

Let DataSite Help - Pack & Purge

*William Penn said "time is what we want the most, but
..... what we use the worst"*

Never truer words were spoken given here it is November already. The Thanksgiving and Christmas holidays are just around the corner and no surer sign of this exists then the fact Costco has Easter supplies on their shelves!

Another sure sign of the year drawing to an end is the number of our customers who are placing orders for new records storage cartons. It's time to start purging records and for those of you who dread this annual ritual we have a solution. We call it our **Pack and Purge** service since the two challenges we know face our customers at the end and beginning of each year are packing up those older records that don't merit on-site storage, and purging the portion of this volume that can be shredded.



As the name suggests our Pack & Purge teams are available to take on the task of pulling older files from storage systems and loading them in new records storage cartons to be stored at our records center. We will work with you to define how you want to represent the contents of each box or even each file within each box in our web based inventory control software.

Your staff is busy – we know that. Take advantage of our years of experience in this area and free them to be more productive. Talk to a project manager at 206-859-2800 or email info@datasitnw.com.

Schedule your service before the end of the year and get 50 new records storage cartons FREE.

Thoughts From Dave Heric

Principal of DataSite

Does *your* dog talk? Seems a preponderance of precocious pooches are popping up weekly on the news, caught by “Mom” or “Dad” saying such nuggets as “I love you,” “Mama” and the ever-common, “Where’s the beef?”

Okay, maybe not the later, but give these doggies (and their amazingly-persistent teachers) time and I wouldn't be surprised to find it's true. It's not just our canine pals, either. Felines, as well, are filmed for their vocalizations and antics and “YouTubed” for the world to enjoy; and enjoy it we do -- by the millions.

The way I see it, it's nice to take a break from a stressful day and spend 60 seconds with a Miniature Pinscher or a Siamese diva and their variety of vocal ramblings. I defy you not to smile; let alone, laugh out loud.

There's something about these heart-felt tail-waggin' clips that rejuvenate us and remind us not to take life too seriously. Often we derive as much delight from the critter's eagerness to please and adorability factor as we do from the yippy pronunciation of pronouns.

Interestingly, it seems that parrots and parakeets are pretty much old news on the pet-yapping front unless they can also juggle at the same time or serve coffee (what do you want to bet that both of these scenarios actually exist?)

You know in all the hoopla that rushes in this time of year, it is easy to begin to feel overwhelmed. We are here to conveniently help you deal with your data and storage issues so you can relax on that front, but it's also nice to take a few moments here and there and appreciate those furry and/or feathery pals in our lives – whether they are in our laps or on our computer screens.

Meanwhile, may your November turn out to be the cat's meow!

Dave Heric

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.

425-455-1198 or info@datasitenw.com

CLIENT CONFERENCE - REVIEW SUITE NOW AVAILABLE

Now available at the new Sea Tac records center. Secure, private client review space suitable for off-site audits and inventory review projects. This space has wireless connectivity, copier, fax and immediate access to the DataSite customer care team.

For more information or to reserve this space please call Dave Heric at 206-859-2819 or email info@datasitenw.com

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Hi Jennifer,

I'm writing to let you know that we sent a payment to you yesterday. I'd also like to take this opportunity to tell you how impressed I was with Brian's professionalism and work ethic. It was a pleasure dealing with this hard working, polite young man.

Thanks,
Paul

Sue's Active Web Tip of the Month

Clients using ActiveWeb to place orders can help improve efficiency of deliveries and pick-ups by entering information into the handy Special Instructions field as you are about to submit your order in My Cart. You can use this field to communicate important information such as:

- Your back-up contact in case you are at lunch or away from your desk when the driver arrives.
- Loading dock closing times - if applicable.
- Any other useful information to assist us when coming to make a delivery or pickup.

If you have any questions about adding Special Instructions to your ActiveWeb orders, please contact Sue Gunderson at 206-529-1234.

To love oneself is the beginning of a life-long romance.
- Oscar Wilde

Green Living

Your garage can harbor a buildup of hazardous substances in the air. These can include carbon monoxide from vehicle engines, and fumes from pesticides, paints, and other hazardous household chemicals. To protect your family, inspect the seal on the door connecting your garage and your home. If there is any leaking air, install weather stripping to the door frame. You can also install a rubber sweep to the bottom of the door to prevent air leakage.

November Events

- 1 National Authors' Day
- 2 Plan Your Epitaph Day
- 3 Cliché Day
- 4 Use Your Common Sense Day
- 5 Sadie Hawkins Day
- 6 Daylight Saving Time Ends
- 7 Job Action Day
- 8 National Parents as Teachers Day
- 10 Guinness World Records' Day
- 11 Veterans Day
- 13 World Kindness Day
- 14 World Diabetes Day
- 14 World Orphans Day
- 15 I Love to Write Day
- 16 International Day for Tolerance
- 17 Great American Smokeout
- 17 Homemade Bread Day
- 19 Family Volunteer Day
- 20 Universal Children's Day
- 21 World Television Day
- 24 Thanksgiving Day
- 25 Native American Heritage Day
- 29 Electronic Greetings Day
- 30 Computer Security Day
- 30 Stay Home Because You're Well Day

