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Mr P Bond  
Scanners GB Ltd  
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Valley House  
Hornbeam Business Park  
Harrogate  
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29<sup>th</sup> January 07

Dear Phil

Thank you for delivering the DVD containing all my scanned files and for sending me formal confirmation that all the paper files have been destroyed confidentially.

As you know, these client files have been a major concern to me for some time, and to now be able to access them from my computer without having to go through old files is a huge benefit, as well as being considerably more efficient. My office is now virtually paperless and the filing cabinets have gone!

This scanning facility must be a huge benefit for other IFAs, and indeed any business that is paper intensive, especially when records need to be kept for a number of years.

My files typically contained anything from 50 to 700 sheets of paper, which on average has cost me £5 per file to scan.

I shall be pleased to recommend your services to anyone in a similar position to me.

Thank you once again.

Yours sincerely

Michael Brooksbank  
Principal.