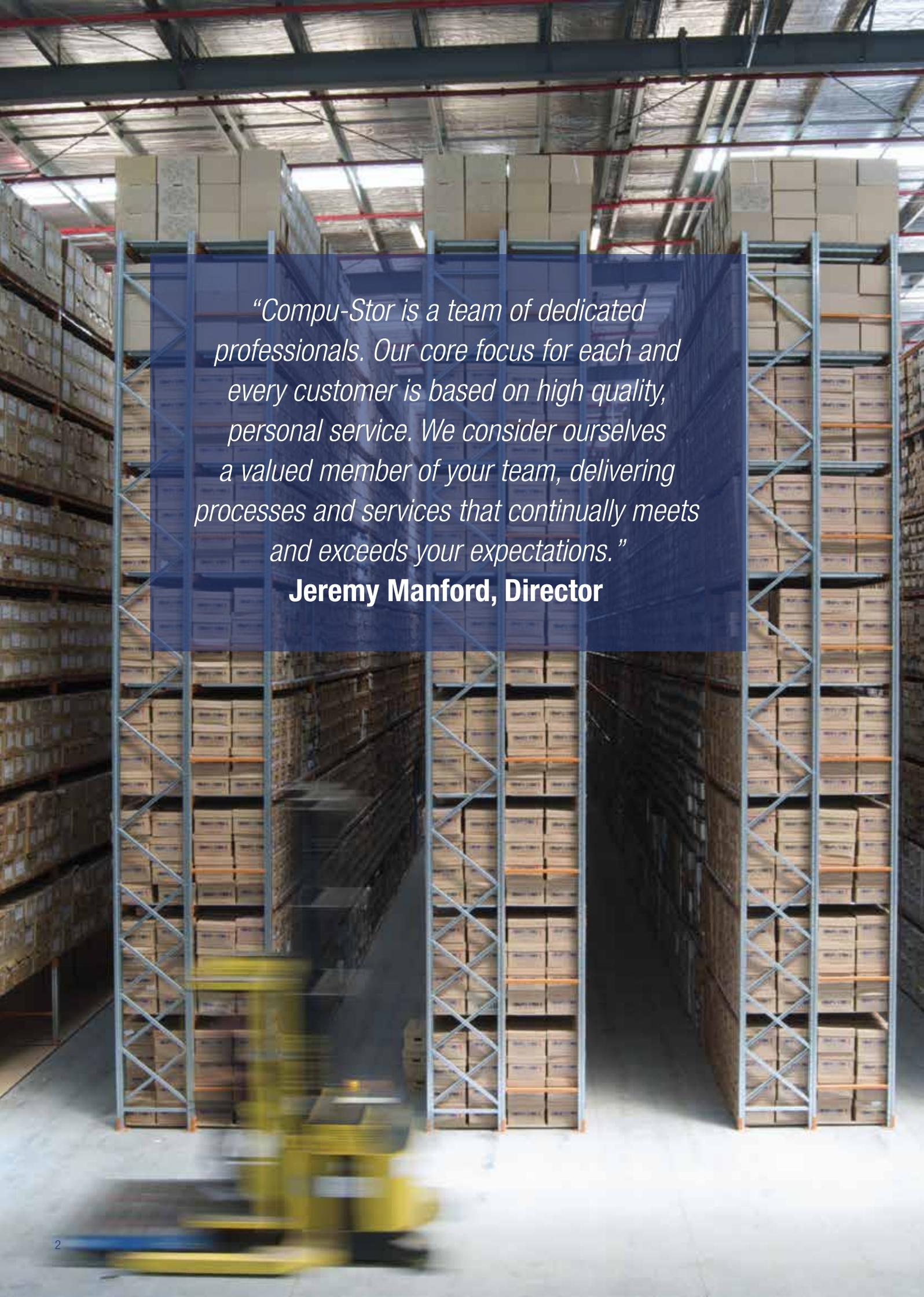




COMPU-STOR

INFORMATION MANAGEMENT SOLUTIONS

Using innovation to drive growth



“Compu-Stor is a team of dedicated professionals. Our core focus for each and every customer is based on high quality, personal service. We consider ourselves a valued member of your team, delivering processes and services that continually meets and exceeds your expectations.”

