

DIGITAL DOCUMENTS & SCANNING SERVICES

Scan It. Index It. Find It.

Digital document and scanning services that convert paper records into organized, indexed, searchable electronic files for faster retrieval and reduced physical storage.

CORE SERVICES

✓ Bulk Scanning

Convert large volumes of paper records into consistent digital files using an organized production workflow.

✓ Document Preparation

Prepare records for scanning by sorting, removing fasteners, arranging pages, and identifying document groupings.

✓ OCR / Searchable PDFs

Convert scanned images into searchable PDF files when optical character recognition is appropriate.

✓ Indexing & File Naming

Apply standardized names and index fields so digital records can be located and managed efficiently.

✓ Records Classification

Organize converted files by department, record type, date, subject, or other agreed classification structure.

✓ Quality Control

Review scanned files for completeness, legibility, orientation, naming accuracy, and document integrity.

✓ Secure Delivery

Provide completed digital records through an agreed secure storage or transfer method.

✓ Legacy Conversion

Convert historical and backfile paper records into an organized digital archive for improved access and storage efficiency.

GOVERNMENT CONTRACTING CODES

NAICS: 518210, 561410, 541611

PSC: D311, R699, R603

DELIVERY MODEL

1 ASSESS • 2 PLAN • 3 EXECUTE • 4 REPORT