

FIND FILES FAST

# ORGANIZE IN COLOR

Using color as an organizational tool is one of the most effective ways to save time and increase productivity.



## COLOR-CODE YOUR FILING SYSTEM

Smead poly filing solutions are available in packs of assorted colors to liven up your workspace, enable quick file retrieval, and create effective organization.


  
**Smead**  
est. 1906



**A****B****C****D****E**

### A. SUPERTAB® POLY FILE FOLDERS

SuperTab poly folders in super bright colors will liven up your desktop and bring efficiency to your filing system. SuperTab oversized tabs feature a labeling area 90% larger than standard folders, so you can use larger text or more lines of description. Poly material is durable, tear-proof, water-resistant, and easy to wipe clean.

SMD10515  Assorted Brights, Letter, 18/Pk  
Oversized 1/3-Cut Tab

### B. POLY FILE FOLDERS

Smead Poly File Folders are available in a variety of colors enabling you to color-code your filing system for fast file retrieval. Poly material is durable, tear-proof, water-resistant, and easy to wipe clean.

SMD10530  Frosted with Assorted Colors, 25/Bx  
Letter, 1/3-Cut Tab


### C. POLY FILE FOLDERS WITH SLASH POCKETS


Each folder features a transparent exterior pocket for holding to-do lists, routing lists, or any other small items that correspond to the document inside. Poly material is durable, tear-proof, water-resistant, and easy to wipe clean.

SMD10540  Assorted Colors, Letter, 30/Bx  
Oversized 1/3-Cut Tab

### D. STRAIGHT-CUT POLY FILE POCKETS

Color-code your files with easy-to-spot colors. The heavyweight poly construction provides durable, rigid support for up to 3-1/2" of paperwork. The drop front panel provides easy access to contents. Poly material is durable, tear-proof, water-resistant, and easy to wipe clean.

SMD73503  Blue, Letter, Straight-Cut Tab 4/Bx  
3-1/2" Expansion

SMD73501  Red, Letter, Straight-Cut Tab 4/Bx  
3-1/2" Expansion

SMD73500  Assorted Colors, Letter, 4/Bx  
Straight-Cut Tab,  
3-1/2" Expansion


SMD73550  Assorted Colors, Legal, 4/Bx  
Straight-Cut Tab,  
3-1/2" Expansion

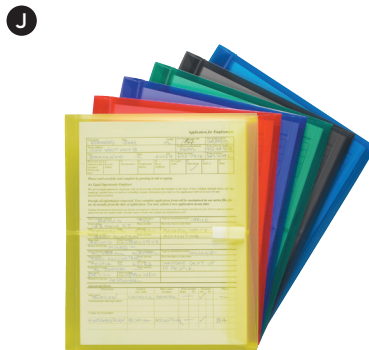
### E. POLY FILE JACKETS

Poly File Jackets keep bulky documents too big for traditional file folders safe and secure within your filing system. These poly top tab jackets feature a thumb notch for easy document retrieval and a full-height gusset with closed sides. Poly material is durable, tear-proof, water-resistant, and easy to wipe clean.

SMD89610  Assorted Colors, Letter, 10/Pk  
Straight-Cut Tab,  
1" Expansion

SMD89611  Assorted Colors, Letter, 2/Pk  
Straight-Cut Tab,  
1" Expansion

SMD89612  Assorted Colors, Letter, 6/Pk  
Straight-Cut Tab,  
1" Expansion



## F. POLY EXPANDING FILE

This expanding file features an embossed wave pattern and a bright poly lid. Contents can be organized between built-in dividers, all secured by an elastic cord and button closure. A fully expanding bottom allows it to sit upright on a desk for easy access to contents. Customizable tab inserts are included. Poly material is durable, tear-proof, water-resistant, and easy to wipe clean.

SMD70874		Pink/Frosted, Letter, 6 Dividers	1/Ea
SMD70882		Purple/Black, Letter, 6 Dividers	1/Ea
SMD70869		Teal/Frosted, Letter, 12 Dividers	1/Ea
SMD70864		Pink/Frosted, Letter, 12 Dividers	1/Ea
SMD70862		Purple/Black, Letter, 12 Dividers	1/Ea

## G. POLY PROJECT ORGANIZERS WITH ZIP POUCH

Manage active projects safely and easily. The zip pouch built onto the front is ideal for small items, such as notes, flash drives, business cards, and keys. These folders are closed on three sides for added security and the pocket expands to 1/2" for added capacity. Poly material is durable, tear-proof, water-resistant, and easy to wipe clean.

SMD89614		Assorted Colors, Letter, 1/3-Cut Tab	3/Pk
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## H. ORGANIZED UP® POLY FILE JACKETS

Colorful poly sleeves keep your projects organized, upright, and protected. These jackets open from the top, and a side flap locks the pages in place. Poly material is durable, tear-proof, water-resistant, and easy to wipe clean.

SMD85750		Assorted Translucent Colors, Letter	5/Pk
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## I. ORGANIZED UP® THREE-HOLE POLY SLASH FILE JACKETS

Keep paperwork organized and upright within three-ring binders quickly without punching holes in them. The diagonal slash pockets on both sides keep documents safe and easily accessible. Poly material is durable, tear-proof, water-resistant, and easy to wipe clean.

SMD89505		Assorted Translucent Colors, Letter	5/Pk
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## J. POLY ENVELOPES WITH HOOK-AND-LOOP CLOSURE

These acid free envelopes are perfect for long-term storage of important documents or organizing everyday papers. Poly material is durable, tear-proof, water-resistant, and easy to wipe clean.

SMD89669		Assorted Colors, Letter, Side Load, 1-1/4" Expansion	6/Pk
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