



Records Management Monthly

December 2009

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FileBank Tip of the Month

Did you know all boxes being sent to FileBank for storage are required to be bar-coded before the pickup date? To learn how to print bar-codes online through RCWeb or to have pre-printed bar-codes sent to you contact orders@filebank.ca or phone 416-798-1404.

Category of Links

Document Management

Is on-site storage of your documents taking up valuable office space?

Off-Site Data Security

Fires, Blackouts, Flooding, Explosions. Theft.

Document Imaging

From simple document imaging with desktop retrieval, to more complex conversions



Happy Holidays from your Records Management Team!



FILEBANK'S ANNUAL BOX SALE!



PURCHASE 25 OR MORE LETTER, LEGAL SIZE FILE CONTAINERS IN THE MONTH OF JANUARY AND PAY ONLY \$2.00 PER BOX.

Secure Document Shredding

Assigning the task of shredding documents to yourself or your staff can be inefficient.



If you do not wish to receive this newsletter please contact Marcia at msnow@filebank.ca.

Contact Us

<http://www.filebank.ca>
orders@filebank.ca

For further details please contact the Customer Service department at (416) 798-1404 or by email at orders@filebank.ca.

For every box purchased in the month of January FileBank will donate \$0.10 to charity.

FILEBANK IN THE COMMUNITY



community. Below is the link from the Oct 28 Rogers segment on the Ripple Effect Forum.

<http://www.rogerstv.com/option.asp?lid=237&rid=17&mid=52&gid=61035>

This event featured Craig Kielburger as the keynote speaker and Gerry was asked to speak about the positive impact of community involvement for business.

Please visit the WCYR's website at www.wcyr.ca for further information on "The Ripple Effect".