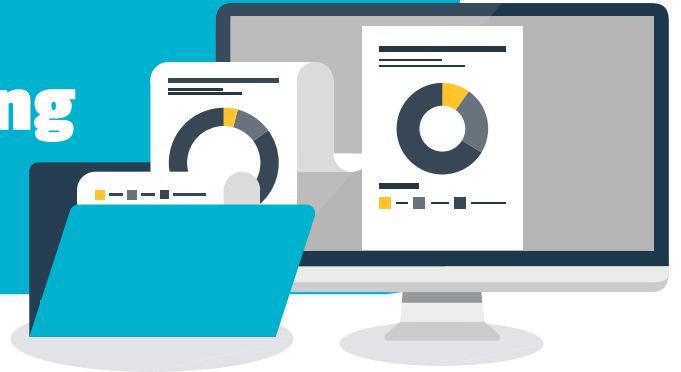


TIMG Scanning

**Save time and money,
let TIMG do the scanning
for you**



**At TIMG we don't just scan single pieces of paper.
We can also scan books, photos, plans, and more.**

Why should you scan?

If your business spends numerous hours locating specific documents, scanning will significantly reduce that time. Our scan process allows you to index your documents so they are easier to search.

With scanning, multiple people can use the document at the same time, eliminating the need to create additional copies.

Have 24/7 access to your documents, so that you can access these documents from anywhere in the world at any time. You no longer have to wait to receive them, creating a more efficient workflow process.

Scanning negates the need to have an employee take days to sort and find documents.

salesenquiries@timg.co.nz

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THE INFORMATION MANAGEMENT GROUP



1

Data Collection

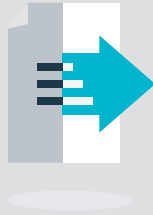
Gather your physical records for conversion



2

Document Preparation

Unfolding, removal of staples, post-its and book covers



3

Scanning

Flexible functionality to suit fragile papers, books, odd sizes and two-sided documents



4

Post-Capture Processing

Naming & structuring, image optimisation, catalogue/index, pagination



5

Output

Media preference: Hard drive, USB, CD, multiple copies



6

Storage

Archive online backup, destruction or keep on site



If requested, we can Backlog Scan. This means that all of your backdated documents are scanned. We also offer Scan on Demand. This is when a specific document is located from your TIMG archives and scanned.

At TIMG, we use the latest and highest quality scanners, ensuring that we can scan even the most delicate documents.

Quality and safety guaranteed

- We're committed to protecting your confidential information.
- Your data is securely handled at all times by our security-vetted team.
- Scanning can be done offsite in a securely controlled environment, or onsite at your office.
- TIMG's operations are certified to and / or compliant with the highest New Zealand and international records management standards.

Still not convinced?

If you're still not convinced about the benefits of scanning, or if it will work for your company, we can arrange a scanning trial so that you can see how the process works first hand.

Experience the future of information today, through people who understand and products that solve.

Contact us today for a complimentary demonstration or review of your current situation.

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TRANSFORM, MANAGE or DESTROY your information with

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