



FILEBANK
MEMBER OF THE INNOVATIVE
RECORD SYSTEMS GROUP

RECORDS MANAGEMENT MONTHLY

June/July 2010

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HELP YOUR COMMUNITY AND COMBAT THE COST OF FUEL!

With the constant increase in the cost of fuel, Scan on Demand provides not only a cost effective solution but also an environmentally friendly choice. Scan on Demand will lower your monthly delivery costs and reduce the time for the delivery of your requested file

For every Scan on Demand request you make in the month of July and August

FILEBANK IS NOW IN OTTAWA!

We are excited to announce the expansion of our services into the Ottawa market.

FileBank has been proudly serving the GTA area with our exceptional customer service for the past 23 years. The Ottawa record centre will provide the following services.

- ☞ Document Management
- ☞ Data tape back-up and rotation services
- ☞ Confidential shredding
- ☞ IT consulting and repairs
- ☞ High speed digital imaging

FileBank has grown into a company managing over a million bar-coded items and is a founding partner of Innovative Record Systems Group with locations in Vancouver, Calgary, Winnipeg, Ottawa, Montreal and Quebec City.

FileBank Ottawa will be operational and ready to serve our clients as of October 1st 2010. Our clients can look forward to the same level of excellence in providing custom made solutions to suit your individual needs.

For further information please contact Customer Service at (416) 798-1404.

FRUSTRATED WITH OVERFLOWING FILING CABINETS?

Companies worldwide are having their documents professionally scanned

FileBank will donate \$10.00 to Families in Transition Place.

WOW!

Through the support of our clients, 1040 boxes were authorized for destruction in the month of May. For every box signed off for destruction FileBank donated \$0.25 to charity. A total of \$260 was donated to Nellie's a shelter for women and kids.

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

and converted into electronic images. These images are indexed with pertinent retrieval information and stored in a Document Management System. This process allows for instantaneous document retrieval by authorized users from their local desktop, or for that matter, anywhere in the world, via the Internet.

It has become clear that the conversion to a Document Management System allows for competitive leverage. At a minimum, valuable floor space is recaptured. More importantly, the information needed to conduct business can now be accessed at a rate of speed that allows for an efficiency and timeliness previously unattainable. In addition, the accessibility and integrity of this data is no longer limited by the physicality of paper. Authorized users anywhere in the world have at their fingertips the information they need to get the job done.

FileBank offers a level of document conversion and management services to fit any need or budget. From simple document imaging with desktop retrieval, to more complex conversions involving OCR meta data custom full key word indexing and on-line viewing, no project is too complicated.

Contact Marcia Snow at msnow@filebank.ca for further information on document imaging.

FILEBANK IN THE COMMUNITY



Last month a group of FileBank employees volunteered their time and elbow grease by helping Camp Oochigeas, a camp for kids with cancer, in the clean-up and preparation for another camp season.

Painting cabins, clearing pathways and stacking firewood for summer long camp fires are only a small list of the many tasks that need to be completed each year before the camp doors open for the season.

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

With the generosity of many volunteers each year the camp is able to complete these tasks on time and under budget.

Camp Oochigeas is a privately funded, volunteer based organization that provides kids affected by childhood cancer with a unique opportunity for growth through challenging, Fun, enriching and magical experiences.

www.ooch.org

WOMEN'S CENTRE OF YORK REGION IS HOSTING "GOLF FOR CHANGE"



"Golf For Change" Ladies' 9-Hole & Lunch

Thursday, September 23rd, 2010
Start 9:30am Lunch 2:00pm

\$100.00/ person incudes:
Golf, Power Cart, Bag Drop & Shuttle Service,
"Mocktail", Buffet Lunch, Silent Auction,
Course Challenges, Prizes & Gifts!

Pheasant Run Golf Club
18033 Warden Ave., Sharon
Shot Gun / Best Ball Format
Coffee & Muffins 8:30am

\$200 Hole Sponsorship ~ \$25 lunch only

Early Bird Draw for a Foursome of Golf at Pheasant Run Golf Club if registered prior to August 1st.

To Register Contact:
Shelley Chidlow, Event Coordinator
(P) 905-853-9270 x 107
(E) events@wcyr.ca
www.wcyr.ca

