

# COMPLETE OFFICE SOLUTIONS

DOCUMENT MANAGEMENT  
OFFICE SUPPLIES  
DIGITAL IMAGING

**BLUTEX**  
COMPLETE OFFICE SOLUTIONS




# ABOUT US

Founded in 1987 Blutex manages millions of records and provides office supplies throughout the UK. Initially supplying local businesses, Blutex now service National and Multi-National companies whilst still maintaining the relationships with local businesses. We have managed this organic growth with service always being paramount and employing leading experts in Document Management and Office Supplies to ensure our systems are tailor made and adapted to yours to ensure total efficiency.

We protect the business community's history giving our clients not only space to think but peace of mind knowing that their documents are safely stored and protected.

We have created a client base that has grown throughout the United Kingdom with clients joining us regularly through recommendation. The 1987 business started with 3 staff and now employ throughout the UK with strong experts within our three major warehouses around London, Birmingham and Lancashire.

Understanding and working with our clients is vital to us which has allowed us to not lose sight of what is important and because of this, today we successfully supply our services nationwide.



"I started Blutex in 1987 with a vision not to be the biggest, but to provide a customer driven service for our clients, with a focus on constant improvement which has now given us the status we deserve."

Rafiq Blue, Chairman



# DOCUMENT MANAGEMENT SERVICES

While printed documentation is being slowly phased out all over the world, there will still always be a need to access past documents or create new physical copies. Our Document Management service offers a range of management services for printed collateral, including a bespoke delivery and collection service, desktop drops and guaranteed secure storage as standard.

## OUR DOCUMENT MANAGEMENT SERVICES INCLUDE:

- > FULLY MANAGED DOCUMENT MANAGEMENT SERVICE
- > OFFSITE DOCUMENT STORAGE
- > BOX MANAGEMENT
- > SCANNING & SHREDDING
- > FIRE SUPPRESSION AREA
- > DISASTER RECOVERY & BUSINESS CONTINUITY
- > ONLINE & BESPOKE SERVICES
- > TRACK & TRACE



## > NOT JUST SECURITY. TOTAL SECURITY.

Our ISO 27001 Certification is for our information security management systems. This means we safeguard your information. We have a framework of policies and procedures that includes all legal, physical and technical controls involved to help prevent security risks from malicious, intentional or criminal breaches, system glitches & human error. ISO27001 is an external endorsement of our commitment to security

## > FIRE-PROOF - CRITICAL MEANS CRITICAL

Oxygen is a key factor in strengthening any fire. Whether it's tapes, hard-drives, critical boxes or valuables that you cannot afford to lose, Critical information means Critical, that's why our dedicated secure fire suppression area has a fully certified Gas Suppression system in place with a monitored climate control system. This means in an event of a fire the oxygen in the area is rapidly reduced to such a level where a fire cannot exist. This in turn is safeguarded with a 19 lock point, Crowbar, Sledge hammer and tamper proof door keeping your critical information and media in one of the safest storage areas.

## > USING TECHNOLOGY TO ENHANCE YOUR OPERATIONS

Technology plays a key part in modern business practice, which is why we've invested heavily in providing our clients with a fully mobile online access platform. This allows you to place an order on the move and expect the delivery ready at your desk when you arrive, which drastically reduces employee downtime and increases efficiencies – all while making the storage and retrieval process as seamless as possible.

