5814000	Jalema profile	800 mm	1
5814500	Jalema profile	900 mm	1
5814800	Jalema profile	965 mm	1
5815000	Jalema profile	1000 mm	1
5815500	Jalema profile	1050 mm	1
5815600	Jalema profile	1065 mm	1
5816800	Jalema profile	1190 mm	1
5817100	Jalema profile	special: up to 995 mm	1
5817200	Jalema profile	special: 1010 up to 1195 mm	1
5801900	Assembly kit; profile holders for wooden cabinets (with screws)		Set à 2 pcs.
5803300	Assembly kit; profile carriers for metal cabinets and racks (230 - 330 mm)		Set à 2 pcs.
5805000	Assembly kit; profile carriers for metal cabinets and racks (330 - 500 mm)		Set à 2 pcs.

Index of allowed load Jalema profile in kg

Length in mm	Profile carriers / Profile holders	H-rack/ Wall filing rack	Mobile JMS
600	133	–	–
700	108	–	–
800	88	128	108
900	72	107	88
1.000	60	90	76
1.100	52	–	65
1.200	47	–	58

Jalema profile in various lengths.

FILING UNIT

For use with any cabinet or rack

This handy Filing Unit for lateral suspension file systems fits into any cabinet or rack. The unit is simply placed on the shelf and your filing system is ready to use. If you remove the shelves from the cabinet, you can stack the units so that several rows of suspension files can be placed on top of one another. Convenience at its best.

The widths of the units are tailored to the widths of the most commonly sold office cabinets (700, 900 and 1050 mm). The filing unit has a height of 330 mm and a depth of 350 mm.

The Filing Unit and suspension file system are the ideal combination for smaller offices or home archives. The unit is also perfect for starting a lateral filing system. This system is designed to grow along with your needs. Inquire about all the possibilities.

Easy assembly

The Filing Unit requires only a few screws to assemble and can be put into use in no time. The metal profile makes it easy to file in a well-organized and space-saving manner using Jalema lateral suspension files. To facilitate stacking, we have developed a special construction that makes it possible to screw together the various Filing Units to create a single unit.

Prod. no.	Description	Size/mm.	Stand. pack.
6430700	Jalema Filing unit	700	1
6430900	Jalema Filing unit	900	1
6431100	Jalema Filing unit	1050	1
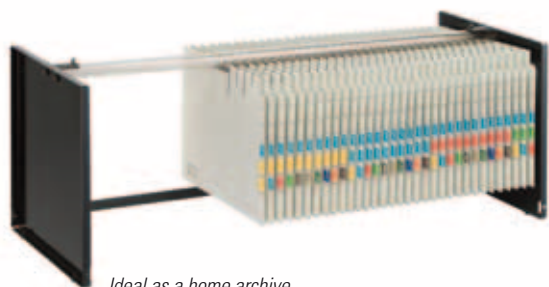
Ideal as a home archive.

Accessories

ACCESSORIES

Info Shelf

The Info Shelf is a handy shelf that can be attached to the frame of continuous filing racks and which can be used to temporarily place files when searching through them or inserting or removing documents. After you are done with the shelf, simply fold it up and out of the way so that it does not obstruct the aisle. The Info Shelf is wide enough to easily leaf through an open file or place two piles of files next to each other. The Info Shelf is made of 100% scratch-resistant volkern sheet and comes in the colour grey.

Prod. no.	Description	Max. evenly distributed load/kg	Size/mm.
6421000	Info Shelf	20	695 x 335

Wall-Mounted Filing Rack

The Wall-Mounted Filing Rack is ideal for use as a small archive close to the workspace, thereby placing important files within easy reach. The racks are available in two lengths: 800 and 1600 mm. Assembly materials included.

Prod. no.	Description	Max. evenly distributed load/kg	Size/mm.
5810800	Wall-Mounted Filing Rack	100	800 x 360 x 200
5811600	Wall-Mounted Filing Rack	2 x 75	1600 x 360 x 200

Wall Unit

The Wall Unit is particularly handy for use next to the workspace. Because it is small in size, it does not take up much space and can be mounted on virtually any wall. The profile length is 200 mm and all assembly materials are included.

