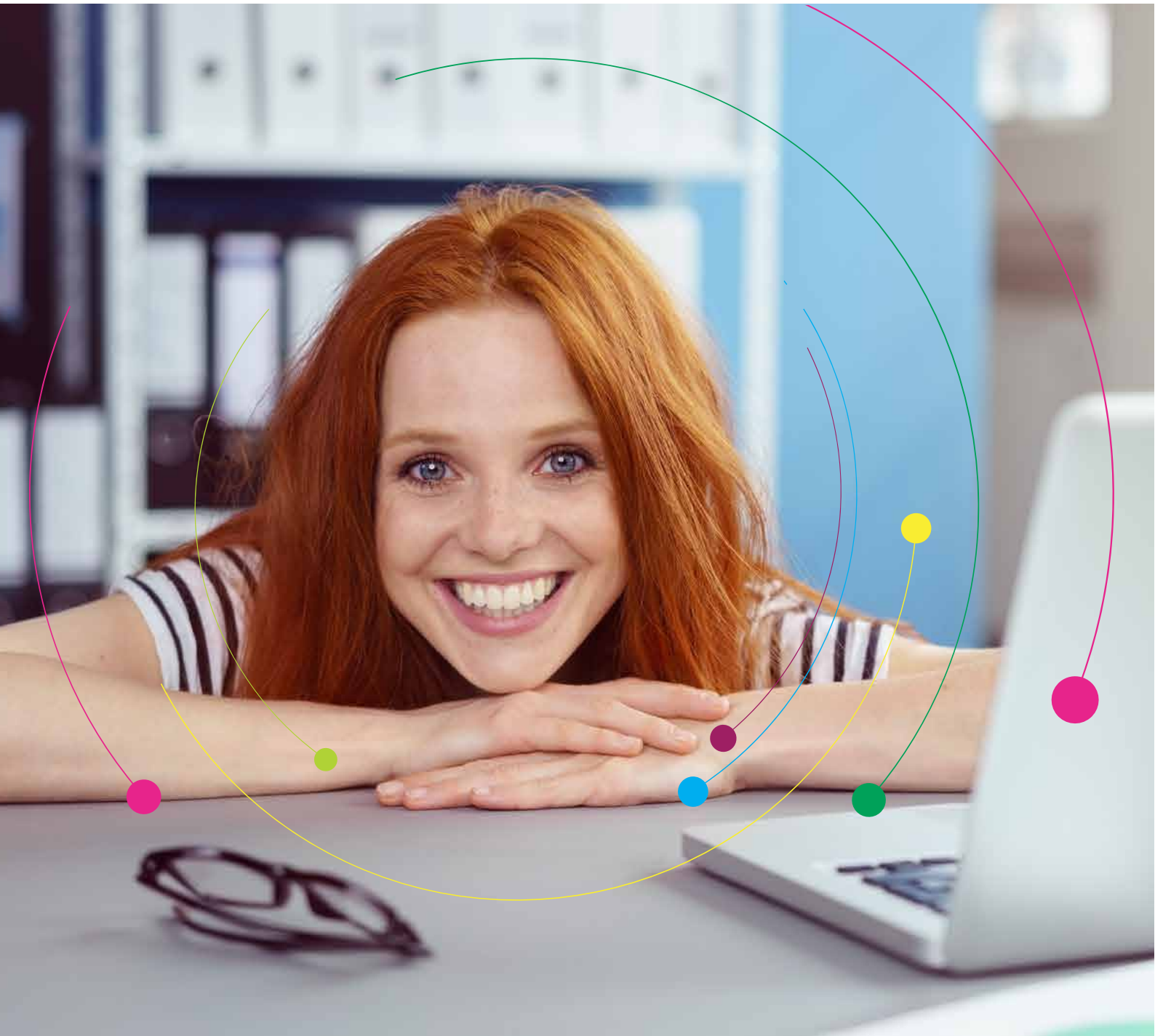


Achieve striking communications & marketing collateral quickly.