## > IT'S ALL ABOUT YOU - A DEDICATED FULLY MANAGED SERVICE

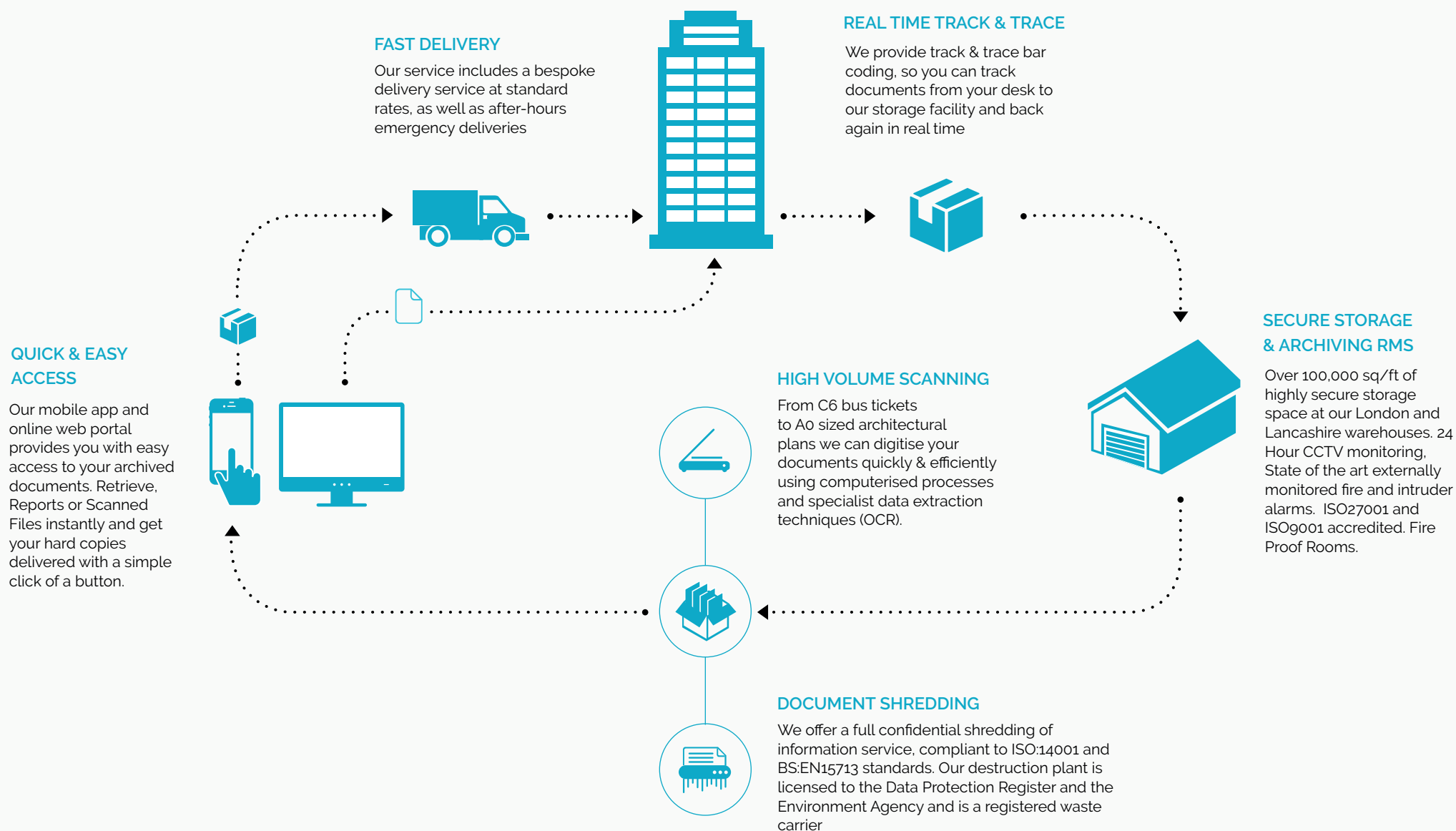
Each of our clients' needs are unique, which is why we take the time to understand how you operate internally and tailor our systems around your specific business needs. Our fully document managed service means we manage your records from the moment they enter storage up to the day they are destroyed. Rest easy in the knowledge that if you need access to any of your documents, we can deliver them to your door 24 hours a day, 365 days a year and with a dedicated account manager, you always speak to the same person, every time, knowing they understand exactly what needs to be done to ensure your success.

**"Since employing Blutex Document Management services for our surgery, they have delivered an efficient service that has streamlined our patients live filing system. We have found their service and nothing-is-too-much-trouble attitude first class."**

NHS East London Surgery



## > OUR DOCUMENT MANAGEMENT PROCESS





# OFFICE SUPPLY SERVICES

In the offices of today, the requirements for efficient management go far beyond regulating pens and paper stock. With electronic device management, green initiatives, flexi-time personnel and more, we're proud to be one of the key solutions providers for a modern office resourcing and supply.

## OUR OFFICE SUPPLY SERVICES INCLUDE:

- > OVER 45,000 PRODUCTS AVAILABLE
- > FREE PRODUCT SOURCING
- > ON-SITE ASSEMBLY
- > TONER RECYCLING
- > NEXT DAY DELIVERY NATIONWIDE
- > EMERGENCY DELIVERIES
- > DEDICATED ACCOUNT MANAGER
- > STOCK ROOM MANAGEMENT
- > CRATE HIRE SERVICE



## > WHATEVER YOU NEED, WE'LL DELIVER.

Our product catalogue extends to well over 45,000 products, so whether you're running low on printing paper and paperclips or need a complete new set of boardroom chairs, we've got you covered. On the rare occasion that we don't stock what you want, you can save time and hassle and let us do the sourcing for you. The cost for doing this? Nothing. It's all part of our standard agreement.