Astrological Sign:

Scorpio (Oct 24-Nov 22) &
Sagittarius (Nov 23-Dec 22)

Flower: Chrysanthemum
Birthstone: Topaz



November is also:

- American Diabetes Month
- Aviation History Month
- Banana Pudding Lovers Month
- Diabetic Eye Disease Month
- Gluten-Free Diet Awareness Month
- Lung Cancer Awareness Month



Internet Non-Retail

If you are looking to save money, one website you should not miss is RetailMeNot.com. This easy-to-use site lets you search through online coupons to find great deals. There are even coupons you can print and use at stores like Target and Old Navy. Retail Me Not is easy to navigate and gives you the ability to search by store or category. Users report back on whether the coupon was successful, giving each coupon a success ranking and the average saved. Be sure to check this website every time you are making a purchase online.

SAVINGS

RetailMeNot.com

Check Your Engine

Since 1994, cars and trucks have been required to have an on-board diagnostics system to ensure proper emission-control system operation. If your vehicle shows any signs of having an emission problem, your "Check Engine" or "Service Engine Soon" light will glow. It is intended to inform the driver that a problem has been detected and vehicle service is needed.



It can be tempting to ignore this light. After all, your vehicle continues to drive in what seems like a normal fashion, and there seems to be no immediate need to take it in for service. A steady warning light indicates that something is amiss and the vehicle should be brought in for service as soon as is convenient. It is not an emergency situation, but should be addressed within a few days. However, a blinking warning light should be heeded immediately. A vehicle with this light flashing should be taken in for service at the earliest opportunity.

Possible causes of warning light activation include an overheating catalytic converter, an oxygen sensor malfunction, a fouled spark plug, a loose gas cap, or up to a hundred other causes. The glitches that activate this light are usually those which a driver would not detect. They can often lead to other problems if not addressed promptly, including fuel inefficiency, a shortened engine life, or expensive repairs.

Your best bet is to take a reasoned response. It is not a cause for panic, but should not be ignored either.

Pantry Revised

Is your pantry getting away from you? It may be time to do a purge and clean. Discard items that are expired or stale. If you haven't used something in three months, you probably are not going to use it. Plan some meals that use the rest of the food in your pantry to give you a clean start. Once you've gotten rid of the lingering items, you can focus on stocking up on food that you use more often.

Four Tips for a Safe Thanksgiving Meal

1. Buy your foods from a reliable source. All perishables should be promptly and properly refrigerated.
2. Clean your hands and all surfaces that have been in contact with raw meat or eggs before touching anything else. This includes cutting boards, knives, utensils, and countertops.
3. Your turkey should not be stuffed until right before entering the oven, and your oven temperature should be set to no lower than 325 degrees.
4. Promptly refrigerate all leftovers in tightly covered containers. If food has been left out longer than two hours, it should be discarded. Refrigerated stuffing should be eaten within two days; refrigerated turkey should be consumed within three to four days.

Want to Win a \$50 VISA Gift Card?

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 VISA Gift Card!

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

Here is this month's challenge:

Riddle: What occurs once in every minute, twice in every moment, yet never in a thousand years?

Last Month's Answer to: *I'm light as a feather, yet the strongest man can't hold me for much more than a minute. What am I?*

BREATH

Last Month's Winner:

TANYA SWEET

GUARDIAN FALL PROTECTION

E-mail your answer(s) to "info@datasitenw.com."



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What's Inside This Month?

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November SPECIALS

Get Out of Your Slump

If you find that you are suffering from neck soreness and tightness, shoulder pain, headaches, or even migraines, you may need to examine your posture. Researchers have found a definite link between poor posture and headache frequency. Poor posture can lead to muscle tension and spasms. Because your head can weigh up to ten pounds, any imbalance found on top of your neck and shoulders will lead to spinal and muscular tension, resulting in muscle tightness. This pain is then referred to the back of your head. Research into the causes of migraines has shown a connection between neck pain and these types of headaches as well. Doctors believe that irritation in the neck and upper shoulder area can trigger migraines.

Many people are genetically and structurally predisposed to migraines. However, if you find that you are having headaches at the end of the day, you may need to evaluate your posture. In clinical trials, people who did posture and strengthening exercises reduced the frequency of their headaches.

It only takes a few simple steps to improve your posture. Start by "checking-in" to evaluate your posture several times a day. If you find you are slumping or slouching, focus on aligning and lengthening your spine. When walking, try to maintain a tall posture, stretching your spine up through your back, shoulders, and neck. Try imagining a string at the top of your head that you can pull up to balance your head over your shoulders and to straighten your spine.

When at work, sit tall without hunching over. Regular breaks away from your computer will help you release stored tension. Incorporate some simple stretching routines into your day. For example, you may try stretching your neck by tilting your head from side to side and then forward and backward. To stretch your shoulders, pull them towards your ears, and then drop them down in a relaxed position, repeating this several times. By improving your posture and using some concentrated relaxation techniques, you can reduce the chance that you will leave work with a stiff neck, tight shoulders, or an aching head.

