

PROFESSIONAL FILING SOLUTIONS



**PRODUCT  
CATALOGUE**  
2015/2016

[www.easifile.com.au](http://www.easifile.com.au)

P: (07) 3137 9234 F: (07) 3888 3546 E: [sales@easifile.com.au](mailto:sales@easifile.com.au)

# QUICK REFERENCE GUIDE



Which folders are best suited to your needs?

Grade	Style or Range	Features
<b>EHW</b> Extra Heavy Weight Grade	435	Our heaviest board available, coated for a highly durable & long lasting life. 50mm file capacity = approximately 450 sheets of paper
<b>HD</b> Heavy Duty Grade	355	Heavy weight board with a reinforced gusset. 50mm file capacity = approximately 450 sheets of paper
<b>HD</b> Heavy Duty Grade	350	Heavy weight board with protective coating on end tabs for durability. 30mm file capacity = approximately 250 sheets of paper
<b>M</b> Medium Grade	335	Medium grade board designed for use in top tab filing systems. 30mm file capacity = approximately 250 sheets of paper
<b>M</b> Medium Grade	326	Medium grade board in both manilla & white in a variety of sizes. 30mm file capacity = approximately 250 sheets of paper
<b>L</b> Light Grade	250	Lighter weight manilla board designed to hold paper within the internal flaps. A favourite product range for our medical industry clients

*Speak to one of our friendly team about your specific filing requirements.*

Call us on **3137 9234**

Email us at **sales@easifile.com.au**

Visit us at **www.easifile.com.au**



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# FOLDERS

Easi-File folders are designed with an end tab so that files can be labelled, colour coded and quickly identified.

## 435 Extra Heavy Weight

*Easi-File's most popular filing folder*



Without clip



With Springclip

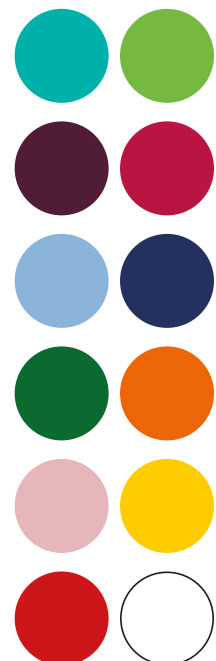


With Tubeclip

Space saving folder, does the job of a lever arch file, without using so much space.

Both styles of folders are available in 12 different colours including white. Use a combination of colour coded labels and folders to ensure easy access to all of your files.

Code	Description	No. in Box	Price** per item
<b>MPF/435EHWSC EHW</b>	With Springclip	50	\$3.00
<b>MPF/435EHWNC EHW</b>	With Tubeclip	100	\$2.20
<b>MPF/435EHWNC EHW</b>	Without clip	100	\$1.50
<b>MPC/Tubeclip</b>		100	\$0.50



Colours (Guide only)\*

# FOLDERS cont.

## 355 Glued Gusset

This folder has a reinforced gusset which allows for a larger file capacity up to 50mm with a heavier weight board, use the Gussetclip with this folder.



Code	Description	No. in Box	Price** per item
<b>MPF/355GG</b>	<b>HD</b> White Foolscap	200	\$1.80
<b>MPF/355GG</b>	<b>HD</b> White Foolscap with Gussetclip	200	\$2.50
<b>MPC/Gussetclip</b>	<b>HD</b> Clip only	100	\$0.50

## 335 Top Tab

A specially made folder for top tab file systems and can also be utilised in lateral shelving systems.



Clips that can be used with this folder are Permclip, Tubeclip, Foamclip and Quickclip.

Code	Description	No. in Box	Price** per item
<b>MPF/335TT</b>	<b>M</b> White Foolscap	100	\$0.90

## 350 F-IT Folders

File folders are a white folder with a choice of 14 coloured end tabs, to assist in easy identification of different records.



This folder is legal length 388mm. These folders have a capacity of 30mm.

Clips that can be used with this range of folders are the Permclip, Tubeclip, Foamclip and Quickclip.

Code	Description	No. in Box	Price** per item
<b>MPF/F-IT350FF</b>	<b>HD</b> File folder	100	\$1.00



*Want clips with that?*

## FOLDER ACCESSORIES

### Additional Services

If you'd like to customise your folders with a specific clip we can assemble them for you from just \$0.20 to apply each adhesive clip (excluding Springclip). Clips charged separately, see page 7 for clip styles and prices. Call us to discuss your options.

