

Physical & Digital
Document Storage

Store in Boxes, Store in the Cloud. Box-it is the name you can trust for Secure Physical and Digital Document Storage solutions.

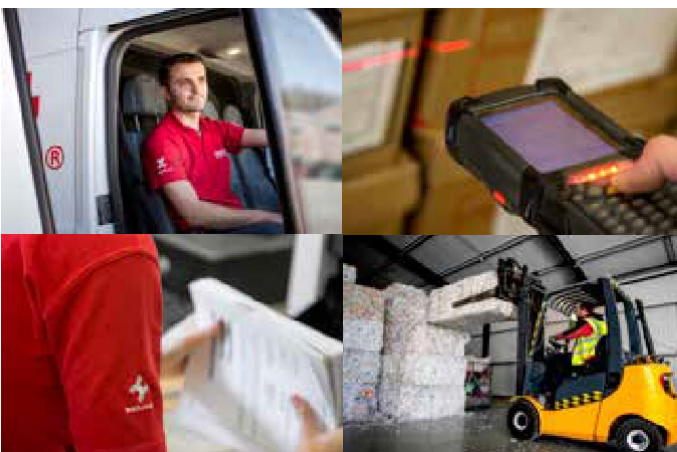
Box-it North Scotland is a leading provider of document storage and lifecycle management solutions, offering a secure, end-to-end service.

With Box-it, clients have peace of mind that their confidential documents are being stored in the safest of environments. These may be paper records stored physically in boxes at our document storage centre, or electronic documents stored in our award-winning Cloud repository.

Our document storage services are used by businesses of all sizes, from small private enterprises to large corporations and public sector organisations. Many are reaping the benefits from storing their documents with Box-it, through:

- Improved utilisation of office space and better productivity
- Improved management of paper and digital documents
- Improved search, retrieval and traceability of archived records
- Improved processes for compliant document lifecycle management

We also provide a range of services including Cataloguing, Scan on Demand retrieval, Confidential Destruction, Archive Box Supplies, Digitisation, Data Extraction and Business Process Management.



A Secure Place for all your Physical Documents

Box-it North Scotland is located on Edzell Base, Angus, Scotland. We offer secure document storage facilities to clients in the Northeast of Scotland, all of which provide consistently high levels of customer service and security inherent to the trusted Box-it brand.

In Brief:

- Secure document storage facilities
- Protected by CCTV, intruder/smoke alarms
- Humidity- controlled
- Advanced barcode / track and trace systems
- Express/Standard Next Day collections and retrieval services
- Tracked and transported in Box-it liveried vehicles
- Comprehensive audit trails
- Flexible document storage pricing plans
- Archive box supplies
- Online management and ordering system
- Optional Scan on Demand / Digitisation /Destruction services
- Choose the service plan that suits you best - 'All-Inclusive' 'Activity', or 'Deep Storage'

Collections & Retrievals

We have our own extensive fleet of Box-it liveried vehicles, all of which are tracked and driven by Box-it security screened personnel. We provide collections and retrievals services with a barcode tracking system for full traceability. Our swift retrieval service enables physical delivery in the following forms:

- Guaranteed Priority (Same Day)
- Standard (Next Day)

Alternatively, they can be returned electronically via our **Scan on Demand** service, ideal for those urgent requests or for those looking for a more environmentally friendly option. We scan your document, upload it to O'Neil Orders, and send you a secure link via email enabling you or any other authorised user to access it remotely. It is fast and very secure.

O'Neil Orders

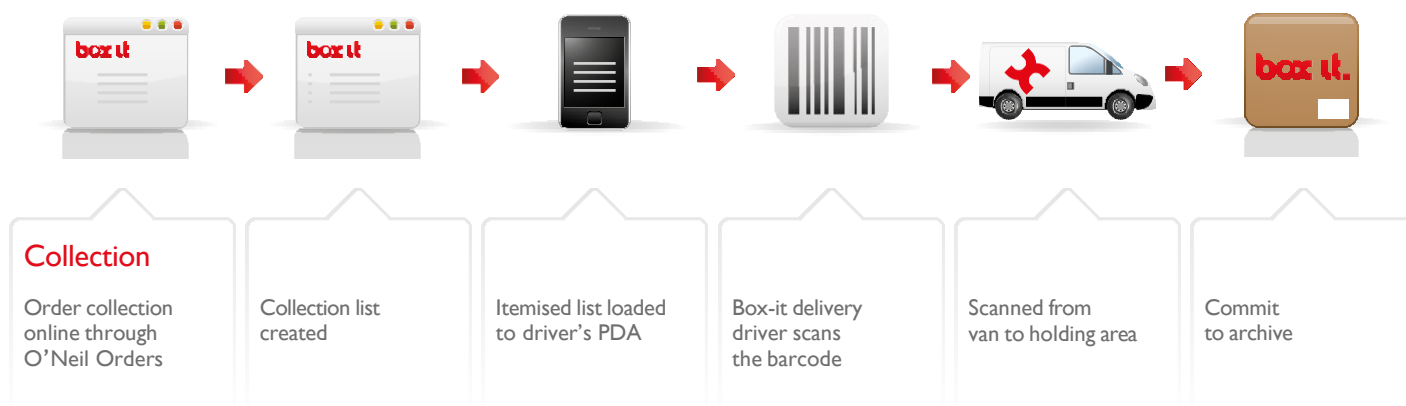


Our document storage clients can conveniently manage their physical archives online, from any location with O'Neil Orders, our web-based portal developed by O'Neil Software. O'Neil Orders gives one single 'centralised' view of your archives stored at one or multiple locations, allowing you to manage them online, at box and file level. User-friendly, it can be configured to suit your business requirements and has powerful search, retrieval and reporting functionality. It forces good practice and provides all the tools for compliant document lifecycle management.

Cataloguing Service: What's in the Box or File?



Accurate, consistent cataloguing is the backbone to compliant document lifecycle management. Box-it provides professional cataloguing services with exceptional speed and accuracy, made possible by our cataloguing application which uses digital capture technology, importing data for matching and validation at box and file level. Our cataloguing services are used by private enterprises and large public sector organisations.



Local service

Our knowledgeable, friendly personnel at Box-it is on hand to help with those urgent and non-urgent requests, as well as any general enquiries you may have. We are proud of our reputation for excellent customer service. Wherever you are based, Box-it has the facility offering document management solutions within easy reach.

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box-it®
Storage / Shredding