

JALEMA Office Supplies

*"The best of two worlds
for a sustainable office!"*

CATALOGUE 2011-2012



www.jalemaoffice.com

JALEMA 
DIVISION OFFICE SUPPLIES



Dear Customer,

The coming year is to be a special year for Jalema and, in turn, for you, thanks to new opportunities, new products, new markets and a broader range of products. As you are probably already aware, we recently acquired the company Atlanta. The acquired activities and products are in perfect keeping with our current activities. A well-known product like Alzicht suspension files is a valuable addition to our product portfolio. Naturally, we continue to specialize in producing files and folders, enabling us to provide a wide variety of special products. With product lines like Re-Resolution (100% recycled) and Silky Touch, we offer a comprehensive package of contemporary desk accessories for the business and consumer markets.

We are therefore providing you with a special edition of the Jalema Office catalogue this year. The catalogue offers a complete overview categorized into two sections, one with Jalema products and one with the Atlanta products we have now included in our collection.

This book is your tool to help you in your daily sales; it is a reflection of our honest approach. And that is what we want to be for you: honest and pure, with as many of our own durable and environmentally friendly products as possible, products that have been given considerable thought and will not disappoint you.

As a result of the acquisition of Atlanta, we have also expanded our sales team and introduce you to these individuals on page 3. If you have any questions or wish to schedule a consultation with one of our advisers, please do not hesitate to contact us.

Yours sincerely,

Loek van Rhee
Jalema Office Supplies
Sales Manager

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Colour coding

A Jalema product number consists of 7 figures. The last 2 figures represent the colour of that product. Please find below a list of these figures, referring to the corresponding colour.

01 – anthracite	15 – red/ burgundy
02 – blue	18 – white
04 – chamois	19 – black
06 – yellow	30 – white-transparent
07 – grey	34 – blue-transparent
09 – green	36 – red-transparent

ICN



The ICN logo indicates that the files and attachment mechanisms meet the ICN quality requirements (1, 2, or 12) as mentioned in Article 4.1 of the Filing Records Durability Regulations of the Netherlands Public Records Act. This means that these files and mechanisms guarantee sustained preservation and will not affect the documents kept. A digital copy of the official ICN declaration can be obtained from the in-house sales department.



Cradle-to-Cradle (C2C)



Jalema's objective is to structure its products and processes according to 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. The C2C philosophy is based on the waste equals food principle, whereby it must be possible to reuse product materials and substances in an infinite cycle without loss of quality after their initial lifecycle.

Jalema and sustainable forest management



Jalema files are made of cardboard that bears the PEFC approval mark. 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.

ISO 9706



The cardboard of Jalema files is made according to the international ISO 9706 standards.



Salesteam Office Supplies

Standing: Andreas Kaumanns, Marianne Sikkema, Frank Demarteau, Maurice Donjacour, Karin Janssen, Lucie Krimpmann, Loek van Rhee.

Sitting: Wendy Huijskens, Christine van Och, Susan Lenssen, Astrid Teeuwen, John Bruurs, Manuela Levels-Kremers, Jürgen Beyers.

ORDERING



ORDERING

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Advice and information

If you would like to find out more about our products, please call one of our sales assistants on +31 (0)77 476 76 76! They are waiting to assist you from Monday to Friday, from 8.15am to 5pm.

Consult with one of our advisers

Jalema specializes in filing solutions. We feel it is important that your customers get the most out of our products. We are therefore happy to advise you and your customers about all the possibilities. So if you have any questions or need the support of one of our advisers, please do not hesitate to contact us.

Showroom

If you would like to view our products or would like a demonstration, you can visit our showroom in the Reuver branch (by appointment only).

Jalema B.V.
Divisie Office Supplies
Dr. Poelsstraat 11
5953 NP Reuver
Postbus 4802
5953 ZL Reuver

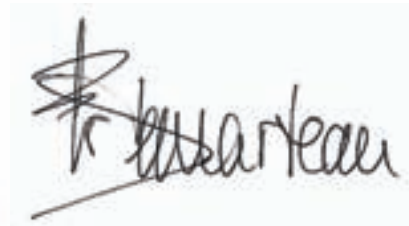
Corporate social responsibility

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



Taking pleasure in work

“We believe very strongly in our employees taking pleasure in their work. I think that is also one of the reasons we have been so successful for more than sixty years. We have a high degree of employee involvement and that really makes the difference.”

“We are a healthy company and have been so for many years. This enables us to relax more and worry less. And, of course, stress less. In that sense, the company culture is a very relaxed one, which results in more creativity. And more pleasure in work and respect for one another also translates into more willingness to change. This flexibility in turn enables us to quickly respond to changing market conditions.”

Planet

“When developing new products or innovating existing ones, we always research whether the product could lead to any social problems. It is not possible to use recycled paper for our files and folders since it does not meet our quality standard or that of our clients, so instead we make sure that, for every tree that is cut down for our production, five trees are planted. We also separate the paper from the other materials. The documents are then destroyed and the paper recycled. The JalemaClips are then recycled into new ones, thereby completing the cycle.”

Social Fund:

for charity

At Jalema, profit-sharing means more than just sharing with employees in times of prosperity, but also donating a share of profits to a social fund that was established in 1989 to support charities, both local and international. 5% of the money received by everyone in terms of profit-sharing is paid into the Social Fund. The company then doubles the total amount.

‘The goal of the Jalema Social Fund is to support individuals, institutions and organizations active in the medical, charitable, cultural or scientific fields whose work is aimed at public welfare and is not intended to support Jalema employees.’

Jalema integrates the disabled

We have integrated them into the company gradually, first as home workers, later working in a separate facility in Reuver, and now as part of our factory staff. The Jalema Assembly Group (JAG) consists of around twenty-five employees with a mental disability. They arrive by bus every morning and are picked up again later in the afternoon. In the meantime, they generate added value for the company in every respect.

Cradle-to-Cradle (C2C)

Jalema’s objective is to structure its products and processes according to 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. The C2C philosophy is based on the waste equals food principle, whereby it must be possible to reuse product materials and substances in an infinite cycle without loss of quality after their initial lifecycle.



Stop the paper chaos
with Jalema work files
and document folders

FILES



Jalema files and folders are 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 also offers various solutions for the home office and the presentation of documents.

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AVANTI

Avanti is well-known because of its specifically strips (patented) which are used as (filing) mechanism. Use of these strips is very easy and simple. Documents can be leafed through like in a book, one page is always 100% readable, document can be copied without being removed, sheets can easily be inserted and removed. As extra trick, a number of files of this product range, have integrated 'eyes' in the back so you can store the files for example into a ring binder or a lever arch file.

All products within the Avanti range are made of polypropylene (PP). This synthetic material has a wide application. It contains no plasticizers, heavy metals or other toxic additives. Therefore polypropylene can easily be recycled. By burning PP no toxic steams, gasses or other emissions are liberated.

The advantages of polypropylene are:

- Robust.
- Long-term using pleasure (durability).
- Water resistant.
- Washable.
- Lightweight.
- Chemical solvents proof.
- Base and acid proof.
- It stands bacteria growth.
- Easily recyclable.

AVANTI Stripbinder A4

Leaf easily with the stripbinder mechanism

- File with 2 strips for punched documents.
- Papers can be inserted, rearranged and removed at any part in the file.
- The Stripbinder is a quality and durable transfer mechanism.
- Has 2 hooks in the spine of the folder for inserting in a lever arch file or ring binder.
- Made of durable recyclable plastic (polypropylene, PP).
- Storage capacity: 12 mm.



Description

Avanti Stripbinder A4
(23,3 x 31,5 cm)

** = indicate colour no.:

02 15 19

30 34 36 (transparent colours)

Standard pack

50

Order ref.

15001**

AVANTI Stripbinder XL A4

With 4 stripbinders for punching

- File with 4 strips for punched documents.
- Papers can be inserted, rearranged and removed at any part in the file.
- The Stripbinder is a quality and durable transfer mechanism.
- The XL file is slightly wider than the standard version, making it ideal for use with tab sheets and plastic pockets.
- Made of durable recyclable polypropylene (PP).
- Storage capacity: 15 mm.



Description

Avanti Stripbinder XL A4
(25 x 31,5 cm)

** = indicate colour no.:

18 19

30 (transparent white)

Standard pack

50

Order ref.

15006**

AVANTI Stripbinder Combi A4

Attached and loose-leaf storage in a single file



- File with 2 strips for punched documents.
- Papers can be inserted, rearranged and removed at any part in the file.
- The Stripbinder is a quality and durable transfer mechanism.
- Fitted with a pocket for both punched and loose leaf filing.
- Has 2 grooves on the flap of the pocket for a business card.
- Has an extra flap at the top for keeping documents securely in place.
- Has 2 hooks in the spine of for inserting in a lever arch file or ring binder.
- Made of durable recyclable polypropylene (PP).
- Storage capacity: 5 mm.

Description

Avanti Stripbinder Combi A4
(23 x 31,5 cm)

** = indicate colour no.:

18 19
30 (transparent white)

Standard pack

25

Order ref.

15009**



AVANTI Clamp file A4

Easy and fast bundling of documents

- Transparent clamp file for A4 documents.
- Fitted with a clamping mechanism to secure the documents.
- Sheets can be inserted and removed with one easy movement.
- Made of durable recyclable polypropylene (PP).
- Storage capacity: up to 30 sheets.

Description

Avanti Clamp file A4
(22,78 x 31,5 cm)

** = indicate colour no.:

30 34 36 (transparent colours)

Standard pack

50

Order ref.

15015**

AVANTI Quotation file A4

Ideal file for quotations

- Handy file for quotations and related documentation.
- Fitted with a pocket on the right side for loose documents.
- Has 2 grooves on the flap of the pocket for a business card.
- Has an extra flap at the top for keeping documents securely in place.
- Has 2 hooks in the spine for inserting in a lever arch file or ring binder.
- Made of durable recyclable polypropylene (PP).
- Storage capacity: 5 mm.



Description	Standard pack	Order ref.
Avanti Quotation file A4 (23 x 31,5 cm)	50	15020**
** = indicate colour no.:	18 19 30 (transparent white)	

AVANTI Info file A4

Convenient document carrier with 2 inserts

- Attractive document carrier for various types of information.
- Fitted with pocket on both the left and right side inside the file.
- Has 4 hooks in the spine of the folder for attachment inside a lever arch file or ringbinder.
- Made of durable recyclable plastic (polypropylene, PP).
- Storage capacity: 2x 5 mm.



Description	Standard pack	Order ref.
Avanti Info file A4 (22,5 x 30,5 cm)	50	15024**
** = indicate colour no.:	18 19 30 (transparent white)	



AVANTI College file A4

Convenient file with 2 elastic cords for loose documents

- AVANTI College file A4
- Handy elastic file for loose documents.
- Fitted with 3 flaps for keeping together documents.
- Fitted with 2 elastic cords on the corners.
- Made of durable recyclable plastic (polypropylene, PP).
- Storage capacity: 8 mm.

Description	Standard pack	Order ref.
Avanti College file A4 (24 x 32 cm)	25	15030**
** = indicate colour no.:	18 19 30 (transparent white)	



AVANTI Pocket file A4

Convenient for carrying loose documents

- Envelope for several A4 documents.
- Large flap closure.
- Made of durable recyclable plastic (polypropylene, PP).
- Colour: transparent white.
- Storage capacity: 10 mm.

Description	Standard pack	Order ref.
Avanti Pocket file A4 (22,2 x 31 cm)	100	1505330

AVANTI College box A4

Sturdy box for loose documents

- Sturdy storage box for documents, magazines, reports, projects, etc..
- Large flap closure.
- Side is fitted with cutout for a pen.
- Made of durable recyclable polypropylene (PP).
- Storage capacity: 20 mm.



Description

Avanti College box A4
(23,5 x 32 cm)

** = indicate colour no: **19** 30 (transparent white)

Standard pack

12

Order ref.

15040**

AVANTI Businesscard box

Safe carrying and storing of your business cards

- Ideal box for business and other cards.
- Keeps business cards well protected.
- Made of durable recyclable plastic polypropylene (PP).
- Colour: transparent white.
- Storage capacity: 6 mm (approx. 60 business cards).



Description

Avanti Businesscard box
(6 x 9,5 cm)

Standard pack

100

Order ref.

1505030



LUCIDO

A combination of plastic and cardboard

Stop the paper chaos with Lucido

Papers, hand-outs, reports, presentations, etc. - you are snowed under by paper. There has to be an end to this. It is time for a file that does things differently. Lucido has been specially developed for the versatile student, manager, business man and puts an end to the paper chaos. The files are versatile, easy to use modern and unique because of the JalemaClip. In short, a file you want to be seen with. This modern file range is ideal for students, but is also suitable for business use and use at home. The Lucido files consist of plastic and black cardboard.

Insert for own A4 sheet

A couple of file in the Lucido range have an insert for a A4 sheet. That way you can personalise your files for a project, report, seminar, customer or organisation. On the back of the A4 sheet you put an index of the content of the file.

Complete files with content

If desired we can make a complete file with content incl. printing and inserting the A4 sheet.

New

New within the Lucido range is the Lucido DiFyClip file in which physical and digital information are integrated in one file. You take advantage of the JalemaClip and have all digital and paper information in one single file.

LUCIDO Portfolio File A4 incl. 5-piece tab sheet set

A file with character!

- The front can be personalised by means of an A4 sheet with your own design.
- The back of the front sheet can be used to indicate the contents of the tabs.
- The documents are filed by means of the unique JalemaClip.
- Includes 5-piece plastic tab sheet set.
- The loose pocket at the back of the file is ideal for storing documents, drawings or brochures.
- The flap on the right protects the contents.
- The elastic bands keep everything neat and tidy.
- Storage capacity: 3 cm.



Description	Standard pack	Order ref.
Lucido Portfolio file A4 incl. 5-piece tab sheet set (31.5 x 24 cm)	15	1401219

LUCIDO Clip File A4

Ideal for regular consulting

- With the unique JalemaClip.
- Remove and insert in the blink of an eye.
- You simply leaf through the information.
- All of the page can be read.
- You can make copies without having to remove the documents from the file.
- The file takes up no more space than the thickness of the dossier.
- Storage capacity: 3 cm.



Description	Standard pack	Order ref.
Lucido Clip File A4, Transparent (31.5 x 24.5 cm)	15	1401030
Lucido Clip File A4, Black (31.5 x 24.5 cm)	15	1401019



With insert for own A4 sheet

LUCIDO Presentation File A4

For a clear presentation

- Attached storage with the unique JalemaClip.
- Easy to personalise with your own A4 sheet in the transparent insertion section on the front.
- The back has an insertion section for several loose documents.
- Made of supple and durable materials.
- Storage capacity: 1.5 cm.

Description	Standard pack	Order ref.
Lucido Presentation File A4 (31.5 x 24 cm)	40	1021719



With insert for own A4 sheet

LUCIDO Sorting File A4

Ideal as project or conference file

- Organised archiving with 6 tabs.
- The inside of the file is made of black, blue or red cardboard.
- Documents remain in place.
- The front of the file has a pocket that holds an A4 sheet easily so that you can personalise the file.
- The file is closed by means of an elastic fastening.

Description	Standard pack	Order ref.
Lucido Sorting File A4 (31.5 x 24 cm) 40 ** = enter colour no.: 02 15 19	40	14006**



LUCIDO Powerfile

Useful transparent clamp file

- Insert and remove sheets with a simple motion of the hand.
- The clamp mechanism keeps its' original clamp force regardless if you insert 2 of 30 sheets.
- Capacity up to 30 sheets.

Description	Standard pack	Order ref.
Lucido Power File A4	25	1400730

LUCIDO DiFyClipfile A4

Physical and digital information in one

- File including JalemaClip with 2 GB USB-stick.
- Physical and digital information in one single file.
- USB-stick can't be lost.
- Perfect for drawings, photos and presentations.
- You leaf easily through the information.
- The file is available in black and white transparent.



Description	Standard pack	Order ref.
Lucido DiFyClip File A4, black (31.5 x 24.5 cm)	15	1402219
Lucido DiFyClip File A4, white transparent (31.5 x 24.5 cm)	15	1402230

JALEMA Report File A4

Each report has its own face

- Personalise the file with an A4 sheet that fits inside the transparent insertion section on the front.
- The back has an insertion section for several loose documents.
- Available with two different attachment mechanisms: the flexible black JalemaClip or strip and cover.
- Material: durable plastic, providing maximum protection.
- Bag of 10 items.
- Storage capacity: 1.5 cm.



Description	Standard pack	Order ref.
Jalema Report File A4 with strip and cover (31.5 x 24 cm)	50	10214**
Jalema Report File A4 with JalemaClip (31.5 x 24 cm)	40	10215**

** = enter colour no.: 02 07 15 19



INFINIO

Document-friendly files & accessories

ICN files and accessories which meet the Public Records Act and ISO9706

The cardboard and mechanism of this range fully meet the strict ICN quality requirements (1, 2 and 12) set under the Netherlands Public Records Act, which all government bodies must observe. This is not just about acid-free files! Not only is this range suitable for the archives of the Dutch government, it also meets the international standards (ISO-9706) recommended for long-term storage.

The ICN logo indicates that the files and attachment mechanisms meet the ICN quality requirements (1, 2, or 12) as mentioned in Article 4.1 of the Filing Records Durability Regulations of the Netherlands Public Records Act. This means that these files and mechanisms guarantee sustained preservation and will not affect the documents kept. A digital copy of the official ICN declaration can be obtained from the in-house sales department.

ICN quality requirement no. 1 relates to 'File covers without attachment mechanism for permanent storage'.

ICN quality requirement no. 2 relates to 'File covers with attachment mechanism for permanent storage'.

ICN quality requirement no. 12 relates to 'Attachment mechanisms'

In other words, the cardboard of a file cover that meets ICN quality requirement no. 2, automatically meets ICN quality requirement no. 1.

The reverse is not automatically the case!

INFINIO Clipex File A4/Foolscap

Remove and insert wherever you want

- With the document-friendly JalemaClipex attachment mechanism.
- Suitable for long retention periods.
- The JalemaClipex contains no plasticizers that affect the cardboard.
- Cardboard: 270 gram chlorine-free and acid-free Colorkraft cardboard.
- Storage capacity: 2.5 cm.



Description	Standard pack	Order ref.
Infinio Clipex File A4 (31.5 x 24/ 22 cm)	100	3713127
Infinio Clipex File Foolscap (34.8 x 24/ 22 cm)	100	3713527

INFINIO Insertion File A4

A convenient collection file for loose documents

- Ideal for holding loose documents.
- Immediately clear which documents the file holds.
- Environmentally-friendly replacement of the PVC insertion file.
- Cardboard: 270 gram chlorine-free and acid-free Colorkraft cardboard.
- Storage capacity: 0.5 cm.



Description	Standard pack	Order ref.
Infinio Insertion File (31 x 22 cm)	100	3711127

INFINIO Pocket File A4

For loose-leaf filing of documents

- The contents are enclosed on all sides.
- Has a double gusset on the short side.
- With a large flap at the top.
- Consult documents without having to remove the contents from the file.
- Cardboard: 270 gram chlorine-free and acid-free Colorkraft cardboard.
- Storage capacity: 3 cm.



Description	Standard pack	Order ref.
Infinio Pocketmap A4 (31.5 x 23 cm)	100	3711727



INFINIO Dossier File A4

Three large dust flaps for secure storage

- For the loose-leaf filing and collecting of A4 documents.
- Large dust flaps on 3 sides.
- The contents are properly secured and cannot fall out of the file.
- Cardboard: 270 gram chlorine-free and acid-free Colorkraft cardboard.
- Storage capacity: 3 cm.

Description	Standard pack	Order ref.
Infinio Dossier File A4 (31.5 x 23 cm)	100	3718127



INFINIO Appendix Pocket A4

Can be inserted in any file

- 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.

Description	Standard pack	Order ref.
Infinio Appendix Pocket (31.5 x 23.5 cm)	100	3720527



INFINIO Partition strip

Creates a convenient subdivision in your dossiers

- 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.

Description	Standard pack	Order ref.
Infinio Partition strip (12 x 22.5 cm)	500	3720827

INFINIO File cover cardboard

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.



Description	Standard pack	Order ref.
Infinio File cover cardboard (36 x 68 cm)	250	3721027

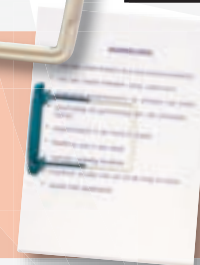
JALEMACLIPEX

Plasticizer-free mechanism, does not affect the documents

- For the permanent storage of files.
- Has the same functional properties as the standard JalemaClip.
- A flexible, plasticizer-free attachment mechanism.
- PVC and acid-free.
- Meets the requirements for permanent storage as laid down in the Netherlands Public Records Act.



Description	Standard pack	Order ref.
JalemaClipex; box of 100 items	10	5720049
JalemaClipex; retail pack (bag of 10 items)	10	5720200
Tube JalemaClipex; set of 100 items	1	5720517
Covers JalemaClipex; petrol, box of 100 items	12	5720617



MUNICIPAL ARCHIVES FILE BOX

Sturdy and pH-neutral

- The information stored remains dust-free, guaranteed.
- For more information and order references see page 49.





SECOLOR

A suitable solution for any storage issue

Secolor: makes your work easier

The entire Secolor line has been developed in such a way to provide a suitable and efficient solution for any storage issues. There are different versions to meet all functional requirements in the daily process of storing and retaining documents of all types and sizes. Filing options include loose work files, as inner files in lateral filing systems, in frontal suspension files, upright, horizontal, in cassette systems, etc.

- Secolor work files p. 19-25
- Secolor upright filing p. 26-27

Made of durable materials

The Secolor line is made of extremely strong 270 gram chlorine-free bleached and acid-free Colorkraft cardboard. Some files are reinforced in certain places, thereby maximizing their durability.

In addition, storing becomes organised, thanks to the combination of the JalemaClip mechanism. The Secolor files in combination with the JalemaClip make this a functional and unique product. The JalemaClip is lead and cadmium-free.

Secolor: environmentally friendly

We don't use harmful substances to bleach our cardboard, and the colourings and ink do not contain any heavy metals. The work files are produced using acid-free glue. The cardboard is made according to the international ISO 9706 standards.

SECOLOR Clip File A4/Foolscap

Removing and inserting documents made easy

- For the attached storage of documents.
- Fitted with the flexible and unique yellow JalemaClip attachment mechanism.
- Quickly remove and insert documents anywhere in the dossier.
- Leaf through like a book.
- Tab sheets will not stick out of the file.
- The additional flap can serve as a page marker, cover flap or indication strip.
- Cardboard: 270 gram chlorine-free and acid-free Colorkraft cardboard.
- Storage capacity: 2.5 cm.



Nr. 1

Description	Standard pack	Order ref.
Secolor Clip File A4 (31 x 25/ 23 cm)	50	31031**
Secolor Clip File A4 (31 x 25/ 23 cm) (sealed pack of 10)	5	31033**
Secolor Clip File Foolscap (35 x 25/ 23 cm)	50	31035**
Secolor Clip File Foolscap (35 x 25/ 23 cm) (sealed pack of 10)	5	31037**

** = enter colour no.:

SECOLOR Clipex File A4/Foolscap

Extremely suitable for permanent retention

- In terms of design, print and dimensions, it is identical to the Clip File.
- Attachment mechanism: the document-friendly petrol-coloured JalemaClipex.
- The JalemaClipex contains no plasticizers and does not affect the documents.
- Suitable for long retention periods (more than 100 years).
- Cardboard: 270 gram chlorine-free and acid-free Colorkraft cardboard.
- Storage capacity: 2.5 cm.



Nr. 3

Description	Standard pack	Order ref.
Secolor Clipex File A4 (31 x 25/ 23 cm)	50	31041**
Secolor Clipex File Foolscap (35 x 25/ 23 cm)	50	31045**

** = enter colour no.:



Nr. 5

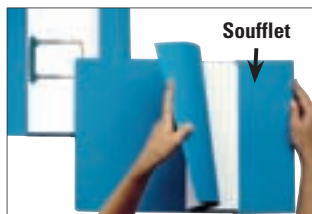
SECOLOR Clipex File Plus

Extra strong, so suitable for intensive use

- For the attached storage of various documents.
- Sturdy file with a strong, double-lined top and bottom.
- With a pocket for holding loose documents.
- Suitable for extremely intensive use.
- With the document-friendly JalemaClipex.
- Cardboard: 270 gram chlorine-free and acid-free Colorkraft cardboard.
- Storage capacity: 2.5 cm.

