



A New Division of Amber Moves

## Welcome to the Exciting World of Archives

Amber Moves, a well-established family firm, has been offering domestic and commercial removals and storage for the past 10 years. Working alongside our sister company, Saracen Data Store Ltd, we are now pleased to add to our services, Archive Storage and Records Management.

The same friendly, flexible professional service that has helped us grow and succeed will apply to our archive business.

With office space rents rising, the most cost effective solution is off-site storage. The benefits to you include:

- Safe and secure storage
- Manage your records by box, file or document
- Barcode tracking and cataloguing
- Store using your own reference system
- Fax and scanning service
- Flexible reporting
- Uniformed staff
- Peace of mind

Everybody has records to store. As your company grows, coupled with the legal requirement for storing records, you can make immediate operational cost savings.

***Average cost per square foot of office space including rent, electric, heating and maintenance = £19 per square foot per year.***

***If you are currently using a 10ft x 10ft space to store your archives, this is costing you £1900 per year or £36 per week***



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[www.ambermoves.com](http://www.ambermoves.com)

## How it works

- ❑ A free proposal and survey to assess your requirements
- ❑ We arrange collection of your archives, supplying boxes and re-boxing where necessary
- ❑ Setting up a database of your records using barcode technology. This can be combined with your current inventory system so your records are stored according to your own reference system.
- ❑ We use the industry leading software, RSSQL from O'Neil.

[Read all about it](#)



- ❑ Simply contact us (by fax, email or via the internet) to request access to your archives. Delivery is made the next day unless otherwise requested.
- ❑ Every employee carries a handheld barcode scanner and the box is tracked from your door to our warehouse.
- ❑ Confidential destruction at the end of the box's life cycle.

*We consider your location, the frequency of retrieval requests, the logistics and the nature of your business.*

*Every client and organisation is unique and as such we talk and then tailor make your proposal.*



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## **Disaster Recovery**

Protect your business against unforeseen events. Every business should be aware of the need for a managed disaster recovery plan. It is imperative now that companies document their plans for their vital records and business resumption in the event of a natural disaster or terrorist attack. Offsite document storage in our warehouse ensures that the critical information that your business needs to survive is kept safe and sound.

## **Things to consider**

If you do not need to access your records on a regular basis we can offer deep storage, which is a very cost effective.

We can offer full internet access to our document management system. Carry out detailed archive management tasks and place collection/retrieval orders directly.

Even if you don't have a library system in place for us to migrate, we will be happy to develop one on your behalf.

Also remember, if you are just looking into the feasibility of an outsourced document storage solution then we can help with that too. Our consulting services can assist with defining business cases for your project.

***Call us for some advice on getting started.***



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