



Document Scanning Services

Digitizing content is the smartest way to store, find and manage your documents



We are local to you!

With **140** locations in the US and Canada - we are where you are. We are never far from you and your paper documents.



Industries:

- Healthcare
- AEC
- Manufacturing
- Medical
- Universities
- School Districts
- Government Agencies
- Municipalities
- Law Firms
- Insurance Companies
- Commercial Real Estate
- Property Management
- Investment Firms

Unleash the intelligence trapped in paper when you scan and digitize your document.

Physical storage or archiving of paper documents is inefficient, costly, and frustrating. Don't waste precious time rummaging through drawers and papers, start working at digital speed and find crucial document and important information within seconds when all your paper documents are scanned, digitized, indexed and organized. ARC Document Scanning Services will transform mountains of paper into an intelligently indexed digital information repository, so you can store, search, and retrieve your documents within seconds from anywhere.

We scan & organize, you find

We do all the heavy lifting.

Your paper records are scanned, digital documents collected, and all your information gets centralized on your own system or our proprietary cloud-based document management application.

OCR means powerful search

ARC's scanning services use the latest technology in Optical Character Recognition (OCR) to capture all the content on your documents, making it easy to search for information using keywords. So, you can find what you are looking for within seconds.

Take your information anywhere

Once your information is in the cloud you can access it from anywhere, on virtually any device.

What can be scanned, indexed and organized?

Small Format Documents

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

Large Format Documents

Large format plans and drawings up to 60" by any length.

Digital Archives

Migrate digital archives from local storage to the cloud.

Protected Health Information (PHI)

ARC is HIPAA Compliant so we can securely digitize documents containing PHI and PII.



Work smarter and achieve more for less when you scan your documents

Access documents when and where you need them while achieving drastic reductions in the cost and time that you lose to paper storage and archiving.

Save Storage Space — Free up physical and digital storage and reduce long-term outsourcing costs. You will be ready for a move or space consolidation.

Access Anytime, Anywhere — Keep your team on the same page even when they are working from home or traveling with file sync to all devices. The information is always up-to-date and available-anytime, anywhere.

Guarantee Compliance — Ensure your documented records management policies and requirements are in place, up-to-date and ready for your next audit or a potential acquisition.

Enhance Protection & Security — Digitized business information is fully protected from natural disasters (*fire, flood, tornadoes*), damage and loss with a secured

system. ARC's scanning services are **ISO/IEC 27001:2013** (*Information Security Management System*) compliant.

Reduce Cost — An effective information management solution reduces your costs and increases productivity by up to 33%.

Save time — By eliminating the content chaos, the average employee will save 1-2 hours per day that used to be wasted on searching for information.

Eliminate Information Silos — When information isn't shared, problems arise. Reduce duplication of effort and missed opportunities.

Maintain Knowledge Continuity — Ensure your intellectual property does not walk out the door and is available to current and future staff.

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