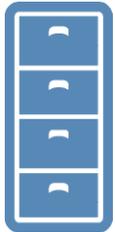


## How Outsourced Archive Storage Can Lower Your Costs



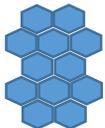
Remarkable as it seems...it takes a member of office staff an average of 120 mins a week to manage and fetch files from self storage. At £15 per hour that is a massive £1560 a year.



An average cost (rent, racking, service charges) for all self storage space is circa £25 per square foot. This means that costs space for a 4 drawer filing cabinet costs £75 per year. Topwood can store the contents of that filing cabinet and deliver them back when needed for less than £25 per year.



Your valuable company records could not be safer in purpose built secure storage facility. You can use Topwood's facilities without signing any long term contract. There is no long term commitment so you can leave if you are not happy.



Self storage units are often regarded as an effective and low cost solution for archive storage. But in comparison to storing with Topwood they are neither of these. With Topwood you only pay of the space that your box occupies. That gives you great flexibility.



Our average response time for urgent delivery is under 2 hours from order to retrieval. We know how important these urgent requests are so we get them there without delay.



We operate in the areas of North West England, North Wales and West Midlands. We can help save you money through a highly competitive, super reliable service that delivers added value to your business.

### Request archive / document collection

You contact us to arrange collection of your archive files/boxes from your current off-site storage to our secure document storage facility. Each box or file is uniquely barcoded and scanned before it leaves your premises for full traceability.

### Transfer to our secure storage facility

Topwood's security vetted drivers collect your boxes in our own liveried GPS-tracked vehicles and transfer them to our secure storage facilities near Chester, Manchester and Liverpool.

### On arrival at Topwood...

Boxes are scanned on arrival and stored in humidity controlled, fully secure storage facilities protected by CCTV and intruder/smoke alarms. Scanning means we know the exact location and status of your archive boxes for efficient retrieval.

### File of box retrieval

If/when you wish to retrieve a box or file from storage, simply contact our service team by phone or email – or use our secure on-line archive ordering system.

### Choose the retrieval service to suit your needs

Physical documents can be delivered back to your premises within just two hours for urgent retrievals. A scan on demand service is also available. All movement of boxes is tracked and logged providing a complete audit trail.

### Return to storage

When you have finished with a file or box, simply contact Topwood to arrange collection again. If the documents have reached the end of their retention period we can pick and destroy them.