

[YOUR SPACE]

How safe are your Documents?





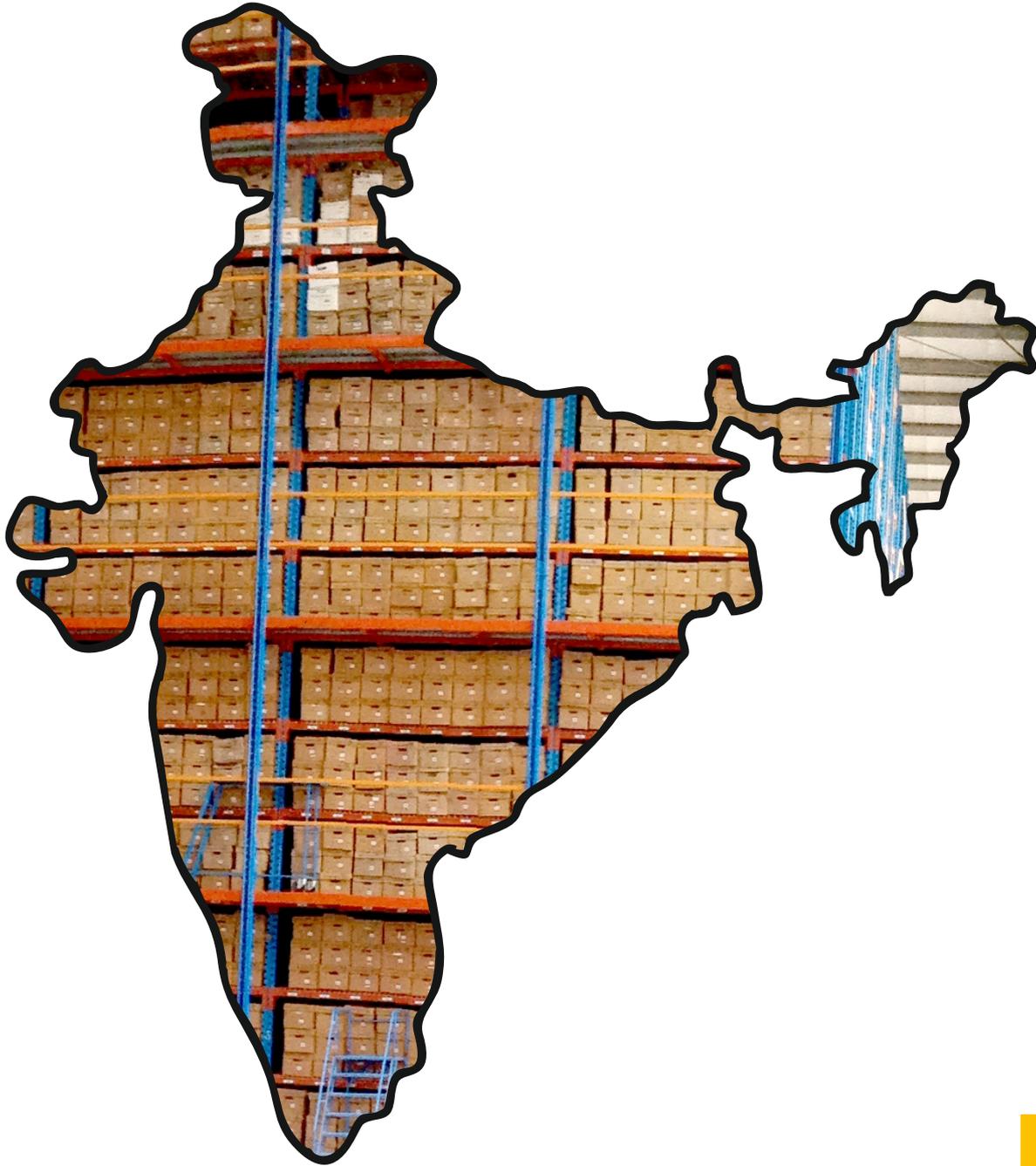
80% of Indian companies **STORE** their own Records

Records Management is a basic requirement for efficient administration. In the absence of suitable Records Management & Storage System, keeping track of documents can range from difficult to grueling. Retrieving documents from storage and destroying them periodically is a tedious and time consuming exercise leading to neglect.

As a result.....

- **Old documents** are stored for a much longer period than required
- **Old documents** occupy precious space at high cost and do not vacate space for ever increasing new documents
- **Old documents** compound the handling problems due to sheer multiplicity of documents year after year.
- **Resulting** in **PENALTIES** from statutory and regulatory authorities like SEBI, RBI, IRDA, Income Tax, Sales Tax, Service Tax, RTI etc. on account of not being able to retrieve old documents, correctly and on time.