Just upload your content and hit go!



Spend your time wisely.
Visit [fileroom.com](https://www.fileroom.com)

fileroom 
Content creation made easy

Welcome to fileroom

Fileroom provides creative design, editing, writing and production services for all your corporate communications and marketing needs. Our intuitive 'click and go' technology platform makes producing professional materials easy.

A simple, quick way of working has magnificent benefits

Fileroom is a secure, online content creation agency, not a freelance marketplace. We do it all for you – the fileroom platform brings our team and services directly to your desktop or mobile when you need us.

In today's business world time is money. We all need compelling, professional-looking documents completed quickly. Yet many of us don't have the time or skills to do it ourselves.

Don't waste time working outside your skill set when deadlines are looming. Spend your time wisely and have fileroom transform your communications.

The sky is the limit

Our experience is genuinely extensive. We have an incredible team of experienced business consultants, screen writers, copywriters, content writers, technical writers, journalists, editors, graphic designers, videographers, video editors, directors and producers, animators, motion graphics artists and colour grading specialists. We can work on a wide range of print, digital and video communications meant for any purpose.

Our team has created a broad range of communications for business and marketing initiatives across a multitude of industries. We have experience working in different regulatory environments, and we understand governance and compliance requirements.

Our vision is to create beautifully branded documents and communications every time, and our mission is to engage with our clients through technology to save time and money. **Our point of difference is that we make it convenient and easy for you to create content.** Our team is world-class, and our skills speak for themselves.



“When you need documents, presentations, marketing materials or promotional videos, spend your time wisely and leave the fiddly work to us.”

Sign-up for free and save valuable time

When you register, you get your own fileroom where you can manage your brand assets, create content and collaborate with colleagues. When you are ready, order a job for the fileroom team to complete for you.

You can order jobs as you go or if you have regular work you can opt for one of our services packages.

Work smarter in your fileroom

The fileroom platform is a great way for you to engage with your team to boost productivity; and bring our team and services directly to your desktop or mobile when you need us.

Our tools make creating communications simple, fast and direct.

Use fileroom for any type of work

One-off or recurring tasks | Larger projects | Extension of your team

Ordering jobs is easy

After creating or uploading the content for your communication in your fileroom, select 'order job' from your fileroom dashboard or **GET STARTED** straight from our home page.

- Create or upload your content
- Submit & track jobs
- Review & approve
- Live chat with our team
- Build your brand
- Share & collaborate with your team
- Customise your fileroom
- Manage your account



Sign-up free to fileroom today.

Visit [fileroom.com](https://www.fileroom.com) to learn more.

Safeguarding your information is our priority

Fileroom is a safe and secure place for you to create, share and store your content. Protection of your personal and business information is one of our primary business objectives.

Due to the sensitive nature of the work we do, we have taken extra measures to ensure we can safeguard your personal information and deliver services to you in a safe, secure environment.



Military grade protection & encryption

Security is one of our key objectives and central to our operating philosophy.

All your important files are hosted in the secure Heroku enterprise environment, protected by world-class accredited data centres with 256-bit encryption.



Utmost confidentiality

We understand your content may be commercially sensitive and we respect your privacy. Building trust with our clients is important to us.

On sign-up, you will receive filerroom's signed non-disclosure agreement.



Audit & compliance

All activity in your filerroom is tracked and can be audited. Get notified when someone accesses your filerroom, views a document or downloads a file.

Audit trails for your files brings peace of mind and helps maintain compliance.



