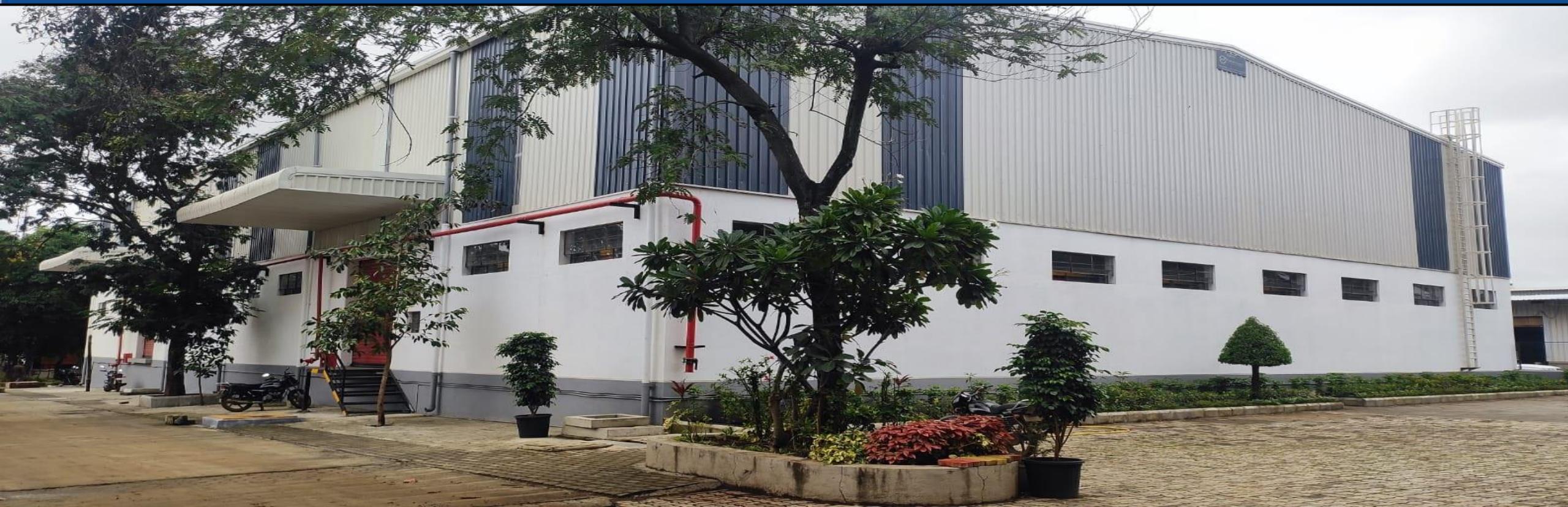


SPACES

A Venture By *Baphana* Warehousing Pvt. Ltd.



COMPANY PROFILE

SPACES, a venture by Baphana Warehousing Pvt Ltd., is North Maharashtra's trusted brand in Data management & Storage services, with 18+ years of experience.

We deliver secure, World-class solutions at affordable prices to meet modern business needs.



Our Motto is to “ FREE YOUR SPACE”

- Our storage are as per BS 5454:2000 British standards for the storage of archival documents.
- Our Boxes are water resistant which keeps rodent away.
- Timely pest control measures been taken care.
- Clean and well maintain premises.
- Data and Document management with barcoding for each file and box for easy tracking.
- Scanning of documents/reports and uploading in system also provided.
- Proper box management and placement on demarcated Racks /shelf location.
- Confidentiality of documents is maintained strictly.
- Expiry of documents is tracked as per your required tenure.
- Documents on demand with easy retrievals as per the requirement.
- Access to software to track your own files.
- Shredding of your old/ expired documents service available.
- We offer service at your premises as many organisation are reluctant to outsource their data.

