

Few people realize how important their documents are until they can't find them. Yet many trust moving companies or untrained personnel to move or consolidate their files.



TAB understands filing systems. We will complete your file move quickly and keep your documents accessible to you throughout the process. TAB professionals will merge or convert your different filing systems with speed and accuracy. We help you get the most from your filing system and ensure your document is there when you need it.

For more than 40 years, TAB has helped organizations across Canada better organize, access and manage their information. You can trust TAB to plan your file room, and help your organization move, integrate or convert files quickly and accurately, with less interruption to your business.

Move files quickly, accurately

If you're faced with the critical – and often overwhelming – task of moving your documents, let TAB help. Our experienced team of records management professionals will ensure that your file move is done quickly and accurately, with less disruption to your business – whether you're moving down the hall or across the country.

In fact, our expertise enables us to complete your move more efficiently than could be done with your own in-house resources. With TAB, the integrity of your filing system is guaranteed. And, we'll also ensure that your documents remain accessible to you the entire time.



Streamline for increased efficiency

TAB records management experts can help you transform your current document storage system into a highly efficient, secure system. By streamlining your existing filing practices, you can achieve efficiencies in time, space and cost.

We will show you how multiple file organization methods can be consolidated into a single, centralized system that eliminates duplication. TAB specialists can also facilitate a switch from one storage type to another – such as drawer file cabinets to lateral filing. And we're well equipped to guide you through the challenging process of folder conversion – top-tab to colour-coded side-tab, for example.

Throughout the consolidation or conversion, we'll take care of all sorting, validation, and filing of your documents into the new system. That means peace of mind.

Work with professionals

Don't trust your valuable files to just anybody. Let TAB design, move, consolidate or convert files and file rooms quickly and accurately. It's our area of expertise. And it lets you focus on yours.

For more information on TAB's expert file services, call **1-800-387-6212** or visit **www.tab.ca**

TAB File Services

- File Moves
- File Conversions
 - Document/File Inventory
 - Data Creation
 - Document Level Organization
 - System Merge/Consolidation
 - Loose Sheet Filing
 - Document/File Tracking; Barcode Applications
 - Document Preparation for Electronic Conversion
 - Document/File Purge
- File Room Design

Get Organized. Get TAB.



TAB

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