



Product Catalogue



A5 Light Weight File

- House up to 30 sheets
- 25 per pack / 1 000 per box



Code	Description	Gusset	Grammage
T44157	A5 Light Weight File with Flaps	0 mm	150 GSM

Medium Weight Files

- House up to 200 sheets
- Medium Weight File & Medium Weight with Kwik-Fix Clip - 200 per box
- Medium Weight File with Tri-Clip - 100 per box
- 25 per pack



Code	Description	Gusset	Grammage
T44250	Medium Weight File with Flaps	20 mm	170 GSM
T44250KF	Medium Weight File with Flaps & Kwik-Fix Clip	20 mm	170 GSM
T44250TC	Medium Weight File with Flaps & Tri-Clip	20 mm	170 GSM

Extra Heavy Duty Files

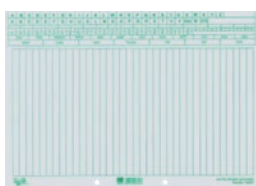
- House up to 400 sheets
- 25 per pack / 100 per box



Code	Description	Gusset	Grammage
T44400	Extra Heavy Duty with Flaps	40 mm	190 GSM
T44400TC	Extra Heavy Duty with Flaps & Tri-Clip	40 mm	190 GSM
T44450	Extra Heavy Duty with Tri-Clip (no flaps)	40 mm	190 GSM

A4 File Divider

- A4 File Dividers - used inside files
- 25 per pack / 1 500 per box



Code	Description	Size (mm)	Grammage
T44251	A4 File Divider (pre-punched)	297 × 210	150 GSM

Light Weight Files

- House up to 50 sheets
- 25 per pack / 300 per box



Code	Description	Gusset	Grammage
T44150	Light Weight File with Flaps	0 mm	150 GSM
T44150KF	Light Weight File with Flaps & Kwik-Fix Clip	0 mm	150 GSM

Heavy Duty File

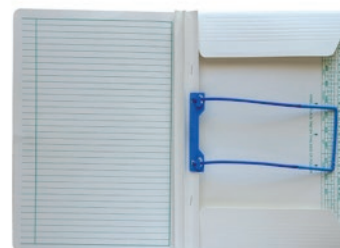
- House up to 300 sheets
- 25 per pack / 200 per box



Code	Description	Gusset	Grammage
T44300	Heavy Duty File with Flaps	30 mm	170 GSM

Expanda File

- House up to 500 sheets
- 25 per pack / 100 per box



Code	Description	Gusset	Grammage
T44500	Expanda File with Flaps & Dispo Clip	50 mm	190 GSM

Lateral File

- House up to 200 sheets
- 25 per pack / 300 per box



Code	Description	Gusset	Grammage
TLF71007	Medium Weight Lateral File	20 mm	170 GSM

Light Weight Files

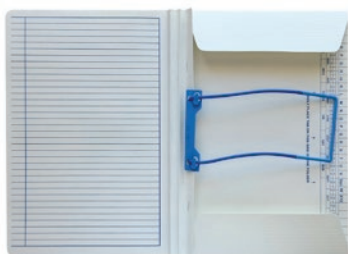
- House up to 50 sheets
- Light Weight File - 250 per box
- Light Weight File with Kwik-Fix - 200 per box
- 25 per pack



Code	Description	Gusset	Grammage
T074001	Light Weight File with Flaps	0 mm	170 GSM
T074001KF	Light Weight File with Flaps & Kwik-Fix Clip	0 mm	170 GSM

Magna File

- House up to 400 sheets
- 20 per pack / 100 per box



Code	Description	Gusset	Grammage
T074022	Magna File with Flaps & Dispo Clip	40 mm	260 GSM

Divider File Out Cards

- Divider File Out Cards: Use in between files
- 25 per pack / 1 500 per box

A4 File Dividers

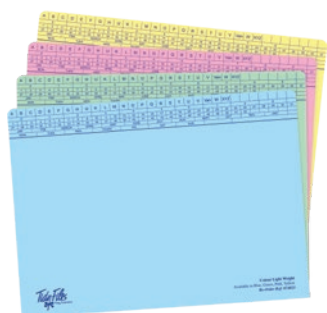
- A4 File Dividers: use inside files
- 25 per pack / 2 000 per box