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## 326 A4

### A4 Buff Folders with and without Permclips

Strong user-friendly A4 folders which have a 30mm file capacity. These folders have end tab label guides that are compatible with Easi-File's range of labels for colour coding.



Code	Description	No. in Box	Price** per item
MPF/326A4	M Buff A4	100	\$0.80
MPF/326A4C1	M Buff A4 1 Permclip	100	\$1.20
MPF/326A4C2	M Buff A4 2 Permclip	100	\$1.50
MPC/Permclips	Clip only	100	\$0.60
MPC/Foamclips	Clip only	100	\$0.40

## 326 Standard

### Foolscap Buff & White Folders

Strong user-friendly foolscap folders which have a 30mm file capacity. These folders have end tab label guides that are compatible with Easi-File's range of labels for colour coding.



Clips that can be used with this folder are the Foamclip, Tubeclip, Permclip & Quickclip.

Code	Description	No. in Box	Price** per item
MPF/326STD	M Buff Foolscap	100	\$0.80
MPF/326STD	M White Foolscap	100	\$0.80
MPF/326STD (CA)	M Buff Foolscap Permclip attached	100	\$1.30

## 326 Glued Gusset

Strong user friendly foolscap folder with a 30mm capacity and a glued gusset that allows for more movement for documents in your folder. Use a Gussetclip with this folder.



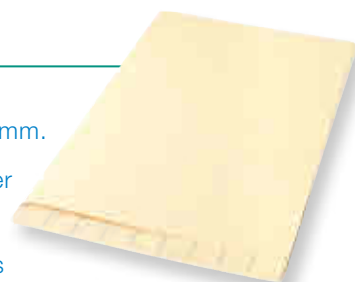
Code	Description	No. in Box	Price** per item
MPF/326GG	M Buff Foolscap	100	\$1.30
MPF/326GG	M Buff Foolscap with Gussetclip	100	\$2.00
MPC/Gussetclip	M Clip only	100	\$0.50

## 326 SG

This folder is a legal length of 388mm.

If your paper records are larger than A4 this folder is ideal to use.

Clips that can be used with this folder are the Foamclip, Tubeclip, Permclip & Quickclip.



Code	Description	No. in Box	Price** per item
MPF/326SG	M Buff Legal	100	\$0.80

## 250 Foolscap Glued Flap

This folder has 2 glued pockets to secure papers and an end tab for quick identification.



Code	Description	No. in Box	Price** per item
MPF/250FSGF	L Buff Foolscap	100	\$1.20

*Folders sorted,  
Don't forget  
labels!*



*See page  
6 & 7*

# LABELS

Easi-File's labels are available in a range of types and sizes

**Alpha ...**

**Numeric ...**

**Designation ...**

**Year ...**

If you have a high file usage rolls of labels are cost effective and convenient.

Rolls of 500 labels are available in all varieties at \$18.00 per roll

Not a huge user – sheets may be the right option for you!

All varieties are available in sheets of 36 labels \$2.20 per sheet – a good option if you require smaller amounts.



## Laser Labels

White labels supplied in A4 sheets of 20 and are compatible with most office printers.

## Name Label Protectors

Place these protectors over your name label to increase the life of your folder.



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## Label Kits & Roll Sets are also available

Description	No. in Box	Price** per item
Labels per sheet	1 Sheet	\$2.20
Mini Kit (standard kit or customised)	62 Sheets	\$100.00
Starter Kit (standard kit or customised)	120 Sheets	\$170.00
Maxi Kit (standard kit or customised)	173 Sheets	\$220.00
Alpha all letters (A-Z + Mc)	1 Roll	\$18.00
Designation roll set (10 Rolls of assorted colours)	1 Set	\$170.00
Numeric roll set (10 rolls of 0-9)	1 Set	\$170.00
Alpha A-Z roll set (27 rolls A-Z + Mc)	1 Set	\$400.00
Laser labels (20 labels per sheet)	200 Labels	\$4.00
Name label protectors (10 labels per sheet)	100 Labels	\$10.00

See [www.easifile.com.au](http://www.easifile.com.au) for a complete list of content in the Mini, Starter and Maxi kits.



All of your business filing solutions, covered.

# CLIPS

A range of clips to suit all of your filing needs.

## Tubeclip - extra long 95mm tube



An adhesive 3 piece clip with a 95mm tube.

