



the **ultimate** document
management solution



Company overview

Companies today realize that to remain competitive they need to streamline their business and organizational processes in order to concentrate on their core activities.

The trend to outsource offsite archive storage has been one of the biggest fundamental changes in the business process in the last decade.

The Document Warehouse understands this and provides our customers the offsite document storage solution and various spacesaving filing solutions and records management software for tracking their files onsite or offsite.

In a broader sense The Document Warehouse (TDW) offers warehousing space to store documents. In a narrower sense, offsite document storage includes services such as indexing, packaging, transportation, storage, retrieval of documents, scanning and mailroom services.

There are additional services such as onsite management of documents, providing the software to assist in the process and also providing staff. In addition, TDW offers training and consulting services to organizations.

warehouse
FACTS:

racking height: 2 stories
container cap: 150 000 est

offsite

onsite



mailroom services

COMBOX®



scanning services



FileHold software



indexing & data capture

archival stationery products



secure offsite storage

records management consulting



rapid retrieval

outsourced staff



outsourced live file solution

training solutions



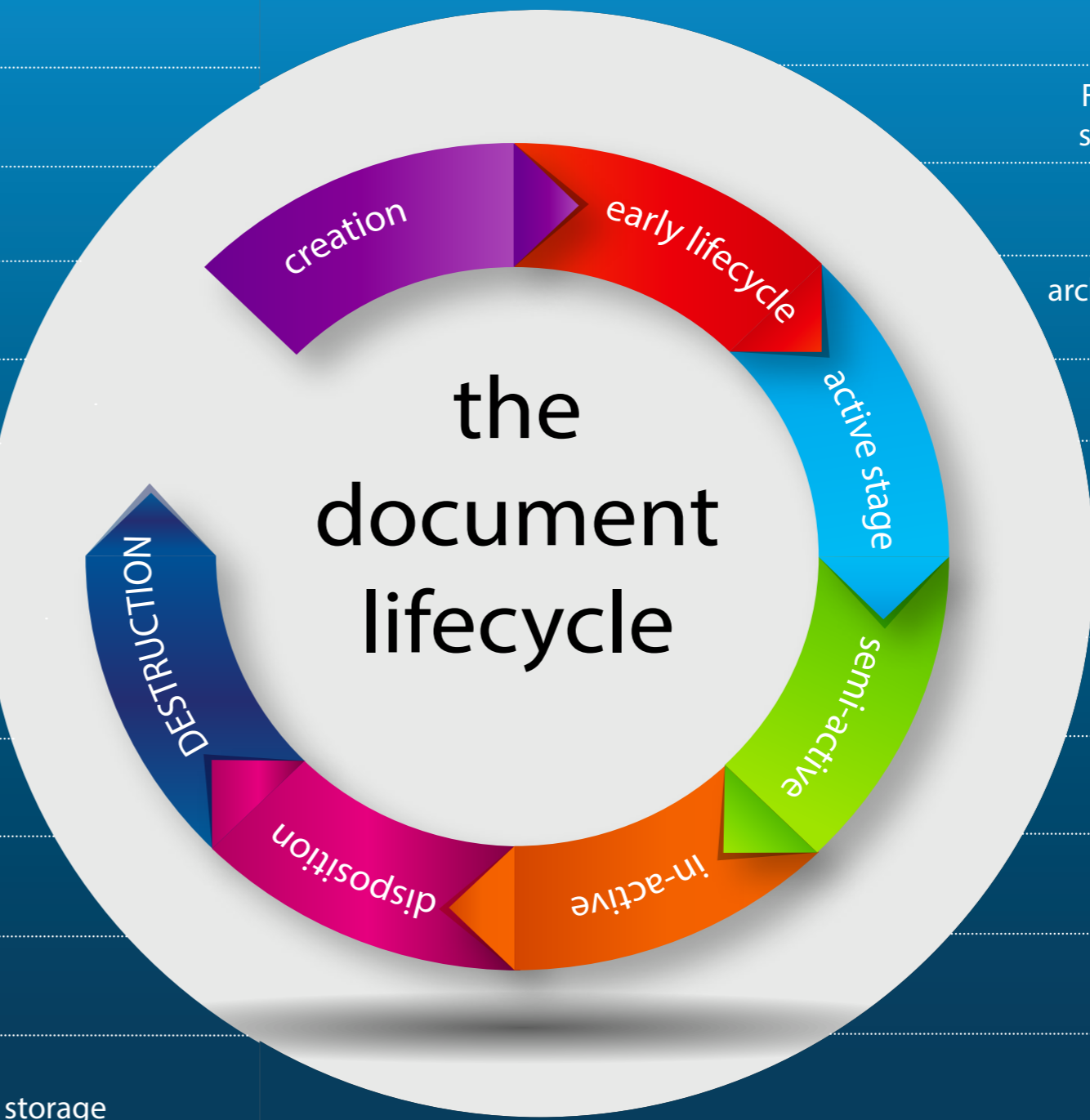
vault & confidential storage

ActiveWeb



certified destruction

TURTLECASE®



offsite

A unique combination of offsite...

- mailroom services**
 - TDW's mailroom service, reduces mail sent to customers' premises
 - applies Business Rules in line with client's operating structure
 - TDW receives, sorts, scans, directly archives and disposes of all waste
 - reports generated daily, detailing Mail Received

- scanning services**
 - allows for information to be retrieved directly to your desktop for viewing, printing or emailing
 - retrieve information remotely, using Web enabled retrieval service
 - the flexibility of our scanning software, Doc-u-trieve, allows your business to dictate to the document management system
 - information can be retrieved quickly and easily whilst the original documentation is safely stored, maintaining file integrity at 100%
 - flexibility allows intergration to 3rd party retrieval packages

- indexing & data capture**