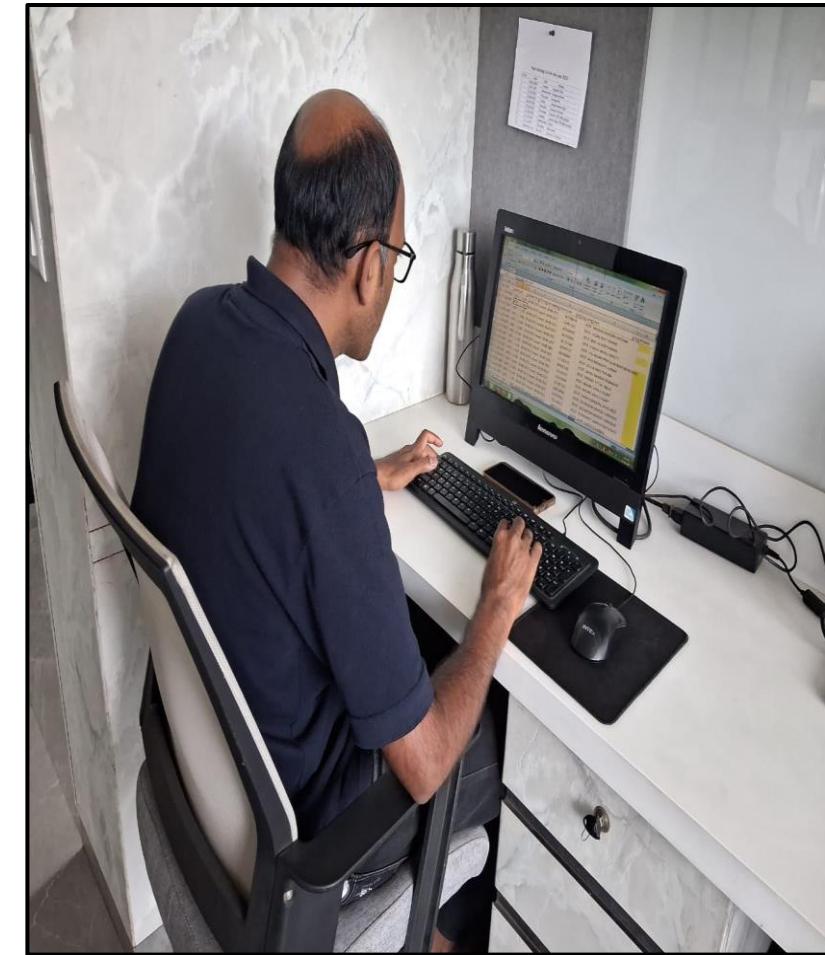
TEAM MEMBERS

SPACES
We Free Up Your Space

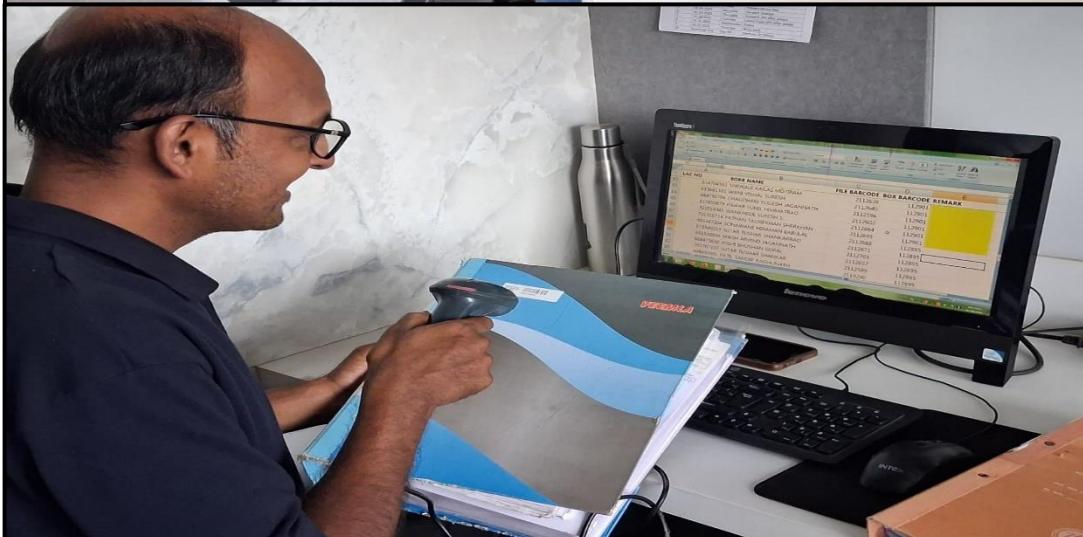


Inventory of records in softcopy

Sr No.	File Name	FILE BARCODE	BOX BARCODE
1	Electricity & Telephone Bills (2020-21)	1198911	68130
2	Internal Memo (2020-21)	1198928	68130
3	Vacant Register File No 1 (2018)	1199031	68130
4	ALL STATEMENT FILE 2019-2021 BWPL	1198935	68130
5	Suvarna Baphana GST File (2017-20)	1198942	68130
6	BAPHANA STEEL CORP. GST PAID (2017-2018)	1198966	68130
7	Payment Register (2019-2020) BWPL	1199055	68130
8	Purchase File (file NO.1) (2021-2022) BWPL	1199062	68130
9	Suvarna Baphana Purchase File (2021-2022)	1198980	68130
10	Payment Voucher File-2 FILES (2021-2022) BWPL	1199024	68130
11	Spaces Sale & Purchase File 2020-21	1199017	68130
12	BWPL GLAZE FLOOR POLISH (2019-2020)	1199048	68130



- DOCUMENTS SCANNING
- FILE BARCODING / BOX BARCODING



Boxes been transferred from client location to SPACES –Warehouse.
Loading and unloading been done by trained staff.



Placement of received boxes as per racks and shelf allotment



LEVEL 3	ESFL				
ROW M					
RACK	M 9				
SHELF C					
TIER 2	9762	9766	9770	9774	6747
	9761	9765	9769	9773	6746
TIER 1	9760	9764	9768	9772	6745
	9759	9763	9767	9771	6744
SHELF B					
TIER 2	9742	9746	9750	9754	9758
