

ACCUFLEX



Scanning Solutions to Move Your Organization Forward

Achieving the maximum benefits of digital document management requires scanning back files and day-forward documents. Imaging archived records allows organizations to reclaim valuable office space currently devoted to paper storage. Back-file conversions enable staff to instantly search and retrieve documents previously stored in difficult-to-access locations.

However, taking on the task of in-house scanning, indexing and quality assurance diverts organizations from their primary mission. Back-file conversions are significant projects that entail a considerable investment of staff time, not to mention hardware expenses. A professional scanning service is a cost-effective solution to the burdens of large-scale conversions.

AccuFlex supplies the experience, equipment, staff and project management skills necessary to succeed at high-volume scanning projects, including:

- Standard 8 1/2 x 11 scanning
- Bound-book scanning
- Photo, slide and transparency conversion
- Large-format scanning (maps, blueprints)
- Microfilm and microfiche conversion
- E-mail and electronic file conversion

“AccuFlex manages all aspects of our scanning projects with complete professionalism and confidentiality. The AccuFlex-Laserfiche® relationship simplifies our life and makes it a snap to add scanned documents to our database.”

– Loran Bures, Librarian/Archivist, SCS Engineers, Long Beach, CA

Authorized Scanning Service Bureau

Laserfiche®
Run Smarter®

Reduce Costs and Simplify Project Management

Professional scanning services expedite the process of back-file conversion, ultimately reducing your costs. From project planning and document preparation through indexing and quality assurance, AccuFlex offers cost-effective imaging solutions that free you to focus on customer service, regulatory compliance and improving workplace efficiency.

AccuFlex offers:

- Initial project needs analysis
- Door-to-door service to eliminate the need to pack documents for shipping
- Rolling delivery for faster access to your documents

Peace of Mind through Exceptional Service

Working with a professional scanning service is an effective solution only if you have a partner you can trust. Exceptional service is defined by a concern for detail that goes beyond the fundamentals.

AccuFlex's scanning experience guarantees that your documents receive the highest-quality attention at every step of the process. AccuFlex works closely with you to find the solution that best suits your needs – from customized indexing templates to special security measures.

Quality and security assurance include:

- On-site scanning for clients who wish to retain documents on their premises, or who need uninterrupted access to their documents
- Triple shredding of paper originals to guarantee secure document disposal
- Image enhancement
- Removal of staples, paperclips and tape
- Page reordering

Leverage the AccuFlex-Laserfiche® Relationship

AccuFlex has a select association with Laserfiche®, the most widely implemented document imaging and management solution for local government in North America.

The AccuFlex-Laserfiche relationship gives you the advantage of:

- Instant search and retrieval
- The user-friendly Laserfiche search interface
- Easy integration of scanned documents into your existing Laserfiche database
- Access to the most current Laserfiche software