



Escape from paper

ARC Scanning and Archiving Service

The smarter way to store your documents



Tired of searching through paper documents?

Are you wasting time trying to find the files you need?

Are you paying to store documents in expensive storage facilities?

ARC has the solution

ARC Scanning and Archiving Service will **scan, digitize and organize** all of your documents, making all of your files easily searchable and accessible.

How it works



Analyze

We'll help you figure out what you have



Scan

We'll help you scan and digitize it



Organize

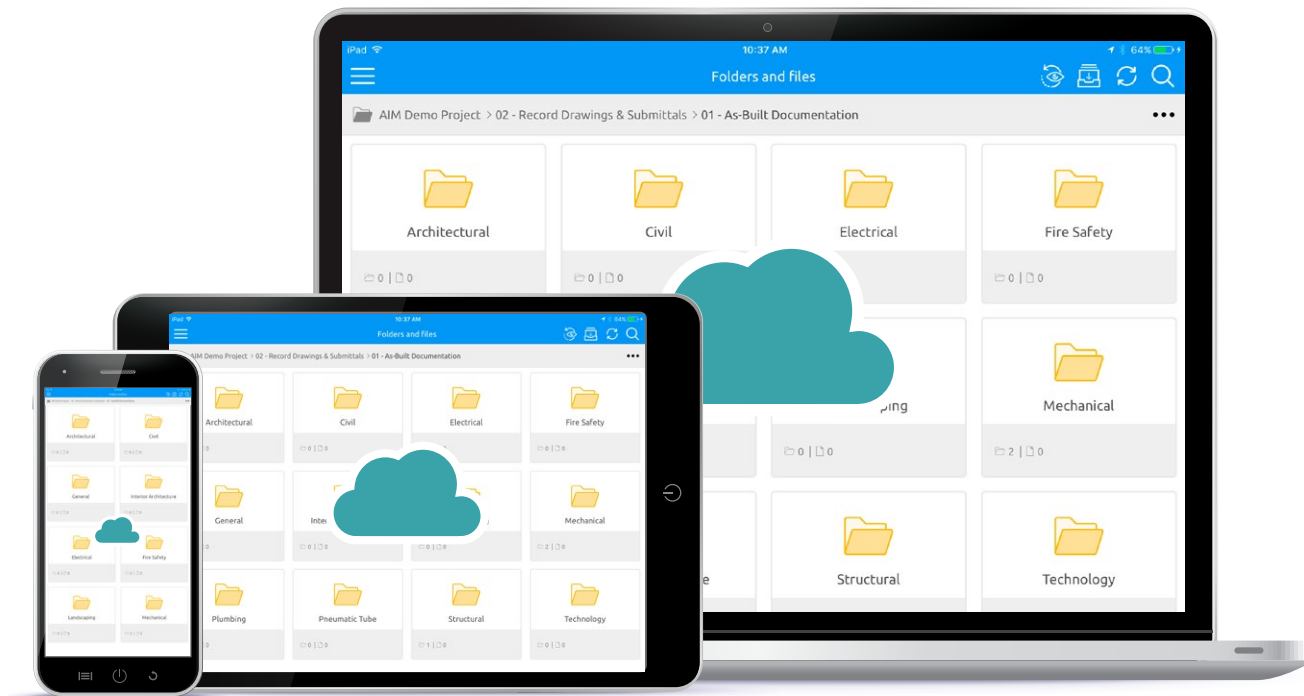
We'll help you organize it in a way that works for you



Save time spent searching

Save on storage costs

All your digitized files are securely stored in the cloud making them **easy to search** from any device



What can be scanned?

Small Format Documents

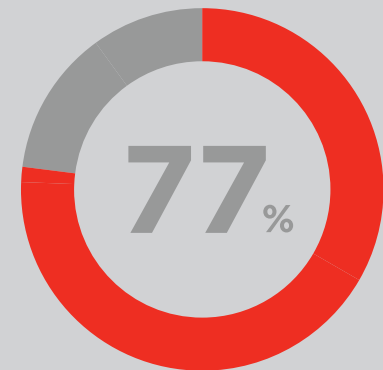
Scan all sizes of documents, single and double sided, color, black & white or greyscale, all textures.

Large Format Documents

Scan large format plans and drawings up to 48" by any length.

Data Capture Forms

Forms data capture delivers unparalleled data extraction capabilities for your information systems.



of businesses have seen ROI on their paper-free projects within 18 months

Source: AIIM

The benefits of scanning



Storage: Need to free up storage space, and reduce long-term outsourced storage costs? 28% of clients consider the accessibility of records to employees across their business to be poor or very poor.



Compliance: Are your records conforming to retention policies? 39% of businesses have been criticized for poor records, management and retention policies not in place.



Security: Are your company's intellectual assets backed up, protected and stored within a security-proof archival system?



Protection: Are your records protected from fire, flood and loss? 1000s of boxes have been lost in traditional box storage companies.



Costs: An effective Information Management Solution reduces your costs and increases productivity by up to 33%.



Productivity: Improve your workflow productivity through speed of access to data online. 80% of employees waste an average of ½ hr per day retrieving information, while 60% are spending +1 hr duplicating the work of others.

See how much you could save:

Digitally archiving 1,000 boxes

Saves 130 hours
per employee annually

Saves \$180,000
in print charges

Saves 3,000,000
sheets of paper

Saves \$75,000
annually in storage fees

Saves 133 trees

**To find out more about how ARC can help you streamline your closeout project
call us today 855 500 0660**