Store2Scan Your Paper Archive
Off-site Storage, Scanning & Indexing Service

Store2Scan is an alternative to conventional off-site document storage, where you have to incur recurring fees for storage of your archive and subsequent document retrieval. Our purpose is not to store your documents and deliver physical files to you whenever you need them. Our main goal is to pick up your documents, scan them and help you get rid of paper and all the associated costs once and for all.

With Store2Scan you pay for scanned documents, not for storage. Your payments are spread over the course of the long-term scanning project. At the end, your entire archive is digital. That's the bottom line.

Store2Scan Service

iGuana can empty your entire archive, store it at its secure storage facility, inventory your documents and gradually scan and index all of them (including on-demand/urgent requests). We then deliver the files to you in digital format. At the same time, we securely destroy all the documents that were already scanned. You can relax as we take care of your files for you.

Key Advantages of Store2Scan

- Your archive is emptied a.s.a.p.; space can be re-purposed and your operating costs are reduced
- iGuana conducts a full inventory of your paper archive and all documents are carefully registered
- You pay for scanned documents, not for physical storage of your paper archive
- Your payments are spread over the duration of the scanning project
- Scanning can be done on-demand i.e. from your perspective, you are fully digital on Day 1
- You have full control over your digital archive i.e. there are no recurring document retrieval costs
- Your digital archive is fully compliant with regulations, privacy and document retention rules

Store2Scan is a cost-effective alternative to conventional off-site document storage & retrieval

Services Provided

Full inventory and pick up of your entire archive

Delivery to secure facility in special archive boxes

Separation of box contents; barcode for each file

Scanning (front and rear) using specialized scanners

Continuous quality checks (paper and scanned files)

Secure destruction of paper files (with certificate)

Files / metadata ready for import into your systems

Routing of scanned documents to your staff

iGuana

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