 - primary fields are electronically captured for retrieval purposes on both box and file level
 - fast retrieval of documentation using keywords or descriptions
 - secure software, only accessible by authorised TDW staff members

- secure offsite storage**
 - for companies required to retain records where document archiving is the optimal solution
 - archive warehouses conform to industry standards
 - for security purposes, TDW has the capacity to store clients documentation at one central point

- rapid retrieval**
 - standard delivery
 - express delivery
 - scanned and emailed
 - faxed
 - telephonic delivery of information

- vault & confidential storage**
 - secure access control
 - 24/7/365 monitoring
 - temperature and humidity controlled
 - fire protected
 - Turtle Case products

- outsourced live file solution**
 - offers rapid retrieval for active files
 - hands-on file management
 - quicker delivery times than conventional storage

- certified destruction & recycling**
 - secure document destruction, fast and efficient
 - shreds virtually anything, no need to remove clips, folders and staples
 - after shredding and compacting, the material is sent to local recycling mills

- COMBOX®**
 - the ultimate physical document storage system
 - easy to assemble and stacks up to 20 boxes high
 - a unique design, made from reinforced boxes, with a front flap for easy access, a sliding backing board and clip to keep papers in optimal condition

- EDMS / Onsite File Management**
 - TDW Offers various electronic document management systems including Sharepoint, Docutrieve and Webtrieve which can be accessed in a hosted environment eliminating the need for expensive infrastructure or can be installed on-premise
 - FileRite is an onsite file management system which will manage and track your physical records through a user friendly interface
 - FileRite manages the process of moving inactive files to an offsite storage facility eliminating data capture costs at a storage facility
 - Documents are tracked using unique barcodes and in turn updates the document status every time a document is added, moved, retrieved, boxed and/or sent offsite for efficient retrieval
 - Integrated document imaging module with the added support of various file types such as Excel, Word, Powepoint..etc

- archival stationery products**
 - invest in our wide range of stationery that will help sort and file your documents
 - all our stationery solutions are user friendly and functional
 - contact your nearest office for more information

