Stay in Control of Important Documents!

✓ **Save** Filing Space

✓ **Secure** Access to Documents

✓ **Control** Document Integrity

✓ **Avoid** Loss of Data

✓ **Budget** Friendly

You can not afford to lose control.

Security and recovery are critical facets of document management.

Control Security

By converting your paper documents to digital files you can save filing space and control access to sensitive material.

Control Recovery

In the event of a disaster you have more control with digital files than with paper. Digital files can be backed up, moved off-site and then easily recovered.

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Management
Software

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S c a n P o i n t - U S A . c o m

Conversion from Paper   Indexing   Paper Destruction
Training   Consultation   Software and Systems

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where document management begins

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