

## furniture

Engineered workspace means furniture which **promotes worker productivity** and efficient use of space; furniture which provides the **flexibility** needed to accommodate modification as office requirements change. QBS offers contemporary, economical furniture lines designed for **adaptability** and easy customization, **reducing your investment** and meeting future productivity requirements.

We offer desks, workstations, panel systems, tables, modular casework, mail systems and seating. All of our furniture is meticulously engineered to deliver the **exceptional ergonomics** needed in the workplace of the 21st century. And many of our lines are manufactured to meet environmental guidelines and designed to be **easily recycled**.



## QBS office xtension

If your office is getting squeezed for space, *QBS Office Xtension* can provide storage for inactive or less critical files and supplies in our storage facility and give you room to operate again!

**Increase productivity** in your existing space  
**Reduce time spent** in search and retrieval  
**Reduce risk** of lost items  
**Improve efficiency** and reduce clutter  
**Store** paper files after conversion to digital

### Economical

*Office Xtension* monthly storage rates start as low as **30 cents per box**. Specific fees will be billed monthly and are based on the actual volume stored and service activity levels.

### Organized

We'll enter key data into the *Office Xtension* data base for accurate location in our warehouse and **quick retrieval**. We'll even provide empty boxes if necessary.

### Accessible

On demand, we'll retrieve and deliver a single file or a full box to your office. Ask about options. *QBS Office Xtension* can be an economical and convenient permanent or temporary **storage solution** for your office.



## QBS bargain bin

Because of our bulk buying power, QBS can offer you **great bargains** on all the paper filing supplies and materials you use most. And you'll be dealing with a local company - QBS is the Toledo area's leading supplier of record storage and retrieval systems.

### Professional Packages

We specialize in products for the professional office: medical, legal, accounting and finance. Whatever industry-specific paper records package you're using, we can **match it for less** - and offer other related products.

### We Beat Catalog Prices

If you're currently buying from the catalogs, check our prices out. We can give you significantly **better pricing** on every product you use. Just look up your folders and see for yourself!



Folders  
Expansion wallets  
Pockets / Dividers  
Filebacks  
Outguides  
Fasteners  
Storage boxes  
Labels  
Label making software

## services

### Installation

We install all equipment, including electronic hardware and software, and **take responsibility** for it, so there's no finger pointing among suppliers when something doesn't go right. And we'll make good on the manufacturer's **warranty**.

### Training

We provide user training on all systems at your office as a part of the **complete package**. Training for larger groups of employees is also available.

### Service

Service contracts on **all equipment and systems** are available from QBS.

### Repair and Refurbish

Have old equipment that still has life but needs repair? We can repair and **refurbish** (even repaint) all types and brands of old equipment to make your system functional and attractive again.

### Relocation and Merger

If your office is relocating, we can provide a **turn-key moving operation** for all your records and storage units. If you're merging with another organization, we can **merge different sets of records**, paper or electronic, into one completely functional system. And don't forget, we can help you design your new records management system.

### Scanning to Film or Digital

We can **scan** your paper files to digital form, microfilm or microfiche. We also offer **archival storage** of film records at *QBS Office Xtension*, as well as top lines of scanning hardware and software.

