

iGuana ScanFactory

Document Scanning Services

Many organizations find themselves drowning in paper documents produced during the course of their day-to-day operations or stored in their physical on-site or off-site archives. With time, they experience an urgent need for storage space and discover that their archive is very difficult and costly to manage. Document storage and retrieval costs, as well as the risk of losing important files and not being able to guarantee compliance, increase exponentially.



Unless a viable solution is found, an organization's productivity and bottom line can suffer considerably.

Digitize Your Paper Archive

The cost of manual handling of a paper archive or external storage is often grossly underestimated and is much higher than that of its digital alternative. Managing and retrieving physical files, especially when there is an urgent need to locate a particular document or retrieve files on a regular basis, is an expensive undertaking. Digitizing your archive will help you protect your bottom line.

Outsource Your Document Scanning

If document scanning is not your core business, digitizing all your paper documents can turn into a costly, time-consuming and counter-productive project, especially if you have a significant backlog of paper files.

iGuana ScanFactory Services

iGuana ScanFactory offers an easy solution – a completely outsourced document scanning service that will save you time, money, effort and help you focus on your core business.

ScanFactory

High-volume, high-speed scanning and indexing of your documents. Scanned and indexed documents are ready to be imported into your existing DMS.

InvoiceFactory

Daily incoming invoice scanning and data capture, including invoice Number, Date, Amount, VAT and other data. We guarantee that all captured data are 100% correct.

MailFactory

Daily incoming mail scanning and routing to correct members of your staff for further processing. Scanned mail can be fed into your existing workflows.

FormFactory

Form scanning and collection of form metadata that are ready for import into your IT systems.

FilmFactory

Scanning of X-ray films, microfilms and microfiches.

iGuana



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