

JALEMA PRESENTS

5 ESSENTIALS

OF FILING EXCELLENCE





SAVE UP TO 40% SEARCH TIME

SAVE UP TO 45% ARCHIVING SPACE

SAVE UP TO 100% OF FILING RELATED STRESS

TIME AND MONEY SAVING OFFICE SOLUTIONS BY JALEMA

Jalema is a leading Dutch supplier of document and file management solutions. We have over 60 years of experience in developing and producing office supplies of a superior quality. More and more companies everyday are discovering Jalema as the most competitive innovator in office supplies and file management.

Many of our products were developed in-house, such as the JalemaClip and our unique lateral filing systems. Top-notch solutions which have revolutionised the way people organize their archives. We offer literally hundreds of smart solutions that are certain to suit your business processes and can even be tailored to meet your specific demands.

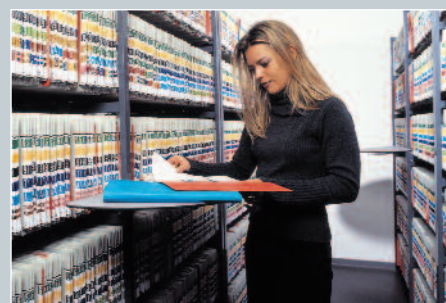
- Document management consulting and implementation of filing and information systems
- ISO certification for a guaranteed high standard of quality

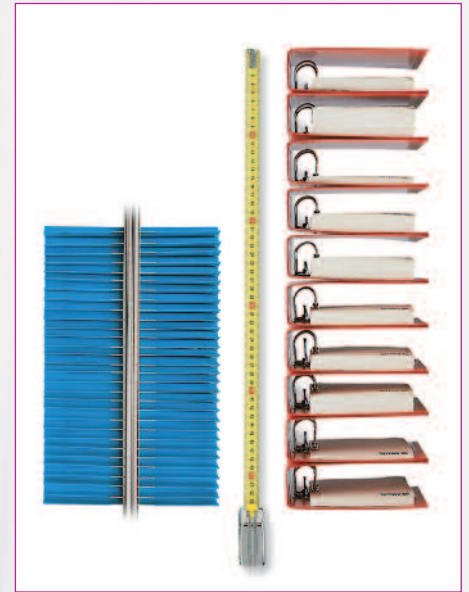


Save up to 45% archiving space



Save up to 40% search time





Jalema files are only as thick as their contents



Lateral suspension file system saves several meters of office space

SAVE UP TO 245% OF OFFICE SPACE!

JALEMA OFFERS SPACE-SAVING FILING SOLUTIONS

Office space is valuable and your archives are, by definition, not productive. So it is only logical that you would rather limit your archive's space to a minimum. On the other hand, you also want to organise your archives optimally so that no valuable time will be lost in searching for documents. Jalema can offer you numerous space and time saving solutions, allowing you to win back up to 245% of your valuable floor space.

Less archive space, more workplaces

Jalema can offer you a broad selection of multifunctional files, (wheeled) racks, colour-coding systems, numerous efficient accessories, external archive management systems and complementary software. This will enable you to make use of every square inch of your archive space and will make it easy to keep track of all your documents.

Lateral filing

Saving space starts with lateral filing. Jalema developed a system for the suspension of files, allowing them to be suspended in line from one perfectly



designed suspension point in a unique profile. These profiles can be suspended above each other, making it possible to create multiple rows in filing cabinets or racks. This will enable you to make optimal use of your archive space. The gain in space as opposed to the standard four-drawer filing cabinet could even amount to as much as 45%!

Racks, cabinets and built-in sets

Jalema has a broad range of filing systems, from attractively designed tambour cupboards to space-saving racks. Would you like to keep using your existing furniture? There are built-in elements available so that you can realise the advantages of a Jalema system in every wooden or metal filing cupboard.

How much space can you save?

Would you like to find out how many square inches of office space you can regain from your archives? Make an appointment, free of obligations, with one of the consultants. A quick scan will map out all the possibilities Jalema can offer you.



BEFORE



AFTER

SAVE UP TO 40% OF SEARCHING TIME!

JALEMA OFFERS EFFICIENT FILING SOLUTIONS

Smart little time saver: the Jalema Jockey

The Jalema Jockey is a universal label holder that can be used on every file. You simply place the Jockey in holes made by a perforator. The list of contents is quickly and easily printed on the included indication strips.