Jeremy Manford, Director

INTRODUCING COMPU-STOR

Compu-Stor is a 100% Australian owned and operated family business specialising in information management. Established in Perth in 1987, Compu-Stor has grown and changed to offer a wide range of document management and record digitisation services.

Compu-Stor is one of the largest privately-owned information management companies in Australia.

Compu-Stor works with customers to provide customised and cost-effective solutions tailored to their needs.

“We have seen tremendous growth in the need for information management solutions across a wide range of industries including government, health and legal. And we have responded, extending our facilities and service offerings to better meet the needs of these industry sectors.

Change can be a scary word; however managed correctly, change is exciting. Through the process of growth and expansion, Compu-Stor has preserved the fundamental core of our business, maintaining the high Quality Assured standards of practice and exceptional customer service that our clients know and expect.

Continual innovation and development of new products has seen Compu-Stor grow and flourish. We look forward to this next phase of growth and change and enjoy developing new products and innovating new technology to offer customers a wide range of services into the future.”

**Jeremy Manford,
Director**

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THE GROWTH OF COMPU-STOR CONTINUES

- 1987** Compu-Stor opened in Perth
- 2007** Altona, VIC warehouse opened with capacity for 150,000 boxes
- 2009** Altona, VIC purpose built facility expansion to 1 million boxes with room for growth to double this capacity when needed
- 2013** WA expands operations with new Belmont purpose-built facility with expansion to capacity of 1 million boxes
- 2015** Riverwood, NSW facility opens



“Compu-Stor has grown our facilities enormously over the last few years; not only our major service centre and warehouse in WA, but new facilities in VIC and NSW.

The opening of our new Belmont, WA warehouse has given us a central Perth-based hub as well as increasing our storage capacity by 1 million boxes. Our Melbourne, VIC APROSS approved facility has also continued to grow, offering a wide range of storage options and space for our clients.

The newest addition for Compu-Stor is our Sydney, NSW facility. Based in South-West Sydney, this purpose-built facility ensures the highest level of security and safety for all of your important document storage.”

Robert Manford, Director

WHY COMPU-STOR?

ENSURING SECURITY AND PRIVACY

The safety of your records is of paramount importance to us. When you entrust us with your information, you can rest assured that it is being cared for in the right manner to meet your needs and privacy obligations.

Our mission is to ensure the safety and integrity of your information:

- Entry into our premises is strictly monitored and controlled
- Visitors are allowed entry to the site only after their identity and purpose is verified
- Visitors to Compu-Stor are required to carry an identification pass and are escorted by Compu-Stor personnel at all times
- Our premises are totally protected against intrusion by secure perimeter fencing and entrance by way of controlled security gate
- State-of-the-art electronic alarm systems are linked to a reputable monitoring company via the mobile data net with a landline back-up
- The security systems are monitored 24 hours per day and arrangements are in place for a rapid patrol guard response
- Advanced early warning smoke detection and fire suppressant systems, with direct interface to the local Fire Brigade are installed in each of our warehouses
- All staff comply with our stringent security requirements that include signing a deed of confidentiality at the time of recruitment
- Staff selection criteria states that all applicants regardless of their position must obtain a Federal Police Service clearance prior to recruitment
- Employees are thoroughly trained in all aspects of privacy and confidentiality regarding data protection

CERTIFICATION

Approved Public Record Office Storage Supplier (APROSS)

An APROSS is a storage facility that the Public Record Office of Victoria has appointed as suitable for the storage of public records. The mandatory conditions that govern APROSS certification include:

- Storage conditions to ensure that records are preserved for the duration of their life
- Systems for the physical and intellectual control of records and their handling and retrieval
- Protection from theft, misuse and unauthorised access
- Regular inspection, review and monitoring of storage areas and facilities
- Disaster preparedness and recovery

ISO 9001

Compu-Stor first attained ISO 9001 certification in February 1995, and received a certificate recognising over 15 years of continual certification in 2010. Our Quality Management System certification gives our customers the guarantee that an independent third party audits and accredits Compu-Stor's systems and processes.





INNOVATIVE SERVICES

Innovation and change are at the heart of our business. It's looking forward to see what's next that continues to drive our business to develop new and innovative products. These products continue to evolve new technologies and business practices and very quickly become essential business tools for our customers.

