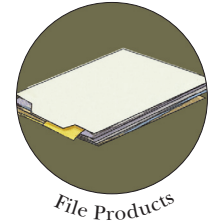


Documenting your information is a start. But finding the information you need – when you need it – is what really counts. That's why proper management of your records is crucial to your organization.



For more than 40 years, TAB has helped Canada's leading organizations save time, space and money, by providing them tools to manage their records efficiently and minimizing their exposure to risk.

Maximize storage and optimize space utilization

With the cost and availability of office and facility space at a premium, space efficiency is key. TAB is the recognized expert for file room design. Our planners will help you reduce your file storage space by up to 60%, while providing you with immediate access to your records and information.

TAB space-saving solutions are designed with a primary focus on function and aesthetics. In addition, all of our systems can be reconfigured to match your evolving filing storage needs. We offer a complete spectrum of designs, open shelf filing systems, file cabinets, multimedia storage, rotating file cabinets and high density mobile storage systems.

Increase efficiency and boost productivity

TAB provides the filing supplies you need to organize and store your data. By choosing the most appropriate supplies, you gain greater storage and retrieval efficiency.

TAB filing supplies include a complete range of file folders and accessories. We offer standard folders, expansion folders and pockets, classification folders, file dividers and charge-out guides, in a wide range of paper weights and colours. We can even custom manufacture folders and labels to meet your unique records management needs.

Speed-up file retrieval time and eliminate misfiles

TAB pioneered colour-coded filing solutions that have become the industry standard. A colour-coded system converts files categorized alphabetically, numerically or alphanumerically to easily recognized colours.

By adapting your files to a colour-coded system, retrieval time can be improved by up to 40%. Employees can quickly and accurately identify the document they need. And should a record be misfiled, it's mismatched colour will stand out for easy recognition.

TAB has the colour-coded label solution to match your organization's specific needs. We offer a wide range of alphabetic, numeric, month, year, designation and identification labels in various styles.

Create colour-coded labels right when you need them

Detailed, high-speed colour coding of files and other media is made easy with TABQUIK® desktop software. This Microsoft Windows-based package lets you automatically generate customized labels that match your organization's filing system – right from your own PC.

Locate files quickly and easily

With TAB's FileTracker™ software you can instantly track the location of any document. This Microsoft Windows-based application lets you track file history from creation through active use, to archival storage and beyond.

Get Organized. Get TAB.

Get control over your critical information. Increase efficiency and boost productivity in your file storage and retrieval process. Find the file you need quickly and accurately. Increase storage space utilization by as much as 60%.

Get Organized. Get TAB for all your records management needs.

For more information on TAB's file products, call **1-800-387-6212** or visit **www.tab.ca**



TAB File Products

- TAB Style File Folders, Labels & Accessories
- Datafile™ Style File Folders, Labels & Accessories
- Custom Folder and Label Printing Solutions
- Datafile™ Fixed Shelf Cabinets
- Open Shelf Filing Systems
- Optimedia® Storage System
- Twinfile™ Rotating Cabinets
- High Density Mobile Storage
- TABQUIK® Desktop Labeling Solution
- FileTracker™ Document Locating Software



TAB

Get Organized. Get TAB.

TAB Canada
1-800-387-6212
www.tab.ca