



TAB Acquisition or Divestiture Services at a Glance

Reducing the Risk, Speeding the Transaction

Are business records helping or hindering your deal?

The role of records in determining the success of any acquisition or divestiture is often overlooked. Mismanaged information can be a huge liability, opening both parties up to increased risk and impeding the transaction.

Managed correctly, information becomes an asset, minimizing risk, making the process smoother, and shortening the time to ROI.

So whether you're buying or selling, you need to ensure that the relevant information is properly managed, before during and after the sale.

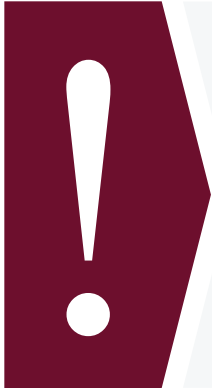
At TAB we've been helping organizations through the acquisition and divestiture process for years, and we can help you too.

What We Do

From quickly setting up virtual file rooms to auditing and integrating offsite records collections, we have a range of services to help you address the records and information challenges associated with acquisitions and divestitures.

TAB PROFESSIONAL SERVICES

Here's a quick list of some of the more common A&D challenges and how we can help you meet them:



Due Diligence Support & Risk Management

We can conduct a records inventory assessment on both sides to create a complete picture for the due diligence phase.

We can then audit and sanitize your records collections, identifying vital records for retention. You keep what you need, share what you should and dispose of the rest.

Knowing what you have in your collection helps mitigate the inherent risk of the transaction: it makes what is being sold easy to identify, facilitates an easier acquisition and integration process, and enables the buyer to ramp up quickly after the transaction and start realizing ROI.



Virtual Data File Rooms

In an acquisition or divestiture scenario, timely access to information is essential. To facilitate better access, TAB can image your records and create a virtual file room, making them readily available and faster to analyze for potential buyers.



Resourcing and Timelines

Compressed timelines, insufficient space, and shortage of qualified staff are par for the course in A&D scenarios. We can ease the burden by supplying you with experienced resources, secure facilities and specialized technology to ensure on-time asset transfer.



Records Collections Integration

New records are part and parcel of the process. We can help you integrate new records by:

- Ensuring a standard classification system and filing structure is in place
- Working with file users to create a file standard
- Conducting document level conversions within the file to meet that standard
- Applying all of the above to electronic documents
- Imaging paper-based records and converting them into electronic formats for greater efficiency
- Training staff on the new formats and standards

Our process ensures that this is done quickly so you can understand the information in those records and get them into your existing records management system.

Talk to TAB

To learn more about how TAB can help you with acquisitions and divestitures, visit our [website](#) or call 888.822.9777.



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