

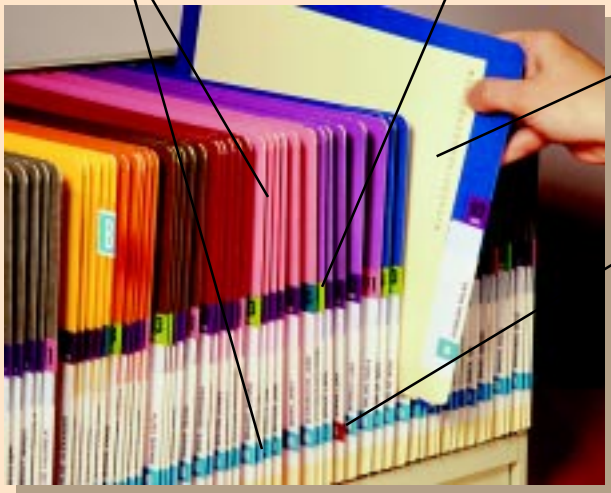
# ALLIED SYSTEMS PRODUCTS, Inc.

## FILING CATALOG

Featuring the Easy-To-Use AAK Filing® System

Refile folders by color—without even reading the name on the folder!

Automatic aging feature—most recent folders are up front.



80% faster filing.

Eliminate misfiles! Spot them at a glance.

Year of Initial visit

Colored folder indicates first name

Optional year label

Name Label

Colored tab indicates last name

***You only buy the supplies. We give you the system.***

Folder Colors

AB	C	DEF	GHI	J	KL	MNO	PQR	ST	UZ
----	---	-----	-----	---	----	-----	-----	----	----

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Last Name Label Colors

# AAK FOLDERS

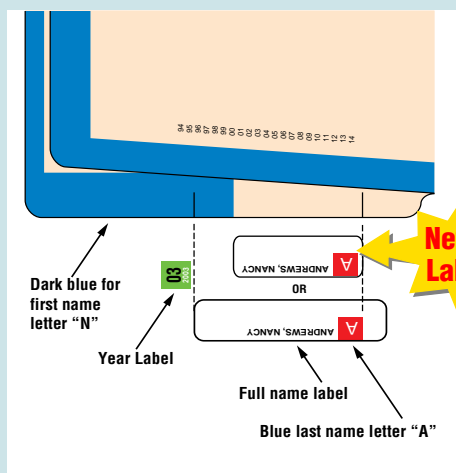
## The Benefits of Allied Alpha Kolor (AAK) Filing® Method

The AAK Filing® method is the recommended way to file charts in a majority of offices. The AAK Filing® method is a random alpha system developed more than 30 years ago. Compared to straight alphabetic color coded filing systems, the AAK Filing® method benefits are:

- File by Color—Not Alphabetical
- 80% Faster Filing
- 50% Faster File Retrieval
- No Misfiles
- Quick Location of Out-of-File Charts
- Effortless Purging of Inactive Charts

In the AAK Filing® method, the color of the folder is determined by the first letter of the first name. The files are filed in 10 designated color groups behind each last name shelf guide. Folders are always refiled to the front of the specified color group creating a system where active folders are at the front of each color group and less active folders are in the latter part of the group.

This simplified but efficient system is especially useful in the modern office environment where time management and cost effectiveness are crucial to the success of your business.



AAK Filing® is the registered trademark of Allied Systems Products, Inc.

### "Feel The Difference"

AAK folders are made to our exacting specifications. We use true, vertical grain, heavy weight manila stock that will simply out wear similar folders that look the same. AAK folders are reinforced at all major wear points. Our built-in pockets are designed so x-rays will not accidentally fall out. All AAK folders are color banded in ten distinctive colors for true color code filing. Packaged 50 of one color per box.