YOUR DOCUMENT DOCTOR



SOLUTION

20% of Indian Companies
MANAGE their Information

YOUR SPACE RECORDS MANAGEMENT Specializes in undertaking complete assignments of implementing Document Life-cycle Management Systems on a turnkey basis.



RECORDS MANAGEMENT

Box Management | File Management | Document Management

YOUR SPACE DOCUMENT MANAGEMENT SERVICES:

Understands your document workflow | Prepares for off-site storage
Barcodes or indexes for instant, error-free identification and tracking
Transfers to our Record Management Center | Maintains with care and computer intelligence | Delivers when needed | Destroys when required



DESTRUCTION SERVICES

Secured and certified destruction of records that have outlived their life. We ensure your records will not be found at the local hawker stand. They are shredded in a secure environment and sent to the paper mills for recycling.

OFF-SIDE STORAGE OF MEDIA

Temperature controlled storage environment for preserving digital media / storage tapes / microfilms / cassettes / reels / CDs etc. This product complements the business continuity and disaster recovery practices which are mandatory for every organization.



IN-HOUSE RECORDS MANAGEMENT

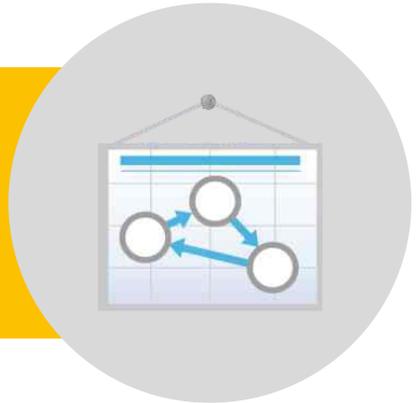
We can help you set up a robust Records Management Infrastructure within your premises and offer use of our software to help track the files whereabouts.



CUSTOMISED WORK-FLOW SOLUTION FOR CRITICAL DOCUMENTS

Critical documents like account opening documents, KYC documents, etc. which are mandatory for business continuity, need special processing and tracking at every stage.

Our solutions ensure that every movement of these critical documents is tracked, at your workplace, as well as ours.



CONSULTANCY & RISK MANAGEMENT

YOUR SPACE RECORDS MANAGEMENT will help you prepare and implement a Records and Information Management Policy for your paper and digital assets. We can also integrate decades of our experience into your existing workflows, making them leaner and more productive as well as informative. This will reduce the overall risk which your organization is exposed to helping you evolve to the next level.



STRONG ROOM STORAGE

This product offers similar service to Records Management but within a Fire-rated environment. Certain high value documents like Home Loan Agreement Deeds require Fire-rated storage facilities. Our gas suppression system ensures supreme safety for your high value documents.



IMAGING SERVICES

- Data Capturing
- Indexing
- Scanning
- Uploading

This product includes scanning, data capturing, indexing and data uploading of documents. Physical documents are scanned and indexed into a digital form relevant required data is captured and uploaded onto the clients' server as per requirement.



Why [YOUR SPACE] ?

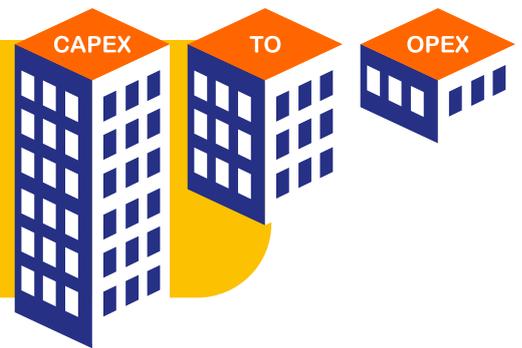


Lean operations

You will keep only your current documents in your office premises, increasing your office efficiency

Save on Branch space + scale-down infrastructure

You will reduce the need for expanding your office space and resources as your business grows



Smarter choice

Your documents will be accessible within minutes at a fraction of the cost you are incurring today

Safe & secure

You will be assured of complete confidentiality and safety against fire, pests, floods and prying eyes.



Valuable insights

You will periodically receive from us MIS:

Files / boxes inventory | Files / boxes checked-out
Files / boxes eligible for destruction | Retention schedules



Dear Prospect,

We are delighted to bring to you YOUR SPACE Document Management Services. Most of our customers call us subject matter experts while some call us specialists and Doctors of Archives. As a matter of fact, this is what we do best.

