



VAN PELT'S
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DOCUMENT HANDLING



Storage + Shredding

Service	Size	Cost per Month	Cost per Box	Secure Storage	Warehouse Storage	Climate Controlled
Box Storage	12"w x 18"d x 11"h	\$0.53		✓		✓
Login / Code			\$6.99			
Retrieve Box			\$4.50			
Re-File Box			\$4.50			
Pickup / Deliver			\$14.00			
Shredding			\$12.75*			
Pallet Storage	4'x4'	\$30.00			✓	✓
	4'x6'	\$45.00			✓	✓
	4'x8'	\$60.00			✓	✓
Scanning		call for quote				

*Price breaks available | Access: Mon-Fri • 9am-5pm

Our System

We take security serious. We take the common sense approach. We have put into place a procedure that will always keep the records in a locked room or vehicle and each time it changes hands, we document the change.

1. It starts with a phone call to us or an e-mail to either pick up or deliver a box. A work order is created with a Chain of Command Record attached.
2. At each step the people involved sign for giving or receiving the documents.
3. The vehicle is always kept locked until it is being emptied. No vehicle is left unattended when it is unlocked.
4. The boxes are then brought into the secure storage area or signed over to an approved list of staff at either the customer's place or at Van Pelt's Business Solutions.
5. Security system installed in our building.
6. Records are kept and given to the customer each time there is a change.

