



## NEW FROM QLS... SCANSERV™ HIGH-VOLUME DOCUMENT SCANNING SERVICE

QLS Solutions Group now offers High-Volume Document Scanning Services that convert your boxes of paper files into secure, fully searchable digital documents (PDF, TIFF and other formats).

Instead of managing rooms full of bankers boxes, filing cabinets and/or off-site storage, we scan your files and provide you with CDs, DVDs, external hard disk or even host your documents online.

### The ScanServ™ Process...

1. Provide QLS with an estimate of how many pages you have to scan. The number of Bankers Boxes, File Drawers, etc. will allow us to estimate a page count.
2. QLS will evaluate the quality of the files to be scanned. How many staples, paper clips to be removed/replaced. Page sizes and page types, etc.
3. We then can give you an estimate of the number of Pages and provide a Cost-per-Page (CPP) to scan/index.
4. We then pick-up your Documents via Carrier or Local Van Service.
5. Documents are scanned and indexed at our Conversion Facility in PDF or TIFF Format (Full OCR)
6. Scanned images are delivered via CD, DVD, Hard-Disk, eMail or web download.
7. Originals can be shipped back to you or destroyed at our facility.

### ADDITIONAL SERVICES

- One-time Backfile Projects or Ongoing Scanning Service with Immediate Availability
- Scanning Performed at your Office or our Conversion Center
- High-Speed Scanner Rentals (short term) Available
- High-Speed Scanner Sales & Leasing Available
- Document Shredder Sales & Rentals
- Online Document Hosting

## WHY A SCANNING SERVICE? WHAT ARE THE BENEFITS?

**Instant Access** - Instant access to **all** your documents, right from your desk or laptop.

**Reduce Costs** - Save time and money - no more paper pushing, folders, file cabinets and staffing costs to manage it all.

**Free Up Space** - Lose all those filing cabinets and boxes to reclaim valuable office/warehouse space.

**Disaster Recovery** - Insure that fire, theft or other disaster will not damage your files.

**Document Sharing** - Easily and securely share and collaborate your documents with anyone.

**It's Easy!** - Our ScanServ™ scanning service is fast and reliable. We can save you time, trouble and money doing the work for you.

**Improve Customer Service** - Respond immediately to your clients requests with instant access to your documents.

**File Security** - Never misfile or lose a document

**The Green Office** - Save money and reduce your carbon footprint. Scanned documents are a staple of the green office



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# ScanServ™

## HIGH-SPEED SCANNER RENTALS



### NEW FROM QLS... SCANSERV™ HIGH-SPEED DOCUMENT SCANNER RENTALS FOR YOUR OWN BACKFILING OR ARCHIVING PROJECTS.

#### It's Easy to Rent a Scanner from QLS...

##### STEP 1: REQUEST A QUOTE ONLINE

Send request by visiting [www.QLS.com/high-speed-scanner-rentals](http://www.QLS.com/high-speed-scanner-rentals) or send us an eMail and one of our Specialists will recommend an appropriate **ScanServ™** Solution for your specific project.  
Call us at: 800-859-2203 • eMail: [quality@QLS.com](mailto:quality@QLS.com)

##### STEP 2: INSTALL SCANNER UPON RENTAL ARRIVAL

You or your tech department can install the scanner upon it's arrival at your location. One of our technicians can provide you with **tech support** via the phone and web to insure successful installation.\*

##### STEP 3: SCAN, STORE AND RETRIEVE

From a single box to a warehouse of documents, your custom scanning solution was built for volume. QLS also offers the convenient add-on's of **Document Management Software** or **Online Storage** - for easy retrieval and secure access.

##### STEP 5: RETURN SHIP WHEN FINISHED

You can rent for as little as one month - or as long as you wish! When you are done, simply repackage the scanner in the provided case and **ship it back** to QLS Solutions Group using **the supplied return address label**.\*

\* = Local Onsite Service in Western, NY and Northern, PA.

**Renting a High Speed Scanner from QLS Solutions Group provides you with the RIGHT TOOLS at the RIGHT PRICE for your short-term scanning projects. Contact us today!**

### CUSTOM SOLUTIONS AND STATE-OF-THE-ART EQUIPMENT

QLS Solutions Group provides a custom solution for your project by assessing a proposing the Fujitsu Document Scanner best suited for your needs.

### ADD-ON'S TO MAKE YOUR SCANNING PROJECT EASIER

- Remote Installation and Setup
- Remote Training
- Document Management Software
- Desktop/Laptop Computer Rental
- Online Document Hosting (secure)
- On-Site Services: QLS can set you up at your location with a Complete Solution
- Document Shredder Sales & Rentals

### RENTING VS. BUYING

- Avoids Long-term Commitments
- Eliminates Financing Costs
- Removes 3rd Party Involvement
- Lowers your Total Cost of Ownership

### RENTING VS. LEASING

- Lower Initial Cost
- Quicker Budget Approval
- Easier Bookkeeping (Expense vs. Asset)
- Lower Total Cost of Ownership
- Easier Equipment Management



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