Code	Description	Size (mm)	Grammage
T074004	Divider File Out Card	310 × 225	190 GSM
T074012	A4 File Divider (pre-punched)	297 × 210	170 GSM

Coloured Light Weight Files

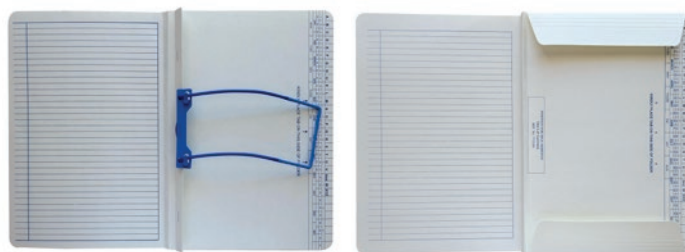
- House up to 50 sheets
- 25 per pack / 300 per box



Code	Description	Gusset	Grammage
T074023B	Light Weight (Blue)	0 mm	160 GSM
T074023G	Light Weight (Green)	0 mm	160 GSM
T074023P	Light Weight (Pink)	0 mm	160 GSM
T074023Y	Light Weight (Yellow)	0 mm	160 GSM

Heavy Duty Files

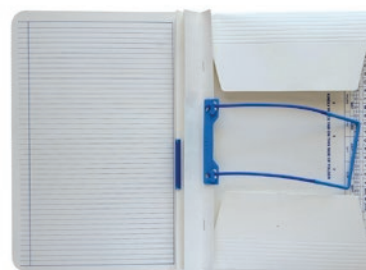
- House up to 200 sheets
- 25 per pack / 100 per box



Code	Description	Gusset	Grammage
T074005	Heavy Duty File with Dispo Clip (no flaps)	20 mm	260 GSM
T074007	Heavy Duty File with Tri-Clip (no flaps)	25 mm	260 GSM
T074010	Heavy Duty File with Flaps (no clip)	20 mm	260 GSM

Expanda File

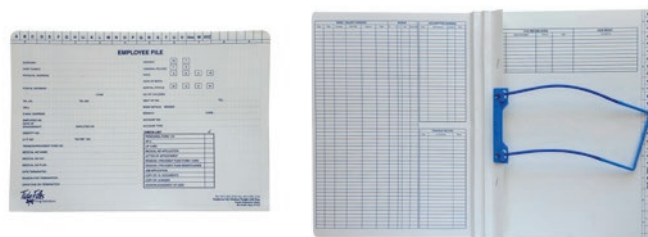
- House up to 650 sheets
- 25 per pack / 100 per box



Code	Description	Gusset	Grammage
T074011	Expanda File with Flaps & Dispo Clip	65 mm	260 GSM

Employee Files

- Medium Weight with Flaps: House up to 200 sheets - 25 per pack / 200 per box
- Heavy Duty without Flaps: House up to 400 sheets - 25 per pack / 100 per box



Code	Description	Gusset	Grammage
T07422	Employee File Medium Weight with Flaps (no clip)	20 mm	170 GSM
T07423	Employee File Heavy Duty with Dispo Clip (no flaps)	40 mm	260 GSM

Coloured Medium Weight Files

- House up to 200 sheets
- 25 per pack / 200 per box



Code	Description	Gusset	Grammage
T074003CB	Medium Weight (Blue)	20 mm	220 GSM
T074003CG	Medium Weight (Green)	20 mm	220 GSM
T074003CP	Medium Weight (Pink)	20 mm	220 GSM
T074003CY	Medium Weight (Yellow)	20 mm	220 GSM

