

March 2010

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- With the help of our clients FileBank donated \$160.00 to the Haiti Relief Fund

## Did You Know...?

With the increased volumes of spam being sent, FileBank will not open any email without a subject line. To ensure that your order is processed please put either your company name or account number in the subject line when emailing an order or request.

## 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.*

## Secure Shredding Services



Given the confidential nature of business records, it's important to ensure a thorough destruction.

If your company is dealing with issues related to the security of documents for storage or disposal, FileBank has the solutions for you. In addition to our long-standing services to securely store and confidentially destroy your off-site documents, FileBank will provide you

with the necessary consoles at no charge; from large bins for industrial locations to attractive cabinets for your office. Our secure shredding services help you to protect the privacy of your company, employees and customers.

Always keep in mind annual destruction of outdated information maintains your account at its most cost-effective level and insures compliance with your present retention schedule. If your company does not have a current retention schedule, FileBank provides consulting services to develop Retention Plans as well as Disaster Recovery Plans.

For further assistance or a quick quote on one of our shredding service contact Marcia Snow at [msnow@filebank.ca](mailto:msnow@filebank.ca).

**"Sign up for Secure Shredding Service in the month of March and FileBank will match and donate the first months shredding fees to Women's Habitat."**



If you do not wish to receive this newsletter please contact Marcia at [msnow@filebank.ca](mailto:msnow@filebank.ca).

#### Contact Us

<http://www.filebank.ca>  
[orders@filebank.ca](mailto:orders@filebank.ca)

## FREE SHRED CONSOLES!

Contact the Customer Service department at [ddaley@filebank.ca](mailto:ddaley@filebank.ca) and find out how you can receive a free console.



#### Did you know...?

FileBank has developed a high security solution for the collection and shredding of our clients on-site documents. This process eliminates the requirement for large shredding trucks that must idle at "high" in order to operate the shredding equipment.



**FileBank is doing its part to help make a greener planet.**

## FileBank Donates \$160.00 to the Haiti Relief Fund

Thank you to all of our clients who signed up last month for electronic invoicing. For every account that switches to electronic invoicing FileBank donated \$10.00 to the Haiti Relief Fund.

By switching to electronic invoicing your company benefits 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

#### It's not to late....

**If you missed contacting us last month and would like to receive your invoicing electronically please call FileBank today at (416) 798-1404.**