

# Paper to Digital Conversion

## Document Imaging Services

- Free comprehensive needs analysis
- Complete project planning and estimating
- Secure shipment and storage of your documents
- Complete inventory and tracking of all files
- Careful preparation and handling of your documents
- Scanning of documents, color images, wide-format drawings, maps, and more
- NAID certified document destruction
- Timely turn around and delivery



Many of our clients are faced with the significant challenge of managing years of accumulated documents. At SAF Imaging, we help make the valuable information stored in these pages easily accessible by a process known as "Document Imaging" - the conversion of paper records to electronic images via a computer system and scanner. When this valuable information is converted from a traditional paper based system into an electronic system, the resulting improvements in accessibility, office productivity, and information distribution can be quite dramatic.

SAF Imaging provides high quality, cost effective document scanning of a wide range of documents. Whether it's meeting minutes, financial records, personnel files, payroll and book-keeping documents, reports, maps, or engineering and architectural documentation (sizes A - E) overflowing your filing cabinets, SAF Imaging can convert virtually any document you have accumulated over the years.

This service is performed at our secure facility, or on-site at your office. We will scan and transfer your information into an electronic format and deliver it to you on CD, DVD, other electronic media, or secure on-line hosting for easy accessibility and disaster recovery.

Contact us today to begin the process of creating a records management solution to enhance your business critical functions!



### Electronic Document Conversion Services

A division of Sensory Access Foundation

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