	9741	9745	9749	9753	9757
TIER 1	9740	9744	9748	9752	9756
	9739	9743	9747	9751	9755
SHELF A					
TIER 2	9722	9726	9730	9734	9738
	9721	9725	9729	9733	9737
TIER 1	9720	9724	9728	9732	9736
	9719	9723	9727	9731	9735

- Retrieval request received through DMS and forwarded to SPACES warehouse.
- Required files taken out as per request and send to city office with challan.
- Cross checked the received files before sending it to the clients location.
- Prepared letter for acknowledgement to be taken from client once handed over the required files as per the request received.

Request detail | DMS

Verify it's you

Request

100%

A14287

A14287

Box: BWPL / 663

BWPL TELEPHONE BILL FILE 2014-2015

0-001 12 4

1 1 4

Activate Windows

Go to Settings to activate Windows.

28°C Cloudy 3:18 PM 08-Aug-25

INTEX

Baphana WAREHOUSING PVT. LTD.
Warehouse | Logistic | Real Estate | Record Management Services

INCORPORATION NO. 11-76549 PT/054

INTER OFFICE MEMO

No. : 054 Date : 22/08/23

19) KASHI PHOLE 630534830 ✓ 112614 6303
 20) MORE. SAMEER 624684618 ✓ 115088 6403
 21) PAUL MATHEWAN 628259800 ✓ 115213 6413
 22) KALIWAD VITESH 626863125 ✓ 116057 6493
 23) SHIRSAT DILIP 626609589 ✓ 117594 6528
 24) DANTI HARI PAON 648153241 ✓ 43178 22187

Sender Name & Sign.

Receiver Name & Sign.

