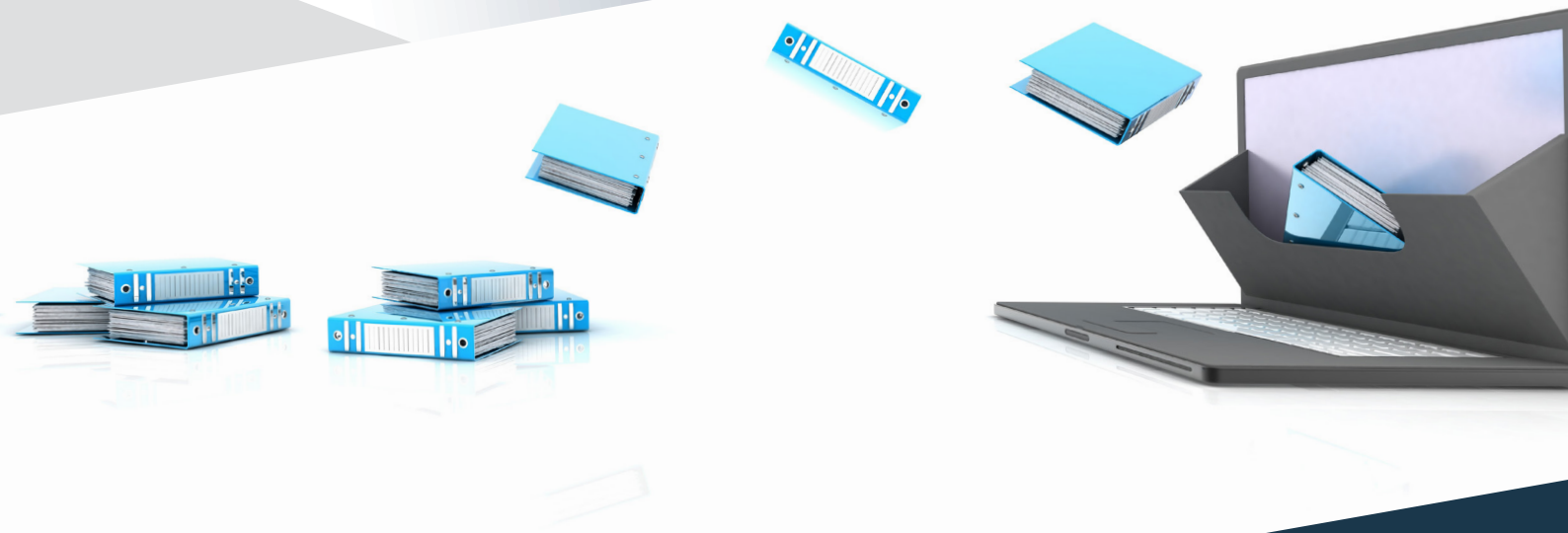




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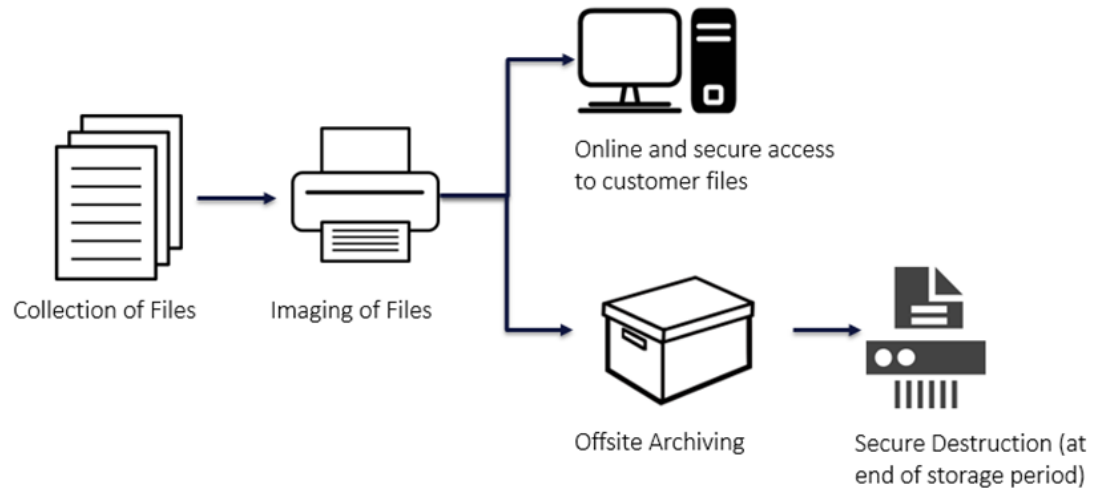


FileSaver

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, cataloging and storage of your closed files.

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



FILESAVER.

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?

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

Cataloging 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

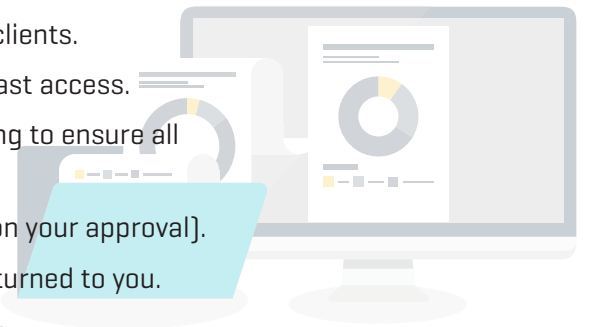
Physical storage for required retention period

Retrieval of physical files whenever required

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

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.



 timg.co.nz

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