Available in:  
Yellow  
Orange

Brown  
Red  
Pink

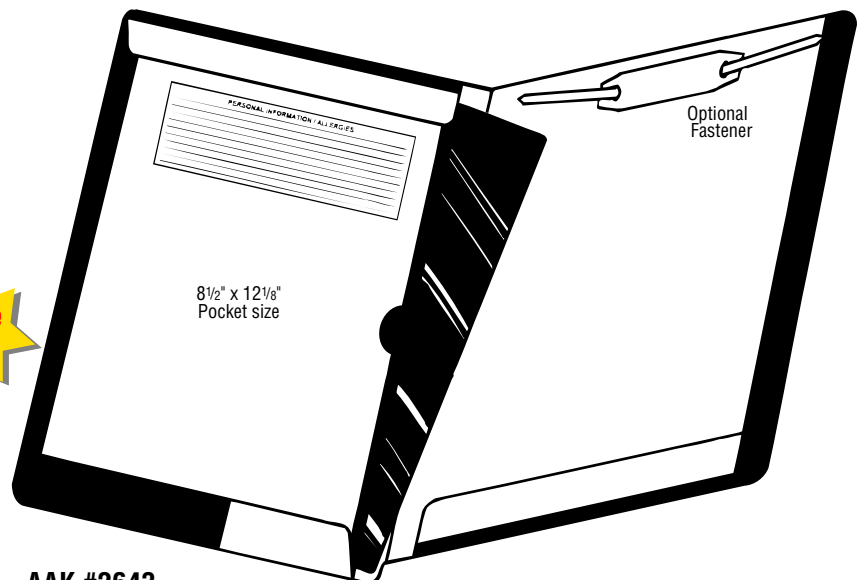
Lavender  
Lt. Blue  
Dk. Blue

Green  
Grey  
Manila



### AAK #2640

AAK Color Banded Pana-Folder With Extra Large Built-in Pocket



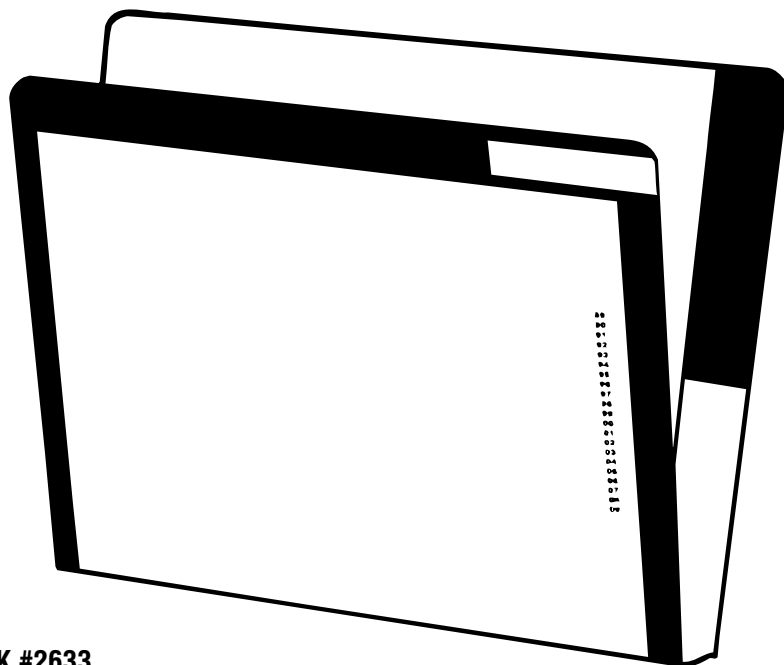
### AAK #2643

The Original AAK Color Banded Folder With Built-in Pocket Tab on right.

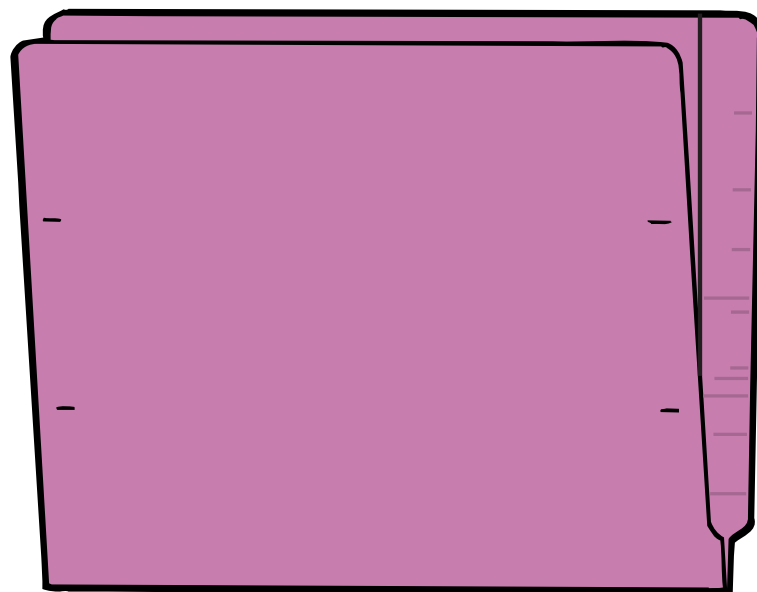
*"The AAK Filing® Method is a great system. It expedites filing time and its ease of operation is unsurpassed."*

