

SMALL BUSINESS SOLUTIONS TO HELP REDUCE YOUR REAL ESTATE COSTS, IMPROVE COMPLIANCE AND CREATE A MORE PRODUCTIVE WORKSPACE



CUT COSTS. INCREASE EFFICIENCY. LOCK IN SECURITY.

Nearly 50% of American workers rely on small businesses for employment, but the slightest economic upheaval can leave many SMBs financially fragile. Temporary closures, hiring freezes, layoffs, remote relocation, and strapped cash reserves can challenge even the most resilient workforces.

Going paper-lite is no longer a nice to have. It's a necessity for every business in our digital world.

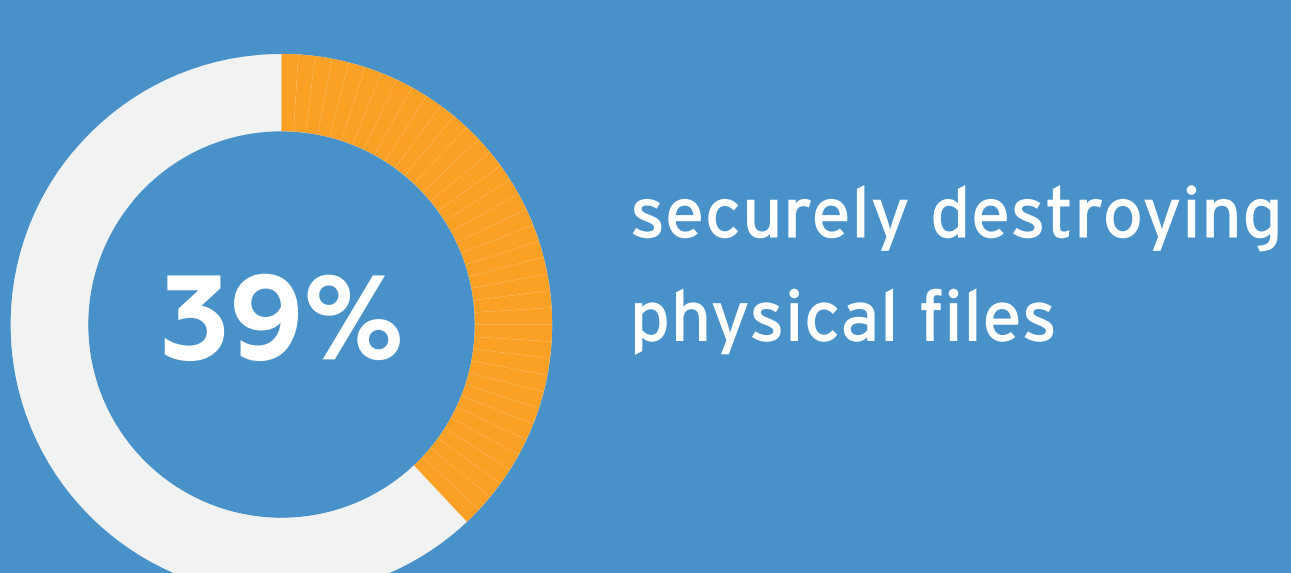
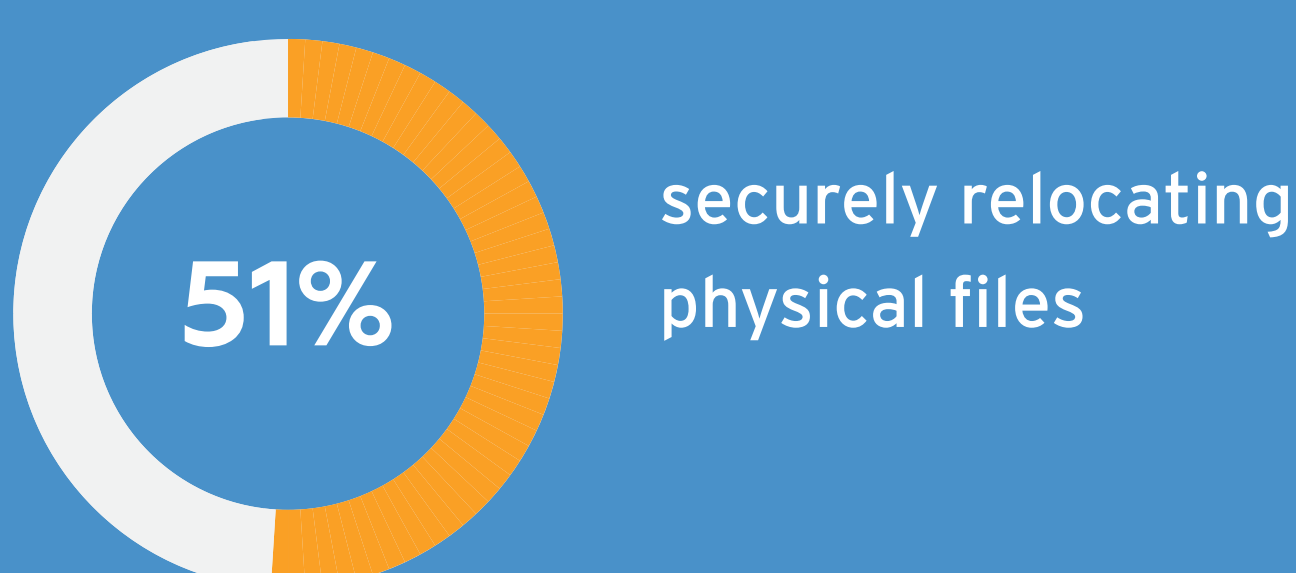
Issues with outdated hard copy files:

