HOLLIS PRODUCTS COMPANY

STANDARD / COMMERCIAL

General Products
Catalog 1982



Steel office accessories for the working office.

Built to Last.
Designed to Work.

Hollis Standard
Hollis Commercial

OFFICE ORGANIZATION PRODUCTS

Built to Last. Designed to Work.

A good office product earns its place every working day. It holds the papers that must be answered, keeps the current file in view and helps the next person find what is needed.

Since Walter Hollis founded our company in 1962, we have made metal office organization products with these ordinary responsibilities in mind. We remain a family-owned manufacturer in the Toledo, Ohio, area, serving offices through independent dealers and distributors.

This catalog brings together Hollis Standard desk accessories and Hollis Commercial document-handling equipment. From a single letter tray to a departmental mail station, the purpose is the same: give the work a place, and build that place to last.



Formed steel. Useful proportions. A finish at home in the working office.

A place for the work.

IN THIS CATALOG

The working office	4–5
Letter trays and racks	6–7
Records and correspondence	8–9
Files and sorters	10–11
Desk accessories	12–13
Reception and public service	14–15
Wall files and routing	16–17
The departmental mailroom	18–19
Mail sorters and centers	20–23
Mobile office equipment	24–25
Planning and reference	26–29
Steel and workmanship	30–31
Complete model directory	32–35
Finishes, care and ordering	36–38

Hollis Standard

Coordinated trays, files and small accessories for correspondence, reference and the individual desk.

Hollis Commercial

Wall files, mail systems, mobile equipment and specialized stations for shared work and departmental service.

Your office-products dealer can help select models, coordinate quantities and arrange an installation appropriate to the work.

HOLLIS PRODUCTS COMPANY

TOLEDO, OHIO



Clear the working surface.

Separate incoming and outgoing correspondence while keeping current papers within reach.



MODEL 210

Stackable Letter Tray

Front-loading steel trays separate the daily flow of papers. Matching trays nest securely in a vertical arrangement.

10 x 13 x 2.75 in. / W x D x H

Putty or Gray. Steel construction.

Order codes: 210-PT / 210-GY

Keep active folders in view.

Seven sections give everyday files a clear place on the desk.



MODEL 325

Seven-Section File Sorter

Upright steel dividers keep working folders separated and their edges visible. Select a file without disturbing the papers beside it.

14 x 8 x 6 in. / W x D x H

Putty or Gray. Steel construction.

Order codes: 325-PT / 325-GY

Letter trays

Solid steel trays for the daily flow of correspondence. Choose the format that fits your papers and your available work surface.



210

Stackable Letter Tray

Front-loading storage for letter-size papers. Nesting feet allow matching trays to stack.

10 x 13 x 2.75 in.

W x D x H



215

Stackable Legal Tray

The longer format for legal-size papers, with the familiar Standard stacking profile.



220

Side-Loading Letter Tray

A wide opening along the 13-inch side provides convenient access to letter-size papers.

Model	Width	Depth	Height	Paper size
210	10	13	2.75	Letter
215	10	16	2.75	Legal
220	13	10	2.75	Letter

Dimensions in inches, W x D x H. Finishes: PT - Putty; GY - Gray.
Order by model and finish; for example, 210-PT.

Build upward.

Two- and three-tier racks separate letter-size papers in one freestanding unit. Choose the number of levels to suit the work.



MODEL 230

Two-Tier Letter Rack

Two fixed letter-size trays with open fronts for incoming and outgoing papers.

Formed steel trays with steel side frames.

10.5 x 13 x 7 in.
W x D x H

230-PT / 230-GY



MODEL 235

Three-Tier Letter Rack

Three fixed letter-size trays for separating active paperwork.

Formed steel trays with steel side frames.

10.5 x 13 x 10.5 in.
W x D x H

235-PT / 235-GY

Trays or a fixed rack?

Individual trays let you arrange separate stacks for different desks. A rack provides a defined set of levels in one unit. Compare the overall height with the space available.

Putty (PT) or Gray (GY). Dimensions: width x depth x height.