—Debra Englehardt, Office of Dr. Ross Nash, Charlotte, North Carolina

# AAK FOLDERS



**AAK #2633**  
**AAK Color Banded Folder Without Pocket**



**AAK #2690**  
**Full Color Reinforced End Tab Folder**  
Available in 15 colors—11 pt and 15 pt.

## Conversions Are Easy

### Let Allied Systems convert your new files for you.

Save time and simplify the conversion of your new files. Just send Allied a list of your active names (or a computer diskette). We will print and apply name labels, colored letter labels and a clear mylar label protector.

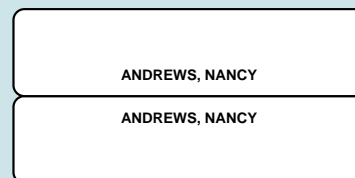
You will receive your new files fully labeled and ready to use. Simply insert your detailed information from your existing files and immediately your new charting system can begin saving you time and money. You'll be surprised how affordable this service is. Call for a quote.



## AAK Filing® Name Labels

### Another Allied innovation!

#PNL-1 Stand alone economical software to make perfect folder labels every time using your inkjet or laser printer.



Benefits include:

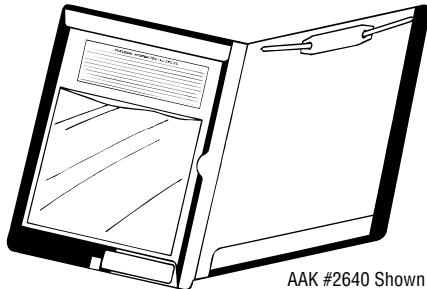
- Perfect alignment of names
- Low cost
- Prints two labels with one input
- Automatic bolding and capitalization
- No wasted labels
- Automatically positions to next label
- Two label sizes available

*"I used to stay late to do the filing that no one wanted to do. Now the filing is always done because everyone wants to file by color with the easy AAK method."* —Coni, Office of Dr. Robert Collins, Bishop, California

# CUSTOMIZE TO MEET YOUR NEEDS

## Popular Ways To Use Any AAK Folder

Items you will need for each setup are listed separately and sold separately. Some assembly is required. Allied offers assembly services.

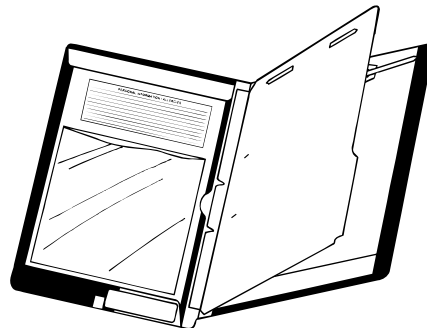


AAK #2640 Shown

### Basic Style

– with fastener and current x-ray pocket

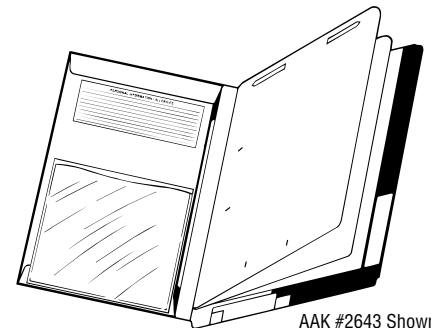
- |        |                                   |
|--------|-----------------------------------|
| 2640   | Color Coded Folder                |
| F2     | Installed Fastener                |
| AL9526 | Self-Adhesive Clear X-Ray Pocket  |
| 4010   | White Laser Labels (2 per folder) |
| 4960   | 1/2" Alpha Label                  |
| 4900   | 3/4" Year Label                   |
| 4485   | Clear Mylar Label Protector       |



