HOLLIS PRODUCTS COMPANY

GENERAL PRODUCTS CATALOG

Built to Last. Designed to Work.



Office organization and document-handling products

Hollis Standard - 20 models
Hollis Commercial - 18 models
Hollis Metro Collection - 12 models

Available through authorized office-supply dealers and commercial distributors.

Sales: (216) 376-3008, extension 201
contact@hollisproducts.com

MODEL 210

Stackable Letter Tray



Letter-size papers; front loading; nesting feet allow trays to stack.

Dimensions: 10 x 13 x 2.75 in. (W x D x H)

Finishes: Putty, Gray, Black

Order codes: 210-PT, 210-GY, 210-BK

MODEL 215

Stackable Legal Tray



Legal-size papers; front loading; same stacking profile as model 210.

Dimensions: 10 x 16 x 2.75 in. (W x D x H)

Finishes: Putty, Gray, Black

Order codes: 215-PT, 215-GY, 215-BK

MODEL 220

Side-Loading Letter Tray



Letter-size papers; wide opening along the 13-inch side.

Dimensions: 13 x 10 x 2.75 in. (W x D x H)

Finishes: Putty, Gray, Black

Order codes: 220-PT, 220-GY, 220-BK

MODEL 230

Two-Tier Letter Rack



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

Dimensions: 10.5 x 13 x 7 in. (W x D x H)

Finishes: Putty, Gray, Black

Order codes: 230-PT, 230-GY, 230-BK

MODEL 235

Three-Tier Letter Rack



Three fixed letter-size trays for separating active paperwork.

Dimensions: 10.5 x 13 x 10.5 in. (W x D x H)

Finishes: Putty, Gray, Black

Order codes: 235-PT, 235-GY, 235-BK

MODEL 240

Six-Compartment Desk Organizer



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

Dimensions: 12 x 7 x 4 in. (W x D x H)

Finishes: Putty, Gray, Black

Order codes: 240-PT, 240-GY, 240-BK

MODEL 250

Small Accessory Tray



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

Dimensions: 9 x 4 x 1.25 in. (W x D x H)

Finishes: Putty, Gray, Black

Order codes: 250-PT, 250-GY, 250-BK

MODEL 260

Square Pencil Cup



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

Dimensions: 3.25 x 3.25 x 4.25 in. (W x D x H)

Finishes: Putty, Gray, Black

Order codes: 260-PT, 260-GY, 260-BK

MODEL 270

Memo Pad Holder



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

Dimensions: 5.5 x 4 x 1.5 in. (W x D x H)

Finishes: Putty, Gray, Black

Order codes: 270-PT, 270-GY, 270-BK

MODEL 280

Drawer Organizer



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

Dimensions: 14 x 9 x 1.75 in. (W x D x H)

Finishes: Putty, Gray, Black

Order codes: 280-PT, 280-GY, 280-BK

MODEL 310

Three-Section File Sorter



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

Dimensions: 7 x 8 x 6 in. (W x D x H)

Finishes: Putty, Gray, Black

Order codes: 310-PT, 310-GY, 310-BK

MODEL 320

Five-Section File Sorter



Five upright sections keep active folders and envelopes within reach.

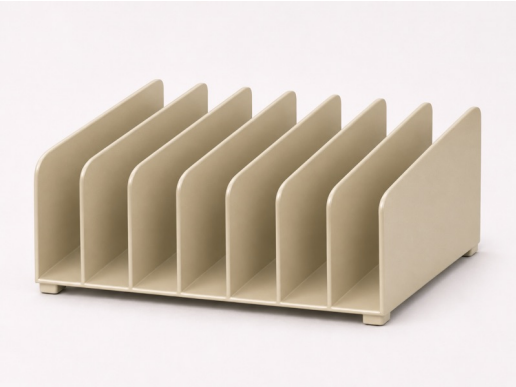
Dimensions: 10.5 x 8 x 6 in. (W x D x H)

Finishes: Putty, Gray, Black

Order codes: 320-PT, 320-GY, 320-BK

MODEL 325

Seven-Section Desktop File Sorter



Seven upright sections keep working folders visible and separated.

