

**SQUEEZY'S BIG ADVENTURES!**  
**TURN IN YOUR SQUEEZY PICTURES TODAY!**  
**REMEMBER: \$50 to the best picture every month!**

See your picture & all of Squeezy's adventures at [www.datasafe.com](http://www.datasafe.com)

*Don't have a Squeezy?*  
Ask your Account Manager for your free Squeezy or email your request to [news@datasafe.com](mailto:news@datasafe.com).

Squeezy enjoying a San Francisco Sunrise

Submitted by Taylor Bruns  
The Conifer Group, LLC

## CLIENT TESTIMONIAL

Placer County Water Agency has been utilizing DataSafe's tape storage and rotation services since January 2, 2011. We had been with another vendor the previous year and decided to test the waters for an alternative.

From the onset, DataSafe personnel have been courteous, professional, and supportive.

The initial sales representative was extremely helpful and patient in answering any and all questions. This helped to justify the change in vendors.

The driver(s) have always been on time and responsive, even to go so far as to double check with me for tape return when I had forgotten to complete a transmittal.

And the web support staff is always there to help with any issues with the web interface. This all adds up to great support and customer service, which I greatly value. And speaking of value, our configured monthly fee was less than other vendors I contacted!

Another aspect of DataSafe that I liked was the fact that the employees that I interact with really like working for this company!

I have nothing but positive words for DataSafe and their staff and I look forward to continue doing business with them.

Sincerely,  
Donna L. Crowley  
Information Systems Services  
DataSafe client since January 2011

### Tell us your DataSafe story!

Have you experienced exceptional service with DataSafe? Tell us! We would love to share it in a future issue of Bits and Pieces. Send your story to [news@datasafe.com](mailto:news@datasafe.com).

## Thoughts From Tom Reis

President of DataSafe

In the blink of an eye we've completed another 360 and find ourselves at the threshold of a fresh horizon. A completely untouched year is ready and waiting for us to make our mark. Sure, some of what happens is the result of chance but much of what occurs is truly in our own hands. It's riveting and daunting at the same time. It's so new!



Isn't it a kick to receive something super fresh? How about a warm loaf of bread from the bakery, or a chocolate chip cookie, still gooey? Not to mention the excitement that fresh Play Dough brings. Yes, Play Dough! Remember?

Who didn't love flipping the can over and watching the treasure plop out onto the table in a perfect, uniform cylinder? It was yours for the creating. Fresh Play Dough had its own distinctive scent, as well. One whiff and I'm sitting at the table creating alligators, squirrels and that certain something that nobody else could identify – including me. Lots of laughter and satisfaction housed within those plastic cups – oh, yeah, and the kids had fun, too. An example of how the smallest things can still bring us magnificent joy.

This month marks the fresh beginning of a new year. Delivered to us warm, full of hope, scents, dreams and promises; and yes, also tinged with the unknown, as well. One thing we *do* know is that our service to you will continue to be top-notch, and that our wishes for a year filled with happiness, laughter, and peace are heart-felt and sincere (with a couple figurative cans of fresh Play Dough tossed in for good measure!). May your most important dreams for 2012 be molded into your personal, spectacular reality!

Happy New Year!

*Tom Reis*

## Do You Have A Question For Us?

If you have a question related to off-site document storage, shredding, or media vaulting, please feel free to give us a call or send us an e-mail.

Contact Information: 800.275.SAFE (800.275.7233)  
or [news@datasafe.com](mailto:news@datasafe.com)

## Make a Match! Refer a new client- Win up to \$150

Do you know someone who could use DataSafe services? Another company? Maybe another department in your company? For a limited time, you can win up to \$150!

Visit <http://www.datasafe.com/matchmaking> for more information!

## Going Green With Electronic Invoices!

Did you know you can opt to get your invoices emailed to you? With just a few clicks, you can opt to either have your invoices sent directly to your email or be notified when your invoice is available so you can view it online.

If all clients opted to have their invoices emailed to them rather than mailed, we would save over 24,000 pieces of paper a year! That's a lot of trees!

