

RecordMax[®]

Hardcopy Storage

*Storage of Boxed Records,
Documents and File Folders,
Blueprints, Drawing Tubes and
Other Information Assets*

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OFFERING THE RIGHT FACILITIES

- ✓ Protection Against the Elements
- ✓ Designed Specifically for Storage of Information Assets
- ✓ Offsite Backup Location for Vital Corporate Data
- ✓ Clean & Organized Environment
- ✓ Tracking & Accountability
- ✓ Leveraged Cost of Space Within High-Volume Racking Systems



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VERSUS OTHER COMMON CHOICES

- ✓ Inefficient Space Utilization & Costs
- ✓ Lack of Shelving Creates Damage and Disorder
- ✓ Need for Shelving Creates Unnecessary Expense
- ✓ Typically No "Check-in, Check out"
- ✓ Susceptible to the Elements, Pests, Critters or Unknown Neighbors



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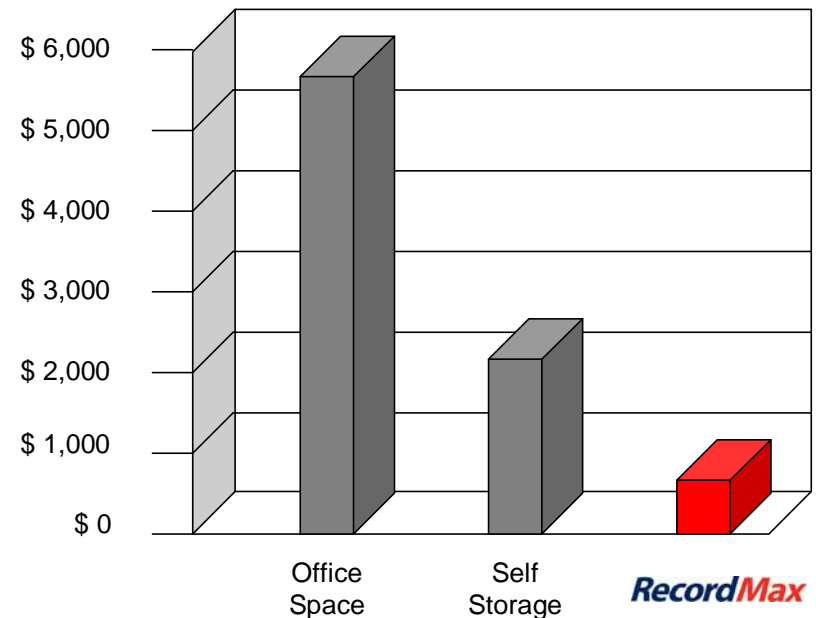
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TYPICALLY A LOWER COST

- ✓ Lowest Incremental Storage Rate
- ✓ Comparison of Alternatives
- ✓ Reduce Unnecessary Staff
- ✓ Minimal Interruption/Distracted
- ✓ No Need for Shelving
- ✓ No Need for Additional Equipment

Estimated Annual Cost to Store 200 Boxes



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SECURE AUTHORIZATION LISTS TO ACCESS RECORDS

- ✓ Control Access to Your Records
- ✓ Limit Requests to Specific People
- ✓ Implement Additional Password Security on Top of Just a Voice
- ✓ Use This Form for Updates When New People Join Your Team or When People Leave
- ✓ Make Access Levels Across the Board, Limit by Department or by Item

RecordMax Access Authorization Listing
For Retrieval of Confidential Customer Information

 **RecordMax**
INFORMATION STORAGE AND MANAGEMENT

Customer/Company Name: _____ Phone Access No: _____

Acting as the primary representative for the above named corporation/entity, I, _____ do hereby represent that the person named below shall have access to assume the information authorized to RecordMax Challenge, LLC ("RMC") for storage and an affidavit to request further services on behalf of the corporation. I understand that all information stored on behalf of RMC remains in complete confidence. Customers acknowledge that RMC will use its best efforts to verify and use the information that only those persons authorized and authorized on this form in the past, present or future shall enjoy the right to access confidential customer information. For further information, please contact your local customer support representative.

