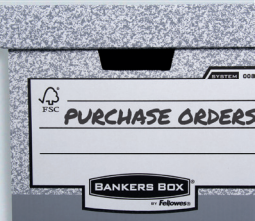
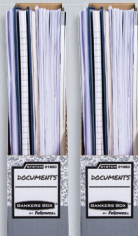
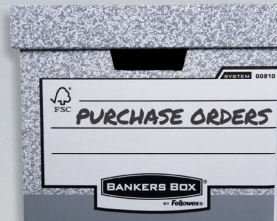
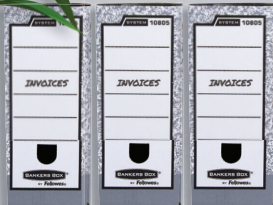


Your Organisation Made EASY

IN 5 EASY WAYS



1

DE-CLUTTER AND KEEP IT CLEAR

De-clutter your workspace by filing paperwork, folders and files in storage boxes. And remember to shred all documents you no longer need.

2

UTILISE MAGAZINE FILES

Magazine Files are perfect for storing magazines, catalogues or important documents you need to keep for reference or research. And when they're no longer required, don't forget to recycle, shred, or give away.

3

FOLLOW THE RECORDS MANAGEMENT LIFECYCLE

Use the records management life cycle to choose the most suitable BANKERS BOX® product for your needs. To find out more download the records management handbook [here](#).

4

LOOK FOR THE LABEL

BANKERS BOX® transfer and archive boxes have clear labelling areas, which makes it easy to locate the information you need.

5

TAKE IT EASY

When you have lots of documents to transport, storage boxes are perfect for securely moving them between locations.



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ORGANISATION MADE EASY™