

data sheet:

File moves and relocation services



TAB's experienced and knowledgeable file move teams help you reduce risk and minimize business disruption, whether you are moving down the hall or across the country.

Files are not furniture

Most organizations we work with understand that files require special treatment during a file move or relocation. However, they struggle to:

- find the time for planning
- manage the many details involved in a file move
- find staff to help carry out the move

When seeking help with a file move, your files should be entrusted to an experienced partner that can minimize risk and disruption to your daily operations. Regular moving companies simply will not do.

TAB are the file moving experts

TAB has conducted countless successful file moves over the years and we understand what it takes to do it right. Our file move services include:

- consulting and project management services
- file audits to know exactly what you are moving
- pre-move file purges to avoid moving unneeded files
- boxing, labeling and barcoding of files
- transporting of files
- re-shelving moved files
- post-move inventory and quality checks

About TAB

As the recognized leader in the records and information management industry, we develop custom solutions that enable our clients to store, find and use critical information. We offer top quality filing systems, media storage equipment and specialists that solve complex records and information management challenges. With more than 65 years of experience, we serve clients in a variety of industries including legal, finance, healthcare, insurance, manufacturing, education and government.

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