Description	Standard pack	Order ref.
Secolor Clipex File Plus (31 x 25/ 23 cm)	50	31061**
Secolor Clipex File Plus (31 x 25/ 23 cm) (sealed pack of 10)	5	31063**

** = enter colour no.: 02 07 15



Nr. 17 (A4)
Nr. 18 (Folio)

SECOLOR Combi File Foolsap

Attached and loose-leaf storage in a single file

- With the JalemaClipex attachment mechanism for attached storage.
- The insertion pocket has two gussets to keep its contents safely in place.
- The intermediate sheet has a flap that can serve as a page marker, cover flap or indication strip.
- Suitable as inner file for frontal and lateral suspension file systems.
- Cardboard: 270 gram chlorine-free and acid-free Colorkraft cardboard.
- Storage capacity: 2 x 2 cm.

Description	Standard pack	Order ref.
Secolor Combi File A4 (31 x 25/ 24 cm)	40	31731**
Secolor Combi File A4 (31 x 25/ 24 cm) (sealed pack of 10)	4	31733**
Secolor Combi File Foolsap (35 x 25/ 23 cm)	40	31740**
Secolor Combi File Foolsap (35 x 25/ 23 cm) (sealed pack of 10)	4	31743**

** = enter colour no.: 02 04 06 07 08 15

SECOLOR Fastener File A4

File with strip and cover, for chronologic storage

- For the attached storage of documents.
- Suitable for a chronological dossier structure.
- For bank statements and reports, etc.
- Comprises a strip and cover.
- With additional flap that can serve as a page marker or cover flap, etc.
- No staples; the entire spine is glued.
- Suitable as inner file for frontal and lateral suspension file systems.
- Cardboard: 270 gram chlorine-free and acid-free Colorkraft cardboard.
- Storage capacity: 2 cm.



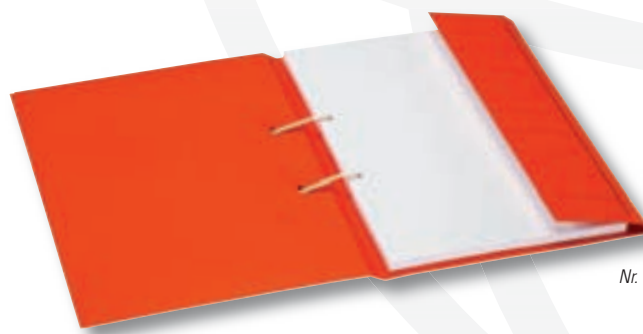
Nr. 8

Description	Standard pack	Order ref.
Secolor Fastener File A4 (31 x 25/ 23 cm) ** = enter colour no.: 02 07 15	50	31131**

SECOLOR Flexi File A4

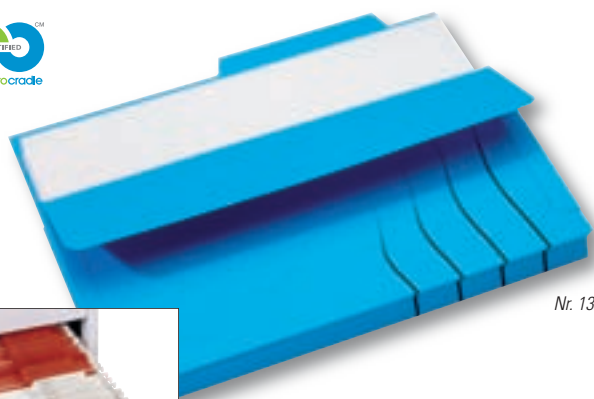
Ideal when you regularly wish to consult information

- The perfect file for the chronological storage of information.
- The mechanism is made of plastic.
- With a pocket for holding photographs, maps, CDs, etc.
- Leaf through like a book.
- Adding documents is extremely easy.
- Rigid spine construction is ideal for colour coding.
- Wide enough for tab sheets and plastic pockets.
- Page marker folds over the contents.
- Cardboard: 270 gram chlorine-free and acid-free Colorkraft cardboard.
- Storage capacity: 1.5 cm.



Nr. 7

Description	Standard pack	Order ref.
Secolor Flexi File A4 (31 x 25/ 23 cm) ** = enter colour no.: 02 07 15	25	31121**



Nr. 13



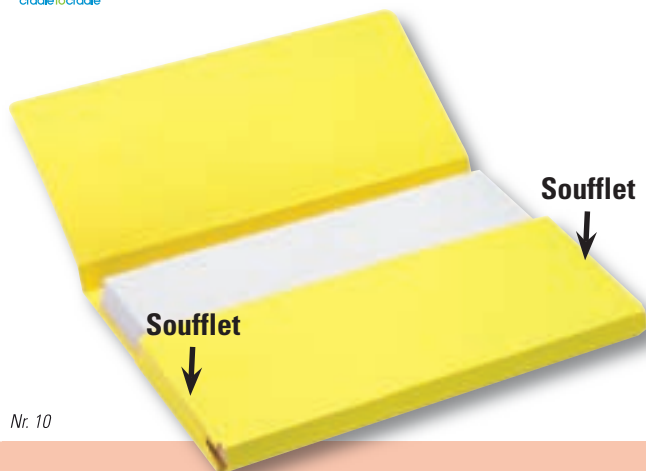
SECOLOR Open top wallet with tab A4

Ideal for frontal suspension systems

- Spacious A4 file for the loose-leaf filing of documents.
- Insurance policies, mortgage deeds, etc.
- With protruding tab on the long side, intended for contents indication.
- Extremely suitable for home archives, drawers, filing cabinets, file boxes, etc.
- Cardboard: 270 gram chlorine-free and acid-free Colorkraft cardboard.
- Storage capacity: 3 cm.

Description	Standard pack	Order ref.
Secolor Open top wallet with tab A4 50 (31 x 22,7/23 cm)		31331**
Secolor Open top wallet with tab A4 5 (31 x 22,7/23 cm) (sealed pack of 10)		31333**

** = enter colour no.: 02 07 15



Nr. 10

SECOLOR Pocket File A4/Foolscap

The perfect storage solution for all formats

- Intended for the loose-leaf filing of documents that cannot be perforated, such as photographs, original documents and leaflets.
- Double gusset on the short side, thus tightly securing the information.
- The top is covered with a large flap.
- In order to consult documents, you do not have to remove the contents from the Pocket File.
- Cardboard: 270 gram chlorine-free and acid-free Colorkraft cardboard.
- Storage capacity: 3 cm.

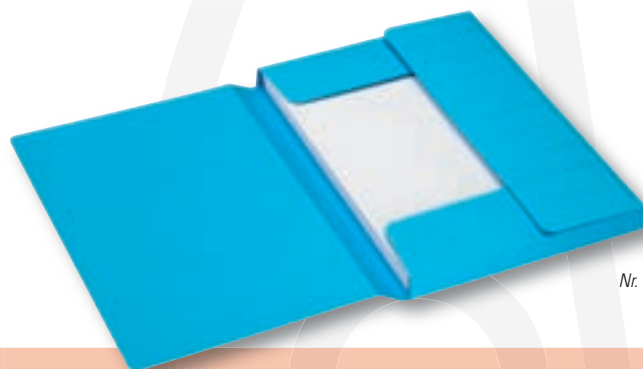
Description	Standard pack	Order ref.
Secolor Pocket File A4 (31 x 23 cm)	50	31231**
Secolor Pocket File A4 (31 x 23 cm) (sealed pack of 10)	5	31233**
Secolor Pocket File Foolscap (34,8 x 23 cm)	50	31235**
Secolor Pocket File Foolscap (34,8 x 23 cm) (sealed pack of 10)	5	31238**

** = enter colour no.: 02 04 06 07 08 15





SECOLOR Document File A4

Extra large flaps keep the contents in place

- For loose documents, catalogues, leaflets, etc. with a maximum size of 30 x 22 cm.
- The contents are enclosed by 3 large flaps on 3 sides, keeping them in place.
- With a 12 cm-wide flap on the long side, with lines for comments.
- Cardboard: 270 gram chlorine-free and acid-free Colorkraft cardboard.
- Storage capacity: 2.5 cm.



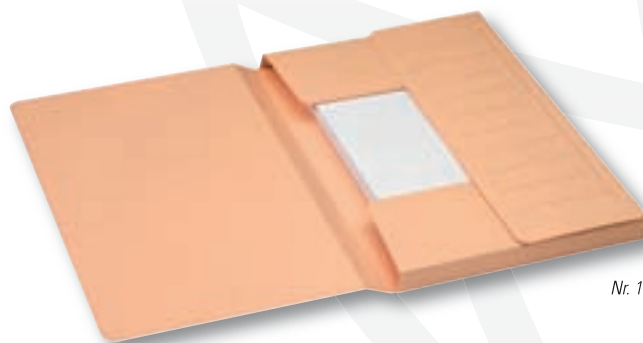
Nr. 9

Description	Standard pack	Order ref.
Secolor Document File A4 (31 x 23 cm)	50	31221**
** = enter colour no.:    		







SECOLOR Mammoth File

Extra large flaps keep the contents in place

- For the loose-leaf filing, organisation and retention of documents with a maximum size of 35 x 24 cm.
- With large dust flaps on 3 sides, so that the contents are properly secured and cannot fall out of the file.
- With dust flap on the long side which is pre-printed for notes and contents indication.
- Cardboard: 270 gram chlorine-free and acid-free Colorkraft cardboard.
- Larger than Foolscap.
- Storage capacity: 2.5 cm.



Nr. 19

Description	Standard pack	Order ref.
Secolor Mammoth File (36 x 25 cm)	50	31836**
Secolor Mammoth File (36 x 25 cm) (sealed pack of 10)	5	31838**
** = enter colour no.:      		



Nr. 14



SECOLOR Mail File Foolscap

For the perfect circulation of your internal mail

- For the internal circulation of loose documents or an entire file.
- Printed with 41 note boxes.
- Contents are visible through the open corners.
- Closed on 3 sides.
- Easy to open thanks to the raised back.
- Cardboard: 270 gram chlorine-free and acid-free Colorkraft cardboard.
- Storage capacity: 4 cm.

Description

Secolor Mail File (36 x 26 cm)
(sealed pack of 25)

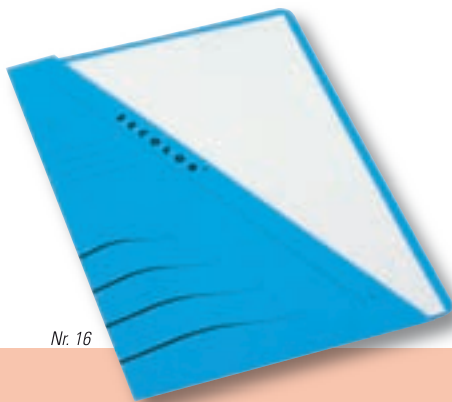
** = enter colour no.: 02 07 15

Standard pack

4

Order ref.

31455**



Nr. 16

SECOLOR Insertion File A4

A convenient collection file for loose documents

- A collection file that keeps small numbers of loose documents together.
- A perfect and environmentally friendly replacement of the PVC insertion file.
- Immediately clear which documents the file holds.
- Cardboard: 270 gram chlorine-free and acid-free Colorkraft cardboard.
- Storage capacity: 0.5 cm.

Description

Secolor Insertion File A4 (31 x 22 cm) 100

Secolor Insertion File A4 (31 x 22 cm) 10

(sealed pack of 10)

** = enter colour no.: 02 04 06 07 08 15

Standard pack

100

10

Order ref.

31531**

31533**

SECOLOR Sixtab A4

A convenient sorting file for daily use

- Sorting file with 6 tabs.
- Tabs with a fixed colour sequence (blue, yellow, red).
- For the organised storage of loose documents.
- Each tab sheet has been marked to make it easier to stick on a stripper or JalemaClip.
- Ideal as project file, mail file or business file.
- Cardboard: 270 gram chlorine-free and acid-free Colorkraft cardboard.



Nr. 25

Description	Standard pack	Order ref.
Secolor Sixtab A4 (31.5 x 23.5 cm)	50	3190602



DESI-LINE Quotation File A4

It is the overall presentation that counts

- The Quotation File has a pocket for holding loose documents on the left and right, enabling you to present the quotation and any supporting material in an organised manner.
- A clever addition is the possibility of inserting a business card.
- A valuable file for the presentation of your quotations and corresponding documentation.
- Cardboard: 290 gram cardboard.
- Storage capacity: 2 cm.



Description	Standard pack	Order ref.
DESI-Line Quotation File A4 (31 x 24 cm), (sealed pack of 10)	4	37021**

** = enter colour no.:  

Upright filing

SECOLOR Folding File with tab and flap A4

Perfect for your upright archive



- 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.
- Secolor 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 the Secolor Cassette.
- Ideal inner file for the lateral Secolor suspension files.
- Storage capacity: 1 cm.
- Cardboard: 270 gram chlorine-free and acid-free Colorkraft cardboard.

Description

Secolor Folding File with tab and flap A4 (31 x 24 cm)

** = enter colour no.: 02 07 15

Standard pack

100

Order ref.

31870**



CODETABS

Don't look for it, locate it!

- Alphabetical colour coding.
- Numerical colour coding.
- Alphanumerical colour coding.

Description

Codetabs, 0 - 9 (bag of 300 pieces)

Codetabs, A - Z (bag of 260 pieces)

Standard pack

1

1

Order ref.

3410500

3410700

SECOLOR Desktop Holder

Everything organised and within reach

- 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.

Description

Secolor Desktop Holder
(32 x 9,6 x 25 cm)

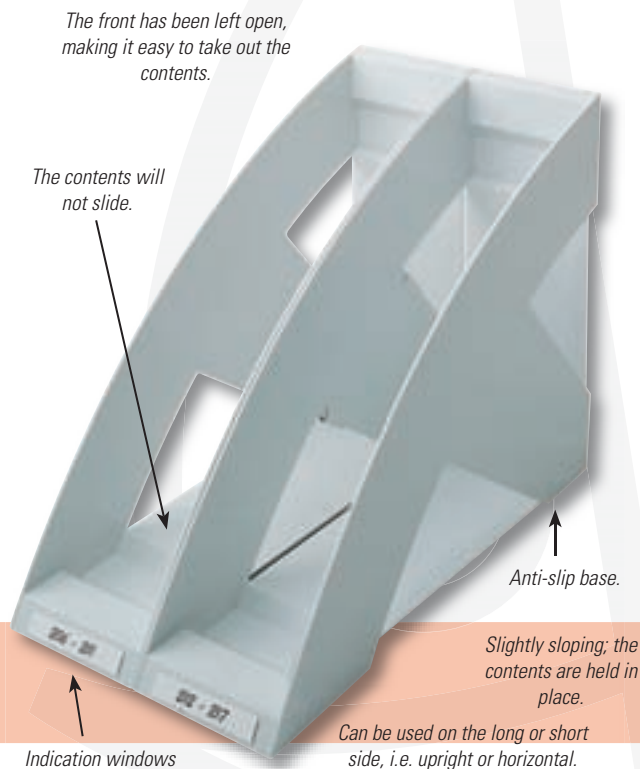
** = enter colour no.: 07, 19

Standard pack

10

Order ref.

32032**



Before



After





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 300 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.

Description	Standard pack	Order ref.
File&Send, strip and cover, dark blue	50	3500500
File&Send, strip and cover, 'Design'	50	3500600
File&Send International strip and cover, blue	50	3501900
File&Send, JalemaClip, dark blue	50	3501000
File&Send, JalemaClip, 'Design'	50	3501100
File&Send International JalemaClip, blue	50	3502000
Jalema File&Send with JalemaClip, 5 dark blue, (sealed pack of 10)		3501200
Jalema File&Send with JalemaClip, 5 'Design', (sealed pack of 10)		3501300

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.

Discuss your wishes with us and we will look at the possibilities.

We think along with you, produce fast and deliver quality.

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 2.5 cm.





DIPLO-LINE

A comprehensive range of handy PVC products for at home or in the office.

Luxurious black relief foil gives the products shape. This foil is extremely sturdy and gives the Diplo-Line a beautiful appearance.

The Diplo-Line range contains the following products:

- Phone ring binder A5
- Card ring binder A5
- Clipboard A4
- Clipboard file A4
- Writing pad holder A4
- Conference case A4
- Dossier file A4
- Expanding wallet A-Z
- Expanding wallet 1-31

DIPLO-LINE Phone ring binder A5

For frequent use

- With a 4-ring mechanism.
- There's a pocket for notes inside the front cover.
- Incl. an A-Z address book (room for 14 addresses and telephone numbers per letter).
- The tabs have been reinforced, so they won't curl up.
- You can also order the address book separately.
- Incl. 3 transparent business card holders for 18 business cards.



Description	Standard pack	Order ref.
Phone ring binder A5 (22. x 15.5 cm, spine 2.5 cm)	8	1201019
Contents for Phone Ring Binder (20.5 x 12.0 cm +10 tabs)	1	1295000

DIPLO-LINE Business card ring binder A5

Compact and easy to leaf through

- With a 4-ring mechanism.
- There's a pocket for notes inside the front cover.
- Incl. 10 transparent business card holders (6 business cards per holder).
- You can also order the business card holders separately.



Description	Standard pack	Order ref.
Business card ring binder A5 (22. x 15.5 cm, spine 2.5 cm)	8	1201519
Set of 10 Business card holders (21 x 12,8 cm)	1	1296500

DIPLO-LINE Clipboard A4

Sturdy, with suspension mechanism

- Sturdy clipboard with strong mechanism.
- Handy for notes, overviews, notepads, etc.
- The clamp mechanism hides a special suspension mechanism, enabling you to suspend the Clipboard from the side of a machine for instance.



Description	Standard pack	Order ref.
Clipboard A4 (34 x 24 cm)	10	1213019



DIPLO-LINE Clipboard with cover A4

Multi-functional, including pen holder

- Beautiful clipboard with extremely strong clamp mechanism.
- Holds writing pads, notepads, order pads, etc.
- There's a pocket for loose papers on the inside of the front cover.
- With pen holder in the spine.

Description

Clipboardmap A4
(34 x 24 cm, spine 2.1 cm)

Standard pack

10

Order ref.

1212519



DIPLO-LINE Writing pad holder A4

Including writing pad

- Handy for daily notes.
- With label holder on the front cover (9 x 5.5 cm).
- With pen holder on the inside.
- There's a pocket for notes inside the front cover.
- Incl. an A4 writing pad.

Description

Writing pad holder A4
(32 x 24 cm, spine 2.1 cm)

Standard pack

6

Order ref.

1212019



DIPLO-LINE Conference case "Amsterdam" A4

Consult documents easily with the JalemaClip

- With label holder on the front (9 x 5.5 cm).
- There's an insert compartment for several loose documents inside the front cover.
- Incl. a JalemaClip for the organised bundling of documents.
- Incl. a pocket with flap for holding loose documents or brochures.

Description

Conference case "Amsterdam" A4
(34 x 25 cm, spine 3.1 cm)

Standard pack

8

Order ref.

1224019

DIPLO-LINE Dossier file A4

Loose-leaf archiving up to 3 cm

- Ideal file for the loose-leaf filing or carrying of documents.
- With label holder on the front (9 x 5.5 cm).
- There's a pocket for notes inside the front cover.
- Incl. 3 large flaps that keep the contents in place.
- Thanks to the score marks, the file can easily hold 3 cm of filling.

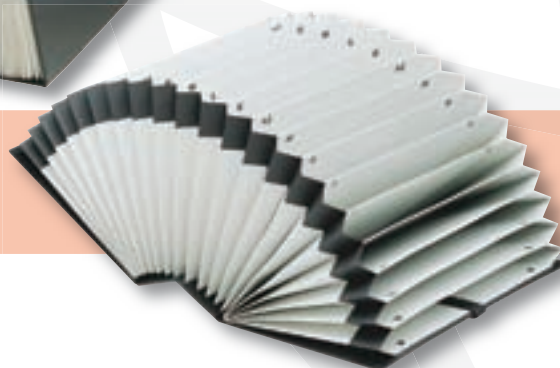


Description	Standard pack	Order ref.
Dossier File A4 (34 x 24 cm, spine 3.1 cm)	10	1234519

DIPLO-LINE EXPANDING WALLET

For years of trouble-free use

- Available with letters (21 pockets) and numbers (31 pockets).
- Can be secured with black ribbons.
- The sides of the pockets have been strengthened with black linen.
- The top has been reinforced, so the edges are not sharp to the touch.



Description	Standard pack	Order ref.
Expanding Wallet A-Z (38.5 x 25.5 cm, spine 14 cm)	1	2822119
Expanding Wallet 1-31 (38.5 x 25.5 cm, spine 14 cm)	1	2833119



A specially developed file that reflects a house style provides a respectable presentation and professional appearance.

SPECIALS



Do you aspire to make a unique and professional impression? A specially developed file that reflects a company's house style provides a respectable presentation and professional appearance. Jalema is here to lend a helping hand. Developing special files is part of our everyday activities. Jalema is flexible and can satisfy a variety of needs and desires. And, when we say 'special', we mean truly special. We think along with you, produce fast and deliver quality.

Special files	p. 40
MyFile	p. 42



SPECIAL FILES

Especially for you!

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.

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.

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.

Amnesty file (1)

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 (2)

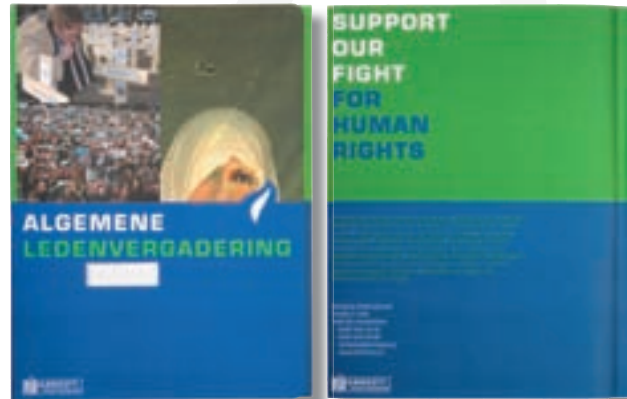
For sending documentation and quotations

- 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.

't Regthuys file (3)

For collecting documents of different sizes

- Based on the Secolor Mammoth File.
- With large dust flaps on 3 sides.
- Size: 36 x 25 cm.
- The file is made of 270 gram white Colorkraft cardboard.
- The outside is printed in two colours.



(1)



(2)

possible as of
500 pieces



(3)



Design your own file with MyFile

You can, with Jalema's MyFile. 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: 

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. A special online configurator enables you to design your own front by adding your images and text. You can also choose from a number of standard background designs. You can use the configurator to have the back of the A4 sheet printed with a table of contents according to the number of tabs you have selected.

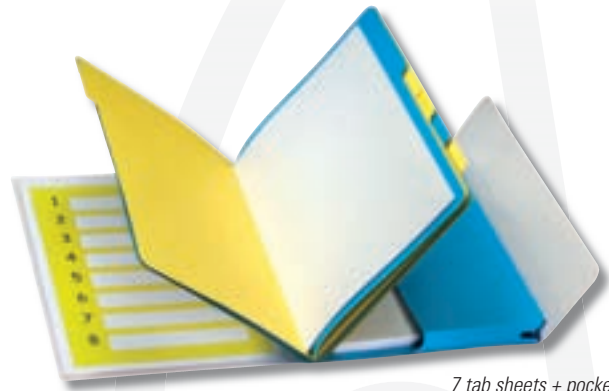
Once you have finished a template, you can upload a PDF file with your own design.

Delivery

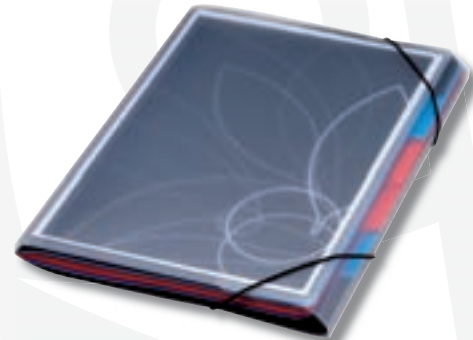
The files are delivered in the Netherlands only. After the end user has made his payment via Ideal, the files are sent straight to him. The delivery time of the files ordered depends on the quantities.

