

Scan Project Scoping



Pickup & Processing



Scanning & Enhancement



Delivery & Destruction



Step 1 Project Scoping

In a detailed assessment we'll scope what's involved & analyse your documents to determine the best approach.

- Non-disclosure agreement signed
- Test documents taken, processed & scanned

Step 2 Report of recommendations

Our recommendations report will also look at your options, so you're well equipped to make a decision.

- Cost comparisons, demonstration using actual test documents & project budget presented
- Consideration given to disaster recovery
- Final destination of digital documents decided
- Decision point

Step 3 Document Pickup

Your documents will be picked up by a dedicated, secure courier at an agreed date and time.

- They will be treated as confidential freight & shipped directly to our facility

Step 4 Preparation & Processing

Our expert staff will prepare your documents for scanning, including...

- Repairing creased documents
- Removing staples
- Separating bound documents

Step 5 Scanning

We guarantee the best possible capture and completeness of your images...

- By using high-resolution, industrial-grade hardware
- With built in fail-safes and security features
- Multi-feed detection allows for de-skewing & orientation correction

Step 6 Software Enhancement

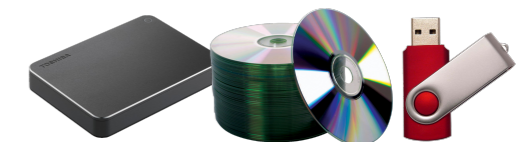
This includes...

- Capturing your metadata
- Naming and sorting your files with a pre-determined structure
- Validating your files against spreadsheets & databases if available

Step 7 Digital Delivery & Destruction

Once scanned, we make your digital documents available for download from the cloud, or provide them to you on a portable hard drive. In many cases, we can file your digital documents directly into an application or system.

After you review the digital version of your documents — and with your permission — we arrange the secure destruction of your paper files.



Elite Scanning Solutions is 100% Secure

· Secure and locked facility with access control

· State-of-the-art IT safeguards to protect your digital files

· Bulk documents stored at height on pallets, out of reach and above ground

· Full insurance in case of catastrophe
· Security monitoring devices

Why scan your documents?

Having digital documents in your business has powerful advantages — such as finding, capturing and using the data inherent in your documents to help improve the way your business works.

Documents contain "meta-data", such as invoice number, dates, customer or client codes, asset numbers, ABNs, addresses, names, product descriptions, licence numbers and so on.

We work with you to consider these, and how to leverage your data to make your documents locatable, portable and add value — instead of just being a static piece of paper.

Your Business Benefits:

- **More Space;** Get rid of filing cabinets.
- **Risk Mitigation;** Files are recoverable should a catastrophic incident occur.
- **Reduced Costs;** eliminate offsite storage costs.
- **Ease of Search & Retrieval;** documents are text searchable.
- **Quicker Access to Information;** staff with appropriate permissions can share information easily.



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