



Paperless Solutions

Be Green Go Paperless

Online Catalog



Paperless Solutions LLC.
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Home Page

Overview

PAPERLESS SOLUTIONS has specialized in DOCUMENT AND INFORMATION MANAGEMENT SERVICES for more that 25 years.

Utilizing our state-of-the-art equipment, PAPERLESS SOLUTIONS can scan, index and convert your documents to any number output formats. PAPERLESS SOLUTIONS is a recognized leader in B2B (business-to-business) document management solutions – electronic document archiving, day-forward scanning services, document storage services, on-line document access, large format scanning of architectural and engineering documents, and much, much more.

Information management is critical to all organizations – as such, having immediate access to important information contained in documents can make all the difference in the world to everyone in your organization, from senior management to your end-user community, who is dealing on a daily basis with the people who are most important to you – your clients.

Being prepared for the unexpected is just as important – having a DIASTER RECOVERY STRATEGY in place can help to ensure business continuity. It may well be what ultimately keeps you in business after any major catastrophic event such as fire, hurricane, flood, or terror attacks.

Talk to the experts at PAPERLESS SOLUTIONS to determine how PAPERLESS SOLUTIONS's services can assist you in increasing the quality of your customer service as well as protecting your business with a solid disaster recovery plan.

Snapshot of Services

- **Business Services**
 - Electronic Mailroom
 - Claims Processing
 - Forms processing
 - TranscrPaperless Solutionsion Services
 - Electronic Equipment/Media Recycling
 - Laser Printing
- **Information Management Services**
 - Document Imaging/Data Capture
 - Online Document Access
 - Secure Document Destruction
 - Business Continuity
 - Data Entry



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- Records Management Services
 - Document Imaging/Data Capture
 - COLD/COM/Microfilm/Microfiche
 - Off-Site Document Storage
 - On-Demand/On-Site/Off-Site Document Shredding
 - On-Demand/On-Site/Off-Site Document Scanning
 - Large Format Document Scanning

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About PAPERLESS SOLUTIONS

Overview

For more than a quarter of a century, PAPERLESS SOLUTIONS has been providing document management solutions for domestic and international organizations that span all sectors of the business world.

We recognized early on that 'information is power', and that almost every organization can enhance productivity, reduce costs, and provide better customer service by improving on the methods they use to access their critical customer information.

PAPERLESS SOLUTIONS's core services specialize in document management - the management of data and image information. Our vast array of services, coupled with our extensive experience, ensures that your organizations critical business information is always published, stored, and accessible to you, on a medium best suited to the technology requirements of your IT infrastructure.

In the ever-changing world of business and technology, PAPERLESS SOLUTIONS has periodically enhanced our service offerings so that we continue to be in alignment with the needs of our clients. As a result, we have, over the years, added new service offerings such as:

- Electronic Mailroom
- Claims Processing
- Forms processing
- Transcription Services
- Electronic Equipment/Media Recycling

In our state-of-the-art facility, or at your site, we can manage your documents by scanning and indexing them to convert them to digital images, and publishing them to the media of your choice: CD, microfilm, microfiche, tape, or pushing them out to a secure, on-line server that provides your users immediate access to the image documents.

Or, allow us to be your back-office support by acting as your electronic mail room, or performing the tedious tasks of claims processing, forms processing, transcrPaperless Solutionsion services, or data entry.



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PAPERLESS SOLUTIONS's Document Management Core Services

- Pickup and delivery of documents in the local area
- Pickup and delivery arrangements for documents outside of the local area
- Off-site storage of documents in our secure document storage facility
- On-site or off-site document scanning and indexing
- On-site or off-site secure document shredding
- On-demand scanning
- Publishing your image documents to the media of your choice for stand alone viewing or integration to your core business or workflow systems
- Pushing image documents to secure servers for immediate online access

PAPERLESS SOLUTIONS's Client Profiles

Being one of the largest document management outsourcing specialists in the tri-state, metropolitan area, PAPERLESS SOLUTIONS's client industry profiles and document needs include:

- All companies – invoices, customer statements, application forms, HR documents and reports, AP documents and reports, AR documents and reports, payroll documents, other documents required for compliance
- Insurance companies – claims forms, application forms, underwriting documents, pictures, other relevant supporting documents, compliance documents
- Hospitals and Health Care Agencies – medical transcription, medical records, application forms, claims forms, supporting documents, compliance documents
- Law firms – legal Transcription, case documents, litigation support documents, compliance documents
- Manufacturing companies – financial documents, accounting documents, payroll documents, engineering drawings, schematics documents, union records and correspondence, compliance documents
- Pharmaceutical – FDA applications, FDA approval documents, research documents, blind study documents, lab documents
- Education – application forms, student enrollment forms, student records, student loan forms, student loan information, student records, student grades
- Banks, Brokerage and Financial Institutions – credit card applications, new account forms, signature cards, mortgage records, bank & brokerage statements, credit reports, loan applications, supporting documents, financial reports, compliance documents

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- Government – government services applications, tax records, property drawings, financial reports, regulatory documents, compliance documents
- Retail – sales slips, inventory reports, financial records, financial reports, employment applications, payroll records, background check documents
- Transportation – equipment control forms, bills of lading, personnel records, license/CDL documents, gas, equipment repair, compliance documents
- Property, Building Management & Facilities Firms – rental agreements, leases, floor plans, engineering drawings, facilities management control forms, maintenance agreements, equipment inspection certificates, eviction notices, legal documents and supporting paperwork

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Security

Building Security

- Perimeter security
- Alarm system
- Surveillance cameras/motion detecting equipment
- Fire protection
- Facility entrance and data center security
- Access controls (find out what their controls are)

People Security

- Background checks
- Bonding
- Drug testing

Storage Center Backup/Environmental Security

- Humidity and moisture detection and controls
- Fire and smoke detectors, alarms, extinguishing agents
- Raised floor data center
- Equipment re-certification
- UPS devices/generators
- Secure Media Storage
- Data Backup
- Communications redundancy



Benefits of Document Management

All organizations face the same document management challenges – quick and easy access to key business documents, the ability to view them, print them, and cost-effectively store them for business purposes or for compliance purposes.

Regardless of whether your key business documents are accounts payable invoices or statements, accounts receivable checks or reports, payroll reports, HR documents, medical records, legal files, mortgage files, health insurance applications or claims, or large format architectural drawings, your documents need to be managed.

The information provided below may prove helpful to you in making your decision to have PAPERLESS SOLUTIONS assist you in meeting your document management requirements.

Benefits

Better utilization of office space – each 4-drawer file cabinet takes up 9 sq. ft. of floor space, which can be costing you as much as \$1500 per year! Imaging your documents to CD-ROM, microfilm, or making them available via on-line access requires 98% less space. Substantial savings can be realized by eliminating your on-site paper documents storage.

Improved file integrity – digital documents committed to CD-ROM or microfilm, or documents that have been stored on a secure file server, remain in a safe and secure location. They cannot be misfiled or lost, and you can quickly and easily access them via the Internet or utilizing internal tools that are readily accessible to your user community.

Decreased file maintenance – every 12 filing cabinets housing paper files can require an additional employee to manage and maintain those files. Microfilm viewing and CD-ROM or web access to your digital documents decreases the number of employees needed to file and retrieve your documents.

Save time and improve on productivity – whether your documents are digitally scanned in a predetermined sequence, or scanned or filmed randomly and indexed through a computer database, files can be quickly accessed and printed, on-demand. Find the files you need right from your desk. No more re-filing, searching for a lost document, or standing in line at the copy machine. This can



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translate to a 50% increase in productivity, and a 50% decrease in file retrieval time.

Security from disaster – micrographic, CD-ROM, and online storage of your important documents provides a cost-effective means for disaster recovery. Document imaging makes it easy to make multiple backups of your important documents, giving you the ability to store them in multiple locations. Audit log files monitor all document activity, and show the date, time and user id of users who access each document.

Working with inexpensive, duplicate copies of your documents enables you to store your original documents or original rolls of film in a secure, off-site location. More than 70% of businesses would fail within three weeks if they suffered a major loss of their paper documents in a catastrophic event such as fire, flood, earthquake, mudslide, or terror attack.

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Business Services

- Electronic Mailroom
- Forms or Claims Processing
- TranscrPaperless Solutions Services
- Electronic Equipment/Media Recycling (computers, hard drives, tape)

Electronic mailroom

Many organizations have realized the benefit of transitioning their mailroom operations to an external partner such as PAPERLESS SOLUTIONS. Arrangements can be made for PAPERLESS SOLUTIONS to receive your mail (directly from your clients or vendors), sort, scan, clean-up images, index each document based on your specific criteria, and publish the digitized image documents to the media of your choice.