### Self Adhesive Divider Style

– with fastener, current x-ray pocket

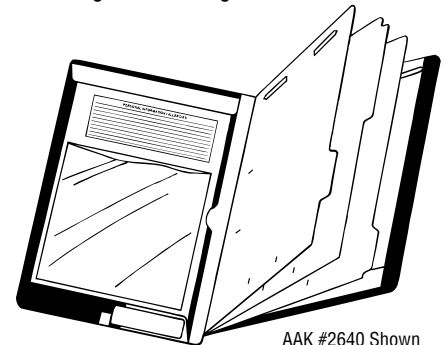
- |        |                                   |
|--------|-----------------------------------|
| 2640   | Color Coded Folder                |
| F2     | Installed Fastener                |
| 1141   | Self-Adhesive Tabbed File Divider |
| TP-1   | Butterfly Fastener                |
| AL9526 | Self-Adhesive Clear X-Ray Pocket  |
| 4010   | White Laser Labels (2 per folder) |
| 4960   | 1/2" Alpha Label                  |
| 4900   | 3/4" Year Label                   |
| 4485   | Clear Mylar Label Protector       |



AAK #2643 Shown

### Straight Cut Inner Folder Style

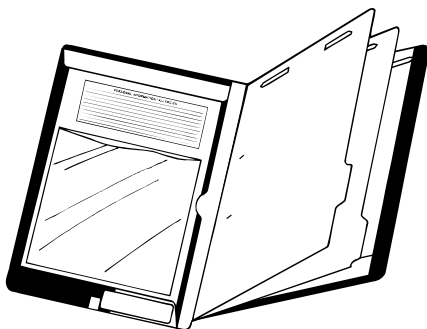
– with fastener, current x-ray pocket  
Tab on right. "The Original."



AAK #2640 Shown

### Multi-Divider Folder Style

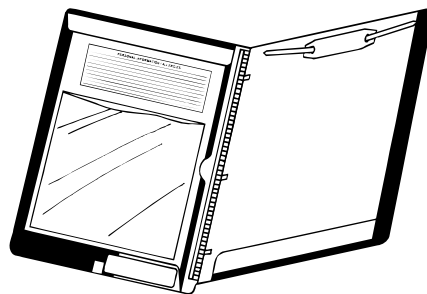
– with tabbed inner folder, self adhesive tabbed divider, current x-ray pocket. Also available with 4 dividers.



### Tabbed Inner Folder Style

– with fastener, current x-ray pocket

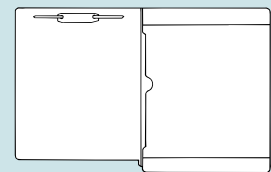
- |        |                                    |
|--------|------------------------------------|
| 2640   | Color Coded Folder                 |
| F2     | Installed Fastener                 |
| 1163   | Installed Tabbed Inner Folder      |
| TP-1   | Butterfly Fasteners (2 per folder) |
| AL9526 | Self-Adhesive Clear X-Ray Pocket   |
| 4010   | White Laser Labels (2 per folder)  |
| 4960   | 1/2" Alpha Label                   |
| 4900   | 3/4" Year Label                    |
| 4485   | Clear Mylar Label Protector        |



### Binder Strip Style

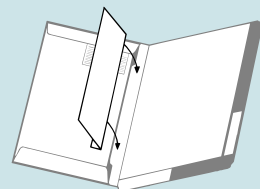
– with fastener, current x-ray pocket and gummed binder strip for book style forms management

- |        |                                   |
|--------|-----------------------------------|
| 2640   | Color Coded Folder                |
| F2     | Installed Fastener                |
| 10     | Gummed Binder Strip               |
| AL9526 | Self-Adhesive Clear X-Ray Pocket  |
| 4010   | White Laser Labels (2 per folder) |
| 4960   | 1/2" Alpha Label                  |
| 4900   | 3/4" Year Label                   |
| 4485   | Clear Mylar Label Protector       |



### AAK #453 Economy Manila Folder

Large pocket on right side. 50/BOX



### AAK #1110

#### Self-Adhesive Pocket Closure

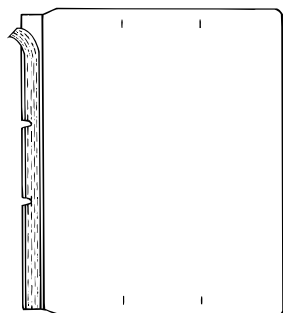
For added security in storing large amounts of x-rays. 100/PKG

**Free Sample Folder.** Try the AAK Filing System. We're confident we have the solution for which you've been looking. Call us for a free sample.

