

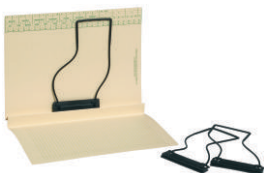
# ORCC

Office Refreshments and Cleaning Consumables



**TOP RETRIEVAL FILES**


CODE	DESCRIPTION	COLOUR	GUSSET	GRAMMAGE	SHEETS PER FILE	PACK QTY
SFS 3002	Lightweight File with Flaps	Cream	0 mm	130 GSM	50 Sheets	25
SFS 3007	Lightweight File with Gusset & Flaps	Cream	14 mm	130 GSM	100 Sheets	25
SFS 3003	Middleweight File with Flaps	Cream	20 mm	186 GSM	200 Sheets	25
SFS 3003 C	Middleweight File with Flaps & Clip	Cream	20 mm	186 GSM	200 Sheets	25
SFS 3005	Extra Heavyweight File with Flaps	Cream	35 mm	233 GSM	350 Sheets	25
SFS 3006 C	Extra Heavyweight Flapless File with Clip	Cream	50 mm	326 GSM	500 Sheets	25
SFS 3009 C	Extra Heavyweight Expanda File with Flaps & Clip	Cream	40 mm	326 GSM	400 Sheets	25
SFS 3008	Employee File - Extra Heavyweight Flapless File with Clip	Cream	50 mm	326 GSM	500 Sheets	25
SFS 1001	Medical File with Flaps	Cream	0 mm	130 GSM	50 Sheets	25
SFS 4000	Divider Card	Cream	n/a	186 GSM	n/a	25
SFS 4001	A4 File Divider	White	n/a	80 GSM	n/a	25

**CLIPS**


CODE	DESCRIPTION	COLOUR	PACK QTY
PLS/SFS/CLP	Econo Plastic Snap Clip with Adhesive	Black	10

**TOP RETRIEVAL ADHESIVE TABS**

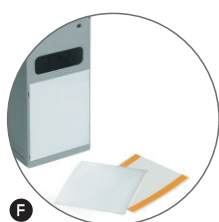
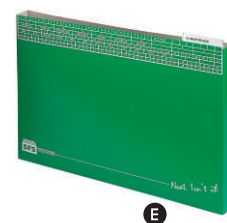
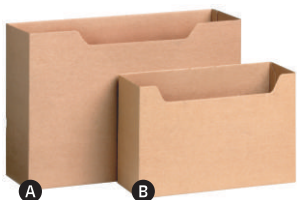
**55 x 10 mm ALPHABETICAL**  
6 SHEETS PER PACK  
24 LABELS PER SHEET

**30 x 10 mm NUMERICAL**  
5 SHEETS PER PACK  
40 LABELS PER SHEET

Formatted on A4 size sheet  
for easy use in printers



ALPHA CODE	NUMERIC CODE	DESCRIPTION	COLOUR	PACK QTY
L01/55/WHT	L01/30/WHT	Adhesive Tab	White	1 Pack
L02/55/D/YL	L02/30/D/YL	Adhesive Tab	Dark Yellow	1 Pack
L03/55/D/PNK	L03/30/D/PNK	Adhesive Tab	Dark Pink	1 Pack
L04/55/D/BL	L04/30/D/BL	Adhesive Tab	Dark Blue	1 Pack
L05/55/D/ORG	L05/30/D/ORG	Adhesive Tab	Dark Orange	1 Pack
L06/55/D/PL	L06/30/D/PL	Adhesive Tab	Dark Purple	1 Pack
L07/55/D/GN	L07/30/D/GN	Adhesive Tab	Dark Green	1 Pack
L08/55/L/YL	L08/30/L/YL	Adhesive Tab	Light Yellow	1 Pack
L09/55/L/PNK	L09/30/L/PNK	Adhesive Tab	Light Pink	1 Pack
L10/55/L/BL	L10/30/L/BL	Adhesive Tab	Light Blue	1 Pack
L11/55/L/ORG	L11/30/L/ORG	Adhesive Tab	Light Orange	1 Pack
L12/55/L/PL	L12/30/L/PL	Adhesive Tab	Light Purple	1 Pack
L13/55/L/GN	L13/30/L/GN	Adhesive Tab	Light Green	1 Pack
L14/55/RED	L14/30/RED	Adhesive Tab	Red	1 Pack
L15/55/MIX	L15/30/MIX	Adhesive Tab	Mixed	1 Pack