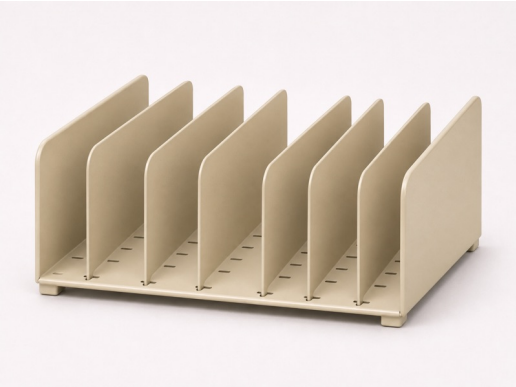
Dimensions: 14 x 8 x 6 in. (W x D x H)

Finishes: Putty, Gray, Black

Order codes: 325-PT, 325-GY, 325-BK

MODEL 330

Adjustable Desktop File Sorter



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

Dimensions: 15 x 9 x 7 in. (W x D x H)

Finishes: Putty, Gray, Black

Order codes: 330-PT, 330-GY, 330-BK

MODEL 335

Six-Shelf Forms Sorter



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

Dimensions: 10 x 13 x 12 in. (W x D x H)

Finishes: Putty, Gray, Black

Order codes: 335-PT, 335-GY, 335-BK

MODEL 340

Magazine and Document File



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

Dimensions: 4 x 10 x 12 in. (W x D x H)

Finishes: Putty, Gray, Black

Order codes: 340-PT, 340-GY, 340-BK

MODEL 345

Letter File Box



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

Dimensions: 13 x 6 x 10 in. (W x D x H)

Finishes: Putty, Gray, Black

Order codes: 345-PT, 345-GY, 345-BK

MODEL 350

Steel Bookends



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

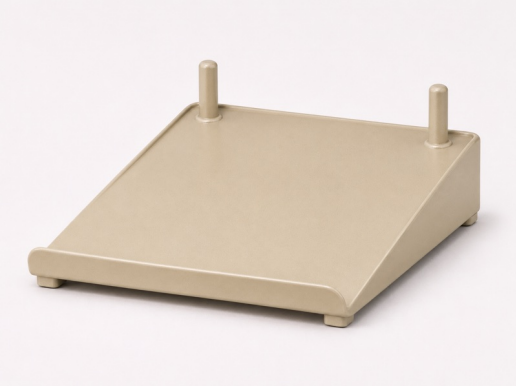
Dimensions: 6 x 5 x 8 in. (W x D x H) per bookend

Finishes: Putty, Gray, Black

Order codes: 350-PT, 350-GY, 350-BK

MODEL 355

Desk Calendar Stand



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

Dimensions: 9 x 7 x 2.5 in. (W x D x H)

Finishes: Putty, Gray, Black

Order codes: 355-PT, 355-GY, 355-BK

MODEL 360

Rotary Reference Organizer



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

Dimensions: 10 x 10 x 14 in. (W x D x H)

Finishes: Putty, Gray, Black

Order codes: 360-PT, 360-GY, 360-BK

MODEL 410

Three-Pocket Wall File



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

Dimensions: 13 x 4 x 12 in. (W x D x H)

Finishes: Putty, Gray

Order codes: 410-PT, 410-GY

MODEL 415

Five-Pocket Wall File



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

Dimensions: 13 x 4 x 18 in. (W x D x H)

Finishes: Putty, Gray

Order codes: 415-PT, 415-GY

MODEL 420

Single-Pocket Wall File



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

Dimensions: 13 x 3 x 7 in. (W x D x H)

Finishes: Putty, Gray

Order codes: 420-PT, 420-GY

MODEL 425

Five-Position Routing Rack



Five upright front-loading positions separate departmental routing folders.

Dimensions: 26 x 4 x 12 in. (W x D x H)

Finishes: Putty, Gray

Order codes: 425-PT, 425-GY

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.

Dimensions: 30 x 13 x 18 in. (W x D x H)

Finishes: Putty, Gray

Order codes: 430-PT, 430-GY

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.

