

TAB FILING SYSTEMS

RAPID RESPONSE COLOR CODING



High-Volume Customized Labeling Services

In an ideal world, organizations producing hundreds or thousands of records per day would have a system in place that would automatically generate color-coded folders for their records and have them available precisely when and where they are needed.

Welcome to the ideal world of TAB. Our Rapid Response Color-Coding service leaves the time intensive task of color coding your records' folders to TAB. With this turn-key solution, we receive your new records' data on a daily basis, generate your new color-coded folders, and deliver your customized folders within three to five business days from when your records were transmitted to TAB. In an organization creating nearly five thousand records per day, the manual process requires significant space for up to five full-time personnel, several color printers, and a complete inventory of printer supplies, labels, and folders.

Unify Corporate-Wide Filing Systems

TAB's Rapid Response Color Coding service is a records management solution to increase business process efficiencies. If your organization is creating records from multiple locations and you're finding it difficult to standardize a color-coded filing system within one central filing facility and to organize those records without duplication or additional handling, we've got your solution. With Rapid Response Color Coding, we create and maintain the integrity of your corporate-wide color-coded filing system by receiving your records data from multiple locations and creating a color-coded filing standard for your entire organization.

Benefits

No inventory costs

No labels to produce

No staffing requirements

No wasted space

No double handling of documents or file folders

No worry of fluctuating prices

TAB FILING SYSTEMS

How Does It Work?

- Establish a consistent submission of data
- Enjoy pricing based on annual volumes with daily shipments
- Implement an order contract
- Schedule your delivery process
- Design your custom label
- Select from a variety of standard (or stock) TAB folders
- Send up to 5,000 records every day
- Receive color-coded folders in three to five business days

Set Schedule and Receive Files

With our Rapid Response Color Coding service, TAB commits to your records management process. We pre-plan your order capacity based on your specific requirements. And as soon as we receive your data, your order is routed immediately into production. You receive your files exactly when and where they're needed.

Data Driven

Rapid Response Color Coding functions within your organization's business process. You decide the best time to send your data and we'll set up a system that dynamically receives the data and generates your orders on a regular schedule. We can receive your data in most electronic formats including:

- Microsoft Excel
- Microsoft Access
- Microsoft Word
- FTP sites

Transmission methods may include:

- E-mail
- FTP sites
- Secured by PGP Encryption



About TAB

As a recognized leader in the records and information management industry, we develop custom solutions that enable our customers to control, store and access critical information. We offer top quality filing systems, media storage equipment and specialists that solve complex records and information management challenges. With more than 50 years of experience, we serve customers in a variety of industries including legal, finance, healthcare, insurance, manufacturing, education and government.

©2002 TAB Products Co. All rights reserved. Microsoft Excel, Access and Word are trademarks of Microsoft, Inc.



CONTACT ONE OF OUR
REPRESENTATIVES TODAY.

UNITED STATES • 888.822.9777 www.tab.com
CANADA • 800.387.6212 www.tab.ca
AUSTRALIA • 800.50.3453 www.datafile.com.au
EUROPE • +31 20 6975333 www.tab.nl