



## Not long now until you move office, perhaps you could use some specialist help?

Inevitably in any office move things get overlooked, things take longer than expected and the best plans can get side tracked by unexpected business demands.

So if you need some extra help – call Formfile, we have the specialist staff and expertise to help ensure your office files are sorted, packed and unpacked ready for work to commence as normal in your new offices.

### Call Formfile – the document life-cycle specialists.

- **Unwanted Document Destruction**

Formfile can supply DOC-SHRED security bins for onsite destruction of confidential documents or provide volume pick up of archive boxes for certified destruction.

- **Specialist labour to help pack boxes of files**

Work must continue, outsourcing people from Formfile to handle the packing means your files are packed and labelled correctly and your staff are free to continue with everyday business as normal. No downtime.

- **Help putting files into order before your move**

Moving is the perfect time to reorganise your files a Formfile trained Records Manager can review and restructure your entire filing system for you new premises.

- **Creation of new filing system with lateral filing and colour coded files**

Our colour coded filing system is a proven, user friendly, system used by many large corporations and can greatly improve office efficiency.

- **Archiving and Cataloguing**

We can also supply specialist staff to help you catalogue files ready for archiving in our purpose built Archive facilities so they can easily be retrieved when you need them.

- **Cabinets and compactus style units**

As Formfile provide a full range of office filing equipment and stationary we can supply and install any new cabinets or compactus style systems you might have overlooked in your planning.



For more information visit [formfile.com.au](http://formfile.com.au) or call 1800 FORMFILE.



Formfile is an ISO9001:2008 Quality Assured Certified company

