

RECORDS MANAGEMENT

Product Catalogue



CONTENTS

PAGE 2	ABOUT US
PAGE 3	TABBED FILE DIVIDERS
PAGE 5	FILE FOLDERS AND POCKETS
PAGE 6	FASTENERS AND FILE RACKS

ABOUT US

Our mission is quite simple – we aim to succeed by helping you succeed. This entails;

- Assisting in compliance with statutory regulations and standards, reducing risk exposure.
- Providing solutions that exceed quality expectations and delivering a standard of service above that of any service provider.
- To continue to strive for excellence in providing real, cost efficient, and effective solutions.

TABBED FILE DIVIDERS

STAFF RECORDS FILE

REF No: CR185



TAB HEADERS INCLUDED IN THIS SET:

- Employee Details
- Staff Training Records
- Performance Appraisal
- Incident Reports
- Orientation Documentation
- Employment
- Contracts
- Current Practising Certificate
- Resumes
- Certificates References
- Correspondence
- Other

OPTIONAL TAB HEADERS: (Sold separately in pkts 10) Police Check, Leave Details, Work Visa.

INJURY MANAGEMENT RECORDS FILE

REF No: IMTAB1

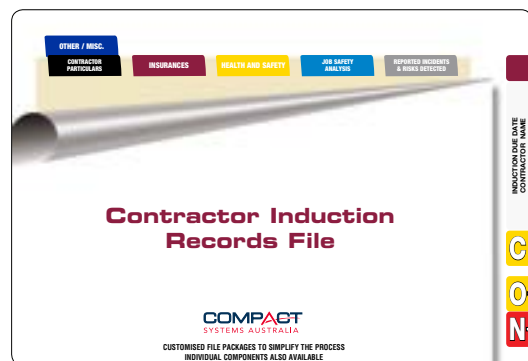
TAB HEADERS INCLUDED IN THIS SET:

- Incident/Injury Report
- Medical Assessment Records,
- W/Comp Claim/Corr.
- Medical Expenses
- Injury Management Rehabilitation Plan
- Return to Work Report
- Incident Review,
- Corrective Action
- Other/Misc



CONTRACTOR INDUCTION RECORDS FILE

REF No: CIFTAB1



TAB HEADERS INCLUDED IN THIS SET:

- Contractor Particulars
- Insurances
- Health and Safety
- Job Safety Analysis
- Reported Incidents & Risks Detected
- Other/Misc.

PAYROLL/LEAVE RECORDS FILE

REF No: CR186

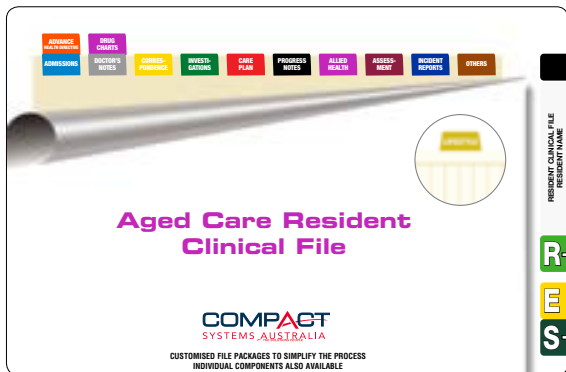
TAB HEADERS INCLUDED IN THIS SET:

- Annual Leave
- Sick Leave
- Long Service
- All Other Leave
- Superannuation



AGED CARE RESIDENT CLINICAL FILE

REF No: CR180



TAB HEADERS INCLUDED IN THIS SET:

- Admissions
- Doctor's Notes
- Correspondence
- Investigations
- Care Plan
- Progress Notes
- Allied Health
- Assessment
- Incident Reports
- Others
- Advance Health Directive
- Drug Charts

OPTIONAL TAB HEADERS:
(Sold separately in pkts 10) - Lifestyle

AGED CARE RESIDENT MANAGEMENT FILE

REF No: CR190

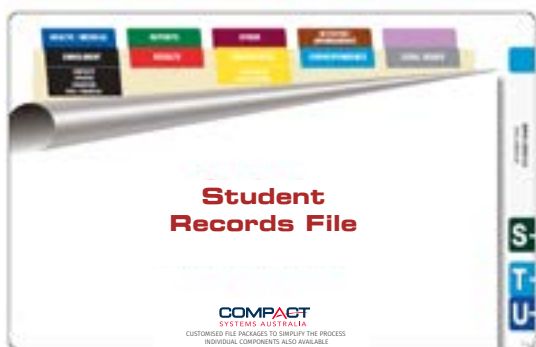
TAB HEADERS INCLUDED IN THIS SET:

- Application for Accommodation
- Correspondence from Dept. of Aged Care
- Enduring Power of Attorney
- Residential Agreement
- Pre-Admission
- Checklist
- Other



STUDENT RECORDS FILE

REF No: SHTAB1



TAB HEADERS INCLUDED IN THIS SET:

- Enrolment, Contacts Updates
- Transfers
- Fees/Financial
- Results
- Certificates
- Achievements
- Special Awards
- Correspondence
- Legal Issues
- Health/Medical Reports
- Other
- Detention/Infringements.

