



# Service *introduction*



*Document Storage*

## How many filing *cabinets do you have?*

Have you ever calculated how much space is taken up in your office with non-essential paperwork? Or how much you pay each year to store this paperwork?

Take a four drawer filing cabinet as an example, the cabinet takes up 5 sq. ft of floor space. If you pay rent at £20.00 per sq. ft per annum, it will cost your company £100.00 each year to store the paperwork inside.

By utilising our document storage service, not only can you clear potential work areas of paper but also save up to £67.60 per filing cabinet per year.

### **Should we consider moving to larger premises?**

Why go to this expense when all you may have to do is move some paper!

### **What is the most cost effective solution?**

Store it securely, off site with KRC International Ltd!



## Why waste valuable *office space?*

We work directly for you and our ultimate aim is to save your company time and money.

By using our Archiving Service you have the advantages of dedicated inexpensive storage facilities, therefore liberating valuable office space for more profitable use.

Our storage facility is based in Montrose, 45 minutes south of Aberdeen and within easy access to provide an efficient collection and retrieval service.

Our location allows us to pass on the benefits of reduced overheads to our clients.



Tell us what your requirements are.  
We can be flexible to meet your needs.

## Services we *can offer....*

- Low cost off site storage space.
- Security of sensitive information.
- Accurate information relating to the records and their location.
- Ability to access and retrieve the documents.
- Scanning facilities.
- Photocopying facility.
- Disposal of time lapsed documents upon written instruction from yourselves
- Security of disposal system.



# Document Storage *Procedures*



- Filled boxes will be collected from your premises and taken to the secure document storage section within our facility.
- Should you require to view any of the cartons, we will retrieve them for you and deliver. Or supply you with an office in our facility free of charge.
- Only authorised signatories would be allowed to sign receipts or instructions and we will have specimen signatures on the service contract document.
- If required, our Consultant can view the documentation as currently packed/stored to estimate the number of archive boxes required.
- The archive boxes will then be delivered to your premises.
- Your staff would place files etc. into the supplied cartons and number each box whilst cataloguing the contents.

**For More Information Please Contact:**  
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