



Document Management Specialists

Primary Advantages of Document Imaging

Document Imaging

Data Entry Services

Business Process Automation / Workflow

Business Forms Processing

eForm Design

Database Integration

Electronic Recognition: OCR Processing (Machine Print, Reader Response)

Document Conversion Services

Scanning Services



Prevent off-site storage of documents!

Reduction of Storage Area – Imagine the space you would have in your office if you eliminated the paper filing cabinets and storage boxes. We can store approximately 600,000 pieces of paper on one Optical Disk, or 15,000 pieces of paper on one CD-ROM. Use that wasted space for income-producing activities!

Faster Document Retrieval – With just the click of a mouse, find all the documents you need! Images are retrieved in mere seconds. Complete Database of Key fields allows easy cross-referencing to find specific documents.

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Information Control/Security – Use passwords to limit access of certain files, while keeping them easily accessible to those employees who need them.

File Integrity - Once documents are properly imaged and stored, the possibility of mis-filed or out-of-file records is eliminated!

Accessibility – Keep all your files within fingertip reach, and never have to worry about making a run to an offsite storage building again!

Distribution – Easily distribute files, documents, or reports to a co-worker, or outside your office, via email or fax without leaving your work-station.

Document Preservation – No need to worry about document deterioration, torn or frayed pages ever again!

Economics - Experience savings in reduced labor and material costs associated with filing, re-filing, and distribution. In addition to labor savings, hard-dollar savings come from reduced photocopy & fax equipment maintenance, and phone expenses. Soft-dollar savings come from improved customer service, response times and employee morale. Your system pays for itself in no time!

What some of our customers are saying ...

"I'm really pleased. Everyone at Infotek was very helpful and easy to work with. I'm just sorry we didn't convert our files years ago!" - Bobbie Keith, Robertshaw, Inc.

"The imaging system made it a lot easier to do business. I really like it because it makes my job so much easier, and it more than pays us back in saved productivity and storage costs." - Cyndee Howard, Atlantic Research Corp.

For more information, please call us or visit our website:

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