



ADS

archive + document scanning

**Are you running short of
inhouse storage space?**

**Are you wasting
too much time looking
for archived documents?**

**Is the cost of your
external storage escalating?**

**Then you need the help of
ADS to solve
your problems**

DO YOU KNOW?

How many copies does the average company make of each document? Answer, 19.

How much does the average company spend in labour costs searching for misfiled documents? Answer, £20 per document.

How many documents are actually lost in a standard office filing system? Answer, 1 out of 20.

COST SAVINGS

How would you like to save £2500 per month?

A typical office worker spends 40 minutes every day trying to find documents in a standard filing system,

however, ADS electronic filing will cut this time in half!

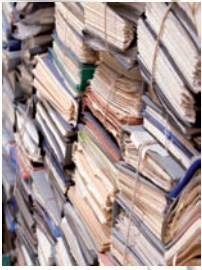
If a worker spends 40 minutes every day trying to find document, a department with 20 staff could save over 250 hours a month. At a labour cost of £10 per hour this equates to a saving of £2500 per month!

ADS will help reduce your on-site storage space and help eliminate your external storage costs.

You will, also benefit from increased productivity and reduced time spent retrieving archived documents.

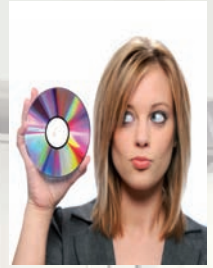
DATA SECURITY

Your electronic scanned files will be accessible in a format which is easy to use and complies with the current BSI-BIP008-2004 regulations.



ONSITE SCANNING

Our on-site scanning secure process gives you complete piece of mind by fulfilling all your scanning needs at your premises. Thus giving you the confidence that the scanning is totally confidential.



ADS understands that some documents contain certain sensitive information (resumes, medical records, financial data & legal documents) and cannot leave your facility. We will arrange for our on-site team in your facility together with all the equipment required to securely scan your documents

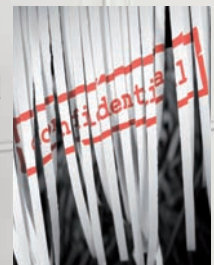
OFFSITE SCANNING

Our off-site scanning service is ideal for getting all your archived paperwork scanned as and when you require it. We will collect and transfer your documents to our scanning facility where they will stay for the entire process. We will then prepare, scan, index and quality check all your documents and return them to you on CD, DVD or HDD format.



SECURE SHREDDING

Once scanned, checked and approved your documents can, if required, be shredded. This is carried out in a secure environment and a Guaranteed Certificate of Destruction will be issued. Alternatively, your confidential master files together with digital copies can be stored in our secure off-site facility.





Your paperless office has finally arrived!

With labour costs and efficiency becoming key business measurements isn't it time you freed your company from the filing cabinet maze?

For more information please contact ADS at your nearest office listed below or email your interest to enquiries@archivedocscan.com



Archive & Document Scanning Limited

Scotland & Northern England Tel 07545 412552

Southern England, Midlands & Wales Tel 07545 412551

enquiries@archivedocscan.com

www.archivedocscan.com