Original paper documents can be packaged and returned to you for long-term storage, or PAPERLESS SOLUTIONS can store your paper documents long-term at an PAPERLESS SOLUTIONS secure document storage facility. If original paper documents are stored at an PAPERLESS SOLUTIONS storage facility, they are available to you, on-demand.

Examples of how PAPERLESS SOLUTIONS can serve as your electronic mailroom:

- **Lockbox operations:** PAPERLESS SOLUTIONS can directly receive your Accounts Receivable checks, scan and index them, and publish the digitized check images to the media of your choice. Original checks are then returned to the client for deposit, or deposited in the bank on behalf of the client.
- **Accounts Payable operations:** PAPERLESS SOLUTIONS can directly receive Accounts Payable Invoices from your vendors, scan and index them, and publish the digitized invoice images to the media of your choice. Invoice images are then returned to the client for stand-alone viewing or integration into their AP or workflow systems. Original invoice documents can be returned to the client or stored at an PAPERLESS SOLUTIONS secure document storage facility.
- **Forms or Claims Processing:** PAPERLESS SOLUTIONS can directly receive any forms your clients send to you for processing. PAPERLESS SOLUTIONS will perform any necessary data entry, or data capture during the scanning and indexing processes. Data captured is provided to you in the format you require, on the media you require.



Forms or Claims Processing

By utilizing the electronic mailroom concept, PAPERLESS SOLUTIONS can support front-end forms or claims processing operations across the US with their state-of-the-art equipment. Individual PO boxes can be set up to receive incoming forms or claims directly from your clients. Or, PAPERLESS SOLUTIONS can pick up the forms or claims from your location and take care of the processing at our site.

PAPERLESS SOLUTIONS will customize the data capture process by working with the end client to identify all required data fields. Any number of quality control points can be established to ensure all documents received are accounted for and that data entry has occurred accurately.

All incoming forms and claims are scanned, indexed via manual entry, OCR or ICR technologies, and additional data entry can take place, as required. Business rules can also be applied to facilitate the validation process. Forms and claims data, and the associated image documents can then be delivered back to the client on the media of their choice for stand-alone viewing or integration with the client's core business applications or workflow systems.

Transcription Services

The medical and legal communities are overwhelmed with work, much of which is dependent upon their ability to keep up with the transcription of their notes, thoughts and ideas. PAPERLESS SOLUTIONS has an expert team of transcribers ready and willing to fulfill your transcription needs.

Why hire in-house transcribers for whom you must provide benefits such as health insurance, paid holidays, sick days and paid vacations? Take advantage of our cost-effective alternative - outsource your transcription needs to the experts at PAPERLESS SOLUTIONS!

We ensure quality and guarantee accuracy – we will set up a customized service level agreement (SLA) that meets even the most stringent of criteria. We are HIPPA compliant, and can provide 24-hour turn-around on transcription Solutionsion services by posting the transcribed reports and documents to a secure server and providing you remote access to view, print and sign reports.

Our network infrastructure is highly secure; we utilize firewalls and enforce strict policies that ensure confidential information is kept confidential. We go above and beyond to protect our client information because we understand the importance of 'privacy', what is important to you is important to us!

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Electronic Equipment Disposal & Tape Media Recycling

Tired of dealing with the hassle of disposing of obsolete electronic equipment or media? Concerned about polluting our environment with potentially dangerous emissions from old computers, monitors, and telecommunications system components?

PAPERLESS SOLUTIONS's Electronic Equipment & Tape Media Recycling services minimize these risks by disposing of equipment for you, while staying well within the confines of state and federal regulatory compliance guidelines.

Electronic equipment we will dispose of includes:

- Desktop and laptop computers
- Computer peripherals such as keyboards and mice
- Monitors and CRT's (Cathode Ray Tubes)
- Printers (laser or dot matrix)
- Hard disks, CD's, DVD's, floppy disks, tapes
- Computer boards, circuit boards, memory chips, CPU's
- Phones, fax machines, telecommunication hardware
- Computer modems and telephone boards

Tape Media Recycling

Additionally, **PAPERLESS SOLUTIONS can actually put some money back in your pocket!**

PAPERLESS SOLUTIONS will purchase your old data backup tapes and safely and securely reformat them for recycling. Let us educate you on how we can ensure that your old backup tapes are reconstituted for recycling.

For those clients who use tape media to store backup data, by purchasing *recycled tapes* from PAPERLESS SOLUTIONS for future backups you can realize substantial savings - frequently saving 30% - 40%! Depending on the number of tapes you use annually for backups, that savings can be quite substantial!