- outsourced staff**
 - a team of trained archival specialists undertake a full audit of the current filing system and set up a new, efficient and user-friendly system
 - TDW staff are available onsite to sort, index, pack and manage archival systems

- records management consulting**
 - TDW consulting team visit your premises
 - our team will assist you in developing your records management policies, procedures and reliable retrieval filing systems in line with National Archives Standards and IOS Standards
 - the team are experts in document management, offers superior consulting and training in this field

- training solutions**
 - TDW offer records management training to address specific needs
 - practical records management training in the 'art of filing' specifically designed for Public and Private sectors
 - programmes are presented by experienced and knowledgeable trainers and assessors
 - accredited programmes that are interactive and outcome based

- ActiveWeb**
 - immediate access to your records globally through a web interface
 - control over your own records whilst stored offsite
 - lighten the records management burden of your customer service staff

- TURTLE CASES®**
 - The Document Warehouse prides itself as being the sole Turtle Case distributor for Africa with additional distribution points World wide
 - with guidance from key tape and hardware manufactures, Turtle Case has been uniquely designed to protect your valuable data during transport and storage

For a full service range
please visit
www.tdwwa.com



...and onsite
services and
solutions

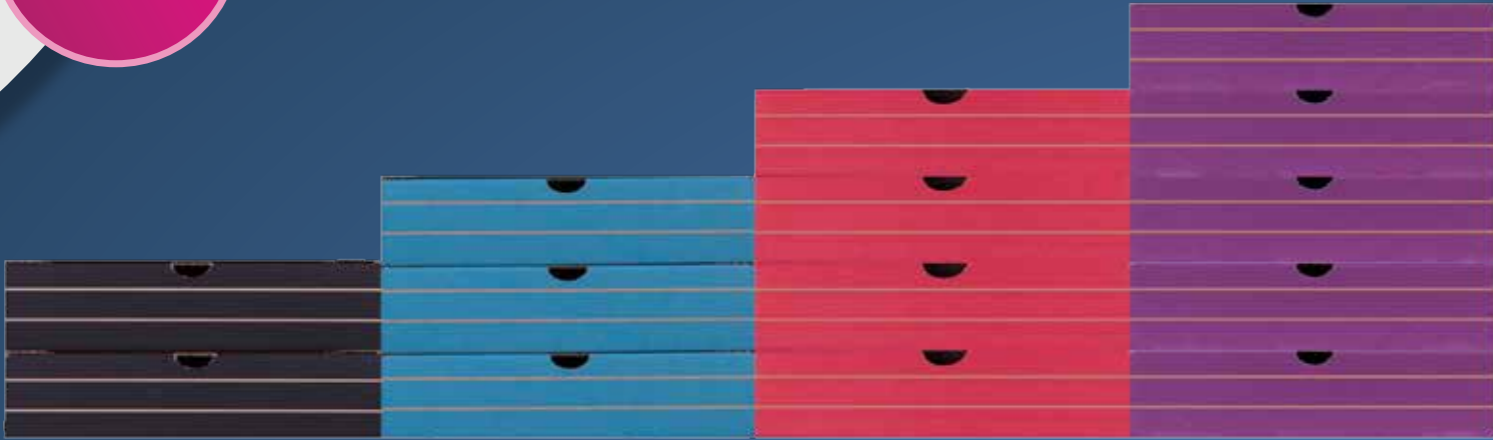
onsite



COMBOX®



products



product is acid free, 100% recyclable & biodegradable



FL110

Product Description:

- the FL Combox self storage box will comfortably store any type of full scap documentation or filing system
- the front flap allows for fast and easy retrieval of documents
- quick assembly makes for fast and easy space saving
- with the strong and durable design, the Combox can withstand 80 kg of pressure per box
- available in 2 colours (blue & red)

Dimensions:

Open Side: 255mm
 Length: 400mm
 Height: 110mm



Product No: CB - FL110



C4 TRAY

Product Description:

- the COMBOX tray is an alternative to the backing board and clip
- allowing for current documentation to be neatly stored away, but still easily retrievable
- quick assembly makes for fast and easy space saving
- trays are available in the following COMBOX products: (C4, A4 & FL)

Dimensions:

Open Side: 220mm
 Length: 315mm
 Height: 80mm



Product No: CB - C4-TRAYS

The Document Warehouse has been the proud sole distributor of the Compact Box (COMBOX) range. We pride ourself in supplying our clients with the highest quality selfstorage cardboard containers.

