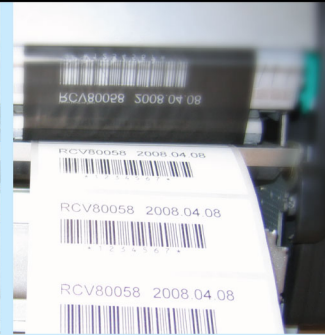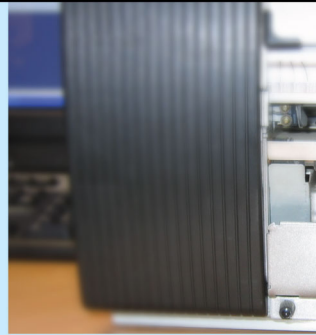# Oriental Logistics ®
Records Management

Creating
Customer Value
In Integrated
Records
Management

Services 服務

The business of records and information management continues to become increasingly complex as new technologies emerge, regulatory requirements increase, and companies change the way they do business.

At Oriental Records Management (ORM), we will work with you to design a program that meets your needs and allows you to manage your business records and information more efficiently and cost effectively. As your records and information management partner, we can help you improve your office systems and lower your costs.

ORM has highly secure facilities, the most advanced ORACLE IT technology and the highest level of customer service.

Our reputation is earned through our Well Trained Staff, Quality Service, Well Managed Security and Advanced Technology Platform, etc.

隨著嶄新技術的出現，以及日趨嚴謹之監管要求，令有關文件儲存及其管理日趨複雜，繼而改變公司之運作模式。

在東方文件管理，我們會為客戶設計一個最切合他們需求的流程，並配合客戶文件及資料儲存，以達致減低成本以及提高效率之果效。有幸成為客戶之文件及資料儲存合作夥伴，我們必定盡力協助客戶提昇有關之運作，從而降低客戶相關營運成本。

我們設有嚴格保安設施，先進科技及優質客戶服務。

我們經多年努力在市場上建立良好商譽，這些都是透過我們受過優良培訓的員工，嚴謹的保安設施與先進的資訊平台而得到確立。
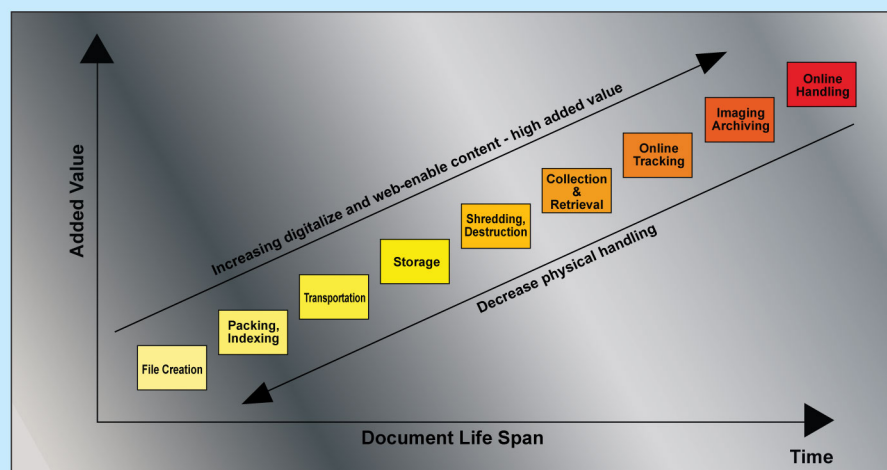
Contact Us 聯絡我們

Tel: (852) 3628 5321
Fax: (852) 3622 2170
Website:
www.orientalrecordsmanagement.com
Address:
1-11 Ka Ting Road,
Kwai Chung,
New Territories,
Hong Kong.

Added Value / Document Life Span / Time — Increasing digitalize and web-enable content - high added value / Decrease physical handling — File Creation, Packing, Indexing, Transportation, Storage, Shredding, Destruction, Collection & Retrieval, Online Tracking, Imaging Archiving, Online Handling

Oriental Logistics ®
Records Management

Security, Quality, IT Technology, Professionalism, Cost Saving

保安， 品質， 資訊科技， 專業， 節省成本

Welcome to

Why Choose Oriental Records Management?

