

## Document Scanning Services



**[www.PaperCapture.co.uk](http://www.PaperCapture.co.uk)**

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## Document Scanning Services and Solutions

Paper Capture Limited are a UK based Document Scanning and Microfiche Conversion company with UK and Europe wide coverage. Our key staff have been involved in the industry since its inception in the very early 1990's and have a wide ranging and thorough knowledge of the process involved in delivering our clients with a flawless product on every occasion. In fact we pride ourselves on our quality of delivery and concentrate our efforts on continual improvement of our process to achieve the highest quality possible.

Scanning of Invoices, HR records, Medical Records, Planning Files and more

Any sized paper scanned from stamp sized to A0+

Black and White, Colour or Greyscale Scanning in all sizes

Output onto CD/DVD or HDD and into your required format

PO Box Mail receiving and Scanning

OCR and PDF/A Conversion

We offer our clients a full ranged suite of services and offer our knowledge and support to ensure that every project we undertake is tailored specifically to each clients requirements and budget. We believe that at no other document management company will you find the level of care and understanding of your requirements put before the profits of our company.

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# Why Scan your Documents?

Paper documents and files are everywhere, they are a fact of life in every single business in the World.

The problem is that paper files present every company with huge risks and huge costs every minute of every day. Paper documents are expensive to store and even more expensive to retrieve and re-file. They are hard to



share and are easily lost or damaged, whether in day-to-day use, or in the event of a disaster. All of these problems with documents reduce your productivity, demotivate your staff, add to your costs and can be a risk to your business. Some points to consider:

- Cost of paper storage and archive management
- Only one person can access paper documents at any time
  - Insufficient or costly storage space
  - Storage space required for other purposes
  - Access required at various locations
  - Documents are degrading with time
- Need to reproduce records at remote locations
- Legal requirements for safe long-term storage
- Risk due to fire, flood, sunlight, damage, theft, or loss
- Insurance requirements and reduced insurance premiums approval
  - Faster document retrieval



Paper Capture can minimise these risks; our solutions allow your staff to offer better service and take away the costs and inconvenience of retrieving and re-filing documents, allowing them to spend more time on productive work. You will save space, and be able to utilise the floor areas for better working facilities, more staff, or to be able to downsize, therefore saving money.

Paper Capture can work with you and your business to provide a complete, tailored solution that meets your objectives, improves your productivity, your customer service, and fits your budget.

However large, or small, your project you can be sure of one thing; Paper Capture Ltd can help your company run more efficiently and save money with our range of solutions.

If you wish to discuss your project further, or find out specifically how we can help you, get in touch today.



# From start to Finish, the process explained



## Collection from your Premises

After receiving your order, Paper Capture Ltd will collect your documents from your office. We can provide boxes if required and will ensure all collected boxes are firmly closed and loaded onto one of our satellite tracked vehicles. Following this, we will ask you to electronically sign a collection note which will provide you with a unique reference for your project.

The paperwork will then safely transported back to our secure premises.

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## Document Preparation

Following arrival at our premises, the process of document preparation begins. All boxes are labelled with your unique reference whilst being unloaded and are then taken to one of our secure production areas. The sales representative will then check the project is as expected and sit with the production manager to produce a job record card which will detail the requirements of the project from start to finish.

One of our trained staff will then prepare your documents for scanning by firstly removing them from any files or folders and adding headers if required. All staples will then be removed carefully and any crumpled pages or folded corners will be flattened in preparation for the scanning process.



## Document Scanning

Following the preparation stage, the created batches are sent to our scanners. We use a variety of Kodak mid-volume scanners to ensure that every document is able to be viewed as it is scanned to ensure a high quality output.

The operators will ensure that they follow the instructions on the job record card to scan the work into the required format. The scanning process involves checking every image scanned on screen to detect any problems with clarity, double feeds or skewed images.

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## Quality Checking and Indexing

After scanning has been completed the electronic documents are sent to a Quality Control operator. The first step of our QC procedures involves checking the Job Record to ensure that all images meet the requirements. The project is then indexed by the operator who checks each image against the paper file whilst carrying out this stage. This is in effect a 200% quality control check when combined with the 100% image check carried out during scanning. Once all indexing and checking is complete, a further QC operator will check the overall product to ensure it meets requirements prior to sign off and output.



## Delivery, Storage and Destruction

Paper Capture provide all of our clients output on their choice of media. We can provide CDs DVDs or Hard Drives. Once the output has been determined and created this is then delivered back to the client for checking. During this period we store all clients physical paper files for a period of up to 3 months free of charge. This paperwork is then securely shredded following customer approval of the scanned images and a certificate provided to that effect.

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# What we can do for you....

Paper Capture Ltd are able to offer a number of different solutions to assist you with your Document Scanning Project. We offer document scanning as a service to most customers but are also able to offer various other solutions such as hire of equipment, on site scanning and long term scanning and storage solutions for your archive.



## Full featured Scanning Service

Paper Capture will collect your paperwork from your offices and transport them to our production facility. We will carry out the conversion process at our offices over an agreed period of time.

### Benefits

FREE 24 hour File Retrievals—We will provide an electronic copy of any required file within 24 hours, free of charge

Our Lowest Prices—Prices reduce by scale and therefore having your documents scanned in one go gets you the lowest prices

Quality Assured— Our professional trained operators oversee and complete tens of thousands of scans per day

Fast Turnaround—We have the capability to scan and convert up to one million pages per week

Best in the Business—Our rigorous quality process produces the best images on the market

## Scanning Equipment Rental Service—On Site Scanning

Paper Capture can either rent scanners to you directly or provide equipment and staff to your site.

### Benefits

Complete Control—You are able to maintain your Files on site whilst the scanning process is on-going

Continuity—This option allows you to continue to use your files whilst process is on-going, ideal for high usage clients

Absolute Peace of Mind—The paper never leaves your premises and therefore gives you 100% peace of mind

Staff can be Provided—We can provide professional and experienced staff to run the service at your premises

Training On Site—We can provide full training on site as part of the rental package

## Scanning and Storage Option

Paper Capture can provide a scanning and storage option to convert your paperwork over time:

### Benefits

Manageable Costs—We can scan to an agreed monthly budget, meaning costs are affordable

FREE 24 hour File Retrievals—Benefit from effectively having all your files scanned on day one with free electronic retrievals

Save Space—All of your paperwork and files will be collected at the start of the process meaning you gain office space

Be More Productive—Staff no longer have to search for files, they just email us if one is required

Whatever your preference, Paper Capture can help. Give us a call on 08445 040413 to discuss the above options in more detail and let us help you to determine the best choice for you.

# Paper Capture Ltd



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## Free Sample

Free Sample Scans available

- Contact us and we will arrange a collection of your documents.
- On receipt we will scan and output these to your required format
- We will then visit you and bring back the sample to discuss your requirements in more detail
- An accurate quotation can then be provided

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Don't take our word for it.

We are offering all potential clients the opportunity to try our services for free.

We will scan some items for you free of charge to prove our quality with your data.

**Discounts  
available on  
request.**

- Greater London
- Hertfordshire
- United Kingdom
- Europe



Paper Capture

## *Our Full Suite of Services*

- Microfiche Conversion Services
- Large Format Scanning Services
- Data Capture Services
- PO Box Mail Set Up and Scan with Electronic Mail Forwarding
- OCR Services
- Document Scanning Services
- Roll Film Scanning Services
- Data Manipulation Services
- PDF Conversion Services
- Migration from other formats

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