Organization Depends on You

Your filing clerk is not responsible for the way your filing system works; it's not her fault if it's *fundamentally* wrong And you certainly can't blame her if she holds you up for that "wanted-in-a-hurry" paper—to close some important point in a discussion—to get some needed information.

You're responsible for the proper organization of your office, and everything that's in it—including your filing system.

This is the case in your factory; every operation is planned for your men; shop practices are standardized; all the thinking is done in advance—to save time, delays and clogged wheels.

The only difference between factory and office routine is one of function—*for efficiency both depend upon organization.*

So your clerks are only responsible for carrying out the details of filing. And if your filing system isn't fundamentally right —in other words if it won't yield up the paper you want when you want it—is it really fair to put the blame on your filing clerk?

The "Office Specialty" Direct Name System of filing correspondence is a steel-trap, error-proof system of filing. Your filing clerk can't go wrong. Everything's worked out to act automatically—it's organization based on simple, fundamental principles.

Hundreds of business men in every kind of business have found this system the end to their "filing-and-finding-of-papers" problems. The same benefit it has brought to them is offered to you—and backed by time, labor and money saving proof.

If this "getting-papers-when-you-want-them" question is bothering you, get in touch to-day with our nearest Filing Equipment Store and let one of our service men demonstrate its particular benefits to you. Or if you want a little more information about it before doing anything write to the nearest store for descriptive folder No. 1862.

THE OFFICE SPECIALTY MFG. CO., LIMITED
Home Office   NEWMARKET   Canada

Filing Equipment Stores at:

Toronto   Montreal   Ottawa   Halifax   Hamilton   Winnipeg   Regina   Edmonton   Vancouver

OFFICE SPECIALTY
FILING SYSTEMS