- up to 50 files: 5 working days
- 50 files or more: 10 working days

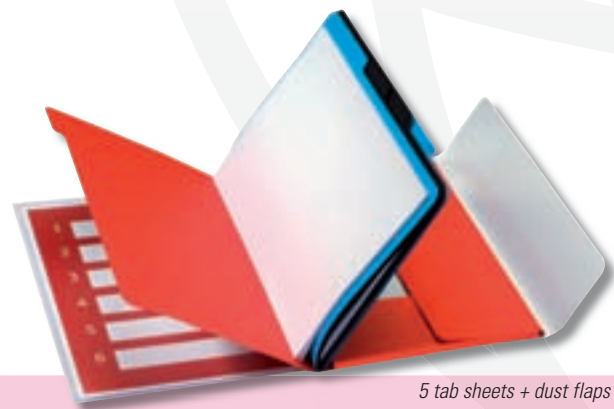
If you wish to order more than 100 files, please contact our in-house sales department for more information.



7 tab sheets + pocket



6 tab sheets



5 tab sheets + dust flaps



You can speed up the process of looking for files by no less than 40% by using colour coding.

(COLOUR) CODING



Doing the same amount of work in nearly half the time: is that still possible? Yes it is, in your archive!
You can speed up the process of looking for dossiers by no less than 40% if you use Jalema's unique colour coding systems.

More organisation, you save time and you won't lose any dossiers!

By sticking coloured, self-adhesive Codetabs on dossier files, you avoid misfiling. You can immediately tell when a dossier has been misfiled, as the colour rhythm is interrupted. All combinations are possible.

Codetabs p. 46

Jalema Jockey p. 48



(COLOUR) CODING

Don't look for it, locate it!

Colour coding makes it easy to locate files, saving up to 40% of time spent searching. Colour coding results in better organisation, time savings and no more lost files!

Adhering coloured, self-adhesive code tabs to document folders makes it virtually impossible to misfile. You can immediately tell when a folder has been misfiled because the colour rhythm is interrupted.



SECOLOR Codetabs

Don't look for it, locate it!

Secolor Codetabs are coloured, self-adhesive labels with numbers and letters. These labels are stuck on the tab edge of a lateral suspension file or on the side of the Secolor work files.

0 - 9; bag of 300 pieces

A - Z; bag of 260 pieces

Advantages:

- Find and file files fast.
- Lower risk of misfiling.
- Misfiled files stand out and interrupt the colour sequence.
- Each letter and each number has its own colour and can be read from two sides.
- Find your file at a glance.
- You no longer have to search, just retrieve the file.
- Realise a time-saving of up to 40% in your archive with colour coding!

The possibilities

Alphabetical colour coding

- The first 3 letters of the description point the way.
- You translate the first 3 letters of the description by using 3 alphabetical Secolor Codetabs.
- This coding method makes it easy for everyone to find the files.

Numerical colour coding

- You translate a numerical code into Secolor Codetabs.
- A numerical code may be a consecutive number, date (day and month), order number, policy number or claim number.

Alphanumerical colour coding

- Alphanumerical colour coding is a combination of the two above.



Codetabs: 0-9



Codetabs: A-Z



Description	Standard pack	Order ref.
Codetabs, 0 - 9 (bag of 300 pieces)	1	3410500
Codetabs, A - Z (bag of 260 pieces)	1	3410700



JALEMA Jockey

Universal label holder that fits any file

- The Jalema Jockey is a universal label holder that literally fits any file.
- It is easy to attach: use a hole-punch to make holes.
- The Jalema Jockey is a plastic (polypropylene) label holder.
- The Jockey fits onto any kind of material with a maximum thickness of 2.2 mm.
- It is also ideal for bundling 20 sheets of paper.
- It is very easy to print the contents indication on the enclosed indication strips.
- The Jockey Labels enable you to use colour coding in addition to the text.

Description	Standard pack	Order ref.
Jalema Jockey (incl. indication strips); box of 50 items	1	6100520
Jalema Jockey incl. indication strips, box of 50 items, light blue/ transparent	1	6100509
Jalema Jockey incl. indication strips, box of 50 items, red/ transparent	1	6100515
Jalema Jockey incl. indication strips, bag of 10 items, transparent	10	6100620
Jockey indication strips; 50 sheets of 34 pieces for Jockey	1	6200518



For more information, please visit www.jalemajockey.com.

On this website you can also download a word template in order to print the indication strips.

USER INSTRUCTIONS



1. Perforate (Jalema files come with Jockey perforating)



2. Print the indication strip. Stick on Jockey Label



3. Fold indication strip at a right angle



4. Fold Jalema Jockey up and down once



5. Insert indication strip in Jockey



6. Snap Jalema Jockey tight into the perforated holes, rounded off side on the inside





*Ideal for
your static archive*

BOXES



Jalema has various file and storage boxes in its product range. File boxes are ideal for a static archive and the long-term retention of loose-leaf or fastened documents. The storage boxes are suitable for the storage of folders, document files, loose documents or X-rays. In the event that the archiving is subject to the Netherlands Public Records Act, we can offer various materials such as wrapping paper, folders, mechanisms and boxes that meet the requirements set out in the Netherlands Public Records Act.

File box	p. 52
Municipal archives file box	p. 53
Storage boxes	p. 53



FILE BOX

Can be used upright or horizontal

- Made of mini corrugated cardboard.
- Easy to assemble.
- Can be used upright or horizontal.
- With contents field.

Description	Standard pack	Order ref.
File box Foolscap (36 x 23.5 x 8 cm)	50	7103500

SPECIAL BOXES

The boxes can also be printed in your own house style (for example logo, website, text). Ask our sales department for the possibilities.

MUNICIPAL ARCHIVES FILE BOX

Sturdy and pH-neutral

- Sturdy and made of heavy-duty double-lined kraft cardboard (850 gr).
- Its pH value is neutral, so your old archive enjoys maximum protection against the effects of acids.
- The score marks will not break, even after regular use.
- The information stored remains dust-free, guaranteed.
- The grasp hole is fitted with a dust cover.
- Easy assembly by means of metal clips.
- With blind stamp frame for contents label.
- Labels and clips are included.



Description	Standard pack	Order ref.
Municipal archives file box Foolscap with clips and labels (37 x 26.5 x 11.5 cm)	50	2303700
Retail pack; 10 sturdy file boxes + 10 convenient JalemaClipex mechanisms	1	2303800
Clips: bag of 200 items	1	7900500
Labels: bag of 50 items	1	2976000

STORAGE BOXES

For efficient relocation and storage

- The storage boxes are available in two different sizes.
- Ideal for moving your archive.
- For folders, document files, loose documents or X-rays.
- With contents field.



Description	Standard pack	Order ref.
"Filing Specialist" storage box for A4 and Foolscap files (376 x 293 x 388)	20	4607003
"Filing Specialist" storage box for X-ray files (220 x 410 x 475)	15	4607203



*Create order and organisation
with the JalemaClip!*

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.

JalemaClip	p. 57
JalemaClipex	p. 57
JalemaClip-Plus	p. 58
JalemaClip-Stickup	p. 60
Stripper-Stickup	p. 60
Archive kit	p. 61
SnapClip	p. 61
Snapbinder	p. 62
Strip and Cover	p. 62
PaperClick	p. 62
DiFyClip	p. 63
DigiStrip	p. 63



JALEMA CLIP advantages

The official attachment mechanism

- 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 document file.

There's an attachment mechanism for every need

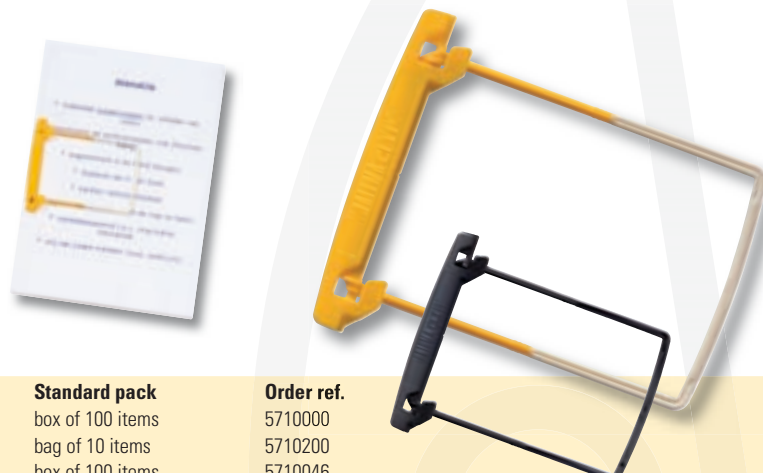
- Bundling; to bundle stacks of paper up to a capacity of 7 cm.
- Self-adhesive; to stick inside files.
- Emptying document files; transfer information from document file to file box fast.

Bundling

JALEMAClip

Perfect for bundling documents

- Available in yellow/white or black.
- Comes with free file lifters.
- Capacity: 5 cm.



Description	Cover	Tube	Clip	Standard pack	Order ref.
JalemaClip	yellow	yellow	white	box of 100 items	5710000
JalemaClip	yellow	yellow	white	bag of 10 items	5710200
JalemaClip	black	black	black	box of 100 items	5710046
JalemaClip	black	black	black	bag of 10 items	5710246
Clip			white	box of 100 items	5710700
Tube		yellow		set of 100 items	5710500
Tube long (280 mm)	yellow			set of 100 items	5710806
Cover	yellow			box of 100 items	5710600

JALEMAClipex

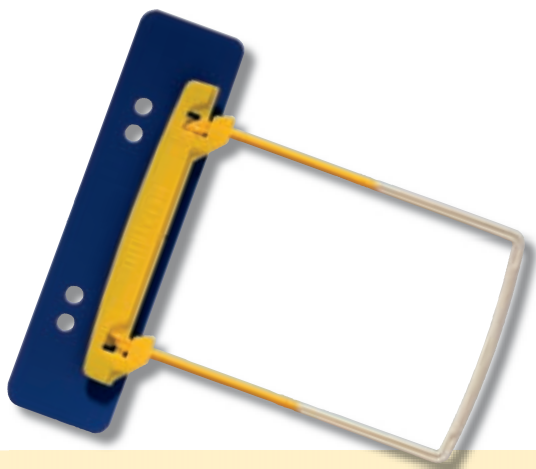
For permanent storage

- Plasticizer-free.
- PVC-free.
- Will not damage valuable documents.
- ICN12-approved (Netherlands Public Records Act).
- Popular with government bodies.
- Comes with free file lifters.
- Capacity: 5 cm.



Description	Standard pack	Order ref.
JalemaClipex; box of 100 items	10	5720049
JalemaClipex; bag of 10 items	10	5720200
Tube JalemaClipex; set of 100 items	10	5720517
Cover JalemaClipex;; set of 100 items	16	5720617
Tube JalemaClipex long (280 mm); set of 100 items	10	5720717
Cover JalemaClipex long box of 100 items	16	5722001

ICN 12



JALEMAClip-Plus

Ideal for creating categories in document files

- Yellow and white JalemaClip with insert strip.
- Suitable for any ring binder or document file.
- The perfect solution for storing separate dossiers in a single ring binder.
- The insertion strip is made of environmentally friendly polypropylene.
- Comes with free file lifters.
- Capacity: 5 cm.



Description	Standard pack	Order ref.
JalemaClip-Plus (mix), box of 100 items	6	5712525
JalemaClip-Plus (black): bag of 10 items	10	5712600

JALEMA File-lifter

From document 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 JalemaClip(ex) such as easy copying and removing or inserting sheets.

File lifter user instructions

1. Put the 2 slide-on connectors on the end of the clip with cover.
2. Place the clip with the slide-on connectors on the file mechanism and slide the paper from the mechanism to the clip.
3. Remove the slide-on connectors from the clip.
4. Attach the tube.
5. Close the mechanism.
6. 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..

How to use the JalemaClip?



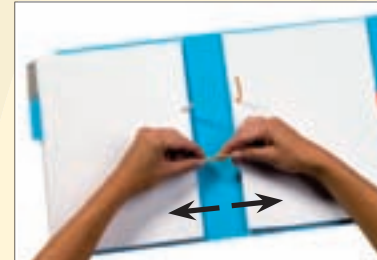
Release

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



Browsing

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



Open

In order to insert pages, release the tube off the clip and insert the new pages (via the clip).



Remove

Do the same to remove a page, but this time remove the page via the tube (no tearing).



Insert

To insert documents, the best thing to do is to use the clip 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

- Ideal for creating categories in an existing dossier.
- Turns every cover, folding file or quotation file into an efficient fastener file.
- Comes with free file lifters.
- Capacity: 5 cm.



Description	Standard pack	Order ref.
JalemaClip-Stickup, box of 100 items	6	5715500
JalemaClip-Stickup, bag of 10 items	10	5715600
JalemaClip-Stickup, tube box of 100 items	16	5715800



STRIPPER-Stickup

Maximum ease-of-use

- With self-adhesive strip to stick inside a dossier.
- The strip has been PE-coated and does not have any sharp edges.
- The cover is made of plastic.
- Attaches to paper, cardboard and different kinds of plastic.
- Capacity: 2 cm.



Description	Standard pack	Order ref.
Stripper-Stickup (15 x 2 cm), box of 100 items	15	7170007
Stripper-Stickup (15 x 2 cm), bag of 20 items	10	7170200

Emptying document files

JALEMA Archive Kit

A complete kit to empty document files

- Transfer the contents of a document file to a loose JalemaClipex fast and efficiently.
- The JalemaClipex has an extra long tube and clip, so that it can accommodate the entire contents of a full document file.
- Including coloured labels with perforation holes.
- You can write on both the back and front of the labels.
- Comes with free file lifters.
- Capacity: 7 cm.



Description	Standard pack	Order ref.
Jalema Archive Kit, box of 100 items	6	5721000



SnapClip

Suitable for permanent retention

- Ideal when transferring the contents of a document file to a file box.
- The clip of the SnapClip fits perfectly on the document file mechanism.
- The contents of the document file are slid across the clip.
- The SnapClip tube is extra long.
- Plasticizer-free.



Description	Standard pack	Order ref.
SnapClip, box of 50 items	10	7173000





SnapBinder

To empty old archives

ICN
12

- Made of materials that cause less harm to the environment.
- As a result, it can go into the shredder, along with the paper.
- The mechanism does not affect the documents.
- Plasticizer-free.
- Document-friendly.

Description	Standard pack	Order ref.
SnapBinder, box of 50 items	10	7104000

Miscellaneous

Strip and Cover

PE-coated, so not sharp to the touch



- The metal strip has been PE-coated.
- Not sharp to the touch.
- Much more user-friendly than similar metal versions.
- The cover is made of plastic (polypropylene).

Description	Standard pack	Order ref.
Strip and Cover, box of 500 items	6	7175000



PaperClick

For an organised presentation, quotation or report

- A fast, durable attachment mechanism.
- Turns a stack of loose sheets of paper into an organised set with a single click.
- Ideal for an organised presentation, quotation or report.
- Also keeps your desk tidy and neat.
- PaperClicks can be used from only two sheets, but are also extremely ideal for thick documents or larger numbers of loose sheets.
- Capacity: 0.5 cm.

Description	Standard pack	Order ref.
PaperClicks, bag of 25 items	8	7175500

Jalema DiFyClip

Physical and digital information in one

- Perfect for storing correspondence together with drawings, heavy files, presentations and photographs.
- 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.
- Ensures an utterly complete report (large digital attachments).
- Ideal for offering to event visitors (folder containing digital presentations).
- Available in 2 GB and 4 GB.



**JalemaClip
plus USB**

Description	Standard pack	Order ref.
Jalema DiFyClip yellow = 2 GB	1	5723200
Jalema DiFyClip yellow = 4 GB	1	5723400

Jalema DigiStrip

Physical and digital information in one

- Strip and cover with USB.
- Perfect for storing correspondence together with drawings, heavy files, presentations and photographs.
- No more lost USB sticks.
- It is not necessary to buy new files. You replace the cover by the DigiStrip.
- Ideal for architects, lawyers, students, estate agents, advertising and event agencies.
- Available in 2 GB and 4 GB.

**with
USB**



Description	Standard pack	Order ref.
Jalema DigiStrip yellow = 2 GB	1	5725200
Jalema DigiStrip yellow = 4 GB	1	5725400



*Easy access to
your information*

PRESENTATION SYSTEMS



Jalema offers a number of smart and representative products which create overview in the working environment and which facilitate the daily business.

Jalema Grip

A representative aluminium clamp frame for all your documents. Next to 5 standard lengths you can also order customized lengths.

Flex-o-Frame

Flex-o-Frame is Jalema's versatile information system for documents, brochures and business cards. You will always be able to find the information you need, fast. Handy for the on the desk, counter, in the showroom or on the wall.

- Jalema Grip p. 66
 - With magnet p. 67
 - Without magnet p. 67

- Flex-o-Frame p. 68
 - Info Pockets p. 69
 - Wall Elements p. 71
 - Desk stands p. 73



JALEMA GRIP

Representative clamp frame



Jalema Grip is a modern and more visually appealing solution, which has made the noticeboard a thing of the past. Its aluminium clip frame means that Jalema Grip not only has a high-quality appearance, but is also more efficient and convenient to use.

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.

Materials

A combination of quality and design

Apart from the standard assembly materials, the Jalema Grip comes with 2 magnets, enabling you to just click it onto a whiteboard or office cabinet. There are 3 lengths available **with magnet** for on whiteboards and cupboards (34, 90 and 120 cm).

Customised Jalema Grip

You choose the size you want

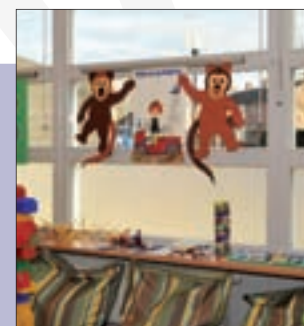
We can also customise the Jalema Grip for you. Imagine, you have a room or wall you want to use for a presentation, with drawings or sketches. Jalema can produce any size you want. Available as of 100 pieces.

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.



Omschrijving	Stand. verpak.	Bestelnr.
Jalema Grip - 60 cm	6	1600633
Jalema Grip - 90 cm	6	1600933
Jalema Grip - 120 cm	6	1601233
Jalema Grip - 240 cm	4	1602433
Jalema Grip - 34 cm, incl. Assembling magnet	6	1605333
Jalema Grip - 60 cm incl. Assembling magnet	6	1605633
Jalema Grip - 90 cm, incl. assembling magnet	6	1605933
Jalema Grip - 120 cm, incl. assembling magnet	6	1606233



FLEX-O-FRAME

Versatile information system

Flex-o-Frame is Jalema's versatile information system. Suitable for all sorts of applications in as many varied office situations. You will always be able to find the information you need, fast. This multi-functional information system contributes to an efficient and more organised office environment.

The product range's basis is formed by hardware:

- Desk stands
- Wall elements
- Arms

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.

Shop display

We have developed a shop display for the Flex-o-Frame products. If you are interested you can contact the sales department.

Size display:

- 70 cm deep
- 54 cm broad
- 175 cm high

INFO POCKETS

Advantages

Efficient and durable

- 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 pocket for brochures

INFO POCKETS A4 and A5

Quality product

- 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.



Description

Info Pocket A5

**=enter colour no.: 02 19

Info Pocket A4

**=enter colour no.: 01 02 06 08 15 18 19

Standard pack

10

10

Order ref.

79601**

79606**



INFO POCKET A4 with suspension ring

Convenient suspension of information files

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

Description

Info Pocket A4 with suspension ring 10

**=enter colour no.: 02 15

Standard pack

10

Order ref.

79611**



INFO POCKET A4 for business cards

For a functional structure

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

Description

Info Pocket for business cards

**=enter colour no.: 02 19

Standard pack

10

Order ref.

79612**



INFO POCKET A4 for leaflets/forms

Ideal for loose leaflet and information material

- 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.

Description

Info Pocket for leaflets/forms

**=enter colour no.: 02 19

Standard pack

10

Order ref.

79614**

LABEL HOLDER

For a convenient index

- 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.



Description	Standard pack	Order ref.
Label holder, bag of 10 items	1	7961820

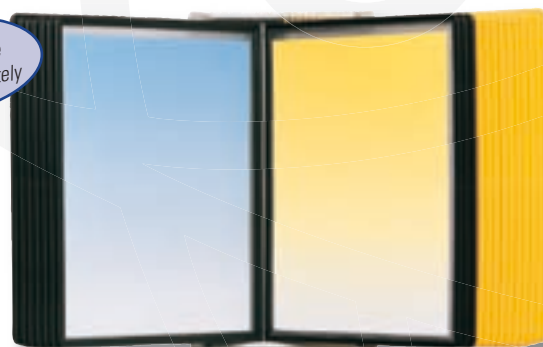
Wall elements

WALL ELEMENT Superior for A4 and A5 Info Pockets

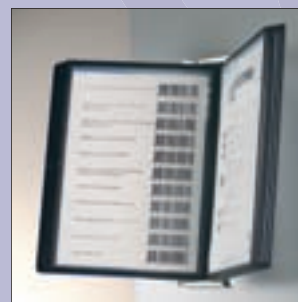
Extremely suitable for retail

- 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.

Info Pockets must be reordered separately



Description	Order ref. Element	Info Pocket order no.
Wall Element Superior for 10 x A5 ** enter colour no. Info Pockets A5: 02 19	7962107	10x 79601**
Wall Element Superior for 10 x A4	7963107	10x 79606**
Wall Element Superior for 20 x A4	7963207	20x 79606**
Wall Element Superior for 30 x A4	7963307	30x 79606**
Wall Element Superior for 50 x A4	7963507	50x 79606**
** enter colour no. Info Pockets A4: 01 02 06 08 15 18 19		
Description Wall bracket for diagonal fixing of element Label holder, bag of 10 items	Order ref. 7963907 7961820	



Wall bracket



WALL ELEMENT Premium incl. 5 or 10 Info Pockets A4

Quality and maximum ease-of-use

- 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.



Description

Wall Element Premium, incl. 5 A4 Info Pockets (blue)	7968002
Wall Element Premium, incl. 5 A4 Info Pockets (black)	7968019
Wall Element Premium Magnet, incl. 5 A4 Info Pockets (black)	7968119
Wall Element Premium, incl. 10 A4 Info Pockets (blue)	7968202
Wall Element Premium, incl. 10 A4 Info Pockets (black)	7968219

Order ref.

Description

Label holder, bag of 10 items

Order ref.

7961820

Description

Wall Element Premium for 10 x A4 (black)

Order ref.

7964619

Flex-o-Frame in practice:



Desk Stands

DESK STAND Superior for 40 x A4/A5

Everything at hand, quickly and orderly

- 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.

Info Pockets must be reordered separately



Description

Desk Stand Superior for 40 x A5

** enter colour no. Info Pockets A5: 02 19

Desk Stand Superior for 40 x A4

** enter colour no. Info Pockets A4: 01 02 06 08 15 18 19

Order ref. Element

7964007

7964307

Order ref. Info Pocket

40x79601**

40x79606**

Description

Label holder, bag of 10 items

Order ref.

7961820

INFOMANAGER Superior basis incl. 10 Info Pockets A4

For desks and walls

- 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.



Description

InfoManager Superior base incl. 10 Info Pockets A4 (black)

InfoManager Superior base incl. 10 Info Pockets A4 (blue)

InfoManager Superior extension incl. 10 Info Pockets A4 (black)

InfoManager Superior extension incl. 10 Info Pockets A4 (blue)

Order ref.

7967519

7967502

7967719

7967702

Description

Label holder, bag of 10 items

Order ref.

7961820



**DESK STAND Premium
incl. 10 Info Pockets A4**

Good price/quality ratio

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

Description

Desk Stand Premium, incl. 10 A4 Info Pockets (blue)
Desk Stand Premium, incl. 10 A4 Info Pockets (black)

Order ref.

7968402
7968419

Description

Label holder, bag of 10 items

Order ref.

7961820



**VIP DESK STAND
incl. 10 Info Pockets A4**

Multi-functional and professional

- 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.

Description

VIP Desk Stand, incl. 10 A4 Info Pockets (anthracite)
VIP Desk Stand, incl. 20 A4 Info Pockets (anthracite)
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)

Order ref.

7967801
7967901
7969001

Description

Label holder, bag of 10 items

Order ref.

7961820

Miscellaneous

TELESCOPIC ARM Superior for 10 to 30 Info Pockets A4/A5

Height-adjustable

Info Pockets must be reordered separately

- Just fix to a desk or desktop.
- Sturdy and durable construction.
- The arm comes with a table clamp.
- Central leaf attachment also available.
- Available in A4 and A5.
- Info Pockets are available in various colours.



