Collection & Delivery

Simply make an order for the retrieval of your media, or records and we look after the rest. All Items collected are scanned upon collection and a receipt left, thereby giving you the added reassurance that your information is in safe hands.

In addition to our physical delivery service, we also offer a Scan on Demand service, where we scan your documents and email them to you within 30 minutes of your request.

The following flow chart details how we conduct our Collection & Delivery services:

Collections Process

1.   Boxes and barcodes delivered to your office.

2.   Documents, files or tapes are placed in boxes at your offices and each box is assigned a unique barcode.

3.   An inventory of the box contents is prepared (by you or by EasyCorp UK Ltd).
         **The whole of Step 3 is known as " Cataloguing / Indexing ". It can be quite time-consuming, but if you do not have time to do this, EasyCorp UK Ltd will do it for you. **

4.   Inform EasyCorp UK Ltd using RS SQL web access or by phone that boxes are ready for collection.

5.   Boxes are collected by fully trained personnel and scanned on-site with one of EasyCorp UK Ltd's Portable Data Transmitter at your offices to confirm collection. (This is where the audit trail starts.)

6.   Boxes are securely transferred back to EasyCorp UK Ltd's secure storage facility.

7.   EasyCorp UK Ltd's Barcode Tracking Database, RS SQL is updated electronically to confirm the journey of your boxes.

8.   Box barcodes are scanned to reflect their location in our unique warehouse locations.

9.   RS SQL Database is updated to reflect warehouse locations.

Deliveries Process

1.   You identify boxes, files or tapes that you require.

2.   Inform EasyCorp UK Ltd of items required for delivery and the timeframe in which you want delivery.

3.   EasyCorp UK Ltd process your request.

4.   EasyCorp UK Ltd's Portable Data Transmitters are updated with your request details along with the warehouse location of your boxes.

5.   Items picked from shelves and verified electronically, to ensure the correct boxes have picked.

6.   Items loaded onto EasyCorp UK Ltd delivery vehicle.

7.   Items scanned on delivery at your premises and a receipt is electronically produced by our Portable Data Transmitter, which verifies the details of what was delivered and confirms that delivery occurred within the required timescale.

8.   When you have finished with your boxes, EasyCorp UK Ltd will collect them again return them to our secure storage facility.

Call Freephone 0845 678 1234 now for a free evaluation!