



**Wouldn't it be best doing my own document scanning rather than outsourcing it?**

Possibly! If you have small daily volumes of documents, then it is usually best to do it yourself on a small desktop scanner. Larger volumes of documents are generally best outsourced to a professional scanning company. Scanning Express uses high quality scanners, which generate excellent images. You also benefit from:

- No capital investment.
- No staffing and labor costs.
- No hardware repairs/maintenance.
- Faster turnaround.
- Trained specialists.
- No software to purchase.
- No software training.
- Low cost & high quality.
- Onsite scanning services available.

**How secure are my documents with Scanning Express?**

The security of your documents is our top priority. They are stored in our state-of-the-art facility. We have 71,000 square feet of climate-controlled storage space designed specifically for your fulfillment needs. Our facility is completely secure and HIPAA and FACTA compliant.

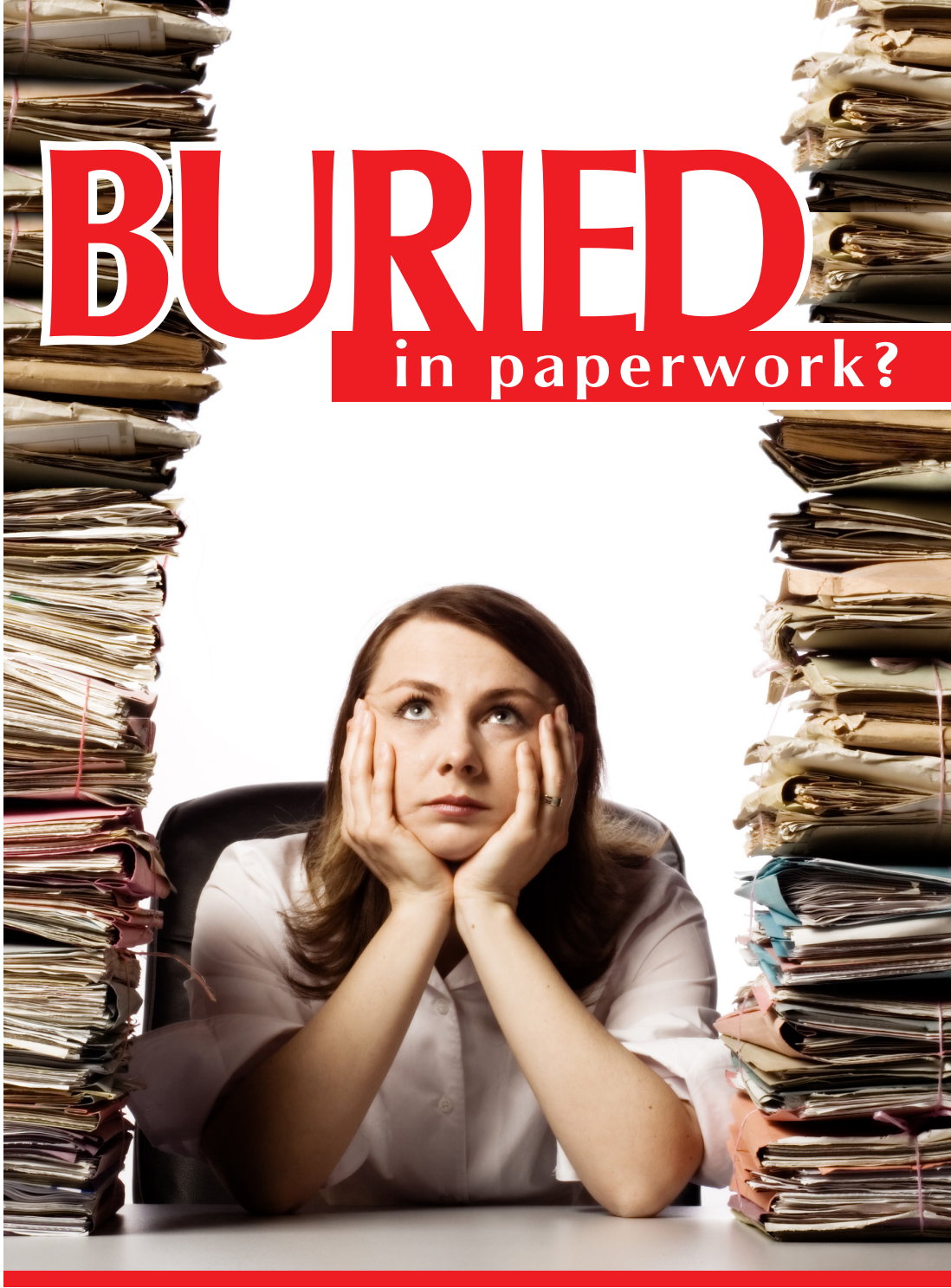
**What happens to my files after they are scanned?**

