

File-by-Color Supply List

Attached is the list of supplies you will need to begin the process of setting up your File-by-Color Filing System.

8 Boxes (200) Hanging File Folders
Hanging File Folder Frames (2 per box) (this is only necessary if your file cabinet cannot accommodate hanging file folders)
1 Box of "Box Bottom" Hanging File Folders
1 Package of File Folder Labels - Assorted Colors
8 pkgs. of CLEAR Plastic Tabs (1/3 cut ~ 43T-CLE)
1-2 Pkgs. of Letter/Legal Boxes - white (10 boxes per pkg.)
2 boxes of Stacking Trays (6 per box)
1 Plastic Hanging File Crate (letter/legal size)
1 package of small Highland self-stick notes (1" x 1.5")
1 expanding file - January thru December
1 Meade Composition book
Trash bags (any store- brand Tall Kitchen Bags are good)

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