Description	Bestelnr. Arm	Order ref. Element	Order ref. Info Pocket
Telescopic Arm for 10 x A5 ** enter colour no. Info Pockets A5: 02 19	7965307	7962107	10x 79601**
Telescopic Arm for 10 x A4	7965307	7963107	10x 79606**
Telescopic Arm for 20 x A4	7965307	7963207	20x 79606**
Telescopic Arm for 30 x A4 ** enter colour no. Info Pockets A4: 01 02 06 08 15 18 19	7965307	7963307	30x 79606**

Description	Order ref.
Label holder, bag of 10 items	7961820

JUMBO ARM Superior for 30 and 50 Info Pockets

Sturdy and multi-functional

Info Pockets must be reordered separately

- Extremely suitable for environments such as car repair workshops, petrol stations, factories and laboratories.
- The Jumbo Arm will withstand frequent consultation thanks to its sturdiness and extra strong construction.
- Comes with extremely sturdy table clamp.
- Central leaf and wall attachment also available.
- Info Pockets are available in various colours.



Description	Order ref. Arm	Order ref. Element	Order ref. Info Pocket
Jumbo Arm with 30 x A4 Info Pockets	7966007	7963307	30x 79606**
Jumbo Arm with 50 x A4 Info Pockets ** enter colour no. Info Pockets A4: 01 02 06 08 15 18 19	7966007	7963507	50x 79606**

Description	Order ref.
Central leaf attachment	7966807
Wall attachment	7966907
Label holder, bag of 10 items	7961820

JALEMA Office Supplies

*"The best of two worlds
for a sustainable office!"*

ATLANTA Office Products

Alzicht
Atlanta Green
Avanti
Diplo-Line
Euroflex
Flex-o-Frame
File&Send
Infinio
JalemaClip

Jalema Grip
Lucido
Mobera
MyFile
Re-Solution
Secolor
Serie E
Silky Touch
Spectrum

ATLANTA Office Products

*"The best of two worlds
for a sustainable office!"*

CATALOGUE 2011-2012



www.jalemaoffice.com

JALEMA 
DIVISION OFFICE SUPPLIES



Dear Customer,

The coming year is to be a special year for Jalema and, in turn, for you, thanks to new opportunities, new products, new markets and a broader range of products. As you are probably already aware, we recently acquired the company Atlanta. The acquired activities and products are in perfect keeping with our current activities. A well-known product like Alzicht suspension files is a valuable addition to our product portfolio. Naturally, we continue to specialize in producing files and folders, enabling us to provide a wide variety of special products. With product lines like Re-Resolution (100% recycled) and Silky Touch, we offer a comprehensive package of contemporary desk accessories for the business and consumer markets.

We are therefore providing you with a special edition of the Jalema Office catalogue this year. The catalogue offers a complete overview categorized into two sections, one with Jalema products and one with the Atlanta products we have now included in our collection.

This book is your tool to help you in your daily sales; it is a reflection of our honest approach. And that is what we want to be for you: honest and pure, with as many of our own durable and environmentally friendly products as possible, products that have been given considerable thought and will not disappoint you.

As a result of the acquisition of Atlanta, we have also expanded our sales team and introduce you to these individuals on page 3. If you have any questions or wish to schedule a consultation with one of our advisers, please do not hesitate to contact us.

Yours sincerely,

Loek van Rhee
Jalema Office Supplies
Sales Manager

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Blue Angel (files)



Products accredited with Blue Angel environmental certification, meeting the criteria to protect resources. Made of 100% recycled paper.

Blue Angel (desk and office accessories)



Products accredited with Blue Angel environmental certification, meeting the criteria to protect resources. Made of 100% post-consumer material.



The Trademark of the Forest Stewardship Council (FSC) indicates that the wood used to make the product comes from a forest which is well managed according to strict environmental, social and economic standards. The forest of origin has been independently inspected and evaluated according to the principles and criteria for forest management agreed and approved by the Forest Stewardship Council.

100% biodegradable



The Atlanta Green desk and office accessories are made of 100% biodegradable and compostable materials according to EN 13432. Atlanta Green, revolutionary range of natural looking office products with extraordinary environmental benefits.



Salesteam Office Supplies

Standing: Andreas Kaumanns, Marianne Sikkema, Frank Demarteau, Maurice Donjacour, Karin Janssen, Lucie Krimpmann, Loek van Rhee.

Sitting: Wendy Huijskens, Christine van Och, Susan Lenssen, Astrid Teeuwen, John Bruurs, Manuela Levels-Kremers, Jürgen Beyers.

ORDERING



ORDERING

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Advice and information

If you would like to find out more about our products, please call one of our sales assistants on +31 (0)77 476 76 76! They are waiting to assist you from Monday to Friday, from 8.15am to 5pm.

Consult with one of our advisers

Jalema specializes in filing solutions. We feel it is important that your customers get the most out of our products. We are therefore happy to advise you and your customers about all the possibilities. So if you have any questions or need the support of one of our advisers, please do not hesitate to contact us.

Showroom

If you would like to view our products or would like a demonstration, you can visit our showroom in the Reuver branch (by appointment only).

Jalema B.V.
Divisie Office Supplies
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5953 NP Reuver
Postbus 4802
5953 ZL Reuver

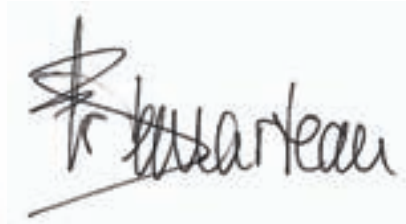
Corporate social responsibility

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



Taking pleasure in work

“We believe very strongly in our employees taking pleasure in their work. I think that is also one of the reasons we have been so successful for more than sixty years. We have a high degree of employee involvement and that really makes the difference.”

“We are a healthy company and have been so for many years. This enables us to relax more and worry less. And, of course, stress less. In that sense, the company culture is a very relaxed one, which results in more creativity. And more pleasure in work and respect for one another also translates into more willingness to change. This flexibility in turn enables us to quickly respond to changing market conditions.”

Planet

“When developing new products or innovating existing ones, we always research whether the product could lead to any social problems. It is not possible to use recycled paper for our files and folders since it does not meet our quality standard or that of our clients, so instead we make sure that, for every tree that is cut down for our production, five trees are planted. We also separate the paper from the other materials. The documents are then destroyed and the paper recycled. The JalemaClips are then recycled into new ones, thereby completing the cycle.”

Social Fund:

for charity

At Jalema, profit-sharing means more than just sharing with employees in times of prosperity, but also donating a share of profits to a social fund that was established in 1989 to support charities, both local and international. 5% of the money received by everyone in terms of profit-sharing is paid into the Social Fund. The company then doubles the total amount.

‘The goal of the Jalema Social Fund is to support individuals, institutions and organizations active in the medical, charitable, cultural or scientific fields whose work is aimed at public welfare and is not intended to support Jalema employees.’

Jalema integrates the disabled

We have integrated them into the company gradually, first as home workers, later working in a separate facility in Reuver, and now as part of our factory staff. The Jalema Assembly Group (JAG) consists of around twenty-five employees with a mental disability. They arrive by bus every morning and are picked up again later in the afternoon. In the meantime, they generate added value for the company in every respect.

Cradle-to-Cradle (C2C)

Jalema’s objective is to structure its products and processes according to 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. The C2C philosophy is based on the waste equals food principle, whereby it must be possible to reuse product materials and substances in an infinite cycle without loss of quality after their initial lifecycle.



*Performance
in your office!*

FILING & ARCHIVING



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FILES

Suspension files

Jalema Office Products offers a broad range of suspension files designed for all European markets. It includes every important European product standard and Europe's most common sizes & product colours. Available with clenched-on metal bars, glued metal bars or plastic bars, in the sizes A4, Folio and Foolscap, with V- or U-bottom and in bright colours or recycled materials.

Folders & flat files

Jalema offers an extensive range of very convenient files for everyday use in the office, at school or at home. Available in different formats, colours and material qualities.

Dividers

To complement the extensive product range, Jalema offers a wide selection of indexes and dividers in different materials, colours and sizes for efficient classification and organisation of documents.

Alzicht suspension files

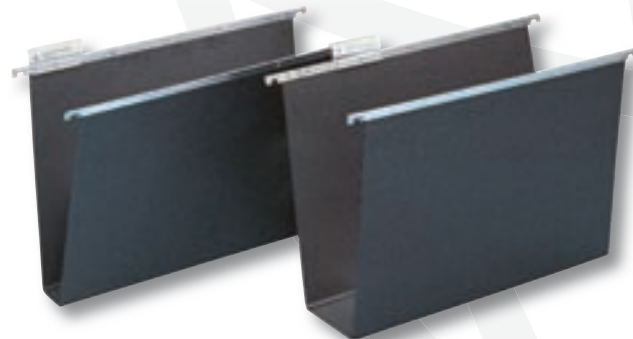
- Benelux filing standard.
- Made of 100% recycled Blue Angel paper.
- 275 g/m² material quality, printed in black.
- Crystal clear Alzicht tab, readable from top and front side.
- Strong tin-plated, clenched on metal hanging bars with grey nylon gliders.
- Punched slots in front and back for 80 mm filing strips.
- Bottom with 5 expansion creases.
- Dimensions (HxW): 235 x 312 mm (A4), 235 x 348 mm (Folio).
- Packed per 25 files including Alzicht tabs and inserts in printed box.



Description	Standard pack.	Order ref.
A4 size, V-bottom, 65 mm tab, grey	25 / 100	2662014000 (A662014)
Folio size, V-bottom, 65 mm tab, grey	25 / 100	2662015000 (A662015)
A4 size, 30 mm bottom, 65 mm tab, grey	25 / 100	2662214000 (A662214)
Folio size, 30 mm bottom, 65 mm tab, grey	25 / 100	2662215000 (A662215)
Folio size, V-bottom, 100 mm tab, grey	25 / 100	2662015000 (A6620150)

Alzicht heavy-duty suspension files

- Benelux filing standard.
- An extra strong suspension file for bulky files.
- Made of strong FSC hardboard.
- 1050 g/m² material quality.
- Crystal clear 65 mm wide Alzicht tab readable from top and front side.
- Strong tin-plated, clenched on metal hanging bars with grey nylon gliders.
- Dimensions (HxW): 235 x 312 mm (A4), 235 x 348 mm (Folio).
- Packed per 5 files including tabs and inserts in white box.



Description	Standard pack.	Order ref.
A4 size, 40 mm bottom, Black	5	2662144000 (A662144)
A4 size, 80 mm bottom, Black	5	2662148000 (A662148)
Folio size, 40 mm bottom, Black	5	2662154000 (A662154)
Folio size, 80 mm bottom, Black	5	2662158000 (A662158)



Alzicht suspension files, choice of colours

- Benelux filing standard.
- Made of 100% recycled paper
- 280 g/m² material quality, printed in black.
- Crystal clear 65 mm wide Alzicht tab readable from top and front side.
- Strong tin-plated, clenched on metal hanging bars with grey nylon gliders.
- Punched slots in front and back for 80 mm filing strips.
Bottom with 5 expansion creases.
- Dimensions (HxW): 235 x 312 mm (A4), 235 x 348 mm (Folio).
- Packed per 25 files including tabs and inserts in printed box.

Description	Standard pack.	Order ref.
A4 size, V-bottom		
White	25	2662024000 (A6620240)
Red	25	2662024200 (A6620242)
Yellow	25	2662024400 (A6620244)
Green	25	2662024500 (A6620245)
Blue	25	2662024600 (A6620246)



Folio size, V-bottom		
White	25	2662025000 (A6620250)
Red	25	2662025200 (A6620252)
Yellow	25	2662025400 (A6620254)
Green	25	2662025500 (A6620255)
Blue	25	2662025600 (A6620256)
Grey with mechanism	25	2662315000 (A662315)

A4 size, 30 mm bottom		
White	25	2662214000 (A6622140)
Red	25	2662214200 (A6622142)
Yellow	25	2662214400 (A6622144)
Green	25	2662214500 (A6622145)
Blue	25	2662214600 (A6622146)

Folio size, 30 mm bottom		
White	25	2662215000 (A6622150)
Red	25	2662215200 (A6622152)
Yellow	25	2662215400 (A6622154)
Green	25	2662215500 (A6622155)
Blue	25	2662215600 (A6622156)

Economy suspension files

- Benelux filing standard.
- Made of 100% recycled Blue Angel paper
- 230 g/m² material quality.
- Clenched on metal hanging bars.
- Clear plastic economy tab 65 mm wide.
- Dimensions (HxW): 235 x 312 mm (A4), 235 x 348 mm (Folio), 245 x 362 mm (Foolscap).
- Packed per 50 files including tabs and inserts in printed box.



Description	Standard pack.	Order ref.
A4 size, V-bottom, Chamois	50	2662011400 (A6620114)
Folio size, V-bottom, Chamois	50	2662011500 (A6620115)
Foolscap size, V-bottom, Chamois	50	2662011600 (A6620116)

Euroflex suspension files

- European filing standard.
- 240 g/m² material quality, printed in black.
- Strong reinforced glued metal suspension bars with durable white powder coated runners.
- The Euroflex suspension files have a 50 mm wide, flexible and crystal clear plastic tab. Bottom with 5 expansion creases.
- Pre-punched slots in front and back for 80 mm filing strips.
- Dimensions (HxW): 240 x 318 mm (A4), 240 x 348 mm (Folio), 240 x 362 mm (Foolscap).
- Individual colours packed per 25 files including tabs and inserts in printed box, assorted colours shrink-wrapped per 10 and packed per 50 files in box.



Description	Standard pack.	Order ref.
A4 size		
Red	25	2652742200 (A6527422)
Orange	25	2652742300 (A6527423)
Yellow	25	2652742400 (A6527424)
Green	25	2652742500 (A6527425)
Blue	25	2652742600 (A6527426)
Brown	25	2652742700 (A6527427)
Assorted	50	2652742990 (A65274299)

Description	Standard pack.	Order ref.
Foolscap		
Red	25	2652762200 (A6527622)
Orange	25	2652762300 (A6527623)
Yellow	25	2652762400 (A6527624)
Green	25	2652762500 (A6527625)
Blue	25	2652762600 (A6527626)
Brown	25	2652762700 (A6527627)

Colour assortment in assorted pack is 2 x red, 2 x orange, 2 x yellow, 2 x green and 2 x blue.



Moberta suspension files

- Benelux filing standard.
- Made of 100% recycled Blue Angel paper
- 275 g/m² material quality.
- Strong metal hanging bars with durable powder coated runners.

The Moberta suspension files have a full size paper tab with or without special 170 mm wide plastic window on the left or right side of the tab.

- Available with or without flat fastener mechanism inside.
- Dimensions (HxW): 235/255 x 348 mm.
- Packed per 25 files including inserts in white box.

Description	Standard pack.	Order ref.
Folio size, window left, grey	50	2650250000 (A65025)
Folio size, without window, fastener, grey	50	2650350000 (A65035)
Folio size, window right, fastener, grey	50	2650450000 (A65045)
Folio size, window left, fastener, grey	50	2650550000 (A65055)



Serie E suspension files

- German filing standard.
- Strong and durable universal suspension files for all fields of use.
- Made of recycled filing board
- 230 g/m² material quality for natron brown colour and 240 g/m² for other colours.
- Crystal clear, 60 mm wide Vario tabs.
- For paper format DIN A4. Black organisation print.
- Dimensions (HxW): 240 x 318 mm.
- Packed per 25 files including tabs and inserts in brown box.

Description	Standard pack.	Order ref.
A4 size, natron Brown	25	2655014700 (A6550147)
A4 size, White	25	2655024000 (A6550240)
A4 size, Red	25	2655024200 (A6550242)
A4 size, Yellow	25	2655024400 (A6550244)
A4 size, Green	25	2655024500 (A6550245)
A4 size, Blue	25	2655024600 (A6550246)
A4 size, Assorted	25	2655024990 (A65502499)

Colour assortment in assorted box is 5 x white, 5 x red, 5 x yellow, 5 x green and 5 x blue.

Serie E suspension files, extra capacity

- German filing standard.
- Strong and durable universal suspension files for all fields of use.
- Made of recycled filing board.
- 230 g/m² material quality.
- Extra wide bottom for large capacity. With grey plastic bottom re-enforcement.
- Glass clear, 60 mm wide Vario tabs.
- For paper format DIN A4. Black organisation print.
- Dimensions (HxW): 240 x 318 mm.
- Packed per 25 files including tabs and inserts in brown box.



Description	Standard pack.	Order ref.
A4 size, capacity 30 mm, natron Brown	25	2655214370 (A65521437)
A4 size, capacity 50 mm, natron Brown	25	2655214570 (A65521457)

Serie E filing pockets with gussets

- German filing standard.
- Strong and durable universal filing pockets for all fields of use.
- Made of recycled filing board.
- 230 g/m² material quality for natron brown colour files and 240 g/m² for the other colours.
- Glass clear, 60 mm wide Vario tabs.
- For paper format DIN A4. Black organisation print and linen gussets.
- Dimensions (HxW): 240 x 318 mm.
- Packed per 25 files including tabs and inserts in brown box.



Description	Standard pack.	Order ref.
A4 size, natron Brown	25	2655614700 (A6556147)
A4 size, White	25	2655624000 (A6556240)
A4 size, Red	25	2655624200 (A6556242)
A4 size, Yellow	25	2655624400 (A6556244)
A4 size, Green	25	2655624500 (A6556245)
A4 size, Blue	25	2655624600 (A6556246)
A4 size, Assorted	25	2655624990 (A65562499)

Colour assortment in assorted box is 5 x white, 5 x red, 5 x yellow, 5 x green and 5 x blue.



Serie E fastener files, commercial binding

- German filing standard.
- Strong and durable universal fastener files for all fields of use.
- Made of recycled filing board.
- 230 g/m² material quality for natron brown colour and 240 g/m² for other colours.
- Metal hanging bars with grey powder coated tips. Metal filing clip 80 mm with metal compressor plate.
- Crystal clear, 60 mm wide Vario tabs.
- For paper format DIN A4. Black organisation print.
- Dimensions (HxW): 240 x 318 mm.
- Packed per 25 files including tabs and inserts in brown box.

Description

A4 size, natron Brown
 A4 size, White
 A4 size, Red
 A4 size, Yellow
 A4 size, Green
 A4 size, Blue
 A4 size, Assorted

Standard pack.

25
 25
 25
 25
 25
 25
 25

Order ref.

2655814700 (A6558147)
 2655814000 (A6558140)
 2655814200 (A6558142)
 2655814400 (A6558144)
 2655814500 (A6558145)
 2655814600 (A6558146)
 2655814990 (A65581499)

Colour assortment in assorted box is 5 x white, 5 x red, 5 x yellow, 5 x green and 5 x blue.



Serie E fastener files, official binding

- German filing standard.
- Strong and durable universal fastener files for all fields of use.
- Metal hanging bars with grey powder coated tips.
- Metal filing clip 80 mm with metal compressor plate.
- Crystal clear, 60 mm wide Vario tabs.
- For paper format DIN A4. Black organisation print.
- Made of recycled filing board, 230 g/m² material quality.
- Dimensions (HxW): 240 x 318 mm.
- Packed per 25 files including tabs and inserts in brown box.

Description

A4 size, natron Brown

Standard pack.

25

Order ref.

2655824700 (A6558247)

Spectrum suspension files

- German filing standard.
- Made of FSC filing board.
- 240 g/m² material quality with black organisation print.
- Crystal clear "Alzicht" tabs, readable from top and front side.
- Metal hanging bars with white powder coated tips. For paper format DIN A4.
- Dimensions (HxW): 240 x 318 mm.
- Packed per 25 files including tabs and inserts in brown box.



Description	Standard pack.	Order ref.
A4 size, White	25 / 100	2653034000 (A6530340)
A4 size, Red	25 / 100	2653034200 (A6530342)
A4 size, Yellow	25 / 100	2653034400 (A6530344)
A4 size, Green	25 / 100	2653034500 (A6530345)
A4 size, Blue	25 / 100	2653034600 (A6530346)

Spectrum filing pockets with gussets

- German filing standard.
- Strong and durable universal filing pockets for all fields of use.
- Made of FSC filing board.
- 240 g/m² material quality with black organisation print and black linen gussets.
- Crystal clear "Alzicht" tabs, readable from top and front side.
- Metal hanging bars with white powder coated tips.
- Dimensions (HxW): 240 x 318 mm.
- Packed per 25 files including tabs and inserts in brown box.



Description	Standard pack.	Order ref.
A4 size, White	25 / 100	2653634000 (A6536340)
A4 size, Red	25 / 100	2653634200 (A6536342)
A4 size, Yellow	25 / 100	2653634400 (A6536344)
A4 size, Green	25 / 100	2653634500 (A6536345)
A4 size, Blue	25 / 100	2653634600 (A6536346)



Spectrum fastener files, commercial binding

- German filing standard.
- Strong and durable universal fastener files for all fields of use.
- Made of FSC filing board.
- 240 g/m² material quality with black organisation print.
- Crystal clear "Alzicht" tabs, readable from top and front side.
- Metal hanging bars with white powder coated tips. Metal 80 mm prong and plate fastener mechanism.
- Dimensions (HxW): 235/240 x 318 mm.
- Packed per 25 files including tabs and inserts in brown box.

Description	Standard pack.	Order ref.
A4 size, White	25 / 100	2653834000 (A6538340)
A4 size, Red	25 / 100	2653834200 (A6538342)
A4 size, Yellow	25 / 100	2653834400 (A6538344)
A4 size, Green	25 / 100	2653834500 (A6538345)
A4 size, Blue	25 / 100	2653834600 (A6538346)



FasTab suspension file

- With the FasTab suspension files you save time, because of the integrated tab.
- So no hustle when inserting the paper inserts in tabs.
- With room for more text.
- 200 g/m² material quality, moss green manila filing board.
- For A4 documents.
- Packed per 20 files.

Description	Standard pack.	Order ref.
A4 format, moss green	100	2652343540 (A65234354)

Tabs & inserts for suspension files

Tabs & inserts for Alzicht suspension files

Alzicht tabs

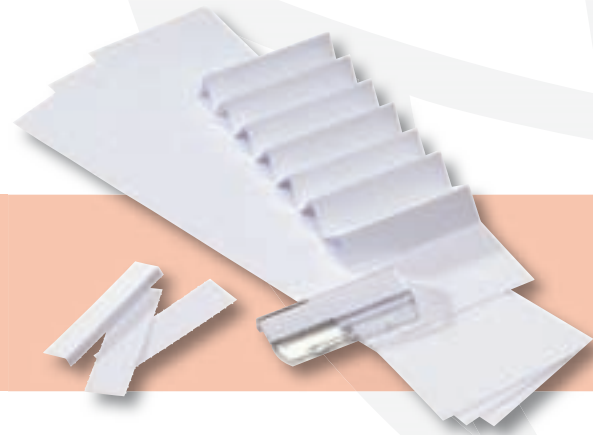
- Crystal clear 65 mm wide Alzicht tab, readable from top and front side.
- Made of polystyrene.
- Packed per 25 or 50 tabs including inserts.



Description	Standard pack.	Order ref.
65 mm, clear	25	2584760000 (A584760)
65 mm, clear	50	2584760100 (A5847601)
100 mm, clear	25	2584711000 (A5847110)

Paper inserts for Alzicht tabs

- 210 g/m² high quality paper inserts for Alzicht tabs.
- 13 inserts on a sheet.
- Shrink-wrapped per 25 sheets.
- Outer box of 200 sets (except for A584710).



Description	Standard pack.	Order ref.
65 mm, White	1 / 200	2584700000 (A58470)
65 mm, Red	1 / 200	2584720000 (A58472)
65 mm, Yellow	1 / 200	2584740000 (A58474)
65 mm, Green	1 / 200	2584750000 (A58475)
65 mm, Blue	1 / 200	2584760000 (A58476)
100 mm, White	1	2584710000 (A584710)



Printable paper inserts for Alzicht tabs

- Professionally print your Alzicht tab inserts with help of your PC and printer!
- Just download the Microsoft Word or Excel template from the Jalema website (www.jalemaoffice.com) for simple operation. Suited for 65 mm wide Alzicht tabs.
- A4 sheet with 21 inserts per sheets, 420 inserts per pack.
- Dimensions (HxW): 17 x 65 mm (when folded). 125 g/m² paper quality, white, self-adhesive.
- To be used with Inkjet and Laser printers.
- Shrink-wrapped per 20 sheets with 4 colour insert. Outer box of 25 sets.

