

COMPANY PROFILE - ADVERTORIAL

SAVING SPACE, MONEY, TIME - AND THE ENVIRONMENT!

Leading Records Management consultancy Formfile has a clear vision for the interiors market, to provide the end user, architect, designer and facilities manager the most space and time efficient solution for storing records and information.

An expert in filing systems and storage, Information Management Consultant at Formfile Leon Higgins says: "We work in true partnership with our clients; when we show clients how we can save them office floorspace and money by using resources more effectively, and time by making their systems user-friendly... they can't believe it!"



Working with Government and large corporate clients, Leon maintains even the best organisations could still benefit from improvement. "Everyone is aware of the environmentally-friendly angle when specifying new projects, and our exclusive Lundia timber range of cabinets, shelving and mobile storage is the ideal system... and looks great in the office, too!"

FORMFILE SPACE SAVERS

Formfile's modern system saves 75% of your floor space and at the same time allows easier access.

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Formfile Records Management Group

SAVE SPACE, MONEY & TIME

Quite simply, by taking files out of drawers and placing them in shelving you will triple the storage capacity of the same floor space being used.

Floor space and time contribute 80% to the running costs of a filing system. Reduce these and staff become more productive, directly improving the bottom line.

By using one of our most basic human instincts, colour recognition, files are identified and accessed in half the time eliminating misfiling. The simplicity of a colour-coded filing system helps you find documents instantly.

LUNDIA TIMBER CABINETS, SHELVING AND MOBILE STORAGE

Made in New Zealand and exclusive to Formfile in Australia, Lundia's natural good looks are complemented by other benefits such as solid timber shelving that doubles the load capacity of metal and is available in many widths, depths and heights.

Commercial Manager for Lundia, Greg Stone adds: "When clients are considering file storage systems, they need to look carefully at the major advantages that a solid timber shelving system has over its metal competition.

"Wood storage shelving will not conduct heat, electricity or magnetic fields - all potentially hazardous to your files and records. Wood systems absorb moisture, vibration and noise, contributing to a quieter, more pleasant working environment."

OTHER FORMFILE RECORDS MANAGEMENT SERVICES

Formfile Archive

To complete the life cycle concept of records management, Formfile has

archiving facilities to house inactive paper records, electronic media such as network backup tapes, giving quick access when required, and providing secure document destruction and document scanning facilities.



INFOSOFT SYSTEMS

Formfile's range of Records Management software solutions enables any organisation to securely store and quickly access all their business documents regardless of their format, thus fulfilling corporate governance and compliance regulations.

RECORDS PERSONNEL SERVICES

For most businesses, records management is not a core activity. Formfile can supply staff for audit and design of records systems, records classification and indexing, installation and conversion of systems, archiving and data entry, and supply long and short-term contract labour for any records management project

As Managing Director Matthew Catt, founding partner of Formfile Records Management Group says: "We just want to make records management the Number 1 priority for Australian business".

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