

**box-it**®

Scanning and Storage

01624 698444

[iompost.com/boxit](http://iompost.com/boxit)

Scanning  
Solutions



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**box-it**®  
Storage

**Intelligent Scanning  
and Storage Solutions**

# Are you running out of space?

Box-it document storage  
from Isle of Man Post Office  
stores your documents  
securely on the Island.

- End-to-end solution for efficiency, space saving and contingency planning
- Includes box collection, barcode tracking, secure document storage on the Isle of Man, archiving, efficient record retrieval, and return delivery of your documents.

Isle of Man  
Post Office  
Oik Postagh Ellan Vannin

Integrated  
Mailing Solutions

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Scanning and Storage

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Isle of Man Post Office exclusively brings this secure document storage service and all its benefits to the Island.

## Key features and benefits of the Isle of Man Post Office storage service:



**A cost effective and best value solution**



**All processes are compliant**

to accredited security and quality standards, ISO/IEC 27001:2013 and ISO 9001



**Documents are stored locally on the Island,**

meaning they can be swiftly retrieved and delivered to you when needed, or a scan on-demand service can be made available



**Secure storage** can help save you valuable office space, time and money, whilst providing a sound business continuity/disaster recovery tool



**Complete end-to-end solution** from collection to storage and return delivery when required



**24x7 CCTV** – Isle of Man Post Office undergoes regular audits and site visits



**All staff are police checked** – as best practice we follow BS17858:2006 the 'security screening of individuals employed in a security environment' code of practice.

## Ensuring reliability, security and document access

With Isle of Man Post Office, your documents are safe, traceable and accessible when you need them through a number of processes and systems, including:



**Advanced barcode-based tracking systems,** which minimise the risk of mislaid or wrongly labelled boxes or files



**All boxes are logged online** with our document management systems, which allow you to trace boxes and files



**Comprehensive audit trail** that ensures full compliance with all relevant data protection legislation



**An RSWeb browser-based software solution** gives you fast and flexible real-time access.

## Your documents, your way

Secure physical document storage is just one of the services Isle of Man Post Office provides as a part of our complete Box-it solution. To help further improve efficiency and deliver cost savings, we cover the entire document management lifecycle with solutions for scanning and hosting.

Whether you choose document storage, or a complete lifecycle solution, we're committed to delivering the very best value.

To find out more about Box-it and get your contingency plan in place, call or email one of our team today:



### Commercial Team

t: 01624 698444

e: sales@iompost.com