

What's the REAL COST of real estate? Compare for yourself and see...

The numbers speak for themselves...

How much filing fits on a 15-ft. wall?

How much filing fits?



OLD WAY

- Vertical files hold 4,800 files, or 38 files per sq. ft. of floor space.
- Lateral files hold 2,640 files or 29 files per sq. ft. of floor space.

How much filing fits?



NEW WAY

- Shelf Files hold 5,540 files, or 92 per sq. ft., and provides 65 sq. ft. of extra floor space compared to vertical and lateral files.
- Shelf Files on sliding tracks hold 14,404 files, or 147 files per sq. ft., and provides 27 sq. ft. of extra floor space.
- Shelf Files on a mobile aisle system – the most efficient form of high density filing, holds 14,920 files or 233 per sq. ft. of floor space and provides 61 sq. ft. of extra floor space.

The real cost of misfiling...

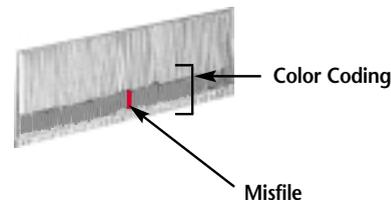
The nightmare – searching for a file that was not lost in the first place? Pain is felt by all businesses alike. In fact, it is estimated that the cost of time spent locating or re-creating files is \$150.00 per 'misfile'. Misfiles alone can increase labor costs by 50%.

Total number of folders:	10,000
% misfiles:3% per year
Actual number of misfiles:	300 per year
Labor Costs + Cost of recreating a misfile: \$150 per misfile x 300 = .	\$45,000 per year

Color-coding = relief...

Color-coding is the assignment of color to a letter or number that shows meaning. By putting these colors in a particular position on a file folder, a color block is formed. When these blocks are broken, a misfile has occurred.

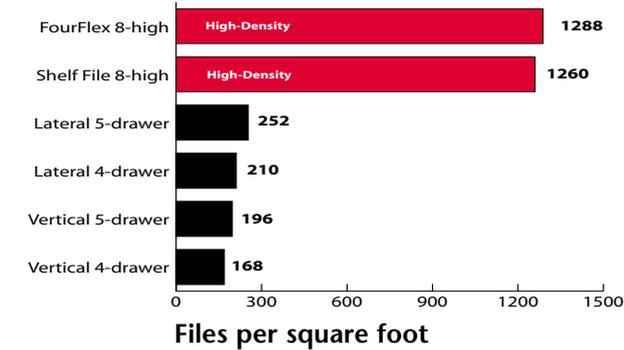
- Color-coding eliminates hidden misfiles that occur in traditional filing cabinets
- Filing and retrieval times are faster with fewer mistakes
- Sorting is proven to be faster by color
- Saves money



The end of the working day...

Storage boxes on top of file cabinets, on the floor, in the hallway – filing has become the dreaded chore. Experts call this "Piles 'o Files" which, if left unchecked, leads to decreased employee morale, and gross inefficiency.

High density filing and storage is the best solution for managing the influx of information. Just look at the difference in filing capacity...



Companies that realize the benefits of "Being Dense"...

- | | | |
|---------------------------|-----------------------------------|------------------------------------|
| Microsoft Corporation | Intel Corporation | Washington Mutual, Inc. |
| Hewlett Packard Company | Warner Brothers Studios | Wells Fargo Bank |
| Dreamworks SKG | University of Southern California | Bank of America Corporation |
| UNOCAL | Amgen Inc. | Weissman Woolf & Aaronson |
| UNOCAL | Mobil Corporation | MCI Telecommunications Corporation |
| Blue Shield of California | CompUSA Inc. | Mattel, Inc. |
| Paramount Pictures | Compaq Computer Corporation | |
| The Boeing Company | Jet Propulsion Laboratories | |

Off-site storage...

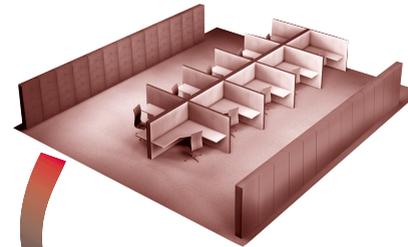
Let's face it, off-site storage is inconvenient and expensive. For these two reasons Fortune 500 companies choose "high density" not to mention the importance of immediate access to many types of files. Smaller companies, too, enjoy the security of knowing that "out of sight doesn't mean out of mind."

No more space...

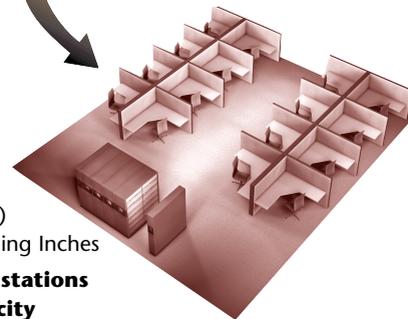
Ah! The "office shuffle", the intricate game played throughout corporate America that tries to make space for employees by endlessly moving desks, cabinets, computers, plants, copiers and fax machines.