Our Services

We are the perfect partner for all your document & video needs

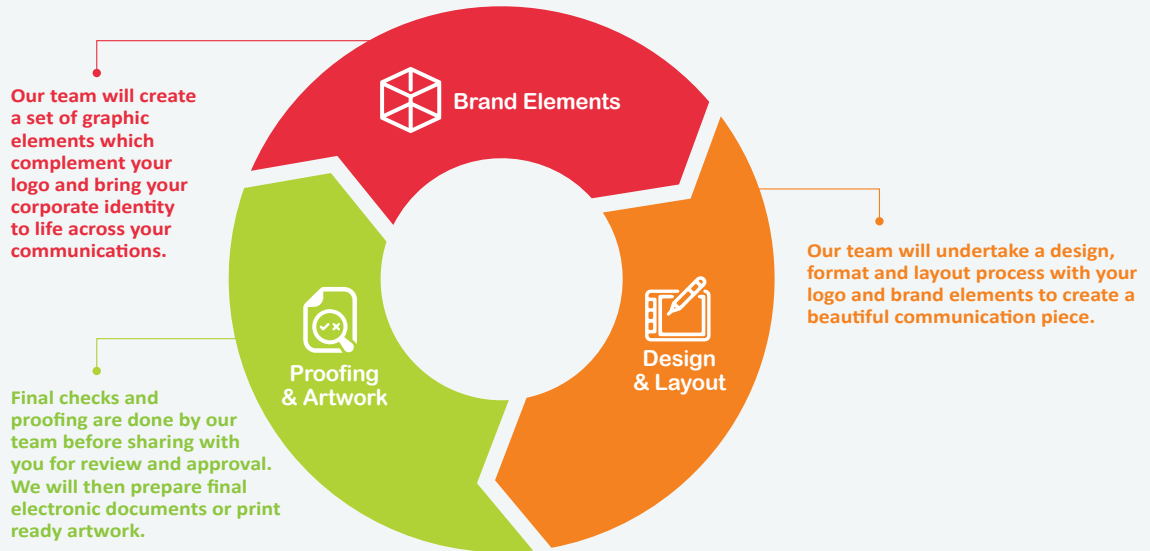
We have more than 25 years of experience working with all kinds of business strategy, marketing, operational and tactical documents and communications. Our experience and skills are a unique mix of strategy and design, which will provide you with cost-effective engaging materials.



Document Design & Formatting

Start engaging your audience with creative design and build beautiful documents and communications every time.

Communicating effectively with customers, employees and other stakeholders can be challenging. When you build brand and visual elements into your written content, you can better engage your audience, bringing you successful results.



Here is some food for thought.


