



EASY TO FIND FILING SYSTEM

Vital Valt is a leader in all kinds of filing solutions! Color coding is a method of using colors and patterns to help reduce misfiles and losing files. Color coding is also used to speed up productivity as you are able to retrieve and put files away more accurately and faster. Vital Valt will help you design a file system that best works for you.

The average cost per lost or misplaced file can be anywhere from \$200.00-\$400.00 or more. This includes the labor costs to find the file. This includes productivity lost by each person searching for the file. Plus the cost of recreating everything that was in the file. By providing a color coded solution to your files can reduce these costly mistakes by 50% or more.

Vital Valt will work with you to make sure your filing system is color coded properly. We would color code the important categories and fields based on how you file your folders. Use the color on the

folder as a visual label and not over color your folder to the point of distraction. Each letter and number used in the color coded portion of your label would have a distinct color as people are able to recognize color much faster than they can read text.

Label printing systems make it easy to label and print color coded labels. By using software and full length labels you only need to apply one label on your folder and stock one type of label. With label printing software, you have the option of typing in information, using a spreadsheet, or opening data files saved from your own computer system to print one or multiple labels accurately and with ease.

Vital Valt offers turnkey design, sales and on site assembly of Secure Storage Systems.

Call us for a free quote at (800) 699-1191.