

{ Documents } Datahound.

Document Storage

At Datahound we've provided a document storage service for over a 20 years now. Our specialist purpose-built document storage units offer fantastic security, efficiency and flexibility – but without breaking the bank. You'll find our fees among the most competitive around, and in many cases you can access your files in as little as an hour.

Our experienced and expert staff can arrange to collect or move large quantities of document boxes at very short notice, and can provide an archiving service at our premises, or off-site.



Why are documents stored?

Over time, businesses and institutions accumulate files and documents that need to be retained, but are no longer regularly used. Most businesses simply don't have the space to store them safely and effectively. That's where we come to the rescue!

How are documents stored?

The majority of documents and files are packed into dedicated Datahound storage boxes (typically 420 x 350 x 265mm in size). These are of a very high specification, being stronger, yet cheaper, than branded products.

Records can be boxed by the client or by our staff, with the contents catalogued against a box reference for easy location. The catalogued boxes are then stored in our dedicated, humidity-monitored archive store, on high-quality racking units. We use a state-of-the-art information management and record tracking software (RS-SQL) allowing us to easily and accurately manage, track and monitor the activity of any stored items (boxes, file folders, documents, tapes). It means we can find what you need, when you need it, guaranteeing 100% service accuracy and efficiency to our customers, offering total peace of mind.

If items to be stored are of an unusual shape or size (such as drawings or ledgers) we can provide special boxes or fittings to achieve a cost-effective and secure storage solution.

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How are stored documents retrieved?

If you require access to a record or box, you can just fax or e-mail us and it will be delivered the next working day (or, if specified, on the same day, within one hour!). Sometimes we will also collect further documents to be stored from a client. Boxes are transported in our well-maintained fleet of vehicles, and for moving un-boxed records prior to archiving, we can provide heavy-duty removal crates. With advance notice, clients can inspect their documents at our site free of charge.

What does it cost?

Every client is different in what they need, but a quick consultation with our expert team will establish your requirements. We'll provide a full no-obligation quote (with no hidden costs).



Document Destruction

At Datahound we also provide a total service for the disposal of unwanted confidential documents, whether in boxes, sacks or loose.

For boxes in store, our computer tracking system indicates daily the boxes due for destruction. After client confirmation we arrange for shredding by a dedicated recycling agency, who can ensure absolute confidentiality, after which a certificate of destruction is issued. Incineration is not offered due to environmental considerations.

We can also arrange for the collection and destruction of bulk documentation from remote sites, even at short notice.



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