Access

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.

Access **@AccessToday**

AccessCorp.com 1.877.345.3546

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

Access

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Welcome! We are excited that you've joined Access as a new client **and we are looking forward to building our new partnership.**

Access, an international leader in information management, has recently acquired your prior records management service provider and the management of your client account.

We are committed to serving you with unsurpassed integrity and attention to your individual requirements. We hope you will find that Access offers a fresh and welcome approach to building relationships and serving your information management needs.

Access is a company based on simple yet strong values: respect, empowerment, accountability, collaboration and honesty.

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I am proud to share with you that Access is the largest privately held records and information management services provider worldwide, serving more than 33,000 clients by providing transformative services, expertise, and technologies to make organizations more efficient and more compliant. We help companies manage and activate their critical business information through offsite storage, scanning and digitization services, document management software, automated retention scheduling software, secure destruction, and managed services.

Chances are, we can serve you in every market in which you do business. Many of our clients see our reach and full suite of services as a means of streamlining and improving their operations. I hope that you also come to see Access as your single trusted advisor for integrated information management.

Access is fully committed to making this transition and the integration of your account as seamless as possible for you. The same team you've come to trust will continue to serve you, but you will now have the entire Access team and suite of solutions available to you should you need them.

Your records will remain safe and secure right where they are today. As systems and invoicing change, you'll receive advance notification and information from us, but for now you will continue to place orders the way you always have.

> ***I encourage you to visit and explore AccessCorp.com to learn more about us. Our local managers can address any questions you might have and are ready to share information about our services and solutions to ensure the very best experience possible for you and your team.***

Every member of the Access team looks forward to getting to know you and helping you achieve your information management goals.

Ken Davis
Chief Executive Officer