Description	Standard pack.	Order ref.
65 mm, White	1 / 25	2511020000 (AG51102)



Vario tabs & inserts for Serie E suspension files

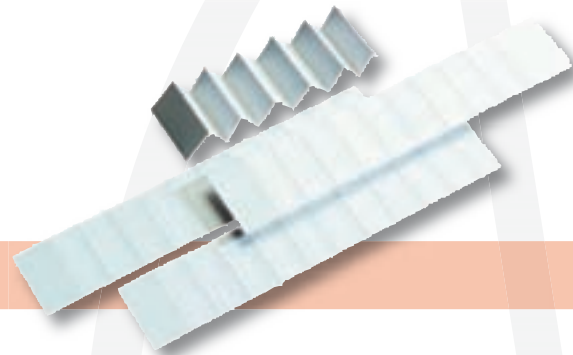
Vario tabs

- For use with Serie E suspension files and all other major German filing systems.
- Made of clear plastic.
- Packed per 25 in bag. Outer box of 90 bags.

Description	Standard pack.	Order ref.
60 mm, clear	25 / 90	2584960000 (A584960)

Paper inserts for Vario tabs

- 210 g/m² high quality paper inserts for Vario tabs.
- 10 inserts on a sheet.
- Shrink-wrapped per 25 sheets. Outer box of 100 sets.



Description
60 mm, White

Standard pack.
25 / 100

Order ref.
2584900000 (A58490)

Tabs & inserts for Spectrum suspension files

Alzicht tabs

- For use with German standard Spectrum suspension files
- Unique 59 mm wide "Alzicht" tab, readable from top and front side.
- For Alzicht Spectrum suspension files.
- Made of clear polystyrene.
- Packed per 25 tabs including inserts in plastic bag.



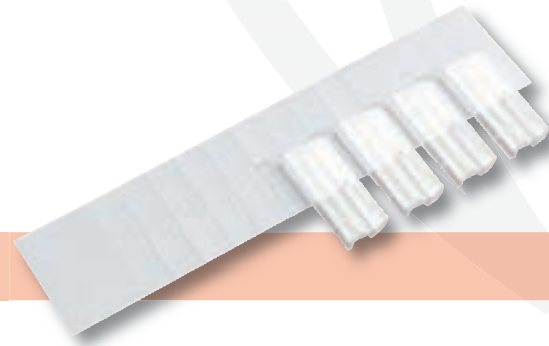
Description
59 mm, clear

Standard pack.
25

Order ref.
258436000 (A584360)

Paper inserts for Spectrum tabs

- 210 g/m² high quality paper inserts for Spectrum tabs.
- 13 inserts on a sheet.
- Shrink wrapped per 25 sheets.



Description
60 mm, White

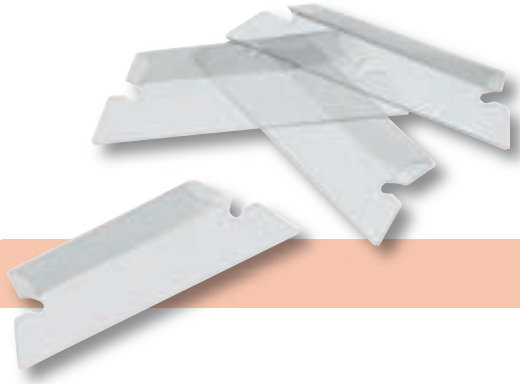
Standard pack.
25

Order ref.
258430000 (A584300)

Tabs & inserts for Euroflex suspension files

Euroflex tabs

- For use with Euroflex suspension files.
- Made of plastic.
- Packed per 25 tabs in bag.



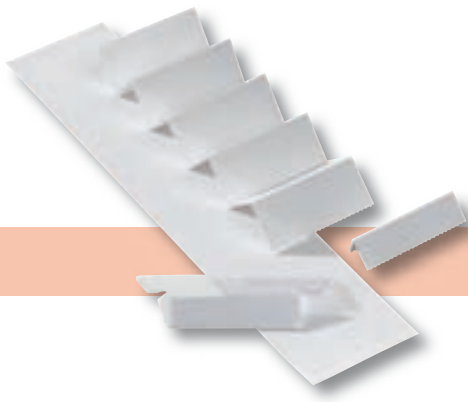
Description
50 mm, clear

Standard pack.
25

Order ref.
258454000 (A584650)

Paper inserts for Euroflex tabs

- 210 g/m² high quality paper inserts for Euroflex tabs.
- 10 inserts on a sheet.
- Shrink wrapped per 25 sheets.
- Outer box of 250 sets.



Description
50 mm, White

Standard pack.
25 / 250

Order ref.
258460000 (A58460)

Tabs & inserts for Economy suspension files

Economy tabs

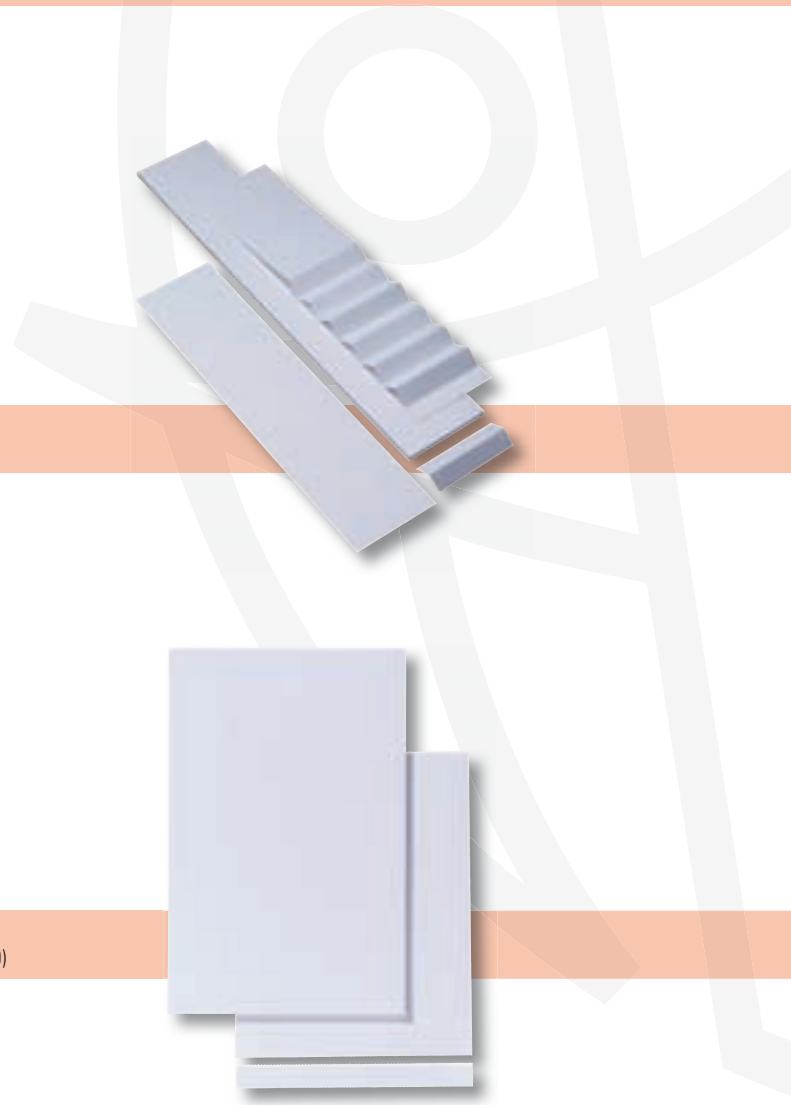
- For use with Economy suspension files.
- Made of clear plastic.
- Packed per 25 tabs and inserts in bag.



Description	Standard pack.	Order ref.
65 mm, clear	25	258616000 (A586160)

Paper inserts for Economy tabs

- 210 g/m² high quality paper inserts for Economy tabs.
- 10 inserts on a sheet.
- Shrink wrapped per 25 sheets.



Description	Standard pack.	Order ref.
65 mm, White	25	258610000 (A58610)

Paper inserts for Moberta suspension files

- 210 g/m² material quality paper inserts for Moberta suspension files.
- 13 inserts on a sheets.
- Shrink wrapped per 25 sheets.

Description	Standard pack.	Order ref.
170 mm, white	25	2589017000 (A5890170)

Suspension file boxes



Office box

- Easy-to-carry box to store up to 15 A4 suspension files (suspension files not included).
- For A4 size files, 330 mm hanging system.
- Made of high impact polystyrene.
- Dimensions (HxWxD): 252 x 357 x 152 mm.
- Shrink-wrapped per 1. Outer box of 5 pieces.

Description	Standard pack.	Order ref.
Light grey	5	2658145100 (A6581451)
Blue	5	2658145600 (A6581456)
Black	5	2658145900 (A6581459)



Office box with Euroflex en Serie E suspension files

- Easy-to-carry box to store up to 15 A4 suspension files.
- Includes 5 Euroflex suspension files in assorted colours.
- Made of high impact polystyrene.
- Dimensions (HxWxD): 252 x 357 x 152 mm.
- Shrink-wrapped per 1 with 4 colour leaflet. Outer box of 5 pieces.

Description	Standard pack.	Order ref.
Euroflex		
Light grey	5	2658026199(A658026199)
Red	5	2658026299 (A658026299)
Green	5	2658026599 (A658026599)
Blue	5	2658026699 (A658026699)
Black	5	2658026999 (A658026999)
Black Re-Solution	5	2658026998 (A658026998)
Serie E		
Black Re-Solution	5	2658026907 (A658026907)



Vario top with Euroflex suspension files

- Carrying case with cover to store and carry up to 15 A4 suspension files.
- Includes 5 suspension files.
- Made of polystyrene. With blue handle and locks.
- Dimensions (HxWxD): 330 x 363 x 170 mm. Shrink-wrapped per 1. Outer box of 4 pieces.

Description	Standard pack.	Order ref.
Euroflex suspension file translucent clear and blue	4	2658066606 (A658066606)

Paper folders & flat files

Inner folders for suspension files

A4 project folder with 1 flap

- Project folder for use with Alzicht suspension files.
- Made of cardboard, 180 g/m² material quality.
- Printed with project grid in blue.
- Dimensions (HxW): 220 x 310 mm.
- Shrink-wrapped per 25.



Description	Standard pack.	Order ref.
A4 size, Chamois	25	2600014700 (A6000147)

A4 project folders with 2 flaps

- Project folder for use with Alzicht suspension files.
- Made of cardboard, 180 g/m² material quality.
- Printed with project grid in blue.
- Dimensions (HxW): 220 x 310 mm (A4), 230 x 345 mm (Folio).
- Shrink-wrapped per 25.



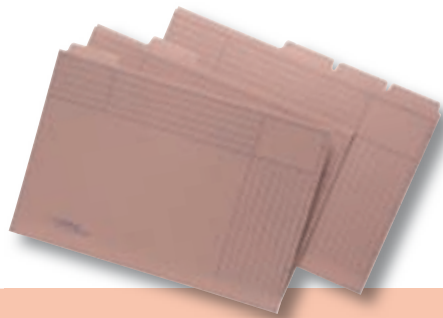
Description	Standard pack.	Order ref.
A4 size, Chamois	25	2600001400 (A6000014)
Folio size, Chamois	25	2600001500 (A6000015)

A4 project folders with metal fasteners

- Project folder for use with Alzicht suspension files.
- Made of cardboard, 300 g/m² material quality.
- Printed with project grid in blue.
- Dimensions (HxW): 230 x 310 mm (A4), 230 x 345 mm (Folio).
- Packed per 100 in brown box.



Description	Standard pack.	Order ref.
A4 size, Chamois	100	2602024000 (A602024)
Folio size, Chamois	100	2602025000 (A602025)



Stabiel project folder for Alzicht suspension files

- Project file with 5 writable tabs, for A4 & Folio size documents.
- Made of cardboard, 300 g/m² material quality.
- Printed with project grid in blue.
- Dimensions (HxW): 340 x 215 mm.
- Shrink-wrapped per 50.

Description	Standard pack.	Order ref.
Folio size, Chamois	50	2659050000 (A659050)



5 part divider

- Divider set with 5 writable tabs for A4 & Folio size papers.
- Made of cardboard, 180 g/m² material quality.
- Dimensions (HxW): 340 x 215 mm. Shrink-wrapped per 25.

Description	Standard pack.	Order ref.
Folio, 5 tabs, Chamois	25	2620050000 (A62005)



Spectrum square cut folders

- 220 g/m² material quality.
- Available in A4 & Folio size.
- Ideal for all filing purposes. Perfect in combination with Alzicht suspension files.
- Black printed grid on the cover enables easy file identification.
- Dimensions (HxW): 220/220 x 310 mm (A4), 230/230 x 345 mm (Folio).
Packed per 250 in brown box.

Description	Standard pack.	Order ref.
A4 size, White	250	2600044000(A6000440)
A4 size, Grey	250	2600044100(A6000441)
A4 size, Red	250	2600044200(A6000442)
A4 size, Yellow	250	2600044400(A6000444)
A4 size, Green	250	2600044500(A6000445)
A4 size, Blue	250	2600044600(A6000446)
A4 size, Chamois	250	2600044700(A6000447)
Folio size, White	250	2600054000(A6000540)
Folio size, Red	250	2600054200(A6000542)
Folio size, Yellow	250	2600054400(A6000544)
Folio size, Green	250	2600054500(A6000545)
Folio size, Blue	250	2600054600(A6000546)
Folio size, Chamois	250	2600054700(A6000547)

Also available packed per 50 pieces.

Spectrum square cut folders with long tab

- 220 g/m² material quality.
- Available in A4 & Folio size. Ideal for all filing purposes.
- Perfect in combination with Alzicht suspension files.
- Black printed grid on the cover enables easy file identification.
- With full length 15 mm high tab. Dimensions (HxW): 220/235 x 310 mm (A4), 220/235 x 345 mm (Folio).
- Packed per 250 in brown box.



Also available packed per 50 pieces.

Description	Standard pack.	Order ref.
A4 size, White	250	2600244000(A6002440)
A4 size, Grey	250	2600244100(A6002441)
A4 size, Red	250	2600244200(A6002442)
A4 size, Yellow	250	2600244400(A6002444)
A4 size, Green	250	2600244500(A6002445)
A4 size, Blue	250	2600244600(A6002446)
A4 size, Chamois	250	2600244700(A6002447)

A4 format red, green and blue are also available in retail pack of 50.

Description	Standard pack.	Order ref.
Folio size, White	250	2600254000(A6002540)
Folio size, Grey	250	2600254000(A6002541)
Folio size, Red	250	2600254200(A6002542)
Folio size, Yellow	250	2600254400(A6002544)
Folio size, Green	250	2600254500(A6002545)
Folio size, Blue	250	2600254600(A6002546)
Folio size, Chamois	250	2600254700(A6002547)

Folio format red, green and blue are also available in retail pack of 50.

Spectrum Elasto files

- 225 g/m² material quality.
- The elasto file is closed with help of an elastic band around the edges and has one flap on the inside of the front cover.
- Perfect for protecting and transporting documents. Black printed grid on the cover enables easy file identification.
- Dimensions (HxW): 355 x 245 mm (for A4 & Folio size papers). Shrink-wrapped per 5.



Description	Standard pack.	Order ref.
Folio size, White	5	2601225000(A6012250)
Folio size, Red	5	2601225200(A6012252)
Folio size, Yellow	5	2601225400(A6012254)
Folio size, Green	5	2601225500(A6012255)
Folio size, Blue	5	2601225600(A6012256)
Folio size, Chamois	5	2601225700(A6012257)



Also available packed per 10 or 25 pieces.

Spectrum 3 flap files

- 220 g/m² material quality.
- Ideal for all filing purposes and for storing and transporting documents.
- The 3 flaps prevent the documents from falling out.
- Black printed grid on the cover enables easy file identification.
- Available in A4 & Folio size.
- Dimensions (HxW): 310 x 230 mm (A4), 355 x 240 mm (Folio).
- Packed per 125 in brown box.

Description	Standard pack.	Order ref.
A4 size, White	125	2601024000(A6010240)
A4 size, Grey	125	2601024100(A6010241)
A4 size, Red	125	2601024200(A6010242)
A4 size, Yellow	125	2601024400(A6010244)
A4 size, Green	125	2601024500(A6010245)
A4 size, Blue	125	2601024600(A6010246)
A4 size, Chamois	125	2601024700(A6010247)
Folio size, White	125	2601025000(A6010250)
Folio size, Grey	125	2601025100(A6010251)
Folio size, Red	125	2601025200(A6010252)
Folio size, Yellow	125	2601025400(A6010254)
Folio size, Green	125	2601025500(A6010255)
Folio size, Blue	125	2601025600(A6010256)
Folio size, Chamois	125	2601025700(A6010257)



Spectrum circulation files with gussets

- 220 g/m² material quality.
- One side open, capacity 30 mm. To circulate documents around the office.
- Address grid printed on both sides in black.
- Front and back cover punched with 4 holes to see quickly if the file is empty or not.
- Dimensions (HxW): 310 x 225/220 mm (A4), 345 x 230/225 mm (Folio).
- Shrink-wrapped per 25.

Description	Standard pack.	Order ref.
A4 size, White	25	2628024000 (A6280240)
Folio size, White	25	2628025000(A6280250)
Folio size, Red	25	2628025200(A6280252)
Folio size, Yellow	25	2628025400(A6280254)
Folio size, Green	25	2628025500(A6280255)

Spectrum circulation files

- 220 g/m² material quality.
- To circulate documents around the office.
- Black printed address grid on the cover enables easy file identification.
- Front and back cover punched with 4 holes to see quickly if the file is empty or not.
- Dimensions (HxW): 310 x 230 mm (for A4 size documents). Shrink-wrapped per 25.



Description	Standard pack.	Order ref.
A4 size, White	25	2628014000 (A6280140)

Spectrum multi-files

- 220 g/m² material quality.
- Capacity 30 mm. Black printed grid on the cover enables easy file identification.
- Dimensions (HxW): 235 x 350 mm (for A4 & Folio size papers).
- Packed per 100 in brown box.



Description	Standard pack.	Order ref.
FFolio size, Red	100	2604054200 (A6040542)
Folio size, Yellow	100	2604054400 (A6040544)
Folio size, Blue	100	2604054600 (A6040546)

Spectrum quick binders

- A practical file with a plain metal 80 mm binder (flat compressor bar).
- Stapled in base and pre-creased. Black printed grid on the cover enables easy file identification.
- 220 g/m² material quality.
- Dimensions (HxW): 310 x 250/230 mm (for A4 size documents).
- Packed per 125 in brown box (inversely folded).



Description	Standard pack.	Order ref.
A4 size, Red	125	2602134200 (A6021342)
A4 size, Yellow	125	2602134400 (A6021344)
A4 size, Green	125	2602134500 (A6021345)
A4 size, Blue	125	2602134600 (A6021346)
A4 formaat, Chamois	125	2602125470 (A60212547)



Spectrum quick binders with sliding bar

- A practical file with deluxe metal long sliding bar mechanism.
- 220 g/m² material quality.
- Stapled in base and pre-creased.
- Black printed grid on the cover enables easy file identification.
- Dimensions (HxW): 310 x 250/230 (for A4 size documents).
- Packed per 100 in brown box (inversely folded).

Description	Standard pack.	Order ref.
A4 size, White	100	2602124000(A6021240)
A4 size, Red	100	2602124200(A6021242)
A4 size, Yellow	100	2602124400(A6021244)
A4 size, Green	100	2602124500(A6021245)
A4 size, Blue	100	2602124600(A6021246)
A4 size, Chamois	100	2602124700(A6021247)



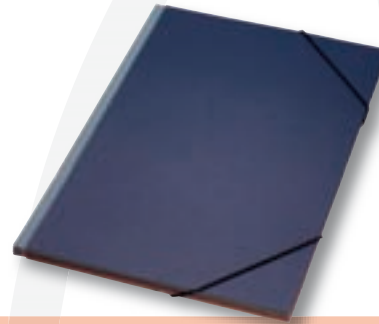
Spectrum duplex files

- Handy combination of a 2-prong flat bar quick binder with a standard 3-flap file.
- 220 g/m² material quality.
- Stapled in base and pre-creased.
- Black printed grid on the cover enables easy file identification.
- Dimensions (HxW): 355 x 255 mm (for Folio & A4 size papers).
- Packed per 25 in brown box.

Description	Standard pack.	Order ref.
Folio size, White	25	2621425000 (A6214250)
Folio size, Red	25	2621425200(A6214252)
Folio size, Yellow	25	2621425400(A6214254)
Folio size, Green	25	2621425500(A6214255)
Folio size, Blue	25	2621425600(A6214256)

Combination files

- Combination of six, seven or twelve 3 flap files combined into one file. With index.
- Made of 240 g/m² paper.
- For Folio & A4 documents.
- Dimensions (HxW): 330 x 210 mm.
- Shrink-wrapped per 1.



Description	Standard pack.	Order ref.
Folio size, combination of 6 files, Blue	1	2621246000 (A62124 BL)
Folio size, combination of 6 files, Green	1	2621245000 (A62124 GR)
Folio size, combination of 7 files, Blue	1	2621276000 (A62127 BL)
Folio size, combination of 7 files, Red	1	2621272000 (A62127 RO)
Folio size, combination of 12 files, Blue	1	2621212600 (A621212 BL)

Archiving clips and binders

PLI-FIX® archive clips

- Plasticised U-shape metal wire binders with black plastic tips.
- The tips fit on any standard 80 mm lever arch file or ring binder mechanism.
- For papers with 80 mm punching. Including archive labels.
- With help of the PLI-FIX clip you can bundle up old files in a matter of seconds.
- One movement is all that is needed to empty files and the papers are then ready for storage.
- Subsequent archiving in paper or plastic archive boxes recommended.
- Packed per box or blister.



Description	Standard pack.	Order ref.
Box of 100 pieces, Yellow	100 / 1000	2639800000 (A639800)
Blister of 10 pieces, Yellow	10 / 1000	2639801000 (A639801)



Really helpful and
easy to use!

NOTEBOOKS & FORMS



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NOTEBOOKS

Business forms

With the comprehensive assortment of forms will make business administration more efficient, quicker and easier. Designed and tested by experts, the forms are ideal for every department in diverse company types including starting entrepreneurs, independent and small companies.

Meeting notes

We have developed a smart solution to create an action list during meetings: What, When, Who. Really helpful and easy to use! International usage thanks to pictograms.

Things to do today

Every day we have plenty of things to arrange and do. This pad is ideal to easy write down own daily to do's. From to do, to done! Made of FSC certified paper. Available in different languages.

Notebooks and ledgers

Spiral notebooks, single and with carbon

- Wood-free, blue ruled paper for handwriting. Ruling on front and back of the page.
- Double white metal spiral binding on the left side.
- 70 g/m² wood-free paper quality. The version with carbon paper is FSC certified.
- Shrink-wrapped per 5, box of 20 or 60 pieces.



Description	Standard pack.	Order ref.
330 x 135 mm, 50 pages	5 / 60	2103012000 (A103012)
330 x 205 mm, 50 pages	5	2104012000 (A104012)
A4, FSC, 50 x 2 pages with carbon paper	5 / 20	2541401000 (A5414010)

Spiral notebooks, A6 and A7

- Notepads with (wire-o) white spiral binding on the left side.
- 50 sheets of 70 g/m² woodfree paper.
- Blue ruled paper for handwriting.
- Shrink-wrapped per 20, box of 120 or 400 pieces.

Description	Standard pack.	Order ref.
148 x 105 mm (A6), 50 pages	20 / 120	2206012000 (A206012)
103 x 74 mm (A7), 50 pages	20 / 400	2206020000 (A20602)





Excellent notebooks

- Hard cover notebooks. Wood-free, blue ruled paper suitable for handwriting. 80 g/m² paper quality.
- Sewed binding, black linen spine back, plastic grey marbled front and back cover.
- Water resistant and easy to clean.
- Shrink-wrapped per 5 pieces.

Description	Standard pack.	Order ref.
165 x 105 mm, 96 sheets, grey	5	2100615100 (A1006151)
210 x 165 mm, 96 sheets, grey	5	2101625100 (A1016251)
210 x 165 mm, 144 sheets, grey	5	2101626100 (A1016261)
330 x 135 mm, 96 sheets, grey	5	2103615100 (A1036151)
330 x 135 mm, 144 sheets, grey	5	2103616100 (A1036161)
330 x 205 mm, 96 sheets, grey	5	2104615100 (A1046151)
330 x 205 mm, 96 sheets, grey	5	2104616100 (A1046161)



Notebooks with A-Z index

- Notebook with A-Z index.
- 70 g/m² wood-free paper quality. Blue ruled paper for handwriting.
- Glued binding, linen spine back, rigid front and back cover, label on front cover.
- Shrink-wrapped per 5 pieces.