Baphana WAREHOUSING PVT. LTD.
Warehouse | Record Management Services | Logistic | CRM Services

Date: 05/08/2025
Day: Tuesday.
No.: 770
Request ID: 1529/1530

To:

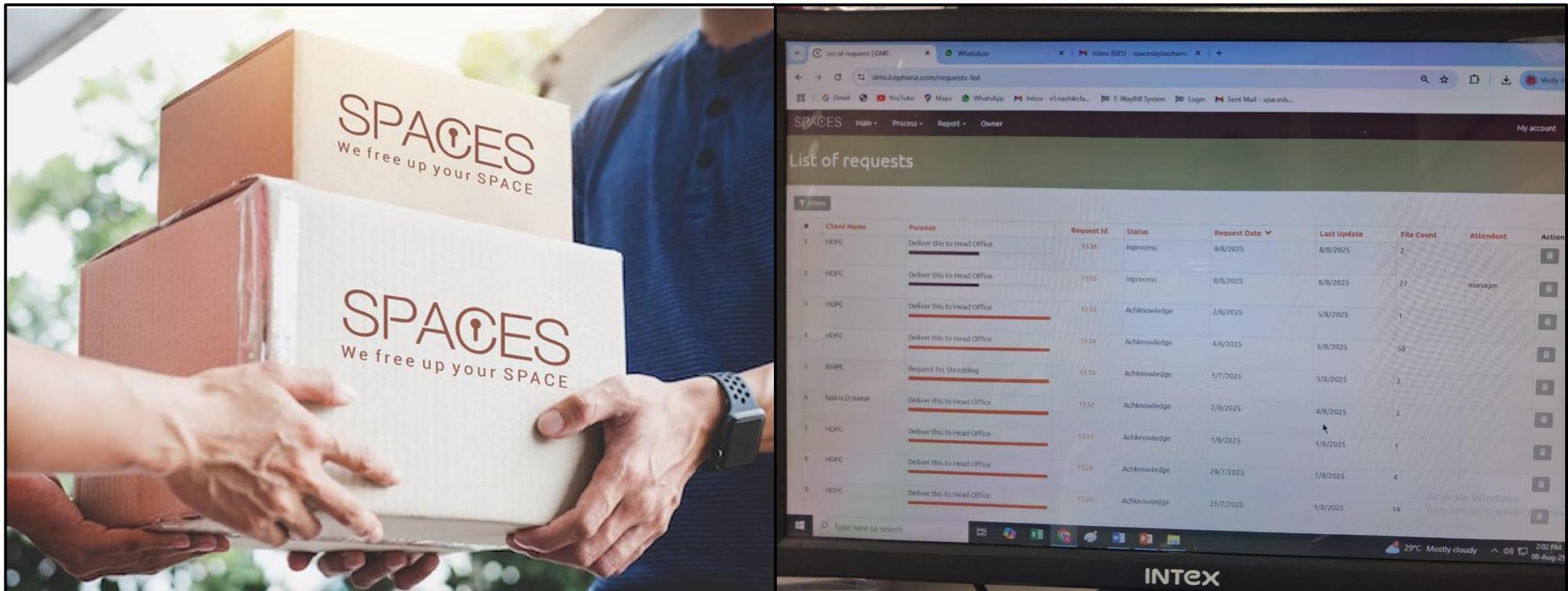
Subject: Delivery of required files.
As per your request we are sending you the below files

Sr. No.	Clients Code	File Barcode	Boxes Barcode
1	635127188	27626	1764
2	632515322	28573	1804
3	635622975	29624	1834
4	637760141	31879	1928
5	637907317	32092	1963
6	639376694	33203	2011
7	640722334	37035	2202
8	642098015	37797	2244
9	642098017	38295	2308
10	642849725	38489	2263
11	641005223	38587	2269
12	643901214	39267	2319
13	644181544	39857	2330
14	647185235	41590	2437
15	647524179	42790	2460
16	648499384	43231	2500
17	638513553	43586	2505
18	646680966	66340	4175
19	646805466	66349	4175
20	647591560	66739	4190
21	645466404	67335	4141
22	647182122	67591	4188
23	649759915	69630	4267
24	649508607	69814	4258
25	650949307	72941	4341

