

November 2005

Series 1, Volume 2

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Appreciation Day
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Scan and Email
Service

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News:

To serve you better and ensure increased security, BCRMS now requires all account changes to be in writing (email or letter).

This applies to the following changes to your account information:

- Change of Address
- Change of Contact
- Change of Phone Number

Our newsletter and other updates in services and company matters are now available for your leisure on our "NEWS" web page. Check www.bcrms.com regularly for updates.

Contact:

Bob McMillan
Sales and Account
Manager

Phone: 604 433-2600

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B.C. RECORDS MANAGEMENT SERVICES

BC Records Management Services is a locally owned and operated records center that serves both public and private organizations of any size.

As a valued client of BC Records Management Services, you are cordially invited to our

Customer Appreciation Day Event
Thursday, November 24
2:00-4:30pm

View the facilities, talk about our services, meet the staff
enjoy refreshments and door prizes.

Please RSVP to 433-2600 (guests are welcome)

FASTER SERVICE SCAN AND EMAIL

We now offer a scan and email service to all of our clients. This service enhances, and to some clients, will replace our fax service. A PDF copy of your document will be emailed to you at your request.

Costs are equivalent to your current fax service costs.

To sign up for this service, send your email address and confirmation in writing to our office or company email: request@bcrms.com.

Farewell to Bernie!!

The face of BCRMS has changed. Long referred to as the face of the company, **Bernie Beitenbeck** has moved to another career after 16 years with BCRMS. Each of our clients have interacted with Bernie over the years as he held many positions during his tenure. Bernie was a long time Operations Manager and three years ago became the Sales and Account Manager.

All of us at BCRMS wish Bernie well on his new endeavours.

Bob McMillan, President and Owner, is currently handling all sales and customer service related activity. A new Sales and Account Manager will join our team in the New Year to continue the personal and professional service that Bernie offered.

We are on the web at www.bcrms.com