



Less than six months until you move office? Time will be up before you know it. Need some help?

Offices, work spaces and car parks have been allocated and staff are planning their ideal fitouts. Someone has organised power, phone and internet connections, new chairs have been ordered, the water cooler arranged and people are starting to pack non-essential items. Everything's under control, right? Someone's looking after all the archived documents that are tucked away on shelves or in cabinets?

Formfile can help in so many ways.

- **Records Manager to help put filing into order before your move**
Moving is the perfect time to reorganise your files and a Formfile trained Records Manager can review and restructure your entire filing system for your 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 to greatly improve office efficiency.
- **Help with office fitouts – cabinets and compactus**
We can review your current resources, advise on areas that can be improved, then supply and install any new cabinets or compactus systems you might need.
- **Scanning Documents**
Formfile can professionally scan paper documents, converting them to space saving digital files with full searchability.
- **Labour to help pack boxes of files**
Work must continue, so 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.
- **Clean up with Secure Destruction bins**
Formfile can supply DOC-SHRED security bins for on-site destruction of confidential documents.
- **Archiving – cataloguing documents into boxes**
Formfile can 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.
- **Ship boxes to offsite storage**
We will even handle the pick-up and transport of your boxes to our facilities.



For more information visit formfile.com.au or call 1800 FORMFILE.



Formfile is an ISO9001:2008 Quality Assured Certified company

