



Document

STORAGE

Collection

Flat pack boxes and barcodes are supplied before collection. Collections can be made as a one off service or scheduled basis.

Bar Code Scanning

Our Storage operative will scan each box barcode into their handheld scanner. The scanner will contain a complete record of all boxes, files and/or tapes leaving the customers current storage facility for transportation to the SDS Storage Depot.

Security Vetted Staff

Uplift will be entirely completed by our uniformed DBS checked, security vetted staff operating from secure vehicles.

A work order will be dated, timed and signed by an approved member of your team.

Arrival at SDS Storage Depot

SDS staff will lift and scan boxes, files and/or tapes into a holding location, they will then be scanned into their correct storage location.

Data will be downloaded from the scanner into SDS's software. All boxes, files and/or tapes will be recorded as 'In' and will be immediately available for retrieval.

Reports

An inventory will be sent to confirm how many boxes, files and/or tapes are in the depot.

Requests

Requests for retrieval will be received via email or from the SDS Online Ordering System.

RETRIEVAL

SDS staff will locate boxes, files and/or tapes within the depot.

SDS STAFF WILL SCAN THE BOXES, FILES AND/OR TAPES 'OUT'.

Delivery

Our Storage operative will deliver the boxes, files and/or tapes to our customers. A work order will be signed off by both parties.

4 TYPES OF DELIVERY

PRE-DETERMINED

SDS will agree a set day with our customers

NEXT DAY

EMERGENCY

Same Day

SCAN ON DEMAND

We can scan the file and send via email/SDS online system. The customer will receive the file electronically directly to their desktop.

End of Life Confidential Destruction

Files can be securely shredded by Shredall - part of the Shredall SDS Group.

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For more information on how Shredall SDS Group can help with your total information management please visit shredall.co.uk or call 03333 555 100

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