Keep the day's files working.

A file in use needs a place between the cabinet and the person doing the work. Separate current jobs, hold papers upright and keep the next item easy to select.



An adjustable sorter gives active folders a place beside the working ledger.

Current work, kept visible.

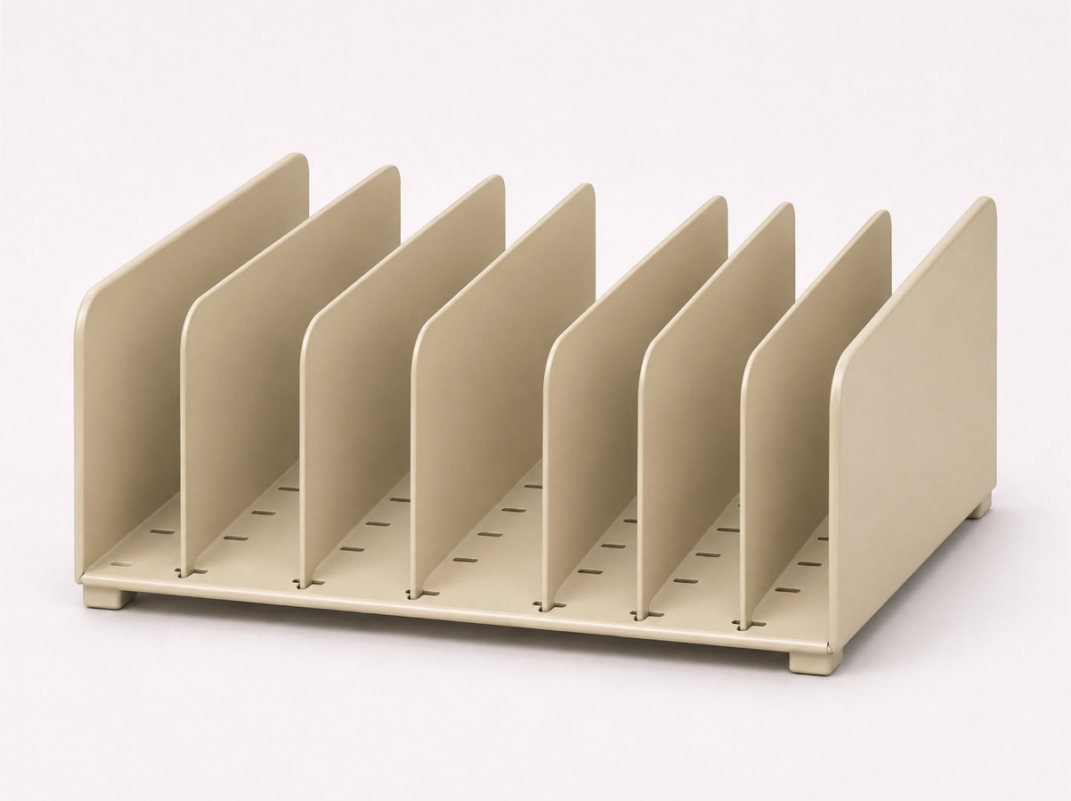
Choose fixed sections when the same types of papers return each day. Use adjustable divisions where the mix of folders and documents changes from one task to the next.

From desk to file.

Upright files and shelf sorters can divide the day's papers before they return to storage. A few well-chosen accessories make the path from receipt to filing clear.

An arrangement that can change.

Model 330 provides removable dividers for changing file groups. Select the spacing to suit the current papers.



MODEL 330

Adjustable Desktop File Sorter



MODEL 335

Six-Shelf Forms Sorter



MODEL 340

Magazine and Document File

Model 330: six removable dividers allow up to seven sections. Full model information: pages 10–11.

Keep active files in order.

Fixed sections provide a regular arrangement. Adjustable dividers make room for a changing mix of working folders.



MODEL 310

Three-Section File Sorter

Three upright sections for folders, envelopes and frequently used documents.

7 x 8 x 6 in.

