



Ten Reasons to Store Records Off-Site with Sequoia

it's safer...

The principle is incredibly simple. You place your files in the special boxes that Sequoia has provided. Sequoia picks these up from you, stores them in its warehouses, very well protected against fire and theft. Extensive computer technology controls all the storage functions. There are connections for immediate communication with police or fire stations. Nothing is left to chance. Sequoia is a safer place for your records.



easier

You no longer have to deal with anxieties over your records. No more worries about how much storage space is still available. No more anxiety over your files, because, an arrangement with Sequoia is incredibly simple. After your files have been picked up, you will receive a computer listing from Sequoia. Need a file urgently? No problem, Sequoia quickly and discretely delivers whatever files you need. And afterward, these are promptly picked up again and expeditiously returned to storage. You need access to larger numbers of files? Information for a tax audit? Sequoia provides convenient and comfortable reading room. Nothing is easier than storing your records with Sequoia.



more orderly

You won't ever misplace a file again. From now on, every file box, or if you prefer, every file, is identified with a bar-code. Making use of this code, the Sequoia computers keep track of all your stored records. How many boxes are stored? Who accessed what files and on what date? At which point may old records be destroyed? At any given time, you have a complete overview of all of the above. There is no one that will keep your records in better order than Sequoia.



more secure



Sequoia focuses more attention than anyone on the faultless storage and preservation of records. Whether it be medical files or bank statements, a priceless postcard collection or old and expired invoices, with Sequoia, you can be sure that nothing will go wrong.

▲Up

more efficient

Say goodbye to those fixed costs for your permanent record storage. Instead you will be billed for a small monthly fee. Your fixed costs become variable and are 100% deductible. In these times of hard-nosed competition, it is vital for your company to save on costs and operate as efficiently as possible. That's a given when you entrust your records to Sequoia. There is no smarter way to manage your records storage.

▲Up

more flexible

Today you have 10,000 files stored; tomorrow only 50? Maybe next year 100,000? No problem with Sequoia. You pay only for the actual volume. You never have to be anxious about either too little or too much available space. The same is true for the number of access requests. For a number of clients, Sequoia only handles their passive, dated files. But in some cases, we will handle the active files too, as with insurance companies or hospitals. At any time, day or night, Sequoia personnel are there for you, to honor your request. What could be more flexible?

▲Up

more discrete

At Sequoia, discretion is a top priority. All of our personnel are carefully selected ahead of time. All are signed on to a strict behavior code. More than that, our work procedures provide for absolute discretion. The anonymous labeling of the boxes reveals nothing about their contents. The boxes of one client are not even necessarily located together. And you have the option to provide each file or box with a one-use seal, to insure absolute certainty of restricted access.

▲Up

more professional



Sequoia is constantly making significant investments in better protection and management of your records. Such investments will keep us on the cutting edge of technology and procedures. Sequoia will continually strive to be the most professional partner for the management and storage of your records.

▲Up

more advantageous

The space that your records now take in is probably worth more to your firm than the total amount Sequoia would ask for a complete service. The price per square foot is only one aspect. Apart from the infrastructure for your storage needs (space, shelves, security, maintenance...), you will also save on time and wages. Think of the stacking, keeping inventory, searching, returning and ultimately destroying of your old records.

▲Up

and no ongoing obligation

At any given time, you have the freedom to take your records back again. No boxes stored, no invoice from Sequoia. It's as simple as that! Maybe Sequoia is ... a solution for your records storage problem!