

# JACK & JEFF

RECORDS MANAGEMENT



## FREE UP VALUABLE SPACE!

Free up on-site space by outsourcing the storage and management of your hard copy business records. Storing your records in our safe and secure facility gives you the peace of mind that your records are secure and accessible by your staff whenever they are needed. Hospitals, attorneys, banks, governmental entities, as well as educational institutions trust and utilize our record storage services. We would like the opportunity to extend this service to you as a customer as well. We are pleased to offer:

- Barcoded technology for each box and location*
- Cost Effective Rates*
- Confidentiality*
- Monitored facility – fire and security*
- Personalized, friendly service*

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RECORDS MANAGEMENT

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# JACK & JEFF

RECORDS MANAGEMENT

COMPLETE  
DOCUMENT  
STORAGE  
SOLUTIONS



SAFE • RELIABLE • PROTECTED

# JACK & JEFF

RECORDS MANAGEMENT



## COMPLETE DOCUMENT STORAGE SOLUTIONS

*Every business or program must address well-defined objectives which will add value, either directly to the bottom line or toward the achievement of the organization's goals and objectives.*

### **What if you could reduce document storage costs by up to 50%?**

*Your business records hold tremendous operational, financial, and legal value. But management of these records—keeping them safe and accessible when you need them and securely disposing of them when you don't—is consuming an ever-growing percentage of your budget.*

*With Jack & Jeff Records Management and Document Storage solutions, you'll get comprehensive, cost-effective services and strategies that help you tame your ever-growing volume of business information:*

- **Free up valuable space and resources by storing your records in our highly secure off-site facilities**
- **Maintain a fully chain of custody for your records - from pickup to delivery - via our secure transportation**
- **Implement proactive, legally sound classification, retention, and destruction policies that protect your organization from discovery oversights and prepares you for litigation events**

*When you outsource your records management to Jack & Jeff, you'll benefit from the experience we've gained working with thousands of organizations in every industry and of all sizes. As a result, you'll gain greater control over your records management processes, reduce risk, and control your storage costs.*



### **Here's a sample list of industries we manage:**

**Medical Records    Accounting Firms**  
**Dental Records    Mortgage & Banking Firms**  
**Law Firms            Title & Escrow Records**

Visit us: [www.jackandjefftransfer.com](http://www.jackandjefftransfer.com)



### **Records Management and Document Storage Solutions**

*Secure, outsourced low-cost solutions for offsite Records Management and Document Storage Solutions records storage. Free up valuable office space with compliant offsite control of your paper documents and tapes*

*Records management objectives usually fall into one of three categories:*

- **Service (effective and efficient)**
- **Profit (or cost-avoidance)**
- **Social (moral, ethical and legal) responsibility.**