These containers are guaranteed to save up to 40% of the space taken up by lever-arch files. Converting unused space into a cost saving solution.

Our COMBOX range is a self sustaining storage solution that doesn't require any shelving or cabinets

Combox products for self storage



A480

Product Description:

- the A4 Combox self storage box will comfortably store a ream of printed paper
- the front flap allows for fast and easy retrieval of documents
- quick assembly makes for fast and easy space saving
- with the strong and durable design, the Combox can withstand 80 kg of pressure per box
- other sizes available A4120
- available in 8 colours (green, red, white, black, yellow, blue, plain & violet)

Dimensions:

Open Side: 245mm
 Length: 330mm
 Height: (A480) 80mm
 Height: (A4120) 120mm



Product No: CB - A480



LABEL POCKETS

Product Description:

- our two self adhesive label pockets can be applied on any surface for easy identification
- designed for marking any selfstorage application
- can be stuck to any of our COMBOX products, filing drawers or any other application used for storage
- label pocket sizes: large & small

Dimensions:

Small
 Length: 100mm
 Height: 55mm

Large
 Length: 210mm
 Height: 80mm



Product No: CB - LAB-POCK
CB - LAB-POCL



C4100

Product Description:

- the C4 Combox self storage box will comfortably store a ream of A4 printed paper
- the front flap allows for fast and easy retrieval of documents
- quick assembly makes for fast and easy space saving
- with the strong and durable design, the Combox can withstand 80 kg of pressure per box
- unlike the A480 & A4120, the C4100 is slightly wider and longer to accommodate the need for specific documents
- available in 3 colours (red, green & blue)

Dimensions:

Open Side: 260mm
 Length: 330mm
 Height: 100mm



Product No: CB - C4100



A4 BACKING BOARD & CLIP

Product Description:


- the A4 backing board and COMBOX clip is a well designed combo setup that allows for easy document storage in a neat controlled manner
- the backing board range is an ideal companion for our COMBOX range, making the onsite storage solution fast and painless
- the clip and backing board can neatly store a ream of printed paper
- backing board and clip sold separately
- other sizes available A3, A5 & C4

Dimensions:

Width: 245mm
 Length: 330mm



Product No: DW - B-BBOARD
CB - CB-CLIPS

 product is acid free, 100% recyclable & biodegradable



LEVER ARCH FILE SAVER

Product Description:

- the COMBOX lever arch file saver can comfortably store 6 lever arch files
- stackable to an easy and stable height as you desire

Dimensions:

Width: 570mm
 Length: 370mm
 Height: 280mm



Product No: CB - L-ARCH-SAVER

 product is acid free, 100% recyclable & biodegradable



TDW FILE FOLDER

Product Description:

- A4 paper storage Custodian File Folder that will allow safe storage and easy retrieval of documentation
- FileFolder fits neatly into our A4 COMBOX range, cost and space saving solution
- clips are designed to allow for easy access when photocopying, without removing any pages
- adhesive clip standard fitment on the 350s & 500s
- available in 4 paper capacity sizes (50s, 200s, 350s & 500s)

Dimensions:

Width: 50s, 200s, 350s, 500s
 Length: 220mm
 Height: 310mm



Product No: DW - FOLDER 50 S
 DW - FOLDER 200 S
 DW - FOLDER 200 S
 DW - FOLDER 200 S



CATALOGUE BOX

Product Description:

