

Built for AEC

The logo for ARC Document Solutions, featuring the letters 'ARC' in a white, sans-serif font. A red, curved line arches over the letters, starting under the 'A' and ending under the 'C'.

ARC

Document Solutions®



At ARC, we help you succeed. ■

Throughout its history, ARC Document Solutions has been focused on providing best-in-class document management solutions for the construction industry. In the office, in an archive, or in the field, ARC offers a comprehensive approach to managing the documents that keep design, engineering and construction companies moving forward.

- **Innovative solutions**—ARC's Cloud applications help you work faster, provide better and more controlled document access, help manage assets more effectively, save money, and improve the efficiency of your workforce.
- **Industry knowledge**—ARC's people are industry veterans with long experience and a clear understanding of how to address the document management challenges AEC companies face today.

- **Expansive footprint**—with over 200 ARC offices around the world and hundreds of people ready to support you with digital expertise or top-notch customer service, we're there for you, wherever you need us, however you need us.

At ARC, we are passionate about delivering the document solutions that enable you and your team to focus on what you do best.

Your documents are your business. How to manage them is ours.

Few professions rely on documents the way architects, engineers, and construction professionals do. With a deep understanding of AEC industry needs, ARC Document Solutions offers three key solutions that combine proven, best-in-class services with

the latest technology to address three critical areas of your business.

Managed Print Services—Optimize your print assets, and you'll experience dramatic cost reductions, increase employee efficiency across your offices, and substantially improve your sustainability practices.

Archiving & Information Management—Store legacy documents in the Cloud rather than a box in a warehouse, and you'll lower your storage costs, increase access to your intellectual property, and improve your record retention policies.

Construction Document & Information Management—Combine the latest Cloud application technology with innovative hardware configurations, and you'll improve project management, streamline collaboration, and increase efficiencies on every project you manage.



MPS includes:

// Outsourcing of entire print infrastructure including equipment, software, services, and supplies // Software solutions for document control, business intelligence, and comprehensive print cost recovery // Document fulfillment services in more than 200 service centers or at our customer's location // Print equipment and services in color and B&W and in any size // Domestic and international distribution of print services

Take control of your print costs. ■

MPS

Most research suggests a company spends more than \$2,000 per employee per year to support the printing needs of their organization and that such costs are not actively managed. ARC's Managed Print Services (MPS) does far more than simply lower the cost of the machines you use. Through ongoing optimization programs, we identify and address operating practices that drive your operating costs up, provide business intelligence to inform your management decisions, and give you the tools you need to track costs, manage time,

improve utilization, and configure equipment fleets to best serve your needs.

Our programs often reduce ongoing print costs by as much as 30 percent.

MPS from ARC provides you with a scalable, fully monitored printing infrastructure to help you manage all of your print expenses and improve efficiencies across your company or enterprise.

ARC's MPS program provides:

■ **Lower, more predictable operating costs**—with savings up to 30 percent

■ **Comprehensive cost recovery**—track every print and every penny

■ **Nationwide and local support** from printing and document management experts

■ **Increased uptime** with an optimized printing infrastructure

■ **Access** to the latest, most efficient printing technology

■ **Business intelligence** to help manage costs, operations, and staff productivity

Store legacy documents in the Cloud.

AIM services include:

- // Scanning and digital capture of hardcopy and digital documents—in any size or format
- // Cloud storage and management of document archives
- // Proprietary, powerful search engine for construction drawings
- // Enterprise-level software for management and retrieval of archived project documents
- // Consulting on retention policies and records selection for records governance
- // Financing of up-front costs to convert documents from hardcopy to digital formats

AIM

Gaining access to project documents from the past is often time consuming, frustrating, and costly. By keeping hardcopies in banker's boxes stored in a warehouse, companies might meet their risk and compliance goals, but finding documents within those boxes is always costly and frequently impractical.

ARC's Archiving & Information Management (AIM) platform puts your legacy documents in the Cloud where they can be searched and retrieved at a moment's notice on any device, no matter where you are. Our proprietary search engine even allows you to search for

text strings inside a construction drawing. No more guessing which box to pull and have delivered; just enter a search term and put your best ideas from the past to work in the future.

AIM offers a comprehensive, secure, and easy-to-use Cloud document management system that will save money, increase efficiency, protect you against risk, and help ensure compliance with record retention policies and procedures.

AIM helps you:

- **Significantly reduce** warehousing and data retrieval costs
- **Eliminate time-consuming searches** through storerooms and far-flung warehouses
- **Protect your valuable information** from fire, flood, and other natural disasters
- **Increase productivity and collaboration** with fast, easy mobile access, and search
- **Create or refine document retention** procedures that protect your business





CDIM services include:

// Cloud and mobile applications for managing project documents and information // Best-in-class collaboration solutions utilizing large-format touch screens, tablet computers, and large- and small-format printers // High-volume, off-site production services via an international network of service centers // Specialized color production services // Software support and technical project services // Outsourced services

Make your project documents work harder. ■

CDIM

Managing today's construction documents is often an ad hoc, hybrid process that leads to confusion, errors, and costly delays. Multiple and often generic Cloud applications proliferate through the team, hardcopy blueprints are often maintained in different locations, and without a comprehensive system, version control can be a nightmare. Construction Document & Information Management (CDIM) from ARC provides you with an easier, more secure, and more accurate way to access, share, and manage your critical construction and business documents—in whatever form you require.

CDIM combines ARC's proprietary, Cloud applications, professional services, and industry-leading hardware to deliver a dependable, comprehensive solution for all your project document needs. CDIM provides a "single source of truth," access from any location and any device, and improves collaboration across the team to keep everyone on task and your project on budget.

With CDIM, you'll also have access to ARC's dedicated team of AEC experts in your market that can provide support and guidance on-site at any time.

CDIM helps you:

- **Improve document organization and control** for better communication, accuracy, and efficiency
- **Maximize productivity** among all key project stakeholders
- **Standardize information** throughout the entire project lifecycle
- **Centralize project information** for better document control
- **Streamline distribution of information and provide it in any format**—delivered wherever and whenever you need it

Put your plan in place. ■

Your documents are at the heart of what you do and how you communicate. Make sure you have the document management solutions from ARC that can help you improve efficiencies and processes while lowering costs.

If you're ready to get started, we're ready to show you how.

Contact us today at **(925) 949-5100** or visit **e-arc.com**.





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