

Reduced costs. Reduced exposure to risk. Increased efficiencies and increased value from your records management system. These are the benefits your organization will realize by outsourcing your records management function to TAB.



With more than 40 years' experience in records management, TAB has the ability to identify records management inefficiencies, design corrective action plans, and implement solutions. We offer best-in-class records management outsourcing solutions and practices, so that you can focus on your core business.

Reduce your costs

Your records management system is costing you more than it should. TAB will help you reduce your organization's total cost of ownership. We'll help organize the information you need to run your business and reduce your system costs (such as space, labour and off-site storage) in the process.

We will seamlessly integrate our records management services within your organization's day-to-day functions. You will realize increased productivity, as your staff will be able to access the information they need quickly and easily.

TAB will also help you reduce on-site space and off-site storage requirements. We will redesign your file rooms to maximize space utilization and accessibility. By implementing a customized records management program, unnecessary documentation will be purged and inactive files will be moved off-site.

Overall, outsourcing your records management to TAB allows you to better manage cash flow and free up investment dollars for your core activities.

Reduce your risk

TAB offers industry-leading systems and processes that minimize your exposure to litigation and ensure that your vital records are protected and accessible.

By implementing TAB's records management processes, you are assured of a program that considers your industry's regulatory and legislative requirements, as well as your organizations specific operational requirements.

TAB's experienced consultants authored FileLaw™, the records management industry standard on industry-specific compliance regulations and legislation.

Increase your efficiency

By applying our industry-leading systems and practices to your organization's records, TAB will help you realize major efficiencies in time, space and accessibility – while improving overall quality. The ability to retrieve the information you need when you need it improves business operations and increases employee productivity, providing your organization with a significant competitive advantage.

Partner for the future

As your records management partner, we will work to uncover value by eliminating redundancy, improving resource utilization and enhancing overall quality.

Let TAB, the outsourcing experts, manage your records keeping function, so you can focus on your core business activities.

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



TAB Outsourcing Services

- File Room Operations
- Records Management Consulting



TAB

Get Organized. Get TAB.

TAB Canada
1-800-387-6212
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