310-PT / 310-GY



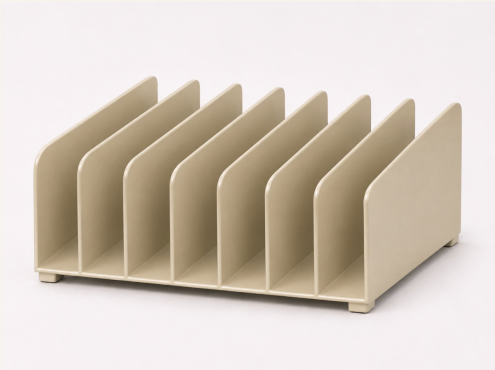
MODEL 320

Five-Section File Sorter

Five upright sections keep active folders and envelopes within reach.

10.5 x 8 x 6 in.

320-PT / 320-GY



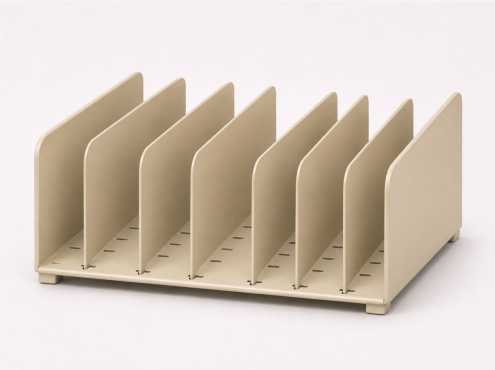
MODEL 325

Seven-Section Desktop File Sorter

Seven upright sections keep working folders visible and separated.

14 x 8 x 6 in.

325-PT / 325-GY



MODEL 330

Adjustable Desktop File Sorter

Six movable dividers create up to seven sections for files of different thicknesses.

15 x 9 x 7 in.

330-PT / 330-GY

Putty (PT) or Gray (GY). Dimensions: width x depth x height.

A place beyond the folder.

Shelf openings, upright document storage and a portable file box serve different parts of the paper-handling routine.



MODEL 335

Six-Shelf Forms Sorter

Six horizontal letter-size compartments separate forms and working papers.

Formed steel case with fixed steel shelves.

10 x 13 x 12 in.
W x D x H

335-PT / 335-GY



MODEL 340

Magazine and Document File

Single upright file for letter-size documents, magazines and thin binders; front label holder.

4 x 10 x 12 in.

340-PT / 340-GY



MODEL 345

Letter File Box

Open-top desktop box for upright letter-size folders and working files.

13 x 6 x 10 in.

345-PT / 345-GY

Putty (PT) or Gray (GY). Dimensions: width x depth x height.

The small things, arranged.

Give pencils, pads and frequently used supplies a defined place close to the work.



MODEL 240

Six-Compartment Desk Organizer

Six equal open compartments in two rows of three for small office supplies.

12 x 7 x 4 in.

240-PT / 240-GY



MODEL 250

Small Accessory Tray

Shallow solid-steel tray keeps pens, clips and everyday desk supplies together.

9 x 4 x 1.25 in.

250-PT / 250-GY



MODEL 260

Square Pencil Cup

Open square cup for pencils, pens and small desk tools.

3.25 x 3.25 x 4.25 in.

260-PT / 260-GY



MODEL 270

Memo Pad Holder

Holds a standard 3 by 5 inch memo pad with a front finger opening.

5.5 x 4 x 1.5 in.

270-PT / 270-GY

Putty (PT) or Gray (GY). Dimensions: width x depth x height.

Order at every level.

Organize the drawer, support reference books and keep the desk calendar in view.



MODEL 280

Drawer Organizer

Five compartments separate writing tools, clips and small supplies in a desk drawer.

Formed steel tray with fixed steel dividers.

