



## Document Imaging

### **A Faster, Better, Inexpensive Solution To High Volume Paper-Based Printing, Distribution, Archiving And Retrieval**

The present information explosion has prompted the need to distribute, access and archive important information easily, rapidly, and inexpensively. In addition, financial, insurance, medical and tax information must be maintained, by law, for long periods of time. Easy access to this information by several users on multiple platforms is often a requirement. Large paper catalogues are expensive to create, maintain and distribute. The electronic solution you choose must overcome these obstacles and make the "Paperless Office of the Future" a reality today!

Most imaging solutions are very expensive, time consuming and proprietary. Paper, printing, postage and labour costs are increasing, the traditional "microfiche" is manpower and space intensive, and not electronically accessible. Pure optical scanning is a good alternative, but hardware and software are expensive and often proprietary, limiting your ability to change vendors, or even to distribute information to colleagues across multiple platforms around the world. Let us not forget the costs associated with employee training on these new platforms.

PAPERLESS Archive Master is a service bureau which eliminates these drawbacks and provides a true user-friendly, secure, inexpensive and flexible electronic document solution. PAPERLESS creates identical electronic versions of any printed document. On all platforms these electronic documents can be viewed, printed, faxed, emailed and distributed directly from your computer. We can even convert your paper-based catalogues.

Tired of lugging home boxes of client files, accounting information or legal papers? Let Paperless scan your files

and store the electronic versions on CDROM, diskette or on-line.

Rapid access to your documents is provided. In addition, documents look identical to their printed versions and can be cut and pasted into any other word processor or CAD application.

Less paper is our moto! Why print and distribute thousands of paper documents or catalogues when information can be sent electronically or by CDROM at a much lower cost.

Email documents, catalogues, memos, reports, financial statements, engineering drawings, policies and procedures, standards, pictures and more!



Worried about disaster recovery planning? Let Paperless store electronic versions of your documents on CDROM. A copy of the CDROM will fit nicely in your safety deposit box and is secure & durable for 100 years!

Save money on filing, retrieving and storing documents. Reduce the expensive office space currently occupied by filing cabinets. Reduce printing and distributing costs for catalogues and documents. No hardware or software to buy.

Paperless is your one-stop imaging service bureau.

## Go Paperless Today!

**Sales & Information Line: 800-387-9001**

**Internet: [www.paperless.com](http://www.paperless.com)**

**Email: [sales@paperless.com](mailto:sales@paperless.com)**