Prod. no.	Description	Max. evenly distributed load/kg
5812500	Wall Unit	25

Table Arm

The Table Arm is a functional aid for your desk or worktable. The Table Arm is fastened with a solid clamp to any desk or tabletop having a thickness of 10 to 80 mm. The useable capacity of the Table Arm is 140 mm with a height of 520 mm.

Prod. no.	Description	Max. evenly distributed load/kg
6431200	Table Arm	20
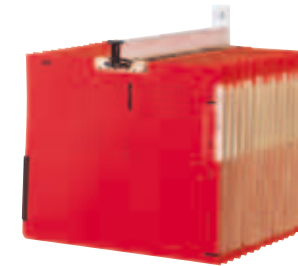
RELATED PRODUCTS:

Arnato fastener file, page 21

CD-storage, page 58

Transport trolleys, page 126

Colour coding, page 62

Space savers

Jalema space savers offer room for an impressive number of files, while occupying a minimum amount of floor space. The Paternosters (revolving cabinets), for example, make highly efficient use of the space between the floor and ceiling. You can access the right file easily and quickly without having to leave your office chair. Other options are the mobile racks that easily save you up to 80% of valuable filing space. With these systems, all that is required is a single aisle, since every rack is individually mobile. The result is more space for those functions that truly need it.

Jalema Filing Systems

PATERNOSTER

Jalema Paternoster cabinets offer room for an impressive number of files, while occupying a minimum of floor space. How? By using the space between the floor and ceiling as efficiently as possible.

Fast and easy

The Paternoster cabinet is equipped with a number of revolving rows of suspension files. The principle is comparable to a Ferris wheel. The file is called up by simply typing in a number to locate the desired row, which appears noiselessly at working height within only a few seconds. You can access the right file easily and quickly without having to leave your office chair. No more bending, lifting or endlessly searching! The built-in worktop gives you plenty of room to search through the file or take notes.

Easy operation

The operation and file selection take place fully automatically by the electronic control panel integrated into the worktop. The display shows which row is currently suspended in the work opening. Any document desired can be accessed within seconds with the push of a button. The system offers the ultimate in convenience, as well as an ergonomically correct working height. The worktop has a depth of 300 mm.

Safe and dust-free

Files stored in the Paternoster cabinet remain free of dust and dirt. The cabinet is closed with a sliding door that is fitted with a handle and can be locked.

Technique

Jalema Paternoster cabinets are equipped with a 400 volt three-phase motor, 1.5 KW with brake and safety device. They also have a frequency converter, making it possible to operate the cabinet at 230 volts.

In the event of a power failure, the Paternoster cabinet remains operational, thanks to the manual control option. A special access flap is located at the bottom of the Paternoster, so that if something falls out of a file and into the cabinet, it can be easily retrieved. The Paternoster cabinet is also fitted with lighting above the worktop.

## Paternosters for laterally suspended files

By 'laterally suspended' we mean Jalema files that hang from a sturdy profile by means of a single suspension point in the middle of the long side of the files. The short side faces the work opening. This system deals with the work space in the most efficient manner possible. The models from the 830H and 833H series can be used with this system. The 830H models are designed for filing collective A4 files (that do not have to be removed from the cabinet), while the 833H models are suitable for all other Jalema files (A4 and folio format).

Paternosters for frontal suspension files, card trays, etc.

In addition to the Paternoster cabinets for laterally suspended files, Jalema also has revolving cabinets for frontally suspended files, card trays, shelf files and A4 lever arch files.

