



 **Guildhall<sup>®</sup>**

Organise with Ease  
File with Style

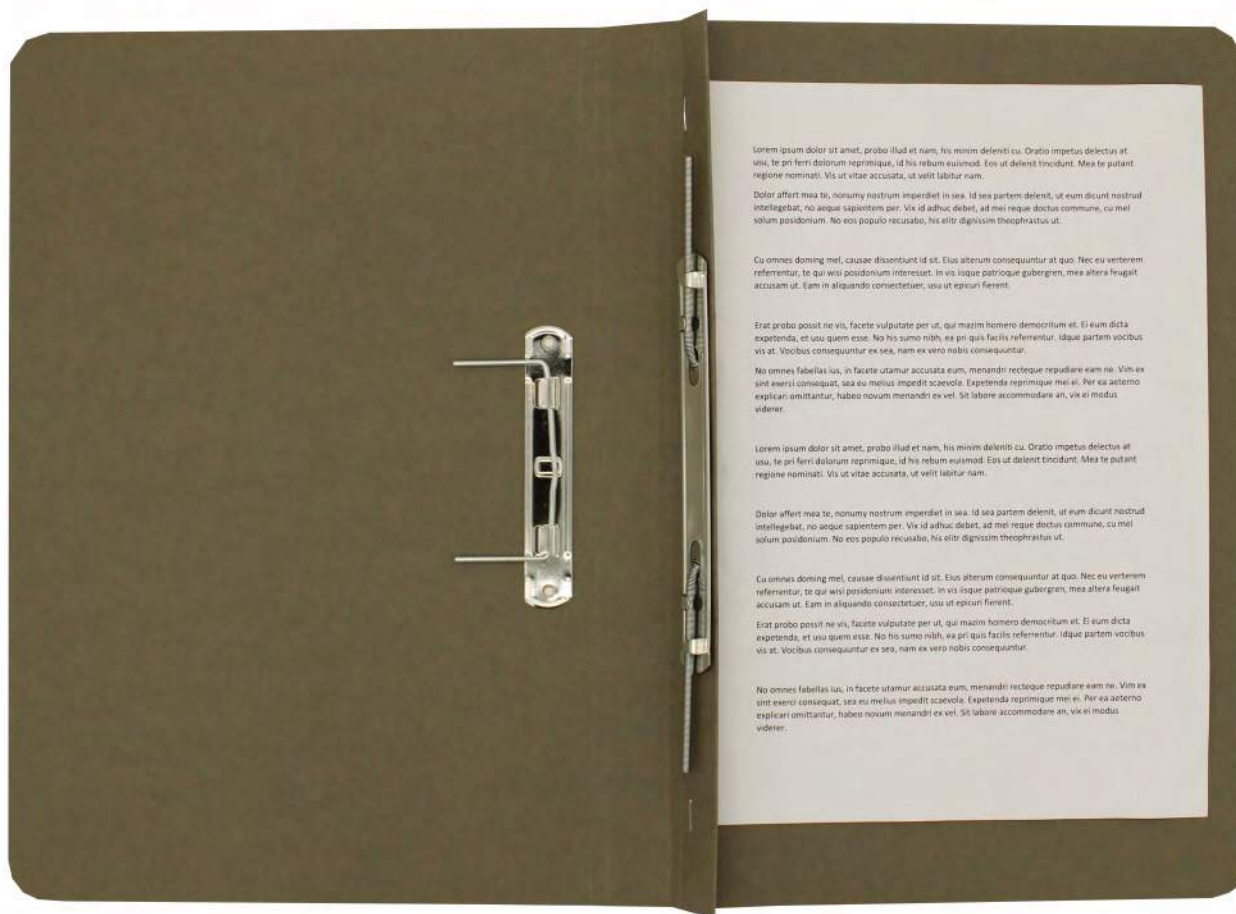


**EXACOMPTA**  
PARIS

A hand is holding a dark grey, spiral-bound file folder. The folder is being held at an angle, showing its top and side. A label is visible on the front, featuring the Guildhall logo and the text 'TRANSFER SPIRAL FILE'. Below this, the word 'Finance' is written in a cursive script. The background is a blurred office setting with wooden desks and other filing cabinets.

