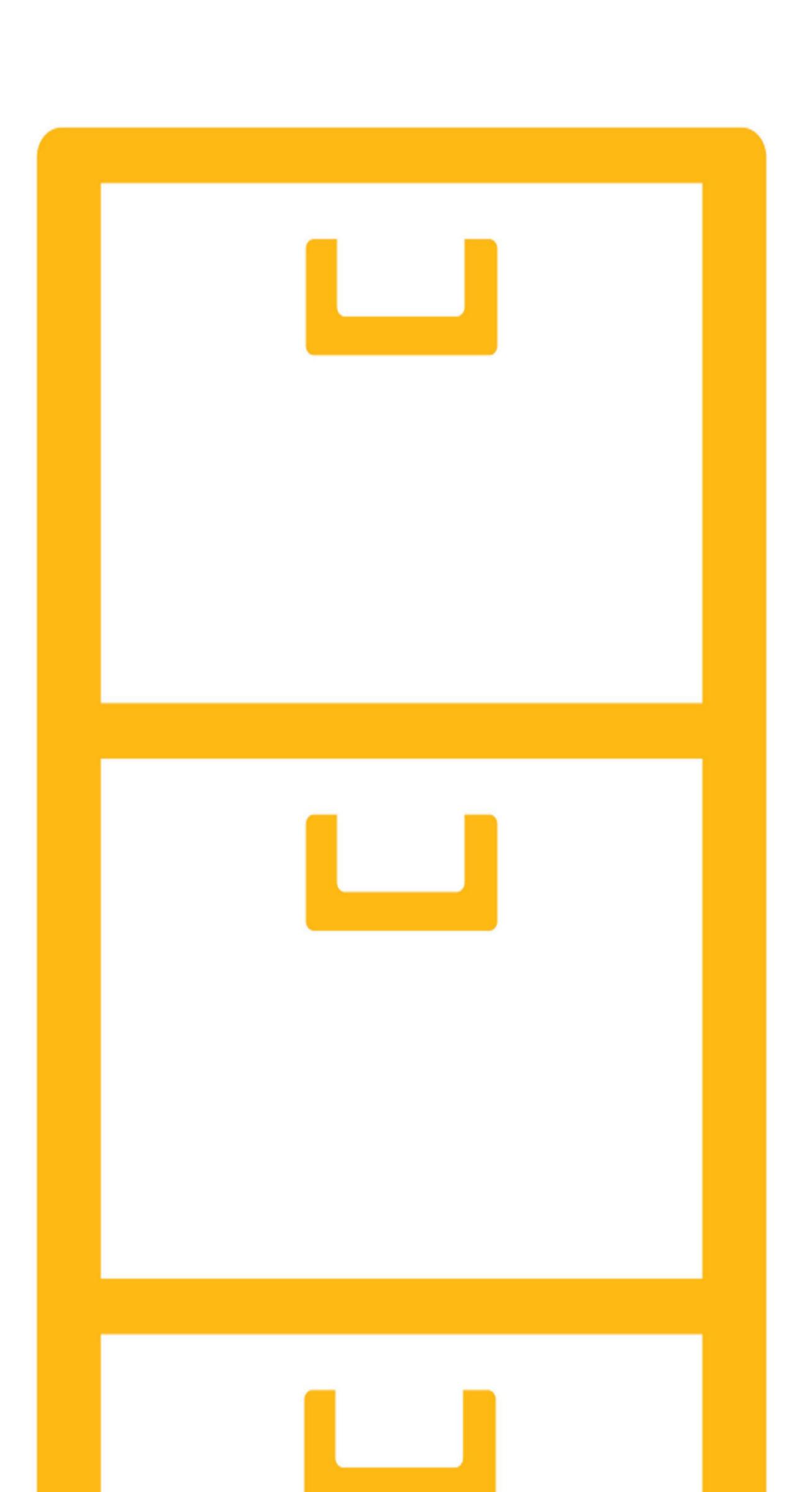
STORE, SCAN OR SHRED?

