

Vale Tech Services Ltd

Computer System Consultants • Hardware Support
• Internet Specialists • Email Systems • Bar-Code System Integrators

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ELECTRONIC DOCUMENT ARCHIVING SERVICE

- **Have boxes of paper documents?**
- **Space at a premium?**
- **Need fast, easy access to them at any time?**

We can offer a great electronic storage system allowing you full access to your documents at any time using your PC.

- We collect your paper documents
- We scan and convert them to Adobe format including full Optical character Recognition of all typed and handwritten text
- We store the electronic documents onto a DVD and deliver back to you with the originals. If you prefer we also can provide a document destruction service,

Benefits to you:

- All of the documents are fully searchable using the free Adobe Reader. Search for any text on any page of any document and it will instantly find it! You can also print hardcopies from the DVD.
- Should you want multiple users to be able to search then instead of sharing DVD's in the office we can supply a simple network store that plugs into any available network socket making the documents available to any user on the network!
- We understand sensitive nature of your documents, and therefore will provide a confidentiality agreement.

What does it cost?

- A standard archive box of 2000 A4 documents (4000 scans double sided) is £35 + VAT including collection and the delivery of the finished DVD. Please call us for volume pricing and special sizes (we can scan up to A0, and as a whole sheet, up to A2)

SPECIAL OFFER: Mention this flyer and get your first box of 2000 A4 sheets scanned for free so you can see the benefits at no cost.