**CONTAINERS**


CODE	DESCRIPTION	COLOUR	HEIGHT	WIDTH	LENGTH	PACK QTY
<b>A</b> A4/BRD/CNT	A4 Board Container	Kraft	220 mm	100 mm	320 mm	15
<b>B</b> A5/BRD/CNT	A5 Board Container	Kraft	156 mm	85 mm	235 mm	15
<b>C</b> FS/BRD/CNT	Foolscap Board Container	Kraft	220 mm	100 mm	370 mm	15
<b>D</b> A4/SFS/CNT/GRY	A4 Solid Container - Grey Sides & Bottom	Grey	220 mm	100 mm	320 mm	15
<b>D</b> A4/SFS/CNT/BLK	A4 Solid Container - Grey Sides & Bottom	Black	220 mm	100 mm	320 mm	15
<b>D</b> A4/SFS/CNT/RED	A4 Solid Container - Grey Sides & Bottom	Red	220 mm	100 mm	320 mm	15
<b>D</b> A4/SFS/CNT/BLU	A4 Solid Container - Grey Sides & Bottom	Blue	220 mm	100 mm	320 mm	15
<b>D</b> A4/SFS/CNT/YLO	A4 Solid Container - Grey Sides & Bottom	Yellow	220 mm	100 mm	320 mm	15
<b>E</b> A4/MSTR/CNT	A4 Master Box Container	Green	220 mm	33 mm	320 mm	10
<b>F</b> PLS/HLD/LAB	Hold-it Label for Plastic Container	White	110 mm	80 mm	n/a	10



CODE	DESCRIPTION	COLOUR	HEIGHT	WIDTH	LENGTH	PACK QTY
<b>A</b> A4/STD/ARC/BOX	A4 Archive Box	Kraft	255 mm	115 mm	330 mm	25
<b>B</b> A4/JMB/ARC/BOX	A4 Jumbo Archive Box	Kraft	255 mm	210 mm	330 mm	25
<b>C</b> FLS/STD/ARC/BOX	Foolscap Archive Box	Kraft	255 mm	115 mm	365 mm	25
<b>D</b> FLS/JMB/ARC/BOX	Foolscap Jumbo Archive Box	Kraft	255 mm	210 mm	365 mm	25
<b>E</b> FLS/LEG/BOX	Foolscap Legal Box	Kraft	97 mm	275 mm	377 mm	25
<b>F</b> OFF/STE/STR/BOX	Off-Site Storage Box	Kraft	255 mm	330 mm	433 mm	25
<b>G</b> LAT/ARC/BAK/BRD	Lateral Archive Backing Board with Clip	Kraft				25


**CABINETS**
**FULL STEEL FINISH CABINETS**



	Code	Description	Width (mm)	Depth (mm)	Height (mm)	Capacity in Cabinet
<b>MAXI - 1128mm WIDE</b> 	ST-02MAXPT-A4C	2 Drw Steel Maxi	1128	600	642	30 x A4 Cont.
	ST-03MAXPT-A4C	3 Drw Steel Maxi	1128	600	917	45 x A4 Cont.
	ST-04MAXPT-A4C	4 Drw Steel Maxi	1128	600	1192	60 x A4 Cont.
	ST-05MAXPT-A4C	5 Drw Steel Maxi	1128	600	1467	75 x A5 Cont.
	<b>MACRO - 1205mm WIDE</b> 	ST-02MACT-A4H	2 Drw Steel Macro	1205	600	642
ST-03MACT-A4H		3 Drw Steel Macro	1205	600	917	4.3 L/Meter
ST-04MACT-A4H		4 Drw Steel Macro	1205	600	1192	5.7 L/Meter
ST-05MACT-A4H		5 Drw Steel Macro	1205	600	1467	7.2 L/Meter
<b>FOLIO - 1330mm WIDE</b> 		ST-02FOLT-FSH	2 Drw Steel Folio	1330	600	642
	ST-03FOLT-FSH	3 Drw Steel Folio	1330	600	917	4.3 L/Meter
	ST-04FOLT-FSH	4 Drw Steel Folio	1330	600	1192	5.7 L/Meter
	ST-05FOLT-FSH	5 Drw Steel Folio	1330	600	1467	7.2 L/Meter




