


# Building Relationships for Today, Tomorrow **and the Future.**




PROTECTING  
WHAT MATTERS


With the acquisition of Arkive, Access now adds teams and facilities to our current U.S. markets of **Atlanta** and **Seattle** while significantly adding to our presence in Canada. Access companies now serve clients throughout Canada from record centers located in these markets:


 **Calgary, Alberta**  
Calgary Archives  
Arkive


 **Edmonton, Alberta**  
Arkive


 **Montreal, Quebec**  
Arkive

 **Regina and Saskatoon, Saskatchewan**  
Crown Records and Destruction

 **Saint John, New Brunswick**  
ShredGuard / DocuGuard

 **St. John's, Newfoundland**  
ShredGuard / DocuGuard

 **Toronto and Ottawa, Ontario**  
FileBank  
Arkive

 **Vancouver, British Columbia**  
B.C. Records  
Arkive

 **Winnipeg, Manitoba**  
Phoenix Recycling

**Our vision is clear:**

to exceed the expectations  
of our clients, company and  
community every day.

**Our mission is focused:**

advancing how the world  
manages information with  
the very best service.

**And our purpose is simple:**

we protect and manage  
information for millions  
of people.



@AccessToday     

AccessCorp.com

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# Welcome to Access, I'm Rob Alston, Chief Executive Officer of Access.

## We are thrilled to have you as an Access client.

Access, an international leader in records and information management, now serving more than 75 markets in 37 states in the United States, ten Canadian provinces and in Brazil, Latin America and the Caribbean, has recently acquired Arkive, with operations in eight markets in the U.S. and Canada. We are thrilled to have you as an Access client.

Access is recognized as an international leader in records and information management. Please know that you have our commitment to serve you with unsurpassed integrity and attention to your individual requirements. We expect you will find that Access truly presents a fresh and welcome approach to building relationships that last for decades.

*We value our company's team members and share our appreciation and express gratitude for the extraordinary care they provide our clients every day. We take giving back to our communities very seriously. This makes us different. This makes us better.*

You'll soon come to realize, Access is a company based on simple yet strong values. We call it the "Access Way," and we reach for our very best selves. This is who we are.

*Our vision is clear. **To exceed the expectations of our clients, company and community every day.***

*Our mission is focused. **Advancing how the world manages information with the very best service.***

*And our purpose is simple. **We protect and manage information for millions of people.***

For businesses requiring secure, cost-effective management of paper and digital documents we are the responsive partner with the proven expertise to help you leverage your information assets.

Access delivers extensive paper and digital document services with powerful software, analytics and metrics to help you more effectively manage the lifecycle of your information. Unlike traditional offsite storage vendors and pure technology companies who only provide a partial solution, we provide comprehensive solutions and the very best service that advance the way our clients manage information.

Access is a company that has always been positively different. We are constantly growing. We hope that you might see this new relationship as an opportunity to simplify your records management program and consider consolidating your inventory across North America, and, if appropriate, in other international markets as well. As you get to know us and rely on us as a trusted partner we would appreciate exploring these possibilities with you.

Access represents the best of both worlds. We are large enough to provide all the comprehensive enterprise-wide solutions you might require but small enough to treat you with the kind of personal, local service that you have come to expect. We are

experienced. We know your industry. We are familiar with the challenges you face every day. That said, we listen to and learn from our clients, and we look forward to hearing about the nuances of your business and the Canadian market. I promise we will make adjustments according to what you share with us.

It is important for you to know we are fully committed to making this transition and the integration of your account as seamless as possible for you. For your part, it will largely be business as usual. The same team you've come to trust will continue to serve you.

*In Canada, while we will be continuing to operate under the Arkive company name, our ownership will be evident in many ways including our community involvement, our national scale and broad capabilities, and particularly our focus on listening and deepening our relationships with all our clients.*

Your records will remain safe and sound right where they are today. As systems and invoicing change, you'll be receiving information from us but, for now, things remain as they have until you hear otherwise. You will continue to place orders the way you always have and, we promise to communicate early and often before making any changes that could impact you or your team.

*I encourage you to visit and explore [AccessCorp.com](https://AccessCorp.com) to learn more about Access. Our local managers can address any questions you might have and stand ready to share information about our services and solutions and to ensure a great experience for you.*

Thank you for giving me this wonderful opportunity to introduce myself and our company to you.

For me, and every member of the Access team, we are looking forward to forming a very special relationship with you — today, for tomorrow, and the future.



A handwritten signature in blue ink, appearing to read 'R. Alston'.

**Rob Alston**  
Chief Executive Officer