The advantages:
- Optimal use of floor space. No upward limits.
- Documents come to you.
- Spacious worktop at ergonomically correct working height.
- Fully automatic control and file selection.
- Easy operation: the right file in hand easily and quickly.
- Files remain dust and dirt-free thanks to sliding door that closes off the work opening.
- Functional lighting.
- Attractive design.
- Safe to use.
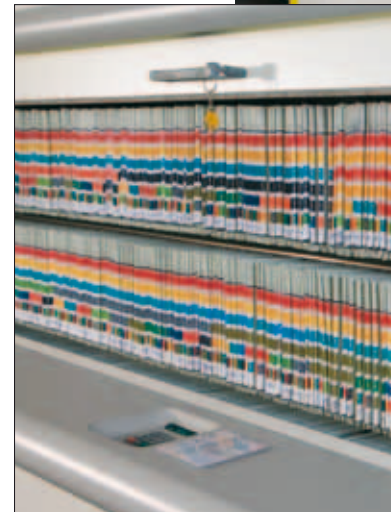
Jalema Mobile System

*Flexible
made-to-measure work.*

JALEMA MOBILE SYSTEM

Experience teaches that the storage and filing of information in physical forms takes up an increasing amount of the available space in your office and archive. More and more documents, files, books, magazines, CD-ROMs, DVDs and other information carriers must be stored in a well-organized and easily accessible manner. To ensure this is possible, we developed the Jalema Mobile System. JMS is a mobile rack system that saves a considerable amount of space, both in the office and in the archive. This translates into more storage capacity using the same amount of floor space or even more room to create extra workstations.

Effortless to move

The racks can be moved without effort using the hand wheel. The JMS has an exceptionally high force transmission, making the racks extremely light and easy to move, even when moving several rows of racks at the same time. The racks can also easily be locked for safety reasons.

Save up to 80% more space!

With stationary racks, considerable floor space is needlessly lost. The amount of aisle space between the racks is often unnecessary and inefficient.

Greater storage capacity is achieved using a smaller surface area. This is how the Jalema Mobile System creates room for extra desks.

It fills in every hole in the space and creates maximum storage capacity. Aisles are only placed where absolutely necessary.
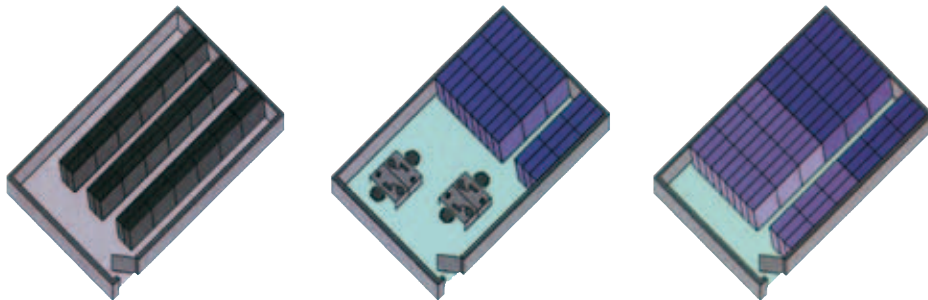
The advantages of the Jalema Mobile System

Save 80% more space
With the Jalema Mobile System, you can place 18 racks in the same amount of space as would normally hold only 10 stationary racks. In other words, you can achieve 504 metres of linear storage capacity with racks that are 7 sections in height. With a stationary filing rack, that amount would be only 280 metres.

Safety
The Jalema Mobile System complies with the most stringent European safety standards.

Flexible
The Jalema Mobile System is a versatile solution for all types of storage and filing needs, varying from entire archives to linen storage in hospitals. The length, width, height and size of the system can be fully tailored to specific needs.

Easy to move
You can create an aisle in the desired location with only one turn of the wheel.

Exceptionally long life span
Thanks to the excellent quality of the materials and parts used and a well thought-out construction, the Jalema Mobile System lasts a lifetime.

Tailored to your specifications
Our advisers are happy to visit you at your location to take note of your specific situation and desires in order to design the perfect system. You will immediately be informed about how much space you can save with the Jalema Mobile System.

3-YEAR WARRANTY

Effortless to move using the hand wheel.

JMS ARCHIVE

With the JMS Archive, you can achieve maximum storage capacity in our archive area. The size of the racks is tailored in height and width to the space. And because the system is mobile, you can use the available floor space far more efficiently and achieve considerable savings of space.