General Medical File

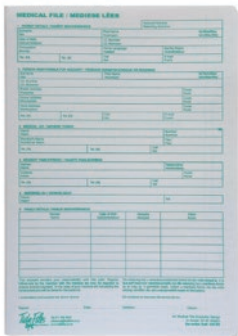
- House up to 50 sheets
- 25 per pack / 300 per box



Code	Description	Gusset	Grammage
T47250	General Medical File	0 mm	150 GSM

Medical File

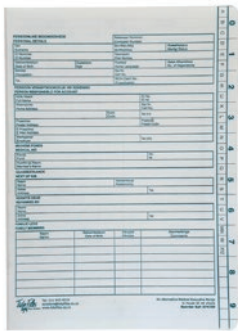
- House up to 50 sheets
- 25 per pack / 300 per box



Code	Description	Gusset	Grammage
T44735	Medical File	0 mm	150 GSM

Alternative Medical File

- House up to 50 sheets
- 25 per pack / 250 per box



Code	Description	Gusset	Grammage
T074705	Alternative Executive Medical	0 mm	170 GSM

A5 Medical File

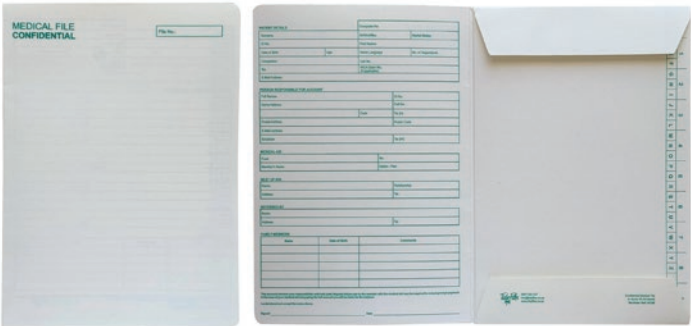
- House up to 30 sheets
- 25 per pack / 1 000 per box



Code	Description	Gusset	Grammage
T05011	A5 Medical File	0 mm	150 GSM

Confidential General Medical File

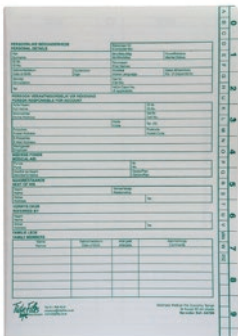
- House up to 50 sheets
- 25 per pack / 300 per box



Code	Description	Gusset	Grammage
T47350	Confidential Medical	0 mm	150 GSM

Alternate Medical File

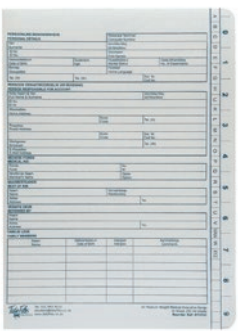
- House up to 50 sheets
- 25 per pack / 300 per box



Code	Description	Gusset	Grammage
T44700	Alternate Medical File	0 mm	150 GSM

Alternate Medium Weight Medical File

- House up to 200 sheets
- 25 per pack / 200 per box



Code	Description	Gusset	Grammage
T074713	Alternate Executive Medium Weight Medical File	20 mm	170 GSM

White Medical Patient Inserts

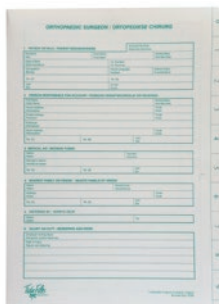
- A3 folded to A4
- 50 per pack / 2 000 per box



Code	Description	Gusset	Grammage
T070016W	White Medical Patient Insert	0 mm	70 GSM

Orthopaedic Surgeon File

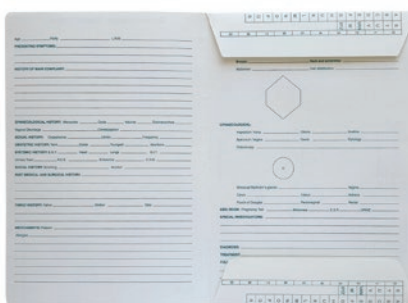
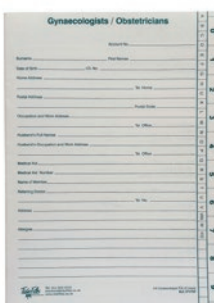
- House up to 50 Sheets
- 25 per pack / 300 per box



