

Not Your Basic Filing System Anymore!

Filing storage solutions are more than just hiding spaces for files, documents and personal effects. They are productivity tools that help make people and businesses more organized and efficient, in turn enhancing profitability. How you configure your filing system affects the many different ways people work as well as the flow of information along any company's information highway.

Looking at functionality is an important priority, along with determining current and future needs. Also, different businesses have specialized needs. For instance, legal, medical, accounting or governmental offices will utilize a greater number of legal sized folders than most. The basic difference between a legal and letter size folder is 3-1/4" and either vertical or lateral files can accommodate legal sized file folders.

Some distinctive features of vertical and lateral filing cabinets are:

- Verticals measure between 29 and 60" high, 25 & 26" deep and 15 and 18-1/4" wide. Laterals measure between 28-3/8 to 67" high, 19-1/4' deep and 30 to 42" wide.
- Verticals are built for high volume capacity and intermittent use. Laterals are built for high, constant activity and have a slide out shelf option. Select the proper drawer suspension for your needs.
- Mobile vertical pedestals are available and come in various heights for under-desk or desk height use. Some multi-task as extra seating when fitted with an upholstered cushion.
- To maximize use of your office footprint, overfile storage cabinets can sit atop filing cabinets, maximizing storage and adding cubby-hole space.
- You can dress up many file cabinets with laminate tops.
- For lateral and open shelving, end tab file folders are a most efficient system and are geared toward continuous access. However, a huge array of file folder systems can be designed to your specifications. Helpful formatted software makes it easier and very presentable.

Though multimedia, fire safe and drafting filing choices have innovative and unique features like anti-static finishes and fire protection up to 1700° F, some qualities are timeless; heavy gauge steel construction, baked enamel finishes, locks and more.

Space planning is critical. Perhaps you are reconfiguring your workspace because you're out of room (and those jam-packed file storage boxes cannot hold another sheet of paper). Consider your office traffic pattern. If your space is narrow, lateral files are best because there is no drawer extension. Verticals take up less wall space but you'll

need walking room. Laterals are wider but simply not as deep as verticals. Also consider choosing from product collections as the pieces are made to work together. Suites can be added to as you go for a more integrated look.

“Finishing” up with another key component is color-matching. There are many finishes available to complement existing or desired décor and furniture systems. Classics like putty, light gray and black still exist with the nice addition of taupe, sand, charcoal and some wood finishes. If you have panel systems with multiple rail colors, go ahead and mix-n-match colors of filing cabinets for a coordinated, unique look.

Last but not least...if you are not ready to make a decision, “file” this handy information away for future use. If you are ready to start making your choices and decisions, Walker’s will gladly help you find storage solutions tailored to your industry or home office needs!