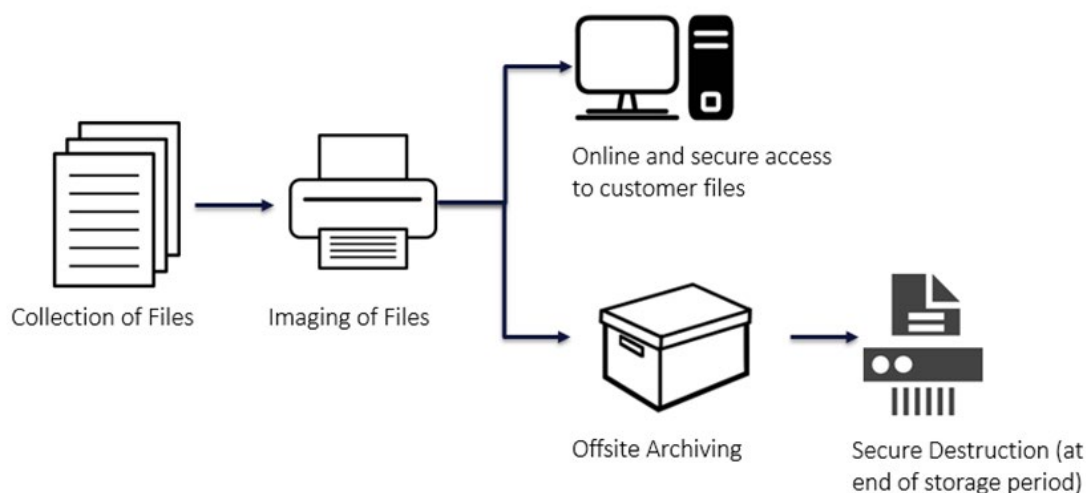


FileSaver

An archiving solution designed for managing closed files

FileSaver is a specialised pre-paid file archiving solution that helps firms improve the efficiency of document storage and retrieval activities. The solution is based on a one-off charge that includes all the costs relating to collection, transportation, cataloguing and storage of your closed files.

This ensures that it is simple for you to on charge any document storage costs to your customer.



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THE INFORMATION MANAGEMENT GROUP



How does FileSaver work?

FileSaver is a specialised solution, based on a one-off, all inclusive, prepaid pricing model. This prepaid solution includes:

Collection of closed files from you

Transportation of files to TIMG premises

Cataloguing the file contents

Scanning of files to allow digital access on our secure web portal Safe Records

Hosting of all closed files via our NZ located data centres [free]

Lodging of files into storage

Physical storage for required retention period

Retrieval of physical files whenever required

Destruction of file at the end of its retention period [upon your approval]

Is this solution right for me?

1. Do you have closed files for clients that you are legislatively required to store for a period of time?
2. Are you spending valuable administration time filing and locating files?
3. Do you need an effective and simple solution for on charging clients for document storage costs?

If you answered YES to any of these questions then our FileSaver solution is ideal for you.

Solution benefits

- A simple pricing structure allowing you to easily disburse costs to clients.
- Files are scanned and uploaded to our secure web portal to allow fast access.
- All files undergo a rigorous quality assurance process after scanning to ensure all extracted metadata is 100% accurate.
- Files are securely destroyed at the end of the retention period [upon your approval].
- An efficient retrieval system if you need to have the physical file returned to you. Alternatively, you can view the scanned image on our secure portal.
- With a scheduled collection of closed files, you will be able to free up staff and space.

Experience the future of information today, through people who understand and products that solve.

Contact us today for a complimentary demonstration or review of your current situation.

**TRANSFORM, MANAGE or DESTROY
your information with**

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