- the catalogue box was designed to neatly store any form of books, magazines or catalogue's
- available in 3 colours (green, yellow & blue)

Dimensions:

Width: 90mm
 Length: 240mm
 Height: 300mm



Product No: CB - CAT-BX



ENVOPAK SECURITY BAG

Product Description:

- re-usable security bags made from durable PVC coated nylon
- new patented design of "Envosafe" seal and high security envomaxi seal, which prevents any tampering attempts
- the bag is sealed using a cost effective plastic indicative seal
- envopak security bag is used for safe transport of backup tapes, hard drives, CD's or DVD's
- water resistant bags provide safeguarding against weather elements
- navy blue (Medium)
black (Small)

Dimensions:

Medium
 Width: 70mm
 Length: 280mm
 Height: 350mm

Small
 Width: 50mm
 Length: 260mm
 Height: 280mm

Product No: VL - ENVO280
 Product No: VL - ENVO260



TDW STANDARD STORAGE CONTAINER

Product Description:

- the document warehouse standard storage container is the ultimate storage container when it comes to the offsite storage solution
- able to comfortably fit 4 standard lever-arch files, 4 A480 COMBOX's, 5 TDW box wallets or 18kg's worth of paper
- detailed folding instructions makes container assembly a breeze
- top graded cardboard used for container manufacturing

Dimensions:

Width: 320mm
 Length: 430mm
 Height: 250mm



Product No: DW - BOXES
DW - LIDSONLY



ENVOPAK SECURITY BAG SEAL

Product Description:

- envopak security bag seals are specially designed to indicate any bag tamperment after the seal has been applied
- all seals come with a uniquely pre-printed serial number
- white

Dimensions:

Width: 3mm
 Length: 12mm
 Height: 23mm

Product No: VL - POLYSEAL



TDW LARGE STORAGE CONTAINER

Product Description:

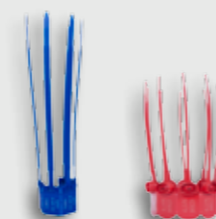
- the document warehouse large storage container is the ultimate storage container when it comes to the offsite storage solution
- able to comfortably fit 6 standard lever-arch files, any A3 documentation, any full scap documents and X - Rays
- detailed folding instruction makes container assembly a breeze
- top graded cardboard used for container manufacturing

Dimensions:

Width: 445mm
 Length: 585mm
 Height: 250mm



Product No: DW - D4BASE
DW - D4LID



ALUVIN SECURITY CONTAINER SEAL

Product Description:

- Aluvin security container seals are specially designed to indicate any container tamperment after the seal has been applied
- all seals come with a uniquely pre-printed serial number
- seals work on the same principle as cable ties
- blue & red

Dimensions:

Blue
 Width: 6mm
 Length: 365mm
 Height: 22mm

Red
 Width: 6mm
 Length: 185mm
 Height: 20mm

Product No: VL - FASTSEAL-RED
 VL - GRIPSEAL



Key Turtle case features are:

- Waterproof**
- Shockproof**
- Temperature protection**
- Dust proof**
- Double wall construction**
- High density polyethylene material**
- Multiple media formats**
- Self locking, double-strong latches**



DLT 5 CAPACITY

Product Description:

Designed with double walls and individual molded slots for protection against damage to tapes from impact, insulation against temperature extremes and constructed of HDPE to prevent debris contamination.

Recommended by IBM

Folding handle provides secure grip; folds down to save space and allow easy stacking in storage.

Pad lockable

Lifetime Warranty Against Manufacturing Defects

Dimensions:

Exterior
Width: 28.57cm
Length: 20.95cm
Height: 13.97cm

Weight
Weight: 907g empty

Product No: VL - DLT-5R



LTO 20 CAPACITY

Product Description:

Designed with double walls and individual molded slots for protection against damage to tapes from impact, insulation against temperature extremes and constructed of HDPE to prevent debris contamination.