Stakeholder & Internal Communications


Marketing Communications of any kind


Brand Elements & Identity Graphics


Print & Digital Communications


Corporate & Annual Reports


Signage


Merchandise


Social Media Ads


Graphics of any kind


Workflow & Process Maps


Infographics


Training Presentations


Strategic Documents


Management System Documentation

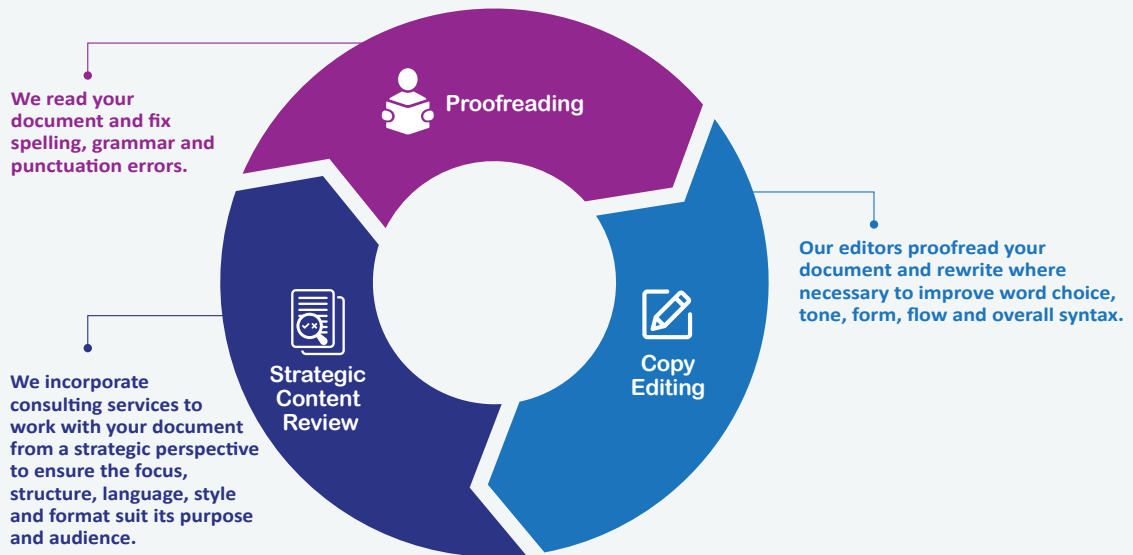

Tender Documents


Custom Requests

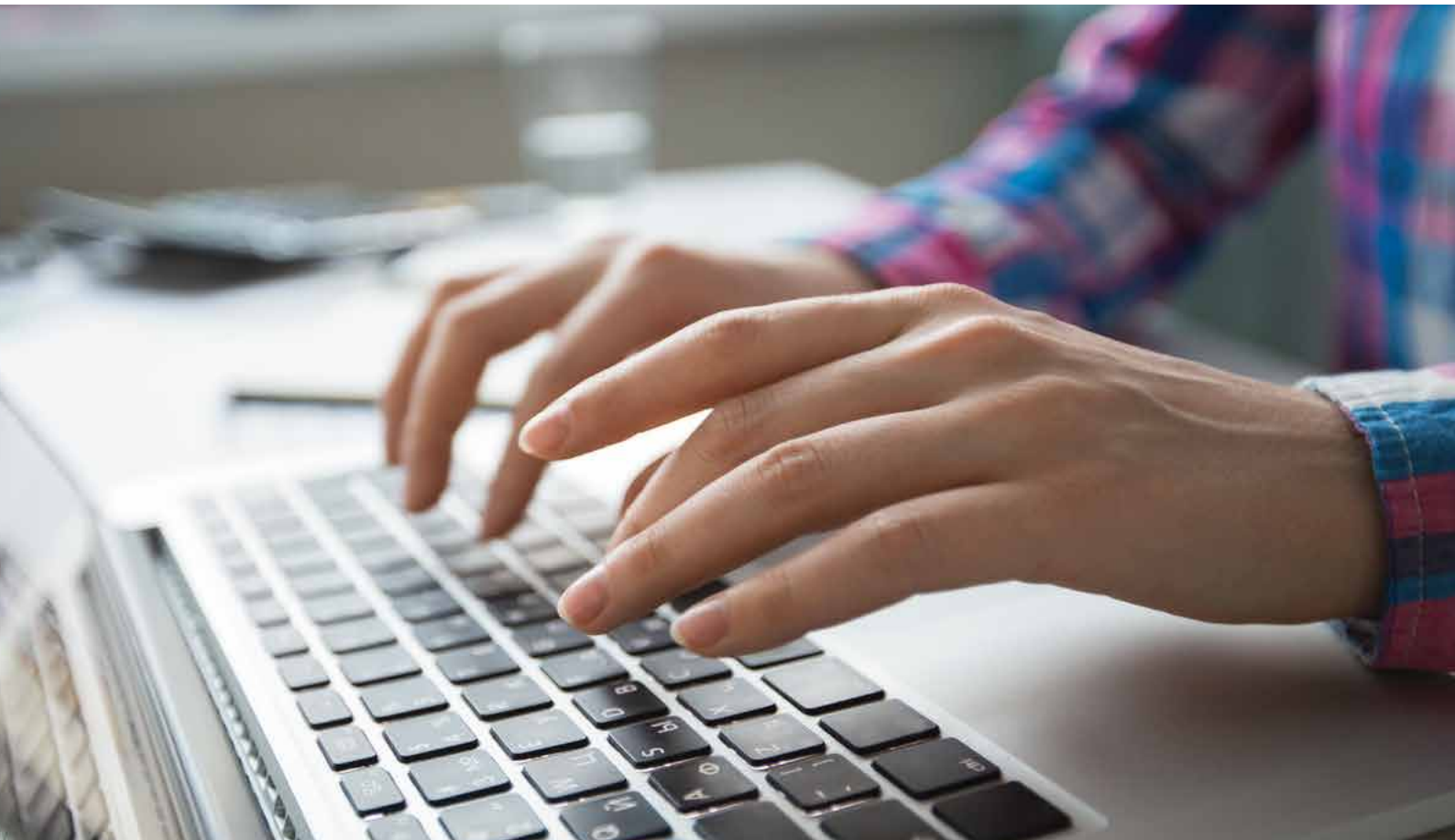
Proofreading & Editing

Words can inspire. Choose yours well.

Our experienced team delivers expert proofreading and editing services for all types of business communications. We help you make a lasting impression on your customers, employees and stakeholders. We can proofread and edit all written content, whether it is strategic, operational or technical.