Laser Printing

An important business meeting was scheduled at the last minute and you suddenly find yourself in need of hard copy, color brochures or PowerPoint presentations. Or, you are participating in a large conference and need hundreds of professionally printed copies of your company's sales and marketing literature. Where can you quickly get your important documents printed professionally?



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With their high capacity, high-speed, color laser printers, PAPERLESS SOLUTIONS can reproduce your business documents, brochures, catalogs, or presentations, frequently on short notice. Source documents can be paper documents or electronic print files.

Call PAPERLESS SOLUTIONS today for additional information on how they can meet your custom printing needs!

Information / Document Management

- Document Imaging/Data Capture
- Data Entry
- Online Document Access
- Secure Document Destruction
- Business Continuity

Document Imaging/Data Capture

PAPERLESS SOLUTIONS's document imaging and micrographics services convert paper and film-based documents into indexed digital images that can be accessed stand-alone, or integrated into your core business applications or workflow systems.

PAPERLESS SOLUTIONS uses state-of-the-art scanning and micrographic equipment to convert your documents to digital images and stores them on CD, microfilm, microfiche, tape, or uploads them to a secure server for instant access by your user community.

Based on your individual requirements, key data related to each document is captured during the indexing process, thus enabling you to search for documents based on the document indexes. Index data can be captured via manual data entry, or by utilizing technologies such as OCR (optical character recognition) or ICR (intelligent character recognition).

Data Entry

Information is power, and every organization's success relies on their ability to quickly capture and access critical information.

A great deal of business information resides within the databases of core business applications, but frequently just as much important information resides outside of applications in the form of documents – paper documents or paper forms. Capturing this important data can be extremely time consuming and labor



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intensive. PAPERLESS SOLUTIONS's data entry team can expertly capture this data for you, via manual data entry, OCR, or ICR, allowing you to keep your knowledgeable, internal resources focused on what they do best – knowledge work!

Once the required data has been captured, PAPERLESS SOLUTIONS will return the data to you on the media of your choice, in the format you require.

Online Document Access

PAPERLESS SOLUTIONS can store your image documents, text files, and other document types to a secure server that is accessible to your user community via the Internet. You decide who has permission to view documents, and which documents they can view.

The document management system that PAPERLESS SOLUTIONS uses to scan, index, and view documents, also provides for system and document level security.

Based on your user access requirements, PAPERLESS SOLUTIONS will set up security and file permissions so that only designated users will have access to view specific documents or groups of documents. System access is based on logon ID's and user passwords – once the system has granted a user access, the user can view all documents available to that user's level of security.

Original image documents are secure and cannot be changed, thus maintaining the integrity of the original document.

Secure Document Destruction

Regardless of where your sensitive documents are stored, or how many documents containing sensitive information are printed and discarded daily in the normal course of conducting business, PAPERLESS SOLUTIONS can manage the destruction of those sensitive documents for you.

Document Retention Management

Regulatory compliance rulings such as HIPPA, Sarbanes Oxley, SEC, and Gramm-Leach-Bliley make it all the more critical for all organizations to have well thought-out, fine-tuned, well managed, document retention policies in place.



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All documents have a definable life cycle; based on the types of documents that you are storing and the regulatory compliance rulings that apply to them, each document, at some point, needs to be destroyed. Retaining documents longer than necessary can be costly; destroying them too soon can be even more costly.

PAPERLESS SOLUTIONS can manage your documents through their entire life cycle, keeping track of them, keeping them safe and secure, and destroying them at the point in time that they are no longer required.

Let PAPERLESS SOLUTIONS manage the shredding and destruction of your documents, on-demand, or based on your document retention schedule.

Destruction of Archived Documents

If you have chosen to store original, archived paper documents at your site, PAPERLESS SOLUTIONS will pick them up at your request and destroy them for you in a safe and secure manner.

If your archive documents are stored at PAPERLESS SOLUTIONS's secure document storage facility, PAPERLESS SOLUTIONS will manage the lifecycle of those documents by monitoring destruction schedules that were established based on each individual clients specific requirements. Based on those destruction schedules, PAPERLESS SOLUTIONS will securely destroy your documents for you at the appropriate time, thus saving you the cost of storing needless documents.

Destruction of Working Documents

Ensure that the sensitive documents your organization discards daily remain secure under lock and key until such time you are ready to have them shredded. PAPERLESS SOLUTIONS will deliver, free of charge, locked shredding containers to your office so that your discarded documents are secure until you call us to pick them up for shredding.