Description	Standard pack.	Order ref.
165 x 105 mm, 96 pages, blue	5	2182204600 (A1822046)
210 x 165 mm, 96 pages, blue	5	2182214600 (A1822146)

Notebooks, glued

- Hard cover notebooks.
- Wood-free blue ruled paper for handwriting (except A1042656 that has squares).
80 g/m² paper quality.
- Glued binding, linen spine back, rigid front and back cover, label on the front.
- Shrink-wrapped per 5 pieces.



Description	Standard pack.	Order ref.
210 x 165 mm, 60 pages, grey	5	2101223100 (A1012231)
210 x 165 mm, 60 pages, blue	5	2101223600 (A1012236)
210 x 165 mm, 80 pages, grey	5	2101224100 (A1012241)
210 x 165 mm, 80 pages, blue	5	2101224600 (A1012246)
210 x 165 mm, 100 pages, grey	5	2101225100 (A1012251)
210 x 165 mm, 100 pages, blue	5	2101225600 (A1012256)
210 x 165 mm, 150 pages, grey	5	2101226100 (A1012261)
210 x 165 mm, 150 pages, blue	5	2101226600 (A1012266)
330 x 135 mm, 100 pages, grey	5	2103215100 (A1032151)
330 x 135 mm, 100 pages, blue	5	2103215600 (A1032156)
330 x 205 mm, 50 pages, grey	5	2104212100 (A1042121)
330 x 205 mm, 50 pages, blue	5	2104212600 (A1042126)
330 x 205 mm, 100 pages, grey	5	2104215100 (A1042151)
330 x 205 mm, 100 pages, blue	5	2104215600 (A1042156)
330 x 205 mm, 150 pages, grey	5	2104216100 (A1042161)
330 x 205 mm, 150 pages, blue	5	2104216600 (A1042166)
330 x 205 mm, 100 pages, grey	5	2104265600 (A1042656)
330 x 205 mm, 100 pages, blue	5	2104265600 (A1042656)
4 x 7 mm squares, blue	5	2104265600 (A1042656)
295 x 205 mm, 60 pages, blue	5	2114225600 (A1142256)
165 x 105 mm, 60 pages, grey	5	2202231000 (A202231)
165 x 105 mm, 60 pages, blue	5	2202236000 (A202236)
165 x 105 mm, 100 pages, grey	5	2202251000 (A202251)
165 x 105 mm, 100 pages, blue	5	2202256000 (A202256)

Classical registers

- Classical high quality registers.
- High quality 80 g/m² ruled paper, printed in blue.
- Black leather-look cover.
- Book dimensions (HxW): 330 x 205 mm.
- Shrink-wrapped per 1 piece.



Description	Standard pack.	Order ref.
Correspondence book, 100 pages, black	1	2189445000 (A189445)
Notebook, 200 pages, black	1	2104417000 (A104417)

Bookkeeping and accounting books

Bookkeeping and accounting books in different sizes and designs. High quality traditionally bound ledgers, spiral bound and glued books. Classical accountancy books, 2 to 16 columns per page. All common sizes are available. Books for the administration of daily cash money transactions.



Hard cover cashbooks, Dutch text

- Books for the administration of daily cash money transactions. Different styles and sizes.
- The range includes spiral-bound (Wire-O) as well as traditional hard cover books.
- The inner pages are printed in blue and red, 2 x 1 or 2 x 2 columns. Dutch language.
- Shrinkwrapped per 5 or 10 pieces.

Description	Standard pack.	Order ref.
Single, spiraal, A6, 50 pages x 2, 2 x 1 columns	10 / 120	2181062000 (A181062)
Single, spiraal, A5, 50 pages x 2, 2 x 1 columns	10 / 100	2181072000 (A181072)
Hard cover, 210 x 165 mm, 100 pages 2 x 1 columns	5	2181211560 (A18121156)
Hard cover, 210 x 165 mm, 100 pages 2 x 2 columns	5	2181212510 (A18121251)
Hard cover, 330 x 205 mm, 100 pages 2 x 1 columns	5	2104213560 (A10421356)
Hard cover, 330 x 205 mm, 100 pages 2 x 2 columns	5	2104214510 (A10421451)



Accountant's paper

- Ideal for your financial administration.
- 100 g/m² white paper with 14 columns printed in blue on both sides.
- Shrink-wrapped per 100 folded sheets (in A4 & Folio sizes).
- Box of 20 packs.

Description	Standard pack.	Order ref.
294 x 207 mm (A4), 100 sheets	1 / 20	2360794000 (A360794)
330 x 205 mm (Folio), 100 sheets	1 / 20	2360795000 (A360795)

Message books

Telephone message books

- Ideal for writing down notes or action points during a telephone call or a visit.
- The paper is selfcopying. All versions are made of 70 g/m² paper quality.
- The original message (yellow or red paper) can be handed over and the copy (white paper) stays in the book.
- 4 messages per page with micro-perforation.
- Spiral binding enables easy handling.
- Message dimensions (HxW): 74 x 128 mm. Book dimensions (HxW): 297 x 140 mm.
- Shrink-wrapped per 5, box of 20 or 40 pieces.



Description	Standard pack.	Order ref.
120 self-adhesive messages, telephone message book, Dutch	5 / 40	2541909000 (A5419090)
160 messages, terugbelboek, Dutch	5 / 40	2570702000 (A5707020)
400 messages, terugbelboek, Dutch	5 / 20	2541907000 (A5419070)
120 messages, Wichtiger Anruf, German	5 / 40	2541939000 (A5419390)
160 messages, Wichtiger Anruf, German	5 / 40	2570702200 (A5707022)
400 messages, messages reçus, French	5 / 20	2541947000 (A5419470)
120 self-adhesive messages, messages reçus, French	5 / 40	2541949000 (A5419490)
160 messages, messages reçus, French	5 / 40	2570702400 (A5707024)
160 messages, messaggi telefonici, Italian	5 / 40	2570702700 (A57070270)

Things To Do Today

- Things to do today is an ideal tool to organise and to plan your working day.
- Left page: daily agenda for appointments, right page: things to do today list.
- Made of FSC certified paper, 70 g/m² paper quality. FSC certified product.
- Spiral binding enables easy handling. Includes 125 pages.
- Book dimensions (HxW): 297 x 140 mm.
- Shrink-wrapped per 5, box of 20 pieces.



Description	Standard pack.	Order ref.
Things To Do Today, FSC, Dutch	5 / 20	2570721000 (A5707210)
Tages Agenda, FSC, German	5 / 20	2570721200 (A5707212)
A Faire Ce Jour, FSC, French	5 / 20	2570721400 (A5707214)
Things To Do Today, FSC, English	5 / 20	2540924300 (A5409243)
Things To Do Today Atlanta Green	5 / 20	2570723300 (A5707233)



Quick memo

- Quickly write a short message on a quick memo!
- The original message is handed over, the copy stays in the book for follow up.
- 160 memos in duplicate, 4 messages per page with micro-perforation.
- 40 x 2 pages self-copying paper. Made of 70 g/m² paper.
- Spiral binding enables easy handling. Message dimensions (HxW): 74 x 125 mm.
- Book dimensions (HxW): 297 x 140 mm.
- Shrink-wrapped per 5, box of 40 pieces.

Description	Standard pack.	Order ref.
Snelmemo, Dutch	5 / 40	2570712000 (A5707120)
Mémo-contact, French	5 / 40	2541944000 (A5419440)



Visitor's passbook, French text

- 200 badge inserts with duplicate copies.
- Designed to write down the visitor's details and insert the visitor's pass in a badge. The visitor's pass is self-copying, so a copy of the visitor's information will remain in the book for the archive.
- 40 x 2 sheets, 5 badges per page.
- Suitable for badge dimensions (HxW): 60 x 90 mm.
- Made of 70 g/m² paper. Black spiral bound, white paper. Original printed in black, copy in grey, micro-perforation.
- Book dimensions (HxW): 297 x 140 mm.
- Shrink-wrapped per 5, box of 40 pieces.

Description	Standard pack.	Order ref.
Carnet visiteurs, French	5 / 40	2541944100 (A5419441)

Kilometre registration

- The kilometre registration book is ideal for staff with a company car. Designed to easily keep track of private and professional kilometres. Enables accurate determination of taxable kilometres.
- 40 pages self-copying paper. Made of 70 g/m² paper. Spiral binding. Micro-perforation.
- The original form can be sent away, the copy stays in the book for personal administration.
- Book dimensions (HxW): 297 x 140 mm.
- Shrink-wrapped per 5, box of 40 pieces.

Description	Standard pack.	Order ref.
Kilometre registration, Dutch	5 / 40	2541904200 (A5419042)

Business forms

The comprehensive assortment of forms will make business administration quicker, easier and more efficient. Designed and tested by experts, the forms are ideal for every department in diverse company types including starting entrepreneurs, independent and small companies. A large part of the business forms assortment is FSC certified. The business forms are subdivided into 4 categories: communication, administration, personnel and sales.

Communication

Meeting Notes, international use

- The meeting notes are designed to make quickly an action list with space for the task to be executed, the name of the responsible person and the deadline. Follow-up and tracking of the action list is now easy for next meeting.
- Including a check box for marking the tasks that have been executed. Extra space at the bottom for general remarks.
- Self-explained pictograms enable international usage.
- Made of FSC certified paper, 70 g/m² paper quality. FSC certified product.
- Contains 50 A4 "ready to use" sheets with 4 punching holes. Shrink-wrapped per 5, box of 40 pieces.

Description	Standard pack.	Order ref.
297 x 210 mm (A4), FSC, 50 sheets	5 / 40	2540491000 (A5404910)





Discussion notes, Dutch text

- This discussion notes form is a useful tool for making notes during a telephone conversation or visit.
- Made of FSC certified paper, 70 g/m² paper quality. FSC certified product.
- Shrink-wrapped per 5, box of 50 or 100 pieces.

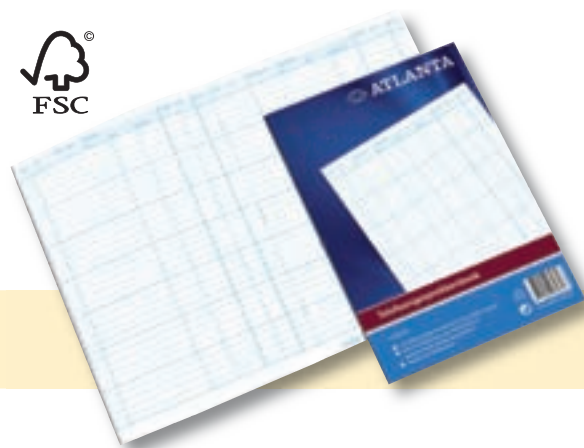
Description	Standard pack.	Order ref.
Single, FSC, 148 x 105 mm (A6), 100 sheets	5 / 100	2540603100 (A5406031)
Single, FSC, 148 x 210 mm (A5), 100 sheets	5 / 50	2540503200 (A5405032)



Telephone/visit notes, Dutch & French text

- This telephone/visit notes enables you to keep clear track of a visit or a telephone conversation.
- Announcements and agreements can be noted, as well as orders and other messages.
- Made of FSC certified paper, 70 g/m² paper quality. FSC certified product.
- Shrink-wrapped per 5, box of 50 pieces.

Description	Standard pack.	Order ref.
Single, FSC, 210 x 148 mm (A5), Dutch text, 100 sheets	5 / 50	2540503100 (A5405031)
Single, FSC, 210 x 148 mm (A5), French text, 100 sheets	5 / 50	2540543000 (A5405430)



Telephone calls book, Dutch text

- This telephone calls book is specially designed for writing down and passing on incoming telephone calls.
- Made of 70 g/m² paper quality. FSC certified product.
- Shrink-wrapped per 10, box of 40 pieces.

Description	Standard pack.	Order ref.
Single, FSC, 297 x 210 mm (A4), 20 sheets	10 / 40	2549240000 (A5492400)

Administration

Car expenses, Dutch text

- The car expenses form consists of useful sheets for a good registration of all car expenses.
- Made of FSC certified paper, 70 g/m² paper quality. FSC certified product.
- Shrink-wrapped per 5, box of 80 pieces.



Description	Standard pack.	Order ref.
Single, FSC, 148 x 210 mm (A5), 50 sheets	5 / 80	2542501200 (A5425012)

Self-copying cash book, Dutch text

- The spiral bound self-copying cash book has numbered, double sheets with pre-printed columns for: date, description, receipts and spending.
- Made of 70 g/m² paper quality. FSC certified products.
- Shrink-wrapped per 5, box of 20 pieces.



Description	Standard pack.	Order ref.
2 moneycolumns, duplicate, carbon, FSC, 297 x 210 mm (A4), 50 pages x 2 sheets	5 / 20	2541401100 (A5414011)
4 moneycolumns (with VAT columns), duplicate, carbon, FSC, 297 x 210 mm (A4), 50 pages x 2 sheets	5 / 20	2541401200 (A5414012)

Self-copying receipt book, Dutch text

- In this handy receipt block, receipts are written in duplicate.
- Which results in a full copy of the sheets.
- Made of 70 g/m² paper quality. FSC certified product.
- Shrink-wrapped per 5, box of 100 pieces.



Description	Standard pack.	Order ref.
Duplicate, carbon, FSC, 105 x 148 mm (A6), 50 pages x 2 receipts	5 / 100	2543601000 (A5436010)



Petty cash form receipt, Dutch text

- This pre-printed petty cash form is easy for writing petty cash receipts. The petty cash form helps to organise cash administration of petty cash receipts and transaction details.
- The pages are numbered in order to create an organised cash administration.
- The white petty cash form for receipts is to be used in combination with the pink petty cash form for spending (A5406034).
- Made of 70 g/m² paper quality. FSC certified product.
- Shrink-wrapped per 5, box of 100 pieces.

Description	Standard pack.	Order ref.
Single, FSC, 148 x 105 mm (A6), 100 sheets, white	5 / 100	2540603300 (A5406033)



Petty cash form for spending, Dutch text

- Petty cash form on pink paper for the administration of each cash expenditure with transaction details.
- The pages are numbered in order to create an organised cash administration.
- To be used in combination with the white petty cash form receipt (A5406033).
- Made of 70 g/m² paper quality. FSC certified product.
- Shrink-wrapped per 5, box of 100 pieces.

Description	Standard pack.	Order ref.
Single, FSC, 148 x 105 mm (A6), 100 sheets, pink	5 / 100	25406033400 (A54060334)



Petty cash specification, Dutch text

- A useful tool for balancing, checking and storing information on petty cash.
- Made of 70 g/m² paper quality. FSC certified product.
- Shrink-wrapped per 5, box of 100 pieces.

Description	Standard pack.	Order ref.
Single, FSC, 148 x 105 mm (A6), 100 sheets	5 / 100	2540603500 (A5406035)

Cash form, Dutch text

- This cash form in duplicate is useful for writing cash receipts.
- The sheets are numbered from 1 to 50 and pre-printed with a serial number.
The copy is plain.
- Made of 70 g/m² paper.
- Shrink-wrapped per 5, box of 50 pieces.



Description	Standard pack.	Order ref.
Duplicate, 142 x 100 mm, 50 pages x 2 receipts	5 / 50	2346442000 (A346442)

Receipt booklet, Dutch text

- This receipt booklet has perforations that enables easy page tear out.
- The booklets are available in two sizes.
- Made of 70 g/m² paper quality. FSC certified products.
- Shrink-wrapped per 5, box of 40 or 100 pieces.



Description	Standard pack.	Order ref.
Single, FSC, 74 x 210, 100 sheets	5 / 100	2542003000 (A5420030)
Single, FSC, 105 x 297 mm, 100 sheets	5 / 40	2542003100 (A5420031)

Account form, Dutch text

- These useful account blocks with forms in duplicate, allow you to write bills very quickly.
- The originals are white and the copies are blue.
- The account blocks are available in two sizes: A4 and A5.
- All versions are made of FSC certified 70 g/m² paper.
- Shrink-wrapped per 5, box of 20 or 50 pieces.



Description	Standard pack.	Order ref.
Duplicate, carbon, FSC, 297 x 210 mm (A4), 50 pages x 2 sheets	5 / 20	2541401300 (A5414013)
Duplicate, carbon, FSC, 210 x 148 mm (A5), 50 pages x 2 sheets	5 / 50	2541501100 (A5415011)
Duplicate, self-copying, 297 x 210 mm (A4), 50 pages x 2 sheets	5 / -	2541405000 (A5414050)
Duplicate, self-copying, 210 x 148 mm (A5), 50 pages x 2 sheets	5 / 50	2541505000 (A5415050)



Material delivery voucher, Dutch text

- The material delivery voucher in duplicate is useful for the confirmation of goods delivered from the warehouse. The voucher is quick and easy to fill in.
- Made of 70 g/m² paper quality. FSC certified product.
- Shrink-wrapped per 5, box of 100 pieces.

Description	Standard pack.	Order ref.
Duplicate, FSC, 105 x 148 mm (A6), 50 pages x 2 sheets	5 / 100	2543601500 (A5436015)



Invoice forms, Dutch text

- These simple and practical invoice form are very useful for handwritten invoices.
- The forms are available in two sizes (A6 and A5).
- Made of 70 g/m² paper quality. FSC certified products.
- Shrink-wrapped per 5, box of 50 or 100 pieces.

Description	Standard pack.	Order ref.
Single, FSC, 148 x 105 mm (A6), 100 sheets	5 / 100	2540603000 (A5406030)
Single, FSC, 210 x 148 mm (A5), 100 sheets	5 / 50	2540503000 (A5405030)



Week status, Dutch text

- The week status form is specially designed for accountancy firms. The form enables recording of hours worked and the kind of work being done for third parties.
- Made of 70 g/m² paper quality. FSC certified product.
- Shrink-wrapped per 5, box of 40 pieces.

Description	Standard pack.	Order ref.
Single, FSC, 297 x 210 mm (A4), 50 sheets	5 / 40	2540401600 (A5404016)

Personnel

Supervisor diary, Dutch text

- This supervisor diary helps keeping a good overview of projects. They enable to keep track of: materials, personnel, and tasks.
- Made of 70 g/m² paper quality.
- Shrink-wrapped per 5, box of 40 pieces.



Description	Standard pack.	Order ref.
Single, 297 x 210 mm (A4), 20 sheets	10 / 40	2549240100 (A5492401)

Trip list, Dutch text

- The trip list allows you to write a full description of every trip by car/bus, with departure and arrival times and the justification of kilometres.
- Made of 70 g/m² paper quality. The trip list is FSC certified.
- Shrink-wrapped per 5, box of 40 pieces.



Description	Standard pack.	Order ref.
Single, FSC, 210 x 297 mm (A4), 50 sheets	5 / 40	2542401000 (A5424010)

Leave of absence form, Dutch text

- Used for written requests for a leave of absence.
- Made of 70 g/m² paper quality. The leave of absence is FSC certified.
- Shrink-wrapped per 5, box of 165 pieces.



Description	Standard pack.	Order ref.
Single, FSC, 105 x 148 mm (A6), 50 sheets	5 / 165	2542601200 (A5426012)



Work and material form, Dutch text

- The work form in duplicate is used to keep track of time and materials, an essential part of calculations for customers. Copies of the work form remain in the pad.
- The work form is available in two sizes (A5 and A6).
- Made of 70 g/m² paper quality. The work and material form is FSC certified.
- Shrink-wrapped per 5, box of 50 or 100 pieces.

Description	Standard pack.	Order ref.
Duplicate, with carbon, FSC, 105 x 148 mm (A6), 50 x 2 sheets	5 / 100	2543601400 (A5436014)
Duplicate, with carbon, FSC, 210 x 148 mm (A5), 50 x 2 sheets	5 / 50	2541501400 (A5415014)



Work form, daily, Dutch text

- The work form is used to justify the hours worked daily by employees. Order number is included.
- Made of 70 g/m² paper quality. The work form is FSC certified.
- Shrink-wrapped per 5, box of 80 pieces.

Description	Standard pack.	Order ref.
Single, FSC, 148 x 210 mm (A5), 50 sheets	5 / 80	2541501400 (A5415014)



Work form, weekly, Dutch text

- The work form is used to justify the hours worked weekly by employees. Includes specifications by day and information on tasks done.
- Made of 70 g/m² paper quality. The work form is FSC certified.
- Shrink-wrapped per 5, box of 80 pieces.

Description	Standard pack.	Order ref.
Single, FSC, 148 x 210 mm (A5), 50 sheets	5 / 80	2542501500 (A5425015)

Holiday and days off card, Dutch text

- Individual cards on which employees can indicate the holidays and days off they have taken.
- Made of 70 g/m² paper quality. The holiday and days off card is FSC certified.
- Shrink-wrapped per 100, box of 40 pieces.



Description	Standard pack.	Order ref.
Single, FSC, 103 x 147 mm (A6), 100 kaarten	1 / 40	2572502000 (A572502)

Staff and activity planner 2011, Dutch text

- Very convenient for smaller companies or departments.
- 1 month per page, space for 27 names.
- Quickly get an overview of the occupation of the workplace, by colour marking the days.
- Made of 70 g/m² paper. Shrink-wrapped per 5 pieces.



Description	Standard pack.	Order ref.
Single, 297 x 210 mm (A4), 16 pages	5	2549249010 (A549249010)

Sales

Order form, Dutch text

- The order form can be used for documenting orders.
- A copy of each order will stay in the pad. The form is available with carbon or with self-copying forms.
- The self copying version is made of 70 g/m² paper quality. The version with carbon is made of FSC certified 70 g/m² paper and is FSC certified.
- Shrink-wrapped per 5, box of 50 pieces.



Description	Standard pack.	Order ref.
Duplicate, self-copying, 210 x 148 mm (A5), 50 pages x 2 sheets	5 / 50	2541505100 (A5415051)
Duplicate, carbon, FSC, 210 x 148 mm (A5), 50 pages x 2 sheets	5 / 50	2541501200 (A5415012)



Visiting report, Dutch text

- The visiting report is very useful and practical for making reports of visits and saving information.
- The pad consists of self-copying 70 g/m² paper quality.
- Shrink-wrapped per 5 pieces.

Description	Standard pack	Order ref.
Duplicate, self-copying, 297 x 210 mm (A4), 50 pages x 2 sheets	5	2541405100 (A5414051)



Goods delivered or received book, Dutch text

- Ideal for reporting on the receipt or delivery of goods.
- The numbered forms are easy to use and efficient to keep clear administration of goods receipt or delivery.
- The forms are in duplicate and self-copying paper. They are also available with carbon in duplicate or triplicate. Self-copying version and triplicate version with carbon are made of 70 g/m² paper quality. The duplicate versions with carbon are made of FSC certified 70 g/m² paper and the products are FSC certified.
- Shrink-wrapped per 5, box of 45 or 100 pieces.

Description	Standard pack	Order ref.
Duplicate, carbon, FSC, 105 x 148 mm (A6), 50 pages x 2 sheets	5 / 100	2543601100 (A5436011)
Triplicate, carbon, 105 x 148 mm (A6), 50 pages x 3 sheets	5 / 100	2543602000 (A5436020)
Duplicate, carbon, FSC, 105 x 148 mm (A6), 100 pages x 2 sheets	5 / 45	2543603000 (A5436030)
Duplicate, self-copying, 105 x 148 mm (A6), 50 pages x 2 sheets	5 / 100	2543605000 (A5436050)



Assignment form, Dutch text

- A written assignment is often better than an oral one. This numbered assignment form
- helps preventing mistakes and misunderstandings.
- Made of 70 g/m² paper quality. FSC certified product.
- Shrink-wrapped per 5, box of 50 pieces.

Description	Standard pack	Order ref.
Duplicate, FSC, 148 x 210 mm (A5), 50 pages x 2 sheets	5 / 50	2543501000 (A5435010)

Order, Dutch text

- This duplicate order form is simple and useful. The uniform notation of important order information helps avoiding mistakes and extra work.
- The self-copying version is made of 70 g/m² paper quality. The version with carbon is FSC certified.
- Shrink-wrapped per 5, box of 50 pieces.



Description	Standard pack.	Order ref.
Duplicate, carbon, FSC, 210 x 148 mm (A5), 50 pages x 2 sheets	5 / 50	2541501300 (A5415013)
Duplicate, self-copying, 210 x 148 mm (A5), 50 x 2 sheets	5 / 50	2541505200 (A5415052)

Order book, Dutch text

- Order books are available in duplicate or triplicate and in two sizes.
- The originals are white and the copies are blue. The pages are numbered from 1 to 50.
- Triplicate versions are made of 70 g/m² paper. Duplicate versions are made of FSC certified 70 g/m² paper.
- Shrink-wrapped per 5, box of 40 or 50 pieces.