-  **TAKE UP COSTLY SPACE**
-  **DRIVE UNSUSTAINABLE MANUAL PROCESSES**
-  **PREVENT EFFICIENT INFORMATION ACCESS AND PRODUCTIVE COLLABORATION FOR REMOTE WORKERS**
-  **POSE SECURITY RISKS**

MINIMIZING PAPER IS PARAMOUNT



PAPER-LITE PRIORITIES



Tossing outdated materials is something most of us procrastinate with at our workplaces. However, with prime real estate consuming file rooms and office closets stuffed with obsolete IT assets, the whole space transformation process can seem quite daunting. Iron Mountain can clear your entire space of all materials you no longer need.

YOUR IRON MOUNTAIN CLEAN START®:

WHAT TO EXPECT WHEN YOU OUTSOURCE YOUR DIGITAL SHIFT



Iron Mountain conducts an assessment of your workspace to survey areas for improvement.

You receive a summary of our proposed improvements to review and discuss internally.

We execute the approved plan, which can include anything from a single paper-lite priority to clearing out your whole office space.

FULL, FLEXIBLE MENU OF SERVICES



STORE RECORDS

Iron Mountain professionals help you identify records for relocation to our secure off-site facilities where they are tagged and classified, tracked with RFID labels, and made easily accessible through our Iron Mountain Connect™ web portal.



RELOCATE FILE ROOMS OFFSITE

Offload your file room management to Iron Mountain's experienced staff.



DIGITIZE DOCUMENTS & AUTOMATE WORKFLOWS

Work with our team to create a document imaging solution to automate manual workflows like invoice processing for elevated productivity.