REAL ESTATE PROPERTY SALES FILE

REF NO: REPMTAB2



- Authority
- Advertising/Marketing
- Correspondence
- Sole Agency/Pre Paid Contracts
- Buyers Registers
- Offers
- Body Corporate
- Contract of Sale Legal
- Correspondence
- Tenant Info
- Others

REAL ESTATE PROPERTY MANAGEMENT FILE

REF No: REPMTAB1



- Authority
- Advertising/Marketing
- Lease Documents
- Owners Correspondence
- Tenants Correspondence
- Condition Report
- Maintenance
- Body Corporate
- Ex-Tenants
- Others.

FILE FOLDERS AND POCKETS

TWO TAB VERTICAL/LATERAL FILE FOLDER

REF No: CDF00601M



- Premium Folder
- 326gsm (White)
- Foolscap Size
- Mylar Laminate
- 40mm Capacity
- Reinforced Top and End Tab
- Two Tab for Drawer Filing or Lateral Filing

FULL COLOUR LATERAL FILE FOLDERS

REF No: FO101



- Heavy duty 320gsm Mylar coated
- Available in Blue, Red, Yellow, Green
- Sizes – Legal, Foolscap & A4 width

LATERAL POCKET FILE - 50MM

REF No: FLEP050W



Sizes available

NZ Foolscap Size	White
REF No: FNZP050W	50mm Expansion
Legal Size	50 per box

LATERAL POCKET FILE - 80MM

REF No: FLEP080W

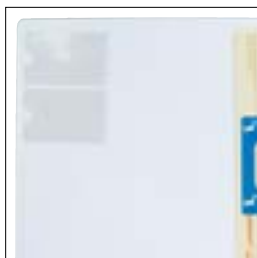


Sizes available

NZ Foolscap Size	White
REF No: FNZP080W	80mm Expansion
Legal Size	50 per box

ADHESIVE PLASTIC POCKETS

REF No: SAP1



To securely hold cards up to business card size eg: Medicare / DVA cards for aged care residents.

FILE OUT GUIDES

REF No: OUTGR



Indicates a file has been removed and by whom.

FASTENERS AND FILE RACKS

TUBE CLIP - PREMIUM

REF No: FA00200

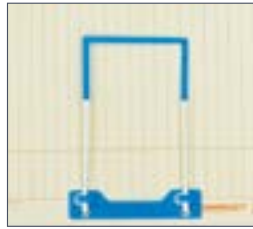


Plastic lightweight paper fastener with:

1. Adhesive base with flexible thongs (tubes).
2. Compression plate.
3. 'U' piece.

TUBE CLIP - ECONOMY

REF No: CFCBL



Plastic lightweight paper fastener with:

1. Adhesive base with flexible thongs (tubes).
2. Compression plate.
3. 'U' piece.

QUICKCLIP

REF No: FA00700



Lightweight metal paper fastener with adhesive base and two plastic coated metal prongs that bend to secure documents.

LATERAL FILE SUPPORT



SIZE	REF No:
750 WIDE	BFR-750
790 WIDE	BFR-790
900 WIDE	BFR-900
985 WIDE	BFR-985
1050 WIDE	BFR-1050
1200 WIDE	BFR-1200

DRAWER FILE SUPPORT

REF No: DFSR1



Improve the efficiency of drawer filing by converting to colour coded files.

Remove all suspension file frames and pockets and replace with drawer support and top tab colour coded files.

LABEL LAND SOFTWARE



COMPUTER GENERATED LABELS, RESIDENT I.D. BANDS & CARDS

- Customisable
- Cost effective
- Fast and easy to create and use

LABEL LAND PRODUCTS TO SUIT YOUR NEEDS

- File labels (lateral, top tab and lever arch)
- Various labels for many applications
- Resident I.D. bands for transfer or emergency / I.D. band decoder cards

SOFTWARE

- Easy to use software
- Internet or Desktop based
- All colour printer compatible
- Data security

ALL YOU WILL NEED IS

- A computer
- Internet access (if using internet based software)
- A colour printer
- A user licence (obtainable when purchasing the software)

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