

One national survey has estimated that more than 25% of sales and administrative expenses is spent in record keeping.

Source: Administrative Management
212 - Fifth Avenue, N.Y. - FEBRUARY 1965

The average cost of maintaining One-Four drawer files is about \$457. a year.

Source: Administrative Management
212 Fifth Avenue, N. Y. - FEBRUARY 1965

A study made a leading eastern university found 78% of the unsuccessful Companies did not have adequate cost performance records and 73% had an overall poor Accounting and Control System -

Source: THE OFFICE, June 1965