

## CONVERSION SERVICES

Spacefile's experience in Records Management enables us to complete an accurate and timely conversion. Our comprehensive approach to file conversion saves you time and money each time your files are used. Many of our customers tell us the added efficiencies and savings realized due to Spacefile file conversions would not have been achieved any other way.

## RECORD INVENTORY/DATABASE DEVELOPMENT

An accurate inventory is necessary for effective management and system accountability. We'll conduct a physical inventory to bring your filing system to the next level of control by collecting the data into an accurate database.

## DOCUMENT AUDITS

A complete record may help your firm decrease legal exposure or satisfy regulatory requirements. In many industries, a detailed inventory of individual key documents found in folders is highly useful to identify missing or delinquent information.

## "WHITE GLOVE" FILE RELOCATION

Professional record relocations ensure you are up and running quickly at your new location. Moving critical records is vastly different from moving objects due to the unique nature of records. File relocation may involve movement from departmental to central files, from one building to another, or across the country. With Spacefile it is always efficient, smooth, and organized.

## EXPERT PROJECT MANAGEMENT

Our Project Managers and staff are dedicated solely to your transition. Each project has a certified project manager on-site to ensure accuracy and efficiency. You and your staff can attend to your daily responsibilities while the project is being completed.

## IMPLEMENTATION OF COLOR-CODED FILING SYSTEMS

A new color-coded system will save you time, money, and space, while providing you with more accurate filing each and every day. Color coding alone can increase filing productivity by 35-40%. As file volume increases, it may become necessary to change your filing system. Our staff will convert your entire system using new file folders or re-coding your existing files. Once relabeled, we will sort the records into the new sequence and place them on shelves, allowing for proper growth.

## PREPARATION FOR IMAGING

Proper preparation is often overlooked when evaluating imaging solutions, but is critical to the success of any system. Our experienced professionals can prepare your files by identifying, indexing and separating documents. Documents can then be scanned and easily retrieved.

## RECORDS MANAGEMENT CONSULTING

You can achieve a professional information system developed with Federal, Provincial, and Local requirements in mind that will function effectively today and in the future. A wide array of services are available including Needs Assessment/Analysis, Information System Classification and Design, and Records Retention Development.

Contact Spacefile for a customized high density storage solution today.

### ABOUT SPACEFILE:

Spacefile International Corp. is a leading North American manufacturer of High Density Storage Solutions. For over 40 years, we have offered storage solutions to a wide range of markets including commercial, health care, government, education, institutional, retail and many other custom applications. As Spacefile continues to grow, so do our product offerings. Contact Spacefile to maximize your storage capacity and utilize space more efficiently.

### WHY SPACEFILE:

Spacefile offers a complete finished solution for all your storage needs. From consultation to the installation, the Spacefile team is all you need.

Our expert design team is available to work closely with you to develop a system for your space and needs. Our design software can provide you with accurate high definition 2D and 3D rendering capabilities and the exact number of storage inches. Our pricing is presented in a simple comprehensive format with delivery and installation included.

We can distribute and install anywhere in North America, the Caribbean and several other locations worldwide.

### NOT CONVINCED?

Visit our showrooms in Toronto, Chicago, and New York & contact us today to set up a product demonstration or consultation.

Storage  
Solutions  
for every space

FM1204

To be added to our mailing list, scan the QR Code below with your smartphone:



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