



# Document Warehousing and Retrieval Services

**“Any document, anywhere, anytime”**

**Document Options offer you a comprehensive range of managed document storage services.** We can provide you with storage and retrieval solutions for your paper records, engineering drawings, magnetic data, microfilm and X-rays.

No other company comes close to the variety of services we offer – a successful blend of box storage, microfilming, scanning, reprographic services and on-line browser based web access makes our service unique. **And all from a well known, established & reliable service provider.**

A number of service level agreements are available dependent upon the storage method:

- Instant access to scanned data stored on our secure, mirrored RAID web servers with fail over back up comes with a SLA of 99% guarantee.
- 30 minutes to locate your hard copy or microfilmed records, scan them on demand and e-mail or fax them to you.
- Same day or next day delivery of hardcopies.

We provide a full range of reprographic services which means that we can scan, copy, print or enlarge your archived electronic files, documents, x-rays or microfilm and despatch the data to you or direct to your client.

Building plans or engineering drawings may be retrieved, scanned or printed and delivered or posted to your site office, end user or supplier.

**Archive Storage Services** - with *rapid* retrieval from our document warehouses in Crawley, Sussex or Ashford, Kent.

- Secure collections using our staff and vehicles.
- Strong, robust boxes available for purchase.
- Box and file listing services available.
- Secure door-to-door same day or next day deliveries.
- Security cages available for sensitive documents.
- Fire safes available for critical files.
- Document fax back service.
- Document scan and e-mail service.
- Level 2 security shredding & pulping service.
- Online access to database of stored boxes and files.
- Document microfilming services.
- Document scanning services.



**DOCUMENT OPTIONS**  
L I M I T E D

**Tel: 01293 426677**

**sales@document-options.co.uk**

**Burrige House, Priestley  
Way, Crawley, RH10 9NT**



**“Whatever the application  
...we have it covered”**