Signing up is easy:

1. Click on Online Invoices on [www.datasafe.com](http://www.datasafe.com)

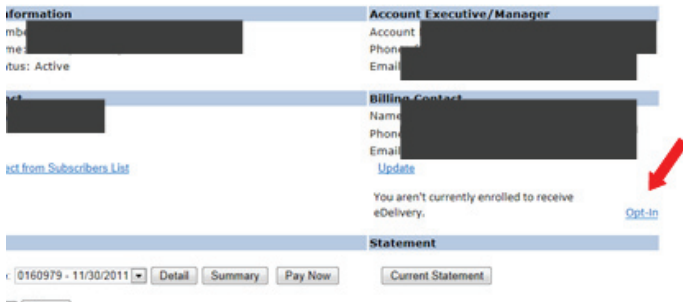


2. Sign in using your web credentials (if you are not signed up with Web Access, contact Client Services at (650) 875-3800).



3. Click on the "Opt-In" button to receive eDelivery.

INVOICE: You can continue paying an invoice with a check or you can use our secure online payment service. Pay by clicking the **Pay Now** button after you have selected an invoice.

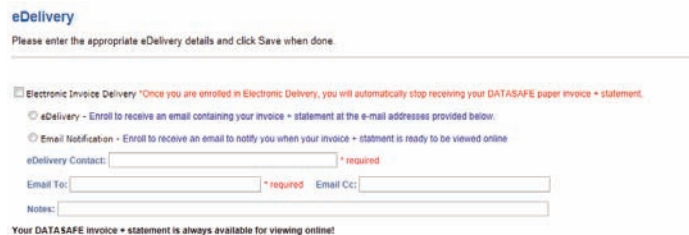


4. Select the "Electronic Invoice Delivery" check box.

5. Choose whether you'd like your invoice emailed to you or get a notification when your invoice is ready to view online.

6. Enter in contact and email address(es) to receive invoices.

7. Click the "Save" button. You're done!



## January Events

- 1 New Year's Day
- 2 National Thank God It's Monday Day
- 3 Drinking Straw Day
- 4 Trivia Day
- 5 Twelfth Night
- 7 International Programmers Day
- 8 Show-and-Tell Day at Work
- 9 National Clean Off Your Desk Day
- 10 United Nations Day
- 13 Blame Someone Else Day
- 14 Organize Your Home Day
- 15 Humanitarian Day
- 16 Martin Luther King, Jr Day
- 16 Religious Freedom Day
- 17 Kid Inventors Day
- 18 Thesaurus Day
- 19 Get to Know Your Customer Day
- 20 National Disc Jockey Day
- 21 National Hugging Day
- 22 Celebration of Life Day
- 23 Chinese New Year
- 24 Belly Laugh Day
- 25 A Room of One's Own Day
- 26 National Peanut Brittle Day
- 27 Fun at Work Day
- 28 National Kazoo Day
- 29 National Puzzle Day
- 30 Bubble Wrap Appreciation Day
- 31 Inspire Your Heart with the Arts Day



### Astrological Sign:

Capricorn (Dec 23 - Jan 20)  
& Aquarius (Jan 21 - Feb. 19)  
Flower: Snowdrop  
Birthstone: Garnet



### January is also:

- Get Organized Month
- International Creativity Month
- International New Year's Resolution Month for Business

## JANUARY SERVICE AWARDS Celebrating DataSafe Employee Anniversaries

### 18 YEARS

Tonde Smith, Premier Account Manager  
*Began with DataSafe: 01/03/1994*

### 12 YEARS

Ly Saechao, Delivery Representative  
*Began with DataSafe: 01/24/2000*

### 11 YEARS

Alfred Schmidt, Delivery Representative  
*Began with DataSafe: 01/16/2001*

### 5 YEARS

Makura Domingue, Records Center Attendant  
*Began with DataSafe: 01/29/2007*

## Survey Winner of the Month

Last month, one lucky client won a \$100 American Express® Gift Card just by filling out our client survey.

To participate and be automatically entered into a drawing to win a \$100 American Express® Gift Card, simply log onto <http://www.datasafe.com/contact/clientsurvey.asp> and fill out the client survey.

### Survey comment:

"I didn't receive my invoice detail this month."

In our ongoing effort to be as green as can be, invoice details are now available on our website at [www.datasafe.com](http://www.datasafe.com)! Invoice details can be exported to a number of different formats, including Microsoft Excel. It's all at the power of your fingertips. For instructions on how to view invoices and invoice details online, go to <http://www.datasafe.com/invoices/>. For more information, call our Client Services group at 650-875-3800.

