

## Is Your Office Paperwork Becoming A Nightmare?

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?
- installing a moveable shelving and filing system can cut this figure by two-thirds?
- a moveable shelving and filing system can cut storage space by as much as 70 percent and pay for itself in less than 24 months?
- installing a moveable shelving and filing system can triple office productivity?

With an automated filing system from SBS, the document you filed last month can be retrieved today in **less than 7 seconds**. What's more, our Records Control System software can track files all over your building quickly and easily.

Now, filing and retrieving letter or legal size files, checks, film, computer tape reels, books, and more can be simple. 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.

And, with the rising cost of office space, you can't afford to have files scattered all over your building. Our system uses vertical space to hold two and a half times more files than can be stored in standard four drawer filing cabinets in the same square footage. **You can save as much as 86%** of the space taken up by standard filing cabinets. And most of our systems deliver a return on investment in less than 24 months.

*"We want your business"*

**Our Business Is To Organize Your Business.**

SBS has the office systems experience and technology to provide customized storage/retrieval solutions for your growing business. Our reputation for quality, reliability, and service has allowed us to help 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 needs and finding the best storage/retrieval alternatives.

One of our representatives will be happy to conduct a **no-cost, no-obligation** Time and Space Savings Cost Analysis of your business' storage/retrieval requirements. Telephone 231-0944 today for an appointment and be on your way to lower overhead costs, freer office space, and higher productivity!

Sincerely,

Al Soifer  
President, SBS