A4 Suspended Pocket

**Cabinets: To Accommodate A4 Suspended Pockets 10 Year Guarantee.**

	Code	Description	Width (mm)	Depth (mm)	Height (mm)	Capacity in Cabinet
<b>MICRO - 467mm WIDE</b>						
	L2MICTA4H	2 Drw Micro with top	467	595	715	1.0 L/Meter
	L2MICUA4H	2 Drw Micro Undercounter no top	467	595	699	1.0 L/Meter
	L3MICTA4H	3 Drw Micro	467	595	969	1.5 L/Meter
	L4MICTA4H	4 Drw Micro	467	595	1217	1.9 L/Meter
	L5MICTA4H	5 Drw Micro	467	595	1465	2.4 L/Meter

	Code	Description	Width (mm)	Depth (mm)	Height (mm)	Capacity in Cabinet
<b>MINI - 798mm WIDE</b>						
	L2MNITA4H	2 Drw Mini with top	798	595	715	1.4 L/Meter
	L2MNIUA4H	2 Drw Mini Undercounter no top	798	595	699	1.4 L/Meter
	L3MNITA4H	3 Drw Mini	798	595	969	2.0 L/Meter
	L4MNITA4H	4 Drw Mini	798	595	1217	2.7 L/Meter
	L5MNITA4H	5 Drw Mini	798	595	1465	3.4 L/Meter


	Code	Description	Width (mm)	Depth (mm)	Height (mm)	Capacity in Cabinet
<b>MACRO - 1205mm WIDE</b>						
	L2MACTA4H	2 Drw Macro with top	1205	595	715	2.9 L/Meter
	L2MACUA4H	2 Drw Macro Undercounter no top	1205	595	699	2.9 L/Meter
	L3MACTA4H	3 Drw Macro	1205	595	969	4.3 L/Meter
	L4MACTA4H	4 Drw Macro	1205	595	1217	5.7 L/Meter
	L5MACTA4H	5 Drw Macro	1205	595	1465	7.2 L/Meter

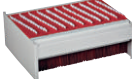
Capacity in Cabinet - Values are expressed to 1 decimal point

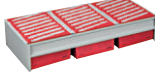


Foolscap Suspended Pocket

**Cabinets: To Accommodate Foolscap Suspended Pockets 10 Year Guarantee.**

	Code	Description	Width (mm)	Depth (mm)	Height (mm)	Capacity in Cabinet
<b>MICRO - 467mm WIDE</b>						
	L2MICTFSH	2 Drw Micro with top	467	595	715	0.9 L/Meter
	L2MICUFSH	2 Drw Micro Undercounter no top	467	595	699	0.9 L/Meter
	L3MICTFSH	3 Drw Micro	467	595	969	1.3 L/Meter
	L4MICTFSH	4 Drw Micro	467	595	1217	1.7 L/Meter
	L5MICTFSH	5 Drw Micro	467	595	1465	2.1 L/Meter

	Code	Description	Width (mm)	Depth (mm)	Height (mm)	Capacity in Cabinet
<b>MINI - 798mm WIDE</b>						
	L2MNITFSH	2 Drw Mini with top	798	595	715	1.4 L/Meter
	L2MNIUFSH	2 Drw Mini Undercounter no top	798	595	699	1.4 L/Meter
	L3MNITFSH	3 Drw Mini	798	595	969	2.0 L/Meter
	L4MNITFSH	4 Drw Mini	798	595	1217	2.7 L/Meter
	L5MNITFSH	5 Drw Mini	798	595	1465	3.4 L/Meter


	Code	Description	Width (mm)	Depth (mm)	Height (mm)	Capacity in Cabinet
<b>FOLIO - 1330mm WIDE</b>						
	L2FOLTFSH	2 Drw Folio with top	1330	595	715	2.9 L/Meter
	L2FOLUFSH	2 Drw Folio Undercounter no top	1330	595	699	2.9 L/Meter
	L3FOLTFSH	3 Drw Folio	1330	595	969	4.3 L/Meter
	L4FOLTFSH	4 Drw Folio	1330	595	1217	5.7 L/Meter
	L5FOLTFSH	5 Drw Folio	1330	595	1465	7.2 L/Meter

