



DOCUMENT SCANNING

SMARTER, SIMPLER,
MORE PERSONALIZED



SMARTER, SIMPLER, MORE PERSONALIZED
DOCUMENT SCANNING

DOCUMENT SCANNING SOLUTIONS



Record Storage Systems offers full-service document scanning and indexing solutions that enable you to store, organize, and manage your important records electronically. With Record Storage Systems as your partner, you can establish short term and long term document management goals that address your frustrations and solve your document management dilemmas.

BUILDING A PAPERLESS OFFICE



Record Storage Systems offers professional consulting to organizations who want to achieve paperless business processes. We can transform your paper-intensive processes into a seamless and streamlined electronic document management solution for Accounts Payable, Accounts Receivable, Human Resources, Customer Service, Operations, and more. Digitizing your hard copy records opens up immense opportunities to transform manual processes into streamlined, efficient workflows that save time and reduce errors.

- Save space by eliminating paper files
- Reduce your carbon footprint with environmentally-friendly processes
- Reduce operating costs associated with maintaining paper documents
- Eliminate risk of lost or misplaced hard-copy files
- Improve security, data protection, and compliance
- Enhance your disaster recovery plan with secure digital repository

ASK HOW OUR DOCUMENT SCANNING SERVICES WORK IN CONJUNCTION WITH OUR DOCUMENT STORAGE, ONLINE DOCUMENT MANAGEMENT, AND SHREDDING TODAY!

DOCUMENT SCANNING PROCESS



DO MORE WITH RECORD STORAGE SYSTEMS



With Record Storage Systems as your partner, you not only benefit from the latest scanning technologies, you also have secure document storage and shredding at your fingertips. Our document management strategists can evaluate your needs and volume to help determine a document management plan that's best for you.