14 x 9 x 1.75 in.
W x D x H

280-PT / 280-GY



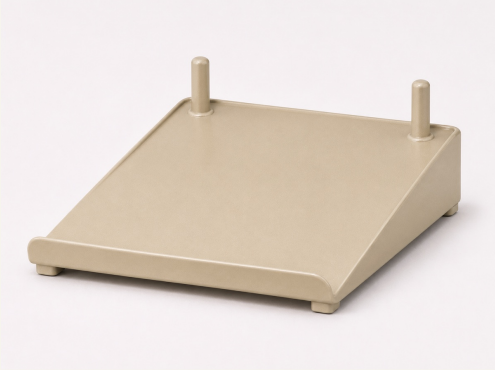
MODEL 350

Steel Bookends

Matched pair for reference books, directories and binders; dimensions are per bookend.

6 x 5 x 8 in. each

350-PT / 350-GY



MODEL 355

Desk Calendar Stand

Sloped desktop stand supports refill calendar sheets and a small writing pad.

9 x 7 x 2.5 in.

355-PT / 355-GY

Putty (PT) or Gray (GY). Dimensions: width x depth x height.

Put service within reach.

At a counter, the next form should be easy to find. Wall files and routing racks keep frequently used papers together while leaving the working surface available.



Model 410 keeps three groups of forms visible beside a service counter.

A place for each step.

Separate blank forms, completed requests and papers awaiting action. Choose a pocket arrangement that follows the way the staff works.

Keep the counter clear.

Move reference papers to a nearby wall where space allows. Plan the location with the people using it and confirm the mounting requirements before installation.

Forms, ready for service.

Start with the number of paper groups, then choose a pocket arrangement and a location within convenient reach.



MODEL 410

Three-Pocket Wall File



MODEL 415

Five-Pocket Wall File



MODEL 425

Five-Position Routing Rack



MODEL 490

12-Pocket Forms Rack

Choose vertical pockets for a narrow wall, adjacent positions for routing, or a larger rack for grouped forms. See pages 16–17.

Take papers off the counter.

Stepped wall pockets keep groups of forms and correspondence visible in a compact vertical arrangement.



MODEL 410

Three-Pocket Wall File

Three overlapping letter-size pockets for routing folders outside offices or work areas.

Formed steel pockets on a steel back panel.

13 x 4 x 12 in.
W x D x H

410-PT / 410-GY



MODEL 415

Five-Pocket Wall File

Five overlapping letter-size pockets for shared documents and departmental routing.

Formed steel pockets on a steel back panel.

13 x 4 x 18 in.
W x D x H

415-PT / 415-GY

Plan the mounting position.

Confirm the wall construction, suitable fixings and access with the installer. Consider the papers extending above each pocket as well as the overall rack size.

Putty (PT) or Gray (GY). Dimensions: width x depth x height.

Arrange the route.

Choose a single pocket, adjacent routing positions or a larger forms rack to suit the sequence of the work.



MODEL 420

Single-Pocket Wall File

Single letter-size wall pocket for routing documents outside offices and work areas.

Formed steel pocket with steel back panel.

13 x 3 x 7 in.
W x D x H

420-PT / 420-GY



MODEL 425

Five-Position Routing Rack

Five upright front-loading positions separate departmental routing folders.

26 x 4 x 12 in.

425-PT / 425-GY



MODEL 490

12-Pocket Forms Rack

Two columns of six overlapping pockets for letter-size forms, envelopes and routing slips.

22 x 4 x 28 in.

490-PT / 490-GY

Putty (PT) or Gray (GY). Dimensions: width x depth x height.

Give every destination a place.

Correspondence arrives together. It leaves for many different desks. A well-arranged sorting point makes those destinations visible and keeps the working route straightforward.



The 24-compartment Model 440 separates departmental correspondence on the sorting counter.

Count the destinations.

Begin with the departments and people served. Consider space for papers awaiting collection as well as the mail being sorted.

Plan the working area.

Allow room to open bags, lay down bundles and reach the selected compartments. Keep the route between the sorting counter and collection point clear.

One system. Several arrangements.

Match the number of destinations to the available counter or wall. Similar compartment counts can serve different installations.



MODEL 440

24-Compartment Desktop Mail Sorter



MODEL 430

12-Compartment Desktop Mail Sorter



MODEL 460

12-Compartment Wall Mail Center

Desktop and wall models are separate products. Compare overall dimensions and mounting requirements on pages 20–23.

