



Oughtred & Harrison Archival Services Announces Three Month Risk Free Trial

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Oughtred & Harrison Archival Services offers accurate and affordable document management service throughout the company. The company is a leader in file management through storage, scanning and shredding.

East Riding of Yorkshire UK: Oughtred & Harrison Archival Services and Geoff Harrison are pleased to announce that the firm offers services which include document storage, document scanning and document shredding. The company focuses on assisting clients to be free of the resources pool required to manage documents. The services are tailored to the unique needs of the individual clients. The firm offers a three-month risk-free trial to demonstrate a measurable difference in document handling.

Reducing the space required to store documents in a way that they can be found and retrieved is an important part of document management. Document scanning services transform the paper documents to digital storage. It is estimated that staff members require as much as half of their time involved in finding

documents from which information is needed. Only fifteen percent of their time is spent in reading the document. Up to ten percent of documents are lost or misfiled during the course of handling.

According to Geoff Harrison, "We want to free up your valuable time and space, by focusing on swift and seamless document management services. You can create space by storing documents with us. Document storage services offer ease of management and instant access. Our document shredding services offer confidential and confirmed destruction. We are leaders in comprehensive file management."

O&H can offer services ranging from creating a paperless office to off-site disaster recover. The professionals will help clients take stock and work out how their business can benefit. A growing number of businesses and organisations are choosing off-site document management to streamline operations and get the most from the client's time and talent.

The company delivers services across the north of England, including Hull, Sheffield, Leeds Manchester and nationwide. The standards of the firm are approved and audited by NHS Information Governance. They are also ISO 27001 and ISO 9001 accredited.

For more information, visit <http://oharchival.co.uk/>.

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