High density filing and storage, by design, makes previously unavailable floor space available.

Room Size (1620 sq. ft.)
10 work stations
40 lateral files
Capacity: 5,440
Lineal Filing Inches



Room Size (1620 sq. ft.)
16 work stations
Roll-X (20 FourFlex units)
Capacity: 8,757 Lineal Filing Inches



60% increase in workstations
61% increase in capacity (Lineal Filing Inches)

Why high density filing and storage?

What is it?

The principle of high density storage has been used for nearly a century. It is estimated that all of the office floor space in New York City amounts to 3 billion square feet. So how does one fit 3 billion square feet into 1 billion square feet of space? Easy, one builds up.

Today's cities are an example of the most efficient form of high density storage, with mile high skyscrapers accommodating 80 to 90 times more people and their stuff than traditional single level office buildings, it is high density at its best.

Want to build a skyline? It's easy, all one has to do is just compare the numbers and decide which is the better solution...

As an example, imagine emptying three file cabinets, then storing what was in them in just three square feet of floor space. Sound impossible? It's not!



Total floor space used:9 sq. ft
 Total number of file folders:3,780
 Approximate cost of equipment: \$1,080
 Approximate cost of floor space: ..\$207

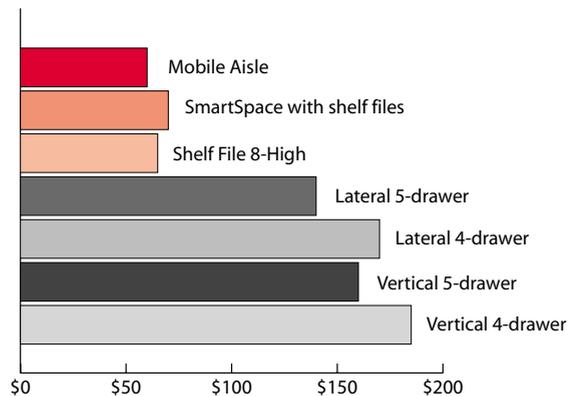
VS.



Total floor space used:3 sq. ft
 Total number file folders:3,808
 Approximate cost of equipment: \$600
 Approximate cost of floor space: \$69

High density shelving yields immediate results of increased floor space, increased organization and increased efficiency. The long-term benefits are even greater...

Based on 10,000 Lineal Filing Inches
Cost of space: \$20 per sq. ft./annually



Dollars over 10 years (in thousands)

High density storage and filing systems are guaranteed to pay for themselves in a short time. Choosing high density will be one of the smartest business investments most businesses will make.

Who needs it?

Basically, all businesses that need to organize the tremendous volume and variety of accumulated things, whether they are binders, books, portfolios, directories, videos, CDs, parts, records, and files. Selecting the right high density filing and storage system is one of the most important choices businesses must make. Not choosing high density can result in misplaced files, overcrowding, and added equipment costs including off-site storage.

Which system is right for my office?

For further information regarding high density filing and storage call (800) 544-4623 to receive copies of the following articles:

- Alati, Danine. "What's In Stored: Storage and filing products for the future are highly dependent on the changing work settings which they must accommodate." Contract Magazine. June 2000.
- Fernberg, Patricia M. "Finders Keepers: High Density Filing Yields Big Returns." Modern Office Technology. April 1989.
- Hudson, Marion E. "High Density Storage: Technology Information." Office Solutions. January 2000.
- Kyriazis, Cynthia. "Getting Organized With Your Office Filing System." The Legal Intelligencer. April 1996.
- Oken, Brian. "Saving Office Space and Money." Credit Union Executive. July 1998.

What people are saying about high density filing and storage....

"High density filing equipment improves productivity. Employees spend less time filing and refiling information in the file room because accessibility to shelving is convenient."

Sharon Hyder, CMC, CRM

"The major benefits of shelf-based systems are that they allow visual access to records, ...they conserve floor space, use often-wasted high space, and they're approximately one-third less expensive (on a per-linear-inch capacity basis) than drawer files."

Dr. Mark Langemo, Certified Records Manager

"High density storage not only keeps a company organized, but can reduce labor costs and eliminate the need for costly facilities expansion."

Marion E. Hudson is a freelance writer and editor

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 a HON INDUSTRIES
 company

For more information regarding high density filing and storage, please visit www.HOLGA.com, or call HOLGA customer service at 800-544-4623.

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ARE YOU DENSE?

Running an office is a costly matter, getting costlier all the time. So, while companies must still provide top quality products and superior service on very tight budgets, they continue to waste costly resources...using two or even three times the space and time necessary to successfully manage their business.

To maximize resources, companies must use whatever space they currently have in the most efficient manner possible, one reason why today's smart businesses use the most cost efficient, space-saving innovation available...

high-density filing and storage.