

Filing Equipment: Planning Guide



**CONVENTIONAL
4-DRAWER FILE
CABINETS**



SHELF FILES



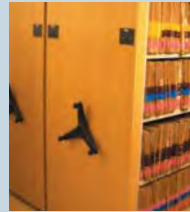
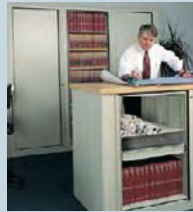
FILEBOX



**L&T 4 POST
SHELVING**

	CONVENTIONAL 4-DRAWER FILE CABINETS	SHELF FILES	FILEBOX	L&T 4 POST SHELVING
Filing density ratio	1:1	2.7:1 more folders	3.3:1 more folders	3.3:1 more folders
Equipment cost per filing inch	\$4.13	\$2.59	\$5.44	\$1.08
Sizes	Letter Legal	Letter Legal	Letter Legal	Letter Legal X-ray
Preferred folder system	Top Tab Pendaflex®	End Tab	End Tab	End Tab
Availability	In stock	Three to four weeks	Four to six weeks	In stock
Ease of installation	Pre-assembled	Pre-assembled	Easy to install	Easy, but multiple parts
Ease of relocation	Easy, hand truck required	Very easy, cabinets can even be moved fully loaded	Easy	Disassembly/reassembly required
Maintenance required	None	None	None	None
Warranty	One year	One year	One year	One year
Recommended for	Small systems with low activity	Small to medium systems with high activity	Small to large systems with high activity	Small to large systems with high activity
Benefits	<ul style="list-style-type: none"> • Lockable • Front office appearance 	<ul style="list-style-type: none"> • Lockable • Fast and efficient filing and retrieval • Front office appearance • No assembly required, easy to relocate • HIPAA compliant • Mobile compatible 	<ul style="list-style-type: none"> • Seven levels of active filing are within easy reach • Easy to expand or relocate • Multiple media storage capability • Easy file shifting • Fast and efficient filing and retrieval 	<ul style="list-style-type: none"> • Open shelf design facilitates fast, efficient filing and retrieval • Vertical shelf adjustability • Quick installation • Low cost • Mobile ready • Modular system
Considerations	<ul style="list-style-type: none"> • High noise level • Prone to misfiles • Not ADA-friendly 	<ul style="list-style-type: none"> • Existing top tab folders must be converted to end tab folders • Limited internal versatility 	<ul style="list-style-type: none"> • Existing top tab folders can be used; end tab conversion is recommended • Non-lockable 	<ul style="list-style-type: none"> • Existing top tab or Pendaflex® folders must be converted to end tab folders

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STACKABLE SHELVING	ROTARY FILES	MOVABLE AISLE SYSTEMS	LATERAL TRACK SYSTEMS	
3.45:1 more folders	4.2:1 more folders	4.4:1 more folders	5.1:1 more folders	Filing density ratio
\$1.96	\$4.74	\$3.20	\$2.56	Equipment cost per filing inch
Letter Legal X-Ray	Letter Legal	Letter Legal X-Ray	Letter Legal X-Ray	Sizes
End Tab	End Tab, Top Tab, hanging folders	End Tab	End Tab	Preferred folder system
In stock	In stock	Four to six weeks	In stock	Availability
Very easy; also available pre-assembled	Dealer installation or pre-assembled	Dealer installation required	Easy to install	Ease of installation
Easy, hand truck required	Easy, appliance hand truck required	Disassembly/reassembly required	Easy	Ease of relocation
None	None	Annual	None	Maintenance required
One year	Five years/lifetime	Five years	Five years	Warranty
Small to large systems with high activity	Small to large systems with moderate activity	Medium to large systems with moderate activity	Small to medium systems, moderate to high activity	Recommended for
<ul style="list-style-type: none"> Used as static shelving or on moveable aisle/lateral track system Fast, efficient filing and retrieval Easy to add filing levels Lower overall height Full file folder protection Available fully assembled Easy to expand, reconfigure, move 	<ul style="list-style-type: none"> Maximum security Attractive, front office appearance Multi-media versatility Stores any file folder ADA-friendly The most flexible filing system – can be used within work stations, as countertop units, room dividers, etc. 	<ul style="list-style-type: none"> Lockable security The highest density filing system available for large applications Accommodates a wide variety of materials of varying sizes ADA and HIPAA compliant 	<ul style="list-style-type: none"> Low cost introduction to high-density mobile filing Easily expanded Buy complete system or integrate with existing equipment Safe and secure 	Benefits
<ul style="list-style-type: none"> Existing top tab or Pendaflex® folders must be converted to end tab folders 	<ul style="list-style-type: none"> Most filing considerations are overcome with use of a Rotary File System 		<ul style="list-style-type: none"> The type of shelving or cabinets used determine the considerations 	Considerations