Files can be returned or certifiably shredded by our professional shredding machines. All shredded materials are 100% recycled so you can give back to the earth while getting organized.



Accurate. Efficient. Affordable.  
Document Scanning and Storage

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[www.scanningexpress.com](http://www.scanningexpress.com)



**BURIED**  
in paperwork?





# SCANNING

*Secure Document Scanning*

Overwhelmed  
by document  
overload?



What if you could see every page, of every folder in your filing cabinet, immediately, and without leaving your desk? Having your files electronic, it's all a dream, right?

Document Scanning can help make that dream a reality. Completely HIPAA trained, we are the experts in the document scanning business.

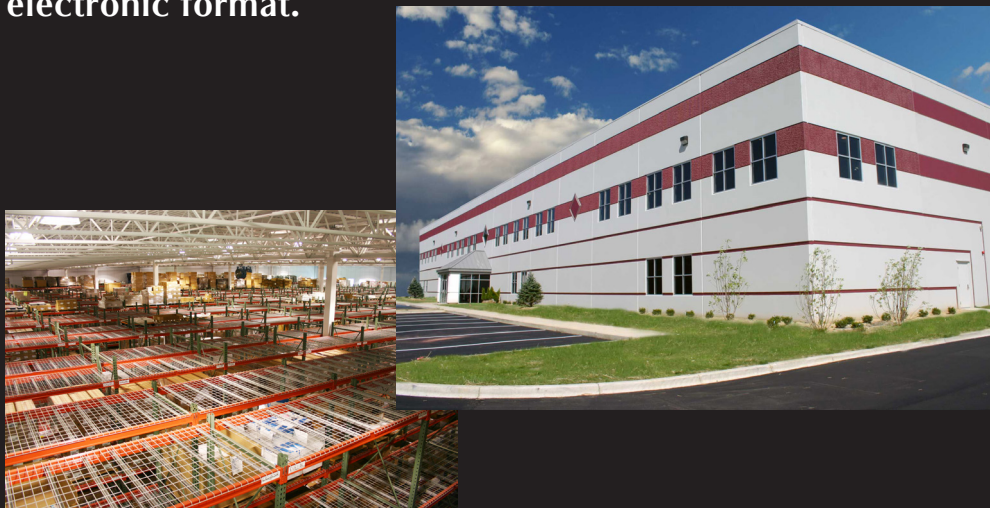
Your valuable documents and files will be converted accurately, efficiently, and above all privately.



# STORAGE

*State of the Art Storage Facility*

There will be times when you do have to store the actual documents. Our storage facility has 71,000 square feet of climate-controlled storage space. We can arrange delivery of the actual document, or it can be scanned and sent by secure electronic format.



## BEFORE



Is your current document storage system messy and unorganized?

## AFTER



We can store your documents in our secure and climate controlled storage facility.

## DOCUMENTS WE SCAN

- Medical Records
- Personnel Records
- Legal Records
- Individual (Personal) Records
- File Cabinets
- Manuals
- Blueprints
- and More!

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