

YOUR RECORDS MANAGEMENT COMPANY



**ADVANCED**  
OFFICE SYSTEMS

## ABOUT ADVANCED OFFICE SYSTEMS

Advanced Office Systems, Inc. provides innovative storage and retrieval systems that boost productivity and efficiency by reducing your floor space and personnel requirements. Our wide array of solutions gives you total control over all sizes and configurations of office and record-keeping environments.

Our expert consultants can help you determine what's right for your company. We measure your space, discuss your procedures and systems, and evaluate problem areas or concerns. Then we recommend the best solutions to improve your productivity, and increase accountability for your vital records. We show you how to optimize your information management and attain maximum efficiency for your floor space.



## **WHAT IS THE VALUE OF YOUR INFORMATION?**

The Information Age has placed extraordinary demands on the workplace. The increasing volume and integrity of data has led to some highly imaginative solutions. There are many choices in the marketplace, but what will work best for you? Accessibility is key, cost effectiveness is essential, and having an attractive yet durable solution to grow with your business is ideal.

In simple terms, Advanced Office Systems, Inc. is dedicated to helping you master time and space in your workplace. We have revolutionized today's office with contemporary solutions that enhance your everyday business processes.

## **WE CAN HELP WITH:**

- Secure, high density automated filing systems
- Contemporary movable shelving
- Durable, attractive fixed shelving
- High performance library shelving
- The latest designs in file folder systems
- Maximum-efficiency rotary filing systems
- Durable insulated filing systems

All systems solutions are backed by our peerless customer service. Our factory-trained staff is committed to providing professional results. We guarantee the success and satisfaction of all our systems, and we are experts at design, delivery, and installation.

When you choose Advanced Office Systems, Inc., you choose a partner, a problem solver and a specialist. We are here to help you manage your vital records in the best way possible: efficiently, effectively and affordably.

LEKTRIEVER  
SERIES 2000

KARDEX LEKTRIEVER®  
VERTICAL CAROUSELS  
AND VERTICAL LIFT  
SYSTEMS

Kardex® Systems, Inc., pioneers in automated vertical solutions, designed Lektriever® for durable, space-efficient office and industrial applications. Kardex vertical carousels and vertical lift systems are American-made products with thousands of installations worldwide.

With Lektriever, you get a modern, uncluttered appearance. The units' clean, modern design stores all types of media — even unsightly over-handled material — and enhances any decor. The integrated automated security system with its locking door provides security for sensitive media, and the Lektriever gives you the freedom to configure its interior to house any type of media. Whether used in the office, warehouse or factory, re-stocking is fast and accurate.

Kardex Lektriever units provide more usable floor space, fast retrieval, and reduced errors in information retrieval. For your employees, this means improved productivity, less fatigue and reduced turnover. The Lektriever's ease of use also provides opportunities for the physically impaired.



**KARDEX KOMPAKT®  
MOVABLE SHELVING**

Moveable shelving can help you dramatically reduce storage space. Kompakt Movable Shelving from Kardex has unrivalled performance and operating life. With more than 50 years of experience, Kardex is the leader in storage and retrieval systems.

Kompakt Mobile solutions are available in three configurations:

**ELECTRIC**

Kompakt Electrical Shelving Systems move records or materials at the touch of a button. They are designed to deliver maximum high-density storage in minimal floor space.

**MECHANICAL ASSIST**

Mechanical Assist Kompakt Systems move effortlessly and are available in a variety of sizes and designs that meet your storage needs economically and efficiently.

**LATERAL**

Kompakt Movable Lateral Shelving Systems are designed to fit into shallow or "along-the-wall" spaces frequently found in law and medical offices.





## ADVANCED CONSULTING AND SERVICE DEPARTMENT

Our factory-trained staff is committed to implementing your design solution successfully. They are experts at installing equipment with minimum interruption. All equipment — such as Kardex Lektrivers and Materials Handling Systems, Kardex Kompakt Moveable Shelving Systems, Fixed Shelving or Library Shelving — are installed and serviced by factory-trained and authorized technicians. These professionals work directly with you so the equipment continues to run properly and safely even after being moved from one location to another. As an added benefit, on-going maintenance programs ensure smooth, consistent operation year after year. We guarantee our results and your satisfaction.



Advanced Office Systems provides consulting services to help you determine what's best for your company. We measure your space, discuss your present procedures and systems and evaluate problem areas or concerns. Then we determine a set of options and recommend the best solutions to improve your productivity, customer service, management methods, and maximize the efficiency of your floor space.



Our consultation services provide direction for architects and interior designers, file conversion services, filing accessories, implementation and installation, records moving, equipment moving and preventative maintenance.



ADVANCED OFFICE SYSTEMS  
10692 HADDINGTON DRIVE  
HOUSTON, TEXAS 77043  
TEL: 713 932-9527  
[WWW.ADVANCED-SYS.COM](http://WWW.ADVANCED-SYS.COM)