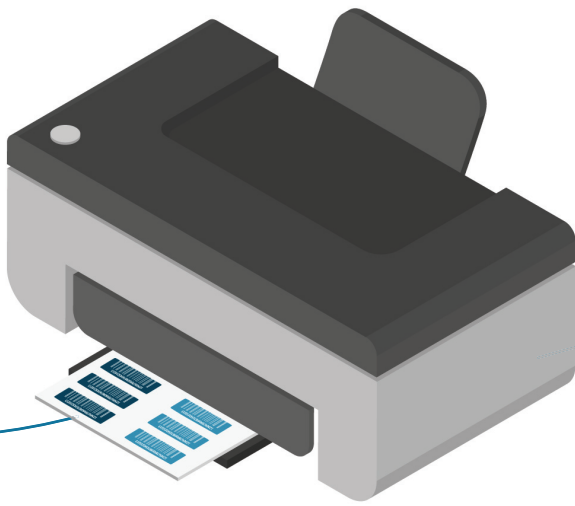## ACCURATE, QUICK & **SECURE DOCUMENT SCANNING.**

The first step toward a paperless office is to **convert your files into digital formats.** A state-of-the-art document scanning service like ours will transform your files into **enhanced, search-ready & easily-accessible digital formats** on one central electronic database.

By digitizing physical records, your entire organization will have the means to **reduce paper waste, improve workflow productivity, and stay compliant** to digital and legal requirements specific to your industry. Our strong focus on **security, control, and quality assurance** let's us do what other competitors can't — to provide a proper document scanning environment, remaining visible to the client through our step-by-step file tracking process.
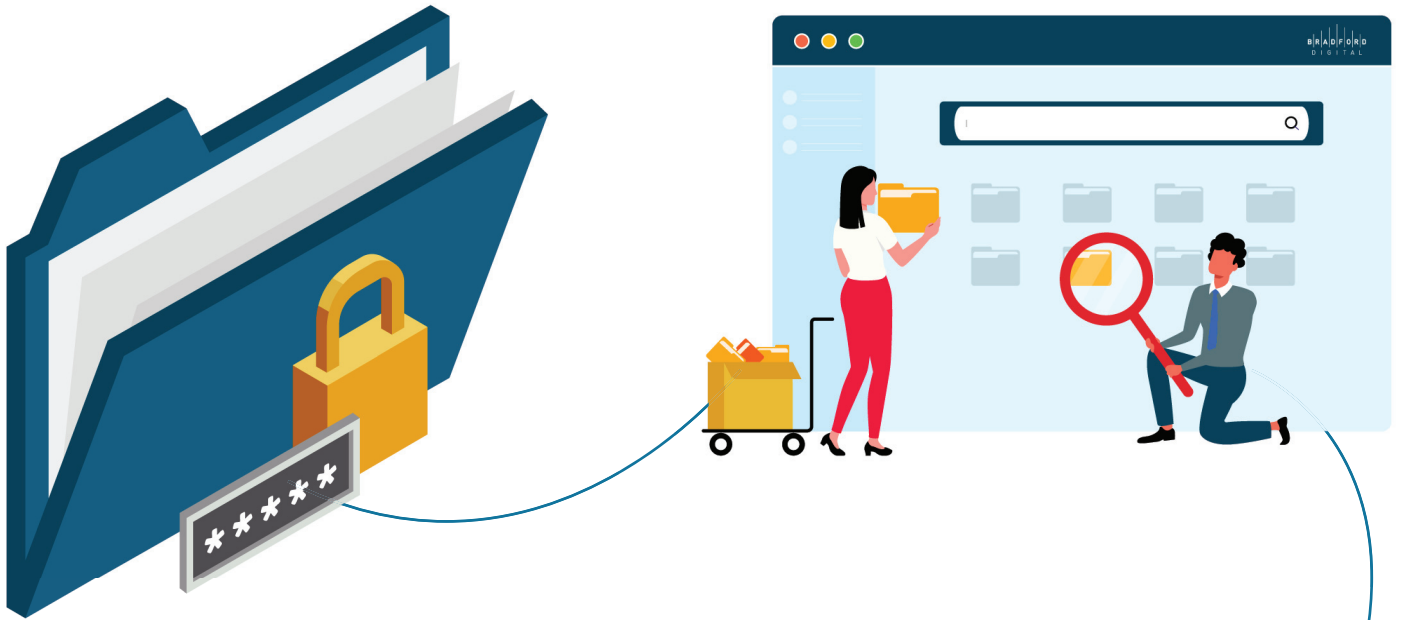
After determining the most sensible categories that your organization uses, our team of experts will **classify every scanned document into its corresponding "folder" in your database.** This eliminates the hassle of having to scrounge in and out of endless file folders in order to find the exact version of a document you need now.

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FROM HIDE & SEEK **TO SEARCH & DISCOVER.**

As information science & organization experts, our team can **assign documents to one or more categories for easy organization and discoverability** of your digital assets.

Our intelligent document scanning technology uses various **advanced data entry features called Optical Character Recognition** and elimination of duplicates for a streamlined document database. What this allows for is an incredibly quick and accurate reading of your paper fi les into your digital database. This, in turn, will allow for your team to **search, access, & discover any documents containing the term you searched for** in your digital library.