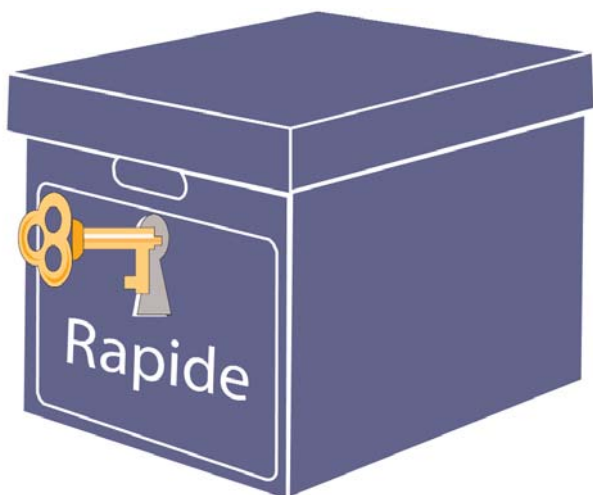


Document Storage



Rapide have over 15 years experience in looking after vital records for companies throughout the UK.

Our experienced staff will collect your documents and each box is uniquely identified with a barcoded label. These barcodes enable us to not only track all movements of your documents but also to retain an audit trail of these movements.

Satellite tracking of our vehicles means that we know where they are at all times. Our premises are protected by fire and intruder alarms as well as CCTV and your documents are stored under controlled conditions to keep them in pristine condition.

Our Scan Box software gives you the ability to know exactly what you have in store together with the retention schedules for every document. As items come to the end of their life-cycle, you can be automatically alerted and authorise their secure destruction via our in-house service.

Our barcode systems will ensure that each box of documents is monitored and dealt with in the appropriate way.

Document retrieval can be easily achieved either by return of the original documents or via our one-hour scan on demand service which returns a scanned image directly to your desktop within one hour of request.

We provide an on-line document request service that allows you to easily ask for the file you need to be returned without the need to fill in complicated request forms.



Our standard charge includes free next day retrieval of documents and we do not charge an exit fee at the end of the storage period.*

* Free collection and delivery may be subject to certain minimum quantities and geographical locations.

RAPIDE

Smart Document Solutions



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