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ReadyOne Industries' Secure Document Services

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In This Issue You Will Find ...

What We Do, How We Do It, and Why You Should Care

One Man's Trash is another Man's Treasure

Integrity, Credibility, and Quality



MORE ON OUR SECURE DOCUMENT STORAGE SERVICES

We are also committed to the efficient storage and retrieval of your most important documents.

We offer:

- A full service facility
- Documents stored in a climate controlled environment
- Full fire control and suppression
- Boxes controlled with modern bar code system

To our customers,



Welcome to the first edition of the ReadyOne Secure Document Services Newsletter.

Our Newsletter contains industry trends, fun and thought provoking articles that matter to you, and how our services can make a crucial difference in an important aspect of every business: What to do with confidential documents and other forms of electronic media that contain sensitive information?

What We Do, How We Do It, and Why You Should Care



ReadyOne Industries' Secure Document Services holds the highest level of commitment to security of your electronic media, shredded documents, and stored documents. Our document and media destruction operations are efficient and multifaceted.

- Allows for complete tracking of your boxes and files

Utilizing ReadyOne for document storage frees up valuable space and lowers office costs. Furthermore, ReadyOne clients have complete control over their boxes and files through the ActiveWeb online application.

For more information on the ActiveWeb application please visit www.docudatasoft.com/Home

We Made the El Paso Times!

Our Document Services Department made a special appearance in the El Paso Times.

Please click on the link below to read the article:

[ReadyOne certified to help smaller medical offices manage records](#)

We employ a chain-of-custody process that ensures the security and privacy of your documents.

- Secure access-controlled facility with 24/7/365 video surveillance
- Secure locking containers
- Uniformed employees have undergone background and drug checks
- Secure, locked trucks that are GPS tracked at all times
- Material shredded to 5/16" (smaller than 3/8" industry standard)
- Intermingled material to enhance security
- Signed confidentiality agreements

Utilizing these services adds value to your business while safeguarding your reputation, freeing up your precious time, and lowering costs by outsourcing your document management needs to certified professionals like us.

We bring you peace of mind knowing that your document management needs are taken care of by our knowledgeable staff. ReadyOne Secure Document Services not only takes care of your document management needs, we also make sure that your business is compliant with laws and regulations such as HIPAA. These laws and requirements are ever changing and we keep you compliant.

One Man's Trash is another Man's Treasure



What is the latest trend in identity theft? DUMPSTER DIVING. A typical household and/or business gathers their mail, looks through it, immediately discards junk mail such as pre-approved credit card offers or retail sales promotions. Bills are paid, invoices are taken care of, and its business as usual not suspecting your trusting nature will soon be violated by a creative new form of criminal: the identity thief.

Identity thieves are counting on you throwing away your seemingly ordinary discarded mail. An identity thief will go rummaging through your trash looking for credit card/bank statements, those pre-approved credit card offers, receipts, invoices, old paid bills etc. If an identity thief can walk away with your entire trash bag of seemingly harmless and ordinary mail on a dumpster dive, they have hit the jack pot.

With your information in their hands, what the thief can and will do with it is terrifying, disturbing, and can cost you your hard earned money. You will not likely be aware of the damage until it is too late. The thief can fill out the pre-approved credit card offer, put in a new address, and spend hundreds or thousands of dollars of your money.

It is crucial that households and businesses shred all mail, no matter how harmless or unimportant it may seem.

Integrity, Credibility, and Quality



There are a number of laws that address the privacy and proper handling of personal information. They go by names like HIPAA, FACTA, and several others. Most of these laws, in the United States as well as most other developed nations, require a written process for selecting a data destruction vendor.

By specifying a NAID Certified information destruction vendor, like ReadyOne Document Services, you establish recognized criteria effectively satisfying that requirement. Since ReadyOne Document Services is also ISO 9001 Certified you can be assured that all of the procedures required for the proper handling and disposal of important information are in place and will be followed.

ReadyOne Industries' Secure Document Services is the vessel by which business can avoid headaches, lower expenses, avoid significant fines, and experience superior customer satisfaction.

The integrity of our work is mirrored by our credibility, our credibility is evident by our certifications, and our quality is validated by our customers.

ReadyOne is a non-profit organization whose mission **"is to provide employment opportunities to individuals with significant disabilities in an environment that inspires and nurtures self determination and success."**

Sincerely,

Your ReadyOne Document Services Team

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