



Australia's First Choice for **SECURE INFORMATION MANAGEMENT**



TRUSTED

Secure handling of your information every step of the way.



SUSTAINABLE

Committed to secure solutions that are better for your business and the environment.



COMPLIANT

Helping your business meet privacy and regulatory obligations.



PERSONAL SERVICE

Local team. Real people. Responsive and reliable support you can count on.

The DocShop supports businesses in protecting, managing and securely disposing of sensitive information. From secure document destruction and off-site archive storage to digitisation and responsible e-waste recycling, The DocShop provides end-to-end information management solutions tailored for businesses of all sizes.

One call to The DocShop can save you time making several separate enquiries.

The DocShop maintains the highest security accreditation in Australia.

Accredited by the National Association for Information and Media Destruction - **NAID AAA PSPF Certification.**



Public Record
Office Victoria

i-SIGMA®



Contact Us

1800 362 746
contact@thedocshop.com.au

When information matters,
businesses trust The DocShop

All material collected are processed
at the DocShop secure destruction
and recycling facilities



SPECIALISTS IN **SECURE INFORMATION MANAGEMENT**

• STORAGE • DESTRUCTION • DIGITISATION*



contact@thedocshop.com.au



www.thedocshop.com.au

Since 1985

Professional | Confidential | Secure | Easy

TheDocShop Services



A Certificate of destruction can be provided on the completion of every destruction service.

We help businesses protect what matters most through our secure, reliable and environmentally responsible services.

Designed to simplify information management and give you complete peace of mind.



Secure Destruction

Protect your confidential information with secure destruction.

Our secure destruction bins can be set up on a regular schedule or used for one-off clean-ups.

All materials are securely shredded and recycled in Australia under a documented chain of custody.

We are **NAID AAA Certified** - the highest level of security accreditation in Australia.



Secure E-Waste Destruction

Securely dispose of redundant IT equipment, protecting sensitive data and the environment.

We securely recycle your old computers, servers, printers, mobile phones, electronic equipment and appliances.

Hard drive destruction - 100% data erased.



Managed Document Storage



Storing off site is cheaper than office rental and frees up valuable office space. Managed storage removes potential OH&S risk for staff and provides a safe, secure and pest free storage option.

The DocShop is APROSS approved, Public Records Office Victoria.



Digitisation/ Scanning

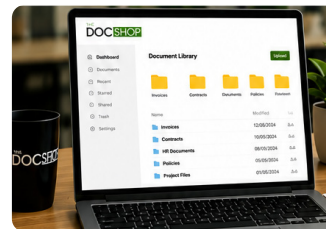


For improved access to archived records or converting your paper records to electronic formats.

The DocShop can scan hard copy documents to a variety of file formats including JPEG or PDF. Save space whilst increasing your data security, through digitisation.



Online Electronic File Storage



Save space whilst making your files easier to find and easier to use. Using The DocShop servers you can access your files via the cloud without having to worry about physical or server space.



On-site Shredding



The DocShop on-site shredding is fast and secure, giving you peace of mind that your confidential documents are being destroyed securely while you watch.



Secure Uniform, Garment & Product Destruction



The DocShop offers secure pickup and destruction services of uniforms, designer clothing, counterfeit products, as well as customs and imported items. Products are destroyed to an unidentifiable state and in most cases the material can be recycled.



Office Cleanouts



Needing secure bins due to an office cleanout or move? The DocShop can help there too!

Our stress-free solutions offer responsible disposal of redundant office furniture and redundant IT equipment. In addition to these bins, we can also provide heavy duty moving crates with skates.



Secure Chain of Custody
End-to-end security you can trust.



Environmentally Responsible
Committed to sustainable practices and recycling.



Compliant and Privacy Focused
Helping your business meet privacy and regulatory obligations.



Trusted by Businesses Australia Wide
Long-standing relationships built on reliability.