



RECORDS MANAGEMENT MONTHLY

January/February 2010

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Tip of the Month

Keeping an updated retention schedule will ensure that your company's older documents can be disposed of when they are no longer useful. To review and/or update your retention schedule please contact Customer Service (416) 798-1404 or orders@filebank.ca.

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

Secure Document Shredding

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

FileBank Kicks Off the Year by Raising \$745.00 for Camp Oochigeas.

We would like to thank all our clients who purchase FileBank boxes in the month of January. For every box purchased FileBank donated \$0.10 to Camp Oochigeas. This very special camp offers children suffering from cancer the opportunity to experience a regular summer camp.

To learn more about Camp Oochigeas and their programs, please visit their website at www.ooch.org.

SAVE MONEY... SAVE THE PLANET...

Are you looking for ways to reduce operating costs while helping the environment?

Do you know FileBank offers an environmentally-friendly way for your company to receive their invoice?

THAT'S RIGHT, we offer electronic invoicing. By switching to electronic invoicing your company will benefit by:

- Reduced internal processing costs
- Instantaneous and secure delivery
- Eliminate paper archiving and storage
- Instant retrieval of past invoices
- Reduce invoice processing time for FileBank- cost savings are passed on to you
- Help reduce our carbon foot print



**SAVE MONEY...
SAVE THE PLANET...
AND HELP OUR
NEIGHBOURS...**

FileBank will donate \$10.00 to the Haiti Relief Fund for every client who makes the switch.

So what are you waiting for? Call FileBank today at (416) 798-1404. Together we can make a difference.



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 and iCompass Announce a Marketing Affiliation

FileBank is pleased to announce its newest marketing affiliation with iCompass, a leading meeting management software provider.

iCompass provides CivicWeb, the leading web-based Meeting Management Solution for City Clerks and Board Secretaries who are swamped with never-ending processes related to managing the preparation, approval and distribution of agendas and minutes and tracking mission critical deliverables within the organization. CivicWeb automates the entire meeting process within one system. It also reduces paper consumption, contains 'smart' templates, and enables the shifting of time savings to tackle other key priorities.

This affiliation marks a very important business development initiative and reflects FileBank's commitment to continuous improvement of solutions for customers.

For further information about iCompass visit their website at www.icompass.ca.