



MANAGING CONTENT  
APPLICATION INTEGRATION  
PROCESS IMPROVEMENT

## Document Conversion Services

Storing large volumes of paper records is inefficient, difficult to manage, costly to retrieve, and increases compliancy risk. If paper documents are lost or damaged there is also the liability factor. What would your organization do in the event of a natural disaster? Do you have a backup strategy in place to protect your valuable documents?

DTI Document Conversion Services eliminates the need to store paper documents onsite and offsite, freeing up valuable office space, reducing costs, addressing disaster recovery, and records management policies.

***Did you know paper is costly \$ to manage*** – PricewaterhouseCoopers research found that organizations spend \$20 in labor to file a document / \$120 to find a misfiled document / \$220 in labor to reproduce a lost document.

### Removing paper improves business process efficiency across the enterprise-

- Mitigate risk and eliminate loss or damage of critical documents
- Increase efficiency and productivity departmentally and enterprise-wide
- Improve access and sharing of critical information
- Address compliancy, security, and liability requirements
- Free up office space-reduce or eliminate off-site storage fees
- Reduce costs, streamline processes, help the environment



Our Service Bureau, located at our corporate office in Greensboro, NC is employed with a highly trained staff and equipped with state of the art imaging hardware and software capable of scanning various sized documents. Our mission is to provide high-quality, easy to read images that are indexed and imported into your content management solution for fast retrieval. Our Document Conversion Services process offers quality output and quick processing time at a competitive price.

### Our Document Conversion process includes:

- Pickup and delivery of your documents
- On-demand access to your information
- Document preparation and sorting
- Scanning and indexing based on your unique retrieval needs
- Provide a secure check-in and out process
- Quality control including digital image enhancement
- Integration into our leading Content Management solutions
- Paper destruction certification



**Please contact us today to schedule a free consultation assessment.**

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