"Innovation is a necessity, not a luxury. It is essential to business growth, competitive advantage and survival, and Compu-Stor invests time and money into ensuring that we are embracing the latest in technology and resources." Peter Manford, Founder

As an active member of RIMPA (Records and Information Management Professionals Australasia), Compu-Stor has access to courses, conventions, seminars, specialised studies, workshops and publications to keep us at the forefront of our industry.

Compu-Stor is continually working with customers on digitisation and document conversion seeing this as a large piece of the information management puzzle.

All Compu-Stor customers have access to our easy to use, unique online records management system, CIMS. CIMS allows customers ultimate control of all records from any device – PC, tablet or smart phone – without the need for additional resources, software or infrastructure.

Customers can view and edit storage details, create work orders, generate reports, view documents and view individual accounts and charges all at the click of a mouse or the swipe of a finger.



DOCUMENT IMAGING

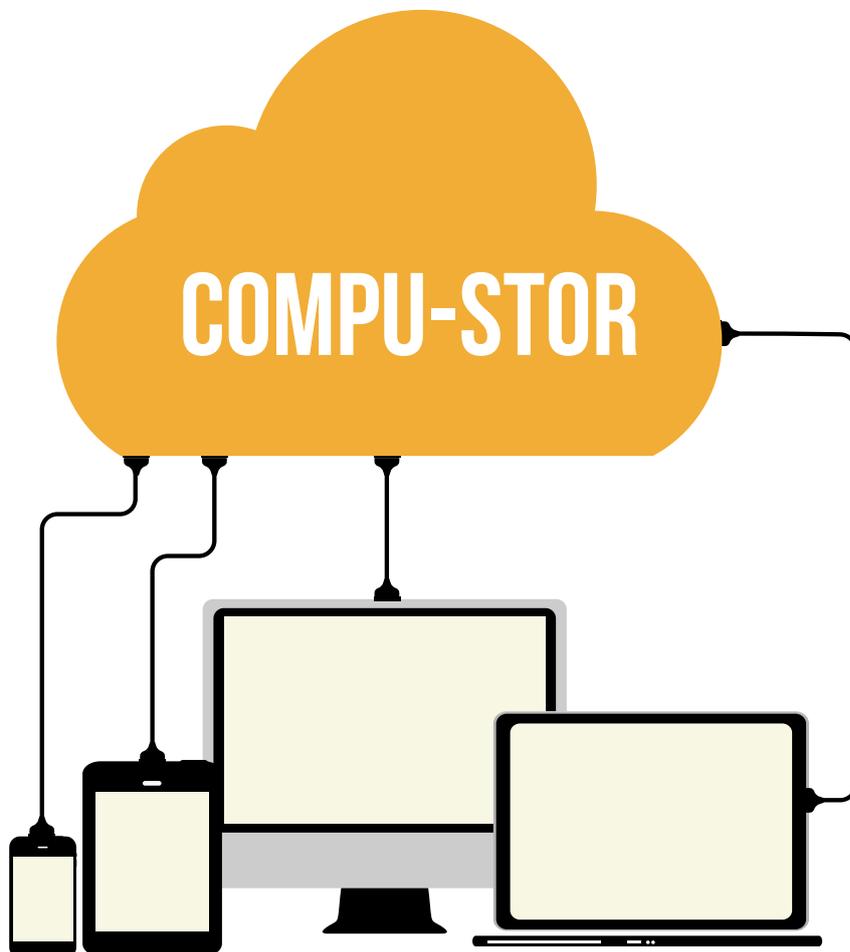
Do you have information that requires regular access or monitoring readily available within your organisation? In today's digital world, businesses are increasingly tuning to technological solutions to help maximise the accessibility of information within their organisation.

At Compu-Stor we have developed a comprehensive range of digital document imaging solutions that can be tailored to suit the requirements of your organisation. Our experienced scanning advisors provide a wide range of services, including scanning, indexing and delivering your documents as desktop or online applications.

The team at Compu-Stor will work with you to reduce your storage costs, improve accessibility and back up any critical business documentation. Just tell us what you'll need and we will work out a solution that's right for you and your organisation.

