

# Choose the right file for the job



## FILE FOLDERS

File Folders are most often used in hanging file folders or with small projects.



## FASTENER FOLDERS

Fastener folders hold pre-punched papers in order. Ideal for smaller or single projects.



## CLASSIFICATION FOLDERS

Classification folders have dividers for sub-dividing projects and fasteners to secure documents.



## HANGING FILE FOLDERS

Hanging Files are made for storage in a file drawer. Use alone or with file folders that can be easily removed and replaced.



## BOX BOTTOM HANGING FILES

Wide bottom allows large amounts of paper to be stored in one file category without bunching. Ideal for catalogs, large reports, printouts and other bulky records.



## FILE JACKETS

File Jackets are closed on three sides to keep contents secure. Great for storing smaller items with letter size papers. Choose a flat, 1" or 2" expansion



## FILE POCKETS

File Pockets are ideal for bulkier projects and are best stored on desktop or in file drawer. Gussets expand to fit your project size. Open tops mean contents are easily accessible.



## EXPANDING FILES

Expanding files with ready-to-use dividers and pre-printed labels organize large or ongoing projects. Choose an expanding file with flap for extra security and portability.



## EXPANDING WALLETS

Expanding wallets are made to transport larger projects. The flap and elastic closure ensures that contents do not spill out and gussets expand to provide extra room.

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