



FILEBANK
MEMBER OF THE INNOVATIVE
RECORD SYSTEMS GROUP

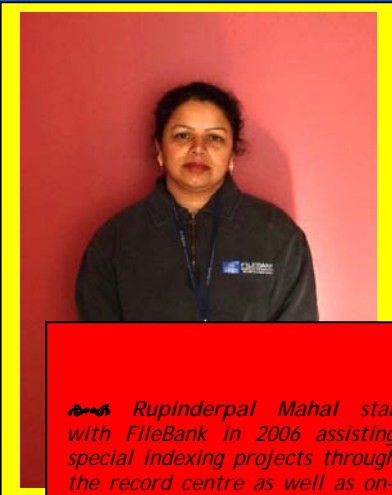
Records Management Monthly

Volume 1

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Meet A Member Of Our Team!



Rupinderpal Mahal started with FileBank in 2006 assisting in special indexing projects throughout the record centre as well as on-site file packs. She now works primarily in our imaging centre specializing in AP Processing as well as back file and day forward scanning for many of our clients.

"I have learned so much about document management and team work since I started at FileBank. I am excited to be a part of FileBank's success in the future".

FILEBANK'S ANNUAL BOX SALE!

Great
Savings

\$2.00 PER BOX
Stock up for the year!

Purchase 25 or more file containers in the month of January you will receive the discounted price of \$2.00 per box.

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.

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

Responsive Service As Always

At FileBank we are constantly striving to introduce better ideas related to the management of your company's documents.

If you have any questions, comments or suggestions we would be pleased to hear from you.

Please contact us by telephone at (416) 798-1404, 1 800 377-FILE, by fax at (416) 798-1639 or via e-mail at 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.

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

Contact Us

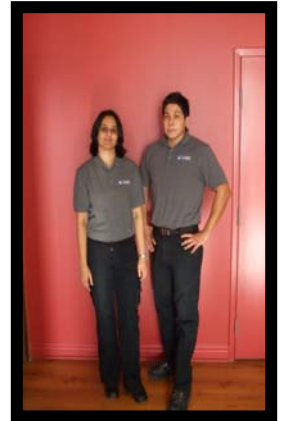
<http://www.filebank.ca>

orders@filebank.ca

WHATS NEW AT FILEBANK!



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Some may have noticed we have changed our logo towards the end of 2010 as well as our uniform colours. These changes came about as FileBank became one of the founding members of The INNOVATIVE RECORD SYSTEM GROUP (IRSG) which has record centres in Vancouver, Calgary, Winnipeg, Toronto, Ottawa, Montreal and Quebec City. From these locations our members provide information management services for 3,000 companies storing over 3 million boxes of records and data tapes in our high security record centres.

We have changed our logo and redesigned our uniforms so we are easily identified as an IRSG member. All IRSG record centres have been in operation for 20 years or longer and are recognized as the leading off-site storage vendor in their respective markets. IRSG has a dynamic team of over 150 managers and staff dedicated to providing you with exceptional services and innovative solutions at competitive rates.

For further details about IRSG or providing national coverage for your account please contact Marcia Snow at msnow@filebank.ca.

TURN YOUR BUSINESS ASSOCIATES & CONTACTS INTO FREE STORAGE!

FileBank welcomes all references you provide us with and offer in return, free storage for every new account. FileBank will credit your account with an amount equivalent to one month's storage of the referred account.

Please contact Marcia Snow if the leads you may have to offer at (416) 798-1404 or msnow@filebank.ca