

File Focus, LLC

FILE CONVERSION

*FILE/LIBRARY
RELOCATIONS*

*R.F.I.D.
IMPLEMENTATION*

*TEMPORARY FILE ROOM
STAFF*

ASSETS INVENTORY

*REORGANIZATIONAL
EFFORTS*

*HIGH DENSITY SYSTEMS
INSTALLATION*

*SYSTEMS FURNITURE
INSTALLATION*

*REDUCTION OF FILING
BACKLOG*

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File Conversion Services



**FILE
FOCUS
LLC.**

A file conversion is the modification, transformation or re-arrangement of your files from their current labeling format to a different one, in order to be more suitable for the filing system in which they are stored.

A conversion is most likely required when the filing system currently in use gets upgraded and the new system is not compatible with the existing labeling system being used.

IE: top tab files coming from filing cabinets and going into a high-density filing system, which requires a side-tab approach.