Follow our three step process to help organise your documents and cut down on your paperwork:

STORE







ACTIVE

Information that is frequently referred to

SEMI-ACTIVE

Information that is not regularly used but has to be kept for legal reasons

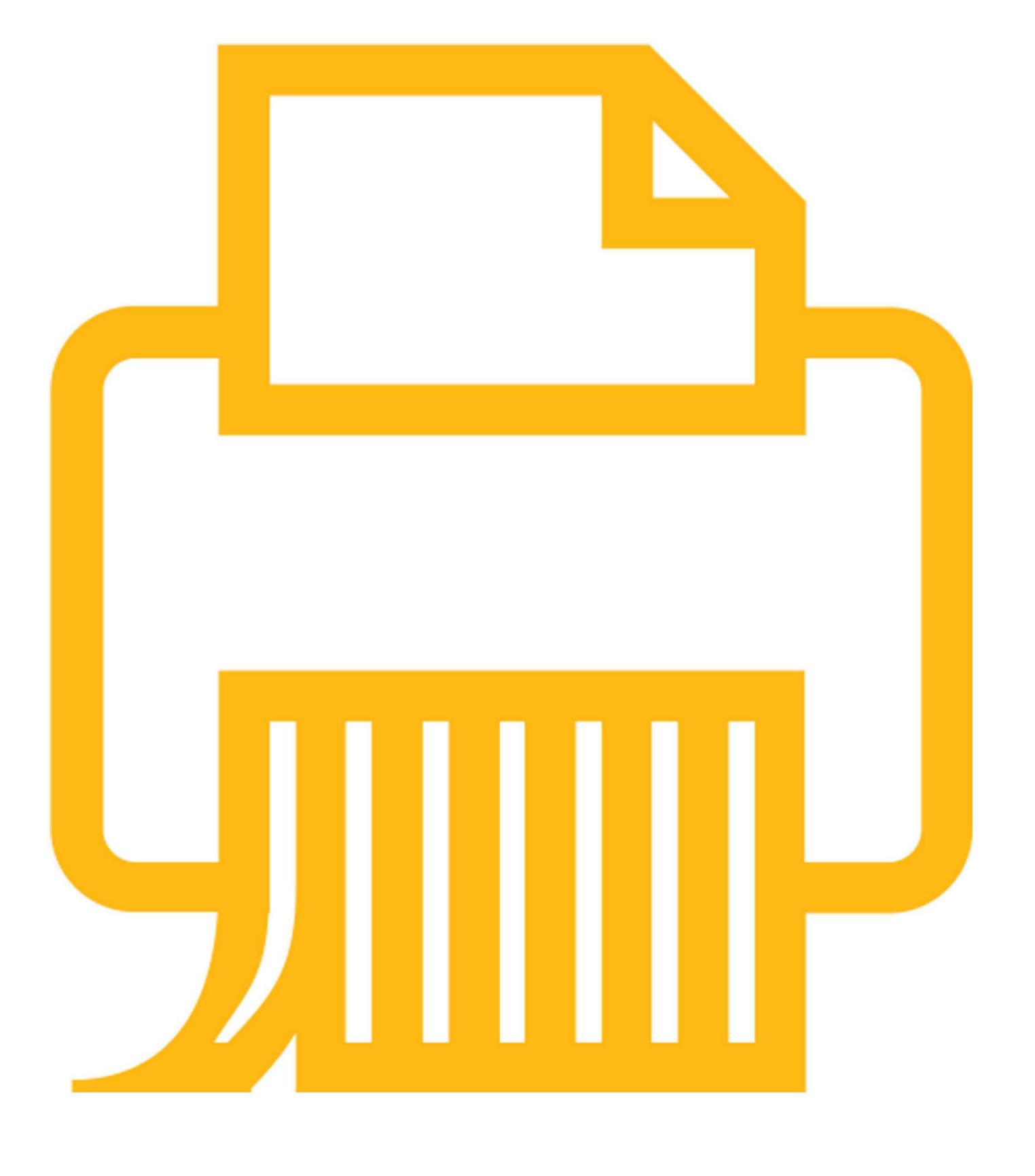
ARCHIVAL

Information that has a long term, probably historical value

Make a digital copy of any documents you want to maintain but you don't need a physical copy of



To help avoid identity theft and comply with the new GDPR, coming into place this year, use a shredder to dispose of confidential information securely.



Your Organisation Made Easy

A good filing and storage system enables you to be more organised and productive, whatever kind of organisation you work for. Not only will it keep your desk clear and tidy but you'll also find it much easier to find important information the minute you need it.

