



The IPC Group
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Document Storage & Retrieval

secure - flexible - fast

Outsourcing your storage with IPC meets your business requirements today and tomorrow. An unparalleled document storage and retrieval service that provides:

- **Guaranteed Fast Access**
- **Comprehensive security & data integrity**
- **Maximum flexibility and retrieval**
- **Controlled/Managed Storage Facilities**
- **Extended Services**
- **Long term and medium term storage**
- **Timed archiving and shredding**

Guaranteed fast access

Because each document is filed logically and securely using a unique reference, our fast access retrieval process will deliver the documents straight to you.

- Graded retrieval service of files or boxes from 3 hours to 3 days
- Physical delivery by secure courier or registered post

ISO9001 Data Integrity

As well as extensive experience, IPC has the leading industry quality accreditation - ISO 9001. Adhering to this industry standard ensures company and data confidentiality.

Maximum flexibility

We meet your business need and tailor a service to your organisation. We store documents and other media e.g. digital images, X-rays, technical drawings, shipping logs.

Safe Document Storage and Retrieval

Our professional focus is business; we store boxes, files, or filing cabinets in a secure, alarmed, humidity controlled environment. Our service includes:

- Confidential and secure collection service
- Audit service for incoming boxes/ files with data base for client and IPC
- Re-boxing service available
- Documents indexed for you
- Electronic booking in/out of retrieved boxes or files
- Electronic delivery (scan and e-mail) also available
- Shredding service available on defined timelines

IPC storage for you

For over 15 years IPC has served a wide range of sectors: NHS Trusts, Times 'Top 100' companies, and Government departments. We enjoy a reputation for being straightforward and trustworthy.

Contact IPC to find out how we can manage storage for your business.

"IPC provide a local storage and retrieval facility that suits our needs precisely. They have never let us down."

**Marshall
Aerospace**

IPC Document Management

Other IPC document services include:

- Scanning into electronic images
- Electronic document and workflow software
- Information architecture consultancy
- Information management training

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