

Actis Design Document Imaging Services

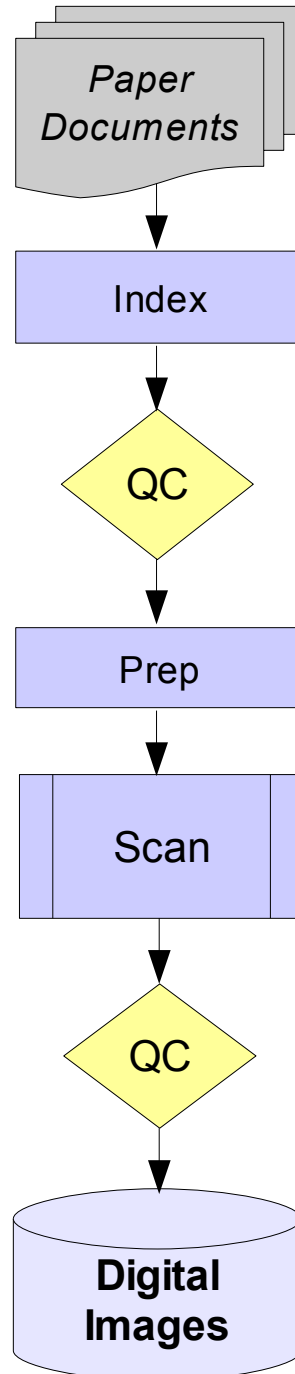
Document Imaging Services

- Convert paper documents to digital images
- All standard digital image formats available including TIFF and PDF
- Digital files output onto CD, DVD, flash drive, hard drive or network
- Scanning performed at our facility or on-site at your office

High Quality, Competitive Pricing

- Experienced, professional staff
- We offer very competitive pricing and will beat any price per page competitive quote. (Some restrictions apply).

Convert to electronic documents and save time and money!



Document Conversion Process

Actis uses state-of-the-art equipment and processes, along with professional operators, to insure your documents are accurately converted to digital images.

Indexing

Actis supervisors perform all indexing of documents. Automatic indexing is performed when you have your document information already contained in standard spreadsheet format. Manual indexing is performed when the document information needs to be manually gathered and entered into a spreadsheet.

Document preparation

We pull staples, remove other fasteners, tape small papers and do whatever it takes to get your documents ready to be scanned. And if you do the prep first it will save you money.

Scanning

Actis uses trained operators to assure your documents are accurately scanned. We use production scanners with features such as black and white, grayscale or color scanning and resolutions of 150, 300 or 600 dpi.

Quality Control

Quality assurance is built-in to our document imaging process. We cross-check and double-check throughout the conversion steps to verify that your documents are indexed and imaged correctly.

Digital images

The output of the document imaging process are digital image files in standard formats such as tiff, pdf or whatever format is requested. Our technologists are familiar with multiple document management software systems and environments and will assure that your data is in the format you require. The files can be delivered on CD, DVD, flash drive, or external hard drive.

Other services

We can arrange for document transport, secure storage and document destruction at your request. We also provide consulting services, informational seminars and on-site training classes to help your business get the most out of document management.

Contact us today for a free initial consultation.

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