

Success Stories

Bringing You Success, One Story At A Time.

DISTRICT ATTORNEY'S OFFICE

CASE FILES

Overview:

The distributor was referred to the District Attorney by the Clerk of the District Court, an existing customer using color-coded folders and mobile shelving. The District Attorney was using manila and colored stock 1/3-cut top-tab folders. The colored folders were used to designate different case types. The files were kept in 4-drawer file cabinets in alphabetic sequence.

Solution:

The distributor provided: CONVERTORS with factory-applied Versifile strip-labels to transition existing and older case files to end-tab files; new end-tab color-stock folders with fasteners to start the year 2006 case files; and NetLabels software to produce alpha-numeric labels for ongoing label needs. In addition, a new mobile shelving system was installed to house the backroom retired files and incoming closed files. New open shelving was provided for each of the clerks' workstations in the front office to work the active case files.

Additional Information:

The re-order potential for this account is approximately 3000 folders per year. The objectives for this project were met. The client wanted color-coded folders that were easily retrieved and re-filed, and they wanted to free up space to provide work space for the additional personnel needed to handle the increased case load.

The label style is #0407. You can view or print a sample of this label by going to www.netlabels.com. Now, click on the "print labels" box. Enter "guest" under username and password. Lastly, just scroll down the label styles until style #0407 appears and click on it.

To contact our NetLabels Support Group, call (800)873-4427 and ask for NetLabels, or send an E-Mail to netlabels@gbscorp.com.

