

# Staples selects Recordsforce for Document Imaging and Records Management

*Solution provides web-based document access and records management services.*

**PORTSMOUTH, NH (January 10, 2005)** – Recordsforce, Inc., a New England headquartered outsourced solutions provider for document-intensive business processes, announced today that it has executed a multi-year agreement with Staples, Inc. (NASDAQ: SPLS), the world's largest office products retailer, to provide document imaging and records management services. Included in the agreement, Staples will utilize the FileBound™ Enterprise Document Management System to store and retrieve their digital records.

Under the terms of the agreement, Recordsforce collects, scans, indexes, and stores Staples' imaged records for electronic retrieval. Additionally, a portion of the images will undergo an optical character recognition process, enabling full text searches of these digital documents. The solution involves the monthly processing of hundreds of thousands of invoices, employment records, delivery receipts, legal documents, and other corporate records.

"Efficient document management across functional areas is important to running our business and serving customers," said Christina Ahlberg, Sourcing Manager at Staples. "After careful review of several vendors, Recordsforce clearly offered the best and most cost effective system, allowing our associates to easily access documents. These factors combined with the compelling ease-of-use and flexibility of FileBound made it a clear decision for us."

"We are pleased that Staples, a company known for its demanding vendor performance and cost-effectiveness requirements, has chosen Recordsforce," said Michael Dailey, Vice President, Business Development at Recordsforce. "We provide solutions that make Staples more efficient. Businesses require superior means to manage their records, be it images, e-mails, spreadsheets, paper files, etc.... Organizations also need paper-based process automation tools to achieve even greater efficiencies. That's why we offered FileBound to Staples: for its secure, easy document access, records management and process automation capabilities."

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## **About Recordsforce**

Recordsforce is a privately held company headquartered in Portsmouth, New Hampshire, providing paper elimination and process automation services to businesses throughout New England and the country. Recordsforce provides a complete service bureau approach for business records management, from evaluation of document management practices to the creation of comprehensive document management systems. Recordsforce's FDA-sanctioned operations and document management expertise enables all types of businesses to take advantage of the latest records management technology and know-how immediately, making those firms more cost efficient and competitive. For more information contact Michael Dailey, Vice President of Business Development at 603.512.9627 or [www.recordsforce.com](http://www.recordsforce.com).

## **About Staples**

Staples, Inc. invented the office superstore concept in 1986 and today is the world's largest office products retailer. With 60,000 talented associates, the company is committed to making it easy to buy a wide range of office products, including supplies, technology, furniture, and business services. With 2003 sales of \$13 billion, Staples serves consumers and businesses ranging from home-based businesses to Fortune 500 companies in 19 countries throughout North America, Europe and Asia. Headquartered outside of Boston, Staples operates approximately 1,600 office superstores and also serves its customers through mail order catalog, e-commerce and contract businesses. More information is available at [www.staples.com](http://www.staples.com).