



Managed Document Storage

- ✓ Offsite storage frees up valuable office space
- ✓ Storing off site is cheaper than office rental
- ✓ Offsite storage is safe, secure and pest free
- ✓ Offsite storage improves how you store your information
- ✓ Managed storage removes potential OH&S risk from staff
- ✓ Public Records Office Victoria (APROSS) approved

It's easy, find out how.
Freecall 1800 362 746 today.

The Doc Shop, protecting your privacy and security



...make space

Managed document solutions for your home and business



Photocopy Paper

- Purchase from the Doc Shop
- Delivered to your door step
- Australian made

Off Site Archive Storage

- Document Storage
- Data Storage
- Image Storage
- Document scanning

Paper Recycling – Unsecure

- Recycled waste paper
- Recycled cardboard
- Bulk clean ups

Secure Information Destruction

- Confidential shredding bins
- 120 Litre, 240 litre bins or bulk clean ups
- On site shredding
- Media destruction

Recycling – E-Waste

- Old computers and printers
- Redundant IT equipment
- Battery buckets
 - Alkaline battery recycling

Box Sales

- Archive boxes
- Moving boxes – small and large
- Australian made, high quality

Safe Deposit Boxes

- Private
- Securely store your valuables or irreplaceable items
- Available in a variety of sizes
- Short or long term rental

Office Relocation & Maintenance

- Relocations or internal office moves
- Moving crate hire available

**Professional, confidential,
secure and easy**

**Find out how we can help.
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