



Create > Share > Manage > Protect > Destroy





Formfile: The document life-cycle specialists

With Formfile, there isn't a document management issue that you can't address.

- ✓ Do you often find yourself spending more time searching for documents than actually reading them?
- ✓ Are old data files clogging up and slowing down your systems?
- ✓ Is the sheer volume of printed records you keep eating up valuable office space?
- ✓ Are your filing cabinets full of documents that should have been archived or destroyed long ago?
- ✓ Does it worry you that confidential company information might be too easily seen by the wrong eyes?
- ✓ Would irreplaceable office archives be safer stored in a fully secure 'off-site' environment – readily retrievable 24/7 – and protected from the risk of moisture damage, fire or theft?

If you've answered 'yes' to any of these file management issues, no company is better equipped to help you solve them than Formfile.

Whether your business documents are paper-based or digitally produced, Formfile offers a complete suite of specialist services that allows organisations of every kind to more efficiently store, manage and access their records; and systematically ensure that, throughout the entire document life-cycle of 'creation to cremation', full compliance is maintained with strict Australian regulatory requirements.

Formfile holds current ISO 9001:2008 certification.



The five stages of the Formfile document life-cycle process:



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|----------------|---|
| Create | > the life-cycle starts with the creation of a paper or digital document |
| Share | > active documents are accessed and shared securely |
| Manage | > systems and processes manage documents to meet compliance and quality standards |
| Protect | > paper and digital documents are preserved throughout their life |
| Destroy | > the lifecycle ends with total, confidential destruction |



Expert document management and EDMS consultant and outsourcing personnel services

Formfile consultants are well versed in assisting organisations of all sizes on projects of every scale and level of complexity. From advice on upgrading to more efficient systems or planning and assistance with a full relocation fitout and move. We also provide advice, training, setup and implementation assistance to move from a paper based filing system to EDMS (Electronic Document Management Software).

Our consultants have expertise across a wide range of businesses and associated legal requirements – including government, commercial, legal and accounting, building and construction, financial, medical and education.

So before you commit to anything, contact us to arrange an obligation free consultation.

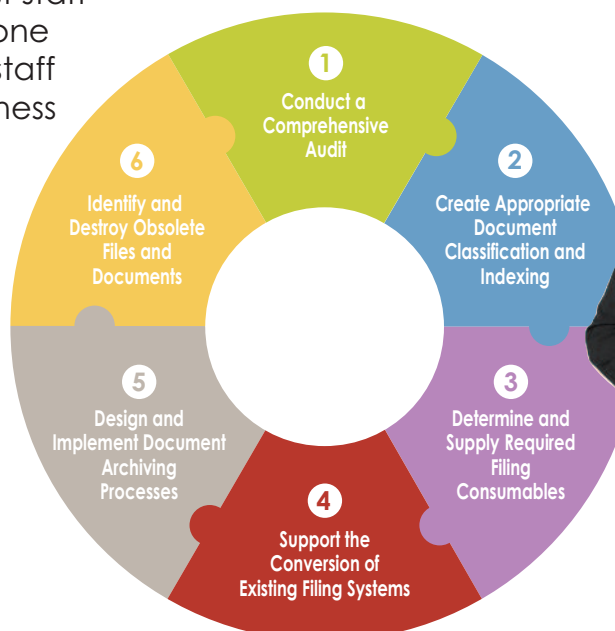
Cost-effective Specialist Personnel Outsourcing

Need help organising your files, sorting through archives, setting up efficient cataloguing systems or preparing files for transfer to new offices or storage? Maybe you need professional help scanning, cataloguing and checking all those paper files for transfer to digital storage?

Formfile can provide specialist staff with the skills to get the job done right, and fast – leaving your staff unincumbered and your business running normally.

Security is not an issue as all our personnel have undergone police checks and have signed workplace confidentiality agreements.

Hour for hour, dollar for dollar you'll find our outsourcing surprisingly cost effective.





Field proven office filing systems

Formfile has invested enormous time and effort into developing market leading office filing systems and solutions which provide clients with long-term value.

