



# Case Studies

## FINANCIAL SECTOR

### CASE STUDY 1

<b>Client</b>	<b>MORGAN STANLEY</b>
<b>Location</b>	London E14 & Hong Kong
<b>Affected Staff Numbers</b>	8000
<b>Statistics</b>	30-70% reduction of on-site documentation
<b>Project Details</b>	<p>Due to a major reorganisation within their London Campus, Filing Plus were asked to assess and relocate all documentation with a view to rationalising on-site requirements.</p> <p>Filing Plus provided a turn key solution ranging from assessment through to implementation allowing only active documentation to be relocated.</p> <p>We are currently contracted to work in London and Hong Kong and have been for over 3 years.</p>

### CASE STUDY 2

<b>Client</b>	<b>CITIGROUP</b>
<b>Location</b>	London E14
<b>Affected Staff Numbers</b>	5000
<b>Statistics</b>	75,000 staff moves over a period of 10 years
<b>Project Details</b>	<p>Filing Plus have been contracted to Citigroup since 1999 and provide a wide spectrum of document management services.</p> <p>These include;</p> <ul style="list-style-type: none"> <li>• Records management consultancy</li> <li>• Archiving</li> <li>• Scanning</li> <li>• Retention policies</li> <li>• File relocation</li> </ul>

### CASE STUDY 3

<b>Client</b>	<b>RBS</b>
<b>Location</b>	London EC2
<b>Affected Staff Numbers</b>	5000
<b>Statistics</b>	Contracted since 2004, we have been involved in over 5000 personnel moves.
<b>Project Details</b>	<p>RBS have contracted Filing Plus to assist in all facets of document management since 2004. Our range of services include file analysis, file relocation, archiving and scanning</p> <p>With the integration of ABN staff, Filing Plus have been assigned the task of assisting on the successful amalgamation of the business divisions.</p> <p>Filing Plus have assisted in over 5000 individual moves.</p>

REFERENCES AVAILABLE UPON REQUEST FOR ALL CASE STUDIES SHOWN HERE