



## Scan Image Services – The Facts

In today's busy environment more and more organisations need an efficient document management solution that supports fast retrieval of their information. Scan Image Services specialise in providing organisations with easy access to their information. Our wide range of scanning and imaging solutions will help your organisation reduce business costs and increase customer service levels, which will ultimately add value to your business.

Scan Image Services provide the following services tailored to your organisations needs:

- Scanning and Imaging Services
- Backfile Scanning
- Book Scanning
- Onsite and Offsite Scanning Services
- Microfilming and Aperture Cards
- Online Document Management
- Scanning on Demand
- Business Solutions such as POD scanning

Many organisations are realising the following benefits through scanning their information:

- Improved Productivity: Easy and fast retrieval of files.
- Increased Accessibility: On-line access to files
- Data Extraction and Accessibility: Searchable formats
- Potential of Office Space
- Disaster Recovery: ensuring the security of your information