



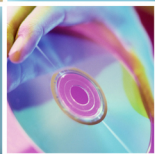
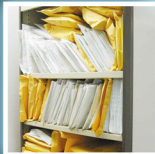
Documents  
can be fragile



Paper filing has  
its fair share  
of problems



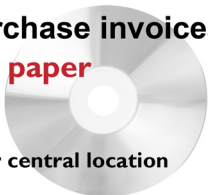
Why not  
manage them  
from your  
desktop?



## Electronic archiving of purchase invoices

### Why scan and archive your paper documents electronically?

- Save on costs and office space
- Instantly access files from a disk or central location
- Save time spent on file searching
- Help the environment



Purchase invoices are one of the most posted document types in circulation today, how accounts departments manage their invoices has a big impact on day to day operations. Most offices contain files and cabinets full of company invoices and locating one invoice isn't always easy.

It is important to have instant, shared and secure access to files without spending unnecessary time searching, filing and copying documents.

“Our study showed that on average office administration staff spend roughly 30% of their daily time on these duties” This time is wasted and should be used more productively.

We at Pearl Scan have the perfect solution for these problems by providing an electronic document scanning and retrieval service.

We scan your documents into an electronic format where the files are then organised and indexed conveniently. These are stored on a CD, online or on a central location eliminating the need for paper copies and filing cabinets.



How converting invoices to electronic format can benefit you:

Instant access

Invoices can be easily accessed through easy to use indexed menus or by using a keyword search

Reduced storage space

Documents and file cabinets no longer take up office space and paper copies are only printed when required

Increased efficiency

Time spent on searching for invoices is eliminated and any specific information can be obtained immediately

Powerful search capabilities

All documents are fully text searchable which enables instant location of any company or stock item while also providing the ability for accurate cross referencing

Shared access

Records can be shared easily between departments saving time on communication and distribution of documents

Environmentally friendly

Save on unnecessary printing, posting and wastage of paper documents in the office.



Converting your office documents into electronic format brings a guaranteed return on investment while saving time on file searching

Your invoices can be stored on your local network or on a disk while in or away from the office. Invoices can be stored by item number and date and each invoice is text searchable for in depth stock or company name location.

All office documents can be electronically archived:

- Reports
- Purchase orders
- Statements
- Financial documents
- Correspondences

On average 7.5% of office documents are lost and 3% are misfiled



There really is a wide scope of capabilities when it comes to electronic document archiving, it is a step many companies are now taking to improve their workflow and vastly cut down production schedules.

Additional features available:

- Electronic date stamping
- Mailroom scanning
- Online document hosting
- Generate reports
- Web links to information

# Locating your invoices should be a walk in the park



## Why not see these benefits for yourself? Contact us today for a FREE trial service

We also offer many more document scanning services that can benefit you:

- Archive document scanning
- Electronic proof of delivery's (POD's)
- Electronic site plans
- Site folder scanning
- Data capture from any documents
- Optical character recognition (OCR)

Contact us today for more information or  
to discuss your individual requirements:  
**0161 832 7991**



**T:** 0161 832 7991  
**F:** 0161 832 8016  
**E:** [info@pearl-scan.co.uk](mailto:info@pearl-scan.co.uk)  
**W:** [www.pearl-scan.co.uk](http://www.pearl-scan.co.uk)

48 Lord Street, Manchester M3 1HN

