

Document Scanning

It's about TRUST! IDI is recognized as a leading provider of document conversion services. We have designed a streamlined process to accurately scan and index your paper documents. We make the investment in the technology and the people so that you don't have to. Our services can save you 75% of the time and over 50% of the cost of scanning in-house. We are experts in: backfile conversions, day forward scanning, on-site scanning, document storage and retrievals, and secure document destruction.

■ Document Scanning

We have built an extremely efficient method of document conversion by making the investment in the people and technology that drives the cost out of the process so our customers don't have to make the investment.

■ Backfile Conversion

It's the first step. We convert all of your historical paper files into electronic images so you are free of clutter. Your records are now secure and easy to access from anywhere.

■ Day Forward Scanning

Our Day Forward Scanning solution provides an efficient and cost effective alternative to scanning your records in-house. Simply schedule a daily, weekly, or monthly pick up and outsource the burden to trusted professionals.

■ On-Site Scanning

When original documents are too time-sensitive or valuable to release from your offices, we will bring our project team and equipment to you. Your company's information remains secure and accessible to you at all times.

■ Web Based Retrieval

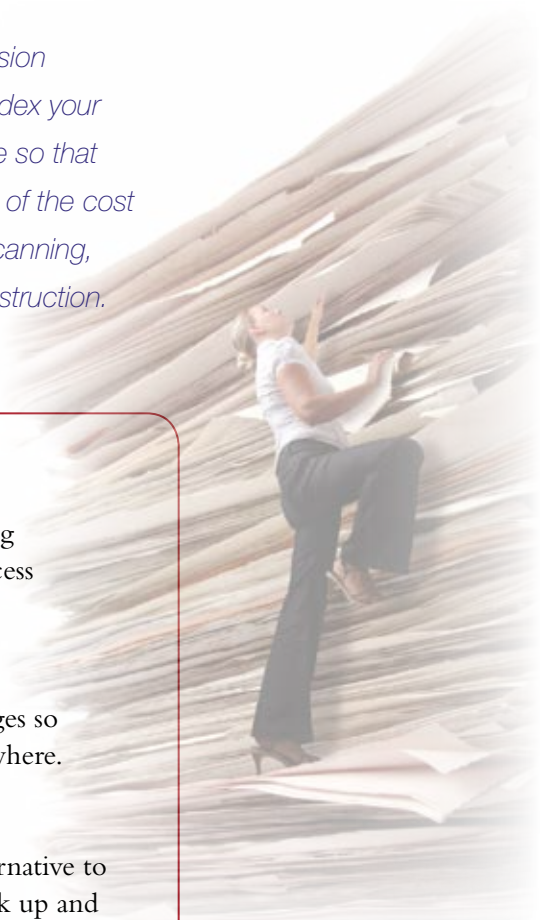
Access any document anytime with **Impact eAccess**. Create a complete document management solution without the upfront capital investment. All you need is a web browser!

■ Secure Document Storage

If you aren't ready to convert your paper records to digital, but you need the space required for filing and archiving, offsite document storage provides the solution you need. Our secure storage services give you back the space your organization lacks. When you need selected documents, from a specific carton to a specific piece of paper, IDI's **Store-2-Scan** can deliver only the documents you need.

www.impactdataimaging.com

CALL: 937.938.9081



"Given the highly sensitive nature of our business, we felt very confident with allowing IDI to provide services for our organization. IDI Always follows through and finds the answers to any questions and reports back to the customer promptly. Our organization was fortunate to have found IDI, and we will continue to utilize IDI for our organizational needs. Outstanding company."

David A. -
US Government

"After working with at least 3 other imaging services, I am always left with the feeling that I have finally found the one that cares about its reputation as much as I do. Their attention to detail leaves me feeling good about doing business with a company that cares about their role in our progress, and I believe that they truly understand our goals."

Douglas W. -
Antioch University



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