



Physical & Digital Document Storage

Store in Boxes, Store in the Cloud. Box-it is the name you can trust for Secure Physical and Digital Document Storage solutions.

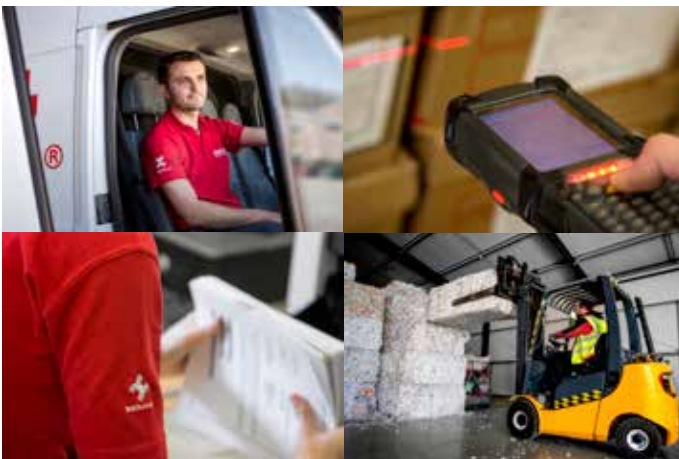
Box-it is a leading provider of document storage and lifecycle management solutions, offering a secure, end-to-end service through our regional offices which are located throughout the UK, Ireland and Isle of Man.

With Box-it, clients have the peace of mind that their confidential documents are being stored in the safest of environments. These may be paper records stored physically in boxes at one of our many regional document storage centres, or electronic documents stored in our award-winning Omnidox Cloud repository.

Our document storage services are used by businesses of all sizes, from small private enterprises to large corporations and public sector organisations. Many are reaping the benefits from storing their documents with Box-it, through:

- Improved utilisation of office space and better productivity
- Improved management of paper and digital documents
- Improved search, retrieval and traceability of archived records
- Improved processes for compliant document lifecycle management

We also provide a range of services including Cataloguing, Scan on Demand retrieval, Confidential Destruction, Archive Box Supplies, Digitisation, Data Extraction and Business Process Management.



A Secure Place for all your Physical Documents

Box-it, headquartered in Winchester, has regional offices located throughout the UK, Ireland and the Isle of Man. Through our regional offices, we offer secure document storage facilities to clients nationwide, all of which provide consistently high levels of customer service and security inherent to the trusted Box-it brand.

In Brief:

- Secure document storage facilities
- Protected by CCTV, intruder/smoke alarms
- Humidity- controlled
- Advanced barcode / track and trace systems
- Express/Standard Next Day collections and retrieval services
- Tracked and transported in Box-it liveried vehicles
- Comprehensive audit trails
- Flexible document storage pricing plans
- Archive box supplies
- Online management and ordering system
- Optional Scan on Demand / Digitisation /Destruction services
- Choose the service plan that suits you best - 'All-Inclusive' 'Activity', or 'Deep Storage'

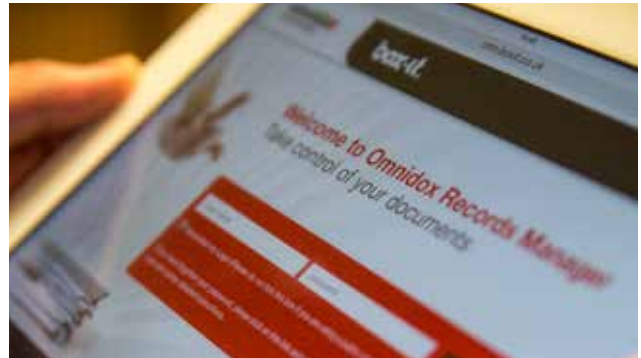
Collections & Retrievals

We have our own extensive fleet of Box-it liveried vehicles, all of which are tracked and driven by Box-it security screened personnel. We provide collections and retrievals services with a barcode tracking system for full traceability. Our swift retrieval service enables physical delivery in the following forms:

- Guaranteed Priority (Same Day)
- Standard (Next Day)

Alternatively, they can be returned electronically via our **Scan on Demand** service, ideal for those urgent requests or for those looking for a more environmentally-friendly option. We scan your document, upload it to Omnidox, and send you a secure link via email enabling you or any other authorised user to access it remotely. It is fast and very secure.

