

COMPREHENSIVE SERVICES

Hard copy document storage

- Safe, secure document storage
- Pick up, delivery, fax and e-mail service 24 hours, 365 days
- Accurate, on-time document retrieval
- Rush, same day, next day, or after hours service
- Computerized inventory tracking and control
- Bar code labeling for cartons, files, or documents
- Open-file storage for medical records

Certified document shredding

- One-time purges and scheduled pick ups
- On-site mobile shredding
- Secure document consoles for the office
- Shredding certification for regulatory compliance

Electronic document conversion

- Scan records to compact disc
- All electronic formats
- Comprehensive document indexing
- Secure encryption
- Off-site electronic document storage

Other services

- Storage cartons and supplies
- Repository management
- Notary service
- Subpoena service
- Escrow service

SIMPLIFY DOCUMENT MANAGEMENT

Document storage: Let Access store, retrieve and deliver your inactive files starting at \$45 per month. **Save 50% compared to other storage options.**

Document shredding: Access shredding protects your business by limiting liability and complying with new federal privacy laws including FACTA, HIPAA, and Gramm-Leach-Bliley.

Document imaging: When you expect to retain hard copy files longer than 7 years, Access will scan them into electronic formats that can be stored on your computer or on CDs for easy and affordable retrieval when you need them.



Member of
Association of Record
Managers and Administrators
and
National Association
for Information Destruction



Document Storage
Shredding
Imaging

Serving the greater Chicagoland area and Southern Wisconsin

Call now to receive
FREE Pickup and Account Set-up

(for a limited time only)

800.599.0523

227 Ambrogio Drive, Gurnee, IL 60031

Serving

Business | Legal | Medical | Accounting

Financial | Real Estate

www.AccessYourDocs.com

Simplify Document Management with Off-Site Storage



Storage

Store business files more safely and efficiently. Access provides storage for all types of business documents. We help you eliminate filing cabinets, storage rooms, and trips to the self-storage locker.

Access

Simplify routine office work. The name says it all: Access provides 24/7 access to all stored documents. Our bar code tracking system retrieves your files quickly and accurately every time.

- next-day, same-day, and rush delivery
- e-mail, fax, door-to-door service



Affordability

Reduce your administrative costs. Access document storage significantly reduces costs compared to:

Office storage	50 - 60%
Public storage facilities	50 - 70%
Other commercial record centers	15 - 60%

Our Facility vs. Public Storage

	Access	Public/Self Storage
Safety		
• Above floor racking	✓	No
• Bar code inventory tracking	✓	No
• Monitored sprinkler and security	✓	Usually Not
Service		
• 24/7 access, pick up & Delivery	✓	No
• Experienced, bonded personnel	✓	No
• Fax, copy, imaging services	✓	No
• Certified document shredding	✓	No

Shredding Leaves Nothing to Chance



Comply With New Laws!

Beginning June 2005, businesses that collect consumer information must safeguard the information with secure storage and disposal. **Shredding is the best safeguard** against theft of protected information.



Secure Shredding

Safeguard Your Privacy — We help you protect your business and your customers. Access picks up, shreds, and recycles your confidential documents. You receive a certificate of destruction for legal proof that you've complied with the law. Access has flexible pick up schedules to meet your needs.

Document Consoles for the Office

Convenient, attractive, and affordable. Eliminate the need for day to day shredding in your office. Our locked document consoles collect paper securely for later shredding. Document collection is simple and convenient — there's no need to sort paper or remove staples, paper clips or binders. Our pick up service starts at less than what you pay your staff to shred documents on a standard office shredder.



Regulatory Compliance

Protect your business from lawsuits. Understand and comply with new federal privacy laws affecting all businesses.

HIPAA	Health care providers
Gramm Leach Bliley	Financial institutions
FACTA	All businesses
Sarbanes-Oxley	All businesses



847.599.0523

Create the "Paperless Office" with Document Imaging

Is document imaging the right decision for you? Do you:

- Require immediate access to large volumes of stored information?
- Store inactive hard copy files more than 7 years?
- Need duplicate copies of critical hard copy documents for disaster recovery?

If so, electronic document imaging may be the best solution for you.



Convert paper to CDs

Create the paperless office. Access can help you save time, space, money, and hassle. From simple and affordable scanners to sophisticated optical character readers, Access can help by converting your paper to electronic images. You may store your electronic files on CDs, your computer servers or on our servers. When you need a file, you simply pop in a CD, retrieve the file from your computer, or download it over the internet.

Convenience

Quick and easy access to stored documents. Electronic documents can be retrieved more quickly and easily than paper documents. All you need is a computer and a CD or access to the internet. If you need immediate access to large volumes of documents, digital documents may be the most efficient method for staying on top of your business.



Savings

Choose the right solution for your business. Electronic document conversion can be a more economical alternative to hard copy storage when documents are retained for more than 7 years. Call Access for a free cost consultation. We'll help you decide when digital conversion may make sense for you.