Compu-Stor can scan at all colour depths and resolutions, providing your documents in a range of file formats including JPEG, TIFF, PNG and PDF. We can also set up compression and encryption to meet any specific uses within your corporate systems. Our scanning and indexing services can be used for back-scanning, operational scanning and scanning-on-demand.

With facilities across Australia, more than 40 years experience in the industry, and constant investment in equipment and technology, Compu-Stor has the capacity to cope with the largest of projects.



MICROFICHE
SCANNING

INTELLIGENT 'ON-
DEMAND' SCANNING

BOOK SCANNING
FOR DELICATE OR
BOUND MATERIAL

HIGH SPEED
SCANNING UP TO A3
SIZE

LARGE FORMAT
SCANNING UP TO
54" WIDE

MICROFILM ROLL
AND APERTURE
CARD SCANNING



DOCUMENT STORAGE

Compu-Stor have the warehouse capacity to store your records now and in the future, and the systems to make sure that you can identify and locate your documents quickly and easily. Customers can rest easy knowing that we protect your records from environmental risks, and provide complete security by reinforced 2.5m fencing, security gates, CCTV and restricted swipe card access.

Compu-Stor stores archive boxes in long-span, high-rise metal shelving within totally secure warehouses, which meet the highest industry standards in terms of cleanliness, security, fire protection and pest control.



DOCUMENT DESTRUCTION

Compu-Stor provides a wide range of document, media and plastic destruction services, and we can help with the collection of a single box or thousands of boxes at once. We can also provide secure, lockable wheelie bins and other destruction options.



REMOTE DOCUMENT STORAGE

No matter where your business is located within Australia, Compu-Stor's remote location document storage services can assist with the problems of space, confidentiality and safety of your records.

Storing your records with Compu-Stor is a real alternative with our online management system, which allows clients access to their records as if they were right there in the office. Retrievals and lodgements are just as easy, with requests addressed within 24 hours (depending on location). And we can even use your own preferred courier company.



DATA BACKUP AND RECOVERY

The safety of your data is paramount. ISO accreditation guidelines on disaster recovery processes recommends that businesses store backup data at a recognised and approved storage provider.

Compu-Stor's storage facilities include a purpose-built digital media vault that we constructed from double-reinforced concrete, and include security features such as:

- Climate controlled and monitored to 21°C and 40% humidity
- Dual air-conditioning units that alternate daily to reduce their workload
- Four-hour fire rating on external doors
- FM-200 gas suppression fire systems
- Secure swipe card access that is restricted to authorised personnel
- Electronic alarm systems that are monitored 24/7



DOCUMENT DELIVERY

Compu-Stor's secure document delivery and collection service has a fleet of fully enclosed, climate controlled courier vans.

All vans are locked when not attended and our drivers are well-versed in, and adhere to, our Quality Assurance Confidentiality requirements.



MATERIALS

Compu-Stor provides a full range of storage boxes that cater for all needs. Our range includes A4 and A3 archive boxes, half-size boxes, plan boxes and x-ray boxes. With their strong design and double base, you will never have problems with the bottom falling out!



ONLINE DOCUMENT MANAGEMENT

Compu-Stor provide a number of online storage solutions for your digital records, including linking imaged documents directly to our Complete Information Management System (CIMS). Customers can simply search this centralised system to retrieve the imaged file, removing the need for expensive internal IT systems and management. Security advantages include protected access, encrypted content and audit trails, and we track all user access and usage. CIMS provides our customers with full management and document access throughout Australia, and even around the world.



OTHER RECORDS MANAGEMENT SERVICES

Other Records Management services Compu-Stor offer include:

- System and application development, implementation, management, migration and amalgamation
- Corporate governance and compliance
- Recordkeeping plans and self-assessments
- Retention and disposal schedules and assistance with understanding and interpreting the GDAs





CIMS - COMPLETE INFORMATION MANAGEMENT SYSTEM

Compu-Stor's unique online information management system is a one of a kind information management system developed with our customers in mind. This interface is one of the first in Australia and at the forefront of complete, integrated online information management.

