

Manchester Document Storage Provider Puts Growth Plans in Place

“Our solution takes away the paper”

Records Management service provider Archive Solutions have recently expanded into a fourth warehouse in Greater Manchester and into electronic document storage technology.

Archive Solutions, who currently employ 15 staff, aims to grow the business to five times its current size within five years to meet increasing demand for the archiving, storage and compliance of records. Their customer base includes accountants, lawyers, financial services firms, local authorities and hospitals.

Partnering with Avanquest ProcessFlows, suppliers of a wide range of solutions which automate business processes, has enabled Archive Solutions to extend its services by adding ProcessFlows' electronic filing to their portfolio of document storage options.

Claire Dunn, Archive Solutions' Managing Director is leading the expansion. Her enthusiasm and personal knowledge is driving development into new, more modern ways of dealing with the age old problem of what to do with too much paper you can't destroy.

Companies are legally bound to keep paperwork for a period of time, but storage can be costly and if you opt to store documents in-house, not only do you have to find the space for all that paper, staff are needed to manage it all. Organisations also want to save time when it comes to retrieving old documents. Nobody wants to waste time trawling through piles of boxes in dusty basements to find what they are looking for.

It is commonly accepted that:

- Manually retrieving a file from a filing cabinet takes between 15-30mins of an employee's time per request
- Searching for and processing documents takes up between 15 - 25% of the average 'knowledge worker's' time

Claire said, “Our partnership with Avanquest ProcessFlows means we can now offer complementary software and digital capture, workflow and scanning/storage solutions – turning paper into

electronic format so the original documents can be securely destroyed – allowing us to provide an even better service to our existing customers and those looking to review their archiving needs, budget spend and services in general.”

Claire added, “Switching to ‘electronic filing’ gives clients multiple-user, real-time, instant access to all the archived documents we store for them, at the click of a button. Being able to retrieve their files instantly means they can respond to queries in a timely manner. It increases efficiency and enhances customer service.”

Franca Cognata, Channel Partner Manager at Avanquest ProcessFlows said, “As part of our Channel Partner Programme, Archive Solutions can now offer a range of complimentary products and services, supported by a partner with a 23 year successful track record, which builds upon the core competency of the business - archiving and managing documents for their customers.

Editors Notes:

Further information about Avanquest ProcessFlows at <http://www.processflows.co.uk>

Further information about Archive Solutions at <http://www.archive-solutions-uk.co.uk/contact%20us.html>

Images of Claire Dunn, Archive Solutions and Franca Cognata, Avanquest ProcessFlows are available at http://www.processflows.co.uk/public_html/wp-content/press-files/clairedunn.jpg and http://www.processflows.co.uk/public_html/wp-content/press-files/francacognata.JPG. Both ladies are available for comment.

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