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For immediate release:

SYSTEC Introduces the Versatile Filing System
- VersaFile and VersaLabel

Wales, Wis. - The SYSTEC Group introduces the Versatile Filing System, composed of the VersaFile, a unique top- and end-tab combination file folder, and the VersaLabel, a color-coded sheet label design and print system.

Specifically created to accommodate filing and storage needs throughout the document lifecycle, this filing system manages records from creation and active use in the workspace to central, shelf-based filing and finally, to archival storage. The system's innovative design fits any industry application and is ideal for personal workstation filing, centralized filing systems and long-term storage.

The Versatile Filing System allows flexibility in storage methods by supporting both top- and end-tab filing applications. Because the same file is used throughout a document's lifecycle, the benefits of color-coding, tracking and document management software can be realized from the start.

Created with absolute functionality in mind, the top tab of the VersaFile allows for drawer or desktop filing during active use, while the end tab is convenient for centralized shelf-based filing. When a file is archived in boxes and relocated to storage, the top tab once again becomes convenient reference. This multi-purpose design saves time and material resources during the document lifecycle as the need for file conversion is eliminated.

The VersaLabel is a labeling system designed specifically for the VersaFile and includes adhesive label stock of combination top- and end-tab labels. The specially-designed labels are compatible with a SYSTEC design and print software system, powered by ColorBar®. Color-coded labels can be created for alphabetic, numeric or custom-indexed filing systems and can be color matched to an existing design.

The Versatile Filing System is designed to fit the way you work. From creation to destruction and everything in between, it streamlines processes and creates efficiencies throughout your company's records management system.

SYSTEC specializes in the design and delivery of fully integrated or individualized information and materials management solutions. From storage and space-saving products to information management and electronic document systems, SYSTEC professionals provide decades of experience, expert product knowledge and customer service, all from a single source.

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