

Does your storage room look like this?

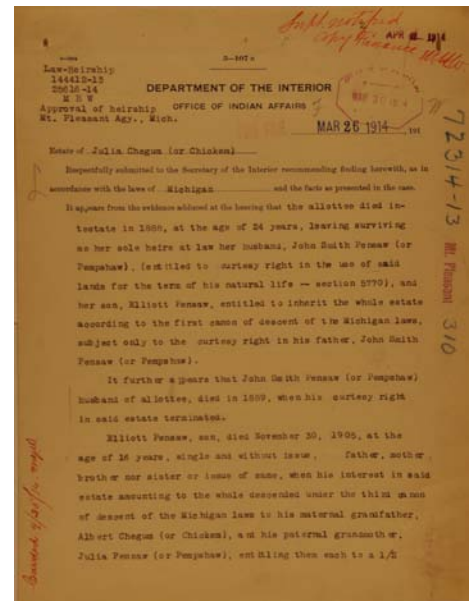


DIGITAL DOCUMENT MANAGEMENT & ARCHIVING

We offer digital imaging services to convert your existing paper filing systems to a 21st century digital archive that is affordable and easy to use.

Why Digitize Old Files?

- Easily find older documents in minutes or even seconds
- Save space by eliminating old rusty file cabinets, dusty boxes, and photo binders
- Loss prevention from fire, flood, carelessness
- Cost savings from reduced printing and photocopying
- Greater security
- Greater efficiency = increased profits



We offer an affordable, customizable solution for almost any business environment or personal need!

Scope of Work and Document Organization

We will work closely with you to customize a solution that's right for your application. If you already have an adequate database or digital storage system, we can simply provide you with clear, high-quality document imaging that can be indexed and integrated into your system. If you do not have an existing archiving system or are looking for an effective, modern solution, we can develop a database that is uniquely suited to your environment. We also offer highly accurate transcription services to fulfill all of your digitizing and archiving needs. Regardless of your project, we will deliver to you a scope of work that details project time lines and deliverables. View our attached pricing guide or contact us today for a customized quote for your specific project.

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