

# FILING FRIEND

In the past, records management has been the most under-nourished, under-skilled and under-managed administrative area.

Now a far different impression is looming from behind the shelves with FILEforce Filing Friends taking their position in organisations throughout Australia.



FILEforce Filing Friends are happy, approachable filing professionals intent on adding motivation, efficiency and training to what should be the hub of any organisation—the records section.

We chose the term “Filing Friend” because that is the attitude our staff are trained with. Your friend who comes and does the filing for you.

Filing Friends are backed by some of the country’s leading records management professionals and are familiar with best practice to assist you in the filing or archiving of your legal, financial and general correspondence records.

The companies who have taken on this innovative approach to records management include:

| Company             | Task   | Frequency                            |
|---------------------|--|--------------------------------------|
| Corporate regulator | Filing registration and licensee correspondence.       | Four hours twice a week.             |
| Abattoir            | Filing executive correspondence and creditors.         | Sixteen hours a week over four days. |
| Air Conditioning    | Maintenance correspondence and documentation.          | Five hours twice a week.             |
| Energy              | Filing and checking regulatory compliance information. | Six hours weekly.                    |

**We come to your place and do your filing for you.**



**We do your filing!**

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

**1300 300 395**



One of the great benefits of using a Filing Friend is that instead of one full time employee becoming bored with the filing, a Filing Friend is a dedicated, committed professional who not only does your filing, but also the filing of many other organisations. This gives you

a depth in experience and specialisation that is becoming a luxury to many firms.

Filing Friends do not get bored because they are not doing the same filing every day. This is the key to the service FILEforce provides and the job satisfaction and experience enjoyed by Filing Friends.

You don't just get a file clerk, you get a whole company and a team of professionals who come with it, giving you access to the most comprehensive records management service available.



**FILEforce CARE — You just know it is right!**

**Release your core staff to concentrate on your core business.**

**Filing is our core business!**



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**1 300 300 395**