



Digital Transformation

Studies show that businesses can save 528 hours per employee per year by simply digitizing data collection.¹

Paper documents are a traditional business practice. They seem harmless until one original document turns into five copies that are then sorted, filed, sent for an edit, emailed, redacted, distributed, refiled, copied, and so on. Soon enough, that original file has 10 versions scattered across numerous offices, managers, and teams, significantly slowing down workflows, productivity, and performance.

There is a reason the wave of digital transformation has been so impactful for both small business and large enterprises across the nation. It permits healthier organizations, a more robust and accessible portfolio, and a team poised for growth.

The digital transformation of our world is underway, and being the sophisticated, strategic professional you are, there is no doubt you've already heard how the digitization and archiving of your documents builds a strategic advantage into your business. Paperless workflows are already transforming the way we work.

From accessing documents to allocating budgets, successful organizations are planning their path to success.

48% of SMBs plan to transform their business to operate in a digital future. 75% surveyed agree that tech is changing how they do business.²

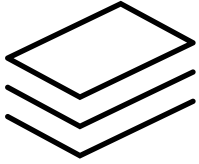
- What would it mean for your customers if you could spend more time focused on their needs?
- How could secure remote access to your team promote a culture that retains talent?
- How could information at your fingertips transform the way you show up for clients?

If your organization is serious about curbing the impact of turnover and serving your customers in real-time, digital transformation is the actionable path to turn your strategic planning into realized returns.

¹ <https://rapidbizapps.com/how-digitizing-data-collection-can-help-improve-your-business-and-productivity>
² <https://www.smb-gr.com/blogs-laurie-mccabe/smb-digital-transformation-why-when-where-and-how>

Digital Imaging and Backfile Conversion Made Easy

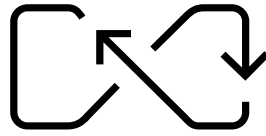
Accelerate and simplify your business processes.



CONVERSION SERVICES

Go digital with your documents to save office space, lower costs, and reduce waste. Our offerings include:

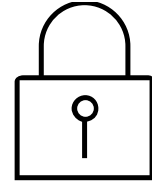
- On-site and Off-site Solutions
- Paper to Digital
- Wide Format to Digital
- Bound books to Digital
- Microfilm to Digital
- Negatives to Digital
- Microfiche and Aperture Cards
- Litigation Discovery



CONTENT MANAGEMENT

Maximize your business potential and improve your workflow with content management, process automation, and sharing made easy.

- Customized Document Management Platform
- Systems Integration
- On-site Technical Support
- Workflow Automation
- Data Migration
- Form Recognition



QUALITY CONTROL

Securely access content and manage its life cycle. We follow industry best practices in security to mitigate risk by providing:

- Chain of Custody Controls
- Pickup and Delivery by insured vehicle and personnel
- Secure Authenticated Shredding
- In-Progress File Retrieval
- Scheduled Progress Updates
- Image and Indexing Quality Controls
- Operating on a Fortune 200 Regulated Network



Contact us
to learn more!