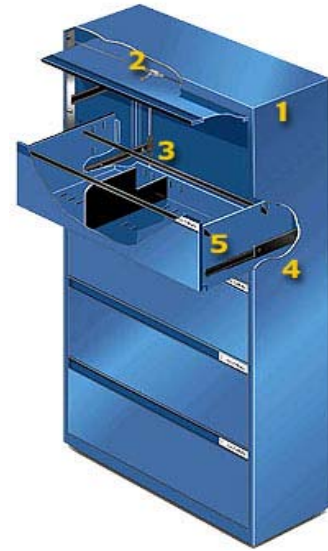


How to Buy a Lateral Filing Cabinet?

1. Look for reinforced, welded steel corners. These are the cornerstones of a sturdy file. To ensure years of trouble-free use, make sure all sides of the cabinet are welded together.
2. Make sure the cabinet has a central cam lock for document safe-keeping.
3. Leveling glides help to keep the cabinet frame square, allowing the door and lock to open easily.
4. Suspend your workload. Solid steel ball-bearing suspensions help heavy, full drawers open and close smoothly.
5. Don't lock yourself out. Use a positive action lock. For total flexibility, files should hold both letter and legal size file folders.



Letter



Legal

- All of our laterals come with a limited 20 year warranty.
- Prevent accidents. Specify cabinets that allow you to open just one drawer at a time so the cabinet won't tip over.
- So your work doesn't fall through the cracks, get a lateral with full-height drawer sides.
- Our products have both receding front and fixed front drawers on our lateral files. Receding front openings easily accommodate three ring binders in "B" openings.
- Our durable finish is environmentally friendly; overspray paint is recycled.
- Our cabinets are equipped with all metal interlock features (only one drawer can open at a time).

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