The Document Scanning Process

docufree

Consultation

Our expert team will discuss and assess your personal requirements and provide the most efficient and cost-effective options for your business

Collection

Documents will be prepared for shipment and our security protocols ensure your data is transported, received and tracked safely
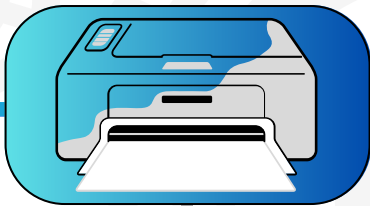
Production

Documents are prepared for scanning in our highly secure environment ensuring full protection of your critical data

All documents are checked in and barcoded, allowing you to electronically access and track your information at all times

Scan

Documents are scanned in full compliance with industry-specific requirements using the latest high speed start of the art scanning machines

Key data is captured and documents are classified using Optical Character Recognition (OCR) and Intelligent Data Capture (IDC) technology

Quality

All data is managed in line with your document retention policy and industry-specific compliance

All digitized information goes through strict quality assurance processes

Storage

Data is stored in our secure cloud (Docufree DocumentCloud) and/or delivered to your core systems for easy access

Physical documents are returned, sent for long-term storage or destroyed using accredited security protocols