Capacity in Cabinet - Values are expressed to 1 decimal point



Lever Arch File



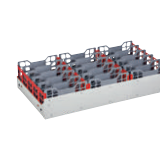
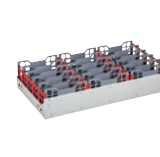
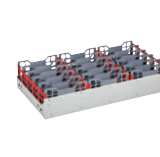
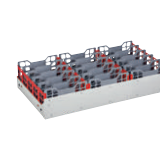
**Cabinets: To Accommodate Lever Arch Files 10 Year Guarantee.**

	Code	Description	Width (mm)	Depth (mm)	Height (mm)	Capacity in Cabinet
<b>MICRO - 467mm WIDE</b>						
	L2MICTARC	2 Drw Micro	467	595	681	12 Files
	L3MICTARC	3 Drw Micro	467	595	981	18 Files
	L4MICTARC	4 Drw Micro	467	595	1281	24 Files
	L5MICTARC	5 Drw Micro	467	595	1565	30 Files

	Code	Description	Width (mm)	Depth (mm)	Height (mm)	Capacity in Cabinet
<b>MINI - 798mm WIDE</b>						
	L2MNITARC	2 Drw Mini	798	595	681	24 Files
	L3MNITARC	3 Drw Mini	798	595	981	36 Files
	L4MNITARC	4 Drw Mini	798	595	1281	48 Files
	L5MNITARC	5 Drw Mini	798	595	1565	60 Files

	Code	Description	Width (mm)	Depth (mm)	Height (mm)	Capacity in Cabinet
<b>MACRO - 1205mm WIDE</b>						
	L2MACTARC	2 Drw Macro	1205	595	681	36 Files
	L3MACTARC	3 Drw Macro	1205	595	981	54 Files
	L4MACTARC	4 Drw Macro	1205	595	1281	72 Files
	L5MACTARC	5 Drw Macro	1205	595	1565	90 Files

**Cabinets: To Accommodate A4 Containers 10 Year Guarantee.**

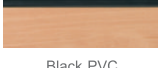
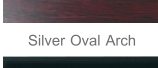
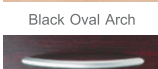

	Code	Description	Width (mm)	Depth (mm)	Height (mm)	Capacity in Cabinet	
<b>MICRO - 467mm WIDE</b>							
	L2MICPTA4C	2 Drw Micro with top	467	595	715	10 x A4 Cont.	
	L2MICTTA4C	2 Drw Micro with top, with shallow top drawer	467	595	715	10 x A4 Cont.	
	L2MICPUA4C	2 Drw Micro Undercounter no top	467	595	699	10 x A4 Cont.	
	L2MICTUA4C	2 Drw Micro Undercounter no top, with shallow top drawer	467	595	699	10 x A4 Cont.	
	L3MICPTA4C	3 Drw Micro	467	595	969	15 x A4 Cont.	
	L4MICPTA4C	4 Drw Micro	467	595	1217	20 x A4 Cont.	
	L5SMICTA4C	5 Drw Short Micro	467	595	1350	25 x A4 Cont.	
	L5MICPTA4C	5 Drw Micro	467	595	1465	25 x A4 Cont.	
	L6MICPTA4C	6 Drw Micro	467	595	1584	30 x A4 Cont.	
	<b>MINI - 798mm WIDE</b>						
		L2MNIPTA4C	2 Drw Mini with top	798	595	715	20 x A4 Cont.
		L2MNIITA4C	2 Drw Mini with top, with shallow top drawer	798	595	715	20 x A4 Cont.
L2MNIPUA4C		2 Drw Mini Undercounter no top	798	595	699	20 x A4 Cont.	
L2MNIITUA4C		2 Drw Mini Undercounter no top, with shallow top drawer	798	595	699	20 x A4 Cont.	
L3MNIPTA4C		3 Drw Mini	798	595	969	30 x A4 Cont.	
L4MNIPTA4C		4 Drw Mini	798	595	1217	40 x A4 Cont.	
	L5SMNITA4C	5 Drw Short Mini	798	595	1350	50 x A4 Cont.	
	L5MNIPTA4C	5 Drw Mini	798	595	1465	50 x A4 Cont.	
	L6MNIPTA4C	6 Drw Mini	798	595	1584	60 x A4 Cont.	
	<b>MAXI - 1128mm WIDE</b>						
		L2MAXPTA4C	2 Drw Maxi with top	1128	595	715	30 x A4 Cont.
		L2MAXTTA4C	2 Drw Maxi with top, with shallow top drawer	1128	595	715	30 x A4 Cont.
L2MAXPUA4C		2 Drw Maxi Undercounter no top	1128	595	699	30 x A4 Cont.	
L2MAXTUA4C		2 Drw Maxi Undercounter no top, with shallow top drawer	1128	595	699	30 x A4 Cont.	
L3MAXPTA4C		3 Drw Maxi	1128	595	969	45 x A4 Cont.	
L4MAXPTA4C		4 Drw Maxi	1128	595	1217	60 x A4 Cont.	
	L5SMAXTA4C	5 Drw Short Maxi	1128	595	1350	75 x A4 Cont.	
	L5MAXPTA4C	5 Drw Maxi	1128	595	1465	75 x A4 Cont.	
	L6MAXPTA4C	6 Drw Maxi	1128	595	1584	90 x A4 Cont.	