Code	Description	Gusset	Grammage
T47201	Orthopaedic Surgeon File	0 mm	150 GSM

Gynaecologists / Obstetricians File

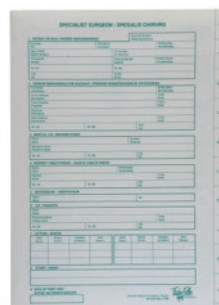
- House up to 50 sheets



Code	Description	Gusset	Grammage	
T44750	Economy Gynaecologist / Obstetrician File	0 mm	150 GSM	25 per pack / 300 per box
T074703	Executive Gynaecologist / Obstetrician File	0 mm	170 GSM	25 per pack / 250 per box

Specialist Surgeon File

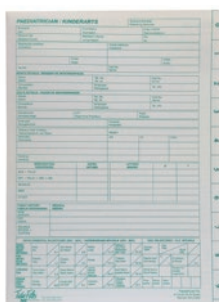
- House up to 50 sheets
- 25 per pack / 300 per box



Code	Description	Gusset	Grammage
T47200	Specialist Surgeon File	0 mm	150 GSM

Paediatrician File

- House up to 50 sheets
- 25 per pack / 300 per box



Code	Description	Gusset	Grammage
T47203	Paediatrician File	0 mm	150 GSM

The innovative pre-index scale

ALPHA INVESTMENTS						1102				11				41				SUNDAY					NOVEMBER											
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	Van	W	XYZ										
0		1				2		3			4		5			6				7			8			9								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52									
JAN			FEB			MARCH			APRIL			MAY			JUNE			JULY			AUG			SEPT			OCT			NOV		DEC		
MON				TUES			WED			THURS			FRI			SAT			SUN															
1						2					3					4					5									6				

- 1 Alphabetical Names, category, title, Description, company name, etc.
- 2 Numerical Sequential filing of patient records, batch, project files.
Generally use the last digit, i.e. 1102 filed on the "2".
- 3 1-31 Daily follow-up system, file diary, job scheduling.
- 4 1-52 Weekly bookings, follow-up system.
- 5 Mon-Sun File diary
- file papers relating to work to be done on each day.
- 6 Jan-Dec Monthly system
- follow-ups, bookings, accounts, call schedule.



FILING TIP

- Pre-indexed files create proper systems
- Labels must be stuck in correct position for an effective system
- Apply label to back page of file

Alphabetical Filing

First Letter

Position the label according to the first letter of the name, surname or category.

Files are placed with "A" starting at the back of the drawer, cascading towards the front. This method ensures that the first letter of every name is always visible. Colour labels can be used to classify every category.

Ideal for:

- Customer Files
- Financials
- Suppliers Information
- Staff Records

Second Letter

Position the label according to the second letter of the name, surname or category. This is used where there are too many files per letter. Use a different colour label per letter of the alphabet to increase filing and retrieval time.

Third Letter

Position the label according to the third letter of the name, surname or category. This is used where there are too many files per letter. Use a different colour label per letter of the alphabet.

Alpha Investments					Bravo Consumers					Charlie Supply Chain					Delta Collection					Echo Manufacturers					Foxtrot International				
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z				
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z				
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z				
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z				
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z				
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z				
0				1				2				3				4													
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26				
27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52				
JAN			FEB			MARCH			APRIL			MAY			JUNE			JULY			AUG			SEPT					
MON						TUES						WED						THURS						FRI					

First Letter System

AA Manufacturers																															
Absolute Insurance																															
Accurate Accounting																															
Adrenaline Adventures																															
Aesthetic Echo Designs																															
Affordable Homes																															
Baker House, the																															
BBQ Butchers																															
BCK Brokers																															
BD Designs																															
Best Practise Co.																															
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q															
0				1				2				3				4															
1		2		3		4		5		6		7		8		9		10		11		12		13		14		15		16	
27		28		29		30		31		32		33		34		35		36		37		38		39		40		41		42	
JAN				FEB				MARCH				APRIL				MAY				JUNE											
MON				TUES				WED				THURS				FRI				SAT											

Second Letter System

Numerical Filing

Position the label in accordance with the last numeric digit on the pre-index scale. Different colours can be used to distinguish every 500 or 1 000 files. This way, retrieval is easy and misfiling is minimised.