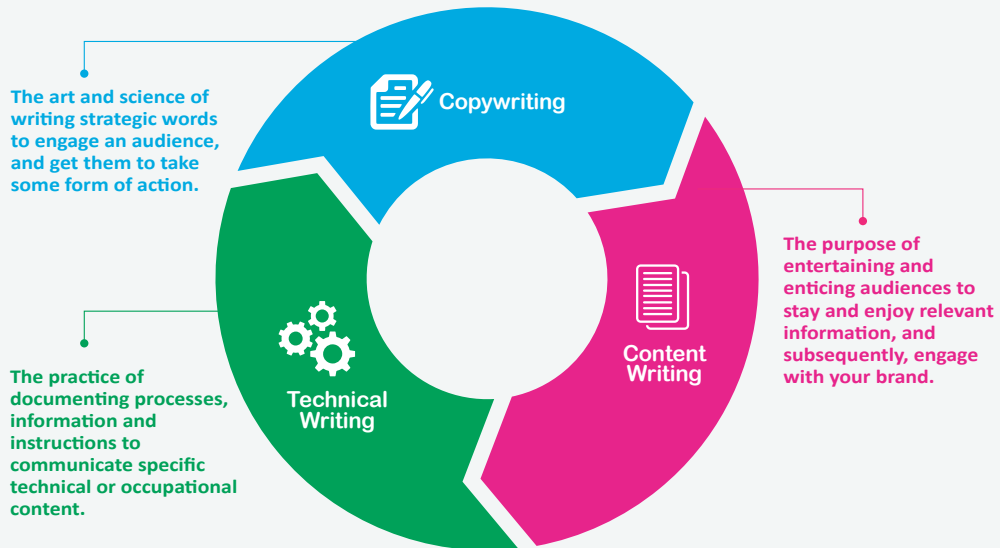
We work on a variety of documents from strategy documents, presentations, case studies and advertising materials through to policies, procedures, reports, manuals, press releases and general correspondence – to name a few.



Copy & Content Writing

Connect with your customers, employees and stakeholders.

We can help you attract new clients, build on existing relationships and capture new opportunities. Our professional team has experience in creative, business and technical writing.



You know your business, industry, employees and customers best. Once you provide us with your objectives, some key information and direction - we will do the rest.

We can tailor any of our writing services to your specific requirements.

Here are some ideas of what we can write for you.