**FINISHES**

<b>BM</b> Burgan Mahogany	<b>BB</b> Bavarian Beech
<b>BC</b> Bodensee Cherry	<b>NO</b> Natural Oak
<b>FG</b> Folkstone Grey	<b>VM</b> Vancouver Maple

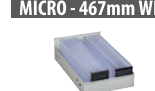
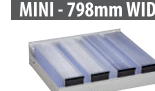
Multiple finishes available on request

**TOP DETAIL**


**HANDLES**

**Cabinets: To Accommodate A5 Containers 10 Year Guarantee.**

	Code	Description	Width (mm)	Depth (mm)	Height (mm)	Capacity in Cabinet
<b>MAXI - 1128mm WIDE</b>						
	L3MAXPTA5C	3 Drw Maxi	1128	595	715	72 x A5 Cont.
	L5MAXPTA5C	5 Drw Maxi	1128	595	1048	120 x A5 Cont.
	L7MAXPTA5C	7 Drw Maxi	1128	595	1465	168 x A5 Cont.
	L8MAXPTA5C	8 Drw Maxi	1128	595	1611	192 x A5 Cont.

**Cabinets: To Accommodate Compact Discs 10 Year Guarantee.**

	Code	Description	Width (mm)	Depth (mm)	Height (mm)	Capacity in Cabinet
<b>MICRO - 467mm WIDE</b>						
	L3MICPTCD	3 Drw Micro	467	595	715	300 x CD's
	L5MICPTCD	5 Drw Micro	467	595	1048	500 x CD's
	L7MICPTCD	7 Drw Micro	467	595	1465	700 x CD's
	L8MICPTCD	8 Drw Micro	467	595	1611	800 x CD's
<b>MINI - 798mm WIDE</b>						
	L3MNIPTCD	3 Drw Mini	798	595	715	600 x CD's
	L5MNIPTCD	5 Drw Mini	798	595	1048	1000 x CD's
	L7MNIPTCD	7 Drw Mini	798	595	1465	1400 x CD's
	L8MNIPTCD	8 Drw Mini	798	595	1611	1600 x CD's
<b>MAXI - 1128mm WIDE</b>						
	L3MAXPTCD	3 Drw Maxi	1128	595	715	900 x CD's
	L5MAXPTCD	5 Drw Maxi	1128	595	1048	1500 x CD's
	L7MAXPTCD	7 Drw Maxi	1128	595	1465	2100 x CD's
	L8MAXPTCD	8 Drw Maxi	1128	595	1611	2400 x CD's

**Cabinets: To Accommodate Government Size Containers 10 Year Guarantee.**

	Code	Description	Width (mm)	Depth (mm)	Height (mm)	Capacity in Cabinet
<b>MACRO - 1205mm WIDE</b>						
	L2MACPTGVC	2 Drw Macro with top	1205	595	715	30 x Gov Cont.
	L2MACPUGVC	2 Drw Macro Undercounter no top	1205	595	699	30 x Gov Cont.
	L3MACPTGVC	3 Drw Macro	1205	595	969	45 x Gov Cont.
	L4MACPTGVC	4 Drw Macro	1205	595	1217	60 x Gov Cont.
	L5SMACTGVC	5 Drw Short Macro	1205	595	1350	75 x Gov Cont.
	L5MACPTGVC	5 Drw Macro	1205	595	1465	75 x Gov Cont.
L6MACPTGVC	6 Drw Macro	1205	595	1584	90 x Gov Cont.	