Description	Standard pack.	Order ref.
Duplicate, carbon, FSC, 185 x 110 mm, 50 pages x 2 sheets	5 / 40	2541901000 (A5419010)
Triplicate, carbon, 185 x 110 mm, 50 pages x 3 sheets	5 / 40	2541902000 (A5419020)
Duplicate, carbon, FSC, 210 x 148 mm,(A5), 50 pages x 2 sheets	5 / 50	2541501000 (A5415010)
Triplicate, carbon, 210 x 148 mm (A5), 50 pages x 3 sheets	5 / 50	2541502000 (A5415020)



Ideal for organising
documents or paperwork

DESK & OFFICE ACCESSORIES



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DESK & OFFICE ACCESSORIES

Atlanta Green

Revolutionary range of natural looking office products with extraordinary environmental benefits.

Products are made of 100% biodegradable and fully compostable materials according to EN 13432.

Re-solution

Re-Solution (recycled solution), a smart range of desk accessories in matt black made of 100% recycled polystyrene (post-consumer waste).

Trayformer letter tray

The Business letter tray is now also available in a new revolutionary, easy to assemble, "Flat Fold" version which reduces the transport volume to a minimum. This letter tray is thus the perfect answer to the reduction of CO2 emissions.

Silky touch

Add a 'special touch' to your work or study with the semi-transparent product line Silky Touch. The line consists of trendy and colourful office products with a soft and 'silky' feel. With Silky Touch you can brighten up your desk and at the same time organise your life.

DESK DRAWER SETS

The desktop sets are ideal for organising documents or paperwork at home or in the office. Desktop sets are available in various numbers of drawers, in many traditional and trendy colours.

Desktop sets, 4 closed drawers

Atlanta Green desktop set, 4 closed drawers

- The Atlanta Green desktop set is made of environmentally friendly materials to keep documents organised and sorted.
- Made of 100% biodegradable and compostable materials according to EN 13432.
- Made of a mixture of PLA, ECOFLEX and FSC certified wood fibres.
- With side handgrip, drawer stop and paper push up hole.
- For A4 documents and formats up to 26 x 35 cm.
- Body outside dimensions (HxWxD): 216 x 300 x 375 mm.
- Drawer inside dimensions (HxWxD): 44 x 264 x 354 mm.
- Ideal to combine with other matching Atlanta Green products.
- Packed per 1 in brown box.



Description	Standard pack.	Order ref.
Brown body, brown drawers	1	2686374297 (A686374297)

Also available in other colours



Re-Solution desktop set, 4 closed drawers

- Re-Solution offers a complete environmentally conscious solution in trendy matt black.
- Made of 100% post consumer recycled polystyrene, Blue Angel certified.
- One piece housing desktop set with 2 non slip feet, side handgrip, drawer stop and paper push up hole.
- For A4 documents and formats up to 26 x 35 cm.
- Body outside dimensions (HxWxD): 216 x 300 x 375 mm.
- Drawer inside dimensions (HxWxD): 44 x 264 x 354 mm.
- Ideal to combine with other matching Re-Solution products to achieve a colour coordinated environment.
- Packed per 1 in brown box.

Description	Standard pack.	Order ref.
Black body, black drawers	1	2686374299 (A686374299)

Silky Touch desktop sets, 4 closed drawers



- Silky Touch adds a special feeling to your work.
- Available in attractive colours.
- Body in one piece housing (polystyrene) with coloured ring on the front facing (ABS).
- 2 non slip feet, side handgrip, drawer stop and paper push up hole.
- For A4 documents and formats up to 26 x 35 cm.
- Body outside dimensions (HxWxD): 216 x 300 x 375 mm.
- Drawer inside dimensions (HxWxD): 44 x 264 x 354 mm.
- Ideal to combine with other matching Silky Touch products to achieve a colour coordinated environment.
- Shrink-wrapped per 1 in brown box.

Description	Standard pack.	Order ref.
Light grey body, silky white drawers	1	2686374180 (A686374180)
Light grey body, silky pink drawers	1	2686374182 (A686374182)
Light grey body, silky green drawers	1	2686374185 (A686374185)
Light grey body, silky blue drawers	1	2686374186 (A686374186)
Light grey body, silky purple drawers	1	2686374187 (A686374187)

Silky Touch desktop sets, 4 closed drawers, fully translucent

- Silky Touch adds a special feeling to your work.
- Available in attractive colours.
- Body in one piece housing (polystyrene) with ring on the front facing (ABS).
- 2 non slip feet, side handgrip, drawer stop and paper push up hole.
- For A4 documents and formats up to 26 x 35 cm.
- Body outside dimensions (HxWxD): 216 x 300 x 375 mm.
- Drawer inside dimensions (HxWxD): 44 x 264 x 354 mm.
- Ideal to combine with other matching Silky Touch products to achieve a colour coordinated environment.
- Shrink-wrapped per 1 in brown box.



Description

Silky white body, silky white drawers
 Silky pink body, silky pink drawers
 Silky green body, silky green drawers
 Silky blue body, silky blue drawers
 Silky purple body, silky purple drawers

Standard pack.

1
1
1
1
1

Order ref.

2686374280 (A686374280)
 2686374282 (A686374282)
 2686374285 (A686374285)
 2686374286 (A686374286)
 2686374287 (A686374287)

Desktop sets, 4 closed drawers

- Made of high impact polystyrene, 2 non slip feet, side handgrip, drawer stop and paper push up hole.
- For A4 documents and formats up to 26 x 35 cm.
- Body outside dimensions (HxWxD): 216 x 300 x 375 mm.
- Drawer inside dimensions (HxWxD): 44 x 264 x 354 mm.
- Packed per 1 in brown box.



Description

Light grey body, light grey drawers
 Black body, black drawers
 Light grey body, blue drawers
 Light grey body, black drawers

Standard pack.

1
1
1
1

Order ref.

2686254100 (A6862541)
 2686254900 (A6862549)
 2686354160 (A68635416)
 2686354190 (A68635419)

Desktop sets, 5 closed drawers



Silky Touch desktop sets, 5 closed drawers

- Silky Touch adds a special feeling to your work. Available in attractive colours.
- Made of polystyrene, 2 non slip feet, side handgrip, drawer stop and paper push up hole.
- For A4 documents and formats up to 26 x 35 cm.
- Body outside dimensions (HxWxD): 261 x 300 x 375 mm.
- Drawer inside dimensions (HxWxD): 44 x 264 x 354 mm.
- Ideal to combine with other matching Silky Touch products to achieve a colour coordinated environment.
- Shrink-wrapped per 1 in brown box.

Description	Standard pack.	Order ref.
Light grey body, silky white drawers	1	2686358301 (A686358301)
Light grey body, silky pink drawers	1	2686358321 (A686358321)
Light grey body, silky green drawers	1	2686358351 (A686358351)
Light grey body, silky blue drawers	1	2686358361 (A686358361)
Light grey body, silky purple drawers	1	2686358371 (A686358371)



Desktop set, 5 closed drawers

- Made of high impact polystyrene, 2 non slip feet, side handgrip, drawer stop and paper push up hole.
- For A4 documents and formats up to 26 x 35 cm.
- Body outside dimensions (HxWxD): 261 x 300 x 375 mm.
- Drawer inside dimensions (HxWxD): 44 x 264 x 354 mm.
- Shrink-wrapped per 1 in brown box.

Description	Standard pack.	Order ref.
Light grey body, light grey drawers	1	268625811 (A68625811)

Desktop sets, 6 closed drawers

Desktop sets, 6 closed drawers

- Made of high impact polystyrene, 2 non slip feet, side handgrip, drawer stop and paper push up hole.
- For A4 documents and formats up to 26 x 35 cm.
- Body outside dimensions (HxWxD): 216 x 300 x 375 mm.
- Drawer inside dimensions (HxWxD): 28 x 264 x 354 mm.
- Packed per 1 in brown box.



Description	Standard pack.	Order ref.
Light grey body, light grey drawers	1	2686256100 (A6862561)
Black body, black drawers	1	2686256900 (A6862569)
Light grey body, blue drawers	1	2686356160 (A68635616)

Action desktop sets

Action desktop sets, 4 high closed drawers or 6 small closed drawers

- Made of high impact polystyrene, handgrip in middle of drawers.
- For A4 documents and formats up to 26 x 35 cm.
- Body outside dimensions (HxWxD): 216 x 300 x 375 mm.
- Drawer inside dimensions (HxWxD): 44 x 264 x 354 mm.
- Shrink-wrapped per 1 in brown box.



Description	Standard pack.	Order ref.
Light grey body, 4 light grey drawers	1	2686214110 (A68621411)
Black body, 4 black drawers	1	2686214910 (A68621491)
Light grey body, 6 light grey drawers	1	2686216110 (A68621611)
Black body, 6 black drawers	1	2686216910 (A68621691)



Desktop sets, 4 closed drawers

- Available in trendy colours.
- One piece housing desktop set (polystyrene).
- 2 non slip feet, side handgrip, drawer stop and paper push up hole.
- For A4 documents and formats up to 26 x 35 cm.
- Body outside dimensions (HxWxD): 216 x 300 x 375 mm.
- Drawer inside dimensions (HxWxD): 44 x 264 x 354 mm.
- Packed per 1 in brown box.

Description	Standard pack.	Order ref.
Light grey body, pink drawers	1	2686374120 (A686374120)
Light grey body, orange drawers	1	2686374130 (A686374130)
Light grey body, green drawers	1	2686374150 (A686374150)
Light grey body, blue drawers	1	2686374160 (A686374160)
Light grey body, purple drawers	1	2686374161 (A686374161)

LETTER TRAYS

The range of letter trays is ideal to organise incoming and outgoing paperwork. Available in wide choice of materials, designs and colours.

Business letter trays

For A4 documents and other formats up to 24 x 32 cm. Stackable. Made of polystyrene, recycled polystyrene or environmentally friendly materials. Dimensions (HxWxD): 66 x 256 x 348 mm.

Atlanta Green letter tray

- The Atlanta Green letter tray is made of environmentally friendly materials to keep documents organised and sorted.
- Made of 100% biodegradable and compostable materials according to EN 13432.
- Made of a mixture of PLA, ECOFLEX and FSC certified wood fibres.
- Ideal to combine with other matching Atlanta Green products.
- Packed per 6 in brown box.



Description	Standard pack.	Order ref.
Brown	6	2615655970 (A61565597)

Re-Resolution letter tray (head-to-tail edition)

- Re-Resolution offers a complete environmentally conscious solution in trendy matt black.
- Made of 100% post consumer recycled polystyrene, Blue Angel certified.
- Stacked head-to-tail to optimise logistics.
- Ideal to combine with other matching Re-Resolution products to achieve a colour coordinated environment.
- Packed per 10 in brown box.



Also available in other colours

Description	Standard pack.	Order ref.
Black	10	2615655990 (A61565599)

Silky Touch letter trays

- Silky Touch adds a special feeling to your work.
- Available in attractive colours.
- Made of transparent polystyrene.
- Ideal to combine with other matching Silky Touch products to achieve a colour coordinated environment.
- Packed per 6 in brown box.



Description	Standard pack.	Order ref.
Silky white	6	2615655300 (A61565530)
Silky pink	6	2615655320 (A61565532)
Silky green	6	2615655350 (A61565535)
Silky blue	6	2615655360 (A61565536)
Silky purple	6	2615655361 (A615655361)

Transparent letter trays

- Made of transparent polystyrene.
- Packed per 6 in brown box.



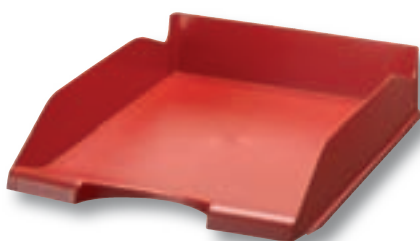
Description	Standard pack.	Order ref.
Smoke	6	2615617000 (A6156170)
Clear	6	2615640000 (A6156400)
White	6	2615655020 (A61565502)
Orange	6	2615655030 (A61565503)
Green	6	2615655050 (A61565505)
Blue	6	2615655060 (A61565506)
Indigo	6	2615654000 (A6156540)
Purple	6	2615655061 (A615655061)



Silky Touch letter trays (head-to-tail edition)

- Silky Touch adds a special feeling to your work.
- Available in attractive colours.
- Made of transparent polystyrene.
- Stacked head-to-tail to optimise logistics.
- Ideal to combine with other matching Silky Touch products to achieve a colour coordinated environment.
- Packed per 10 in brown box.

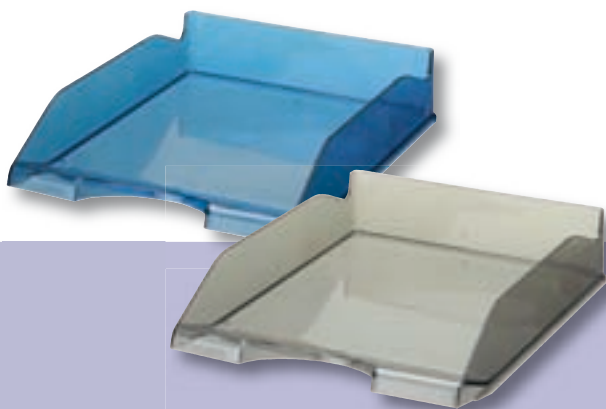
Description	Standard pack.	Order ref.
Silky white	10	2615655400 (A61565540)
Silky pink	10	2615655420 (A61565542)
Silky green	10	2615655450 (A61565545)
Silky blue	10	2615655460 (A61565546)
Silky purple	10	6156554610 (A615655461)



Solid colour letter trays (head-to-tail edition)

- Made of high impact polystyrene.
- Stacked head-to-tail to optimise logistics.
- Packed per 10 in brown box.

Description	Standard pack.	Order ref.
Light grey	10	2615653010 (A61565301)
Red	10	2615653020 (A61565302)
Blue	10	2615653060 (A61565306)
Black	10	2615653090 (A61565309)



Transparent letter trays (head-to-tail edition)

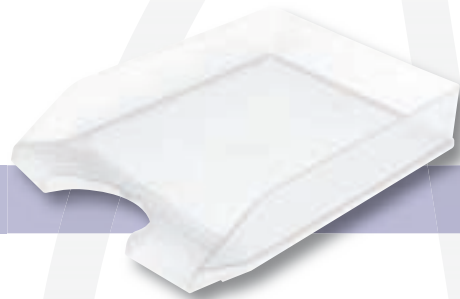
- Made of transparent polystyrene.
- Stacked head-to-tail to optimise logistics.
- Packed per 10 in brown box.

Description	Standard pack.	Order ref.
Smoke	10	2615617000 (A61561700)
Clear	10	2615640000 (A61564000)
Indigo	10	2615654600 (A6156546)

2615654600 (A6156546) will be produced on order.
Minimum order quantity of 1440 pieces per colour.

Frosted letter tray

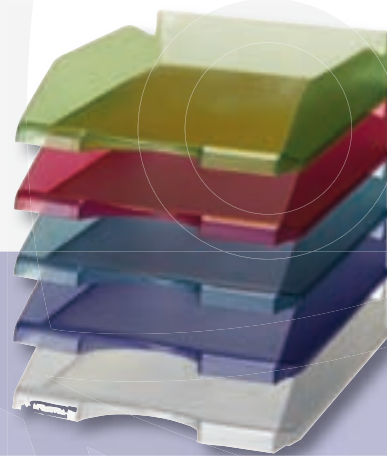
- Made of frosted polystyrene.
- Packed per 6 in brown box.



Description	Standard pack.	Order ref.
Clear	10	2615655000 (A61565500)

Frosted letter trays (head-to-tail edition)

- Made of frosted polystyrene.
- Stacked head-to-tail to optimise logistics.
- Packed per 10 in brown box.



Description	Standard pack.	Order ref.
Clear	10	2615654000 (A61565400)
Red	10	2615654020 (A61565402)
Green	10	2615654050 (A61565405)
Blue	10	2615654060 (A61565406)
Purple	10	2615654061 (A615654061)

Produced on order. Minimum order quantity of 1440 pieces per colour.

Solid colour letter trays

- Made of high impact polystyrene.
- Packed per 6 in brown box.



Description	Standard pack.	Order ref.
Light grey	6	2615655100 (A6156551)
Red	6	2615655200 (A6156552)
Blue	6	2615655600 (A6156556)
Black	6	2615655900 (A6156559)
White	6	2615655000 (A6156550)



Trayformer letter trays

- A flat fold version with greatly reduced carbon footprint.
- Manufactured, shipped and sold in a very volume efficient flat state, which saves resources and optimises logistics compared to standard trays.
- The components simply fold and click together for quick and easy assembly.
- Stable and stackable with any other Business letter tray.
- Pictographic instructions for easy product assembly are integrated into the product.
- Smart paperclips are built-in minimising material waste.
- Labels included. Made of polystyrene.
- Packed per 10 in brown box.

Description	Standard pack.	Order ref.
Black	10	2615652900 (A6156529)
Black, set of 4	72	2615652910 (A61565291)
Grey	10	2615652100 (A61565211)
Grey, set of 4	72	2615652110 (A615652110)



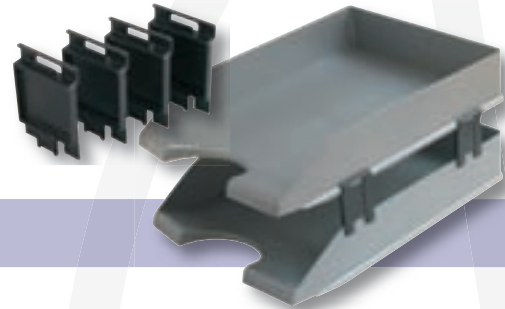
Trayformer Silky

- The Trayformer letter tray is a flat fold version with greatly reduced carbon footprint. Made of polystyrene.
- The product is manufactured, shipped and sold in a very volume efficient flat state, which saves resources and optimises logistics compared to standard letter trays.
- The components simply fold and click together for quick and easy assembly.
- Stable and stackable with any other Business letter tray.
- Pictographic instructions for easy product assembly are integrated into the product.
- Smart paperclips are built-in minimising material waste.
- Labels included.
- Packed per 10 in brown box or per set of 4 pieces.

Description	Standard pack.	Order ref.
Silky white	10	2615655500 (A61565550)
Silky pink	10	2615655520 (A61565552)
Silky green	10	2615655550 (A61565555)
Silky blue	10	2615655560 (A61565556)
Silky purple	10	2615655561 (A615655561)
Silky assorted	10	2615655599 (A615655599)
Silky white, set of 4	72	2615655700 (A61565570)
Silky pink, set of 4	72	2615655720 (A61565572)
Silky green, set of 4	72	2615655750 (A61565575)
Silky blue, set of 4	72	2615655760 (A61565576)
Silky purple, set of 4	72	2615655761 (A615655761)
Silky assorted, set of 4	72	2615655799 (A615655799)

Risers for Business letter trays

- Made of high impact polystyrene.
- Dimensions (HxWxD): 62 x 40 x 9 mm.
- 1 set of 4 pieces in a bag (including mounting instructions).



Description	Standard pack.	Order ref.
Black	1 / 20	2615691900 (A6156919)

Fashion letter trays, shiny

- Made of high impact shiny polystyrene.
- Packed per 6 in brown box.
- Available in 10 colours.

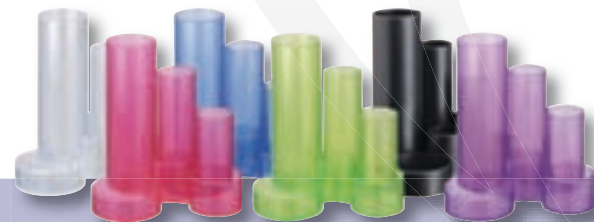


Description	Standard pack.	Order ref.
White	6	2615605000 (A6156050)
Grey	6	2615605100 (A6156051)
Red	6	2615605200 (A6156052)
Pink	6	2615605250 (A61560525)
Orange	6	2615605300 (A6156053)
Yellow	6	2615605400 (A6156054)
Green	6	2615605500 (A6156055)
Blue	6	2615605600 (A6156056)
Purple	6	2615605610 (A61560561)
Black	6	2615606000 (A6156060)

Bureau organisers

Bureau organisers

- Available in trendy colours.
- Made of translucent polystyrene.
- With 6 sections.
- Ideal to combine with other matching products.
- Packed per 12 in brown box.



Description	Standard pack.	Order ref.
Silky white	12	2299183000 (A2991830)
Silky pink	12	2299183200 (A2991832)
Silky green	12	2299183500 (A2991835)
Silky blue	12	2299183600 (A2991836)
Silky purple	12	2299183610 (A29918361)
Silky assorted	12	2299183990 (A29918399)
Bureau organiser blue	12	2299181600 (A2991816)
Re-Solution black	12	2299189900 (A2991899)

MAGAZINE FILES

The range of magazine files keeps documents and files in the upright position. Suitable for storing A4 and/or 24 x 32 cm documents. Available in a wide choice of designs, materials and colours.

Business magazine files

For A4 documents and other formats up to 24 x 32 cm.
Dimensions (HxWxD): 311 x 75 x 246 mm.



Atlanta Green magazine file

- The Atlanta Green magazine file is made of environmentally friendly materials to keep documents organised and sorted.
- Made of 100% biodegradable and compostable materials according to EN 13432.
- Made of a mixture of PLA, ECOFLEX and FSC certified wood fibres.
- Ideal to combine with other matching Atlanta Green products.
- Packed per 10 in brown box.

Description
Brown

Standard pack.
10

Order ref.
2642554970 (A64255497)

Also available in other colours



Re-Solution magazine file

- Re-Solution offers a complete environmentally conscious solution in trendy matt black.
- Made of 100 % post consumer recycled polystyrene, Blue Angel certified.
- Ideal to combine with other matching Re-Solution products to achieve a colour coordinated environment.
- Packed per 10 in brown.

Description
Black

Standard pack.
10

Order ref.
2642554990 (A64255499)

Silky Touch magazine files

- Silky Touch adds a special feeling to your work.
- Available in attractive colours.
- Made of translucent polystyrene.
- Ideal to combine with other matching Silky Touch products to achieve a colour coordinated environment.
- Packed per 10 in brown box.



Description	Standard pack.	Order ref.
Silky white	10	2642554300 (A64255430)
Silky pink	10	2642554320 (A64255432)
Silky green	10	2642554350 (A64255435)
Silky blue	10	2642554360 (A64255436)
Silky purple	10	2642554361 (A642554361)

Solid colour magazine files

- Made of high impact matt polystyrene.
- Packed per 10 in brown box.



Description	Standard pack.	Order ref.
Blue	10	2642554060 (A64255406)
Black	10	2642554090 (A64255409)
Light grey	10	2642554100 (A6425541)
Red	10	2642554200 (A6425542)

Magazine files

- Made of durable transparent polystyrene.
- Ideal to combine with the transparent letter tray.

Description	Standard pack.	Order ref.
Clear	10	2642554000 (A64255400)
Orange	10	2642554030 (A64255403)
Purple	10	2642554060 (A642554061)
Blue	10	2642554061 (A642554066)
Night blue	10	2642554600 (A6425546)
Anthracite	10	2642554900 (A6425549)



MEMO CUBES

Jalema offers memo cube holders in various materials containing loose-sheet papers.



Atlanta Green memo cube

- Made of 100% biodegradable and compostable materials according to EN 13432.
- Made of a mixture of PLA, ECOFLEX and FSC certified wood fibres.
- Contains approximately 700 sheets of recycled Blue Angel 80 g/m² white paper (dimensions: 90 x 90 x 90 mm).
- Cube dimensions (HxWxD): 95 x 95 x 95 mm.
- Ideal to combine with other matching Atlanta Green products.
- Shrink-wrapped per 1 and packed per 24 in brown box.

Description	Standard pack.	Order ref.
Brown, recycled white paper	24	2991720700 (A29917207)

Also available in other colours



Re-Solution memo cube

- Re-Solution offers a complete environmentally conscious solution in trendy matt black.
- Made of 100% post consumer recycled polystyrene, Blue Angel certified.
- Contains approximately 700 sheets of recycled Blue Angel 80 g/m² white paper (dimensions: 90 x 90 x 90 mm).
- Cube dimensions (HxWxD): 95 x 95 x 95 mm.
- Ideal to combine with other matching Re-Solution products to achieve a colour coordinated environment.
- Shrink-wrapped per 1 and packed per 24 in brown box.