Compatible with MPF/435EHW Plain, MPF/326STD, MPF/326A4, MPF/326SG, MPF/335TT & MPF/F-IT 350FF.

Code	No. in Box	Price** per item
<b>MPC/TUBECLIP</b>	100	\$0.50



## Gussetclip



A 3 piece clip with a 300mm tube.

Compatible with MPF/355GG & MPF/326GG

Code	No. in Box	Price** per item
<b>MPC/GUSSETCLIP</b>	100	\$0.50



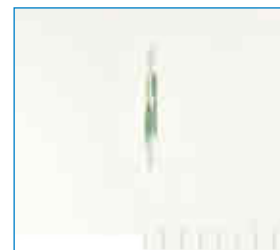
## Foamclip



An adhesive clip with metal prongs - 170mm

Compatible with MPF/326STD, MPF/326A4, MPF/326SG, MPF/335TT & MPF/F-IT 350FF.

Code	No. in Box	Price** per item
<b>MPC/FOAMCLIP</b>	100	\$0.40



## Permclip



An adhesive clip with longer metal prongs - 190mm

Compatible with MPF/326STD, MPF/326A4, MPF/326SG, MPF/335TT & MPF/F-IT 350FF.

Code	No. in Box	Price** per item
<b>MPC/PERMCLIP</b>	100	\$0.60



## Quickclip



An adhesive clip with white coated prongs for holding smaller amounts of records.

Compatible with MPF/326STD, MPF/326A4, MPF/326SG, MPF/335TT & MPF/F-IT 350FF.

Code	No. in Box	Price** per item
<b>MPC/QUICKCLIP</b>	50	\$0.30





# POCKETS, ENVELOPES AND DIVIDERS

## Pockets

### Easi Pocket

This pocket expands up to 50mm with a glued grab flap.



Code	Description	No. in Box	Price** per item
<b>MPF/EasiPocket</b>	White pocket	70	\$2.50

### A5 Pocket

Adhesive clear pockets that fit inside your folder, a great place to store information for quick reference.



Code	Description	No. in Box	Price** per item
<b>MPS/PlasticPocket</b>	Self adhesive clear pocket	100	\$70.00

## Envelopes

### Easi Envelope

A foolscap length buff folder with expansion up to 10mm. Ideal for smaller bundles of paperwork.



Code	Description	No. in Box	Price** per item
<b>MPF/EasiEnv</b>	Buff File	25	\$2.00

## Dividers

### White Tab Dividers

Sets of Tab Dividers in a bank of 6 as displayed in our 435 Extra Heavy Weight Folder.



Code	Description	No. in Box	Price** per item
<b>MPD/1st&amp;6th</b>	White Tab Divider	100	\$25.00
<b>MPD/2nd&amp;5th</b>	White Tab Divider	100	\$25.00
<b>MPD/3rd&amp;4th</b>	White Tab Divider	100	\$25.00

### Coloured Tab Dividers

Sets of Coloured Tab Dividers in 5 positions per set.

Dividers are most suited to folders that have a Springclip, Tubeclip or Gussetclip. All have overhang for labelling of dividers.



Code	Description	Per Set	Price** per item
<b>MPD/Bright Divider</b>	Set of 5 Tab Dividers	1	\$1.00

### File Dividers

Ideal for sectioning off documents within your folders that have clips inside. These dividers also have overhang for labelling.



Code	Description	Per Set	Price** per item
<b>MPD/Divider</b>	Triangular manilla file divider, 2 hole punch	100	\$25.00

# SPECIALTY MEDICAL PRODUCTS


Easi-file has a range of products specifically suited to our medical industry clients.

## 250A4 Glued Flap

This folder is college compatible with 90mm glued flaps to secure papers

These folders are filing solutions that don't require clips and have guides that are compatible with Easi-File's label range.




Code	Description	No. in Box	Price** per item
MPF/250A4GF	 Buff A4	100	\$1.10

## 250GP Long Flap

An alternate option to the 250A4 Glued Flap with fold up flaps (not glued).



