

Help2Scan Document Scanning Service

Fixed-price, Monthly Subscription Package

Are you looking for ways to reduce the amount of time your staff spend working with paper and scanning documents on a daily basis? As a business you face a dilemma – you want your staff to be more productive but do not wish to engage in a full-scale digitization project. Maybe all you need is a little help with paper files that your own staff do not have time to handle? If so, Help2Scan is a solution for you. Relieve your staff of the extra work and let them focus on their core activities.

Help2Scan Service

With decades of experience in scan project management, iGuana offers an easy solution through its ScanFactory document scanning facility. Help2Scan is a completely outsourced, all-inclusive document-scanning-as-a-service package that will save you time, money, effort and help you focus on your core business.



Services Provided

Pre-registration and pick up of your documents
Delivery to secure ScanFactory facility
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

Fixed Budget, No Surprises

Help2Scan is a “subscription” service. Just as there are firms that pay a monthly subscription for software-as-a-service, why shouldn’t you be able to have your documents scanned for a monthly, all-inclusive fee?

The subscription contract includes a fixed number of boxes provided by ScanFactory (standard size). The fee is charged on a per-box basis (minimum 100 boxes per month).

Advantages of a Fixed-price Contract

Paying a fixed monthly fee for a document scanning service offers numerous advantages.

- No need to invest a lump sum of money upfront (your accounting department will be pleased)
- Fixed monthly invoice – you know what to expect next month and can budget accordingly
- No potential unplanned expenses and unwanted surprises

No Software, No Hardware, No Hassle

iGuana



iGuana NV

Leuvensesteenweg 633 C
1930 Zaventem, Belgium
T: +32 (0)2 70 90 100
F: +32 (0)2 70 90 115

iGuana BV

Verlengde Poolseweg 16
4818 CL Breda, Netherlands
T: +31 (0)162 421 021
F: +32 (0)2 70 90 115

iGuana SA

Rue de l'Industrie 20
8399 Windhof, Luxembourg
T: +352 27 39 32 1
F: +32 (0)2 70 90 115

iGuana Ltd

Sotiri Tsangari Street 4
1095 Nicosia, Cyprus
T: +357 22 11 94 76
F: +32 (0)2 70 90 115

www.iguana-dms.com

iguana@iguana-dms.com