

Secure Document Scanning Services



Despite the arrival of the "paperless Office" today's organizations are using more paper than ever before.



Express Digital Solutions provides complete paper conversion services:

Scanning services: let us be your Records Management experts!

- Full scanning preparation - removal of staples, sorting, repairing torn documents, etc.
- Scanning flexibility - paper of any size and color up to 11"X17" including both sides
- Scan to Tiff or PDF or other formats as required. Advanced "data capture" technology is available.
- Data Entry & Indexing services - Quality controlled with system metadata to keep cost low and quality high
- Full text Optical Character recognition (for word and phrase searches) if required
- Automatic barcode indexing when applicable.
- Output to an enterprise wide web based document retrieval systems. ASP Hosting or In-house
- Secure pick-up/delivery Service
- Secure Shredding with a certificate of destruction
- All jobs are scanned in a secure facility under management supervision at all times

Our scanning alliance is with the Gompers Habilitation Center, one of the oldest non-profit entities in the valley.



Data and Document Security- our primary concern:

*** Scanning will be performed in a secure facility provided by the Gompers Habilitation Center. Gompers is one of the most respected and oldest non-profit organizations in the Valley. All work will be supervised and quality controlled at all times, with security as our primary concern.**

*** The scan facility is in a secured room, access to this room is only permitted by 2 individuals who are finger printed and have clearance. The entire facility is locked with entrance through a monitored lobby, there is a monitored alarm system active throughout the facility at all times.**

*** All individuals undergo a criminal, fingerprint, and license security background checks. All of our personnel are US Based experts dedicated to full customer satisfaction.**

*** Make sure your company is compliant with all the new regulations and laws pertaining to the privacy, confidentiality and security of all data you use in your business.**

*** Do you have a disaster recovery plan for your original paper documents and contracts? A digital system will insure the integrity of your business information giving you security and peace of mind.**



Alarming facts about records/document management:

On average 1 in every 20 documents is lost or misplaced.

* *Survey conducted by ARMA International*

The average cost of finding lost documents is \$150 and \$250 if you need to recreate it.

* *Survey reported in Information Week*

The average American business:

- *Creates about 19 copies of every document and spends about \$20 in labor to file each one.*
- *Wastes \$20-30 on labor repetitively filing each document.*
- *For every dollar (\$1) a company spends in creating a document they spend eighteen dollars (\$18) managing it.*
- *Document/Information management costs can be up to 3%-12% of annual revenues!!*
- *90% of companies today do not know what they are currently spending on internal desktop, network printing, and copying, filing, & image workflow systems. Interestingly, they have never quantified these costs or measured the impact it has on their bottom line.*

* *Study by IBM Global Services, Coopers, and the GSA.*

Imagine of you could:

- *Have instant access to any paper and electronic documents in your office.*
- *Achieve a significantly higher level of customer service while increasing your efficiency / reducing your operating expenses.*
- *Never lose or misplace a file or document again. Protect your files from THEFT, FIRE or WATER damage.*
- *Reclaim nine (9) sq. ft. of space for every 4 drawer filing cabinet you eliminate.*
- *Reduce or eliminate your file cabinets and use the space more productively.*
- *Be compliant with existing legislation and laws.*

You can do all of the above. Call us today for a no obligation quote!! 602-569-8601. ask for John L.

www.partwithpaper.com.

www.Gomperscenter.org.

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