



DOCUMENT OPTIONS
L I M I T E D

SCANNING SERVICES

LARGE FORMAT SCANNING
DOCUMENT MANAGEMENT
HIGH VOLUME SCANNING



*Manage your documents
faster, smarter...better.*

SCANNING SERVICES

Thousands of UK businesses are taking advantage of modern scanning methods to increase productivity and save space. Scanning paper documents also provides a vital disaster recovery solution.

Document Options Ltd have been helping clients manage their archiving for over 30 years and have employed scanning technology for over 12 years. Along the way we developed a prestigious base of regular satisfied customers from all areas of business.

We undertake an exhaustive range of digitisation activities, please see below for a description of our most popular services. For more detailed information, do not hesitate to contact us.

High Volume, Business Document Scanning



Any volume of documents can be converted, from a single file to an entire archive. Documents can be scanned in colour or black and white and returned in a variety of formats, including Tiff, Pdf or Jpeg.

Around two filing cabinets worth of documents can fit on a single CD-ROM and high volume document scanning costs as little as £30 per 1000 images.

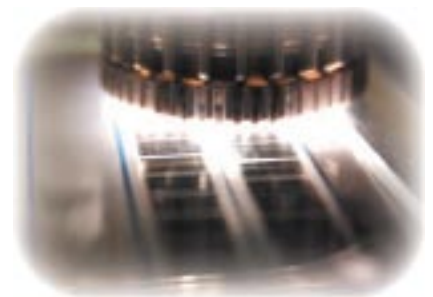
Scanning Large or Delicate Document Types



Drawings, Maps and Plans up to 50 inches wide and of any reasonable length can be captured in black and white, greyscale or in full colour.

Some documents, such as historic maps are too delicate to pass through a traditional rotary scanner. For these, we use our state-of-the-art flatbed scanner which is guaranteed not to damage fragile originals.

Scanning of Microfilm and Microfiche Documents



Many organisations are moving their microfilm libraries over to digital format for speed and convenience.

Document Options Ltd uses specialist equipment to capture these images from all common microfilm formats.

Images can then be located, printed and emailed with a few clicks of a mouse.

**“Any volume of documents
from a single file”**

From Start to Finish:

An Overview of Outsourced Scanning



Prices and detailed specifications are agreed at the start of the project,



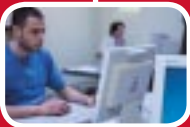
Documents are collected and then prepared for scanning,



Documents are scanned in one of our production centres,



Scanned images are indexed so that they can be located easily,



Images and index data are checked and verified during QA,



Data is written to CD / DVD and delivered to your offices,



Originals are only destroyed with your written authority.



Returning Your Data...

How do we return your data? The answer is simple; exactly how you want us to. We are used to working to detailed specifications and can cope with the most demanding requirements. We are also used to dealing with people who have no idea how they would go about structuring and indexing their electronic data, so our Account Managers are always happy to make suggestions and give expert advice.

Typically, scanned images are returned in one of two ways. The first is a folder and filename structure (similar to the contents of your "my documents" folder). The second way is within a database (this can be one supplied by us or one you already own). Either way, the documents are structured or indexed in a precise and consistent way, ensuring that when you need to find them, they are at your fingertips.

Common Applications:

Supplier Invoices • Pension Records
Project Files • Claim Files
Client Records • Research Data
Drawing Registers • Archive Documents
Personnel Files • Leavers Records
O&M Manuals • H&S Manuals

ts can be converted,
file to an entire archive."

Contact Us Now:

01293 426677

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



Manage your documents faster, smarter...better.

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

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