

IT DOCUMENT
SOLUTIONS



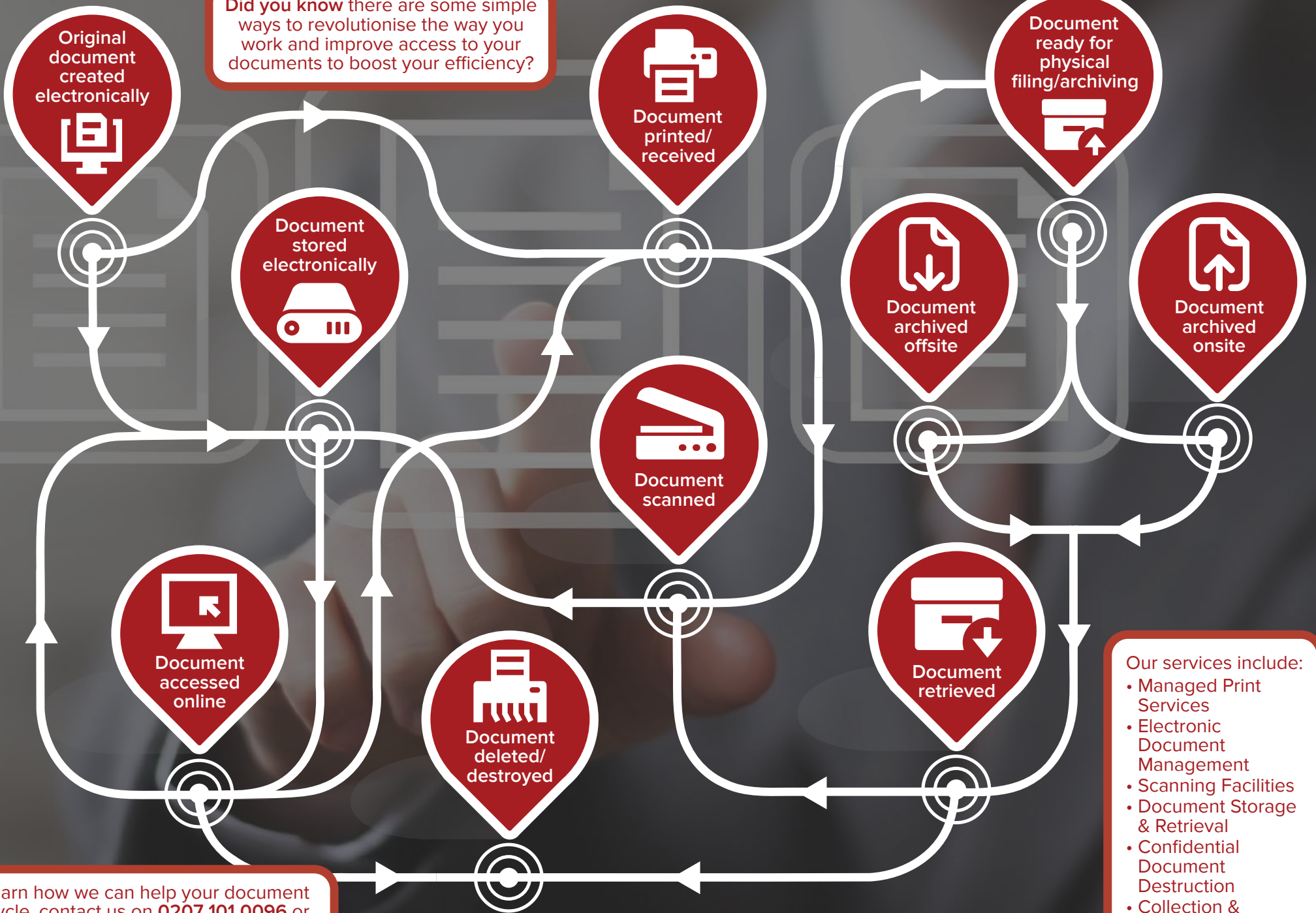
The Document Lifecycle



Documents, whether paper or electronic, are an essential part of daily business. The ability to gain easy access to information when you need it is the key to business efficiency and a productive workforce.

The lifecycle of documents will vary from business to business with an array of processes (automated or manual) to take your key information on its journey.

Did you know there are some simple ways to revolutionise the way you work and improve access to your documents to boost your efficiency?



To learn how we can help your document lifecycle, contact us on **0207 101 0096** or email contact@itdocumentsolutions.com

- Our services include:
- Managed Print Services
 - Electronic Document Management
 - Scanning Facilities
 - Document Storage & Retrieval
 - Confidential Document Destruction
 - Collection & Recycling Services

About IT Document Solutions



IT Document Solutions is an award-winning trusted provider of managed print and document solutions to businesses across the UK. The company provides a structured and transparent approach to the printing and management of documents to reduce costs, reduce waste and improve efficiency.

Our Storage and Retrieval services offer a full end-to-end solution:

- **Cost effective** – On average 45% cheaper than traditional self-storage.
- **Fully compliant** – Adheres to the relevant codes of practice and industry regulations in regards to retention of business documents.
- **Greater storage space** – Free up vital and expensive storage space within your own premises.
- **Reduce risks** – Flood, fire, accidental damage – rest assured your documents are protected, with a structured approach to disaster recovery.
- **Easy access** – Indexing of documents to ensure quick and easy retrieval.
- **Safe disposal** – Confidential waste destruction to ensure sensitive documents are disposed of appropriately.
- **Scalable** – Large-capacity 27,000 sqft warehouse to store documents.
- **Safe and secure** – Latest security measures in place to ensure documents remain protected.

Speak to our team today to find out how much you could save.



Call **0207 101 0096**

Email **contact@itdocumentsolutions.com**

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