Start with the destinations.

Six and twelve compartments provide defined sorting positions for smaller groups and departmental stations.



MODEL 430

12-Compartment Desktop Mail Sorter

Three columns by four rows; nominal clear openings 9.25 W × 12 D × 3.75 H inches; label channels.

Formed steel cabinet with steel shelves and dividers.

30 x 13 x 18 in.

W x D x H

430-PT / 430-GY



MODEL 450

Six-Compartment Mail Sorter

Two columns by three rows for a smaller reception or departmental counter.

Formed steel cabinet with steel shelves and dividers.

20 x 13 x 14 in.

W x D x H

450-PT / 450-GY

Desktop installation.

Use a stable surface with room for the full depth of the sorter and for the papers handled in front of it. Confirm the fit before ordering.

Putty (PT) or Gray (GY). Dimensions: width x depth x height.

More places for the daily mail.

Choose eighteen or twenty-four compartments where a larger group shares one sorting point.



MODEL 440

24-Compartment Desktop Mail Sorter

Four columns by six rows; nominal clear openings 9.25 W × 12 D × 3.75 H inches; label channels.

Formed steel cabinet with steel shelves and dividers.

40 x 13 x 26 in.

W x D x H

440-PT / 440-GY



MODEL 455

18-Compartment Desktop Mail Sorter

Three columns by six rows; nominal clear openings 9.25 W by 12 D by 3.75 H inches.

Formed steel cabinet with steel shelves and dividers.

30 x 13 x 26 in.

W x D x H

455-PT / 455-GY

Space for the work.

Compare the compartment arrangement and overall width with the available counter. Include space for bags, bundles and collection.

Putty (PT) or Gray (GY). Dimensions: width x depth x height.

Use the wall for sorting.

Twelve- and eighteen-compartment centers bring defined destinations to a planned wall installation.



MODEL 460

12-Compartment Wall Mail Center

Three columns by four rows; nominal clear openings 9.25 W × 12 D × 3.75 H inches; wall installation.

Formed steel cabinet with steel shelves, dividers and mounting rails.

30 x 13 x 18 in.

W x D x H

460-PT / 460-GY



MODEL 470

18-Compartment Wall Mail Center

Three columns by six rows; shared cabinet module with rear wall-mounting provisions.

Formed steel cabinet with steel shelves, dividers and mounting rails.

30 x 13 x 26 in.

W x D x H

470-PT / 470-GY

Installation is part of selection.

These models are intended for wall mounting. Have the wall, fixings and installation method assessed for the complete unit and its intended contents.

Putty (PT) or Gray (GY). Dimensions: width x depth x height.

Plan the complete station.

Model 480 combines twenty-four sorting compartments in a departmental center. Compare the arrangement with the desktop and wall models before selecting.



MODEL 480

24-Compartment Departmental Mail Center

Four columns by six rows; nominal clear openings 9.25 W × 12 D × 3.75 H inches; wall installation.

Formed steel cabinet with steel shelves, dividers and mounting rails.

40 x 13 x 26 in.

W x D x H

480-PT / 480-GY

MAIL SORTER SELECTION

Model	Compartments	Arrangement	Overall W x D x H	Page
430	12 / 3 x 4	Desktop	30 x 13 x 18	20
440	24 / 4 x 6	Desktop	40 x 13 x 26	21
450	6 / 2 x 3	Desktop	20 x 13 x 14	20
455	18 / 3 x 6	Desktop	30 x 13 x 26	21
460	12 / 3 x 4	Wall mounted	30 x 13 x 18	22
470	18 / 3 x 6	Wall mounted	30 x 13 x 26	22
480	24 / 4 x 6	Departmental	40 x 13 x 26	23

Compartment arrangements are columns x rows. Overall dimensions are inches, width x depth x height. Confirm the working surface or wall installation with your dealer.

Move supplies with the work.

Shared equipment and supplies need a practical route through the office. Select the cart arrangement for the contents and the space it will travel.



