



Are you making the best use of valuable office space?

Are files taking up costly floor space without contributing to your profit?

- Regain valuable office space
- Manage your documents
- Save time and money

www.tippets.ca
416.461.6133

MAXIMIZE EFFICIENCY
MINIMIZE EXPENSES
with
TIPPETS
Records Management



Facts to Know About **Tippets**

- Tippets is a family business that was started in 1927 and operates today with the same core values and beliefs upon which it was established.
- We are a **Canadian** owned and operated company.
- Our newest records centre incorporates solar technology to reduce our carbon footprint.
- In the last 5 years, Tippets recycling program preserved over 10,000 trees and saved over 50,000 cubic feet of landfill space.

Services offered by Tippets

FILE STORAGE CARTONS

Inexpensive, long lasting, easy to assemble and use

FILE PREPARATION

Assistance can be provided to prepare your records

OFF-SITE STORAGE

Safe, secure, conveniently located storage facilities

PICK-UP AND DELIVERY

Prompt pick-up and delivery in secured vehicles

CUSTOMIZED INTERNET ACCESS

An internet solution providing unique systems for managing your records

RETRIEVAL

Secure, accurate and timely delivery of requested information

CONFIDENTIAL DESTRUCTION

Managed review dates, offsite shredding, Locked consoles provided, certificate issued.

COMPUTERIZATION

Bar-coded tracking provides a comprehensive and cost-effective approach to information control.

SCANNING AVAILABLE

TRM



045542

CUSTOMER: 35209

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416.461.6133

info@tippets.ca



Services provided across Toronto, the GTA, and other surrounding areas.

Affiliate locations across Canada in Montreal, Ottawa, London, Kitchener, Windsor, Calgary, and Vancouver

Additional North American locations serviced through the **National Records Centers**.
www.nationalrecordscenters.com

Longstanding member of **PRISM International** (Professional Records and Information Services Management)
www.prismintl.org