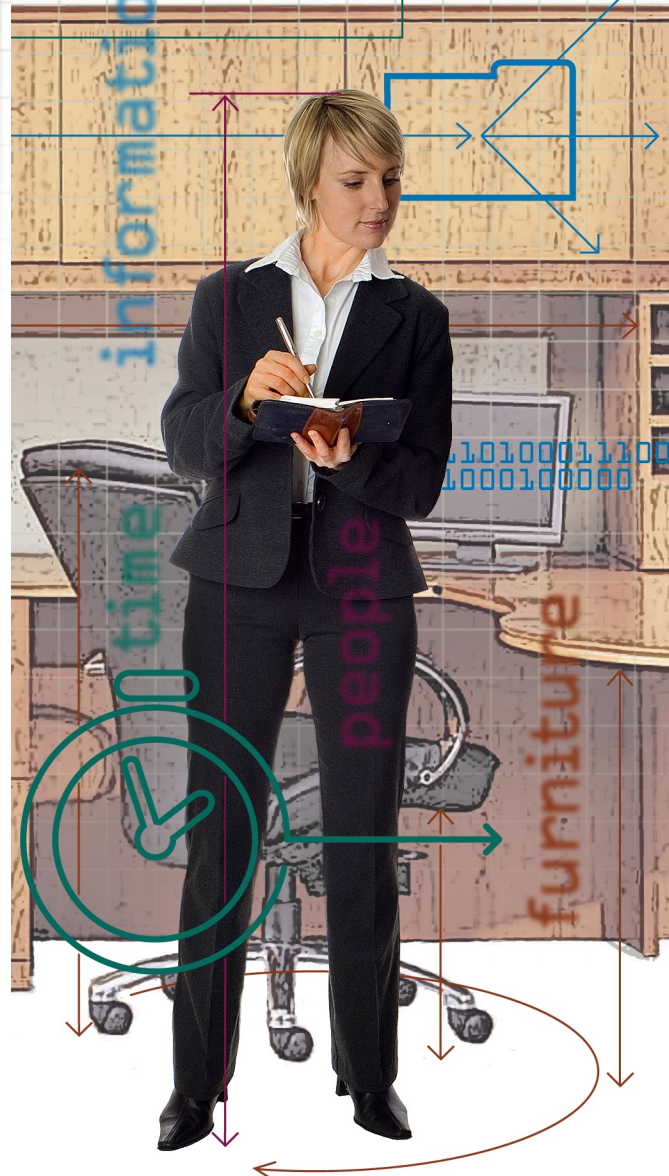
# Engineered Workspace



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welcome to  
the four-  
dimensional  
office



## engineered workspace

You may think of your office space in three dimensions. But the office of the 21st century has four! The effectiveness and efficiency of your office is dictated by the interaction of four key elements: furniture, people, information and time. When these four elements don't function well together, your office doesn't function well.

Engineering a workspace begins with a definition of the office mission and ends with a space plan that integrates furniture, people and information systems over time. Result: greater mission focus and improved productivity.

**Furniture** defines the operating area for people. Groups and individuals sit on it, work on it, store files and records in it. Good furniture and equipment ergonomics maximizes the performance of people.

**People** aren't static, they move around the negative space in a room interacting with furniture, working individually, flowing into groups for meetings and communicating with others. People are flexible and adaptable, but their productivity improves with the support of efficient furniture design and good office ergonomics.

**Information** is the core product. It is captured, communicated, processed stored and retrieved. Information defines an office and measures the accomplishment of tasks. It's the reason all other elements exist.

**Time** brings change. A well engineered work space accommodates changing conditions.

The QBS team brings the science, the technology and the office systems experience to transform your space into an engineered marvel of efficiency. We can analyze your workspace in terms of ergonomics, electronic and paper information flow, problem analysis, decision processes, active and archival data storage requirements, cubic space needs and future growth prospects. We'll integrate the four dimensions of your office into an engineered workspace which addresses your entire range of office efficiency problems.

## information storage systems

The most important function in any office is information capture, processing, distribution, storage and retrieval. Understanding, analyzing, designing and improving information storage and retrieval systems is a **core strength of QBS**. We can help you solve problems in your current system or engineer a totally new comprehensive records management system. And by analyzing your information storage and retrieval needs, we can also build in continuity and create an orderly growth plan for the future. As a single source supplier, QBS can provide the **complete range of storage systems** you'll need to implement your plans, from a simple in-basket to high-density movable shelving and high-productivity carousel systems.

QBS is the area's **leading provider** of paper and electronic storage and retrieval solutions, serving Ohio and Michigan for more than 15 years.



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