*"With Allied's inner folder and inner divider accessories, we have separated our patient information for quick referencing as well as providing required retention."* —Dr. Frank Spear, Seattle, Washington

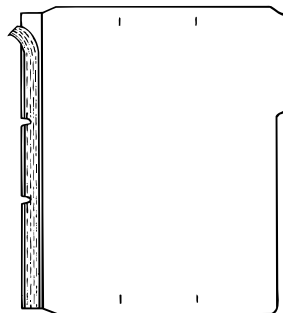
# AAK INNER FOLDER MANAGEMENT OPTIONS

Shown below are several accessories to customize a filing system which meets the needs of each individual office. Other options are available. Our customer service staff specializes in helping you select and design a file folder system which will maximize the efficiency of your office and minimize your expense.

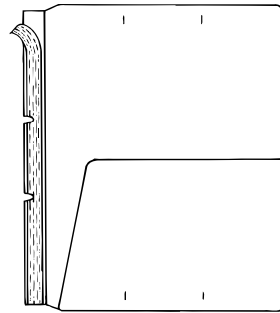


**AAK #1123**  
**Self-Adhesive**  
**File Divider**

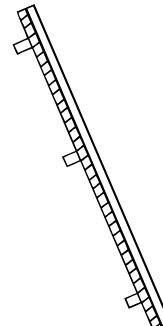
Divide and segment your files quickly and easily with these self-stick dividers. Made from heavy weight manila. 100/PKG



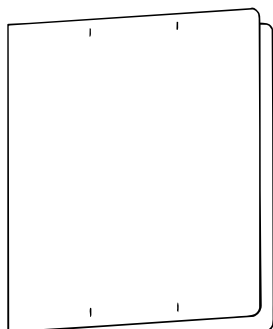
**AAK #1141**  
**Self-Adhesive Tabbed**  
**File Divider**



**AAK #1130**  
**Self-Adhesive Divider with**  
**Double Pocket**  
5 1/2" high pocket on both sides.  
50/BOX

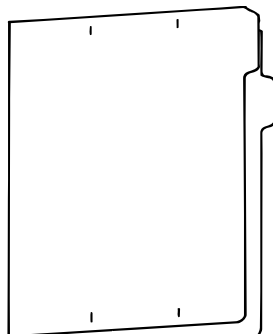


**AAK #10**  
**Gummed Binder Strip**  
Super tough, flexible hinges wear indefinitely. Makes each folder read like a book. Just wet and adhere to form. 100/BOX

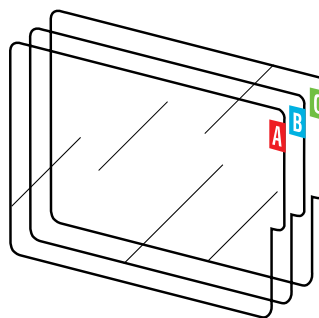


**AAK #1162**  
**Inner Folder**

Designed for those who need more dividable space per folder. Two page inner folder is stitched into basic folder. Made from heavy weight manila. 100/BOX

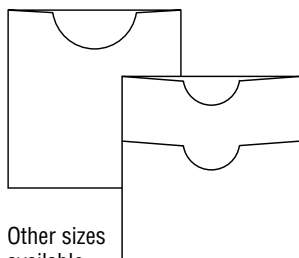


**AAK #1163**  
**Dual Tabbed Inner Folder**

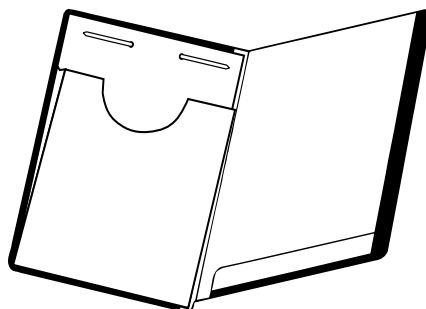


**Clear Vinyl End Tab Alpha**  
**Guide Sets**

Guides match the AAK color coding used on folders to identify last name. Available in sets of 25, 50, 75 and 100 divisions. Other customized color coding available upon request.



**AAK #0080**  
**Single Pocket**  
8 1/2" x 8 3/4".  
100/BOX.



**AAK #0090**  
**Double Pocket**  
Several sizes available.  
100/BOX.

Other sizes available.

