

Document Conversion

Outsource
Scanning, Indexing
and Conversion



WHAT IF ...

Regular pick-up schedule

On-site Capture

Off-site box-storage

Ability to deal with
variable size, color,
shape, texture, and age
documents.

Quick access to
documents during
conversion

Outsource Business
Continuity and Disaster
Recovery Planning

Media-to-Media
Conversion

Book to Image Conversion

Simple Page Processing

High-speed Forms
Processing with Optical
Character Recognition

Up-load Ready Delivery

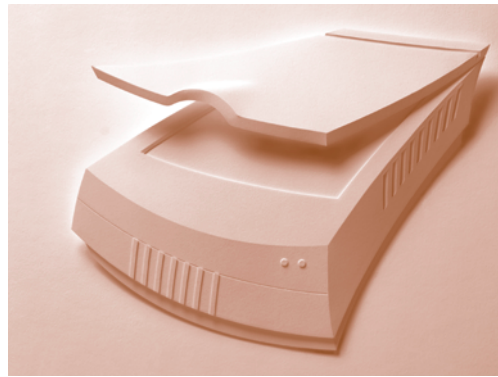
What if you could deploy a new document management or workflow solution and have instant results in terms of ROI, process improvement or disaster protection? Many users of these types of solutions are unable to envision this type of a return until months or years after a deployment. Since legacy procedures and systems typically have to sunset while users and information migrate into the new systems, the solution benefits are not always realized at first. With outsource scanning and conversion, you get results right away.

Return is typically unattainable until all of your active information is available on-line and in-use. The cost of performing back-file conversions is prohibitively expensive to do yourself. Even non-ROI driven deployments such as disaster recovery or business process improvement do not realize their benefits until the system is fully loaded and ready to go. NMS Imaging provides an affordable range of document scanning and conversion services to accelerate these benefits.

WHAT IS POSSIBLE

It is not uncommon for users of high-volume document management systems to find themselves running large scale document preparation and scanning operations. A

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NMS Imaging has been providing conversion solutions from best-of-breed conversion labs since 1978. The mission of our partner-labs is to provide the highest quality conversion services with integrity and efficiency. These services are optimized for commercial companies, non-profit institutions and government customers with diverse requirements. All services are customized to give the client what they want.

frequent perspective on this is that it is outside of the client's core business, or it is plagued with up and down scanning volumes. With outsource scanning and conversion services you have scanning on demand. You also have the economies of scale that only a large conversion facility can provide.

With NMS Imaging, every client is serviced individually with scheduled delivery of work tailored to meet their unique requirements.

Documents can be scanned on a "back-file" basis to get one or two years worth of information on-line for the first day of deployment. Documents can also be scheduled for regular pick-up and delivery in the new format. Original documents can be stored off-site in a secure records management facility.

HOW IT WORKS

When your needs require extra help for document scanning and conversion, NMS Imaging sales executives will collect samples and volumes of originals from you. These will be packaged up with output requirements and delivered to our labs for a custom quotation. After some collaboration, the details will be worked out, and your document scanning is ready to go.

All phases of pick-up, document preparation, scanning, indexing, PDF conversion, OCR/ICR and forms processing can be completed rapidly for a reasonable price and delivered back in any format desired.



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