Pad lockable

Lifetime Warranty Against Manufacturing Defects

Dimensions:

Exterior
Width: 44.45cm
Length: 36.19cm
Height: 15.87cm

Weight
Weight: 3.62kg empty

Product No: VL - DLT-5R



CARRY CASE HD 10

Product Description:

Durable high density polyethylene exterior with 10 pre-cut slots for 3.5" hard drives. Lid foam and base foam provide additional protection.

Pad-Lockable Carrying Case holds 1-10 Removable/Hot Swappable 3.5" hard drives (with or without cages). Provides excellent protection in an easy to carry configuration.

Lifetime Warranty Against Manufacturing Defects

Dimensions:

Exterior
Width: 50.80cm
Length: 38.10cm
Height: 17.78cm

Weight
Weight: 2.72kg empty

Product No: VL - CARRY-HD10R



HD 5 WATERPROOF (LONG)

Product Description:

Airtight, waterproof ATA certified case with anti-static foam. Five slots are pre-cut and measure 8" Long x 1 1/2" Wide. Capacity is five units of 3.5" hard drives with or without sleds/trays. This case design offers these features:

- Waterproof and airtight
- Impact resistant
- Crushproof
- Double padlockable
- Stackable
- 100% stainless steel hardware
- Powerclaw latching system
- Softgrip foldable handle
- Automatic pressure relief valve
- Lifetime warranty against manufacturing defects

Dimensions:

Interior:
Width: 35.05cm
Length: 23.62cm
Height: 15.74cm

Exterior
Width: 39.11cm
Length: 30.73cm
Height: 17.27cm

Weight
Weight: 1.99kg empty

Product No: VL - WATPRF-HD5



HD 20 WATERPROOF

Product Description:

Airtight, waterproof and ATA certified. Anti-static foam lid, base and insert with 20 slots to hold 20 of the 3.5" hard drives without trays.

- Double padlockable
- Impact resistant
- Crushproof
- Stackable
- Automatic pressure relief valve
- 100% Stainless Steel Hardware
- Powerclaw latching system
- Softgrip folding handle
- Lifetime warranty against manufacturing defects

Dimensions:

Interior:
Width: 45.72cm
Length: 33.02cm
Height: 17.52cm

Exterior
Width: 50.29cm
Length: 40.64cm
Height: 19.30cm

Weight
Weight: 3.22kg empty

Product No: VL - WATPRF-HD20



TAPE 30 WATERPROOF

Product Description:

Airtight, waterproof and ATA certified. Foam insert has two long, wavy slots that grip the sides of the tape cartridges (or plastic box) to hold 30 LTO/DLT size tape cartridges. Foam in the lid and base cushion against impact damage.

- Double padlockable
- Impact resistant
- Crushproof
- Stackable
- Automatic pressure relief valve
- 100% Stainless Steel Hardware
- Powerclaw latching system
- Softgrip folding handle
- Lifetime warranty against manufacturing defects

Dimensions:

Interior:
Width: 45.72cm
Length: 33.02cm
Height: 17.52cm

Exterior
Width: 50.29cm
Length: 40.64cm
Height: 19.30cm

Weight
Weight: 3.22kg empty

Product No: VL - WATPRF-T30



WATERPROOF CUSTOMISABLE

Product Description:

Airtight, waterproof ATA certified case with pluckable cubed foam. With pre-cut 1/2" cubes this foam design allows the user to customize the interior of the case to their needs. This case design offers these features:

- Waterproof and airtight
- Impact resistant
- Crushproof
- Double padlockable
- Stackable
- 100% stainless steel hardware
- Powerclaw latching system
- Softgrip foldable handle
- Automatic pressure relief valve
- Lifetime warranty against manufacturing defects

Dimensions:

Interior:
Width: 35.05cm
Length: 23.62cm
Height: 15.74cm

Exterior
Width: 39.11cm
Length: 30.73cm
Height: 17.27cm

Weight
Weight: 1.99kg empty

Product No: VL - WATPRF-PF

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OPENING SOON