



We all know filing matters; lost or mis-filed data can cause huge problems in an organisation. Filing and storage space could account for more than 20% of your property lease costs.

Failure to adhere to relevant data legislation can lead to prosecution. Filing matters. That's why we formed Filingmatters, a group of people with over 30 years of industry experience in providing independent help and advice for business filing solutions.

Talk to us, your filing matters.

**suspended filing**

**Suspended filing** is the most recognised method as it is the one commonly used in 4 drawer filing cabinets and desk pedestal drawers. The file is top loaded, vertically suspended into a pull out drawer or frame, making filing quick to post and retrieve.



# suspended filing