Model 510 shown in a support area. Three shelves separate supplies for the next task.



MODEL 500

Two-Tier File Cart

Two open tiers hold letter-size hanging folders for moving active files between work areas.

25 x 15 x 28 in.

500-PT / 500-GY

Support the work that moves.

Utility shelves and an equipment stand provide different working surfaces for office support areas.



MODEL 510

Three-Shelf Office Utility Cart

Three shelves with retaining lips; four 3-inch swivel casters, including two with brakes.

Formed steel shelves with tubular-steel uprights.

30 x 18 x 34 in.
W x D x H

510-PT / 510-GY



MODEL 520

Office Equipment Stand

Compact equipment stand with two steel shelves and an open space for paper storage.

Formed steel shelves with tubular-steel uprights.

24 x 20 x 27 in.
W x D x H

520-PT / 520-GY

Check the route and equipment.

Compare the shelf size with the equipment footprint and required access. Review clearances, floor conditions and the intended route before selecting a mobile unit.

Putty (PT) or Gray (GY). Dimensions: width x depth x height.

Keep the whole plan in view.

Large drawings need a place beyond the drafting board. The Mobile Plan Reference Center brings working sheets and a supporting surface together beside the job.



Model 630 holds working drawings beside a drafting table, ready for consultation.

Reference beside the work.

Consult a plan without covering the current drawing. Position the reference center where sheets can be read and handled without obstructing the drafting area.

Room for the sheet.

Consider the open paper size, the shelf position and the approach to the station. Allow for people moving between the table, storage and the reference center.

A working station for large sheets.

The Mobile Plan Reference Center combines drawing clamps, a hinged reference shelf and a mobile steel frame.



MODEL 630

Mobile Plan Reference Center

Clamped reference sheets.

Six clamps arrange drawing sets along the top rail. Select and return sheets without laying them over the drafting board.

A separate supporting surface.

The hinged shelf provides a place to consult drawings. Consider the paper size and working clearance when positioning the center.

Six drawing clamps. Fold-out reference shelf. Four casters. Model 630: 36 x 24 x 42 in. / W x D x H. See page 29.

Putty or Gray. Order codes: 630-PT / 630-GY

Make room for a different task.

A rotary reference arrangement and a roll-top correspondence station offer two distinct ways to bring working papers together.



MODEL 360

Rotary Reference Organizer

Six upright pocket panels rotate around a central column to keep frequently used reference sheets close at hand.

Formed steel pockets on a steel rotary pedestal.

10 x 10 x 14 in.
W x D x H

360-PT / 360-GY



MODEL 610

Roll-Top Correspondence Station

A sliding metal tambour cover closes over three letter-size compartments at the end of the day.

Formed steel case with a slatted metal tambour cover.

16 x 14 x 12 in.
W x D x H

610-PT / 610-GY

Choose for the work.

The reference organizer presents material around a central axis. The roll-top station groups letter-size correspondence under a sliding metal tambour.

Putty (PT) or Gray (GY). Dimensions: width x depth x height.

Open the working arrangement.

Hinged routing wings and a mobile plan station provide room for papers that need a different approach.



MODEL 620

Pivot-Wing Routing Station

Two pivoting wings each carry three routing pockets, bringing six work groups into a compact desktop station.

Formed steel pockets and hinged wings on a steel pedestal.

24 x 14 x 20 in.
W x D x H

620-PT / 620-GY



MODEL 630

Mobile Plan Reference Center

A wheeled drawing reference rack combines top clamp rails with a fold-down steel review shelf.

Tubular steel frame with steel clamp rails and a hinged steel shelf.

36 x 24 x 42 in.
W x D x H

630-PT / 630-GY

Allow for movement.

Consider the space occupied by the routing wings when open, and the room needed to approach and move the plan center. Overall dimensions are listed below; confirm working clearances with your dealer.

Putty (PT) or Gray (GY). Dimensions: width x depth x height.

Care belongs in the details.

The edge a hand touches. The foot that meets the desk. The fit of one tray above another. These are small details, encountered many times over a working day.



