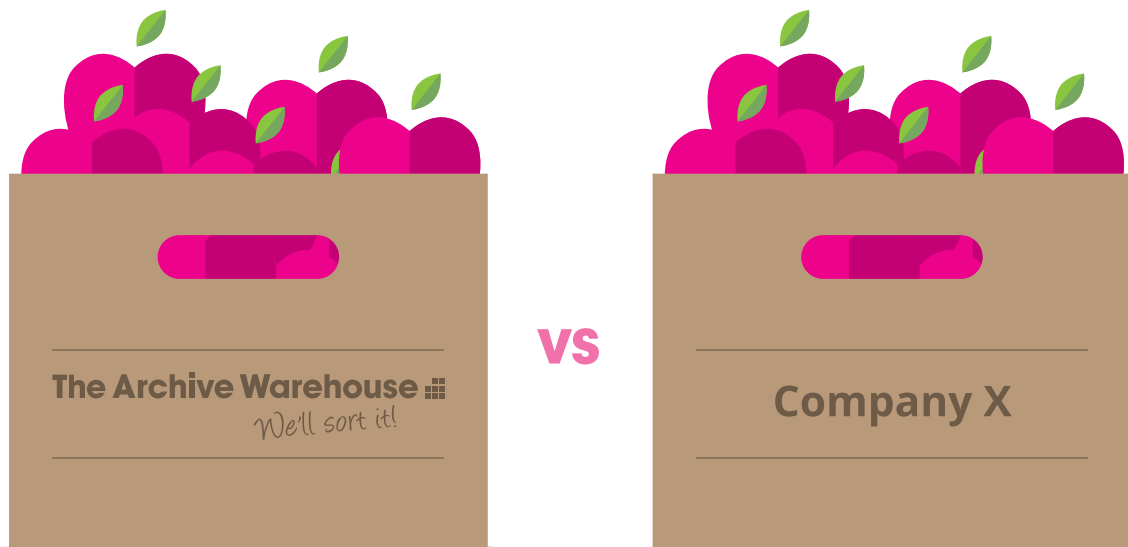


# The Archive Warehouse provides low cost, efficient and highly secure offsite document storage and scanning services.

We offer an **'apples with apples'** price guarantee. If you find the same service elsewhere for less, we won't just match the price, we will beat it!



We are confident when our prices are compared against others, you will find them to be extremely competitive. All we ask is that you compare **'apple with apples'**

## We offer the following...

- ✓ ISO 9001 Accreditation
- ✓ 8ft spiked perimeter fence
- ✓ 24 hour roaming security patrols
- ✓ 24 hour monitored CCTV
- ✓ Key fob entry system
- ✓ Red Care linked to local police and fire services
- ✓ 1 Hour BSI accredited fireproof vault

- ✓ Branded Vans
- ✓ Vehicle tracking
- ✓ Uniformed drivers
- ✓ DBS checked staff
- ✓ State of the art software
- ✓ Handheld barcode scanners
- ✓ Online web portal

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# At the Archive Warehouse we are happy to speak to any size or type of business about their archive storage and retrieval needs.

## No-one is too small.

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### Active Document Storage and Deep Storage

If you have active documents or records which you need to access at short notice but want to store at a secure off site facility then The Archive Warehouse can help.

Utilising the industry leading O'Neil software to manage our secure facility, requests for documents or records can be made online, via phone or email and delivered either physically or electronically within hours adhering to our service levels. The Archive Warehouse will work closely with you continually monitoring your live documents and records ensuring they are shredded and recycled in a timely manner and if they become in-active that they are moved into cheaper deep storage.

Quite often it is compliance or legislation which forces the retention of documents and records for long periods of time.

Regardless of the type of document or record The Archive Warehouse have the facility to store your boxes in the correct conditions for the required period of time.

Deep storage is offered at a lower cost to active storage and retention policies are strictly managed with you ensuring you don't pay to store your documents and records any longer than is necessary. Again a partnership approach can save costs.



### Back Scanning and Scan on Demand

The Archive Warehouse has a scanning bureau situated within its secure facility. This bureau delivers the scan on demand retrieval requests to our clients but also has the capability to perform back scanning projects.

Records management policies are becoming more integrated in their approach and include Scanning to introduce efficiencies and reduce exposure.

More and more organisations choose to scan active documents and records for everyday access and then store the original paper copy in deep storage providing a cost effective and efficient approach to their archiving needs.



### Consultancy

The Archive Warehouse has a strong consulting capability delivering value to clients in both digital and physical Records Management. With many years of practical hands on experience our consultants understand the everyday challenges organisations face when looking at their Archiving needs. The Archive Warehouse would be happy to assess your individual requirements and tailor a consultancy package to suit.



### Secure Shredding and Recycling

When your documents or records reach the end of their life cycle, they will require disposing of securely. The Archive Warehouse operates an environmental policy ensuring not only are documents and records securely shredded, but the waste bi-products are disposed of in an ethical and environmentally friendly way.



### Delivery

The Archive Warehouse offers both scheduled and on demand delivery services. Our vehicles are tracked from our facility and all deliveries and pickups are controlled via handheld scanners and accompanied with a receipt.

We are proud of our professional service; we keep our vehicles clean and maintained to the highest standard and our drivers will arrive in a uniform to carry out their duties in a professional, friendly and efficient manner.



### Handling

The Archive Warehouse operates the market leading O'Neil system which is managed by experienced and skilled staff allowing them to pinpoint any document or record in our facility. We treat your documents and records as if they were our own from the moment they come into our possession to the moment they are destroyed or returned. All Archive Warehouse staff are DBS checked, pass a rigorous induction programme and receive regular training to ensure the very highest level of service is maintained.

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## For further information, contact us:

The Archive Warehouse, Arion House, Unit 35B, Fairview Industrial Park, Marsh Way, Rainham, Essex, RM13 8UH

**Tel:** 01708 871 223

**Email:** [info@thearchivewarehouse.com](mailto:info@thearchivewarehouse.com)