



To Help You Solve Your Transfer Problem

You, like a great number of business men, undoubtedly are confronted with one of the common problems of the day: increased office and routine work with a considerably depleted staff to handle it.

And the end of the year, when your office force will be burdened with a multitude of additional details, will probably find you in the same position.

Transfer Papers to relieve congestion and prevent confusion

One of the additional tasks that *must* be looked after is the annual transfer of your old papers and records. With an entire year's accumulation of papers the files become pretty well congested and to insure smooth going and efficiency it is absolutely necessary to clean them out and make room for the 1919 inrush.

This Service saves time, effort and money

So that the conditions surrounding this yearly task may to an extent be ameliorated—so that time and effort may be saved, confusion averted and the energy of your filing staff conserved, we invite you to take

advantage of our System Service. This service consists of giving you the benefit of our 35 years' experience in solving transfer problems—of helping your filing clerk to transfer your papers in the quickest and best way, and at the least cost to you. Each "Office Specialty" Service Store (see locations below) is manned by a corps of System Representatives, any one of whom will be glad to give you of his experience at any time.

This instructive book sent free

We have prepared a little book for the benefit of the filing clerk on "How to Transfer Papers and Records." It contains down to the ground, helpful information on this subject and we'll be glad to send it free to any office manager or filing clerk. Write, telephone or call at our nearest store for a copy, *to-day*.

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

Filing Equipment Stores at:

Toronto Montreal Ottawa Halifax Hamilton Winnipeg Regina Edmonton Calgary Vancouver

OFFICE SPECIALTY
FILING SYSTEMS