Inspection of the formed edge and finished surface of a Hollis letter tray.

Steel, shaped for its purpose.

Our products begin with the requirements of the job: a useful opening, a clear division, a stable place for papers. The form follows those requirements.

Attention before delivery.

Formed parts, joints and finished surfaces deserve care before an accessory reaches the office. We take the everyday handling of these products seriously.

Made for everyday handling.

A finished accessory should be straightforward to use. Materials, formed edges and the fit between parts are part of that responsibility.



An inspection view of the tray rim, finished surface and formed corners.



A familiar shape, considered.

The open front gives access to letter-size papers. Rolled edges finish the places a hand is likely to meet, while nesting feet locate matching trays above one another.

Model 210. Putty shown.
Letter tray selection: pages 6–7.

Model reference.

Overall dimensions are width x depth x height in inches. PT = Putty. GY = Gray. The page column refers to the principal product description.

Model	Product / order codes	W x D x H	Page
210	**Stackable Letter Tray** 210-PT / 210-GY	10 x 13 x 2.75	6
215	**Stackable Legal Tray** 215-PT / 215-GY	10 x 16 x 2.75	6
220	**Side-Loading Letter Tray** 220-PT / 220-GY	13 x 10 x 2.75	6
230	**Two-Tier Letter Rack** 230-PT / 230-GY	10.5 x 13 x 7	7
235	**Three-Tier Letter Rack** 235-PT / 235-GY	10.5 x 13 x 10.5	7
240	**Six-Compartment Desk Organizer** 240-PT / 240-GY	12 x 7 x 4	12
250	**Small Accessory Tray** 250-PT / 250-GY	9 x 4 x 1.25	12
260	**Square Pencil Cup** 260-PT / 260-GY	3.25 x 3.25 x 4.25	12
270	**Memo Pad Holder** 270-PT / 270-GY	5.5 x 4 x 1.5	12
280	**Drawer Organizer** 280-PT / 280-GY	14 x 9 x 1.75	13

Order through your office-products dealer. Specify model, finish and quantity.

Model reference.

Overall dimensions are width x depth x height in inches. PT = Putty. GY = Gray. The page column refers to the principal product description.

Model	Product / order codes	W x D x H	Page
310	**Three-Section File Sorter** 310-PT / 310-GY	7 x 8 x 6	10
320	**Five-Section File Sorter** 320-PT / 320-GY	10.5 x 8 x 6	10
325	**Seven-Section Desktop File Sorter** 325-PT / 325-GY	14 x 8 x 6	10
330	**Adjustable Desktop File Sorter** 330-PT / 330-GY	15 x 9 x 7	10
335	**Six-Shelf Forms Sorter** 335-PT / 335-GY	10 x 13 x 12	11
340	**Magazine and Document File** 340-PT / 340-GY	4 x 10 x 12	11
345	**Letter File Box** 345-PT / 345-GY	13 x 6 x 10	11
350	**Steel Bookends** 350-PT / 350-GY	6 x 5 x 8 each	13
355	**Desk Calendar Stand** 355-PT / 355-GY	9 x 7 x 2.5	13
360	**Rotary Reference Organizer** 360-PT / 360-GY	10 x 10 x 14	28

Order through your office-products dealer. Specify model, finish and quantity.

Model reference.

Overall dimensions are width x depth x height in inches. PT = Putty. GY = Gray. The page column refers to the principal product description.

Model	Product / order codes	W x D x H	Page
410	**Three-Pocket Wall File** 410-PT / 410-GY	13 x 4 x 12	16
415	**Five-Pocket Wall File** 415-PT / 415-GY	13 x 4 x 18	16
420	**Single-Pocket Wall File** 420-PT / 420-GY	13 x 3 x 7	17
425	**Five-Position Routing Rack** 425-PT / 425-GY	26 x 4 x 12	17
430	**12-Compartment Desktop Mail Sorter** 430-PT / 430-GY	30 x 13 x 18	20
440	**24-Compartment Desktop Mail Sorter** 440-PT / 440-GY	40 x 13 x 26	21
450	**Six-Compartment Mail Sorter** 450-PT / 450-GY	20 x 13 x 14	20
455	**18-Compartment Desktop Mail Sorter** 455-PT / 455-GY	30 x 13 x 26	21
460	**12-Compartment Wall Mail Center** 460-PT / 460-GY	30 x 13 x 18	22

Order through your office-products dealer. Specify model, finish and quantity.

