



## HOW TO CHOOSE: STORAGE & FILING

While file cabinets are less prevalent now that offices are going paperless, they are still an indispensable tool in most offices. Integrating them into your space plan or finding ways to hide them from view are design challenges we can help you solve. We invite you to schedule a consultation

**Office Furniture** **NOW!**

©2020 Office Furniture NOW!

For legal offices in particular storage hardcopy paper documents may be necessary. For many companies with a lot of records, the cost of moving everything into electronic form in a reliable way may be prohibitive. Scanning services can be expensive, especially if the reliability of your records has to be impeccable. Computer data usage is growing in volume with companies handling photo, audio and video documentation in vast quantities. This means that electronic media storage is a significant concern for some companies.

Traditional filing systems are still available for paper filing and have smaller footprints and more integrative capabilities than they used to. Here are some options we frequently acquire:

**Water and Fireproof Cabinets:** Documents that companies have not digitized or cannot scan are of great importance to the long term good of the organization. Electronic media is frequently of great importance and is expensive to produce. For this reason, manufacturers have developed fireproof 4 drawer vertical file cabinets and waterproof storage solutions. These storage solutions can keep your files and electronic media safe even if there is a fire in the building and the structure becomes waterlogged as a result of fire fighting efforts.

**Pedestals:** If aesthetics are important to you and you have a small number of files to store, a two drawer file pedestal might be your best solution. In a tight space, you can even purchase a two file drawer pedestal with wheels and a cushion so that it can roll out from under your work surface and double as a chair if you have a visitor.

**Traditional Vertical File Cabinets:** Pedestals with two file drawers are a type of vertical file cabinet, but vertical file cabinets for company-wide storage purposes are often deeper and stacked four cabinets high. These are convenient and they have a small footprint area-wise, but they may not be the best solution if you need to access a lot of records and will be using them frequently.

**Lateral File Cabinet:** These typically line up against the wall lengthwise. When you open a drawer, the files are stored across the span of the drawer, rather than from front to back. This means that the entire four feet of files in that drawer is easily accessible at the same time. These are a good fit if you have a tight space.

**Used File Cabinets:** We have an excellent array of used file cabinets for you to choose from. Getting a used file cabinet can save you a lot of money as our used file cabinets are typically 30-50% cheaper than getting something new. Those critical fire and waterproof cabinets are also available used so you can save money on what would normally be an expensive item and still know that your records are secure.

**Materials:** Believe it or not, file cabinets can be really visually appealing if you select one that is made of wood. We have several cherry wood cabinets that would be a great addition to an executive office.

**Cabinets, integrated bookshelves and movable file storage** are also available.

[VISIT OUR WEBSITE FOR MORE INFORMATION ON THE STORAGE SOLUTIONS WE CARRY](#)

