

ARNOFF

RECORDS MANAGEMENT

- ✓ Long-term document storage
- ✓ Bar-coded for immediate retrieval
- ✓ Security and climate controlled
- ✓ Pick-up and delivery



The Economic Alternative To . . .

- ◀ An overcrowded office
- ◀ Misplaced information
- ◀ Storage rooms filled to the brim with outdated records
- ◀ Misplaced staff who spend hours trying to find old files
- ◀ High office rental costs
- ◀ The high costs of file cabinets and storage containers
- ◀ The ever-increasing cost of professional microfilming equipment and/or service bureaus

Our experience will move you.

ARNOFF

MOVING & STORAGE

since 1924



As an agent for North American Van Lines, Arnoff Moving & Storage reaches across America and around the world to meet your specific needs.

- ✓ Executive and Family Relocation
- ✓ Office, Industrial & Rigging Relocation
- ✓ Logistics Services
- ✓ Document Storage
- ✓ Mini and Portable Self Storage
- ✓ Storage Trailer Rentals
- ✓ Fine Art Handling
- ✓ Antique and Furniture Restoration

WITH LOCATIONS IN:

Albany, NY
Millerton, NY
Newburgh, NY
Poughkeepsie, NY

800-633-MOVE
solutions@arnoff.com
www.arnoff.com

ARNOFF

RECORDS MANAGEMENT

The Ultimate In Organization, Security and Easy Access

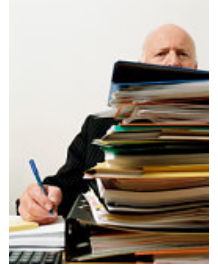


safe organized
sensibly priced

800-633-6683
www.arnoff.com

The paper trail leads to Arnoff.

There's no way around it. No matter what kind of office you have, you have paperwork that is important and needs to be retained. That means taking up valuable space that could be put to much better use. The answer? Arnoff Records Management.



Safe. Secure. Smart.

Our document storage and management facilities offer you the ultimate in security and easy access. Fireproof and equipped with dry sprinkler systems, they are security monitored and feature private auditing rooms for use by our clients. Specially designed areas for storing tapes, x-rays and computer files are available, and your files, documents and records are always accessible to you. All items are bar-coded for immediate retrieval, and we offer you the convenience of pick-up and delivery.

Why Pay More?

Why pay high square-footage office rents for document storage when you can have the convenience, security, easy access, and ample storage area that Arnoff offers you—at the most competitive rates. That's a small price to pay for the peace of mind of knowing your important documents are in the safest place they can be.

Storing your records with Arnoff will free up valuable space and save you the cost of buying more filing cabinets. Off-site storage adds flexibility to your storage space needs—you will pay only for the space actually used for storage of your files, and the amount of space used can more easily expand and contract than can your office space.

We Make It Easy.

Office efficiency will be improved as old files are removed, and you will save valuable time and money when your highly-paid staff no longer has to spend hours searching through old or inactive files.

Storage programs are designed specifically to suit your particular needs. We will work closely with you to decide which records should be sent to storage.

If you require record destruction, we will help you choose the method and time of destruction that is least expensive, while providing sufficient security.

And we will always suggest the most efficient, timely, and economical way to handle pickups and deliveries. We are here to help you.

What could be easier?



Need delivery?

standard
rush
emergency!

We are here for you.



store your files . . . tapes . . . x-rays
CDs . . . DVDs . . . photographs
anything you need to be safe and accessible