



Records Management Monthly

June 1, 2009

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FileBank Tip of the Month

When sending in unbar-coded boxes for shredding, please clearly mark them with your account number and the words "To Be Shred." Labels for this purpose can also be requested from FileBank. For more information or to request these labels please contact customer Service at (416) 798-1404.

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 billing of the

"You accidentally deleted all your files, now what?"

The word "disaster" often conjures up images of a major catastrophe, however disaster refers to a problem minor or major that negatively effects your normal day to day operations.



Join FileBank on Tuesday June 9, 2009 for a Free information webinar on "Digital Disaster Recovery"

To receive links to the webinar please contact Marcia Snow at msnow@filebank.ca.

FileBank is having a **BOX SALE!**

Are your file cabinets filled to capacity? It may be time to think about clearing out the older files to make room for the new.



Purchase 25 or more letter-legal size file containers and receive up to 40% savings.

For further details please contact the Customer Service department at (416) 798-1404 or orders@filebank.ca.

Congratulations Arthur Cichy on 6 Months Smoke Free and \$1000.00 RICHER!

Arthur is the third FileBank employee to go "Smoke Free" in 2009.



FileBank believes our employees good health is a benefit to all. To assist our smokers in their quest to quit. FileBank covers the cost of all "quit smoking aids" and, to provide extra motivation rewards their success with a **\$1000** cash bonus.

referred account.

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

Contact Us

<http://www.filebank.ca>
orders@filebank.ca

If you do not wish to receive this newsletter please contact Marcia at msnow@filebank.ca.

Women's Centre of York Region Fundraising Event.

Women's Centre of York Region is holding its first Home and Garden party with Canadian Tire Newmarket on Wednesday June 17th between 6:30 – 9:30 p.m.

The event will feature great demos on gardening, home decor, car tips, summer safety and greening your home. There will be mini consultations with experts, fabulous and fun food, a great loot bag and exciting activities and prizes.

Tickets are \$25 and provide a VIP pass to exclusive event activities. For more information, please call (905) 853-9270 ext. 107 or e-mail events@wcyr.ca.

For more information on the centre please visit www.wcyr.ca.
