

February 1st, 2009



RECORDS MANAGEMENT MONTHLY

WEBINAR INVITATION

How to get your document imaging for FREE!

Due to the success of our last seminar FileBank is pleased to provide you and your colleagues a complimentary information webinar, presented by Tom Tripodi of Berkheimer Outsourcing, on the benefits of document imaging.

Time:
Tuesday February 17, 2009
11:00 a.m.—12:30 p.m.

Location:
Your own desktop

FileBank (in partnership with Berkheimer Outsourcing) transaction Processing Services, automate processes, increase efficiencies and lower our client's costs by 20-50%, allowing our clients to invest more of their time and budgets in the value added components of their back office.

For registration or more information:
Contact: Marcia Snow
Phone: (416) 798-1404
Email: msnow@filebank.ca
(Please R.S.V.P. by February 13, 2009)

Free Storage!

TURN YOUR BUSINESS ASSOCIATES AND CONTACTS INTO FREE STORAGE!

FileBank welcomes all references you provide us with and offers in return, free storage for every new account. FileBank will credit your account with an amount equivalent to one month's storage billing of the referred account.

Please contact Alex Hoffman with any leads you may have to offer at (416) 798-1404 or 1-800-377-FILE or ahoffman@filebank.ca.

FILEBANK TIP OF THE MONTH

If you are requesting a carton or file that will be out longer than a month or will not be returned to storage please advise the order desk. This will ensure the status of the documents will be set to permanently out. *(If you require further information please contact Customer Service at 416-798-1404)*



**Shredding Consoles
provided at no
charge!**
Find out how...

Contact FileBank's Customer
Service department at
(416) 798-1404