Dimensions: 40 x 13 x 26 in. (W x D x H)

Finishes: Putty, Gray

Order codes: 440-PT, 440-GY

MODEL 450

Six-Compartment Mail Sorter



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

Dimensions: 20 x 13 x 14 in. (W x D x H)

Finishes: Putty, Gray

Order codes: 450-PT, 450-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.

Dimensions: 30 x 13 x 26 in. (W x D x H)

Finishes: Putty, Gray

Order codes: 455-PT, 455-GY

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.

Dimensions: 30 x 13 x 18 in. (W x D x H)

Finishes: Putty, Gray

Order codes: 460-PT, 460-GY

MODEL 470

18-Compartment Wall Mail Center



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

Dimensions: 30 x 13 x 26 in. (W x D x H)

Finishes: Putty, Gray

Order codes: 470-PT, 470-GY

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.

Dimensions: 40 x 13 x 26 in. (W x D x H)

Finishes: Putty, Gray

Order codes: 480-PT, 480-GY

MODEL 490

12-Pocket Forms Rack



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

Dimensions: 22 x 4 x 28 in. (W x D x H)

Finishes: Putty, Gray

Order codes: 490-PT, 490-GY

MODEL 500

Two-Tier File Cart



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

Dimensions: 25 x 15 x 28 in. (W x D x H)

Finishes: Putty, Gray

Order codes: 500-PT, 500-GY

MODEL 510

Three-Shelf Office Utility Cart



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

Dimensions: 30 x 18 x 34 in. (W x D x H)

Finishes: Putty, Gray

Order codes: 510-PT, 510-GY

MODEL 520

Two-Shelf Printer Stand



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

Dimensions: 24 x 20 x 27 in. (W x D x H)

Finishes: Putty, Gray

Order codes: 520-PT, 520-GY

MODEL 610

Roll-Top Correspondence Station



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

Dimensions: 16 x 14 x 12 in. (W x D x H)

Finishes: Putty, Gray

Order codes: 610-PT, 610-GY

MODEL 620

Pivot-Wing Routing Station



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

Dimensions: 24 x 14 x 20 in. (W x D x H)

Finishes: Putty, Gray

Order codes: 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.

Dimensions: 36 x 24 x 42 in. (W x D x H)

Finishes: Putty, Gray

Order codes: 630-PT, 630-GY

MODEL M-110

Metro Desktop Organizer



Two upright accessory compartments and a shallow front well for small desk items.

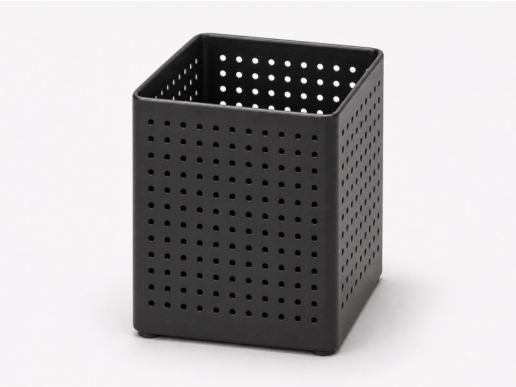
Dimensions: 8.5 x 5.5 x 4.5 in. (W x D x H)

Finishes: Black, Silver

Order codes: M-110-BK, M-110-SI

MODEL M-120

Metro Pencil Cup



Square pencil and pen holder with rounded corners and protective base pads.

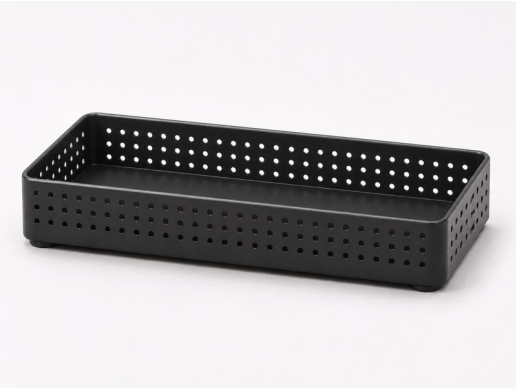
Dimensions: 3.5 x 3.5 x 4.25 in. (W x D x H)

Finishes: Black, Silver

Order codes: M-120-BK, M-120-SI

MODEL M-130

Metro Accessory Tray



Shallow tray for pens, clips and other small accessories.

