



BACK TO BUSINESS SERVICES

As Covid-19 restrictions are gradually being lifted many businesses across the country are facing the task of preparing the workplace for the return of their workforce.

We have adapted our existing services and added some new options to support our customers during the Covid-19 pandemic.

www.kefron.com
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EXTRA SPACE FOR SOCIAL DISTANCING AT WORK

Gain extra office space needed to adhere to physical distancing

Kefron can offer long term or temporary secure off-site storage solutions, including everything from box supply to pack away files, to cataloguing the contents of filing cabinets to vault storage for sensitive documents that require an extra level of security.

Our service include:

- Document Storage
- Media Storage
- Cataloguing
- On-Site Solutions
- Deed Storage
- Document Consulting
- Data Management

SAFE ACCESS TO YOUR DOCUMENTS AT KEFRON

Sanitised facility for customers to inspect and view their box contents

Our dedicated viewing room is available for customers wishing to perform an audit of material stored off-site or access large volumes of records without requesting a bulk delivery. The viewing room is in a segregated facility and it is re-sanitised after each visit.

Alternatively Kefron offers a file/box audit service performed by our expert and security vetted staff for customers who do not wish to visit our storage facility.

DOCUMENT COURIER & HOME DELIVERY SERVICE

Delivery of your documents - wherever you need them

With our Retrieval and Delivery service, we facilitate customers requests for delivery from storage to one or multiple locations, making accessing your hardcopy files easy.

During the pandemic we added a Home Delivery service from our Records Centre directly to your staff and we also offer a Document Courier Service to collect & deliver documents between clients' premises.

As another option, we offer a Scan-On-Demand service that delivers your files electronically to your desk wherever you are working, allowing you immediate access.

DOCUMENT SCANNING & CAPTURE

To digitise your office and document processes

We have the ability to intelligently capture documents, to find and capture data to make it readily accessible and available for processing.

Once a document is scanned, data can be found, extracted and used to process. Furthermore, all text can be converted to a searchable format for easy and intelligent referencing.

As part of our new services to support customers, we now offer Mail Re-Direct and Mail Scanning services. The outsourced mail room service manages your mail through our dedicated PO boxes by digitising your incoming mail.

SYSTEMS TO SUPPORT WORKING-FROM-HOME

Making your digital documents available to all staff wherever they are working

Kefron provides a suite of Digital Solutions that makes remote access not only simple but fully secure.

Kefron DM is our hosted, ready to go, purpose built Document Management solution which securely captures and hosts digital objects and documents.

Kefron AP is our own Accounts Payable Automation solution which digitises invoices for ease of processing, approval and record keeping.