Ideal for:

- Patient records
- Vehicle registration
- Claims
- Contracts or projects
- Quotations or invoices

Greg Williams																													
1101																													
1102																													
1103																													
1104																													
1105																													
1106																													
0123456789																													
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	Van	W	XYZ					

Numeric System

Alphabetical labels

- Alphabetical Labels used to label Top Retrieval Files
- 24 Labels per sheet
- Available in 19 assorted colours
- Suitable for most printers
- Can print up to 25 characters on it

Size:

10 mm × 55 mm



Numerical labels

- Numerical Labels used to label Top Retrieval Files
- 40 Labels per sheet
- Available in 19 assorted colours
- Suitable for most laser and inkjet printers
- Can print up to 10 characters on it

Size:

10 mm × 33 mm

Label Printing Program

Easily print on adhesive tab labels for your top retrieval filing system using our web-based labelling program.

No installation required - just open, design, and print.

Launch program by visiting the site:

<https://ctpstationeryapp.co.za>

Top Retrieval Labels

- 5 sheets per pack

Colour	Alpha Code	Numeric Code
White	T015000-P	T013000-P
Dark Yellow	T015001-P	T013001-P
Dark Pink	T015002-P	T013002-P
Dark Blue	T015003-P	T013003-P
Dark Orange	T015004-P	T013004-P
Dark Purple	T015005-P	T013005-P
Dark Green	T015006-P	T013006-P
Light Pink	T015007-P	T013007-P
Light Blue	T015008-P	T013008-P
Light Yellow	T015009-P	T013009-P
Light Grey	T015010-P	T013010-P
Light Green	T015011-P	T013011-P
Light Purple	T015012-P	T013012-P
Light Orange	T015013-P	T013013-P
Dark Grey	T015014-P	T013014-P
Red	T015015-P	T013015-P
Lime	T015020-P	T013020-P
Emerald	T015021-P	T013021-P
Cerise	T015022-P	T013022-P
ASSORTED	T015999	T013099

19 Sheets
One Each Colour



Adaptafile

ADAPTAFILE™

- An innovative upgrade on the original lever arch file
- Stands upright and won't warp or bend, prolonging the lifespan of the clip
- 5 units per pack



Code	Colour
AF00	White
AF01	Yellow
AF02	Blue
AF09	Black

Kwik-Fix Metal Self-Adhesive Clip

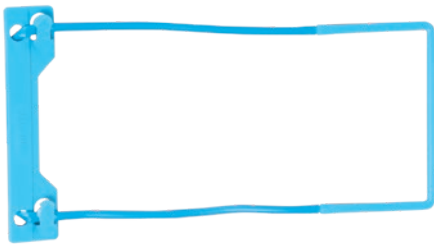
- Ideal for use in Light Weight or Medium Weight Files
- Self-adhesive
- Holds up to 180 sheets



Code	Description	Packed	Boxed
T77/2182	Kwik-Fix Self-Adhesive Metal Clip	10	2400

Dispo Universal Clip

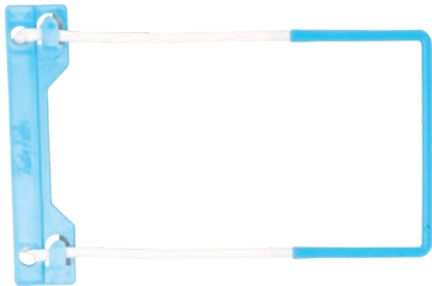
- Use to bind archiving documents
- Non self-adhesive
- Holds up to 500 sheets



