



Document Scanning, Document Storage and Associated Records Management Services

www.archivems.co.uk





**Safe
Secure
Confidential
24/7
Tailored**

Archive Management Systems (AMS) helps organisations like yours store business-critical documents securely, efficiently and cost-effectively.

Our Document Storage and Document Scanning services enable clients to free up valuable space, get their archiving under control and comply with regulations by securing sensitive information.

We've specialised in storing, protecting and managing records for customers across the UK since 1977, building a reputation for reliability, confidentiality and customer service.

Ranging from private individuals and small local businesses to large multinational companies, our clients include hotels, financial institutions, universities, local government, hospitals, construction companies, law firms and charities.

Document Storage Keeping your confidential records and archives safe.

Our storage facilities have the highest possible levels of security, protected around the clock by an on-site team and advanced intruder detection systems.

We'll collect your documents fast – we even operate a daily collection in London and the south east – while our next day and urgent retrieval services allow you to access what you need when you need it, 24 hours a day, 365 days a year.

Whatever your storage or archiving needs are, we'll tailor our service to meet them. We also offer industry-specific solutions based on our deep understanding of the markets we serve, including Legal Records Storage, Deeds Storage, Insolvency Storage and Medical Records Storage.

We guarantee that we'll never be beaten on service.

The high quality, durable and stackable archive storage boxes we provide can be personalised with your organisation's branding.



Document Scanning

Converting paper documents to electronic formats.

Scanned documents save on space, while making records and archives easy to access and search. They can also be password protected for extra security.

However large the number of documents, and whatever their layout or size – from receipts up to large format drawings – we can scan them. The market-leading technology we use produces high quality scans regardless of the quality of the original.

We make the process easy, collecting your documents and preparing them for scanning. Once they've been converted, we work with you to create an indexing and retrieval system that enables you to quickly find what you need. We then deliver your documents back in the format you require – CD, DVD, FTP or email – or store them online.

We can handle:

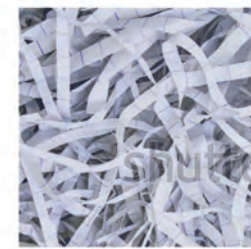
- **Complex documents** – with multiple layouts, image sizes and colours.
- **Large documents up to A0 and beyond** – including architectural and engineering drawings, plans, maps, diagrams and schematics, newspapers and artwork.
- **Vectorisation** – converting a digital image to a CAD drawing file.
- **Microfilm and microfiche archives** – converting and digitising all formats into an electronic archive that can be accessed from a PC or laptop.

Destruction and shredding

Secure disposal of your confidential information.

We help clients comply with data protection legislation and protect their reputation by destroying all types of media – including paper, X-rays, magnetic tapes, computer hard drives, CDs and DVDs.

Documents are shredded to BS8470 level 4 so they can never be reconstructed. For each batch disposed of, we issue a certificate of confirmation for your files.



All the paper we shred is recycled, which reduces our environmental impact (and yours).



“ **AMS have consistently exceeded our expectations. Not only have they saved us a significant amount of money but the service we receive from them is absolutely first class. We would definitely recommend their services. Many thanks again.** ”

(Luxury Hotel, London)





We regularly save our clients money on their storage and scanning projects. Tell us your requirements or we can undertake a free site survey and provide you with a **no obligation proposal**.



CallUsFreeOn
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EmailUsAt
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VisitUsAt
www.archivems.co.uk

Safe, secure, confidential and ultra-reliable.
Ask us about our storage services today.



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AMS is ISO 9001:2008 quality standard accredited, and we monitor, control and deliver our services in accordance with the applicable statutory and regulatory requirements.