

# Scan your documents

Go paperless. Turn paper piles into images with our document scanning services.

Docufree can convert your documents into electronic images to reclaim office space, organize documents for easy retrieval, simplify disaster recovery, and reduce your company's environmental impact. Going paperless is the first step in transforming the documents you hate into transactions you love.



## The Best Security & People

At Docufree, we provide the highest level of security in the industry.

- From pick-up to conversion in our biometric-secured facilities, you can rest assured that your business critical information is safe with us.
- Your documents are prepared, scanned, and indexed, by our expert staff using state-of-the-art equipment.
- All of our trained specialists and on-staff certified professionals go through an extensive criminal background check, credit check, and participate in our periodic drug screening program.

## Flexible Service

You have the flexibility to send an array of documents types for conversion to images.

- Documents can be as small as business cards and receipts or oversized such as engineering drawings.

- Scanning is supported for complex requirements such as post-its, newspaper, onion paper, and more. We can consult with you for your specific document scanning needs.
- You can specify whether you want black & white, color, or gray scale scanning.
- Our scanning technology will automatically detect single-sided and duplex documents.

## How it Works

Docufree provides the services to support the complete management of your document lifecycle. You can redirect all of your documents to us and utilize our specialized staff for a single scanning project or outsource your on-going document conversion needs.

- We can pick-up your documents at your location.
- Your documents are delivered to our secure business center.



- Our specialists will analyze your documents and sort them.
- We barcode, scan, and index your documents for labeling so that you can easily search and retrieve them.
- We save your documents digitally to CD, DVD, or on our Docufree On-Demand solution.
- We can shred or return your documents. If needed, we can provide you a Certificate of Destruction.

### Other Highlights

- Images will be saved to a CD/DVD or Docufree. Flash drives are an option if desired.
- Our standard service saves your images as a PDF or as a Group IV TIFF at 200 dpi. Optional services include searchable PDF and non-standard TIFF resolutions.
- Optical Character Recognition (OCR) is available.

### Additional Services

When you are ready to take the next steps in business document transformation, Docufree is ready to help you. We also provide the following services to our clients:

- **Docufree On-Demand.** Docufree's On-Demand storage and retrieval solution provides continuous document access to begin transforming the documents you hate into transactions you love. With Docufree On-Demand, your documents are at your fingertips removing the frustration of looking for them in files, in storage, or discovering they are lost.
- **Workflow.** In some cases, clients want to route documents based on their business processes for approval. Workflow services allow you to tailor a solution to your company based on your unique needs.
- **Office Services.** We can provide on-site management of your mailroom and/or copy center which utilizes our proven technology and reduces your costs.

#### Further information

For more details on our document solutions, visit [www.docufree.com](http://www.docufree.com) or call (877) 362-3569

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