



SCAN N MORE

DOCUMENT SCANNING & IMAGING
SERVICES

“WE SELL SOLUTIONS”

MISSION STATEMENT

We have dedicated ourselves to providing the best quality customer service to all of our clients. We deliver on these expectations every time. Our goal is to provide paperless solutions to organizations of all sizes. We dedicate ourselves to fulfilling our clients needs. With a team of experienced professionals, making speed, security, accuracy, and quality our main priority. The future is us.

“Quality is not an act, it is a habit.”

—ARISTOTLE

SCAN N MORE

WHAT IS DOCUMENT SCANNING?

- ▣ The process of converting paper documents into digital images.
- ▣ Digital images are stored on external hard drive, CD ROM, or on the internet for instant access.
- ▣ Documents can be converted into three different file types: TIFF, PDF, & JPEG.



BENEFITS OF SCANNING?

- ❑ Reduced demand for physical space. Paper takes space & space cost money.
- ❑ Documents are preserved.
- ❑ Instant information access.
- ❑ Able to recover data from disaster by having more than one physical location.
- ❑ The security of the archives is never a question/ the methods used have passed the most stringent requirements.

Additional advantages:

- Distribute memos via email.
- Share internal documents through the intranet.
- Use electronic business forms.
- Store office records on CD-ROMs.
- Send and receive faxes via personal computer to avoid printing.



INTERESTING STATISTICS

- ▣ 90% of all corporate information lies in unmanaged chaotic filing structures.
- ▣ Next to payroll, documentation and record maintenance is the largest expense within most companies.
- ▣ 7.5% of all documents get lost, 3% of the remainder get misfiled.
- ▣ Professionals spend 5 to 15 percent of their time reading information, but up to 50% retrieving it.

INDUSTRY BREAKDOWN

- ▣ The average Imaging company charges .10 to .20 cents per image while we charge per inch.

(Example : Approximately 100 pages = 1 inch)

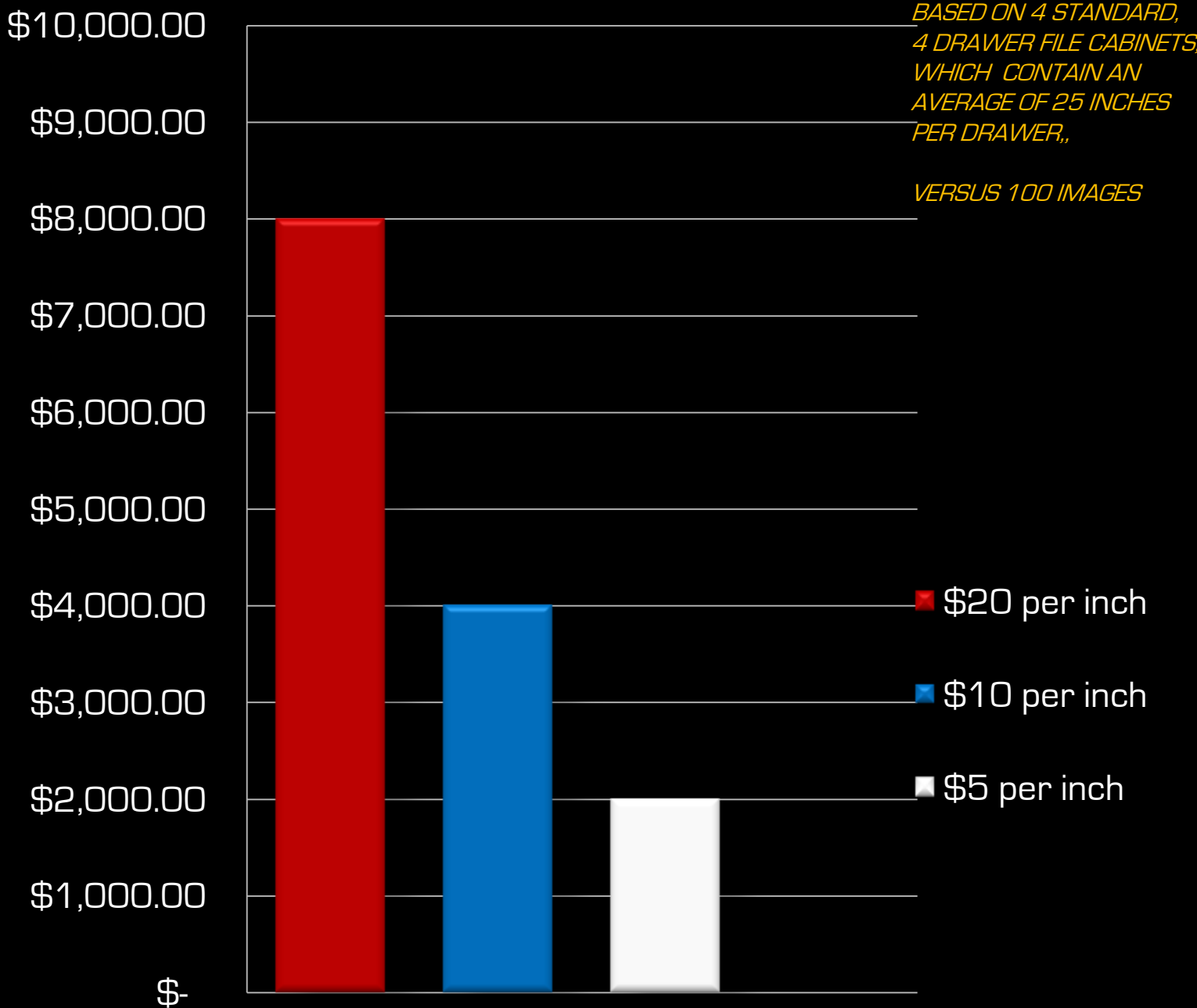
.10 per image X 100 = \$10

(Based on 1 sided pages)

.10 per image X 200 = \$20

(Based on 2 sided pages)

ARE WE COST EFFECTIVE?



PAPER MINIMIZATION

- ▣ Daily office practices, as well as conferences and meetings, leave room for a minimum of 20 percent reduction in paper use.
- ▣ These techniques result in cost savings by reducing paper purchases, decreasing storage space for filing cabinets, lowering postage costs, reducing long-distance phone charges for faxes and lowering energy costs of operating office machines.

ENVIRONMENTAL IMPACT

- ▣ Every year, the United States consumes over 90 million tons of paper. This paper use is an average of nearly 700 pounds per person – over ten times what it was at the turn of the century. The overall paper industry was \$129 billion of our economy (in 1993).
- ▣ The typical U.S. office worker uses about 10,000 sheets of paper a year.



OUR SERVICES

- ▣ Document Scanning & Indexing.
- ▣ PDF alteration & enhancement.
- ▣ Microfiche & Microfilm conversion.
- ▣ Document disposal.
- ▣ Document management consulting.



CONTACT

Adam Ruiz

Owner

adamruiz@scannmore.com

David Delgado

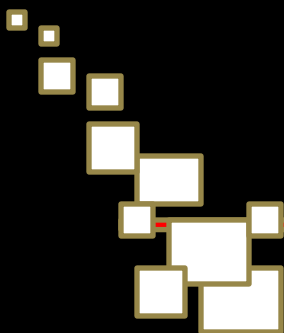
Operations Manager

ddelgado@scannmore.com

Office: 562.274.5932

Fax: 562.863.1028

www.scannmore.com



SCAN N MORE

DOCUMENT SCANNING & IMAGING SERVICES

14104 Pioneer Blvd.

Norwalk CA, 90650

BUS: 562.274.5932 FAX: 562.863.1028

www.scanmore.com