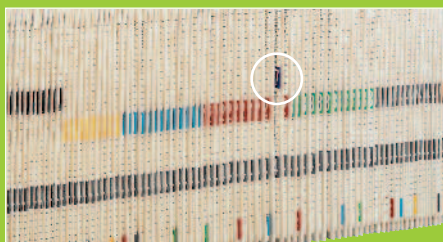


The power of colour

You can assign a certain colour yourself. You could choose to adapt your colour scheme to recognize files based on a certain month or a year, a client number, a postal code or a letter of the alphabet. This handy, regular pattern of colour codes will make every deviation stand out.

Misfiling

A lot of time is spent in searching for the right files. Jalema has developed the perfect time-saving solution: a colour-coding system that will help you find the right file, up to 40% faster. The time this will save will even increase, bit by bit - because files will never again be put back in the wrong place!



Create your own colour code

Code in One on Demand is an advanced software programme which will enable you to design and print your own professional colour-coding system.

Code in One colour coding

Thanks to the introduction of colour codes, you can now leave lengthy search parties in the past. At a single glance, colours will clearly indicate which files have been stored where. Jalema has developed a colour coding system that can be customised to suit the system that is currently in use at your company.





JALEMA CLIP
The original office
organizer
JALEMA CLIP



MEET THE JALEMA CLIP

THE WORLD'S MOST EFFECTIVE OFFICE ORGANIZER

The JalemaClip is at the heart of every Jalema file: a unique, attachment mechanism and one of the most successful innovations in the area of office supplies in years. The JalemaClip will help you save valuable archive space.

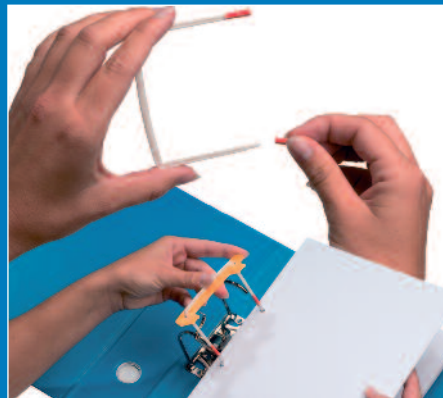
Advantages of the JalemaClip

- Leaf through your files like a book
- Completely readable pages
- Can be copied without having to remove a single sheet
- Perforation holes will not tear
- Fast and easy insertion and removal of pages

The JalemaClip is perfect for bundling all sizes and types of documents.

Its clever construction will allow you to leaf through your files like a book and copies can be made simply without having to remove any documents from the file. The JalemaClip can be used separately, but can also be used with files and file boxes.

The JalemaClip is suitable for standard European perforation standards and a special clip is available as well to suit American perforation standards.



Customised JalemaClip

The JalemaClip can be delivered in your company colours and can be printed with your text or logo. The JalemaClip can even be customised completely to suit your custom-made files.

How can the JalemaClip enrich your archive?

Would you like to know how the JalemaClip can make your filing system more user-friendly and how it will help you save valuable archive space? Make an appointment, free of obligations, with one of the consultants.

www.jalemaclip.com



SOLLICITOR
NOTARY



ACCOUNTANT



NOTARY



BANK

ADDITIONAL ACCESSORIES

SMART SOLUTIONS THAT MAKE FILING EXTRA EASY

Jalema is the perfect solution provider for every office environment where the stream of paperwork needs optimisation. Besides saving you time and space with solutions like multifunctional files, (wheeled) racks, colour-coding systems and software, Jalema has also developed numerous and efficient accessories. We have provided a summary below.

MEDIA FILES

Jalema MediaFiles will ensure that your digital archive system is as efficient and accessible as possible. There are three functional varieties available. These can be provided with handy coloured Codetabs which will bring a visible structure into the organisation of your archives.



OFFICE TROLLEYS

Jalema's trolleys stand out thanks to their practicality, user-friendliness and contemporary design. Profile bars for use with suspension files and CD-files, shelves, roll-down shutter cabinets and drawer cabinets or a combination of all of these, resulting in a fully customised trolley.



CUSTOMISED DIVIDERS

If you are interested in standard or custom-made dividers, Jalema can make these for you at competitive prices. You can make your selection from every type, size and printing.



UNTIL THE PAPERLESS OFFICE ARRIVES, JALEMA IS YOUR SOLUTION PROVIDER



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