# Transfer Spiral File

The Transfer Spiral Files by Guildhall offer unparalleled quality and functionality for your professional filing needs. Crafted from premium heavyweight 315gsm manilla, these files ensure the strength, durability, and colour consistency required for storing and safeguarding essential documents. Featuring a metal spiral mechanism, they allow for easy insertion and removal of punched paper, enhancing efficiency in your filing tasks. Made from 100% recycled material with FSC® Mix credit, these files also boast superb archival qualities and hold DIN 6738 certification for added peace of mind. Trust Guildhall Transfer Spiral Files for secure and reliable document organisation.



## HOW TO USE A TRANSFER SPIRAL FILE

To use a transfer spiral file, open it and insert punched papers onto the metal spiral. Close the file to keep documents organised and protected. To retrieve a document, open the file and locate it. The metal spiral allows for easy access without damaging papers, making it a convenient solution for professional document organisation.

## A TRANSFER SPIRAL FILE CAN BE USE IN ENDLESS OPPORTUNITIES, HERE ARE A FEW:

- Organising legal documents in law firms.
- Storing and categorizing financial records in accounting offices.
- Managing student records in educational institutions.
- Archiving patient files in medical facilities.
- Keeping project documents organized in construction companies.
- Managing client files in real estate agencies.
- Organising HR documents in corporate offices.
- Storing research papers and articles in academic institutions.
- Managing inventory records in retail businesses.
- Organising travel itineraries and documents for travel agencies.
- Managing warranty documents and manuals for electronics retailers.
- Storing and categorizing employee training materials in HR departments.
- Organising presentation materials for marketing teams.



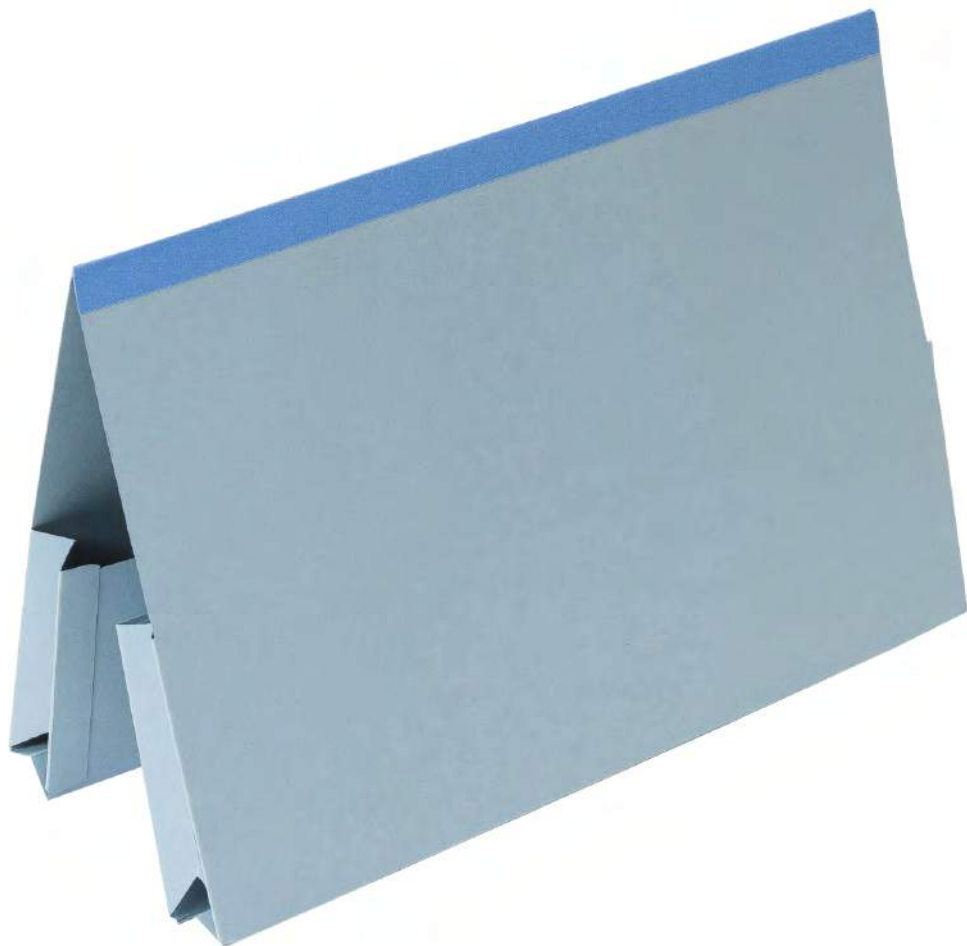
The mark of  
responsible forestry  
FSC® C002321

**DIN**  
**6738**

## Double Pocket File

Crafted from premium heavyweight 315gsm manilla, the Guildhall legal and professional double pocket file ensures durability and colour consistency for important documents. Made from 100% recycled material and FSC® certified, it offers superb archival qualities and DIN 6738 certification. With two pockets holding up to 200 sheets each, and a reinforced cloth tape spine, it accommodates up to 360 sheets, providing reliable storage and protection..