Admin Office : 22, 2nd floor, Business Bay, Shri Hari Kute Marg, Tidke Colony, Nashik-422 002
Tel. : (0253) 2305504 | Email : baphanawarehousing@gmail.com | Website : www.baphana.com
CIN : U63020MH1994PTC076548

Nashik
Pune

Once the files are delivered and acknowledgement is received the DMS operator outwards the file from DMS and status for that files are acknowledge is reflected in the request



The image is a composite of two screenshots. On the left, a person in a blue shirt is handing a white cardboard box to another person. The box has 'SPACES' and 'We free up your SPACE' printed on it. On the right, a computer monitor displays the 'List of requests' page from the SPACES DMS software. The table shows various delivery requests with their status updated to 'Acknowledge'.

#	Client Name	Purpose	Request Id	Status	Request Date	Last Update	File Count	Attendent	Action
1	HDIFC	Deliver this to Head Office	1536	Inprocess	8/8/2025	8/8/2025	2		
2	HDIFC	Deliver this to Head Office	1535	Inprocess	8/8/2025	8/8/2025	27	manager	
3	HDIFC	Deliver this to Head Office	1533	Acknowledge	2/8/2025	5/8/2025	1		
4	HDIFC	Deliver this to Head Office	1534	Acknowledge	4/8/2025	5/8/2025	58		
5	BHPL	Request for Shredding	1510	Acknowledge	5/7/2025	5/8/2025	2		
6	NAHCO BANK	Deliver this to Head Office	1532	Acknowledge	2/8/2025	4/8/2025	3		
7	HDIFC	Deliver this to Head Office	1531	Acknowledge	1/8/2025	1/8/2025	1		
8	HDIFC	Deliver this to Head Office	1529	Acknowledge	29/7/2025	1/8/2025	4		
9	HDIFC	Deliver this to Head Office	1530	Acknowledge	31/7/2025	1/8/2025	19		

Tracking of your Boxes and Files in storage in system.

Box list for 3002

Filters Export

<input type="checkbox"/>	#	Barcode	Client Name	Box Code	Added On	file status	last update	Clients Code	Ref Date	Exp Date	Note
<input type="checkbox"/>	1	51675		3002	29/12/2020	inward	29/12/2020	231405567			MF
<input type="checkbox"/>	2	51674		3002	29/12/2020	inward	29/12/2020	603360436			MF
<input type="checkbox"/>	3	51673		3002	29/12/2020	inward	29/12/2020	612401513			MR
<input type="checkbox"/>	4	51672		3002	29/12/2020	inward	29/12/2020	238701169			MRS
<input type="checkbox"/>	5	51671		3002	29/12/2020	inward	29/12/2020	630296964			MR
<input type="checkbox"/>	6	51670		3002	29/12/2020	inward	29/12/2020	233930555			MR
<input type="checkbox"/>	7	51669		3002	29/12/2020	inward	29/12/2020	237481165			DR
<input type="checkbox"/>	8	51668		3002	29/12/2020	inward	29/12/2020	600873101			MR
<input type="checkbox"/>	9	51667		3002	29/12/2020	inward	29/12/2020	232043825			MR
<input type="checkbox"/>	10	51666		3002	29/12/2020	inward	29/12/2020	614041102			AF
<input type="checkbox"/>	11	51665		3002	29/12/2020	inward	29/12/2020	621980791			MR
<input type="checkbox"/>	12	51664		3002	29/12/2020	inward	29/12/2020	602502283			MR
<input type="checkbox"/>	13	51663		3002	29/12/2020	inward	29/12/2020	600886455			MF
<input type="checkbox"/>	14	51662		3002	29/12/2020	inward	29/12/2020	612853653			MR

Our experience and professionalism in this field puts us on the forefront as an efficient service provider to track your documents from inception to disposal.

Call us for an appointment on
+91 7744834212



Incorporation No. 11-76548 of 1994

SPACES

A Venture By *Baphana* Warehousing Pvt. Ltd.

THANK YOU