

metrofile

document ▪ data ▪ storage ▪ management

the art of your document caring

Who We Are



Metrofile Headquarters in South Africa

Metrofile International was established in South Africa. It has gained a wealth of experience since its inception in 1984 and has expanded to Europe and the Middle East.

Metrofile (ME) Middle East is the subsidiary of Metrofile International in the Gulf Region. It was established in Dubai in 1997.

Metrofile (KSA) Saudi Arabia was established in 2005 to provide leadership in the archiving and information management industry in Saudi Arabia.

Services

Facility Assessment

Metrofile, with its document management consultants and experts, provides facility assessment service. This includes upgrading of your safety and security measures and shelving system, and the reengineering of the workflow of your archiving process.



On-site Records Storage and Management

Managing your on-site archive is no easy task. We in Metrofile designed an efficient solution to help you manage your archive on-site. METROFILER®, a set of active files management solution, comes to you along with a specified process, procedures and a qualified METROFILER® team, working in a comprehensive outsourcing package to run the entire archiving operation.

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Off-site Records Storage and Management

Each single paper, folder or file produced in an organization is a dot to an endless line adding new entry to your limited space storage facility. The easiest solution is to maximize storage facility usage or to minimize entry. Each might not be very possible. Metrofile solution is the off-site storage in our purpose-designed paper storage facility where you can store your documents in a secure and safe environment and confidentially and effectively retrieve them.



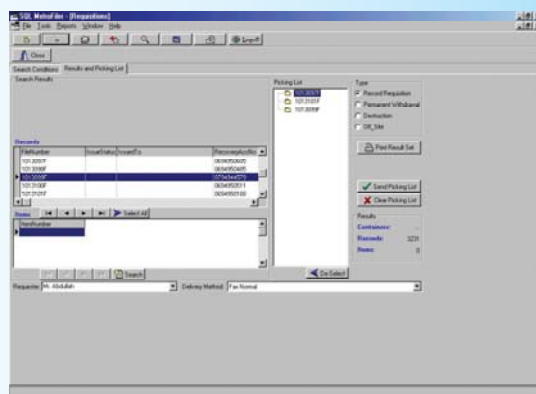
Off-site Media Storage and Management

Metrofile's specially-designed facilities provide you with utmost security to protect vital company information from fire, theft, sabotage, natural disasters, temperature fluctuations and excessive humidity. Our fire-proof vaults are strictly monitored and controlled to assure you of reliable backup data anytime you need them. It's complete peace of mind.

Electronic Document Management Solutions (EDMS)

When quick access to information is needed at any enterprise-wide level, electronic information management is the only solution. Metrofile, in conjunction with its strategic partners, is able to provide a full range of solution, from imaging and indexing of archival documents, to large-scale ERP systems.

By establishing carefully selected alliances with the most reputable suppliers of various technologies, Metrofile is able to build on expertise gained globally to provide tried and tested solutions backed by stable multinational suppliers.



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