



Case Studies

LEGAL SECTOR

CASE STUDY 1

Client	HERBERT SMITH
Location	London EC2
Affected Staff Numbers	1500
Statistics	Case rooms, offices and open plan all affected
Project Details	<p>Due to a major reorganisation within their London Campus, Filing <i>Plus</i> were asked to assess and relocate all documentation with a view to rationalising on-site requirements.</p> <p>The moves of over 1500 staff took place over a period of 3 months, involved 15,000 crates and was achieved within minimal downtime to staff.</p>

CASE STUDY 2

Client	CHARLES RUSSELL
Location	London EC4
Affected Staff Numbers	430
Statistics	Currently at implementation stage
Project Details	<p>With a relocation to new premises planned for first quarter 2009, Filing <i>Plus</i> have been contracted to undertake a full review on all storage held by their staff.</p> <p>Our detailed filing audit involved a full review of all processes at both company and departmental level to ascertain where inefficiencies existed.</p> <p>Our report has highlighted that a 30% reduction in hard copy is achievable through destruction, archive and scanning.</p>

CASE STUDY 3

Client	EVERSHEDS
Location	London EC4
Affected Staff Numbers	550
Statistics	Move carried out over 3 weekends, outside of normal working hours ensuring minimum disruption to day to day activities
Project Details	<p>Filing <i>Plus</i> were contracted to oversee all filing moves over a period of two months.</p> <p>This involved the assessment of current storage, identification of redundant information and the planning and implementation of the filing move.</p> <p>Filing <i>Plus</i> were contracted on this project through Project Managers New Field.</p>

REFERENCES AVAILABLE UPON REQUEST FOR ALL CASE STUDIES SHOWN HERE