The inhouse-developed and maintained Complete Information Management System ("CIMS") is user friendly and gives our customers complete control of their records from a PC, tablet or smartphone, with no need for additional resources, software or infrastructure costs. The system is constantly monitored and updated with continuous improvements to meet our customers' needs.

CIMS integrates the entire network together, from scanning items in the warehouse to generating reports in the office. Because systems are interconnected and operate in real time, any changes made at one particular point are updated throughout the whole system instantly, allowing all authorised users to instantly see any changes made and the current location of an item.

Access to CIMS has enhanced Compu-Stor customers' capacity to access their own data, including viewing and editing storage details, viewing location details, creating work orders, viewing and creating schedules, viewing accounts and charges, nominating different users, and generating and printing reports.

CIMS Online ("CIMS-OL") links electronic documents directly to the corresponding record information in CIMS, enabling our customers to log on, search for a file, and instantly download it. This unique ability allows customers to use one system to manage all physical

and electronic records without having to invest in any new hardware, software or IT personnel.

All electronic files are stored at our own, highly secure data centre, giving customers the peace of mind that your information is not going overseas.

- No additional infrastructure costs
- Unlimited user access and storage space
- Browser based – access anytime, anywhere
- Only pay for what you use
- Secure storage and password protection safeguards sensitive information
- Further security includes protected access, encrypted content and audit trails
- Locate and download files instantly and fast-track response times
- Build a comprehensive document index and track user access and usage

COMMUNITY INVOLVEMENT

Compu-Stor is involved in charity and community practices, on local, national and international levels. We believe that community and charity work is more than a financial donation, and we enjoy partaking in activities and events and providing assistance in addition to financial support.



Jeremy Manford taking part in the 2013 CEO Sleep Out in support of the St Vincent de Paul Society.

Compu-Stor proudly supports both the St Vincent De Paul Society and YGAP with an ongoing commitment by donating for every archive box we sell.

YGAP is a not-for-profit organisation aiming to inspire social change across Australia, Asia and Africa through creative fundraising projects and innovative social enterprises. Compu-Stor donates five cents from every box that we sell to YGAP's 5cent campaign, and Jeremy Manford travelled to Rwanda in August 2013 to see first-hand how our donations are helping the YGAP missionary team.

Compu-Stor supports St Vincent de Paul Society by donating money for every box sold and Directors Jeremy and Robert Manford both participate in the Vinnies CEO Sleepout every year, raising an average of \$10,000 each year for this great cause.



The Australian Council on Smoking and Health



Bright Spark Foundation

The management and staff of Compu-Stor also support a range of other charities, including



Kids are Kids!



SIDS and Kids Western Australia



WA Volunteer Fire and Rescue Services Association



The Returned Services League of Australia



The Leukaemia Foundation



COMPU-STOR CUSTOMER GUARANTEE

CORE VALUES OF COMPU-STOR

Our values define who we are and how we operate. These values help guide us in how we approach our business decisions and our relationships with our customers, employees and suppliers.

ACCOUNTABILITY

Is central to ensuring we function effectively, efficiently and in the best interest of our customers.

SERVICE

We don't want to just deliver good customer service, we aim to deliver outstanding service to our customers.

PASSION

We are passionate about quality and measuring the results of our performance.

COMMUNITY

Our role as a successful business is to be involved in charity and community practices, on local, national and international levels.

HONESTY

By being transparent and candid, we look to earn credibility and respect from our customers.

Compu-Stor can proudly guarantee every customer:

- Continuous Quality Assurance certification since 1995 for complete peace of mind.
- A solid business relationship, ensuring honest, open and clear communication with a dedicated manager.
- A clear understanding of each one of our customers' specific needs, which means that there will be no hidden costs.
- The assurance of a family operated business with standards of customer service that are second to none.
- Tracking of every item as it arrives at our facility so that every item can be ordered and received within minutes.
- Professional, experienced, local staff who are on-hand to deal directly with our customers.
- No outsourcing of any of our document scanning services – all processing and data entry is done in our offices.

"Since we have moved our books and records to Compu-Stor, our bills have been reduced by 50%. On top of this great cost saving, your online system allows us to allocate the books and records to each of our clients. We can now re-charge over ¾ of our bill to our clients. The Partners are extremely pleased with the results."

National Corporate Advisory and Forensics Firm