Omnidox Records Manager



Our document storage clients can conveniently manage their physical archives online, from any location with Omnidox Records Manager, our web based portal developed by Box-it. Omnidox Records Manager gives one single 'centralised' view of your archives stored at one, or multiple locations, allowing you to manage them online, at box and file level. User-friendly, it can be configured to suit your business requirements and has powerful search, retrieval and reporting functionality. It forces good practice and provides all the tools for compliant document lifecycle management.

Cataloguing Service: What's in the Box or File?



Accurate, consistent cataloguing is the backbone to compliant document lifecycle management. Box-it provides professional cataloguing services nationwide with exceptional speed and accuracy, made possible by our cataloguing application which uses digital capture technology, importing data for matching and validation at box and file level. Our cataloguing services are used by private enterprises and large public sector organisations.



Collection

Order collection online through ORM portal

Collection list created

Itemised list loaded to driver's PDA

Box-it delivery driver scans the barcode

Scanned from van to holding area

Commit to archive

Dreaming of Digital? We can Digitise Your Documents

Our state-of-the-art scanning facilities also give you the option to digitise your paper records and migrate to Omnidox, Box-it's Cloud based platform for electronic document management. We regularly facilitate large volume back scanning projects. Once scanned and hosted electronically, we can either retain your paper originals in our document storage centres, or securely destroy your records using our confidential destruction service.

Storing Your Digital Documents in the Cloud

If you have decided to convert your paper records to a digital format, then our Omnidox platform is a secure, award-winning Cloud based solution for electronic document management.

Hosted by Box-it data centres in the UK, it is highly secure with full audit tracking and can be aligned to business processes for optimum efficiencies. Unlike traditional electronic document management applications, Omnidox is a Cloud service so there are no capital or ongoing internal support costs.

In Brief:

- Access documents at any time, at any place via secure internet access
- Rapid search, retrieval, display and print functions
- Upload/download functionality via desktop/tablet /mobile device
- Assign tasks such as approve, review or update
- Supports multi-format electronic records
- Set user rights, permission and passwords
- Full user tracking and reporting
- Enables retention management
- Quick to deploy with no capital costs



Unleash the Power of Omnidox

Award winning Omnidox has an excellent track record for streamlining business processes and delivering rapid ROI.

Within the Omnidox family, Box-it provides specific solutions for:

- Human Resources
- Accounts Payable
- Social Care
- Pensions
- eBilling

Of course, Omnidox can be used for all forms of traditional file management covering a wide spectrum of business areas, all of which can be supported by our scanning and automated data capture services.

Confidential Document Destruction

If you no longer require your documents once they have been digitised, or if they have naturally come to the end of their lifecycle, Box-it can securely destroy them for you. We provide confidential shredding and recycling services nationwide. Certificates of Destruction are issued at the end of the process. Shredded paper is recycled.



Mail receipt

PO Box

- Paper correspondence
- Email documents
- Return documents

Prepare

Categorise

Capture

Scan

Stream

Align to workflow

Store

Omnidox

Process

Client side

Completion

Archive documents
Secure destruction

Local service, national reach

Our knowledgeable, friendly personnel at your local Box-it regional office are on hand to help with those urgent and non-urgent requests, as well as any general enquiries you may have. We are proud of our reputation for excellent customer service. Wherever you are based, Box-it has the facility offering document management solutions within easy reach.



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box-it®

Storage / Scanning /
Shredding / Out-Sourcing