

Recent Projects Completed (Consultation & Implementation)

- AGL - with Australian Pacific Projects
- Gilbert & Tobin Lawyers - with HBO+EMTB
- Banque Nationale de Paris
 - with Interco & Geyer Design
- Colonial State Bank - direct with client
- Chubb Insurance - direct with client
- Ernst & Young - direct with client
- Deloitte Touche Tohmatsu - direct with client
- National Fisheries Authority, PNG
- Dresdner Bank - with Project Control Group.
- Fletcher Challenge - direct with client
- Hong Kong Banking Corporation
 - with Stack Interiors
- Royal New Zealand Navy - direct with client
- Blue Star Group Limited
- Travelcorp - with Reid Campbell
- Knight Frank - with Geyer Design
- Philips - with Interco and Woods Bagot
- State Transit NSW - direct with client
- Collex /Vivendi - with Interco & Geyer Design
- Red Australia - with FutureSpace

What Clients Say

"With the right company providing the right advice, the storage and filing solutions work!"
*Gavin Pringle, Codafile Convert,
Red Australia Materials Handling*

"The process of bringing together 5 sites into one was a challenge for us. Having an outside records management and storage consultant like Codafile assisted greatly. Planning was made much easier, as was implementation of new systems and helping staff adjust to change."
*Sue Neal, Project Coordinator,
Philips Electronics Australia Limited*

"Codafile's research into our filing and storage needs greatly assisted us in making the necessary changes required to create our new, improved work environment."
Greg Laws, General Manager, Corporate Services, NSW Farmers' Association

"Analysis of our client's existing filing and storage was invaluable in assessing the correct solution for their new accommodation."
*Richard Turner
Richard Turner Architects*



FAX OR CALL CODAFILE TODAY

Freecall Australia 1800 263 234
Fax 61 2 9460 7838

Freecall New Zealand 0800 263 234
Fax 64 9 634 5665



Records Management Consulting

www.codafile.com



In the era of e-business, how you
store and catalogue information is critical to
your ability to access
important information quickly
when it is needed for decision-making . . .

Codafile can provide experienced staff to assist with developing appropriate records management outcomes for any organisation. Our unique, consultative research approach enables us to gain valuable insights for solving most records management and storage problems. As part of the consultancy process, Codafile will analyse the information needs of your organisation. This enables us to develop and tailor the design architecture of a records and information management system that will meet your exact requirements.



We are able to assist with:

- Records Management policy and procedures
- Storage audits
- File audits
- Classification and indexing options
- Technology development
- Change management
- Training
- Feedback/Adjustments
- Solution Design
- Programming
- Allocation Lists
- Staff Training
- Conversion and Document procedures.

Serving the Records Management industry since 1976, Codafile is today recognised as a leading authority in providing records management solutions.

Our experience covers all industry and professional sectors, including banking, finance, legal, accounting, government and insurance. Some of the largest and most respected names in business and government use Codafile products and services.

In the era of e-business, how you store and catalogue information is critical to your ability to access important information quickly when it is needed for decision-making.

At Codafile we are able to assist our clients to manage the impact of change and to maximise the benefits of new systems implementations with minimal disruption.

We offer practical solutions that work for our clients by impacting positively upon their business operations.



Serving the Records Management industry since 1976, Codafile is today recognised as a leading authority in providing records management solutions.

Of course Codafile can assist you during the implementation process by providing trained staff to convert and label file covers, using our Codaprint software. We can create a new database of your records using Filetrak, the only comprehensive tracking software on the market specifically designed for hard copy records.

Whether you are planning a move, upgrading your existing premises, or want to improve productivity and

save valuable floor space, Codafile's team of experienced consultants can help ensure you achieve your objectives.



If you prefer, we can also work with your designer to ensure your needs are met in terms of cost effective and aesthetic storage solutions.



If you would like to arrange an obligation-free meeting to discuss ways to improve your organisation's records management process, call Codafile toll free on: 1800 263 234 (Australia) or 0800 263 234 (New Zealand).

