

## *Who Should Not Use FILE SOLUTIONS*

*Our customers and we at File Solutions Ltd think that every business should use our services, however if you fall into the categories described below, you may not need File Solutions Ltd services.*

### *Time Isn't Important*

If saving time isn't important to you, File Solutions Ltd isn't for you, File Solutions Ltd could save you months, if not years, of searching, but you would rather not save time. After all, your time isn't worth anything. Because your time isn't, worth anything, it makes sense to spend thousands of hours storing and searching for files in what File Solutions Ltd can do in minutes.

“U.S. managers spend an average of 4 weeks a year searching for or waiting on misfiled, mislabeled, untracked, or ‘lost’ papers” (Cuadra Associates).

### *Money Is No Object*

Instead of spending less than a penny and a half a day per box; you prefer to spend thousands of dollars maintaining your archived files.

“It is estimated that the dollar cost of 18 ft.<sup>3</sup> of records (the content of a five door letter sized vertical filing cabinet) in an average state office for one year is more than \$2100 per year” (Oregon State University record management handbook)

### *Insects, Rodents, And Water Damage Isn't Important to You or Your Company*

You could store your files in a wet moldy basement corner or in some farmers outside storage shed. Only to find out when you need these files, mice, insects or even the dreaded black mold have infected your files. Making this hazardous for you and your staff's health. Not to mention the time to recreate these files.

“The average cost of recreating a document is \$180” (Survey reported in Information Week).

### *Lost Records Aren't Important*

You enjoy the challenge of searching for files; it's a fun game for you and your staff to see who is the best at finding lost files.

“At any given time, between 3 and 5 percent of an organization's files are lost or misplaced. The average cost of recreating a document is \$180. Annual loses for a Fortune 1000 company with one million files is \$5 million dollars” (Survey reported in Information Week).

### *Tax Litigation Doesn't Scare You*

Nobody likes to be audited, but it is a fact of life in business, badly stored and unorganized files, throws red flags for the Auditors.

“Keeping some records but not others beyond their scheduled retention can increase exposure to negative inference in audit or litigation” (TN).

### *Compromising Client Information*

It isn't important to you or your clients. Do you know who has access to your files, is it your competitor? Concerned about your clients identity theft? Are the right people getting your files?

*If even one of these categories listed above does not apply to you, you should use File Solutions Ltd Obviously, we wrote this page with our tongue planted firmly in our cheek. Hopefully, you get the idea that we think every business manager should use our service.*