## REFERRAL PARTNER OF THE MONTH

**Sandra Jamme**  
SLJ Business Services, LLC

For each referral that results in a new DataSafe client, we'll express our thanks to you with a complimentary gift card worth up to \$150!

Email your referrals to [info@datasafe.com](mailto:info@datasafe.com) or give us a call at 650-875-3800.

## Want to Win a \$50 Gift Cheque?

Each month we'll give you a new challenge of some type. All those who reply with a correct answer are eligible to win a \$50 American Express® Gift Cheque.

At the end of this month we'll draw one lucky name.

### Here is this month's challenge:

**Riddle:** What is the longest word in the dictionary?

**Last Month's Answer to:** *What do you have in December that you don't have in any other month?*

THE LETTER 'D'

### Last Month's Winner:

**REBECCA ROBERTSON**

MURRAY & MURRAY

E-mail your answer(s) to "[news@datasafe.com](mailto:news@datasafe.com)."

## Hints from DataSafe

### Your Records Management Hint for January

Are you storing your records correctly? Are records located in basement areas or under water pipes that may be prone to flooding? Are the records protected against fire?

Evaluating the safety and security of your records means protecting the safety and security of your company. Be sure to check the area and environment around your records. If there was a fire, would you be able to collect your records in order to help rebuild the company?

DataSafe can help you determine whether some records may be at risk and can provide services to lower cost and minimize risk. Contact us at [news@datasafe.com](mailto:news@datasafe.com) for more information.

### NEED I.T. CONSULTING SUPPORT?

Just let us know and we will connect you with one of our partners who can provide these services to you. Email [news@datasafe.com](mailto:news@datasafe.com) for more information.

## Green Living

Heating water for home use is a big energy drain. To help reduce this energy consumption, wrap your water heater with an insulating cover. This can help keep as much as 1,000 pounds of carbon dioxide out of the environment. You should also wash as much as your laundry in cold water as possible. This saves up to 80 percent of the energy needed to clean your clothing.



## Box Sale: Standard-Size Storage Cartons on sale for \$2.50!

Our standard-size storage cartons are custom-designed to be the strongest and longest-lasting in the business. On sale for only \$2.50 January 1 through February 29!

Call 650-875-3700 to place your order or email [csd@datasafe.com](mailto:csd@datasafe.com) for more information.

## **BITS *and* PIECES**

is a free monthly newsletter  
from your friends at DataSafe



P.O. Box 7794  
San Francisco, CA 94120  
Tel. 800.275.7233  
www.datasafe.com



## What's Inside This Month?

### *Thoughts From Tom Reis*

Going Green With Electronic Invoices!

Survey Winner of the Month

### *Want to Win a \$50 Gift Cheque?*

Hints from DataSafe

### *January OFFERS!*

## ***DataSafe's Green Initiatives***

We're starting the New Year by celebrating being green and looking for even more ways we can help sustain the natural resources we all share. Here are some of the ways DataSafe is reducing our carbon footprint and what we have planned for this year:

### **Saving Energy**

- **Lights**  
Motion detectors and timers decrease wasted energy  
Use of fluorescent lights in Record Centers & office areas
- **Power Usage**  
Automatic shut off of computers at a certain time of day

### **Saving Fuel**

- **Routing of Trucks**  
Smart routing based on client location & proximity saves fuel
- **Scan On Demand**  
Option to scan files to clients rather than delivery: saves fuel
- **Public Transit**  
Encourages use of public transit through company reimbursement program
- **Working Remotely**  
Sales representatives work remotely to save fuel

### **Saving Paper/Recycling**

- **DataSafe Storage Cartons**  
Made of recycled paper
- **Invoices Details**  
Invoice details are sent electronically to save paper
- **Recycling Bins**  
Encourages recycling throughout the company.  
Placed in all offices and common areas.
- **Online Internal Manuals & Forms**  
Available online/electronically to save paper
- **Electronic vs. Mail**  
Marketing materials and proposals sent electronically rather than mailed
- **Individual Destruction Boxes**  
Placed under each desk to shred and recycle paper
- **Trash Receptacles**  
One trash receptacle per floor, rather than under each desk. Reduces number of trash bags used.

### **2012 Initiatives**

- **Solar Panels**  
Installation of solar panels to Newark facility
- **Electronic Invoices**  
Providing electronic invoices rather than printing and mailing.