

SERVICES AVILABLE

360-501-5047

PO BOX 488

LONGVIEW WA

98632

- File level Indexing
- Purging records
- Rush delivery
- Hourly personnel
- Consulting Available
- Destruction of records
- Boxes available for sale
- After hours delivery
- Two deliveries per day
- Shredding by appointment

DATA



EFFICIENCY

Less Space, Less manpower, Less Money

Conserving resources and cutting costs are among the most popular activities in corporations today. We know you need all the help you can get, so why not start with your records and information management operations.

Conserving Resources

Managing important and confidential information can be a significant drain on your staff resources. We provide a professionally trained staff, available around the clock, to manage all your information needs. Meanwhile, your staff can focus on more pressing business issues.

Cutting Costs

Are you considering using your expensive office space to store information? Thinking about tying up your assets in a special warehouse & expensive storage equipment? Let us manage that for you, Call today.

DMA

WE OFFER MORE THAN STORAGE

**WE OFFER RECORD
MANAGEMENT**

SHREDDING AVAILABLE

For any questions
Call

1-877-517-4733, or
360-501-5047

Fax: 360-501-4614

Or visit us on-line at
www.dmaskredding.com

www.documentmanagementarchives.com

PO Box 488
Longview, WA
98632

Phone: 360-501-5047

Toll Free: 1-877-517-4733

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Security

Security system ensures your information will remain safe and confidential

Climate-Controlled

Some information requires special climate controls that can be costly & difficult to implement.

Controlled Access

You control who has access to your records.

Around The Clock Service

Delivery & pick up service available. We provide the vehicles and manpower.

Record Management

The primary goal for you, the client, is to save you money, improve access while destroying records promptly when their live cycle is complete.