## > FAST & CONVENIENT.

Consider what you'd expect from an ideal office supplies company: Next day delivery nationwide. Extended office hours of 8:30 am to 5:30pm. Guaranteed next day delivery. Supplies delivered to desks instead of reception counters. On-site furniture assembly. More? It sounds like a lot to ask, but we already offer all that and more. And if we don't advertise what you're after, just ask for it. We're happy to find a solution.

## > GUARANTEED LOWEST PRICES

Our customers run their business professionally and want the best products for the best price, from a service that offers nothing less than fully professional support. We return that trust through a price watch that monitors over 100 key office products weekly. If we see any product being offered for less than our current price, we'll immediately reimburse you the difference..





## > GET RID OF YOUR SUPPLY HEADACHE COMPLETELY

We offer a complete stock room management solution through our digital stock platform, which means we can guarantee you will never be over- or under-stocked on critical office items. We'll also recycle your printer cartridges and organise your storeroom just the way you like it. All of our services are underpinned by our price guarantee and are reviewed quarterly to ensure we continue to live up to your expectations.

## > YOU'LL KNOW US BY NAME

Every one of our valued clients is appointed a personal account manager to look after their account. This means building a relationship and supporting you to the best of our ability, in a way that best suits your individual business needs. Should you ever have an issue with your service or your account, you can rest easy knowing that the right person will be on hand to listen, and to solve your problem in the fastest possible way.

**"Whether we are ordering stationery or having our confidential waste shredded Blutex never lets us down. We have always received items as they have promised on time without fuss and at a very competitive price."**

Lint Group



# DIGITAL IMAGING SERVICES

While more and more information lives on as Ones and Zeroes, there will always be a need to create or store physical documents. This might include older documents that need to be digitised, or newer physical contracts that then need to be converted into digital assets. Whether it's the conversion of outmoded printed collateral or the creation of new material, our digital imaging solutions can scan, convert or store any digital documentation in to a secure digital format that is accessible anywhere in the world.

## OUR DIGITAL IMAGING SERVICES INCLUDE:

- > HIGH VOLUME SCANNING
- > OPTICAL CHARACTER RECOGNITION
- > ANY FORMAT SCANNING UP TO A0
- > FLEXIBLE STORAGE OPTIONS
- > FULL COLOUR OR GREY SCALE SCANNING

## > YOUR IMAGING, WHERE YOU NEED IT.

The Blutex ECM system provides our clients with a fully-integrated, real-time virtual interface that automates and standardises the access and management of physical records that may be stored in off-site records centres.

Our Document management system can be bridged with other workflow management systems, allowing users to request deliveries and collections directly from their existing platform. If you don't have an existing document management system or a workflow management system, Blutex has its own fully operational cloud-based system that provides a full end-to-end user solution and can be set up to meet your requirements. This means you'll always be able to find and view your Boxes, Files & scanning, wherever and whenever you need them.

## > SAFETY FIRST

Migrating critical documents online often leaves companies feeling vulnerable to data hacks or that their critical documents might fall into the wrong hands. That's why when we offer an ISO 20071 Data and Information Security Management-accredited solution, with multiple levels of security like passwords, encryption, firewalls, authentication protocols and physical restriction of access to servers incorporated for end-to-end protection, we mean business. In short, with Blutex, all your data is safe, secure and accessible at all times.

## > MANAGEMENT AT YOUR FINGER TIPS

A key strategic difference to the Blutex system is an online application that allows clients to request or return documents on the move, make weekend orders for Monday deliveries and more. We're also in the process of rolling out a document viewer platform too, giving our clients the most cutting edge access within a safe and secure document management ecosystem.





## > OPTICAL CHARACTER RECOGNITION

Scanning documents into a digital format is one thing, having those documents become searchable online resources is another step entirely. Our optical character recognition process is an optional extra that converts printed text documents into fully searchable, fully secure online resources - vital for e-discovery processes or critical information gathering in time-sensitive circumstances.

## > ALL CLIENTS ARE DIFFERENT

At Blutex we know that we offer a service that is defined by our customer. Our client base has very different needs, and only by collaborating with you can we offer a service that matches your needs perfectly.

From emergency scanning to bulk scanning, small volume imaging to long-term service level agreements, we pride ourselves on the ability to handle any volume of work in a way that increases our clients productivity and efficiencies.

If there is something specific you need, please get in touch. We always like to know how we can better our services, and perhaps there's something unique that we can provide you as a partner for future growth.

# CONTACT US

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"Great suppliers, always ready to help and always one step ahead. We are truly satisfied with the services Blutex supply"

Right Choice