Code	Description	Packed	Boxed
T77/2180	Dispo Universal Clip (Spaghetti)	10	1000

Self-Adhesive Tri-Clip

- Self-adhesive
- Holds up to 400 sheets



Code	Description	Packed	Boxed
T77/2190	Tri-Clip Self-Adhesive	10	1000

Metal Document Binder & Info Label

- For use in archiving
- Non self-adhesive
- House up to 500 sheets



Code	Description	Packed	Boxed
T77/2250	Metal Document Binder & Info Label	10	1000
T77/2240	Metal Document Binder - (blue binder only)	10	1000

File Collators



Item	Code	Description	Colour	Size	Dimensions (mm)	Packed	Boxed
A	T05009K	A5 File Collator	Kraft	A5	230L x 85W x 155H	10	150
B	T070015K	A4 File Collator	Kraft	A4	320L x 100W x 220H	10	150
C	T070014K	Folio File Collator	Kraft	Folio/Foolscap	380L x 100W x 200H	10	130

A4 Grey Board Container

- Laminate finish
- 10 per pack / 50 per box



Code	Description	Dimensions (mm)
T07005	Grey Board Container	320L x 100W x 220H

A4 Master Box

- 3 Master Boxes fit into one A4 container
- Pre-printed with full Top Retrieval index scale.
- Ideal for storing ring-bound documents, brochures, flyers, loose papers
- 20 per pack / 200 per box



Code	Description	Dimensions (mm)
T070010	Master Box (Blue)	320L x 30W x 220H

A4 Solid Plastic Containers

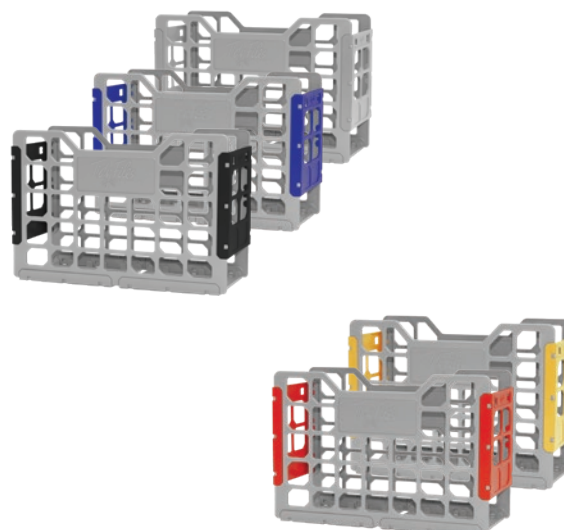
- 320L x 100W x 220H
- 5 per pack



Code	Colour	Code	Colour
T070111	Grey	T070117	Pink
T070112	Black	T070119	Red
T070113	Blue	T070121	Light Blue
T070114	Green	T070122	Light Green
T070115	Mauve	T070123	Light Yellow

A4 Economy Plastic Containers

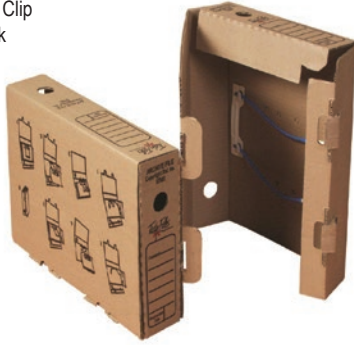
- 320L x 100W x 220H
- 5 per pack



Code	Colour	Code	Colour
T070221	Black	T070224	Red
T070222	Blue	T070225	Yellow
T070223	Grey		

Archive File with Dispo Clip

- Holds the contents of 1 lever arch file
- Includes Dispo Clip
- 5 units per pack



Code	Description	Size (mm)
T07001	● Archive File & Dispo Clip (Kraft)	335L × 240W × 70H

Legal Box

- Made specific to requirements of Government Departments
- 10 units per pack



Code	Description	Size (mm)
T08011	● - Legal Box with staples and flap	370L × 270W × 90H

