Document Scanning Bureau Services

Doing the heavy lifting for organisations that want efficient, paperless offices

Offering a professional bulk Document Scanning Bureau service tailored to your business and delivering business process efficiency

Every business wants to achieve paperless offices. But for many, the task of bulk digitising their stacked in-trays and overflowing filing cabinets into their electronic document management system is just too much. That's why Document Logistix offer a professional bulk Document Scanning Bureau service. The Document Logistix Document Scanning Bureau will do all the heavy lifting, so you can banish those messy in-trays and rows of filing cabinets for good.

Most organisations face the dilemmas of dealing with paper documentation while at the same time trying to deliver a paperless environment and meet the demands to keep records for auditing and regulatory purposes. Offices can become increasingly cluttered with files of paper and filing cabinets, and documents can easily be misplaced and difficult to find, especially if you have offices in several locations.

Document Logistix will solve your bulk digital archiving challenges

Document Logistix provides a Document Scanning Bureau service that provides one-off or ongoing bulk scanning services to our document management software customers. Our dedicated scanning staff are experts at achieving high quality and consistency in bulk document capture. They will provide a far higher level of digital document capture than would typically be possible inside a client's own business. The Document Scanning Bureau service is based in Milton Keynes (UK) within a secure, air-conditioned facility that only authorised personnel may enter.

A secure and convenient service

- Document Logistix provides a door-to-door collection and delivery service for customers who require convenience and security
- Scanned documents can be remotely uploaded to the customer's site over the Internet, if required
- All customers files are held in a secure storeroom to prevent access by unauthorised personnel
- After records have been successfully exported to media or uploaded to remote servers, the documents and data are deleted from the Bureau file server
- We offer paper recycling or secure destruction to DIN Level 4, if required. (If paperwork is highly confidential, we suggest paper shredding to DIN Level 4.)

Document Scanning Bureau Services

How do we deliver consistently high-quality bulk scanning?

The Bureau team meticulously prepare documents for scanning. We then scan either simplex or duplex with blank page dropout. We also use top quality scanners with ultrasonic double-page protection to prevent paper misfeeds. This means no more than one page at a time can pass through the scanner; we double-check this by counting the documents. All documents indexed (or profiled) are then exported to a CSV file on CD/DVD media for secure delivery to the customer.

Benefits of using Document Scanning Bureau with Document Manager

- Cheaper than physically storing paper
- Eliminate the costs of slow document retrieval from information archives
- Enables secure storage of all your paper document archives
- Documents can easily be accessed for searching, viewing and printing
- Removes bulky paper documents from your offices, providing a better, safer, cleaner working environment and releasing office space
- Reduces the risk of loss of important documentation through fire and flood damage
- Allows multiple password-protected access to all your documentation
- Enables improved customer service

Industry experience

Document Logistix provides document management (DM) services to major businesses including Centrex, DHL, Aggregate Industries, The Texas Department of Public Safety, Lex Vehicle Leasing and Dairy Crest. Document Logistix provides these clients with DM software and scanning solutions that are tailored to meet their needs. Document Logistix solutions deliver immediate improvements in business process efficiency and a rapid Return on Investment.

Document Logistix is a leading vendor of end-to-end document management solutions, supplying software to over 500 customers around the world.

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