

# ARE YOU GUILTY OF CRIMINAL INVENTORY OR RECORDS MANAGEMENT?

## Did you know that:

- it costs the average company **\$75,000** a year to find the average **1,000** files that are lost or misfiled? Parts shrinkage can cost a company 2 to 10 times that amount.
- Designing and installing an SBS filing or inventory system can cut these figures by **50 to 70 percent?**

An integrated system from SBS can return **50 percent** of your office or plant space, increase employee efficiency by **100 percent**, and protect your business records or parts to a degree you may not have yet imagined.

We understand that information or inventory encompasses more than just the written word or hard goods. We also understand that storing information or assets and being able to quickly and easily access it whenever needed can be a challenge. At SBS, we have devoted ourselves to designing storage/retrieval systems that will solve the most challenging filing and inventory problems, leaving you free to manage the business of your business.

At SBS, we know that moving files from one location to another is a major headache. We also know that converting files from Alpha to Numeric or from any one method to another can tax everyone's patience.

We can accomplish any task associated with structuring or restructuring your files. Whether it be refoldering, computer-generated labeling, moving and relocating files, etc., we can do the job. We can design and implement a system for videos or computer tapes and cartridges, CD's or cassettes. Need your tool room reorganized or your drawing files made accessible, ~~we~~ we can do the job. Over a weekend? Sure! Over the holidays? Absolutely. You'll be open on Monday ready to work because SBS was at work on the weekend.

Use your in-house staff for the job they were trained to do, we do the job we are trained to do. Speaking of training, we will train your people to complement the new system, and we can do that in off hours too.

With an integrated storage/retrieval system from SBS, the only thing you will be guilty of employing is your intelligence to install an organized and efficient document or inventory storage and retrieval system for your company.

## **FILE CONVERSION AND LABELING SERVICE**

“We don’t have the time!”

“It will cost a fortune in overtime!”

“Our people don’t know anything about file conversion.”

We at SBS know all too well how difficult planning and executing a file conversion can be or how bothersome installing a new filing system generally is.

But fear not, we are here and that is what we do. We can design any type of folder you may need. We can design any type of label, color-coded, black and white, with or without bar-codes. And we can put those labels on your existing folders, change those folders from drawer files to shelf files, put old folders in new folders, or just about any other type of conversion you might want.

Need your inventory labeled? We can do it!

Organize drawer files? Yes!

Need help with asset management? We can help there too.

So if you have a need, we at SBS have the time, people and know-how for your file conversion!

**AT SBS, OUR BUSINESS IS ORGANIZING YOUR  
BUSINESS!**

Website: [www.automatedstorage.com](http://www.automatedstorage.com)  
[www.documentstorage.com](http://www.documentstorage.com)

## **APPLICATION SPECIFIC SOFTWARE**

Our **Windows-based Applications Specific Software** makes tracking your files or inventory easy and convenient. Our **Intelli-Trak software** can track files all over your building quickly and easily. With Intelli-Trak in place, your staff will never again spend hours or days searching for a misfiled document. Enterprise wide, single user, NT network or UNIX, we have the document tracking software to meet your needs.

Our Intelli-Trak software can also manage your toughest inventory control and management challenges, as well as assist your employees in accurately tracking shipping and receiving orders. The software can also be designed to execute all types of bar coding, and labeling, portable data collection, and asset management.

We at SBS understand that different documents need specific ways to be filed and retrieved. These needs are not always conducive to a file folder. At SBS, **all of our solutions are application specific**. We can design an automated system that can quickly retrieve paper documents, videos, film, engineering and technical drawings, and electronic filing.

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## **AUTOMATED STORAGE AND RETRIEVAL**

**SBS can create systems that can accommodate the most unusual and diversified business needs.** May those needs be documents, microfilm, parts or tangible assets.

For instance, our vertical carousels can quickly store and retrieve small parts, work in progress, technical drawings, tools, videos, cassettes, and other items that you need quickly. No matter what your storage/retrieval needs, chances are SBS can design a system that fits the growing needs of your office, department, plant, or integrated work cell.

**Our file management systems combine color-coding with a simplified alphabetic or numeric arrangement that virtually eliminates the possibility of losing files.** Your employees can concentrate on the work at hand instead of spending hours searching for missing documents. Our inventory systems can interface between your shop floor and main in-house systems.

If it is a matter of space, we will guarantee a savings of at least **50 percent** of your present area. If speed of access is the issue, we can demonstrate like savings. We have accomplished this for such organizations as: **Arizona State University, Hendricks-Myers, Intel, and McDonnell Douglas.**

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## CONSULTING

Sometimes, you just know there is a problem, but you can't quite define what it is. **We at SBS understand that every problem of storage and retrieval challenge is unique.** We can sit down with you and discuss what needs your business has and what obstacles are standing in the way of success. By defining the exact storage/retrieval needs of your business, **SBS can put together a custom-tailored answer.**

Our reputation for quality, reliability, and service has allowed us to help many professionals, colleges, hospitals, corporations, banks, and manufacturing firms for more than 11 years. Now let us help you. **We will work with you in defining your business requirements and finding the best storage/retrieval alternatives.**

Whether the issue be hardware, software, integrated systems, or educating in-house staff, we have the expertise born of years of business experience in file and inventory management.

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