

Are your documents getting out of control ?



If you have been trading for more than a couple of years you will no doubt be aware of the astonishing amount of paperwork that it generates. Invoices, bills, client records, plans, quotes and so much more.

If you have more than a couple of filing cabinets that are full but you barely touch then we can help.

Take control over your documents



Each record or file is added to archive quality crates, each assigned a unique barcode and its every movement is tracked by our computer system.





Document Management and Storage

Secure storage



These crates are then taken to our secure 300,000 ft storage centre.

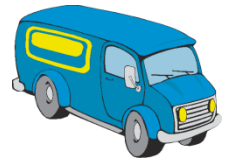


Quick, simple retrieval



You have access to an easy to use computerised index, that lets you locate any file in seconds and request a retrieval and delivery within a couple of hours.

Or for more routine events you can have planned daily, weekly or monthly deliveries and pickups.



Pick up on demand



When you are finished with the records they are picked up and added back to the archive. Along with any new files that are easily added into the system.

Peace of mind, and full control



This reduces overheads, as you are no longer using expensive office space for storage, reduces manpower and increase accuracy and security.

Talk to us now to see how document management services can benefit your organisation.