## A DOUBLE POCKET FILE CAN BE USE IN ENDLESS OPPORTUNITIES, HERE ARE A FEW:

- Organising receipts and invoices for small businesses.
- Storing and categorising photos or prints in photography studios.
- Holding and organising stationery supplies like notepads, pens, and sticky notes.
- Storing and organising fabric swatches or samples in textile businesses.
- Keeping sheet music organised for musicians or music teachers.
- Storing and categorising recipes and cooking guides in kitchens or restaurants.
- Holding and organising greeting cards or invitations in event planning businesses.
- Storing and organising coupons or vouchers for coupon enthusiasts.
- Holding and organising knitting or crochet patterns and supplies.
- Storing and organising paint samples and colour charts for interior designers.
- Holding and organising product samples for sales representatives.

## HOW TO USE A DOUBLE POCKET FILE

To use a double pocket file, open it and insert documents into the two pockets. Close the file securely. When you need to retrieve a document, open the file and access the appropriate pocket. The reinforced spine ensures durability, making it easy to organise and protect your papers.



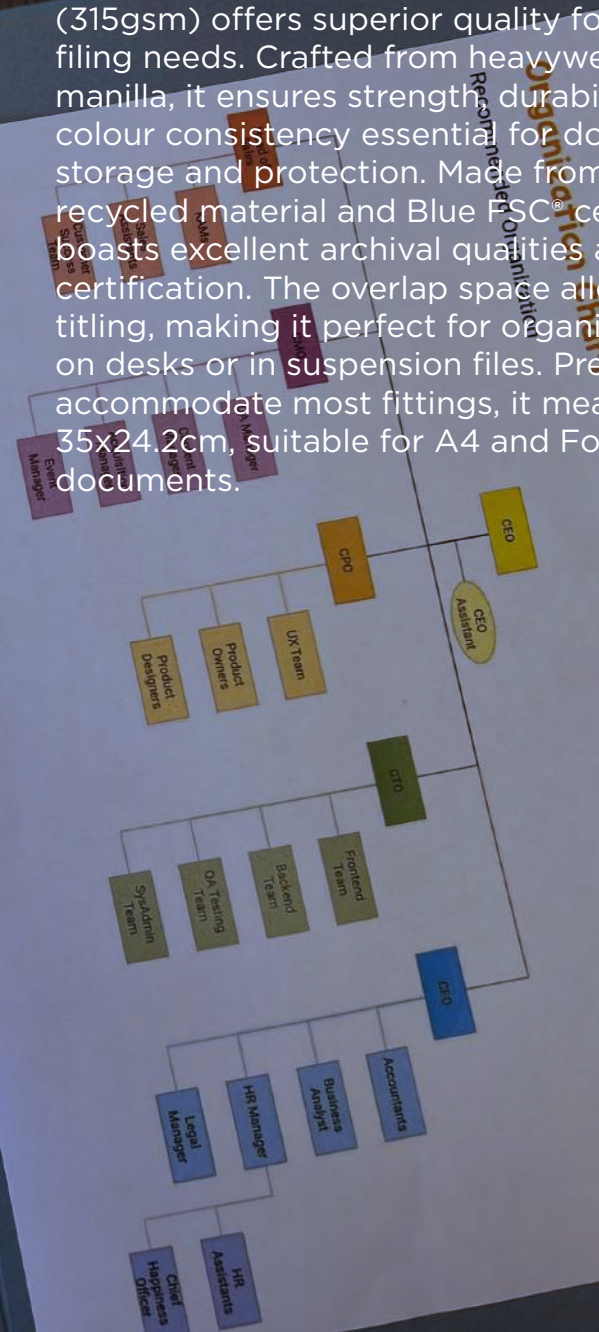
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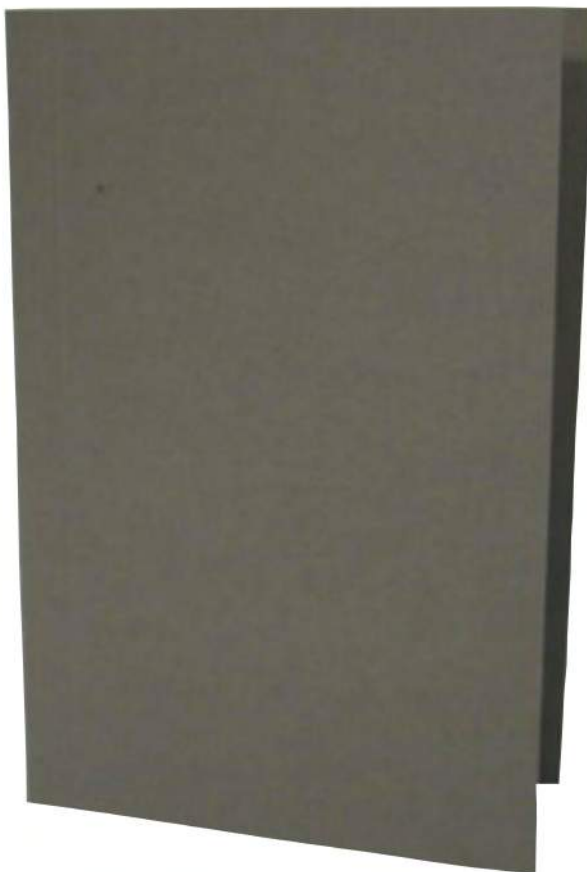
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# Square Cut File

