

**WORLD CLASS  
RECORDS MANAGEMENT  
AT YOUR SERVICE**

[www.fsrms.com](http://www.fsrms.com)



**The Financial<sup>®</sup>  
Supermarket**  
*go beyond*

**FS RECORDS MANAGEMENT SERVICES**  
**Safety | Security | Sustainability**



# DOCUMENT DIGITIZATION

Go paperless. Digitize and secure your past, present and future.

Our document digitization services improve the quality of document management, including better access capabilities and more accurate systems for tracking. We help you realize significant cost savings through reduced staffing costs and inventory reductions that minimize onsite storage requirements. Enhance compliance and reduce litigation exposure through disciplined adherence to records retention requirements.

## Document Management System

We offer advanced document management system for SMBs, large scale organizations as well as Government departments to perform all the tasks right from basic operations like information retrieval and document search to complicated functions like document control - with ease.



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*go beyond*

- FS Records Management Services Pvt. Ltd

# Records Management (On Site/Off Site)



Our Records Management experts can help you navigate the complexities in document indexing and tracking, sensitivity to security and privacy issues and more. This empowers you to implement best practices enforce compliance, and control costs of your records management program.

## Records Centre at Ahmedabad & Surat

### Indexing & Storage

Each File



\*F002736\*

Each Box



3 6932 00000001 0

Each Location



(000) 1 0614141 012345678 8

**FS Records Management Services Pvt. Ltd.**

# Benefits of records management



- Accountability
- Meet legal requirements
- Save time and money
- Improve services to clients
- Better decision-making
- Reduce risks to the organisation

## Industries we cater to...

- Banking Sector, Finance and Broking
- Health Care : Hospital and Clinical Research
- Pharmaceuticals
- Daily Industries
- Engineering
- Manufacturing
- Logistics
- Small Scale Industries
- Professional Firms Like CA and Legal
- BPOs and KPOs
- IT
- Automobiles
- Government Sector
- Retail
- Energy & Power
- Real Estate etc.

### CORPORATE OFFICE

THE FINANCIAL SUPERMARKET TOWER

3<sup>rd</sup> Floor, Bh. Rishabh Petrol Pump, Ring Road, Surat - 395002

Ph. +91 261 4003080 +91 261 4003090

### RECORDS CENTRE

704, SNS Business Park, Opp. J.H. Ambani School, Near S.D. Jain School

Udhna Magdalla Road, Vesu, Surat - 395007