

# The File Depot



**Thank you for downloading this information!**

Join the growing list of North Alabama entities that depend on The File Depot to box, transport, store and deliver must-keep records. These customers have found The File Depot to be a highly-secure, convenient and low-cost way to free up employee resources and optimize their growing businesses.

The File Depot currently houses and (with computerized tracking of every box we store) efficiently manages documents for government agencies, hospitals, financial institutions, CPAs, local businesses, doctors, lawyers and more.

And here's a gigantic *PLUS*...our File Depot storage customers enjoy **FREE SHREDDING!** Many customers discover that **the SAVINGS in shredding total more than the cost of storing their documents with us.**

The process is simple...

1. Call Us.
2. We pick up your boxes from your location(s). That doesn't cost you a dime. If you like, we'll even send an employee (at no cost to you) trained in privacy compliance to help box your records.
3. We'll transport them to The File Depot warehouse where each box receives a barcode and is digitally inventoried. You'll get a CD and/or printout so you'll have a record of each box we store for you.
4. If you need a document we have in storage, just call us. We'll deliver it back to you – usually in less than 2 hours!

## “The File Depot”

*“A Full Service File Storage Facility”*

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### File Storage

Letter/Legal	12 x 15 box	\$0.39 per month
Letter	12 x 24 box	\$0.59 per month
Legal	15 x 24 box	\$0.79 per month

**Pull and Deliver on request**      \$5.00 delivery charge (per delivery order, no box # limit) *plus* \$1.00 per box

**Return to storage** ..... \$1.00 per box



We look forward to hearing from you, so please contact us if you have any questions!