

Does This Sound Familiar?

"I have boxes everywhere, even under my desk. Worse yet, I don't know where anything is. I need a better way to store these files, and I want my office back."

"I hardly use these old files, and they're taking up high-priced office space that could be used for other purposes – like generating revenue."

"Every time we need to find a file or store a box, I have to send someone to the self-storage facility. That's wasted time that could be spent on productive activities."

"Last week, a colleague's office space flooded and his records were destroyed. Now he doesn't think he can stay in business. I need a safe place to store my records, just in case."

COMPLEMENTARY SERVICES

Secure Shredding. With a regular waste-disposal or recycling service, you can't be sure that sensitive information is destroyed. Iron Mountain's Secure Shredding service can help protect your business.

Transitioning to Electronic Records. Migrating from paper to electronic records with Iron Mountain enables you to outsource scanning without removing files from secure storage. What's more, our Image on Demand™ service scans only what you need, only when you need it, to keep costs down.

Special Projects. Experienced Special Project teams are available to provide optional services such as indexing, transmittal preparation, destruction, imaging, and inventory relocation – freeing up valuable time to focus on your core business.



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ABOUT IRON MOUNTAIN. Iron Mountain Incorporated (NYSE: IRM) provides information management services that help organisations lower the costs, risks and inefficiencies of managing their physical and digital data. Founded in 1951, Iron Mountain manages billions of information assets, including backup and archival data, electronic records, document imaging, business records, secure shredding, and more, for organisations around the world. Visit the Company Web site at www.ironmtn.com.au for more information.

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RECORDS STORAGE SERVICES

Easy, Cost-Effective, Offsite Storage



A TRUSTED PARTNER

Since 1951, companies have trusted local Iron Mountain employees for offsite records storage. Our leading source of new business is referral, customer retention is 98 percent, and the first of our 140,000 customers is still with us. Plus, with more than 1,000 locations, Iron Mountain can provide consistent service as you grow. If your business would benefit from secure, reliable records storage that's easy to use and cost-effective, our expertise can help.

COST-EFFECTIVE

Economical Space. Whether you're storing records onsite or in self-storage, you're likely spending more than you would with Iron Mountain. We can help you lower costs for space, records retrieval, and transportation.

Pay As You Go. Unlike office space or self-storage, which charge you for all the space you rent regardless of use, with Iron Mountain you pay for additional space only as you need it.

EASY

Service At Your Doorstep. No more moving heavy boxes or driving back and forth to self-storage. Whether pickup or retrieval, your local Iron Mountain driver will be there. Next-day, same-day, and urgent services are available.

Better Control. Our customer Web portal, Iron Mountain Connect™, lets you place pickup and retrieval orders from your desktop. You can also provide a description of each carton, making it easier to locate records later, and assign destruction dates to minimise storage volumes and lower costs.

24/7 Availability. Nothing is easier than Iron Mountain Connect™ for routine orders. But if you have questions – any day, any time – a customer service representative will answer your call and collaborate with your local team to resolve issues in real time. You get the best of both worlds: personalised local service backed by national resources.

The Right Supplies. Instead of shopping for cartons, let an Iron Mountain employee deliver them to your doorstep. We provide a variety of cartons manufactured to exacting standards, designed for ease of use, and tested for durability.

Setup. We make it easy to get started. A service administrator establishes your account, sets you up on Iron Mountain Connect™, arranges your first pickup, and sends a New Customer Welcome Kit full of helpful information.

IRON MOUNTAIN CONNECT™

Everything you need to manage all aspects of your Iron Mountain records management programme can be easily located and accessed through the one-stop, 24/7 self-service capabilities of Iron Mountain's Web portal.

Iron Mountain Connect™ provides you instant access to the information and services that are most meaningful to helping you manage your programme – whether you need to quickly locate records, run inventory reports, or access training tools.

EASY TO USE, ALWAYS AVAILABLE, SECURE

SECURE

Personnel. The key to information security is people. To earn your confidence, all Iron Mountain employees must pass comprehensive background checks. Employees also receive ongoing training to ensure performance and customer focus. Our people know they're doing more than putting boxes on a shelf; they're managing and protecting your vital business assets.

Facilities. You need to know that your records are stored safely. Our Principles of Global Facility Protection mandate some of the industry's most advanced systems to safeguard your information both inside and outside our buildings, including:

- Intrusion detection and alarm systems
- Physical access control systems
- Fire detection systems
- Fire suppression systems
- Central monitoring of protection systems

Transportation. Our advanced transportation platform protects records in motion, when security is especially critical, through a secure logistics methodology of Prevention, Early Detection and Correction, and Proof.

- **Prevention.** Iron Mountain utilises built-in technology innovations – such as patented locking mechanisms, driver proximity alarms, and a dual-key ignition – designed to prevent workflow errors.
- **Early Detection and Correction.** Wireless technology enables our drivers to scan and reconcile orders en route, and communicate with the record centre in real time.
- **Proof.** Captures an audit trail, including electronic signatures, as records move between your facility and ours.



YOU PACK IT



WE PICK IT UP



WE STORE IT



WE GIVE IT BACK