

# PRESS RELEASE

London, 26<sup>th</sup> January 2007

FOR IMMEDIATE RELEASE

## PREVIEW OPENS NEW RECORDS MANAGEMENT CENTRE

Following an extensive search for a suitable site Preview has now opened a new purpose built Records Management Centre (RMC) to complement its processing centre in Hanworth.

The RMC has been specially prepared to handle large volumes of paper for secure storage and in particular scan-on-demand retrieval services.

Located only half a mile from the processing centre, the RMC will hold around 100 million paper records in a secure managed environment. Using the world leading O'Neil software, every archive box and every movement is tracked individually. Furthermore a web based information facility is available to clients to enable them to keep track of the material under management.

The building is highly secure with a range of alarms and detection systems. It has no signage and records are maintained by barcode only to ensure confidentiality.

The RMC will be used for two key purposes:

- To allow expansion of Preview's processing centre and enable client records to be stored in bulk both prior to and after scanning
- To expand Preview's world class scan-on-demand service

Preview's Scan-on-demand service enables large volumes of material to be stored and retrieved electronically and is particularly suitable for medical and financial records.

### About Preview Services

Preview Services Limited ([www.previewservices.com](http://www.previewservices.com)) is a specialist provider of outsourced document management services to businesses and public organisations of all sizes. Clients include major sales and leasing companies, airlines, engineering firms and government agencies.

Based in Hanworth, Middlesex the Company operates one of the UK's leading document scanning bureaux and is developing innovative and cost saving solutions for document management. This Press Release is available in electronic format on request.

### Contact

Kathy Bruce ([Kathy.bruce@previewservices.com](mailto:Kathy.bruce@previewservices.com))

Preview Services Ltd. 1 Mount Road, Hanworth, Middlesex TW13 6AR, UK

Tel: +44 (0)20 8755 5704 Fax: +44 (0)20 8755 5715

The logo for Preview Services Limited, featuring the word "preview" in a lowercase, serif font. The letter "i" has a small orange dot above it. Below the word "preview" is a horizontal orange bar.