We have everything you need to establish and maintain an efficient office file management system - from our colour-coded labeling system and custom designed and reinforced file covers to sturdy archive boxes and everything in between. Better still, we manufacture all our own products in Australia, so you will not only find stock available through our Online Shop when you need, you will be helping us support local industry.

We also provide a range of ergonomically designed filing cabinets and stylish 'compactus style' mobile shelving units. These come in a selection of styles and colours to match your office decor and of course are perfectly suited to maximise the use of our filing products and accessories.

Not sure of the best solution for your office filing needs? Call for an obligation free consultation from one of our file management specialists.





Digital office management solutions

Formfile can advise and provide Electronic Data Management Software (EDMS), systems and services that are tried, tested and proven to work.

Doc-Scan: Premium quality document scanning service. Formfile offers an advanced document scanning service with full OCR (Optical Character Recognition) enabling the entire content of documents to be electronically searched word by word.

Formfile Data Capture: The perfect DIY solution. Accurately convert paper-based information into high quality digital files that are for ready inclusion into your databases, with Formfile Data Capture enterprise quality software.

Formfile Digital Office: Leading edge software. Not just document storage, this is a secure cloud-based digital office system that provides sophisticated document sharing, searching and robust business management programs. Compatible with other leading software programs and formats such as Microsoft and Adobe it also handles unstructured information such as faxes, photographs, video clips, hand-written notes and e-mail messages with ease. Formfile Digital Office (EDMS) is a powerful, affordable solution for businesses of all sizes and can be quickly deployed, with minimal risk, delivering immediate results.

EDC ActiveFile web portal. Formfile provides a sophisticated, web-based secure Document Management System (EDC ActiveWeb) for clients to manage and control their entire catalogued inventory of archived company records from anywhere in the world.

Formfile DataSafe. The final piece to our digital office solutions are our cost-effective and fully secure DataSafe Enterprise Level 'Cloud' Storage and Backup facilities.





Secure document and data archive storage facilities

Our secure document and data archive storage warehouses are specifically designed for the long-term storage and preservation of your files - be they paper, electronic or digital, your stored files and documents are in safe hands. Formfile procedures have ISO 9001:2008 Quality Assurance Certification.

Our facilities include: back to base security and fire monitoring, environmentally controlled archive storage for paper documents; purpose built 'Data Rooms' for archival tapes, disks, hard drives and other digital media devices; plus secure locally based, mirrored enterprise level Cloud data storage for digital archiving.

Our document archive services are supported by – online EDC ActiveWeb access; bar coded tracking systems; 24/7 Access; 2 hour Priority retrieval; GPS tracked pickup and delivery service; customer service team support; and the confidence of mandatory staff confidentiality agreements and police checks.





Certified document destruction services

Formfile offers a range of secure 'door-to-door' document shredding and certified destruction services. There's no safer way to destroy unwanted documents and files.

Doc-Shred: Secure in-office file destruction. Formfile Doc-Shred Bins come in two sizes 240L and 120L (locked bins with security input slots) and are available for weekly, monthly or adhoc hire.

Archive Destruction: Bulk document and digital media destruction service. Simply call Formfile's customer service team to arrange for a bulk collection from your premises (or storage locker) and one of our dedicated customer service team will personally collect your out-dated archives and process their certified destruction at our secure facilities.



'Records-in-Storage' Secure document destruction. Our three stage verification process ensures no documents are accidentally destroyed. Your destruction order is confirmed against a signed destruction authorisation form, records are visually identified against recorded information, and also confirmed using a PDT barcode scanner to remove any possible risk of human error before being put through our destruction process.

'Scan & Destroy' Document digitising and destruction service. Need to save on document storage space, but still need to keep a copy for historical or legal reasons? Formfile's Scan & Destroy service can digitise your files using advanced OCR and verification software, electronically catalogue and archive the data and then securely destroy the originals. Our digitising and destruction process meets all Australian legal requirements required for business records.





Consulting and Outsourcing

Filing Systems and Supplies

Electronic Document Management Software

Digital Office Solutions

Secure Archive and Data Storage

Certified Document Destruction



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