

November 2009

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FileBank Tip of the Month

"For security reasons, RCWeb users cannot delete items over the web. If an item has been added in error please contact Customer Service by phone (416) 798-1404 or email ddaley@filebank.ca for assistance in either correcting or deleting the item."

**COMING SOON...
FILEBANK'S
ANNUAL BOX
SALE!**

Contact Customer Service for further details - (416) 798-1404.

Category of Links

Why Not Make 2010 The Year To Start Imaging...



Imagine the stacks of files boxes are gone... Potted ferns now stand where the filing cabinets were. Your burden of paperwork is finally lifted.

When outsourcing your document scanning to FileBank there are no templates needed. No special training or workflow changes are required. Just call FileBank to come and pick up the file boxes.

What FileBank delivers is culled and cleansed data lifted off the pages using the most advanced document scanning and optical character recognition (OCR) solutions available. Powerful data-management applications give your staff the ability to search, track and manage huge volumes of information quickly and easily. You can rest assured knowing that your archives are duplicated and stored remotely to provide disaster recovery protection.

Give FileBank a call and start enjoying the vast time-savings of your new, highly streamlined workplace. Realize the promise of a paperless office and take a step towards a greener place to work.

To find out if imaging is the right step for your workplace please contact Marcia Snow at msnow@filebank.ca and book an imaging information appointment.

Time to Get Organized!



During the last couple of weeks before the end of the year, when the phones have quieted down and many of your clients have gone on holidays, it's the perfect time to clean out the old files and make room for the new.

If you plan on taking advantage of this quiet period to get yourself organized for 2010 be sure to give FileBank a call for file containers.

Our customer service team is always available to provide assistance and can have you set up on

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

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

FileBank's RCWeb in a matter of minutes. This **free** on-line system allows you to add new items, print your own barcodes and enter data for new or existing items. You can also print a report on the items in your inventory, search for files or boxes and place orders.

For further information on FileBank's RCWeb or to place an order for materials please contact orders@filebank.ca.

FileBank Makes Wishes Come True



It has been our tradition for over 15 years, in lieu of gifts to our clients; FileBank makes contributions to families in need. In support of this tradition FileBank will be launching a charity tree drive at our employee Christmas party and continuing through the month of December. FileBank staff will have the opportunity to purchase an ornament from the Charity tree. The ornaments have various price points to fit with everyone's budget and represent a much needed item for the shelter. Once an ornament has been purchased their name will be placed on the tree.

It is FileBank's hope that this tradition will make our community a little brighter.

If you would like more information on how you can help support Ernestine's Women Shelter please contact Marcia Snow at msnow@filebank.ca or David Mielke at dmielke@filebank.ca.