



ReadyFile<sup>SM</sup>

Your files –  
at the ready.

**recall**<sup>TM</sup>  
Your Information. Securely Managed.

## ReadyFile is...

- A component of Recall's comprehensive end-to-end information management storage solution
- A safe, secure mode of off-site storage that enables fast, cost-effective access to the files you need most often
- Available with multiple delivery options, including physical and digital
- Entirely scalable, requires no long-term investment or heavy, up-front costs, and can be used as often, or seldom, as you need it

## Off-site file management at your service

Recall's ReadyFile combines industry-leading security, efficiency and service to quickly and safely retrieve the files you access most frequently.

## Ready when you are

ReadyFile is a secure, scalable, off-site storage system enabling the rapid location and delivery of the files you need at a moment's notice.

Unlike long-term or carton storage, ReadyFile functions as an off-site file room reserved for the documents that are essential to your ongoing business operations – or vital to a specific project.

## How it works

A Recall representative will discuss your holdings and business objectives with you to determine how to best address your company's needs. Whether you are an existing Recall customer or brand new to information management, you can take advantage of Recall's expertise in analyzing your holdings and developing a program to ensure your information is secure and delivered to the right people, at the right time.

Rather than spending your time and office space managing file-level information, get the peace of mind that comes from knowing that vital information – medical records, mortgage agreements, legal documents, insurance claims, etc. – is securely stored, and at the ready at a Recall Information Center. There, your information will be managed by professionals trained to adhere to industry standards and any specific protocols or procedures you may require. And, when you need them, we will deliver your files physically or digitally.

An information management solution that ensures the security of your critical documents or files and makes them available when you need them is no longer a luxury – it is a critical requirement. ReadyFile meets that requirement, and more – your files, at the ready.

## Ready. Set. Go.

With a host of information management solutions designed to provide industry-leading security, efficiency and customer satisfaction, Recall is ready to discuss your needs and how we can effectively meet them.

To learn how we can support you throughout the lifecycle of your information, please contact your local Recall representative or visit [recall.com](http://recall.com).