Access to Customer Information will be provided only to the following authorized individuals:

First and Last Name _____ Department _____ Password (Optional) _____ Secondary Security _____ Phone and Extension _____ Email Address _____	First and Last Name _____ Department _____ Password (Optional) _____ Secondary Security _____ Phone and Extension _____ Email Address _____
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Primary Contact Person Name: _____ Title: _____

Authorized Primary Customer Representative: _____ Signature: _____ Date: _____

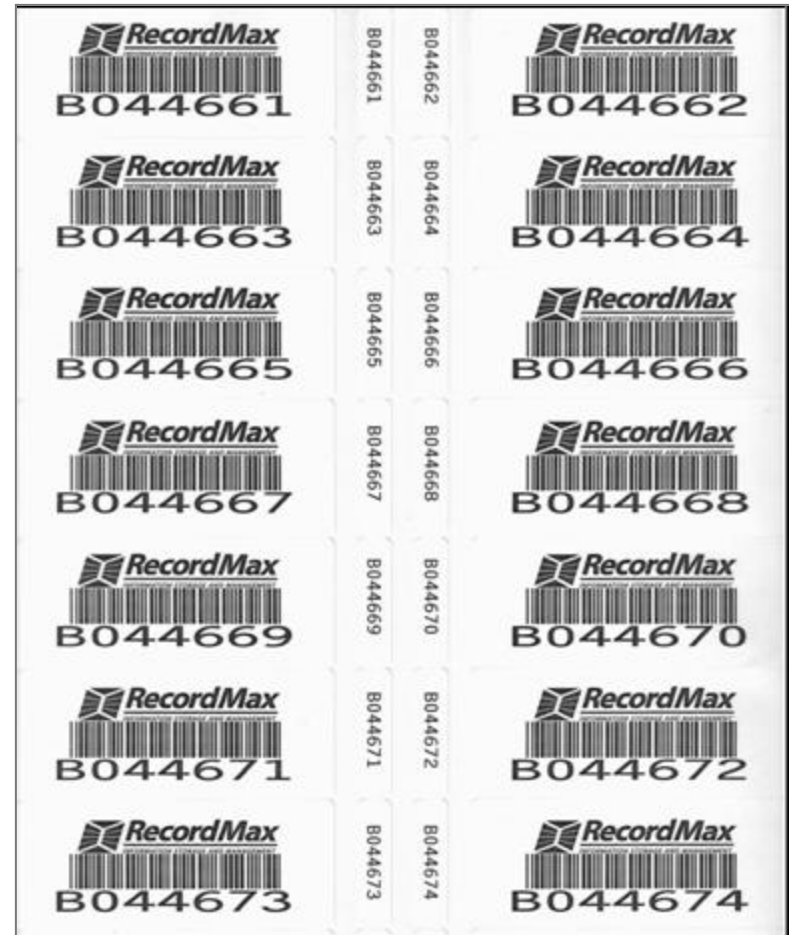
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PREMIUM BARCODE IDENTIFICATION LABELS

- ✓ Premium Labels Offer Unique ID
- ✓ Superior Adhesives Assure Adhesion
- ✓ Clear Laminate Cover Enhances Durability and Accuracy
- ✓ Convenient Matching Mini-Label Can Be Used for Forms or Other Internal Purposes
- ✓ 20 Year Simulated Testing Shows No Breakdown in Adhesion or Quality



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EVERY ITEM HANDLED IS PROPERLY TRACKED

- ✓ Premium Symbol Handheld PCs and Barcode Readers Track Every Movement of Items in Storage
- ✓ File Folders Tracked In and Out of Containers As Filed or Retrieved
- ✓ Records Are Scanned Whenever Touched Assuring Accountability
- ✓ Unparalleled Accuracy and Complete Audit Histories
- ✓ Enhanced Compliance and Reporting



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WITHIN ORGANIZED STAGING AND LOGGING AREAS

- ✓ All Items Received or Requested Are Staged With ID Information Facing Outward for Easy Access
- ✓ Convenient Areas for Client Review
- ✓ Clean and Organized Work Space With Office Equipment for Copying or Facsimile Needs
- ✓ Professional Staff to Assist With Projects or Other Disposition



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UNIFORMED PICK-UP AND DELIVERY SERVICES

- ✓ Professional Delivery and Logistics Staff Makes Access Easy and Affordable
- ✓ Uniformed Personnel Assure Proper Protection and Security
- ✓ Clean and Properly Identified Vehicles Transport Assets to/from Your Office or Building
- ✓ Complete Chain of Custody Tracking