》 Store 50% documents more on the storage space required by the market's standard storage box.

》 Our premises are secure and environmentally controlled.

》 We are asset-based with over 11 years experience in logistics industry.

》 We have advanced Oracle IT and web-based enabled solutions.

》 We provide flexible and tailor-made price plans.

》 We offer one-stop solutions with a variety of value-added services.

》 We have pooled resources and well-developed infrastructure.

為什麼要選擇東方文件管理？

》 較一般市面儲存箱多50％文件儲存量

》 提供安全可靠儲存環境

》 在物流業擁有超過11年專業經驗

》 提供先進Oracle資訊平台及無處不達網上服務方案

》 能夠靈活地替客戶提供量身定作價格方案，減少客戶每月相關支出

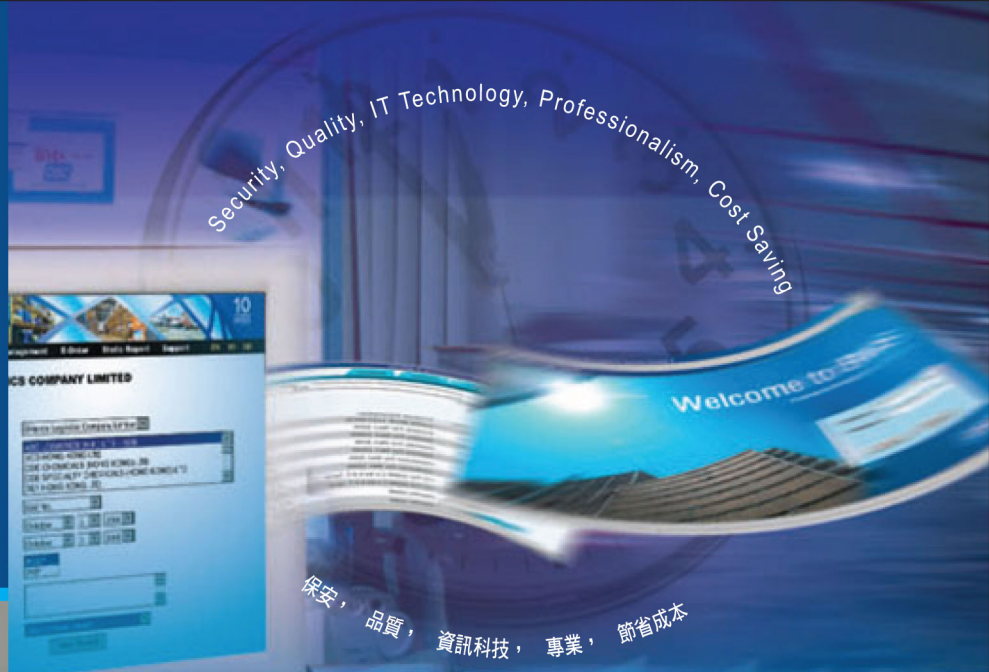》 提供一站式的解決方案，能為客戶提供各式各樣增值服務

》 已匯集各樣資源和擁有良好的服務設施為客戶提供優質服務

Reasons For Records Management & Storage

> **Offers Systematic Filing**
> **Enables Documents Never To Get Lost**
> **Frees Up Valuable Office Space**
> **Improves Document Management**
> **Improves Document Security**
> **Provides Retrieval Efficiency**
> **Fosters Workplace Professionalism**
> **Turn Documents into Digital Storage**

文件管理和儲存之原因

> 提供文件檔案系統
> 能令客戶文件永不遺失
> 騰出辦公室寶貴空間
> 改善文件管理
> 確保文件免遺失／被盜竊
> 提昇搜索文件之效率
> 創造辦公室專業形象
> 數碼化文件儲存

e-ordering
網上訂單

Scanning . Archiving . Digitizing
數碼化流程

Scanning
文件掃瞄

Barcoding
條碼化

Security
保安設施

Inventory Management
儲存管理

Shredding . Disposal
銷毀服務

File Management
檔案管理

Barcode Technology
條碼技術