



SCANNING

SECURE YOUR DOCUMENTS TODAY



SCANNING SERVICES

BUSINESS EFFICIENCY AND
INNOVATION

How Much money is your team spending each month
searching for files?

"The typical executive spends 150 hours a year (almost
an entire month), searching for lost information.

For someone earning \$100,000 a year, this loss is
equivalent to \$7,682 annually" - Forbes

BENEFITS TO YOUR BUSINESS

Search for a file with a single
keyword

Store and archive your
documents in a failsafe cloud
solution

Access your documents from
anywhere

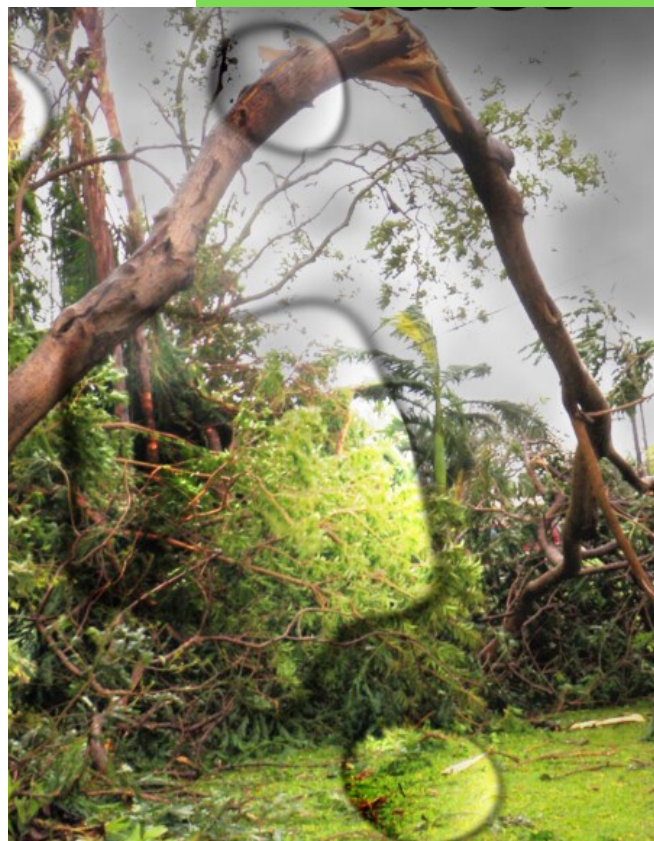
Safeguard your documents,
avoid document destruction
through natural disasters.

DOCUMENT IMAGING

Our high-volume, quality scanners and our data entry services accurately convert and capture your paper records into a graphical image, indexing them so they can be electronically structured and searched.

SAFEGUARD YOUR RECORDS

Are your valuable records safe and secure onsite? Do you have a contingency plan to protect your archives in the event of a fire or cyclone? We offer full cloud solution including SharePoint as well as scanning onto a portable storage device, we are always happy to assist with your business needs.



OCR CONVERSIONS

OCR transforms images of handwritten, typed and printed scripts into machine-encoded text that can be electronically searched and converted for easy insertion into Word, Excel or PDF files.

HIGH-QUALITY SCANNING

Our skilled scanning specialists provide high-quality, fast and cost-effective services using the latest, high-speed scanners and software with output to most file formats.

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