

## 30 years experience

Metrofile (Pty) Ltd is the leader in fully integrated records and information management in South Africa, with over 30 years of experience in the field. With 26 purpose-built facilities across the country. Accounting for over 88 000 square meters of warehousing and office space.

## 1st choice

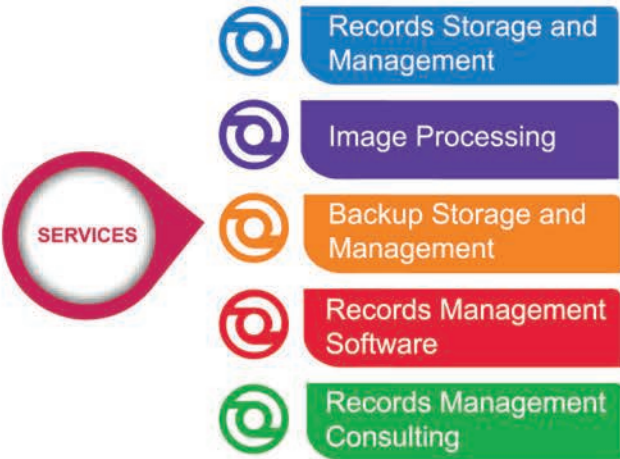
Metrofile is the first choice in information management for businesses and organisations in every industry and sector.

## Proven track record

Metrofile has a proven track record of helping our clients to organise, back up, manage and protect large volumes of both active and inactive documents, images and data in both physical and electronic format.

## Businesses of all sizes

We offer services to enable businesses of all sizes to manage their greatest risk, the loss of information.



*Metrofile is able to service clients in all nine provinces. In addition to our South African operations, we have facilities in Mozambique and Nigeria, and through our partnership with CSX Customer Services, we have service contracts in a number of other African countries.*

*Metrofile (Pty) Ltd is a subsidiary of Metrofile Holdings Ltd, which has been listed on the Johannesburg Stock Exchange since 1995.*

# DID YOU KNOW?

1 It is estimated that the volume of business data worldwide doubles every year.

2 One in six businesses experiences some level of data loss every year.

3 In South Africa alone, businesses experience about 14 000 hard drive crashes every year.

4 95% of businesses that experience substantial or catastrophic data loss go out of business  
50% of these within six months of the catastrophic event.

5 Many businesses do not have a formal information management policy or programme.

6 On-site back-ups are often lost, stolen or destroyed at the same time as the original data.

7 Metrofile has purpose-built facilities run by highly skilled staff throughout the country, and is able to service clients in all nine province.

8 The storage and management of physical and electronic documents of records is a specialist business.

9 Metrofile provides records and information management solutions for businesses and organisations of all sizes, from large corporations and government departments through to SOHO and micro enterprises.

10 Staff often fail to back up regularly, increasing the risk of total data loss.



## 10 REASONS WHY

### COMPANIES CHOOSE METROFILE

1

Metrofile is a subsidiary of JSE-listed Metrofile Holdings, and is the market leader in records and information management.

2

It is a full-service company offering a range of products and services to meet the information management needs of businesses and organisations of all sizes.

3

The company has over 30 years of experience in the field, operates from 26 purpose-built facilities nationwide, and services more than 8 000 clients in all nine provinces as well as in selected African countries.

4

Metrofile's facilities are well-maintained and have round-the-clock security. They are also fitted with state-of-the-art fire prevention and detection systems.

5

Metrofile's operational facilities and range of services are continually benchmarked against international best practice. This leads to innovative & effective solutions to common records management issues.

6

Metrofile's custom designed range of software is constantly enhanced to ensure that the unique requirements of managing physical & electronic records is done simply and effectively.

7

Dedicated sales and service consultants are always on hand to assist clients in managing their records effectively.

8

Metrofile vehicles are serviced regularly and are kept in peak condition. They are all monitored by satellite tracking.

9

Metrofile prides itself on being socially and environmentally responsible, and strives to uplift underprivileged communities through its corporate social investment programme.

10

Metrofile transformation targets and the company's Talent Development Programme allow employees to improve their skills and fulfill their potential.

For more information contact: Metrofile (Pty) Ltd | Tel: +27 (11)677 3000 | [www.metrofile.com](http://www.metrofile.com)