



WHO IS TIMG AND WHAT ARE OUR VALUES?

TIMG, The Information Management Group is a specialist information management company, providing a range of offsite storage solutions to organisations throughout Australia and New Zealand.

Our business values are:



To provide businesses with **safe, secure and simple** information management solutions to meet their needs.



To **exceed industry expectations** with exceptional service delivered by our dedicated professional employees.



To offer an **end-to-end information management solution** in one convenient company incorporating both documents and data management.



Engage professional Sales Consultants who understand needs of local businesses.



Our product range includes: **Document Scanning Services, Secure Destruction Services, Disaster Recovery and Online Backup Solutions.**



TIMG is an active member of the community and **supports over 20 charities** through donations, volunteer work and in-kind services including Cancer Council Queensland, McGrath Foundation and Prostate Cancer Foundation of Australia.



Best practice—operations **certified and / or compliant** with the highest national and international standards.



USING SOMEONE ELSE? AFRAID IT'S TOO COSTLY AND A HASSLE TO SWITCH?

Not so! Changing storage providers is simple and efficient – here's why:

- ✓ No need to change over boxes or barcodes
- ✓ Totally organised move
- ✓ No cost to change
- ✓ Assistance with 'exit fees'
- ✓ Realise immediate and long term savings



“Moving our Archiving Storage was not something we were looking at doing, but the service and level of professionalism we were receiving during the negotiations made the decision making process that much easier. Not to mention the cost savings. Over all it's been an excellent move and I look forward to many more years [using TIMG].”

Office Services Manager – Tier 1 Law Firm – QLD

WHAT YOU NEED TO DO:

Call our friendly team of TIMG Sales Consultants for a complimentary review of your information management systems. Let us show you how to better manage your records **securely, cost-effectively and efficiently.**



Call Now: **1800 464 360**
Or Visit: **www.timg.com**



WANTED

— ON 3 COUNTS OF NEGLIGENCE —



- 1 Failure** to secure Wills & Custodial Packets
- 2 Failure** to secure all paper documents and records
- 3 Failure** to minimise space and improve efficiencies

★ **REWARD** ★



1

WANTED: COUNT 1

NON-SECURE STORAGE OF WILLS AND CUSTODIAL PACKETS

As you are aware, legal firms are required by the Privacy Act 1988 to ensure that all documents including Wills & Custodial packages are securely stored.

Office filing cabinets and safes can be easily accessed or damaged. What if there is a major fire or severe water damage in your building? How will you recoup valuable information or tell your clients their documents are missing or destroyed? Outsourcing your storage of Wills & Custodial packets with TIMG will shift the risk from you to us.



REWARD:

PROFESSIONAL REPUTATION - OFF-SITE VAULT STORAGE



TIMG offers you a cost-effective off-site Vault Storage solution through our specialist archive storage services for legal firms. Custodial packets are individually barcoded and digitally tracked so that every move is accounted for and access is controlled.



Our vaults utilise gas fire suppression systems that won't affect paper documents in the event of a fire. They also contain CCTV and are de-humidified and climate controlled.

2

WANTED: COUNT 2

SECURITY BREACH OF DOCUMENTS AND RECORDS

A recent finding by the Australian Privacy Commissioner, declared that all paper documents needed to be stored securely to ensure that personal data was not at risk.



Are your documents stored securely? If not, can you afford to risk the legal ramifications?

Storing your documents at one of TIMG's offsite storage facilities will eliminate your risk and give you peace of mind.

REWARD:

PEACE OF MIND - OFF-SITE STORAGE FACILITIES

All files and documents are securely stored in our state-of-the-art storage facilities located relatively close to the CBDs to meet all disaster recovery, audit, compliance and regulatory requirements.

Here are some of our

- ✓ CCTV cameras in strategic locations recording all movement 24 / 7 / 365
- ✓ Restricted access control - not just on the outside, but all throughout the site
- ✓ Constructed from masonry and steel with intruder resistant perimeter fencing
- ✓ ESFR [Early Suppression Fast Response] sprinkler systems
- ✓ Security and intrusion detection along with motion detection
- ✓ Continuous personalised and secure services provided by dedicated permanent employees - no contractors or call centres

3

WANTED: COUNT 3

EXCESSIVE WASTE OF SPACE AND TIME



Did you know that for the same cost as storing a filing cabinet in your office for one year, you could store the equivalent documentation with TIMG for seven years?

Were you aware that most people waste at least two hours per day filing, retrieving and tracking documents. That's 10 hours per week, 520 hours per year of lost time. What if you could do it all with just one click?

Your office space and time could be used more productively by outsourcing your storage and information management to TIMG.

REWARD:

MORE SPACE & TIME - RECORD MANAGEMENT SOLUTIONS

Here's how TIMG can give you back valuable office space and time.

TIMG's tailored solutions will provide:

- ✓ Improved efficiency in storing, tracking and retrieval of files and archive storage boxes through barcoding and customised software program.
- ✓ Time savings through Coalesce eFile - our web-based document management system. Using Coalesce eFile, you can retrieve scanned documents or files, just request a file to be 'scanned-on-demand'. Your document will be retrieved, scanned and attached as a PDF to the file listed online within a 2 hour period, ready for download. Great for when only a file or partial file is required.
- ✓ Guaranteed promise to locate and retrieve files within a 2hr turnaround time in metropolitan cities, 365 days per year
- ✓ Secure and easy retrieval or destruction of files, completely tracked.