

Compare Penn Records

Self-Storage Units: Cost Efficiency

- ⊗ Stacking boxes on the floor without special shelving will incur a minimum monthly storage cost of 42 cents per box.
- ⊗ When a rental unit is filled to capacity, another entire unit must be rented, substantially increasing the monthly per box storage cost.

Self-Storage Units: Service

- ⊗ Sending company employees to find boxes/files will cost wages, payroll costs, liability insurance, mileage and lost office productivity time.
- ⊗ Employees often need to be coaxed to enter these units which can be hot or cold, dusty and disorganized.
- ⊗ Returning files to storage with accuracy is not assured; no electronic recordkeeping

Self-Storage Units: Security

- ⊗ All unit renters use the same access code to gain entry to the grounds.
- ⊗ The materials stored in these units are unknown.
- ⊗ Will flammables, flooding or acts of nature cause a safety threat to business records stored?

Penn Records Management: Cost Efficiency

- ✓ Monthly storage costs per standard records storage box are less than 1 penny per day regardless of how many boxes are stored. Only pay for what you need.

Penn Records Management: Service

- ✓ With a simple phone call, any number of files or boxes requested can be delivered to your office or desktop within hours.
- ✓ Service is charged only on an as-needed basis, eliminating the need for a company to hire additional file clerks or couriers.
- ✓ Returning files are picked up at the customer's convenience and refiled according to our sophisticated electronic recordkeeping.

Penn Records Management: Security

- ✓ Business records only are stored in company-owned buildings equipped with infrared detectors to prevent unauthorized intrusion; ceiling sprinklers are in place, both armed with 24-hour central station monitoring.
- ✓ All boxes are placed on steel shelving bolted to the concrete floor and engineered to withstand the generally accepted seismic activity in the area.

CORPORATE OFFICE

Penn Records Management

2551 S. Garnsey St.
Santa Ana, CA 92707
Tel. (714) 549-0224

email. info@pennrecords.com

web. <http://www.pennrecords.com>

Fax. (714) 549-0765