

# PRINT FILE FOLDER LABELS QUICKLY AND EASILY

Labeling software that saves time and reduces costs



- Easy, fast file labeling done right every time
- Everything you need is on one perfect label
- Saves time and money and reduces errors
- Colors always match and line up evenly
- No more ordering boxes and boxes of labels
  - No need to type or handwrite file identifiers
  - Duplicate your current filing system or design a new way of labeling your files, including color coding, text and bar codes
- Include special designations and alerts
- Type data or import spreadsheets and files
- Use via the Web or install on a Server or PCs
- Use any inkjet, gel or laser color printer

## ADVANCED LABELING FEATURES

- Auto-poll/auto-import for automated printing
  - Import or type data and view in spreadsheet rows
    - Verify and edit text prior to printing
    - Delete row function to eliminate duplicates
    - Print multiple, different labels on one sheet
    - Print electronic forms and laser labels
- Continuously updated with current Java versions

Download a  
30-day trial at  
[FileLabel.com!](http://FileLabel.com!)

30 DAY  
TRIAL  
ONLINE!

**Download** a talking software demo!

## ADVANCED TECHNOLOGY CAPABILITIES

- Bar code record tracking/location control
- Retention scheduling and records classification
- Document imaging and electronic records
- Multi-media content management
- Re-engineer and automate business processes
- Secure content storage via data center servers
- Advanced voice and pen data capture

**PERFORMANCE**  
Group Inc.

8936 J Street  
Omaha, NE 68127  
(402) 896-9400

TOLL-FREE (800) 913-9015  
FAX (402) 896-9308  
WEB SITE [www.formsguys.com](http://www.formsguys.com)



U.S. Patent 5,974,230

# A PATENTED BREAKTHROUGH IN LABEL PRINTING AND RECORDS MANAGEMENT

## SIMPLE DATA ENTRY OR DATA/FILE IMPORT

- Type the data for each file folder into data input screens customized to match your label design
- Import spreadsheets and files with no typing!

## DRAMATIC BENEFITS FOR YOUR ORGANIZATION

- Ensures correct indexing and avoids lost records
- Saves staff time and improves customer service
- Helps meet regulatory and government compliance
- Labeling controls documents at the point of origination
- Manage records from inception through archiving
- Relax! ...you can find the record that you need!
- Add advanced electronic records technology — like bar codes and digital documents — when you're ready

## RECOMMENDED LABEL PRINTER

We proudly offer the **Ricoh Aficio GelSprinters** with unique archival quality gel inks; the optimal choice for color-coded file folder labels



- Archival quality for long label life and retention
- Rapid-dry technology for crisp bar codes and text
- Available in several models, with fast print times

**RICOH**

**30 DAY  
TRIAL  
ONLINE!**

**Download a  
30-day trial at  
[FileLabel.com!](http://FileLabel.com)**

8936 J Street  
Omaha, NE 68127  
(402) 896-9400

**TOLL-FREE** (800) 913-9015

**FAX** (402) 896-9308

**WEB SITE** [www.formsguys.com](http://www.formsguys.com)

**PERFORMANCE  
Group Inc.**

**Download a talking software demo!**