Code	Description	No. in Box	Price** per item
MPF/250GPLF	 Buff A4	200	\$1.10

## Medical Record Sheets

- Health Summary
- Progress Notes
- Report Summary



Code	No. in Box	Price** per 100	Price** per 500
MPM/HealthSummary	100	\$20.00	\$70.00
MPM/ProgressNotes	100	\$20.00	\$70.00
MPM/ReportSummary	100	\$20.00	\$70.00

## Medical Labels

Medical Labels



Code	Description	Price** per roll
MPM/AllergicTo	Roll of 200 Labels	\$15.00
MPM/Medical	Roll of 200 Labels	\$15.00
MPM/Correction	Roll of 250 Labels	\$18.00



**Don't forget labels!**

**See page 6 & 7**

## Medical Certificate Pads

Doctors Certificate pads



Code	Description	No. in Box	Price** per item
MPM/MedicalCertPad	Pads of 100	1	\$2.50

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# NEW PRODUCT LINES!!

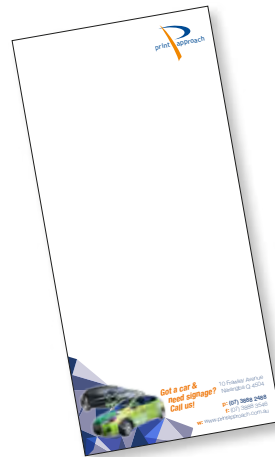
A great way to stay at the forefront of your customers minds!



## Note Pads

Customised notepads featuring your branding and messages, available in 3 sizes. If you would like any other options or sizes, give us a call.

Code	Description	Price** per 100
<b>A4 (colour)</b>	Pads of 25 sheets	\$430.00
<b>A4 (black and white)</b>	Pads of 25 sheets	\$267.00
<b>A5 (colour)</b>	Pads of 25 sheets	\$330.00
<b>A5 (black and white)</b>	Pads of 25 sheets	\$200.00
<b>DL (colour)</b>	Pads of 25 sheets	\$260.00
<b>DL (black and white)</b>	Pads of 25 sheets	\$175.00

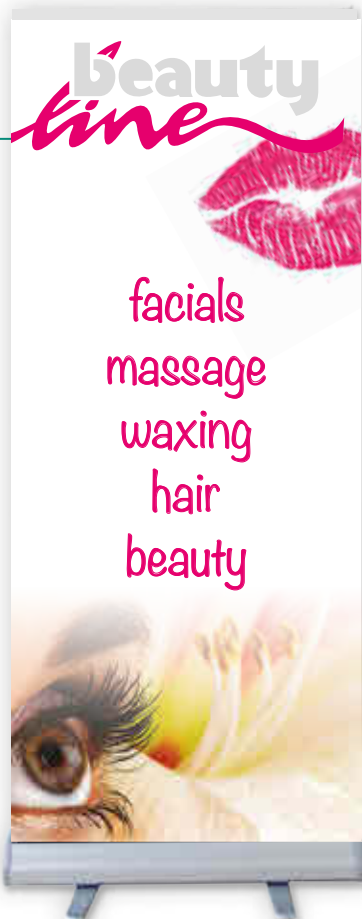


## Pull up Banners

### Economy

Great low cost option if you change banners often!

From \$135



### Premium

Perfect for indoor displays that you need to last!

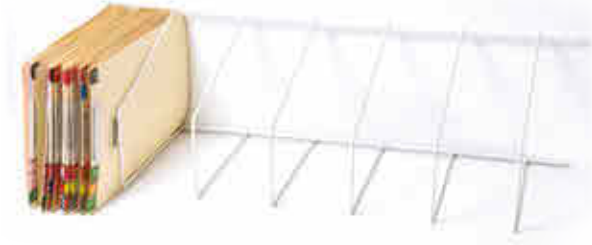
From \$225



# STORAGE

## TOAST RACKS

Sturdy file folder holders. Keeps folders upright whilst keeping office spaces tidy.



Code	Description	Price** per item
MPS/ToastRack	900mm Length	\$30.00

## EASI-ARCHIVE BOXES

Slimline archive boxes that are easy to transport. These boxes have a capacity of 165mm and will store all Easi-File folders.

Suited to most shelving units.

Comes as one complete piece, easy to assemble and very sturdy.



Code	Description	Price** per item
MPS/EasiArchive	165mm Capacity	\$2.60

## Other Services

### Storage Logistics

If you have limited space but need to store your files we can help. Call us to discuss your individual needs.



### Scanning

Thinking of converting your hardcopy files to digital, searchable PDF? We can help, call us to discuss your individual needs.



10 Frawley Avenue Narangba Q 4504  
P: (07) 3137 9234 F: (07) 3888 3546



*Relocating offices?  
Contact us to discuss  
your filing equipment*