

# RECORDS PARTNERSHIP

## Records Management we come to you

Both the experienced records manager and economic rationalist acknowledge the inherent benefits of the opportunity cost that comes with offloading those tasks that require specialised, repetitive work to trained professionals who can provide you with quality service at all times.

## Core Business

FILEforce ensures your staff perform the tasks they are trained to do more effectively and efficiently with less interruption. We carry out the tasks of sorting and preparing the mail to scanning, archiving, document attachment, retrieval, converting and moving of files. Filing and records are our core business.

FILEforce comes to you during times of overload or reduced staff and provides the backbone to the routine work performed by records management personnel, to ensure you maintain a high level of service to your customers every day of the week.

FILEforce provides a superior service which differs from conventional temporary staff. No sickies, no holidays, no super to pay, no attitude problems and no training, just a specialised filing team which is fully supervised so you can get on with what you have to do.

## International Standard

The key factor in the FILEforce philosophy is that we are a company dedicated to providing a level of service to companies large and small alike that they have never seen before. All work is carried out to comply with ISO 15489 Records Management.

**We do what we know best and do it better every day.**



**We do your filing!**

**[www.filing.com.au](http://www.filing.com.au)**

**1300 300 395**

**Have access  
to a  
professional  
records  
management  
team without  
the  
overheads.**

The small office receives the same professional assistance, advice and service for three hours a week as the organisation where total records department is managed by FILEforce.

We come to do the filing and nothing else.

We do what we know best and do it better every day.

## **You decide the terms, we'll exceed them!**

A key part of FILEforce's success is in the development of the Service Level Agreement which is a specific contract stating performance criteria, standard compliance levels, attendance requirements and measurable goals.