Company Profiles & Strategy Documents



Tender Submissions



Social Media Ads & Posts



Policies & Procedures



Whitepapers & Articles



Marketing Collateral



Case Studies & Fact Sheets



Corporate Manuals & Handbooks



Blog Posts



Video & Audio Scriptwriting



Management Systems

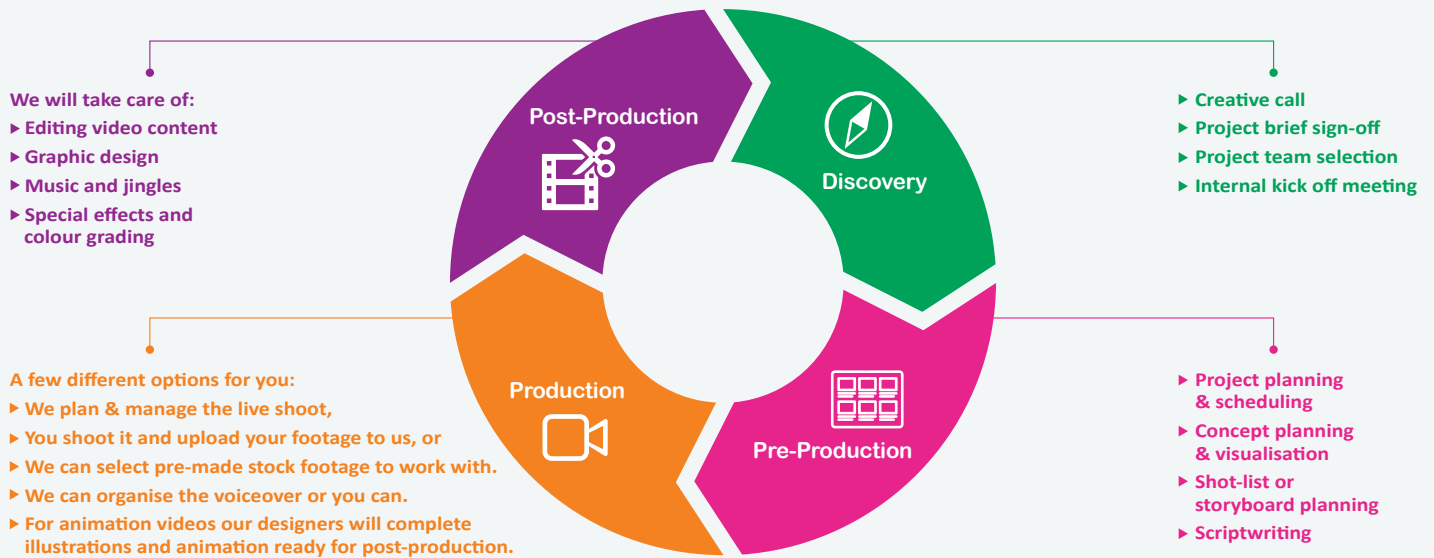


Media Releases

Promotional Videos

Traditional, social media & animation videos for a competitive price.

We can be involved in the whole process with you from pre-production to post production, or any specific step you need help with along the way. We also offer affordable, fixed priced live footage or 2D animation social media ads. We can create these quickly using music and stock footage from our library.



We can turn your footage into great videos.


Social Media
Videos


Employee
Videos


Training
Videos


Stakeholder
Videos


Company Explainer
Videos


Product
Demonstration
Videos



Working with filerroom brings you many great advantages



Competitive Rates



Improved Productivity



Collaboration tools to reduce time spent writing and reviewing communications content.



Streamlined review process to ensure change requests are not missed.



Express delivery options for those urgent jobs.



Experienced Team



Great Service



Plentiful Revisions



Peace of Mind





Satisfaction Guarantee

We want you to be happy with our services.
We only hold authorisation for payment on receipt of your order.
Final payment will be processed once you have approved and accepted your completed job.

Ready to get started?

No more lengthy meetings
or missed deadlines.

Visit www.fileroom.com
and SIGN-UP today!

Got questions or have a large project?
Call 1300 345 376

Try something new.
Nothing ventured,
nothing gained.

Earn Frequent File Points

When you register, you can select to join our frequent file program where you can earn points to redeem against future orders.