Model reference.

Overall dimensions are width x depth x height in inches. PT = Putty. GY = Gray. The page column refers to the principal product description.

Model	Product / order codes	W x D x H	Page
470	**18-Compartment Wall Mail Center** 470-PT / 470-GY	30 x 13 x 26	22
480	**24-Compartment Departmental Mail Center** 480-PT / 480-GY	40 x 13 x 26	23
490	**12-Pocket Forms Rack** 490-PT / 490-GY	22 x 4 x 28	17
500	**Two-Tier File Cart** 500-PT / 500-GY	25 x 15 x 28	24
510	**Three-Shelf Office Utility Cart** 510-PT / 510-GY	30 x 18 x 34	25
520	**Office Equipment Stand** 520-PT / 520-GY	24 x 20 x 27	25
610	**Roll-Top Correspondence Station** 610-PT / 610-GY	16 x 14 x 12	28
620	**Pivot-Wing Routing Station** 620-PT / 620-GY	24 x 14 x 20	29
630	**Mobile Plan Reference Center** 630-PT / 630-GY	36 x 24 x 42	29

Order through your office-products dealer. Specify model, finish and quantity.

Two finishes. One coordinated office.

Putty and Gray give Hollis Standard and Commercial products a common finish vocabulary. Choose one finish throughout an area, or select the tone that works best with the existing furnishings.

Putty PT

A warm neutral for wood, laminate and the lighter tones of an office interior.

Gray GY

A quieter cool neutral that works with metal furnishings and departmental equipment.

Printed colors and photographs are approximate. Ask your dealer to confirm the finish when coordinating an order.



Specify the finish.

Specify the finish with the model number. PT identifies Putty; GY identifies Gray. The complete directory on pages 32–35 lists both order codes for every model in this edition.

Select carefully. Use thoughtfully.

A useful installation starts with a clear account of the work, the papers and the space.

1. Describe the work.

List the papers and supplies to be held, the people using them and the steps between receipt, action and filing.

2. Measure the space.

Check the width, depth and height available. Include paper extending above pockets, opening parts and the room needed for access.

3. Choose the arrangement.

Compare trays, fixed sections, adjustable divisions and mail compartments. Keep desktop and wall-mounted models distinct.

4. Complete the order.

Record the model, finish code and quantity. Have your dealer confirm the selection, current pricing and installation needs.

Care of finished steel.

Remove loose dust with a soft cloth. For routine cleaning, use a soft damp cloth and dry the surface afterward. Avoid abrasive pads and harsh cleaners that may mark the finish. Attend to spills promptly, and keep moving parts free of paper scraps.

MODEL + FINISH + QUANTITY

Keep these three items together on the order. Use the model directory on pages 32–35 to check the complete code.

Your dealer knows the working office.

Hollis products are sold through independent office-products dealers and distributors. Your dealer can help turn a room requirement into a practical model selection.

Use this catalog to identify the arrangement, overall size and finish you need. Discuss quantities, delivery, equipment fit and installation before placing the order.

Example: Model 210 in Putty is ordered as 210-PT. In Gray, the code is 210-GY. Always include a quantity.

ORDERING NOTES

Quantity	Model	Finish code	Application / location

YOUR HOLLIS DEALER

HOLLIS PRODUCTS COMPANY

Hollis Products Company
Toledo, Ohio



Built to Last.
Designed to Work.

From the first tray on a desk to the sorting point for an entire department, Hollis products are made for the working day.

HOLLIS PRODUCTS COMPANY

General Products
Catalog 1982

Hollis Standard
Hollis Commercial

Hollis Products Company
Toledo, Ohio

YOUR HOLLIS DEALER