**AAK #0070**  
**Extra Big Pocket**  
for use with fastener.  
100/BOX.



**Self-Adhesive**  
**Pockets**

Heavy duty 5 mil. poly  
100/PKG

STOCK NO	POCKET SIZE	FITS THIS SIZE
AL 9510	4 1/2 x 5 1/2	Photo
AL 9516	9 x 6	8 x 5
AL 9526	7 1/4 x 6 3/4	X-ray
AL 9536	9 1/4 x 6 3/4	8 1/2 x 11
AL 9535	5 3/4 x 3 3/4	5 x 3
AL 9515C	7 x 5	6 x 4
AL 9512	Zip Lock Pocket	8 1/2 x 4
AL 9523*	2 9/16 x 3 11/16	credit card
AL 9553*	5 3/8 x 3 5/8	5 x 3
AL 9564*	6 3/8 x 4 1/2	6 x 4
AL 9585*	9 x 5 1/2	8 x 5

\*frosted vinyl stock

Use For:  
X-Rays  
Data Collection  
Photos  
Credit Cards  
Business Cards

Other sizes  
available  
upon request

*"The thought of finding time to change our file system was mindboggling but Allied saved us with their conversion service. Our files arrived ready for use and cost us less than paying our staff to convert them."*

—Jennifer, Office of Dr. Steve Rhodes. Las Vegas, Nevada

# TABS & LABELS



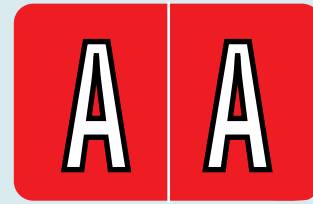
Desk Top Kit

## Allied Last Name Desk Top Kit

Standard alpha label kit for use with standard alphabetic systems. Extra letters for the most popular letters of last names (no extra vowels). "Mc" also included. *Another Allied innovation for use with AAK systems.*

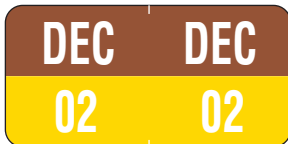


#4960K 1/2" Desk Top Kit. (3100) Vertical and horizontal standard alpha labels.



#4940K 1" Vertical Desk Top Kit. Vertical standard alpha labels.  
#4930K 1/2" Vertical Desk Top Kit.

Also available: Replacement Packages per letter (100). Self-Dispensing Roll per letter (500)



## 3/4" Month/Year Label

For end tab folders.  
#4140 Self-Dispensing Roll (250)

Set of 12 months available



## 1/2" Month Label

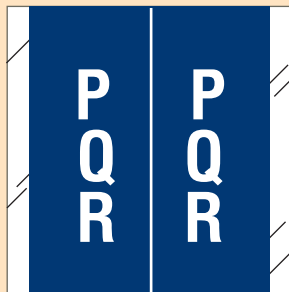
For end tab folders.  
#4120 Individual Packages (100)



## 3/4" Year Label

For end tab folders.  
#4900R Series Self-Dispensing Roll (1000)

#4900P Series Individual Packages (250)



## AAK Conversion Tabs

Tabs are colored to match colors of AAK folders thus enabling you to create the AAK ten color groups with your existing folders.  
#4016P Package of 100

LETTER	COLOR
A B	yellow
C	orange
D E F	brown
G H I	red
J	pink
K L	lavender
M N O	lt. blue
P Q R	dk. blue
S T	green
U Z	grey

## Designation Labels

Designation labels color key special information about particular files. Available in 14 solid colors and 5 sizes. Sizes: 3/8", 1/2", 5/16", 1 1/2"

## MEDICAL ALERT

AAK #4954  
1" x 2"

## PREMEDICATE

AAK #955  
3/4" x 1 7/8"

## ALLERGIC TO:

AAK #953  
3/4" x 1 7/8"

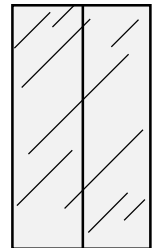
## Reminder Labels

Offered in a variety of *fluorescent* colors. 500 per roll. Over 60 distinct messages are available from 5 different categories: Medications, Biohazard, Insurance, Remittance and Miscellaneous. (Actual size not shown.)

