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Sort



Purge



Archive



Containerise



Equalise

## Our Company

- Space Labs is about creating space. Creating space in physical terms, but also about creating space for new ideas, new ways of working and new opportunities.
- Informed by a policy of equal opportunity, the owners of Space Labs have grown the company from its sales roots in 1998, to become a fully-fledged sales and marketing enterprise that's 100% women owned.
- Staff employed to effect installation and implementation of our filing system were taken from grass-roots and trained to understand the requirements of our effective paper management system.
- Space Labs offers a premium range of filing products and services from initial surveys right through to the implementation of complete filing solutions.



## *O u r S e r v i c e s*

Organisational and Institutional filing systems are integral in the office environment and its interior design or architecture, constantly affecting both the efficiency and effectiveness of the personnel and their working environment.

Poorly planned filing and systems lead to an overflow of documentation in the office environment, with the ever increasing problem of housing this documentation, the continuous and costly procurement of additional storage facilities and unnecessary utilisation of floor space within the office area. Diverse filing methods, lack of standardised procedures and uniformity of systems result in the slow retrieval of documentation, ultimately hampering service delivery and frustrating personnel.

In response to this challenge our company offers the consultation, the design and the implementation of a variety of filing solutions.



## Mobile High Density Units

Mobile high density filing units are widely used in open plan offices and filing rooms to achieve the maximum storage capacity and flexibility.



# Products

## High Density Components

Components clip into side panels allowing for ease of adjustment.



- Pull-out Cradle  
A4 Suspended Files



- Pull-out Cradle  
Foolscap Suspended Files



- Wire Rack Support



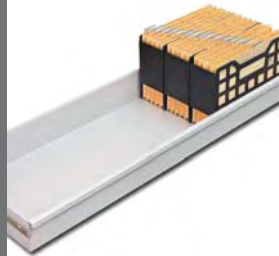
- Lateral Shelf Files in  
Wire Rack Support



- Pull-out Shelf



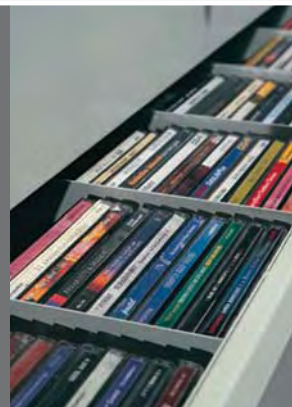
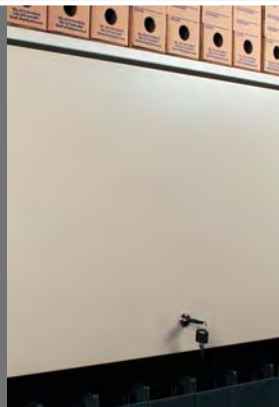
- Pull-out Stationery Drawer



- Pull-out Tray



- Static Shelf with Shelf Dividers



## Steel Shelving & Racking

Steel shelving and racking is widely used in storerooms. It is a space effective and economical storage system for a light duty application.



## Top Retrieval Cabinets

The top retrieval cabinets are well suited for high frequency documentation retrieval and optimise space utilisation.



### Available Colours:

Formica Finish: Oak, Maple, Bavarian Beech & Cherry



### Available in:

Two, Three, Four, Five & Six drawer options

### Handle Options:

Solid, PU, PVC & Oval Arch



# Products

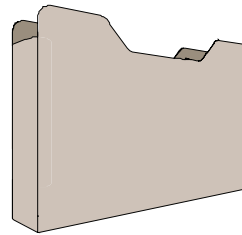
## Containers



- A4 Plastic Container (Ref: 930015)



- Container Hold-it Label (Ref: 940016A)



- A4 & Foolscap Board Container (Ref: 100004 / 100004AA)



- Foolscap Plastic Container (Ref: 940016)

## Files & Dividers



- Light Weight (Ref: 104023)



- Medium Weight (Ref: 104024)
- Heavy Weight (Ref: 104446)
- Expanda Heavy Duty (Ref: 104050)



- Heavy Duty File (Ref: 104052)



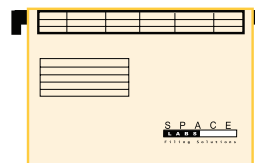
- Legal Expanda Heavy Duty (Ref: L104050)



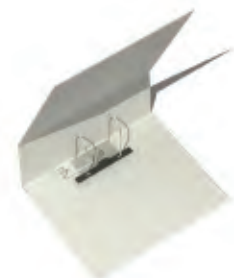
- Expanda Personnel File (Ref: P04050)



- Foolscap Hanging File (Ref: 106447)



- A4 Heavy Weight Suspended File (Ref: 106446)



- Lever Arch File (Ref: LAF001)



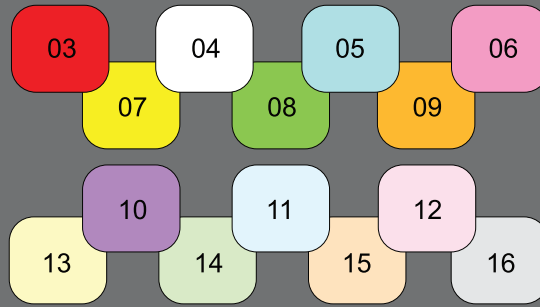


## Labels

The laser labels are available in 14 different colours to facilitate the colour coding of your filing plan. (Ref: 100005)  
A program is available for the printing of the file labels. The clear protection label (Ref:120017) is an overlay to ensure protection and good adhesive strength.



• Labels (Ref: 100005)



## Accessories



• File Clip (Ref: 10400N)

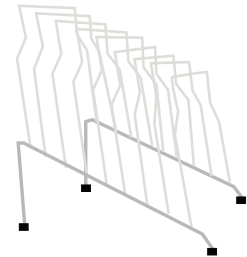


• Masterfile Box (Ref: 120019)

205.623



• Divider File-out Card (Ref: 120020)



• Desk Organiser (Ref: 950099)

## Archiving



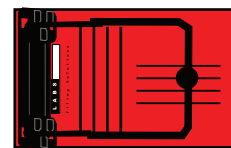
• A4 Archive Box (Ref: 940019B)



• A4 Jumbo Archive Box (Ref: 940019C)

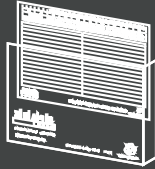
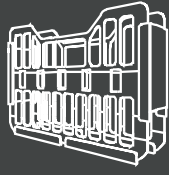


• Standard Archive Box (Ref: 940019)  
• Backing Board & Archive Clip (Ref: 100004B / 10400A)



• Archive Label & Archive Clip (Ref: 120026 / 10400A)





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