Each container can hold thousands of documents, depending on the size you select. For example, a 32 gallon container can hold up to 100 lbs. of paper; a 64 gallon container can hold up to 200 lbs. of paper – regardless of the size you choose, that's a lot of paper securely stored until it can be disposed of properly!

When you call us to pick up the filled containers, we will replace them with empty containers so that there is no gap in your information security procedures. You



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incur a charge for these services only when we pick up your filled containers for shredding!

Call PAPERLESS SOLUTIONS today to get more details on this critical, and extremely necessary service.

Business Continuity

Protect your business from major, catastrophic events such as fires, hurricanes, floods, earthquakes, mud slides, or terror attacks!

We have all been made acutely aware of the importance of having a tried and true disaster recovery/contingency plan in place as a result of the recent devastation caused by hurricane Katrina in the Gulf States, as well as the terror attacks of 9/11.

As we have stated previously, being **PREPARED** for the unexpected is critically important to the ongoing success of your business – having a **DIASTER RECOVERY STRATEGY** in place can help to **ENSURE BUSINESS CONTINUITY**. It may well be what ultimately keeps you in business after any major catastrophic event.

Those businesses in the Gulf States that had the forethought to put in place effective disaster recovery plans are already back in business, operating from contingency sites. Businesses that did not have disaster recovery plans in place may never recover from the devastation.

PAPERLESS SOLUTIONS can assist in helping you set up a cost-effective plan that protects your business's important documents:

Active Documents

- Convert your *active* documents to *electronic format*, making them readily available to you and your user community
 - *Active* documents in *electronic format* can be returned to you for integration with your core business systems, or for stand-alone document viewing
 - *Active* documents in *electronic format* can be stored in a secure, PAPERLESS SOLUTIONS document storage facility, accessible to you for contingency purposes, when and if needed
 - *Active* documents in *paper format* can be stored in a secure, PAPERLESS SOLUTIONS document storage facility, accessible to you for contingency purposes, when and if needed



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Archive Documents

- Convert your *archive* documents to *electronic format*, making them available to your user's, as needed
- Store your *archived paper documents* or *large format engineering drawings* off-site at a secure, PAPERLESS SOLUTIONS document storage facility. PAPERLESS SOLUTIONS will retrieve archived paper documents for you, on-demand.
 - **Scan on demand** - If you need a particular document, we will retrieve it, scan it, and make it accessible to you via email, ftp site, or CD - all within hours of your original request!

Don't be caught without a solid and secure disaster recovery plan for your business. Call PAPERLESS SOLUTIONS today for help and assistance in determining the best protection option for your critical business data!



Records Management

- Document Imaging/Data Capture
- COLD/Microfilm/Microfiche
- On-Demand/On-Site/Off-Site Scanning
- On-Demand/On-Site/Off-Site Shredding
- Off-site Document Storage

Document Imaging/Data Capture

Regardless of how your critical information is currently stored (paper documents, microfiche, or microfilm), PAPERLESS SOLUTIONS can provide a cost-effective solution that will turn all your information into searchable, retrievable, digital files, available at your fingertips!

Our digital services can dramatically reduce your operating costs, increase your cash flow, improve the quality of the information shared across your organization, and can improve the controls that manage your critical business information.

We use state-of-the-art, high-speed scanners to quickly and efficiently scan, index, and store your documents in digital format. Our quality control team reviews each scanned image to ensure that all images are clean and readable – any images that do not pass our quality control standards are routed back through the workflow for re-scanning. Indexing means you can retrieve individual documents or groups of documents, based on the index criteria you have specified.

PAPERLESS SOLUTIONS's document imaging and conversion services can convert paper, microfiche or microfilm to indexed, digital images. Digital storage of documents to a secure server with remote user access means users in multiple locations can retrieve large volumes of documents instantaneously. Digital storage of documents to CD-ROM allows for the rapid distribution of information to multiple destinations, and removes the logistical burden and cost of storing paper documents on-site.

Let PAPERLESS SOLUTIONS assist in helping you determine which digital imaging options are best for you!

Scanning and Document Imaging Services include:

- Image scanning from paper, microfilm or microfiche
- On-site or Off-site scanning



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- Large format scanning of engineering drawings
- Black and white, grayscale, or color image outputs
- Output to TIFF, PDF, DWG, or other formats
- Manual, OCR, or ICR indexing/data capture
- Output to CD-ROM, upload to ftp site, upload to secure, on-line server, or attach to document image to email

COLD/COM/Microfilm/Microfiche Services

Regardless of your needs, PAPERLESS SOLUTIONS has a document management solution that will meet your specific business requirements.