Archive Boxes

- Holds the contents of 2 lever arch files
- Flip open lid for easy access
- Can be used with Backing Boards
- 10 units per pack

Code	Description	Size (mm)
T080109K	● A4 Archive Box (Kraft)	330L × 245H × 110W
T07002	○ Folio Archive Box (White)	365L × 260H × 110W
T07002K	● Folio Archive Box (Kraft)	365L × 260H × 110W

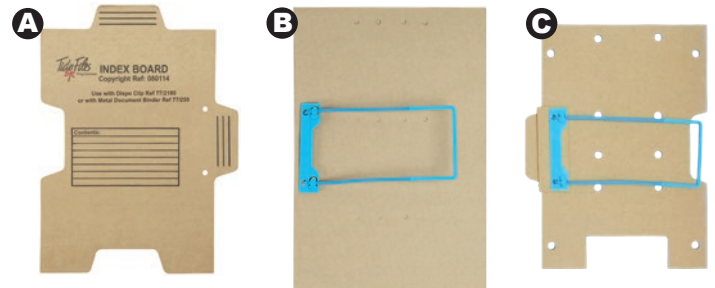
Archive Containers

- Holds the contents of 4 lever arch files
- Flip open lid for easy access
- Can be used with Backing Boards
- 10 units per pack

Code	Description	Size (mm)
T080110K	● A4 Archive Container (Kraft)	330L × 245H × 215W
T07003	○ Folio Archive Container (White)	365L × 260H × 215W
T07003K	● Folio Archive Container (Kraft)	365L × 260H × 215W

Backing Boards

- Holds A5, A4, and folio size documents
- Use with the Dispo Clip, Metal Document Binder or Binding Wire*
- Index Board can be used with:
 - Bankers Storage Box,
 - Folio Archive Box and Folio Archive Container
- A4 Backing Board can be used with:
 - A4 Archive Box and A4 Archive Container, or
 - Off-site Storage Box and other Large Storage Boxes
- Large Backing Board can be used with:
 - Jumbo Document Storage Box,
 - Bankers Storage Box, or
 - Legal Box
- 10 units per pack



Code	Description	Size (mm)
T080114	● A - Index Board	335L × 250W
T080081	● B - Large Backing Board	325L × 225W
CBS-BBRD	● C - A4 Backing Board	297L × 210W

*Clips not included and must be purchased separately





Product	Off-Site Storage Storage Box	Mega Off-Site Storage Box	Jumbo Document Storage Box	Lever Arch Document Box	Bankers Storage Box
Code	T080040	T080041	T080023	T080045	T080115
Colour	Kraft	Kraft	Kraft	Kraft	Kraft
Size (mm):					
Length	435	435	460	460	460
Width	340	340	340	340	360
Height	250	350	250	285	265
Units per pack	10	10	10	10	10
Multi-purpose storage box	Yes	Yes	Yes	Yes	Yes
Correct size for off-site facilities	Yes	Yes	No	No	No
Base solid one piece construction	Yes	Yes	Yes	Yes	Yes
Double walled cardboard	Yes	Yes	Yes	Yes	Yes
A5, A4 & A3 size documents	Yes	Yes	Yes	Yes	Yes
Folio size documents	Sideways	Sideways	Sideways	Sideways	Yes
Documents transferred to Backing Boards	Content of 6-7 lever arch files	Content of 6-7 lever arch files	Content of 8-10 lever arch files	Content of 8-10 lever arch files	Content of 8-10 lever arch files
Lever arch files	4-5	5-6	4-5	5	5
Archive Files (T07001)	5-6	6-7	6	6	6
A4 containers	4	4	4	4	4
Folio File Collator (T070014)	3	2	3	3	3
A4 Archive Box (T080109)	4	4	4	4	4
Folio Archive Box (T07002)	2	2	2	2	4
A4 Archive Container (T080110)	2	2	2	2	2
Folio Archive Container (T07003)	1	1	1	1	2

