

CaseStudy Document Logistics



Scenario:

The client: a renowned international telecommunications company

The challenge: In order to cut down on office space, time and costs, all documents including signed contracts should be accessible online to authorised personnel around the world and around the clock.

tectraxx-realised Solution

- » We pick up documents from the client's distribution partners on a regular basis with our own fleet. Each is given its own reference number and also stamped with the date of receipt. All documents are subsequently scanned.
- » We archive the originals in mobile shelves, which not only protects them from dirt and dust, but the shelves are also lockable, video monitored and secured by an alarm system.
- » The scanned documents are electronically archived. Authorised personnel use their user ID and password to access a document at any time online by inputting the document reference number. Any original document archived in the warehouse can also be requested online as need be; originals are then delivered to the client by courier.
- » As an additional service, we monitor the stipulated storage period and professionally dispose of the documents once this period expires.



You reap the Benefits:

What this all means for you: no wasted time searching for documents and no additional storage space needed to archive all the documents yourself – all your office space can be put to its best use of exclusively concentrating on your core business. You can call up any document at any time online – even from the road.