



Storage Facilities

Due to our expansion into the document storage market in 2010 we acquired a new purpose built warehouse on a modern industrial estate its features include.

- *Temperature and humidity controlled
- *State of the art monitored security alarm system.
- *24 Hour CCTV monitoring
- *Fully compliant with fire regulations.



Deliveries & Collections

Our modern fleet of Mercedes vans can be often seen making collections and deliveries throughout the North East. All our vans are equipped with satellite navigation and mobile telephones this enables us to maintain an efficient and reliable service and have contact with our drivers at all times.



Document Cartons

We supply our own high quality document cartons at very competitive prices, these can be ordered by telephone or email and then delivered direct to your premises, each carton has a printed contents information panel where you can record details of documents been stored in the carton, for extra security numbered ties are available this enables you to seal the carton and record the unique six digit reference number.



Document Storage Containers

Individual walk in storage containers are fully shelved and can hold approximately 72 standard size document cartons, each container as a lockable door with coded keys and its own unique number, before been placed in the container each carton is bar-coded and the relevant information entered on our secure data base a copy of this is then forwarded to our client, customers can access the containers and their contents at any time, the main advantage of this type of archive storage is that each individual customer has their own secure storage space.



Ingram's Staff

All our staff are C.I.B checked and are fully conversant with the data protection act 1998 , full training as also been provided in the protection of confidential data . Training is also provided in Health & Safety at work and First Aid. All Ingram's staff wear full corporate uniform and carry company identity cards.