Digital conversion services - converts documents from any format to digital images, and is typically used for active documents, when immediate and frequent access to documents is required.

Micrographic services - converts digital or paper documents to microfilm or microfiche. This document management solution is typically used for archive documents that are accessed infrequently.

PAPERLESS SOLUTIONS's conversion services include:

- COLD (computer output to laser disk) - Converting computer generated reports and print files to digital images that are stored on-line or on CD.
- COM (computer output to microfilm or microfiche) - converting computer generated reports and print files to microfilm or microfiche
- Microfilm - converting paper documents into microfilm images
- Microfiche - converting paper documents to microfiche images

Benefits of Micrographic Solutions (for archive documents)

- Film archives are accessible, longer-lived, and less expensive than storing paper
- Film is reviewable via the naked eye, and therefore not subject to technological obsolescence
- Converting paper to film can be more cost effective than scanning paper to digital image format, if the documents converted do not need to be accessed frequently
- Large organizations with existing film archives typically already own film viewing and printing equipment, thereby increasing the benefits of additional film storage

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Benefits of Digital (COLD) Solutions (for active documents)

- Digital documents are immediately accessible, longer-lived, and less expensive than storing paper
- Active documents are typically digitized, even when archive documents are not
- Digital documents or groups of digital documents can easily be retrieved based on search criteria
- Digital documents can be integrated seamlessly into your core business and workflow applications

On-Demand/On-Site/Off-Site Scanning

The storage of paper files off-site can be a huge cost savings to any business, but you also need to have the peace of mind of knowing that when you need access to particular documents that are stored off-site, you have it.

On-demand scanning means you have that peace of mind.

PAPERLESS SOLUTIONS will cost effectively and safely store your archived, paper documents in their state-of-the-art, secure document storage facility. If you need a particular document or file, we will retrieve it from our storage facility, scan it, and place it on the media of your choice. We will email the documents to you, upload them to an ftp site for your retrieval, upload them to a secure, on-line server, or burn them to CD and deliver the CD to your business location.

Based upon the service level agreement PAPERLESS SOLUTIONS has with your organization, we can guarantee that the requested document is accessible to you in as little as 2 hours!

On-Site Scanning

Although most scanning occurs at an PAPERLESS SOLUTIONS facility, PAPERLESS SOLUTIONS can also perform scanning at your site. This service is typically used when there is a need to scan highly sensitive and confidential documents that cannot leave your premises.

If you have a concern about confidential documents leaving your facility, PAPERLESS SOLUTIONS can deploy high-speed scanning equipment along with experienced scanning specialists to your site for short-term or long-term document scanning projects.



On-Demand/On-Site/Off-Site Shredding

On some occasions, you may find that you may want particular documents or groups of documents shredded immediately – that is when our on-demand shredding service can be of value.

Regardless of whether your documents are stored at our secure facility, or at your site, our 'On-Demand' shredding service is available to you. If necessary, we can deploy the people and equipment to your site to shred your sensitive and confidential documents. Alternatively, if your documents are stored at our site, you just need to identify which documents you want shredded. PAPERLESS SOLUTIONS will take care of shredding them for you.

Off-Site Document Storage

Real estate is costly, especially in the tri-state metropolitan area. Most organizations do not realize how much of the rent they pay for office space is actually attributed to the storage of the paper in there numerous file cabinets.

Free up your on-site office space and use it more effectively! PAPERLESS SOLUTIONS can store your documents in our secure, climate-controlled, state-of-the-art storage facility. Your documents are stored, indexed and bar-coded for fast and easy retrieval. Our on-demand scanning service means that when you need a paper document that is stored at our facility, we will retrieve it, scan it, and deliver it to you on the media you require, frequently within hours, depending on your SLA.

PAPERLESS SOLUTIONS's Off-Site Storage Facility provides:

- Perimeter security
- Security alarm system
- Surveillance cameras/motion detecting equipment?
- Fire protection
- Facility entrance and data center security
- Access controls (find out what their controls are)
- Humidity and moisture detection and controls
- Fire and smoke detectors, alarms, extinguishing agents
- Raised floor data center
- Equipment re-certification
- UPS devices/generators
- Secure Media Storage
- Data Backup
- Communications redundancy

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Large Format Scanning

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