Durable, safe and ergonomically correct

As a leading archiving specialist, Jalema has set a new standard with the JMS Archive. In developing the system, the highest possible demands were placed on quality, durability and safety. And, since filing is people work, we always maintain a focus on ergonomics, user-friendliness and design. The result is a highly flexible system that can be used for any type of archive, regardless of the amount of available floor space. The JMS Archive complies with the most stringent European standards for materials, safety and construction. It is so stable that it is virtually impossible for it to derail or tip over. The system can be secured against unauthorized use in its entirety or only certain sections (such as the personnel record section).

In practice!

The JMS Archive is the ideal filing and storage solution for hospitals, government agencies, museums, conference buildings, trade show fairgrounds, commercial warehouses, retail businesses and other organizations with a higher-than-average need for storage, warehousing and filing space. The system is not shy when it comes to storage and can be tailored fully to specific needs and preferences, ranging from the filing system used (laterally suspended files, lever arch files and desk files or file boxes) to warehouse contents (hospital supplies, car supplies, paintings, etc.). A professional layout tailored to specifications is possible for every imaginable type of use. (Also see page 121 for an overview of accessories).

JMS OFFICE

The strength of the JMS Office systems lies in its simple yet clever construction. The considerable amount of space saved compared to traditional office cabinets is achieved because the JMS Office consists of a single rack and one or more mobile racks without doors.

Efficient and safe

The racks stand back to back on a false floor with a rail system. The necessary 'work space' can be moved depending on which rack is in use at any given time. With the JMS Office system, you use only the absolute minimum of floor space required. The racks are closed by placing them together. A central locking system makes it possible to safeguard the system against unauthorized use. To ensure the safety of people working between the racks, the wheels yield to the slightest resistance. When placed in the middle of a room, the system can also be used as a functional partition and the racks remain accessible from both sides. The combination of space savings, efficiency and user-friendliness makes the JMS Office the ideal alternative to traditional office cabinets. The Jalema Mobile System Office is available in various colour combinations, making it easy to tailor to your office interior.

In practice

The JMS Office is an efficient space saver for offices, schools and archives, clinics, laboratories and physical practices, studios and other organizations. The Jalema Mobile System Office promises extra square metres for you to use as you please without having to physically expand your office space.

JMS ELECTRO

The electronic version of Jalema's Mobile System

The electronic version of Jalema's Mobile System is the ideal solution for archives that are used extremely often and that require ultimate user-friendliness.

JMS Electro combines the space-saving qualities of the standard version with electronic operation.

A 'soft start' and 'soft stop' guarantee a safe and vibration-free movement of the racks. The racks are operated using a touch control panel.

The ultimate in comfortable archive management!
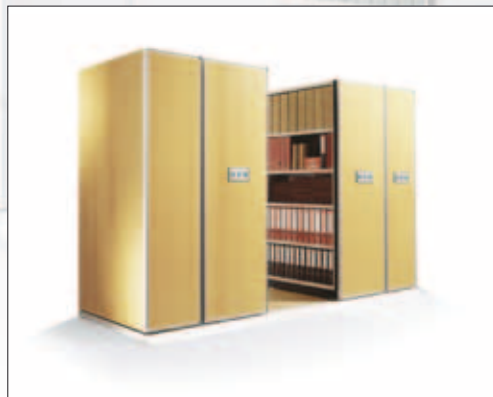
Ergonomics and comfort

'One-touch' control panel. Can be operated at any height. Ideal for disabled users. No training required.

Space

More space for an extra workstation. Possibility to double storage capacity.

Safety

Motor Current Monitoring System (MCMS). If the system detects even the slightest change in power caused by pressure against a moving trolley, the MCMS initiates an emergency stop. Complies with the most stringent European safety standards: UL 1950, CE.

Design

Variety of mobile depths and widths. Choice of front design: steel, monoform, glass. Numerous layout options.

'Soft start' and 'Soft stop' (vibration-free)

Ensures that documents and goods remain in place when being moved.

Multifunctionality

Large range of accessories. Inquire about the options.

