

**Enhancing the File Management
of Your Business Through
Systems Administration!!!**

File Focus, LLC

P.O. Box 26
Sykesville, MD 21784



Phone: 443-803-7461

Fax: 202-521-0601

E-mail: alex@filefocusllc.com

▶ High Density Filing Systems Installation

The installation of a high-density filing system is performed by factory trained staff members. We will install all types of filing systems, from aisle saver to bi-files, to horizontal carousels to static shelving. The installation department is responsible for not only installing new systems, but they are also capable of disassembling existing systems, packaging them, relocating to new location and reinstalling. All preventive maintenance visits are performed by the installation department as well.



FILE CONVERSION

FILE/LIBRARY RELOCATION

R.F.I.D. IMPLEMENTATION

TEMPORARY FILE ROOM STAFF

SYSTEMS FURNITURE INSTALLATION

ASSETS INVENTORY

REORGANIZATION EFFORTS

REDUCTION OF FILING BACKLOG

HIGH DENSITY SYSTEMS INSTALLATION