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INTO YOUR HANDS WHENEVER NEEDED

- ✓ Item Tracking via Handheld PCs
Offer Proof of Every Item Received or Delivered
- ✓ No "He Said, She Said"...Accuracy and Security Done Right
- ✓ Friendly Personnel Ready to Help
- ✓ Drug Testing/Background Checks for All RecordMax Employees



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FROM ACTIVE OR LARGER VOLUME PROJECTS

- ✓ Trained and Experienced Staffing to Assist With Organization
- ✓ Proper Care and Handling with Special Security Envelopes or Packaging When Delivering Individual File Folders
- ✓ Unique, Comprehensive Expertise With Healthcare, Legal or Financial Information



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WITH FILE BY FILE INDEXING

- ✓ Optional Capture of Descriptive Information From Individual Files or Container Contents
- ✓ Trained and Experienced Key Punching
- ✓ No Project Too Big or Too Small
- ✓ Enhanced Compliance and Comprehensive Reporting
- ✓ Bonded Personnel You Can Trust



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TO ONLINE SOFTWARE FOR MANAGING RECORDS

- ✓ Online Management Tools Help Organize, Index, Manage, Retrieve and Ultimately Destroy Assets
- ✓ Easy to Use Yet Powerful
- ✓ Online Banking Type Security and Multi-Level Access
- ✓ Order Anything From Records in Storage to Supplies

The screenshot shows the RecordMax web interface. At the top, it says "RecordMax Information Storage & Management" and "Container". Below the header, there are navigation tabs for "Options", "Results", and "Search". The main content area displays a table of search results for a container. The table has columns for "Code", "Add Date/Time", "Destroy Date", "Current Status", "Status Date/Time", and "Container". The table shows several records, some with a status of "Destroyed" and others with a status of "In".

Code	Add Date/Time	Destroy Date	Current Status	Status Date/Time	Container
			Total Results Returned: 117 Added: 117 Duplicates: 0		
	1/26/1996 12:00:00 AM		Destroyed	5/3/2002 10:16:16 AM	
	1/26/1996 12:00:00 AM		Destroyed	5/3/2002 10:16:16 AM	
1-1997	12/06/2062 3:20:51 PM		In	12/29/2002 3:20:51 PM	
2W	12/06/2062 3:20:50 PM		In	12/29/2002 3:20:50 PM	
3W	12/06/2062 3:20:49 PM		In	12/29/2002 3:20:49 PM	
3W	12/06/2062 3:20:50 PM		In	12/29/2002 3:20:50 PM	
1-1997	12/06/2062 3:20:50 PM		In	12/29/2002 3:20:50 PM	
1-1997	12/06/2062 3:20:47 PM		In	12/29/2002 3:20:47 PM	
1-1997	12/06/2062 3:20:51 PM		In	12/29/2002 3:20:51 PM	
172545	00H 1001 3W	12/06/2062 3:20:51 PM	In	12/29/2002 3:20:51 PM	
178922		4/9/2002 5:12:49 PM	In	4/9/2002 5:14:56 PM	
029492		12/15/1997 12:00:00 AM	Destroyed	3/7/2002 10:12:19 AM	
031726		12/15/1997 12:00:00 AM	Destroyed	5/3/2002 12:05:08 PM	
000690	A-6 1997 DW	12/29/1998 12:00:00 AM	In	12/29/1998 12:00:00 AM	
000694	G-0 1997 EW	12/29/1998 12:00:00 AM	In	12/29/1998 12:00:00 AM	
000695	G-W 1997 3W	12/29/1998 12:00:00 AM	In	12/29/1998 12:00:00 AM	
000696		1/5/2000 12:00:00 AM	In	1/5/2000 3:51:48 PM	

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A VARIETY OF SOLUTIONS TO HELP MANAGE INFORMATION

- ✓ Storage and Retrieval of Paper Records, Documents, Drawings, Blueprints, Back-up Computer Tapes and Other Data or Information Assets
- ✓ Indexing and Purging Project Mgmt.
- ✓ Records Management Products, Software and Imaging Systems Solutions
- ✓ Document Prep, Scanning / Imaging, Key punching & Digital Archiving
- ✓ Paper Shredding and Data Security



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*Contact a Local Representative or E-Mail info@recordmax.com
for your Free Records Management Program Assessment*

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