



ScanServ™

HIGH-VOLUME DOCUMENT SCANNING SERVICE

NEW FROM QLS... SCANSERV™ HIGH-VOLUME DOCUMENT SCANNING SERVICE

QLS Solutions Group now offers High-Volume Document Scanning Services that convert your boxes of paper files into secure, fully searchable digital documents (PDF, TIFF and other formats).

Instead of managing rooms full of bankers boxes, filing cabinets and/or off-site storage, we scan your files and provide you with CDs, DVDs, external hard disk or even host your documents online.

The ScanServ™ Process...

1. Provide QLS with an estimate of how many pages you have to scan. The number of Bankers Boxes, File Drawers, etc. will allow us to estimate a page count.
2. QLS will evaluate the quality of the files to be scanned. How many staples, paper clips to be removed/replaced. Page sizes and page types, etc.
3. We then can give you an estimate of the number of Pages and provide a Cost-per-Page (CPP) to scan/index.
4. We then pick-up your Documents via Carrier or Local Van Service.
5. Documents are scanned and indexed at our Conversion Facility in PDF or TIFF Format (Full OCR)
6. Scanned images are delivered via CD, DVD, Hard-Disk, eMail or web download.
7. Originals can be shipped back to you or destroyed at our facility.

ADDITIONAL SERVICES

- One-time Backfile Projects or Ongoing Scanning Service with Immediate Availability
- Scanning Performed at your Office or our Conversion Center
- High-Speed Scanner Rentals (short term) Available
- High-Speed Scanner Sales & Leasing Available
- Document Shredder Sales & Rentals
- Online Document Hosting

WHY A SCANNING SERVICE? WHAT ARE THE BENEFITS?

Instant Access - Instant access to **all** your documents, right from your desk or laptop.

Reduce Costs - Save time and money - no more paper pushing, folders, file cabinets and staffing costs to manage it all.

Free Up Space - Lose all those filing cabinets and boxes to reclaim valuable office/warehouse space.

Disaster Recovery - Insure that fire, theft or other disaster will not damage your files.

Document Sharing - Easily and securely share and collaborate your documents with anyone.

It's Easy! - Our ScanServ™ scanning service is fast and reliable. We can save you time, trouble and money doing the work for you.

Improve Customer Service - Respond immediately to your clients requests with instant access to your documents.

File Security - Never misfile or lose a document

The Green Office - Save money and reduce your carbon footprint. Scanned documents are a staple of the green office



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