Description	Standard pack.	Order ref.
Black, recycled white paper	24	2299172090 (A29917209)

Silky Touch memo cubes

- Silky Touch adds a special feeling to your work.
- Available in attractive colours.
- Clear plastic memo cube holder made of transparent polystyrene with loose-sheets.
- Contains approximately 700 sheets of wood free offset 80 g/m2 white paper (dimensions: 90 x 90 x 90 mm).
- Cube dimensions (HxWxD): 95 x 95 x 95 mm.
- Ideal to combine with other matching Silky Touch products to achieve a colour coordinated environment.
- Shrink-wrapped per 1 and packed per 24 in brown box.



Description	Standard pack.	Order ref.
Silky white, paper	24	2299162300 (A29916230)
Silky pink, white paper	24	2299162320 (A29916232)
Silky green,	24	2991623500 (A29916235)
Silky blue,	24	2299162360 (A29916236)
Silky purple, white paper	24	2991623610 (A299162361)

Transparent memo cubes

- Clear plastic memo cube holder made of transparent polystyrene with loose-sheets.
- White versions contain approximately 700 sheets of wood free offset 80 g/m2 white paper.
- Paper dimensions: 90 x 90 x 90 mm.
- Cube dimensions (HxWxD): 95 x 95 x 95 mm.
- Shrink-wrapped per 1 and packed per 24 in brown box.



Description	Standard pack.	Order ref.
Clear, white paper	24	2299170000 (A299170)

Glued paper memo cubes

- Glued at one side.
- White version contains approximately 700 sheets of Blue Angel recycled white 80 g/m2 paper.
- Cube & paper dimensions (HxWxD): 90 x 90 x 90 mm.
- Shrink-wrapped per 1 and packed per 24 in brown box.



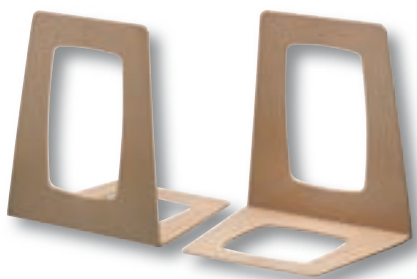
Description	Standard pack.	Order ref.
Recycled white paper	24	2299192100 (A2991921)



Paper refills for plastic memo cube holders

- Refill for cube 95 x 95 x 95 mm.
- White version contains approximately 700 sheets of Blue Angel recycled white 80 g/m2 paper.
- Rainbow version contains approximately 650 sheets of Blue Angel recycled rainbow 100 g/m2 paper.
- Paper dimensions (HxWxD): 90 x 90 x 90 mm.
- Shrink-wrapped per 1 and packed per 24 in brown box.

Description	Standard pack.	Order ref.
Recycled white paper	24	2299192000 (A2991920)
Recycled rainbow paper	24	2299192090 (A29919209)



Book ends

Jalema offers book ends in different materials to keep books in upright position.

Atlanta Green book ends

- The Atlanta Green book ends are made of environmentally friendly materials.
- Made of 100% biodegradable and compostable materials according to EN 13432.
- Made of a mixture of PLA, ECOFLEX and FSC certified wood fibres.
- Dimensions (HxWxD): 178 x 138 x 156 mm.
- Ideal to combine with other matching Atlanta Green products.
- 1 set of 2 book ends in plastic bag.
- Packed per 5 sets in brown box.

Description	Standard pack.	Order ref.
Brown	5	2648955970 (A64895597)



Also available in other colours

Re-Solution book ends

- Re-Solution offers a complete environmentally conscious solution in trendy matt black.
- Made from 100% post consumer recycled polystyrene, Blue Angel certified.
- Dimensions (HxWxD): 178 x 138 x 156 mm.
- Ideal to combine with other matching Re-Solution products to achieve a colour coordinated environment.
- 1 set of 2 book ends in plastic bag.
- Packed per 5 sets in brown box.

Description	Standard pack.	Order ref.
Black	5	A64895599

Office environment

Our office environment products include our recognised plastic and metal bin range as well as drawer stacking units.

Plastic Waste bins

Jalema provides a range of waste management solutions made of plastic such as waste paper bins in different designs and sizes to suit all your needs.

Silky Touch waste paper bins, 18 litres

- Silky Touch adds a special feeling to your work.
- Available in attractive colours.
- Stackable bins made of polypropylene.
- Round with handles
- Dimensions (HxØ): 320 x 275 mm (315 with handles).
- Ideal to combine with other matching Silky Touch products to achieve a colour coordinated environment.
- Packed per 10 in brown box.



Description	Standard pack.	Order ref.
Silky white	10	2292863000 (A2928630)
Silky pink	10	2292863200 (A2928632)
Silky green	10	2292863500 (A2928635)
Silky blue	10	2292863600 (A2928636)
Silky purple	10	2292863610 (A29286361)

Standard waste paper bins, 18 litres

- Round with handles, stackable bins made of polypropylene.
- Dimensions (HxØ): 320 x 275 mm (315 with handles).
- Packed per 10 in brown box.



Description	Standard pack.	Order ref.
Grey	10	2292860100 (A2928601)
Red	10	2292860200 (A2928602)
Blue	10	2292860600 (A2928606)
Black	10	2292860900 (A2928609)
Black Re-Solution	10	2292860990 (A29286099)

Drawer stacking units

The stacking units provide a durable, anti-static polystyrene, dust-free storage and archive system. The units can be joined both horizontally and vertically, offering storage capacity on a very small surface area. The stacking units are available in light grey and in different versions allowing you to store your documents. Compartments separately available for storing accessories. Easy to extend.

Jalema stacking units

- Drawer stacking units are ideal to store and classify diverse documents and files.
- Flexible modular system to be expanded when required.
- Drawer body made of high impact polystyrene and guidance made of plastic ABS.



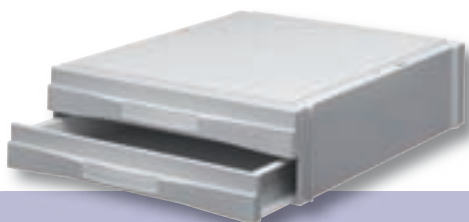
With high drawer

- Outside dimensions (HxWxD): 90 x 297 x 384 mm.
- Inner dimensions (HxWxD): 80 x 252 x 345 mm.
- Packed per 6 in brown box.

Description
Light grey

Standard pack.
6

Order ref.
2685110100 (A6851101)



With 2 medium height drawers

- Outside dimensions (HxWxD): 90 x 297 x 384 mm.
- Inner dimensions (HxWxD): 35 x 252 x 345 mm.
- Packed per 6 in brown box.

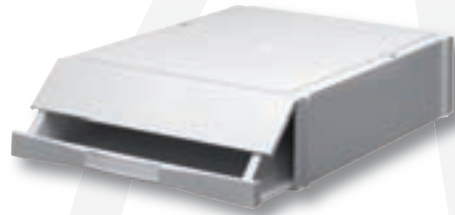
Description
Light grey

Standard pack.
6

Order ref.
2685120100 (A6851201)

With open drawer and automatic opening and closing flap

- Outside dimensions (HxWxD): 90 x 297 x 384 mm.
- Inner dimensions (HxWxD): 70 x 252 x 345 mm.
- Packed per 6 in brown box.



Description Light grey	Standard pack. 6	Order ref. 2685000100 (A6850001)
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With filing levels and automatic opening and closing flap

- Outside dimensions (HxWxD): 90 x 297 x 384 mm.
- 1 filing level mechanism for A4 documents.
- Packed per 6 in brown box.



Description Light grey	Standard pack. 6	Order ref. 2685010100 (A6850101)
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High containers for Jalema stacking units

Accessories to organise contents of the drawers A6851101. Made of high impact polystyrene.

4 containers per drawer, 1 compartment

- Dimensions (HxWxD): 70 x 122 x 168 mm.
- Packed per 4 in brown box.



Description Light grey	Standard pack. 4	Order ref. 2680931010 (A68093101)
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4 containers per drawer, 2 compartments

- Dimensions (HxWxD): 70 x 122 x 84 mm.
- Packed per 4 in brown box.

Description	Standard pack.	Order ref.
Light grey	4	2680931210 (A68093121)



4 containers per drawer, 4 compartments

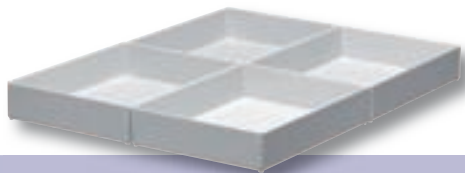
- Dimensions (HxWxD): 70 x 60 x 84 mm.
- Packed per 4 in brown box.

Description	Standard pack.	Order ref.
Light grey	4	2680931410 (A68093141)

Medium containers for stacking units

Accessories to organise contents of the drawers A6851201.

Made of high impact polystyrene.



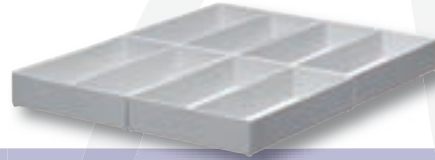
4 containers per drawer, 1 compartment

- Dimensions (HxWxD): 30 x 122 x 168 mm.
- Packed per 8 in brown box.

Description	Standard pack.	Order ref.
Light grey	8	2680933010 (A68093301)

4 containers per drawer, 2 compartments

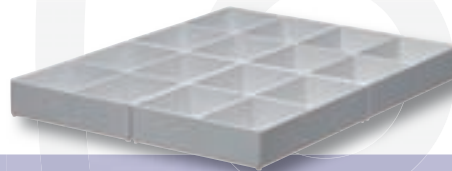
- Dimensions (HxWxD): 30 x 59 x 121 mm.
- Packed per 8 in brown box.



Description	Standard pack.	Order ref.
Light grey	8	2680933210 (A68093321)

4 containers per drawer, 4 compartments

- Dimensions (HxWxD): 30 x 60 x 84 mm.
- Packed per 8 in brown box.



Description	Standard pack.	Order ref.
Light grey	8	2680933410 (A68093341)

Base and cover plate

Set of 1 base + 1 cover plate

- Made of high impact polystyrene.
- Base dimensions (HxWxD): 90 x 297 x 346 mm.
- Cover plate dimensions (HxWxD): 15 x 297 x 357 mm.
- Packed per 1 in brown box.



Description	Standard pack.	Order ref.
Light grey	1	2685910100 (A6859101)



Card index cabinets

Card index cabinet A5 and A6

- A5: for storing cards of 150 x 200 mm or 148 x 210 mm.
- A6: for storing cards of 100 x 150 mm or 105 x 148 mm.
- Card supports are loose available.

Description	Standard pack.	Order ref.
Card index cabinets A6, light grey	1	2506541100 (A5065411)
Card index cabinets A5, light grey	1	2506581100 (A5065811)
Card support A6, white	5	2506924000 (A5069240)
Card support A5, white	5	2506928000 (A5069280)

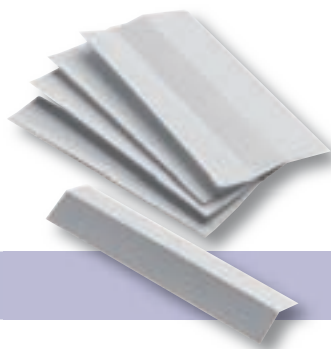


Label holders

1 set of 25 label holders

- Label holder dimensions (HxW): 13 x 90 mm.
- Packed per 25 in plastic bag.

Description	Standard pack.	Order ref.
Transparent clear	25 / 250	2685902000 (A685902)



Label sheets

1 set of 25 label sheets

- Label dimensions (HxW): 12 x 90 mm.
- Packed per 25 in bag.

Description	Standard pack.	Order ref.
White paper	1	2685902000 (A6859020)

Presentation and planning

The products offer you simple solutions for presentation and planning.

Planning boards

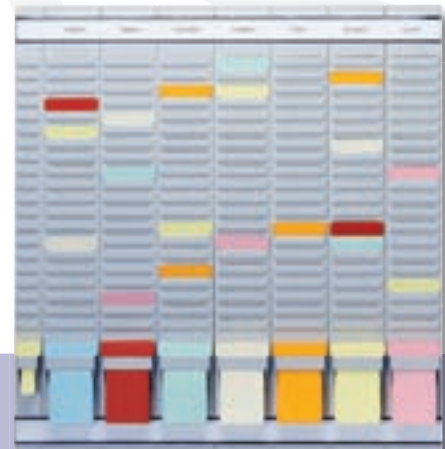
- Jalema offers a range of planning solutions. Suited for small to large offices.
- Ideal for complex factory planning.
- T-card planning is one of the most commonly used planning systems.
- It combines simplicity, low costs and the highest flexibility ever found in pre-designed planning systems. Ideal for use in offices, workshops, factories and schools.
- Simple to learn, easy to work with.

Planning kits

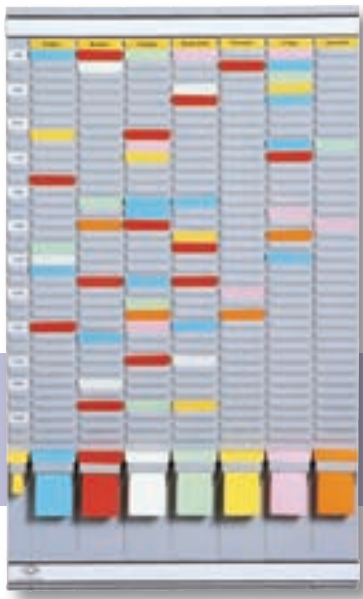
Complete planning kits. Complete ready-to-use planning kits. All necessary elements included.

Weekly planning kits 20 slots

- Weekly T-card planning kits.
- Complete planning kit containing 7 plan board elements size 2 (48 mm), a plan board element size 1, a pair of connecting profiles 472.5 mm, 7 cardholders, 8 bags of T-cards in white, pink, red, orange, yellow, green, blue.
- Includes screws, plugs and mounting instructions.
- Packed per 1 in brown box.



Description	Standard pack.	Order ref.
20 slot elements, size 490 x 63 mm, beige	1	2554153100 (A5541531)
20 slot elements, size 490 x 63 mm, grey	1	2554153110 (A55415311)



Weekly planning kit 35 slots

- Weekly T-card planning kits.
- Complete planning kit containing 7 plan board elements size 2 (48 mm), a plan board element size 1, a pair of connecting profiles 472.5 mm.
- 7 cardholders, 8 bags of T-cards in white, pink, red, orange, yellow, green, blue.
- Includes screws, plugs and mounting instructions.
- Packed per 1 in brown box.

Description	Standard pack.	Order ref.
Elements with 35 slots, size 783 x 63 mm, beige	1	2554058100 (A5540581)
Elements with 35 slots, size 783 x 63 mm, grey	1	2554058110 (A55405811)



Yearly planning kit 35 slots

- Yearly T-card planning kit 35 slots, size 2.
- Complete planning kit containing 12 plan board elements with 35 slots, 2 plan board elements size 1 with 35 slots. 2 pairs of connecting profiles (630 mm and 189 mm), 7 cardholders and 12 bags of T-cards in white, pink, red, orange, yellow, green, blue.
- Includes screws, plugs and mounting instructions.
- Packed per 1 in brown box.

Description	Standard pack.	Order ref.
35 slot elements, size 783 x 63 mm, beige	1	2554178100 (A5541781)
35 slot elements, size 783 x 63 mm, grey	1	2554178110 (A55417811)

Refill kit

- T-card planning refill kit size 2.
- Colour grey.
- Complete refill kit containing 5 plan board elements, 3 packs of T-plan board cards in the colours red, yellow and blue and a set of connecting profiles.
- For card size 2 (48 mm).
- Packed per 1 in brown box.

Description	Standard pack.	Order ref.
20 slots planning elements, size 490 x 63 mm, grey	1	2554023110 (A55402311)
35 slots planning elements, size 783 x 63 mm, grey	1	2554028110 (A55402811)

T-planning cards

Paper T-cards for planning systems. High quality paper for handwriting.

100 cards per pack.

T-cards size 1

- Paper T-cards size 1.
- Total height 55 mm, 15 mm wide (top is 27 mm).
- For plan board elements 32 mm.
- High quality writing paper.
- Packed per 100 in 4 colour sleeve with euronotch.

Description	Standard pack.	Order ref.
White	5 / 200	2554810000 (A554810)
Pink	5 / 200	2554812000 (A554812)
Red	5 / 200	2554812200 (A5548122)
Orange	5 / 200	2554812300 (A5548123)
Yellow	5 / 200	2554814000 (A554814)
Green	5 / 200	2554815000 (A554815)
Blue	5 / 200	2554816000 (A554816)





T-cards size 2

- Paper T-cards size 2.
- Total height 85 mm, 48 mm wide (top is 60 mm).
- For plan board elements 63 mm.
- High quality writing paper.
- Packed per 100 in 4 colour sleeve with euronotch.

Description	Standard pack.	Order ref.
White	5 / 150	2554820000 (A554820)
Pink	5 / 150	2554822000 (A554822)
Red	5 / 150	2554822200 (A5548222)
Orange	5 / 150	2554822300 (A5548223)
Yellow	5 / 150	2554824000 (A554824)
Green	5 / 150	2554825000 (A554825)
Blue	5 / 150	2554826000 (A554826)



T-cards size 3

- Paper T-cards size 3.
- Total height 125 mm, 77 mm wide (top is 93 mm).
- For plan board elements 95 mm.
- High quality writing paper.
- Packed per 100 in 4 colour sleeve with euronotch.

Description	Standard pack.	Order ref.
White	5 / 100	2554830000 (A554830)
Pink	5 / 100	2554832000 (A554832)
Red	5 / 100	2554832200 (A5548322)
Orange	5 / 100	2554832300 (A5548323)
Yellow	5 / 100	2554834000 (A554834)
Green	5 / 100	2554835000 (A554835)
Blue	5 / 100	2554836000 (A554836)

T-cards size 4

- Paper T-cards size 4.
- Total height 172 mm, 107 mm wide (top is 123 mm).
- For plan board elements 126 mm.
- High quality writing paper.
- Packed per 100 in 4 colour sleeve with euronotch.



Description	Standard pack.	Order ref.
White	5 / 100	2554740000 (A554740)
Pink	5 / 100	2554742000 (A554742)
Red	5 / 100	2554742200 (A5547422)
Orange	5 / 100	2554742300 (A5547423)
Yellow	5 / 100	2554744000 (A554744)
Green	5 / 100	2554745000 (A554745)
Blue	5 / 100	2554746000 (A554746)

T-card plan board elements

Plastic plan board elements for T-card planning systems.

Each element has 20, 35 or 50 slots for T-planning cards.

Available in size 1, 2, 3, 4.

T-card plan board element size 1

- For 15 mm stock size T-cards.
- Packed per 3 in clear plastic bag with 2 colour header card with euronotch.

Description	Standard pack.	Order ref.
35 slots, size 783 x 32 mm, beige	3 / 90	2554401000 (A554401)
35 slots, size 783 x 32 mm, grey	3 / 90	2554401100 (A5544011)
50 slots, size 1008 x 32 mm, beige	3 / 90	2554421000 (A554421)
50 slots, size 1008 x 32 mm, grey	3 / 90	2554421100 (A5544211)





T-card plan board element size 2

- For 48 mm stock size T-cards.
- Packed per 3 in clear plastic bag 2 colour header card with euronotch.

Description	Standard pack.	Order ref.
20 slots, size 490 x 63 mm, grey	3 / 90	2554412100 (A5544121)
35 slots, size 783 x 63 mm, beige	3 / 45	2554402000 (A554402)
35 slots, size 783 x 63 mm, grey	3 / 45	2554402100 (A5544021)
50 slots, size 1008 x 63 mm, beige	3 / 45	2554422000 (A554422)
50 slots, size 1008 x 63 mm, grey	3 / 45	2554422100 (A5544221)

T-card plan board element size 3

- For 77 mm stock size T-cards.
- Packed per 3 in clear plastic bag with 2 colour header card with euronotch.

Description	Standard pack.	Order ref.
35 slots, size 783 x 95 mm, beige	3 / 36	2554403000 (A554403)
35 slots, size 783 x 95 mm, grey	3 / 36	2554403100 (A5544031)
50 slots, size 1008 x 95 mm, beige	3 / 36	2554423000 (A554423)
50 slots, size 1008 x 95 mm, grey		2554423100 (A5544231)

T-card plan board element size 4

- For 107 mm stock size T-cards.
- Packed per 1 in clear plastic bag with 2 colour header card with euronotch.

Description	Standard pack.	Order ref.
35 slots, size 783 x 126 mm, beige	1 / 30	2554404000 (A554404)
50 slots, size 1008 x 126 mm, beige	1 / 30	2554424000 (A554424)

Connecting profiles

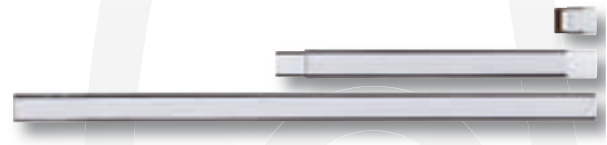
Profiles used to connect individual plan board elements.

Allows you to connect elements of different planning sizes (size 1, 2, 3 and 4) but with the same length to each other.

All planning sizes with the same length can be used next to each other.

Connecting profiles with window

- Connection profiles for T-card planning system.
- Complete set, black plastic back, transparent plastic window and white paper insert.
- To find the correct profile length, just add the plan size numbers of each individual planning element of your system.
- For example: Weekly plan board with 1 element size 1 and 7 elements size 2 : $1 + 2 + 2 + 2 + 2 + 2 + 2 + 2 + 2$ equals 15.
- The total length you need is 15 points to connect all elements.
- Packed per set of 2 pieces with 2 colour header card with euronotch.



Description	Standard pack.	Order ref.
Length 31 mm, 1 point	1 / 150	2554500100 (A5545001)
Length 62 mm, 2 points	1 / 150	2554500200 (A5545002)
Length 62 mm, 2 points	1 / 100	2554500300 (A5545003)
Length 126 mm, 4 points	1 / 100	2554500400 (A5545004)
Length 157 mm, 5 points	1 / 75	2554500500 (A5545005)
Length 189 mm, 6 points	1 / 75	2554500600 (A5545006)
Length 315 mm, 10 points	1 / 150	2554501000 (A5545010)
Length 378 mm, 12 points	1 / 100	2554501200 (A5545012)
Length 630 mm, 20 points	1 / 50	2554502000 (A5545020)



T-card holders

Plastic T-card holders for 100 T-cards. For card size 1, 2, 3 and 4.

Can be attached to the planning elements of the corresponding size of your plan board, 1 per element.

T-card holders size 1

- Plastic T-cards holders for 100 T-cards.
- Packed per 3 in a clear plastic bag with 2 colour header card with euronotch.

Description	Standard pack.	Order ref.
Size 1, 15 mm, beige	3 / 300	2554521000 (A554521)
Size 1, 15 mm, grey	3 / 300	2554521100 (A5545211)

T-card holders size 2

- Plastic T-cards holders for 100 T-cards.
- Packed per 3 in a clear plastic bag with 2 colour header card with euronotch.

Description	Standard pack.	Order ref.
Size 2, 48 mm, beige	3 / 150	2554522000 (A554522)
Size 2, 48 mm, grey	3 / 150	2554522100 (A5545221)

T-card holders size 3

- Plastic T-cards holders for 100 T-cards.
- Packed per 3 in a clear plastic bag with 2 colour header card with euronotch.

Description	Standard pack.	Order ref.
Size 3, 77 mm, beige	3 / 120	2554523000 (A554523)
Size 3, 77 mm, grey	3 / 120	2554523100 (A5545231)

T-card holders size 4

- Plastic T-cards holders for 100 T-cards.
- Packed per 1 in a clear plastic bag with 2 colour header card with euronotch.

Description	Standard pack.	Order ref.
Size 4, 107 mm, beige	1 / 75	2554524000 (A554524)

Wall mounting profiles

Aluminium mounting profiles. After combining several plan board elements to make a plan board and securing them with connecting profiles, the mounting profile can be used to mount the board to the wall. Wall plugs and mounting screws included.

Aluminium mounting profiles

- Packed per 1 set of 2 pieces in clear plastic pocket with 2 colour header card with euronotch.

Description	Standard pack.	Order ref.
Length 756 mm	1 / 50	2554512400 (A5545124)
Length 1134 mm	1 / 50	2554513600 (A5545136)
Length 1512 mm	1 / 50	2554514800 (A5545148)





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