Optional

Eurolock. Secures the system against theft.
Floor sensor. Ensures a terminal stop if the first or last trolley is moving around the space freely, without an adjoining wall or fixed cabinet.
Battery backup. Provides continuous operation of the system in the event of a power failure.
Photocells. If the infrared beam of the photocell is interrupted by an object or person when closing an aisle, the movement of the trolleys is stopped.

ACCESSORIES:
functionality in line with your preferences

Thanks to a wide range of sophisticated accessories, you can give your JMS the functionalities that best suit your needs.

Accessories include:

- Jalema profiles **1**
- Removable shelves **2**
- Clamps (lever arch file supports) **3**
- Bookends (with clamp) **4**
- Turned-up edges: front, back and middle **5**
- Drawers **6**
- Shelves with or without reinforcement
- Bars (for filing shelf files using rods)

For more details on the handy JMS accessories, contact one of the Jalema Filing Consultants.
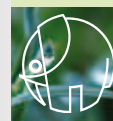
Transport trolleys

Jalema transport trolleys stand out thanks to their practicality, exceptional ease of use and contemporary styling. The trolleys are available in two widths and height, each using a universal hole pattern, thereby allowing for maximum versatility. Available options are profiles for suspension files and CD storage, shelves, roll-down shutter cabinets and drawer cabinets, or combinations of all of the above, resulting in a fully customised trolley.

olleys

Jalema Filing Systems

The advantages of Jalema trolleys:

• Flexible and multifunctional
• The possibility to adapt the configuration to your needs:
  - Profiles (for suspension files and CD storage).
  - Shelves (for a variety of purposes, from cassettes containing upright files to drawer cabinets for medicine).
  - Quando cabinet with roll-down shutter and lock (available on wide trolleys only).
• Contemporary design: blends in well with today's working environments.
• Highly accessible.
• Extremely stabile construction.
• Available in two colour combinations: platinum grey/anthracite and sapphire blue/anthracite.

A New Look at Internal Transport

The transport trolleys have an extremely low rolling resistance because they are fitted with large wheels, two of which are equipped with multi-directional brakes (in the rolling and rotation directions). An ergonomically designed handle that supports the natural positioning of the hands makes the trolleys easy to manoeuvre and excellently suited for busy working environments. The transport trolleys are accessible on two sides and equipped with both a base plate and top plate for additional filing capacity.

There are two basic versions available: a wide version and a narrow version. The wide model offers a considerable filing capacity, whereas the narrow model is highly manoeuvrable and therefore ideal for frequent internal transport.

Well thought out designs:

• Large wheels with extremely low rolling resistance, as a result of which cords, low thresholds, and elevators are no longer obstacles.
• Easy manoeuvrability thanks to ergonomically designed handle.
• Available in wide and narrow versions, offering a choice between optimum capacity and optimum manoeuvrability.
• Equipped with guards on all wheels to protect walls, doorposts and the trolley itself.
• Available in two colour combinations: platinum grey/anthracite and sapphire blue/anthracite.

SIZES

1120 mm
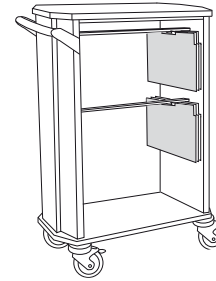430 mm   660 mm

1120 mm
430 mm   1030 mm
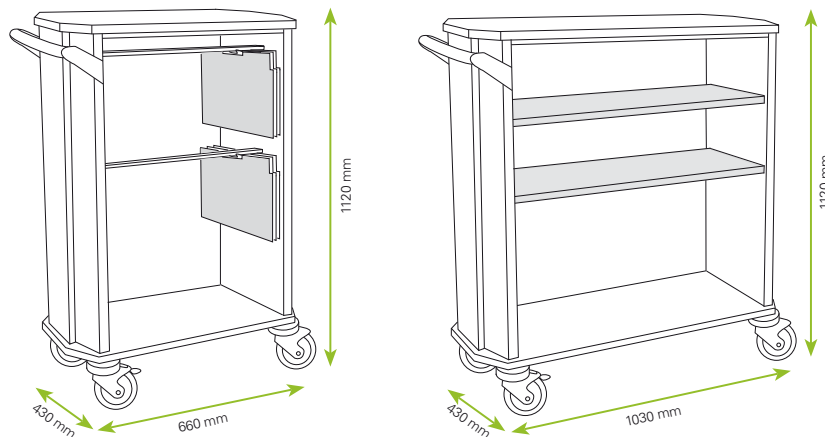
# Complete combinations of transport trolleys

