

DocuTek, Inc.

Document Conversion Services

Top 10 Reasons To Outsource Your Document Conversion To A Service Bureau

1. **Increased Productivity & Efficiency.** Find documents quickly and easily to increase customer service and save time.
2. **Cost Savings.** Eliminate the expenses and delays associated with lost and missing files and lengthy document retrievals.
3. **No Equipment To Buy.** None of the problems associated with the installation and maintenance of new hardware.
4. **No Employees To Hire Or Train.** Save the time and expense of hiring, training, and compensating new employees.
5. **Space Savings.** One CD-ROM can hold as much information as a standard four-drawer filing cabinet.
6. **Disaster Recovery.** Duplicate CD's, tapes or film can easily be stored off-site in the case of a catastrophic loss of data.
7. **Cost Control.** Schedule, budget and labor over-run costs are absorbed by the service bureau, not you.
8. **Quality Control.** Image by image inspections and adherence to ISO standards insures the integrity of your documents.
9. **No Learning Curve.** There is no need to become an expert in the technicalities of document scanning or microfilming.
10. **Peace Of Mind.** Avoid the headaches associated with the set-up, operation and support of a document conversion project.

Conversion Services Available Through DocuTek, Inc.

- Document Scanning & Indexing
- Document Microfilming
- Microfilm Processing & Duplication
- Prints from Microfilm & Fiche
- Digital Microfilm Conversion
- OCR & Data Entry
- MOD to CD-ROM Conversion
- Temporary Labor (Filmers & Scanners)
- Certified Document Destruction

Some Organizations That Have Relied On DocuTek's Conversion Services

Arapahoe County Courts
Bereenergy Corporation
City & County of Boulder Utilities Division
City & County of Denver
City of Englewood Safety Services
Colorado Springs Fire Department
Colorado Springs School District 11
Craig Hospital H.I.M.
JEFFCO Department of Health
Mapleton Public Schools
Newmont Mining Corporation
Porter Hospital Medical Imaging



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Call or E-Mail Today For a Free Document Conversion Evaluation!

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