Since 1929, we have built a strong legacy and expertise in managing documents. Our parent company, The Office Equipment Company of India (Established in 1929), specialized in helping companies manage their 'active' documents before computers were popularized. Some of our pioneer products like the visible visualize system, loose-leaf binders, horizontal filing systems, and combination lace files are still being used in more than 2000 organizations across India. Our simple tagline back then used to be 'how to file and where to find'.

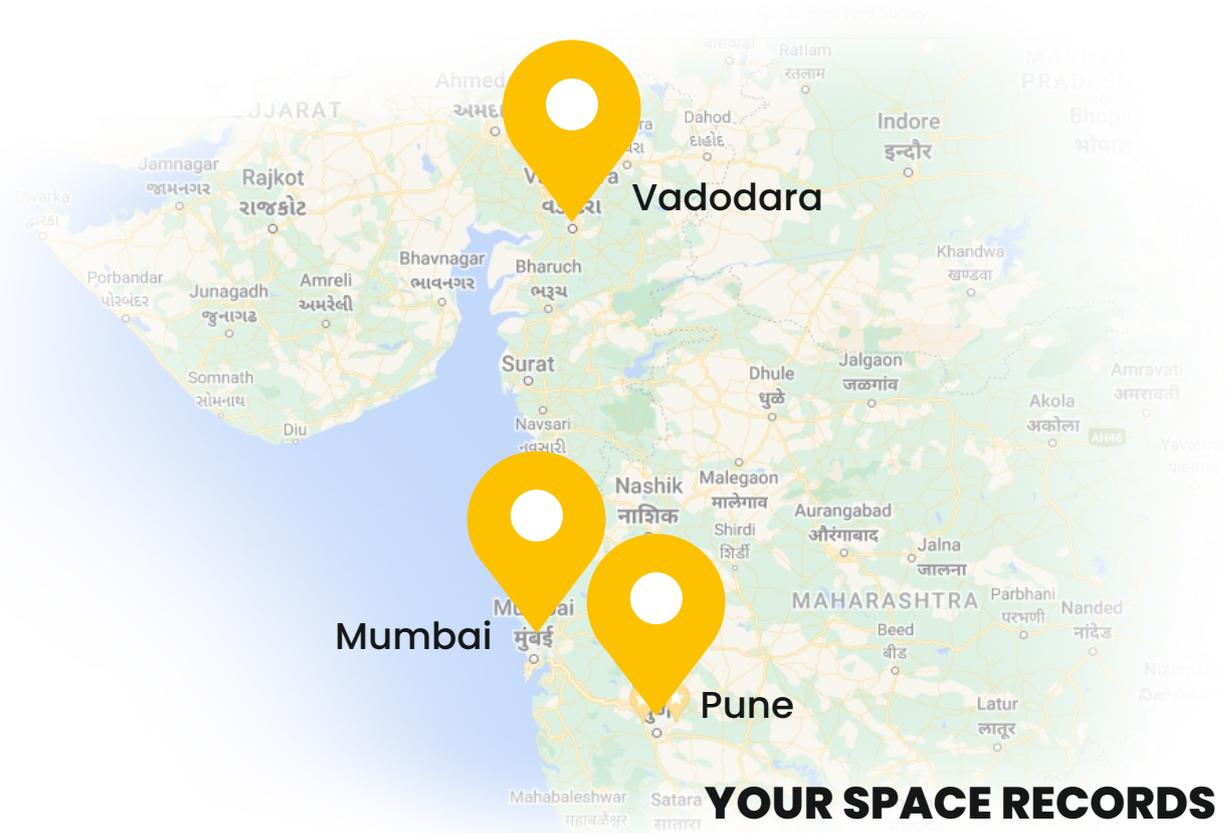
We anticipated the need to reinvent inactive Record Management and formed a leading Records Management Co. with a Pan India presence in 2000, and after successfully running the document management business for over 17+ years, we transferred ownership of the company to MNC in 2017.

We then re-invented ourselves and pioneered the first Self-Storage warehousing in India with Your Space in 2016.

With rich experience in handling documents, as storage experts, we further enhance innovative ideas and strive from time to time in creating awareness and keeping the company at par with the latest development of today's world where business documents are scanned and stored in systems allowing for easy retrieval and cataloging.

We would like to assure you that your documents once trusted to YOUR SPACE, will be safe, secure, and retrievable in minutes.

Team Your Space
Records Management



Mumbai

Vadodara

Pune

**YOUR SPACE RECORDS
MANAGEMENT CENTRES
MUMBAI | NAVI MUMBAI
PUNE | VADODARA**

CALL US NOW:

+91 7738881584 | +918433925040

