

RANDEX



**FILING SOLUTIONS
AT YOUR FINGERTIPS**

STORAGE

FILING SUPPLIES

THE RIGHT SOLUTIONS FOR YOUR NEEDS

Times-2



A DOUBLE DEPTH CABINET THAT ROTATES FOR ACCESS FROM ONE OR BOTH SIDES.

- **Good access.** 50% of filing is available at one time
- **Flexible.** A range of fittings for all needs
- **Secure.** Variety of locking options
- **Positive locking.** Operator is in control of the unit
- **Space saving.** Reduced footprint compared to traditional methods
- **Appearance.** Various options are available to suit any office design.

Automated Carousel



- System can be used as high as the true ceiling (through suspended ceiling)
- Increased capacity
- Shelves come to the user
- Greater productivity
- Space saving, reduced footprint
- Secure

Mobile Shelving



- High density
- Available for all floor types
- Choice of operating systems
- Easy to operate

Security Fire Safes



- Security range to cover from £1500 to £150,000
- Insulated range to protect all types of media
- Tested to international standards

THE COMPLETE RANGE FOR FILING EFFICIENCY



EXPANSION WALLETS

3.5" expansion gussett in blue, red, yellow, brown/orange
Wallets with tabs for colour coding



STANDARD FOLDERS

Extended tabs.
Spring clips can be added



BOX FILES

2" - 8" different colours available



LANDSCAPE LEVER ARCHFILES

Mechanism on long edge



COLOUR CODED AND COMPUTER-GENERATED LABELS

A - Z
0 - 9

VISIT OUR WEBSITE FOR FULL DETAILS OF OUR RANGE
www.randex.com

You may be aware of the need to review your current filing methods and practices but cannot allocate the resources or the time.

Randex, after the initial meeting, can advise on the way forward. At the meeting, clear objectives will be agreed and set.

STEP 1 – REVIEW CURRENT SITUATION

Review of current systems. This includes current equipment, the area it occupies, potential capacity, how filing is indexed and sourced, working practice and productivity.

STEP 2 – REPORT WITH RECOMMENDATIONS

Provision of a fully detailed and costed recommendation including the issues of scanning and archiving, for full discussion.

STEP 3 – IMPLEMENTATION

Provision of necessary hardware and/or software as agreed.

STEP 4 – PRODUCTION

Creation of new folders and implementation of new systems and processes.

STEP 5 – TRANSFER

Transfer of existing files into new folders and environmental disposal of the old ones. Reloading into the new system.

STEP 6 – TRAINING

Provision of on-site training for all users.

STEP 7 – ENJOY THE BENEFITS

Sit back, relax and enjoy the enhanced operational efficiency.

A TOTAL SERVICE FROM SUPPLY TO INSTALLATION

Working either on your premises or off-site Randex can:

- List all your existing folders
- Prepare new folders
- Index new folders
- Environmentally dispose of existing folders
- Transfer contents from old to new system
- Place in crates and arrange temporary storage as necessary
- Reload into existing or new equipment
- Assist in staff training



RAND01

TEL: 0870 609 1965

RANDEX
ROWLANDSON HOUSE
289-293 BALLARDS LANE
FINCHLEY LONDON N12 8NP

R-

A

N-