1. What do you understand by vertical filing? Outline the merits and demerits of vertical filing.

Ans: Vertical filing indicates the vertical position of the files. The files are kept in a standing position under this method. Vertical filing method is developed to overcome the difficulties of horizontal filing. In large scale organization, more papers are filed and there is a need of referring many papers. Hence, there is a possibility of time consuming in locating the papers. Time is valuable. The desired file should be referred without much difficulty but in lesser time. Usually, drawers or cabinets are used so that any folder may be withdrawn or replaced without disturbing the other folder.

Merits of Vertical Filing
The vertical method of filing offers the following advantages.
1. The files can be easily referred without much difficulty.
2. There is no disturbing of other papers or letters than desired.
3. Insertion or withdrawal of any papers or letters is done without much wastage of time and effort.
4. The cost of folders is very cheap. Hence, the cost of maintenance is very less.
5. Nearly 1,000 folders can be accommodated in a single cabinet with four drawers.
6. Minimum space is required for keeping vertical filing.
7. There is much scope for the expansion of filing facility.
8. The drawers are locked after referring the desired files. Hence, the safety and security of file are ensured.
9. Fire proof cabinets are used to protect the files.
10. Vertical filing has much flexibility. The folders can be arranged in any kind of classification—alphabetically, numerically, subject wise and so on.
11. This system can be applied to file all types of papers and documents, orders, invoices, quotations, tenders, circulars etc. are to be filed without much difficulty.

Demerits of Vertical Filing
Vertical filing suffers from the following limitations.
1. The location of desired files requires much time.
2. The files may be wear and tear resulting from the slip down of folders.

2. What is a ‘Franking machine’? Briefly explain its working and advantages.

Ans: A franking machine is a simple and cost effective way for businesses to handle their own post. A franking machine allows businesses to accurately weigh their own mail and frank the item of postage. It’s an easy way to pay for and handle your own postage.
To frank mail means to pay for it. So a franking mark is an equivalent to a stamp. Simply frank the post (add the payment mark) in the office and then post it in a business post box. Post boxes for franked mail are situated near business zones such as in city centres and on business parks and trading estates. Users add credit to their franking machine once a month or as required and post can then have the relevant postage cost added to it in house without having to go to the post office.

Franking machines are easy to use and come in various sizes. Some are little more than the footprint size of an A4 piece of paper so will sit happily on an office desk. The entry level machines require a member of staff to feed post into them. But larger franking machines can be set up to automatically frank large runs of post such as invoices or mail shots.

There are several options for businesses that want to use a franking machine. They can be rented for an annual or monthly fee or bought outright. Sometimes businesses can trial a refurbished franking machine before committing to renting or buying. But once businesses have experienced the savings they rarely go back.

Businesses that post more than 8 second class letters a day can make decent savings by using a franking machine. Companies that send out more letters and parcels than this can make substantial savings. And it isn’t just an option for SME’s and corporates. More and more we’re seeing one man companies such as eBay entrepreneurs using franking machines.

Not only this but mail that is franked rather than stamped is generally accepted as looking more professional. Additionally most modern franking machines allow users to add their own logo or marketing message to the frank.

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