



# Document Scanning

## The Easiest Way to Do More With Less

### Overview of CASO Document Scanning Services

CASO Document Management (CASO) is a leading provider of document scanning and outsourcing solutions. We utilize innovative technologies like market-leading scanners and custom-designed software to electronically deliver documents and data across internal networks and over the Internet to end users and archives - both locally and around the world.

To provide the best possible service to customers across the nation, CASO has Regional Offices located in New York, NY, San Antonio, TX, Pittsburgh, PA and Charlotte, NC. Our clients include, hospitals, financial institutions, local and state governments, and a cross section of businesses. To meet the diverse needs of this client base, CASO staffs CDIA+ certified personnel and consultants with a combined knowledge of more than 100 years.

Our business focus is providing enterprise and departmental document management solutions, and our philosophy is based upon an extraordinary commitment to customer satisfaction. Since its inception in 1994, CASO has maintained lasting relationships with clients

who rely on our document imaging solutions, our impressive service, and our range of products that are recognized by their high quality, reliability, innovation, productivity, durability, ease of use, and customer satisfaction

CASO is a full-service document management company providing document conversion, Microfilming, Scanning, Imaging Systems & Support, COLD Technologies, Equipment Sales and Service, Supplies, Warehouse Fulfillment & Distribution, and Professional Services.

### Why Scan Your Records

- Find your documents fast
- Manage all of your documents easily
- Your records will be secure
- Free up valuable office space
- Your records will be safe if a disaster strikes
- Document distribution is easier than ever
- You can take your documents on the road
- Go paperless, go green, and save money

# CASO Document Scanning/Processing Services



## Pick Up and Delivery Scanning

We can pick up your records so you can immediately realize office space savings.

- Secure Transportation
- Two Hour Access to Your Records
- Weekly Project Updates
- Return of Your Hardcopies or Offsite Destruction



## Lock Box Scanning

Have your records delivered to us so we can process your mail, scan the documents, and deliver your electronic records daily.

- We pick up the records from the Post Office
- Daily processing metrics and reports
- Daily delivery of electronic records



## Scanning at Your Site

Are your records too sensitive to leave your building? We can bring our equipment and resources to your site and process your records.

- Instant onsite scanning services – our people, machines, and software
- Expertise in scanning at client sites
- Can train your team to assume future scanning roles



## Other Scanning Services

With over 20 years of document scanning experience, we have the expertise to handle a wide variety of scanning projects. Our other services include:

- Back-File Scanning
- Aperture Card Scanning
- Book Scanning
- Large Format Scanning
- Microfilm
- Digital Document Restoration
- Microfiche

## Benefits of CASO Scanning Your Records

- Dollar Savings – CASO can scan for less and quicker
- Experience – Past facilities/scanning management
- Business Focus – Departments focus on their expertise and CASO scans
- Reclaim Office Space – Reclaim office and filing cabinet space
- Reduction in Training & Management – CASO does the work
- Reduction in IT Support – IT does not have to support / maintain solution
- Audit-able Process / Procedures – Standardized procedures easily audited
- Chain of Custody Enhancement – Ensure integrity between electronic image & hardcopy
- Scalable Team – Scale up or down to meet varying volumes through the life of a project
- Depth of Team – Cover workers that are out of the office for vacation or due to illness
- License Reduction/Elimination – Operate more efficiently and require fewer licenses