## Label/File Folder Protectors

Self-adhesive clear mylar protectors prevent wear and eliminate unreadable information caused by heavy file use. Size 4" x 2" (Also available in 3 1/2" x 2")

#4485R Self-Dispensing Roll (500)  
#4485 Self-Dispensing Box (500)

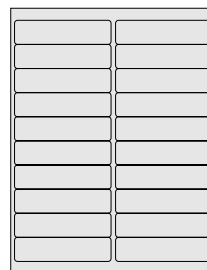


## Mylar Folder Spine Protectors

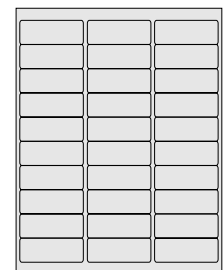
8" x 2", 11" x 2", 11" x 3"

## White Name Labels-Sheets

Self-adhesive for laser or inkjet printers. Other sizes available.



#4010 Package of 2000 - 4" x 1" labels (100 sheets)



#4013 New Label! Package of 3000 - 2 5/8" x 1" labels (100 sheets)

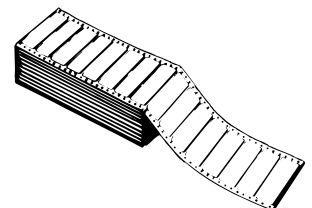
## We have compatible labels to match existing systems

All labels come in various sizes and are designed for easy application and system compatibility. Desk kits available for most compatibles. Mail or fax a sample. We'll match it!

## White Name Labels -Pinfeed

3 1/2" x 15/16" for use on computer printer or typewriter. Use 2 per folder.

#1W - 1,000 per box





# RECORD STORAGE

**Our top  
selling  
filing unit**



Available  
in seven  
heights:

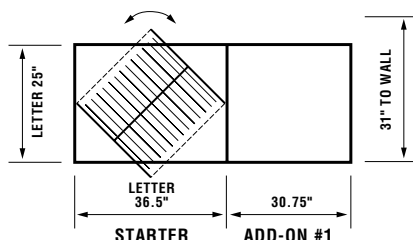
29 3/4"  
41 5/8"  
50 3/8"  
60 7/8"  
71 3/8"  
82"  
92 1/2"

## Times-2 Speed File®

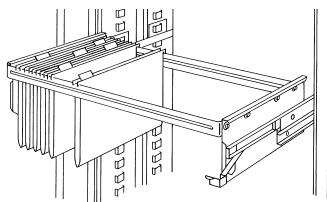
A double-depth file cabinet that *rotates* for access from one or both sides. Increases your filing capacity by 40-100% over single-depth storage units!

Times-2 Speed Files are flexible, space-efficient and secure. Use Times-2 as a room divider, built into a wall, against a wall or configure to meet your needs. The storage system has dozens of options and accessories to store folders, computer accessories and supplies, as well as pharmaceuticals.

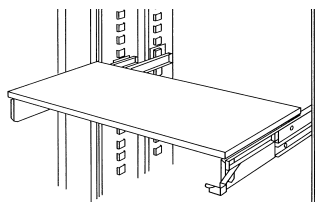
Fully lockable cabinets. Meets U.S. Government HIPAA requirements. Available in seven sizes and 22 colors.



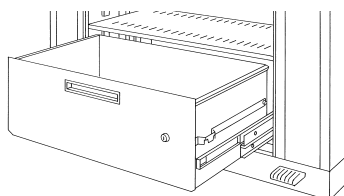
**Pull-out accessories help make work areas more efficient:**



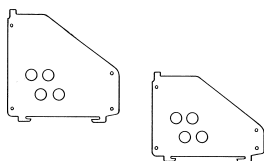
Rollout Hanging Folder Frame



Rollout Reference Shelf



Security Drawer

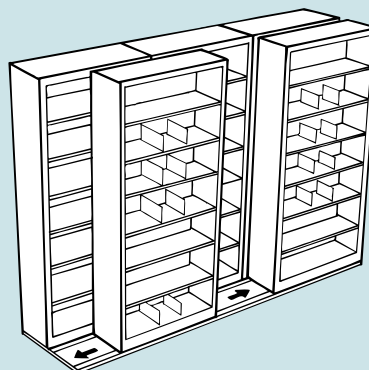


Dividers

## Retractable Door Cabinets

These cabinets offer a wide range of sizes and colors to meet your filing needs.

Cabinets can stand alone or on carriages (Bi-Files, Tri-Files, or Mobiles). Available in 8 colors, 2-7 tiers, and optional locks.