**Cabinets: To Accommodate Foolsap Size Containers 10 Year Guarantee.**

	Code	Description	Width (mm)	Depth (mm)	Height (mm)	Capacity in Cabinet
<b>FOLIO - 1330mm WIDE</b>						
	L2FOLPTFLC	2 Drw Folio with top	1330	595	715	30 x F/Scap Cont.
	L2FOLPUFLC	2 Drw Folio Undercounter no top	1330	595	699	30 x F/Scap Cont.
	L3FOLPTFLC	3 Drw Folio	1330	595	969	45 x F/Scap Cont.
	L4FOLPTFLC	4 Drw Folio	1330	595	1217	60 x F/Scap Cont.
	L5FOLPTFLC	5 Drw Short Folio	1330	595	1350	75 x F/Scap Cont.
	L5FOLPTFLC	5 Drw Folio	1330	595	1465	75 x F/Scap Cont.
L6FOLPTFLC	6 Drw Folio	1330	595	1584	90 x F/Scap Cont.	

Why consider Hi-Density?

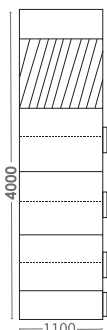
- It allows the user to make use of vertical height – costly floorspace is maximised.
- Allows the user a myriad of internal component combinations dependant on the storage application.
- Internal components can be simply adjusted at any time making use of multiple setting options on the side of the cabinet.
- A variety of finish options are available to enhance the overall aesthetic of the area in which the cabinets are being installed.

NOTE:

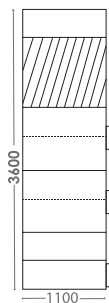
- Sizes below - calculated using 400mm deep units.
- 360mm units are also available but cannot be used with pull-out components.
- Tandem Bays (2,3,4 etc. Wide) are available in all combination of bays ie. 2,3,4,5,6 etc. bays.
- Infinite possibilities are available dependent on floor space
- Standard height including base is 2350mm. When Chain Drive mechanism is used the height including base is 2370mm.

What floorspace do you have?

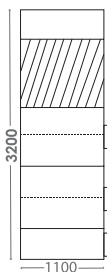
8 Bay



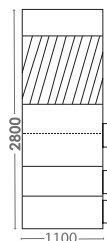
7 Bay



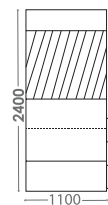
6 Bay



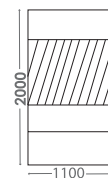
5 Bay



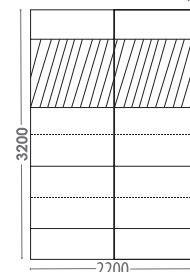
4 Bay



3 Bay



Tandem (2 Wide) 6 Bay



FINISHES

Metal (Standard)

FG

Folkstone Grey

SG

Storm Grey

BL

Black

WH

White

Decorative Cladding - Metal (Optional Extra)



Perforated



Dimple

Decorative Cladding - Laminate (Optional Extra)

BM

Burgan Mahogany

BB

Bavarian Beech

BC

Bodensee Cherry

NO

Natural Oak

FG

Folkstone Grey

VM

Vancouver Maple

Multiple finishes available on request



Additional Components

HANDLES



Black Handle



Silver Handle



Chain Drive (Optional Extra)



Pull-Out Working Shelf

- Used when referencing documents within the filing bay.
- Should be positioned immediately below a shelf.
- Use only one Pull-Out Working Shelf per two filing bays.



Pull-Out Stationary Drawer

- Used for the storage of stationary, CD's etc.
- Must be fitted directly below a Shelf.
- Fitted with a lock as a standard feature.



Lockable Shelf Door

- Is an independently lockable cabinet within a bay.
- Used as a Security Cabinet.



Pull-Out Plan Filing Cradle

- Used mainly for A0 plans.
- Has 5 x binders per cradle.
- Each binder holds 30 to 40 plans.



