Accounting Firm Finds Huge Cost Savings in Their New File System

Before the accounting firm of Mazur & Vernon converted to a new space saving color-coded filing system, retrieving and refiling documents took a long time. *"We hated to file, only one person could comfortablly fit into the file area. In additon to being cramped for space, our file cabinets were full and everytime we got a new client we would have to shift files from cabinet to cabinet to make room for the new files."* explained Melanie Casper, Executive Assistant.

Mazur & Vernon's client documents were stored in legal-size folders and cabinets by file type and then alphabetically by the client's name. Accountants would retrieve files from several different cabinets to get the information they needed. *"If a file was not in the proper place, we would go office to office searching to find the file,"* explained Casper.

> *"Southwest Solutions Group took a filing system which had evolved over the last 70 years and turned it into a records management system."*
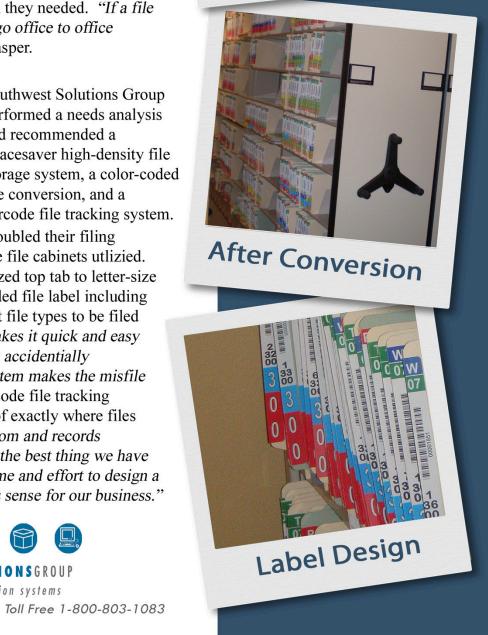>
> Melanie Casper
> Mazur & Vernon

Southwest Solutions Group performed a needs analysis and recommended a Spacesaver high-density file storage system, a color-coded file conversion, and a barcode file tracking system.

The Spacesaver high-density system doubled their filing capacity in the same floor space that the file cabinets utlizied. Files were then converted from legal-sized top tab to letter-size side tab files with a one-piece color-coded file label including identification labeling to allow different file types to be filed together. *"The color-coded labeling makes it quick and easy to find the desired folder, and if a file is accidentially misplaced, the color-coded labeling system makes the misfile obvious,"* said Casper. Finally, the barcode file tracking software allows the firm to keep track of exactly where files are at any given time. *"The new file room and records management system is without a doubt the best thing we have ever done! Thank you for taking the time and effort to design a records management system that makes sense for our business."*

Without color-coding misfiles can't be seen

After Conversion

Label Design

SOUTHWEST SOLUTIONS GROUP
business organization systems