

# Document Management for Everyone

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Document Management Solutions



**Every organization, regardless of size, has certain common characteristics and needs. You all have documents and information that you need to organize, manage and control to be successful. You all generate invoices, process vendor invoices, have human resource, contracting, and other documents that you have to manage.**

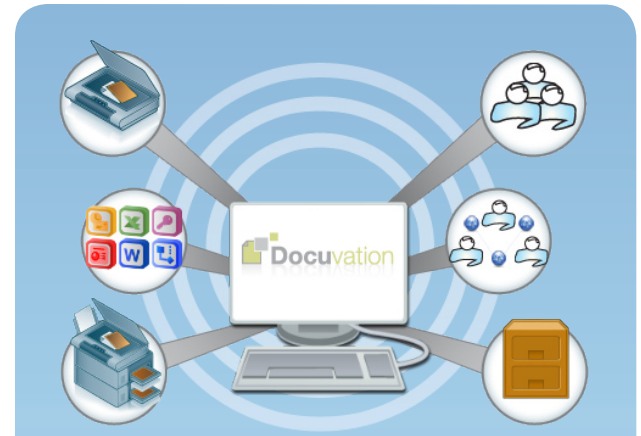
Today, information and documents are created from multiple sources and stored in many forms. Every organization has Word documents, emails, faxes, paper documents and many other document types. The question is how do you bring all this content together to manage historical activity, provide customer support, and comply with government regulations? Document management solutions are the answer.

In the past, these solutions were financially out of reach to all but the very largest. Small and medium sized organizations were faced with very few options other than printing everything to paper and filing it in traditional filing systems or trying to organize digital content on mapped network drives and folders. These systems are difficult and costly to maintain and more importantly, they don't meet the goal of providing easy, secure access to business documents and other content.

Two innovations over the past few years have changed this model— 1) the introduction of web technologies, and 2) hosted software services. Together, these innovations have reduced the internal infrastructure required to deploy and support document management systems, while lowering the total cost of ownership to the point where these solutions are within reach of all organizations.

With Docuvation organizations of any size can afford a document management solution. Docuvation allows you to capture content from any source, including the scanning of paper documents using an existing digital copier or desktop scanner, or importing emails or other types of documents created from other applications. Once captured these documents can be securely filed into your own online filing system and accessed from any internet connected computer.

For the about the same cost as a business cell phone you can begin realizing all the benefits of the Docuvation Solution today!



## Quick, Easy, Affordable

- » No upfront capital investment—only an affordable monthly service charge.
- » Instant secure access from any internet connected computer.
- » Automatic backups of all of your critical documents.
- » Easy to deploy and train your employees.
- » Leverage your existing investment in computers, networks, and office copiers.

**To schedule a demonstration of the Docuvation Solution, contact us today!**



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