

# Office goods

## archiving and storage

Green-a-way, Berkshire and Oxfordshire's office waste management specialists, now offer secure warehouse storage of bankers boxes and archived boxes.



**W**hether you're a sole trader, SME or large corporation, if you have documentation and office goods which need to be stored securely, we can offer you a cost-effective solution.

We offer palletised deep storage and racked shallow storage to suit your needs. Our document management services include secure document storage, scanning, OCR and indexing.

Our solutions are ideal for companies who need to store paperwork for legal reasons but don't need to access them regularly, businesses with an overspill of paperwork and not enough room in-house to store them, or companies who prefer to keep documentation in a secure location away from the main office.

Our storage locations are fully secure, air conditioned, protected from fire and water and alarmed against intruders.

Your most confidential and precious files will be completely safe with us. Green-a-way offer a full range of archiving and storage solutions for local businesses, as well as waste management services including secure shredding, facilities management and office goods recycling.

**Call us to see how we can help: our Directors will visit you to discuss your needs before recommending a cost-effective, secure solution.**

**Green--Way**