

**DEREK DAVIS / DEXTER DAVIS
DAVIS & DAVIS BUSINESS EQUIPMENT, INC.
PH# 713-784-9300**

#1 The Need



Financial

Banks - Credit Unions - Brokerages

**Graham-Leach-Bliley Act
Check 21 ♦ Sarbanes-Oxley Act**

**Contacts: Director of Security
VP of Operations
Branch Manager**

*signature cards
financial statements
credit reports
credit applications
cancelled checks
trust agreements
legal papers*



Medical

Doctors - Dentists - Hospitals - Nursing Homes

HIPAA

**Contacts: Director of Security
Records Manager
Office Manager**

*medical histories
laboratory reports
personal health information
x-rays
clinical reports
billing records
statements
appointment rosters*



M.Y.O.B

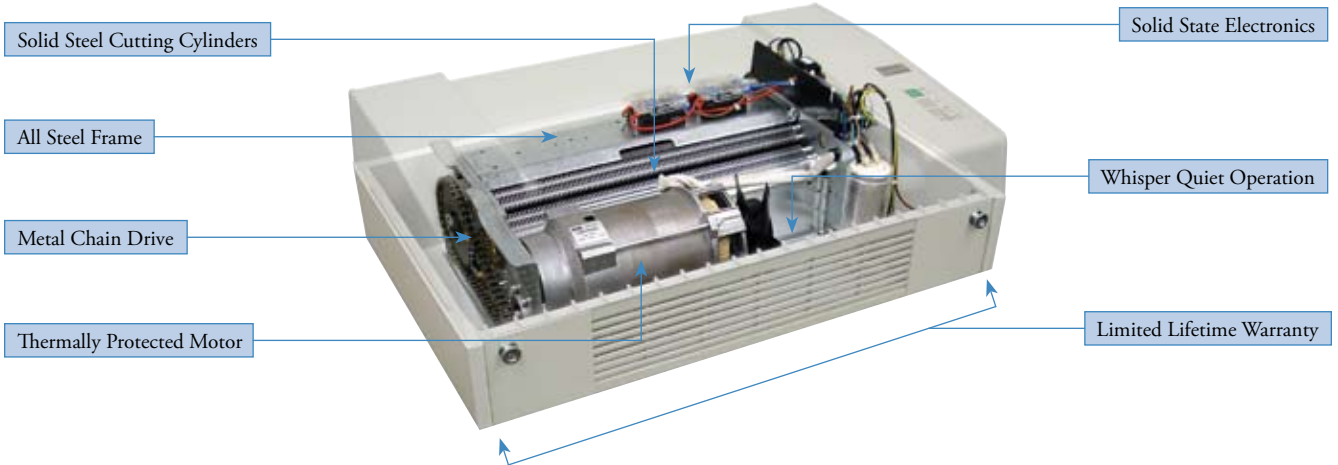
Corporations - Lawyers - Utilities

Privacy Act - Dumpster Diving

**Contacts: Facilities Manager
Administrative Assistant
HR Manager**

*customer account records
sales records and reports
payroll records
financial reports
personnel files
credit reports
confidential memos & letters
r & d drawings*

#2 The Quality



#3 The Favorite Five



SMALL OFFICE

20414
Up to 5 users
12/15 sheet capacity
200 to 400 sheets/day



OFFICE

20614 EC
Up to 10 users
20/25 sheet capacity
400 to 2,000 sheets/day



MULTI+MEDIA

30414
Up to 10 users
20/25 sheet capacity
2,000 to 8,000 sheets/day



DEPARTMENT

20814
Up to 10 users
16/18 sheet capacity
2,000 to 12,000 sheets/day



HIGH CAPACITY

20396
Up to 20 users
38/43 sheet capacity
12,000 to 2 tons/day

for paper, cd's, floppy disks

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