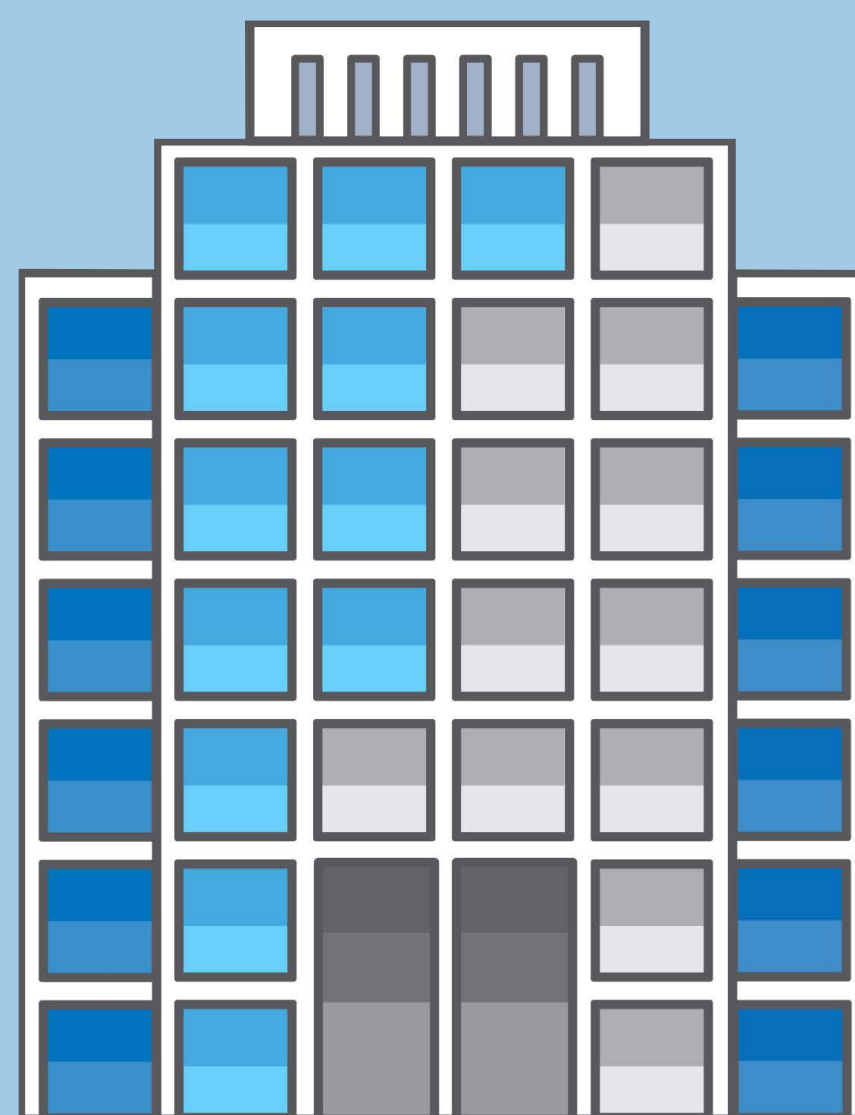
DESTROY RECORDS

Don't pay for physical storage you don't need. We can securely destroy and recycle paper documents as well as media to help you save space and prevent data breaches.



RECYCLE, DONATE OR DESTROY UNNEEDED FURNITURE & EQUIPMENT

Let us coordinate the disposal of office furniture, cubicles, IT equipment, supplies, artwork and other unused assets.

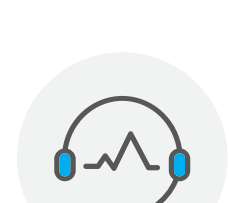


WHY CHOOSE IRON MOUNTAIN?

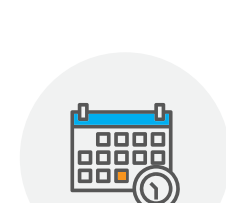
Iron Mountain is trusted by more than 90,000 small businesses to securely store, destroy, and protect their information. With 742 facilities across North America, Iron Mountain provides a local and convenient solution to businesses in all 50 states and Canada.



BESTSELLING SMB SOLUTIONS



DEDICATED ACCOUNT REPRESENTATIVES



24/7 CUSTOMER SERVICE

TO LEARN MORE, VISIT [IRONMOUNTAIN.COM/CLEANSTART](https://www.ironmountain.com/cleanstart) OR EMAIL CLEANSTART@IRONMOUNTAIN.COM