

# Scanning Services

## **BENEFITS**

It is an ideal solution for financial and insurance documents, legal documents, customer and employee records, as well as reducing boxes of hard copies into manageable digital files.

We have scanning experience of several million pages having done work for banks, financial institutions, law firms, health care companies, software companies and book publishers.

## **ADVANTAGE**

One of the major advantages of working with Shared FM is that you can depend upon us. Once we agree to fulfill a service with a committed deadline, you can rest assured that we will deliver. We pride ourselves in being flexible and dependable.

Wouldn't you like to convert your paper documents into electronically searchable files quickly and at low cost?

***At Shared FM you can now scan your documents, securely, right within your own building complex.***

**Shared FM, located on the 1<sup>st</sup> floor of 300 TradeCenter, in Woburn, MA, provides the following specialized scanning services:**

- Conversion of paper documents into electronic format
- Storing the electronic files onto CDs or DVDs
- Indexing and OCR scanning for easy searches
- Duplication of CDs or DVDs for efficient and cost-effective distribution

See Back for More Details.

## WHY SHARED FM?

As always, every project executed by us delivers our unique value proposition:

- **Confidentiality** – your confidential documents are secure with us - we cater only to businesses and we are not open to the general public for walk-in service like storefronts
- **Service** – amazing one-to-one service with the quickest turnaround in the industry
- **Quality** – superior quality, guaranteed to surpass your expectations
- **Convenience** – conveniently located within the building complex; pick-up and drop-off service as needed
- **Cost** – we pool resources to deliver economies of scale and cost-savings to you

## DETAILS

Every firm has unique scanning needs. Whether it is scanning documents of various sizes, stapled, with paper clips or bound, we do all the prep work necessary to ensure that the documents can be scanned and indexed, and stored on a hard drive or saved on DVDs/CDs as desired. We have the right equipment to do scanning at any desired resolution for text and images, in black and white and in color, and in various formats.

We take on projects and commit to meeting deadlines for converting entire file cabinets full of paper documents.

At Shared FM we fully understand all your scanning needs and work with you to maintain confidentiality of your documents. We can even work with you to scan your documents right within your own premises so your documents never leave your secure offices.

Whether you are looking to scan file cabinets full of paper documents for conversion to electronic form, or for custom work related to data entry, data processing and data conversion, we can help you as we work with specific partners to fulfill high volume requirements of :

- **Data entry**
  - Online data
  - Images
  - Paper
  - Documents
  - Handwritten notes
- **Data processing**
  - Online forms
  - Images
  - Paper forms
  - Documents
- **Data conversion**
  - Images
  - Documents
  - Formats

## TRY US!

Contact now for a first time 25% discount on any printing or scanning service or simply email us at [tradecenter@sharedfm.com](mailto:tradecenter@sharedfm.com).

\*We also provide digital printing and layout design services.