



## CostSmart's Services:

# Records Management, Business + Document Storage

CostSmart offers streamlined **document storage and records management** for efficient processing and access for our customers. Internal company document storage creates expenses including office space, inventory and often staff to manage inventory. Businesses can outsource this storage to CostSmart to free up valuable space in their own premises and gain greater control over their inventory.

We provide a centralised **warehouse** that delivers a more efficient and economical way to store products and documents in a highly secure environment. With a focus on helping companies to streamline their processes and cut overheads, CostSmart provides records management and a physical document storage solution to keep your documents on-site with full flexibility and visibility to clients. In fact, any business product is able to be stored and managed.

CostSmart's **custom eStore solution** allows customers to seamlessly access their own library of files. Customers can easily log into this service and get full visibility across their products, using a simple search function to source the files they need. Files can then also be organised and delivered the next day, so you and your clients can access relevant documents on request. CostSmart also offers a scanning and digitising service to reduce your physical inventory holdings.

“ CostSmart provides a fast professional service and we are very comfortable with their modern and secure storage facilities. The digitisation of a large amount of boxes is a mountain that CostSmart is climbing fast!  
- Senior Property Manager - ”



Head to our website to learn more about how your business can benefit from off site **Records Management, Business + Document Storage.**





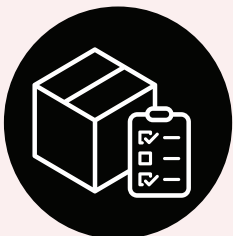
CostSmart securely and safely stores over **50,000 archive boxes and 900 pallets of business product** in our state-of-the-art warehouse.



We can provide **instant digital access** to your documents via our internal cloud based systems.



**Frees up valuable space** on your own premises.



**Gain greater control** over your document and product inventory.

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*We seamlessly store and manage documents and business products.*