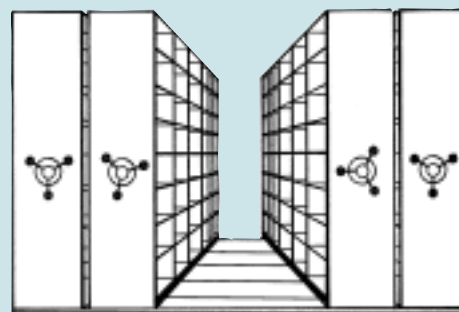


## Space-Saving Bi-Files & Tri-Files

Modular filing system designed to utilize open shelving, retractable door and stackable shelving. Built with a heavy duty welded carriage and built-in anti-tip device. The modular design allows the system to expand as your needs grow.

## Mobile Systems

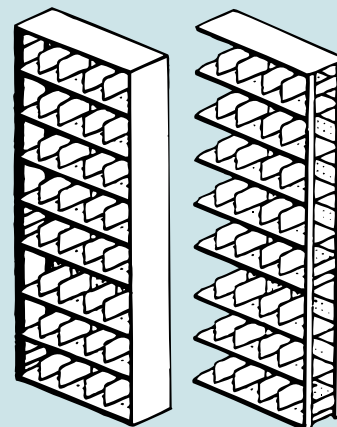
A mobile system offers high density storage in a compact area. It will give you back floor space while keeping your documents at hand.



## Open Shelving

This filing system maximizes your filing inches with its unique design. It allows easy set-up and configuration. It's attractive appearance will benefit your office environment.

Available in letter, legal and X-ray size. Double sided or single entry.



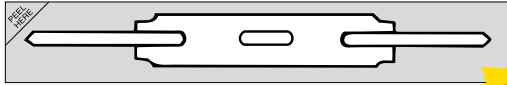
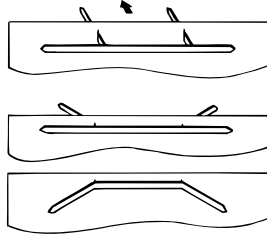
# FASTENERS



## #TP-1

### Butterfly Fastener

Use to attach sheets to both sides of divider or inner folder. 100/PKG  
Available in 2" size (TP-2).

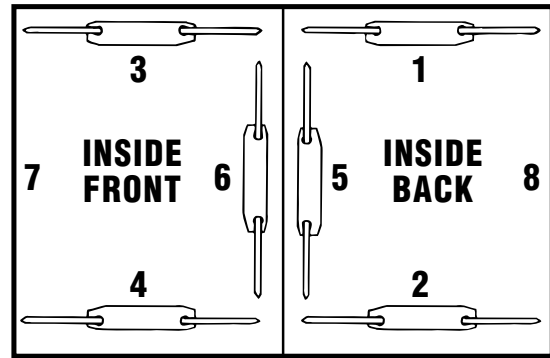


## #7000

### Self-Adhesive Fastener

1/2" prong with adhesive backing that is guaranteed to stay in place. 100/PKG

**New!**



## #F2

### Heat Bonded Installed Fastener

When ordering folders, select heat bonded fastener position by number from guide shown above (1, 2, 3, 4, 5, 6, 7 or 8).

Visit our website:  
[www.alliedaak.com](http://www.alliedaak.com)

Order by Phone, FAX or E-mail  
**1-800-877-8038**

Seattle Area: (206) 292-2280

FAX: (206) 292-4820

E-mail: [sales@alliedaak.com](mailto:sales@alliedaak.com)



#### Minimum Order

- \$30 minimum order is preferred.
- Standard unit packaging only.

#### Delivery

- All items in stock are available for immediate delivery.
- Unless otherwise noted all shipments are FOB our Seattle ware house.

#### Credit Policy

- Our terms of sale are net 30 days from date of invoice.
- Past due accounts are subject to finance charges.
- VISA and MASTERCARD accepted.



### "The AAK Filing Solution" Instructional Video

How the color coded filing system saves you money. Call for information.

#### Other Products:

- Patient registration forms
- Services rendered forms
- Printing services—your form printed on any folder
- Dental forms referral program
- Shelving installation, repair & relocation service

*Better Filing Through Better Ideas Since 1973*  
*Satisfaction Guaranteed*

**Allied Systems Products, Inc.**

316 Westlake Avenue North  
Seattle, WA 98109-5218

