

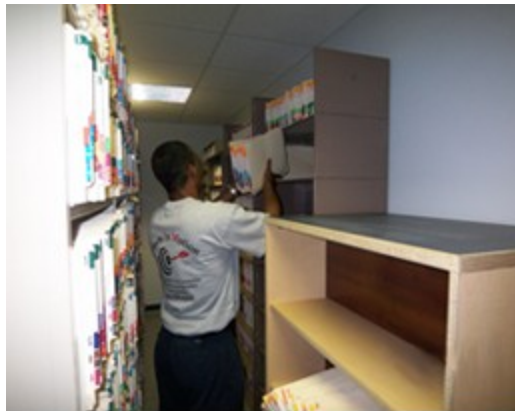
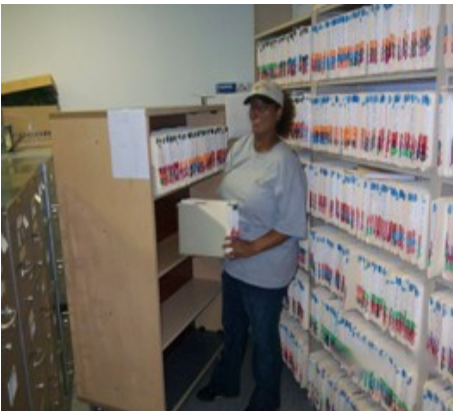
FILE FOCUS, LLC

Enhancing the File Management of Your Business Through Systems Administration!!!

File Relocation Services

A file/library relocation is the physical act of removing the files/books from their current location and transferring them to a new location. The most common problem associated with a file/library relocation is insuring that the files/books arrive in the same filing sequence which has been established by the client at the point of origin. In certain instances, we use the “to/from” approach, by labeling each shelf at both location, origin and destination, in order to give the client a clear picture of how the procedure will flow.

In rare cases, the client will require each shelf be bar-coded, so that the placement of files can be matched up with their file tracking set-up. We insure all files/books are removed and placed onto the moving carts or boxes following that sequence. Each cart or box is clearly marked to indicate the contents contained within. This process allows us to guarantee a smooth transition into your new location without any disruption to your filing sequence.



**FREE
SURVEYS**

- **FILE CONVERSIONS**
- **FILE/LIBRARY RELOCATIONS**
- **R.F.I.D. IMPLEMENTATION**
- **TEMPORARY FILE ROOM STAFF**
- **ASSETS INVENTORY**
- **REORGANIZATIONAL EFFORTS**
- **HIGH DENSITY SYSTEMS INSTALLATION**
- **REDUCTION OF FILING BACKLOG**
- **SYSTEMS FURNITURE INSTALLATION**

FILE FOCUS, LLC

P.O. Box 26
Sykesville, MD 21784

Phone: 443-803-7461
Fax: 202-521-0601
E-mail: alex@filefocusllc.com