



**DOCUMENT OPTIONS**  
L I M I T E D

## MICROFILMING

ADMISSIBLE, COST EFFECTIVE ARCHIVING  
STORAGE AND RETRIEVAL SERVICES  
EQUIPMENT AND CONSUMABLES



# MICROFILMING

**Cost Effective Archiving • Storage and Retrieval Services • Equipment and Consumables**

# Microfilm Services

Many organisations don't have complex document management requirements, they are just looking for a cost effective way to store large volumes of paper documents. For proven long term retrieval and legal admissibility, microfilm is still an effective solution.

Document Options Ltd have been providing microfilming services to clients all over the UK for over 30 years. Our microfilm services are constantly monitored by Kodak, the industry leader in microfilm technologies. Document Options Ltd are one of only a handful of Kodak Accredited Document Conversion Centres in the UK.

We provide the complete range of microfilm services, equipment and consumable items, please see below for a description of our most popular services. For more detailed information, do not hesitate to contact us.

## Small Format Microfilm and Microfiche



For large volumes of paper documents, microfilm is the most cost effective way of archiving.

For closed files, documents can be converted to roll film format, with up to 3000 pages to a single roll.

For documents which will need updating, we can create a microfiche jacket for each record.

## Large Format Microfilm Capture



Documents up to A0 in size can be captured on our large format 35 mm planetary cameras.

Projects completed over the years using this method have included the conversion of old newspaper archives, engineering drawings, maps and publications.

We can also print out microfilm images up to A0 size.

## Storage and Retrieval Services



Microfilm viewing and printing equipment can be expensive to buy and maintain and that's why we offer a full storage and retrieval service.

Once the documents have been filmed and filed, we store them in specially designed cabinets and can fax, email or print and post them on demand, usually within 30 minutes.

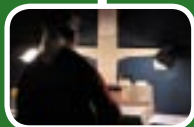
**“Around 2500 A4 pages v  
ro**

## From Start to Finish:

High Volume Microfilm Storage  
and Retrieval



Documents are collected from anywhere in the UK,



Documents are booked in, prepared and microfilmed,



Records are indexed into a customised database for quick and easy retrieval,



Microfilms are filed in a logical order in specially designed film cabinets,



Request comes in from client via phone, fax or email,



Requested files are located quickly using information supplied by client,



Files are sent to client by fax, post or email within 30 minutes.

will fit onto a single  
"11 of 16mm microfilm"

## Equipment & Consumables

Document Options Ltd can supply you with brand new or reconditioned microfilm readers and reader printers, including the new range of on-demand reader-scanners from Canon. These will allow you to gradually convert your archive from microfilm to electronic without any huge outlays. We also stock and supply spare parts, lamps and toners for most of the major brands and will happily provide service contracts or carry out repairs on an "as and when" basis.

## Kodak Archive Writer

Many organisations have depended on microfilm for decades to provide long term, archival quality storage for their vital business information. With more and more documents now being created electronically this forward planning has gone out of the window. Our state-of-the-art archive writer creates from digital images (i.e. word documents, pdf files) archival quality laser tape which will still be viewable in hundreds of years.

### Common Applications:

Archives • Drawings  
Publications • Newspapers  
Client Files • Claim Files  
Finance Records • Medical Records  
Engineering Drawings

## Contact Us Now:

# 01293 426677

Your local Account Manager will be happy to discuss any possible requirements with you.



For samples, site visits, demonstrations, or for  
any further information, please contact us.

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