**Bay accommodates**

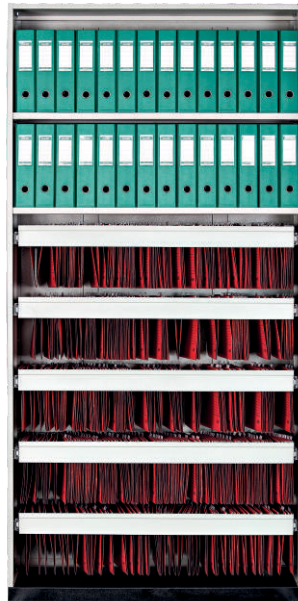
**A4 Suspended Pockets**

**Using 5 x Universal Pull Out Cradles**

- Each cradle accommodates 1.0 L/Meters of Files
- 5.0 L/Meters of Files per Bay
- We recommend NOT going higher than 5 x cradles per Bay

**And 2 x Shelves**

- Accommodates either Lever Arch Files or Archive Boxes



**Bay accommodates**

**Foolscap Suspended Pockets**

**Using 5 x Universal Pull Out Cradles**

- Each cradle accommodates 1.0 L/Meters of Files
- 5.0 L/Meters of Files per Bay
- We recommend NOT going higher than 5 x Cradles per Bay

**And 2 x Shelves**

- Accommodates either Lever Arch Files or Archive Boxes

2350



**Bay accommodates**

**Lever Arch Files**

**Option 1: Using 5 x Shelves/6 Openings i.e. NO Shelf Wire Racks**

- Each shelf accommodates 14 x A4 Lever Arch Files
- 84 Lever Arch Files per Bay

**Option 2\* : Using 5 x Shelves/6 Openings and 6 x Shelf Wire Racks**

- Each shelf accommodates 12 x A4 Lever Arch Files
- 72 Lever Arch Files per Bay



**Bay accommodates**

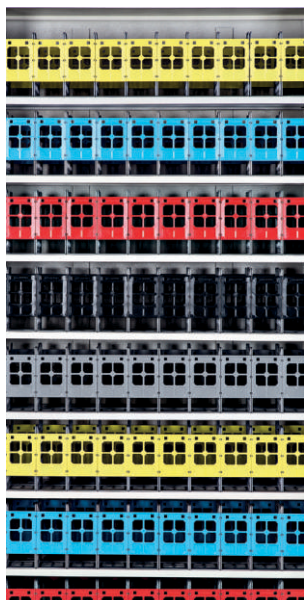
**A4 Containers (Pull Out Drawers)**

**Using 5 x Universal Pull Out Drawers**

- Each drawer accommodates 9 x A4 Containers
- 45 x A4 Containers per Bay
- We recommend NOT going higher than 5 x Drawers per Bay

**And 2 x Shelves**

- Accommodates either Lever Arch Files or Archive Boxes



**Bay accommodates**

**A4 Containers (Shelves)**

**Using 7 x Shelves/8 Openings**

- Each shelf accommodates 10 x A4 Containers
- 80 x A4 Containers per Bay
- We recommend using Hold-It Labels on the sides of the containers



**Bay accommodates**

**Lateral Shelf Files**

**Using 7 x Shelves/8 Openings and 8 x Shelf Wire Racks**

- Each shelf accommodates 1.08 L/Meters of Files
- 8.64 L/Meters of Files per Bay

2350



**Bay accommodates**

**Archive Boxes**

**Using 6 x Shelves/7 Openings**

- Each shelf accommodates 9 x Standard Archive Boxes
- 63 x Standard Archive Boxes per Bay OR
- Each Shelf accommodates 5 x Jumbo Archive boxes
- 35 x Jumbo Archive Boxes per Bay



**Bay accommodates**

**Off-Site Storage Boxes**

**Option 1: Using 6 x Shelves/7 Openings (with A4 Size Contents in Box)**

- Each shelf accommodates 2 x Off-Site Storage Boxes
- 14 x Off-Site Storage Boxes per Bay

**Option 2: Using 5 x Shelves/6 Openings (with Lever Arch Files in Box)**

- Each shelf accommodates 2 x Off-Site Storage Boxes
- 12 x Off-Site Storage Boxes per Bay



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