



Document Scanning & Shredding Services

Want to reduce the paper in your life?

Sync or Swim® are specialists in creating paperless environments!

SOS can either scan and electronically store your documents, then shred your paper records or cut to the chase and simply shred and dispose.

It's great because...

Cut identity theft & credit card fraud!

Create electronic versions of your sensitive documents!

Your business stays compliant with privacy laws

Free up office space!

Reduce fire hazards!

We recycle everything!

We can come to you!



MEET TONY - OUR RECORDS MANAGER

Tony keeps the Sync or Swim® office paperless.

He also helps our clients keep their offices paperless too!

Prior to working at Sync or Swim® Tony was a teacher...In 2003, Tony graduated from the University of Queensland, having completed a Bachelor of Applied Science - Human Movement Studies in the Field of Education. He taught Physical Education at Toogoolawah and then at Sheldon College.

In 2006, a car tragically hit Tony, he was in a coma for 3 months and endured numerous brain surgeries. The odds were against him, but he defeated every obstacle thrown at him.

He spent 2 years in intensive rehabilitation and he lived in specialised care during this time.

Tony has made a remarkable recovery, however, his brain injury means he has lost the ability to speak and has also sustained mild vision and mobility impairment.

He does however have sensational hearing, is a guru at charades and embraces many other methods of communication!

In 2015 our business needed someone to manage our records, we needed a person who we could trust to confidentially scan our paperwork, create an electronic record and then shred the paper record once done. We knew of Tony's story and were keen to provide him with an opportunity to return to the workforce.

It is a true success story, Tony provides exceptional support to us here at Sync or Swim® in keeping our environment paperless and supporting our clients achieve the same. **Our business is super proud of what Tony is achieving at work and we are excited about offering you his services.**



Tony has us all up to date at SOS and is keen to help other people on their mission to be paperless!

GET IN TOUCH IF YOU WOULD LIKE TO SUPPORT US AND TONY ON HIS CAREER WITHIN RECORDS MANAGEMENT.

WHAT DOES IT COST?

One-Off Shredding Pricing (Off-site)

1 x Ream - \$3
(Officeworks charge \$2.99, but we don't have queues!)

1 x Archive Box (5 Reams) - \$14.30
(\$2.85 / ream)

1 x 240L Wheelie Bin - \$54
(approximately \$2.70 / ream)

4 x 240L Wheelie Bin - \$194
(approximately \$2.43 / ream; \$48.60 / bin)

All shredding is cross cut to DIN Level 4 (aka destruction beyond recognition!)

EXAMPLE SCHEDULED PRICING

**On-site Weekly Service
4 x 240L Bins**

SOS Pricing Model

Hourly Rate - \$42

Minimum weekly service rate - \$125

Capped weekly service rate - \$210

Approx. Competitor Pricing Model

Weekly Service - \$226

*All prices exclude GST.
Competitor pricing based on CBD client comparison.*

Sometimes we just need a helping hand

TALK TO US

about a customised price for

A regular scheduled shredding service (onsite or offsite)

Scanning services

Cloud document management

The full suite of scanning, relabelling and shredding

WHY CHOOSE US?



Small boutique firm that will listen to you, customise to your needs and be flexible 24/7.

Access to \$ savings in weeks where document destruction volumes are low.

Friendly, personable experience where a true relationship develops.

Flexibility to scale up/down quickly.

100% confidence of where the confidential info goes! (offsite vs on-site destruction).

DIN Level 4 Document Destruction & recycled.

We do a lot more than shredding, it's purely our community initiative!

CHECK OUT OUR WEBSITE FOR OUR FULL LIST OF BUSINESS SERVICES.

Help us, help Tony remain in the workforce.

Tony's role at Sync or Swim® is not profit focused.

As demand for a paperless life grows, we aim to increase our shredding and scanning presence and employ more people with a disability.



We get things done!

Call us on **1300 851 281** for a **FREE 1hr consult** on anything business.