

RELOCATION BRINGS ABOUT COST-SAVING AND SPACE-SAVING STORAGE SOLUTION.



PROFESSIONAL

Integrated Solution

- ◆ Records management consulting and file system design
- ◆ Complete file relocation
- ◆ Custom-designed color-coded files and file conversion services
- ◆ On-demand labeling software system
- ◆ High-density mobile storage system

More Satisfied Customers

- ◆ J. Allen Associates
- ◆ Morrison & Foerster LLP
- ◆ Bosley and Hutzelman

CHALLENGE ◆ ACCO designs, constructs and operates mechanical systems for a broad range of facility types, serving thousands of buildings nationwide. Due to ongoing corporate growth, the company was faced with a move to a new and expanded location. Also a burgeoning records inventory had become costly and inefficient and needed improvement. Records were stored in filing cabinets that consumed too much space. Plus they used costly colored manila folders to identify three different service aspects for every client, including maintenance, repair and contractor files. They were faced with relocating nearly 1300 linear filing inches and improving their filing system to a less costly and more space efficient solution.

SOLUTION ◆ The SYSTEC professional services team helped ACCO manage a file system relocation and consulted on every aspect of their new file system design. Experienced project managers carefully accounted for every aspect of the file relocation and daily audits ensure accuracy and scheduled progress. Once the files were relocated to the new facility the existing top-tab files were converted into side-tab, color-coded files and placed into a high-density mobile storage system that offered a more space-efficient storage solution. An alphabetic filing system, arranged by clients' last name, makes it easy to retrieve and refile records. Also, rather than using costly colored manila folders, ACCO saved money by using standard manila folders that incorporate a uniquely colored band on the labels to identify the three different customer folder types. A labeling software system was also provided to allow

ACCO the ability to generate labels on site for new files.

To ensure that ACCO employees could maintain the filing system's new quality standards, local SYSTEC professionals conducted a thorough on-site training program.

"The new filing system has certainly kept us more organized. We've greatly reduced the number of misplaced files and our cost of doing business. Plus SYSTEC followed up well after our transaction to see if we needed anything

or additional training...that's service you don't see very often," noted Rick Adams, Operations Manager of ACCO Engineered Systems.

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ACCO Engineered Systems