



Advantages of Color Coding

Groups of colors are faster to “read” than groups of ordinary letters and numbers. Therefore, it **SPEEDS RETRIEVAL** for the person locating the file.



This occurs because files in sequence create blocks of color making them easy to scan. The color blocks immediately lead the eye to a concentrated search area.

Color Coding is Easy to Learn and Use

The **REPLACEMENT SPEED** is also enhanced. Replacing a record in a color-coded system is a simple process of matching like color combinations. The “hunt and seek” method is eliminated.

Improved Filing Accuracy

Color-coding assures the **CORRECT SEQUENCE**. Any record in the system that is in the incorrect location will be visually obvious because of mismatched color bars. A visual audit will turn up any files out of place and allow them to be properly replaced.

Saves Filing Time and Money

Since nearly 80 cents on every dollar spent on filing is expended on labor, the increased speed in the filing operation will translate into **REDUCED OPERATING COSTS**.

- Color coded filing is 70% faster than text filing.
- Since \$0.80 of every \$1.00 expended on filing represents labor costs, you will save \$0.56 for every current dollar of your filing budget.
- This reduction in your current filing time allows staff to focus on your departmental priorities while improving performance of duties.
- Color Coding Flags Misfiles
- Eliminate bottlenecks and filing backlogs.

Improves Moral

One of the benefits often overlooked is that use of color coding in the records area creates an **IMPROVED WORKING ATMOSPHERE**. It is a logical, visible system employees enjoy working with.

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