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DTS provides the latest technology solutions for converting hard copy documents to a variety of digital formats. Large or small, we have a scanning solution designed to fit your specific needs!

...your trusted partner in information management solutions

Document Imaging

Why image? →

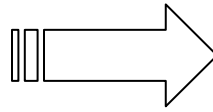
- ***Lower costs*** – dramatically reduce time spent filing and retrieving documents
- ***Save space*** – no need for filing cabinets and archive rooms
- ***Save time*** – immediate and accurate retrieval of information at your desk
- ***Improve teamwork*** – share documents easily, in an instant!
- ***Improve productivity*** – convenience and rapid access leads to better service
- ***Eliminate misfiled or lost files*** – permanently archive on optical media

Why outsource? →

- ***No capital investment (hardware/software)***
- ***No staffing and labor costs***
- ***No hardware repairs/maintenance***
- ***Faster turnaround***
- ***Trained specialists***

How it works:

1. ***Pick up documents from your business***
2. ***Prepare documents***
3. ***Scan documents***
4. ***Document image cleanup***
5. ***Index and code documents***
6. ***Manually inspect documents for quality and index accuracy***
7. ***Archive documents to CD-ROM/DVD or Internet repository with secure, 24/7 access***
8. ***Document re-assembly and delivery***



If you document it, we can scan it!

- Medical Records
- Accounting Records
- Legal Records
- Financial Records
- Real Estate Records
- Pharmaceutical
- Engineering Records
- Construction Records
- Insurance Records
- ...Or almost any other paper record!

Do you already have a document imaging system?

For compatibility with your current systems, DTS can image your documents in virtually any format including Alchemy, DocuPACT, Docu-ROM, FileTRAX, FileNET, LaserFische, PDF, OnBase, OTG, and many more!

Did you know?

- 90% of corporate records exists on paper.
- Of all the paper that gets handled each day in the average office, 90% is merely shuffled.
- The average document gets copied 19 times.
- 7.5% of all documents get lost, 3% of the remainder get misfiled.*
- Each 4 drawer filing cabinet costs about \$12,000 a year to maintain.
- Professionals spend 5-15% of their time reading information, but up to 50% looking for it.

**Sources Coopers & Lybrand*

Consider the benefits of document imaging → save your company space and money!

Contact DTS today for your document imaging needs!