



## Electronic Document Storage & Retrieval

### The Concept & Business Benefits

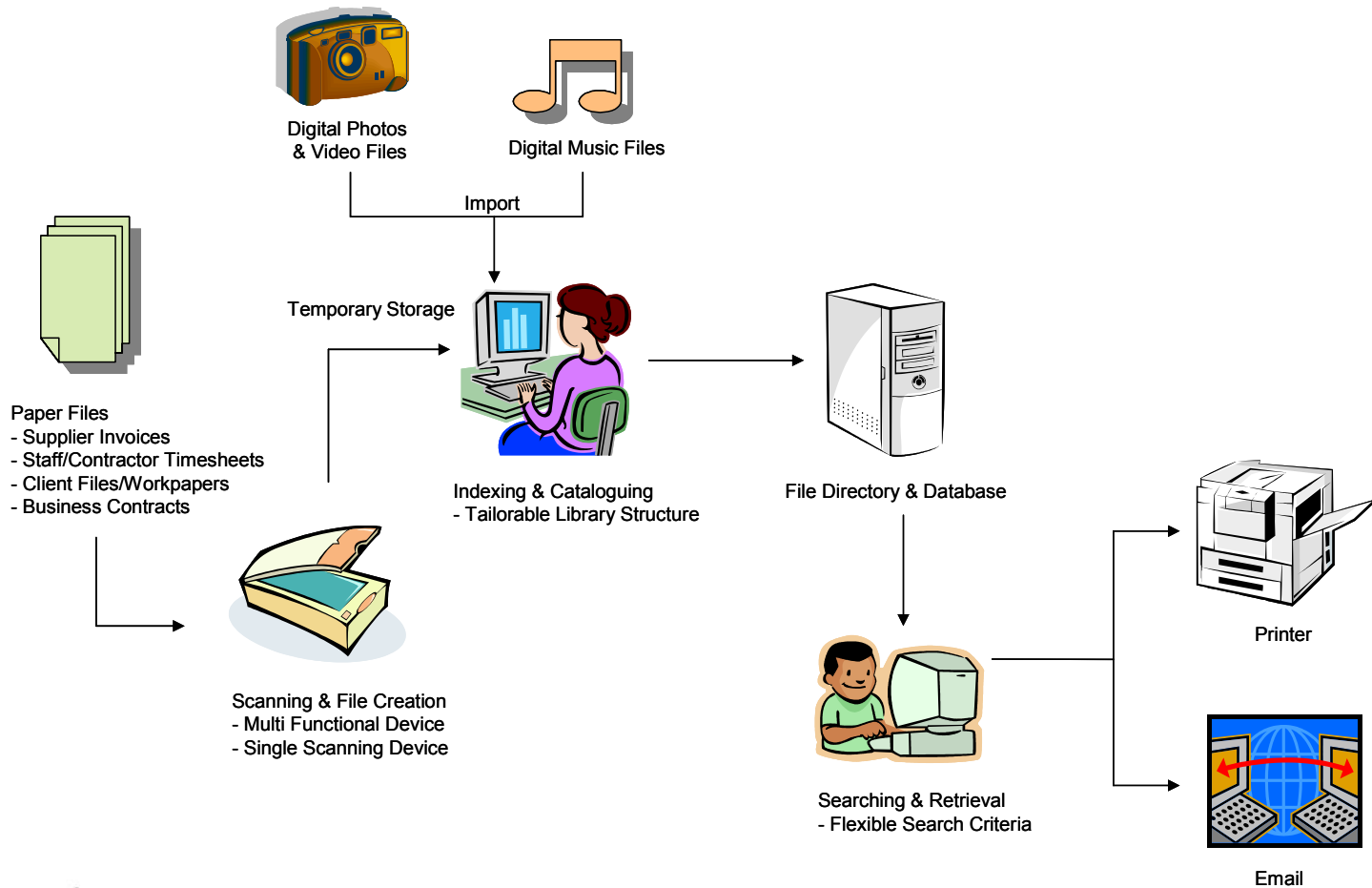
- Enables your business to scan any paper work that is required to be kept and create a digital image that can be stored (archived) electronically.
- If at any stage the original paper work is needed, the electronic file can be retrieved and either printed or sent electronically to the requestor.
- In addition to scanned documents, the tool can also handle digital pictures, video and music files.
- Great for electronically storing copies of Supplier Invoices, Staff/Contractor Timesheets, Client Files/Workpapers, Business Contracts, etc.

*“Reduce your costs by replacing traditional paper based filing with electronic document storage and retrieval”*





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- The tool allows for indexing/cataloguing of electronic files and offers advanced searching capabilities, as well as tight security controls.
- The key benefits of this approach is the reduction in cost and space required under a traditional paper based filing system, and the ease of retrieving a document (the digital image) when required.
- Entry level set up costs or around \$3500-\$5000 (Software, Hardware & Implementation).

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