

Use Daily
FasTab[™]
HANGING FOLDERS
(built-in tabs for **faster** filing)

SMEAD
KEEPING YOU ORGANIZED

Take the Express Lane to **Faster Filing**

Avoid supply room traffic jams.



By keeping a box of new Smead FasTab[™] Hanging Folders in your office, you save yourself a trip to the supply room. Not to mention, you'll now be more likely to create new files as needed. This helps curb desk pile-ups by getting your files in the drawer sooner.

Use wide tab lanes for writing freedom.



Wider and taller tab areas let you write larger and include more detailed information. That way, you can save time usually spent rifling through the drawer and avoid files getting lost in your blind spot.

SuperTab[™] File Folders make a great companion.



Using SuperTab File Folders with your new FasTab Hanging Files is a great way to tag-team against file chaos. Both give you more space to label contents, making sure those important documents never fly off the radar.

Don't fight the urge to merge.



Just because you have started using FasTab Hanging Folders doesn't mean you need to immediately convert all your old files. Begin by merging them with existing files and avoid potential file rage.

Put Your Filing on Cruise Control

FasTab Hanging Folders eliminate the multi-step process that can detour into disorganization. With Smead FasTab Hanging Folders in the driver's seat, you'll steer clear of slow downs in the traditional filing process, leaving you to more easily navigate through the important tasks of your day.