Dimensions: 9 x 3.5 x 1.25 in. (W x D x H)

Finishes: Black, Silver

Order codes: M-130-BK, M-130-SI

MODEL M-140

Metro Memo Holder



Perforated-steel holder for a 3 by 5 inch memo pad with a front finger opening.

Dimensions: 5.5 x 4 x 1.5 in. (W x D x H)

Finishes: Black, Silver

Order codes: M-140-BK, M-140-SI

MODEL M-150

Metro Business Card Holder



Compact sloped holder presents standard business cards at reception desks and workstations.

Dimensions: 4 x 2.5 x 2 in. (W x D x H)

Finishes: Black, Silver

Order codes: M-150-BK, M-150-SI

MODEL M-210

Metro Letter Tray



Front-loading letter-size tray; matching feet allow trays to stack.

Dimensions: 10 x 13 x 2.75 in. (W x D x H)

Finishes: Black, Silver

Order codes: M-210-BK, M-210-SI

MODEL M-220

Metro Two-Tier Letter Rack



Two fixed letter-size trays with open fronts and matching mesh surfaces.

Dimensions: 10.5 x 13 x 7 in. (W x D x H)

Finishes: Black, Silver

Order codes: M-220-BK, M-220-SI

MODEL M-230

Metro Legal Tray



Front-loading legal-size mesh tray with the same stacking profile as the Metro Letter Tray.

Dimensions: 10 x 16 x 2.75 in. (W x D x H)

Finishes: Black, Silver

Order codes: M-230-BK, M-230-SI

MODEL M-240

Metro Magazine and Document File



Single upright file with an open front and sloping sides for magazines and letter-size documents.

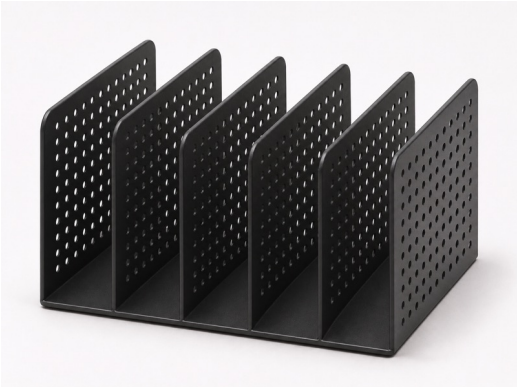
Dimensions: 4 x 10 x 12 in. (W x D x H)

Finishes: Black, Silver

Order codes: M-240-BK, M-240-SI

MODEL M-310

Metro Five-Section File Sorter



Five upright sections for working folders, envelopes and documents.

Dimensions: 11 x 8 x 6 in. (W x D x H)

Finishes: Black, Silver

Order codes: M-310-BK, M-310-SI

MODEL M-320

Metro Three-Pocket Wall File



Three overlapping perforated-steel pockets keep shared documents off the desktop.

Dimensions: 13 x 4 x 12 in. (W x D x H)

Finishes: Black, Silver

Order codes: M-320-BK, M-320-SI

MODEL M-410

Metro Workstation Bridge



Raised equipment platform with an undershelf paper bay and a removable side accessory cup.

Dimensions: 24 x 10 x 9 in. (W x D x H)

Finishes: Black, Silver

Order codes: M-410-BK, M-410-SI

Selecting and ordering Hollis products

Choose the model, then specify the complete model and finish code when ordering through your authorized dealer. Finish variants are not separate models.

PT - Putty
GY - Gray
BK - Black
SI - Silver

Example: 210-PT identifies the Standard Stackable Letter Tray in Putty. Metro model numbers retain the M prefix; M-410-BK identifies the Metro Workstation Bridge in Black.

Overall dimensions are width x depth x height in inches. See the website or contact Sales for installation and assembly information. Specifications and finishes are subject to change without notice. Pricing and availability are provided by your dealer.

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