Guildhall Square Cut Folder in Foolscap size (315gsm) offers superior quality for professional filing needs. Crafted from heavyweight 315gsm manilla, it ensures strength, durability, and colour consistency essential for document storage and protection. Made from 100% recycled material and Blue FSC® certified, it boasts excellent archival qualities and DIN 6738 certification. The overlap space allows for easy titling, making it perfect for organising projects on desks or in suspension files. Pre-cut to accommodate most fittings, it measures 35x24.2cm, suitable for A4 and Foolscap documents.





## A SQUARE CUT FILE CAN BE USE IN ENDLESS OPPORTUNITIES, HERE ARE A FEW:

- Storing and organising art prints or posters.
- Holding and organising sewing patterns and fabric swatches.
- Managing and organising receipts and warranties for household appliances.
- Storing and categorising seed packets and gardening plans.
- Organising and storing knitting or crochet patterns and yarn.
- Holding and organising sheet music and musical scores.
- Storing and categorising comic books or graphic novels.
- Managing and organising menu cards and restaurant specials.
- Holding and organising genealogy records and family history documents.
- Storing and categorising instruction manuals and user guides for electronics.

## HOW TO USE A SQUARE CUT FILE

To use a square cut file, open it and insert your documents, utilizing the overlap space for titling. Organize projects on your desk or in suspension files. Close the file securely to protect and organize documents. The file is versatile for both A4 and Foolscap documents.



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# Document Wallet

Guildhall Document Wallets provide ideal storage for all your documents and paperwork. Crafted from durable 250gsm manilla, they accommodate A4 and Foolscap documents effortlessly. Each wallet can hold approximately 200 sheets, ensuring ample space for your files. Additionally, there's a convenient small box on the front for labelling the contents, enhancing organization. Rest assured, these wallets are Blue Angel certified, reflecting their commitment to environmental sustainability.





## A DOCUMENT WALLET CAN BE USE IN ENDLESS OPPORTUNITIES, HERE ARE A FEW:

- Storing and organising recipes and cooking guides in the kitchen.
- Holding and organising travel documents such as passports, tickets, and itineraries.
- Managing and storing children's artwork and school projects.
- Organising and storing coupons and discount vouchers.
- Holding and organizing warranties and user manuals for household appliances.
- Storing and categorising greeting cards and invitations for special occasions.
- Managing and organising medical records and prescription information.
- Holding and organising hobby-related materials such as stamps, coins, or trading cards.
- Storing and organising tax documents and financial records.
- Managing and organising personal documents and paperwork such as letters and certificates.

## HOW TO USE A DOCUMENT WALLET

To use a document wallet, open it and insert your documents. Label the front box for easy identification. Close the wallet securely to protect and organise your papers.

