## Ambera

Much Office Legislation

Is Enacted To Regulate Files

## The Amberg Plan Works With the Office Manager--Not Against Him

THE office manager shoulders responsibility for the performance of ordinary files the instant their complications, unnecessary coding and dependence on memory start to cause misfiling, delay and loss of documents.
The Amberg plan is not coercive, but cooperative. It stays simple. Basic filing principles are fitted to your established office methods. If necessary, anyone familiar with your routine can find filed records by the Amberg Plan. And-operating the Amberg Plan after hours doesn'tdemoralize files for the file clerk.

## The Law of Correspondence Basis of The Amberg Plan

Commercial names appear in correspondence according to a law. After analyzing millions of names, Amberg discovered this law and named it the Law of Correspondence. It is based on the Amberg masterlist of 205,920 names proved by observation to occur with $991 / 2 \%$ constancy in business. When applied to your correspondence together with provision for the special volume of filing created by your purchasing, agencies, branches or other special relationships, this law gives correct distribution of documents and dependable filing.

## Why Over 75,000 Firms

 Have Adopted The Amberg Plan The Amberg Plan is not a system but a method. How it is applied depends wholly on how you are organized, who you sell to, who sells to you. It can never fail to result in individualized files. It can never fail to result in individualized files.Leading concerns in all lines of business in every section of the country are having their files individualized by the Amberg Plan. They are tired of the expense, delay and aggravations of files which fail. to find. And which-waste the time of executives and others with unnecessary coding and other complications.

## How You Can Test the Value of The Amberg Plan to You

Make Amberg prove to you that the Amberg Plan can solve your particular filing problems. It will be worth your while to know in just what respect the Amberg Plan will help you. You will gain some valuable ideas about filing no matter what you decide.

Though Amberg manufactures the highest quality of Wood and Steel Filing Cabinets and every filing accessory, Amberg only sells filing materials as a means of solving filing problems. As many Amberg Plans are installed in other makes of cabinets as in Amberg cabinets.


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