The transport trolleys come in two basic versions:
- Wide transport trolley with handle
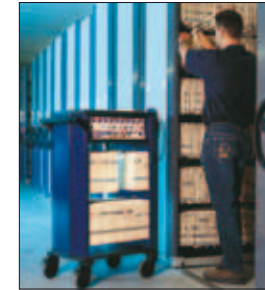- Narrow transport trolley with handle

These models form the basis of a wide range of possible configurations, customised solutions that are tailored to your needs and desires.

64002**
Narrow, 2 profiles
A4/foolscap suspension files
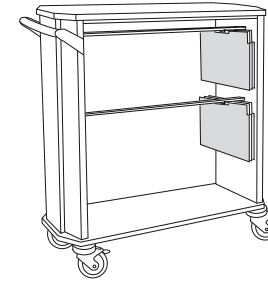
64003**
Wide, 2 profiles
A4/foolscap suspension files

64006**
Narrow, 2 profiles, 1 shelf
A4/foolscap suspension files

64007**
Wide, 2 profiles, 1 shelf
A4/foolscap suspension files

64010**
Narrow, 2x4 profiles
8 rows of CD files

64011**
Wide, 2x4 profiles
8 rows of CD files
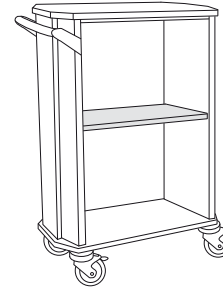
64018**
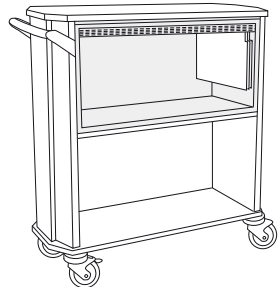*Narrow, 1 shelf*

64019**
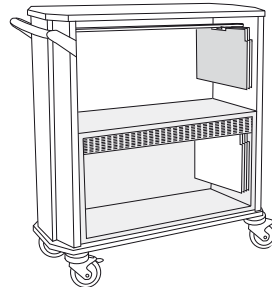*Wide, 2 shelves*
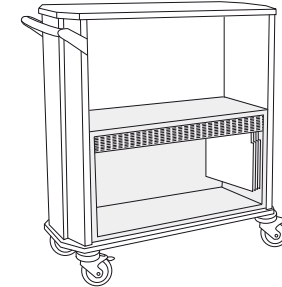
64021**
Wide, 1 Quando
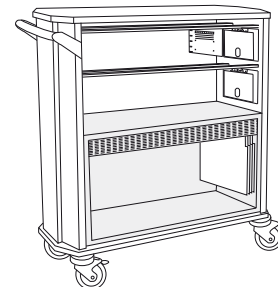*A4/foolscap suspension files*

64022**
Wide, 1 Quando, 1 shelf
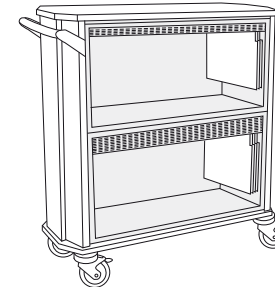*A4/foolscap suspension files*

64022**
Wide, 1 Quando, 1 shelf
A4/ foolscap suspension files

64023**
Wide, 1 Quando, 1 profile
A4/foolscap suspension files

64024**
Wide, 1 Quando, 2x2 profiles
A4/foolscap suspension files

64025**
Wide, 2 Quandos
A4/foolscap suspension files